

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



## THE PERSONNEL COMMISSION SUPPORTING EDUCATION THROUGH MERIT

### PERSONNEL COMMISSION MEMBERS

**Mr. Paul Robinson**, Chair  
**Mr. Edward M. Castillo**, Vice Chair  
**Mr. Ernest Morrison**, Member

## AGENDA REGULAR MEETING Thursday, November 10, 2022

**4:30 p.m. Regular Meeting**  
**Oxnard Room of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

## REGULAR (HYBRID) MEETING - VIA ZOOM

To watch and provide public comment, join from a PC, Mac, iPad, iPhone, or Android device:  
Please click this URL to join. <https://pczoom.oxnardsd.org>

Or join by phone:  
Dial (for higher quality, dial a number based on your current location)  
US: +1 669 444 9171  
Webinar ID: 834 4432 6172

Note: In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

- A.1. Call Meeting To Order**
- A.2. Roll Call**
- A.3. Adoption of the Agenda**
- A.4. Approval of Minutes October 13, 2022 (page 4-8)**

## **Section B: COMMENTS BY THE PUBLIC**

**Public Comment provides the public an opportunity to address the Personnel Commission (“Commission”) on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.**

## **Section C: ACTION ITEMS**

- C.1. Resolution - Continue Conducting Meetings Via Teleconference (page 9-11)  
The Personnel Commission will take action to adopt the resolution per AB361 as presented.**
- C.2. Appointment of Joint Commissioner (page 12)  
The Personnel Commission will take action to reappoint Commissioner Paul Robinson, pursuant to Personnel Commission Rules & Regulations 20.100.1.**
- C.3. Classification Revision – Language Assessment Technician (Spanish-Bilingual) (page 13-16)  
The Personnel Commission will take action to approve the revisions for the Language Assessment Technician job description.**
- C.4. Classification Revision and Title Change – Office Assistant/Switchboard Operator (page 17-23)  
The Personnel Commission will take action to approve the revisions and title change for the Office Assistant/Switchboard Operator job description.**
- C.5. Eligibility Lists (page 24-29)  
The Personnel Commission will review certification of eligibility lists.**

## **Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

**These items are presented for information or study only, no action will be taken.**

- D.1. Personnel Actions (page 30-31)  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.**
- D.2. Director's Report  
The Director of Classified Human Resources will report on staff management, current**

recruitments, and other matters.

**D.3. Report by CSEA**

CSEA may report on Human Resources issues of interest to the District.

**D.4. Report by Assistant Superintendent, Human Resources**

The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.

**D.5. Report by Commissioners**

The Commissioners will report on issues concerning Commission administration.

**Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission.

**Section F: CLOSED SESSION**

The Personnel Commission will convene to closed session for the following items:

**F.1. Pursuant to Section 54956, 54957 of the Government Code, the Commission will consider a personnel matter concerning:**

- **Public Employee Performance Evaluation: Director, Classified Human Resources**
- **Public Employee Discipline/Dismissal/Release: PSL #3529**
- **Public Employee Discipline/Dismissal/Release: PSL #7825**

**F.2. Reconvene to open session and report out of closed session.**

The Commission will report on any action taken in closed session.

**Section G: ADJOURNMENT**

# OXNARD SCHOOL DISTRICT

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## THE PERSONNEL COMMISSION SUPPORTING EDUCATION THROUGH MERIT

### PERSONNEL COMMISSION MEMBERS

**Mr. Paul Robinson**, Chair  
**Mr. Edward M. Castillo**, Vice Chair  
**Mr. Ernest Morrison**, Member

## MINUTES REGULAR MEETING Thursday, October 13, 2022

**4:30 p.m. Regular Meeting**  
**Oxnard Room of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

### **A.1. Call Meeting To Order**

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, October 13, 2022, Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:38 p.m.

### **A.2. Roll Call**

Paul Robinson, Chair of the Personnel Commission  
Ernest Morrison, Member of the Personnel Commission

Shristie N. Torres, Director Classified Human Resources  
Tanya Ventura, Human Resources Analyst

Guests: Dr. Aguilera Fort, Superintendent; Valarie Mitchell, Interim Assistant Superintendent Business & Fiscal Services; Jason Corona, Assistant Director, Child Nutrition Services; Dr. Scott Carroll, Director, Certificated Human Resources; Ilene Poland, CSEA President; Juan Gamez, former Grounds Maintenance Specialist; Eduardo Cachu, Plumber; Juan Carlos Reyes Jr., Grounds Maintenance Worker I; Sebastian Martinez, Grounds Maintenance Worker I; Mark Gutierrez, Electrician; JC Reyes, Grounds Maintenance Lead; Fernando Roman, Maintenance Worker II; Jose Salas, Maintenance Worker II; David Rodriguez, Grounds Maintenance Specialist.

### **A.3. Adoption of the Agenda**

The agenda of Thursday, October 13, 2022, was adopted with the amendment to remove item C.3. Advanced Step Placement for Jesus Lopez Del Castillo, Grounds Manager. Mover: Ernest Morrison

Secunder: Paul Robinson

Moved To: Adopt as Amended

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

**A.4. Approval of Minutes September 8, 2022 and September 12, 2022 (page 4-13)**

The minutes of September 8, 2022, and September 12, 2022, were approved as presented.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

**Section B: COMMENTS BY THE PUBLIC**

Mr. Gamez shared his experience working for Oxnard School District and his concerns regarding the release from his position. Mr. Reyes, Mr. Reyes Jr., Mr. Cachu, and Mr. Martinez shared their experience working with Mr. Gamez and shared their concern regarding Mr. Gamez's release.

**Section C: ACTION ITEMS**

**C.1. Public Hearing - Appointment of Joint Commissioner (page 14)**

Mrs. Poland, Mr. Gamez, and Commissioner Morrison spoke in support of the reappointment of Commissioner Robinson.

Due to the lack of a second motion, Commissioner Morrison moved to postpone this item.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Postpone

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

**C.2. Advanced Step Placement for Jason Corona, Assistant Director of Child Nutrition Services (page 15)**

The Personnel Commission took action to approve the advanced step placement for Jason Corona, Assistant Director of Child Nutrition Services at Step 3 of the Assistant Director of Child Nutrition Services classification on the Classified Management Salary Schedule.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

**C.3. Advanced Step Placement for Jesus Lopez Del Castillo, Grounds Manager (page 16)**

This item was pulled due to Mr. Lopez Del Castillo's decision to decline the job offer.

**C.4. Salary Adjustment – Senior Human Resources Analyst (page 17-26)**

The Personnel Commission took action to approve the salary placement of the Senior Human Resources Analyst classification on the Classified Management salary schedule at \$80,000 - \$95,045 yearly.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

**C.5. Eligibility Lists (page 27-42)**

The eligibility lists of Health Care Technician, Risk Management Specialist, Grounds Manager, Campus Assistant, Paraeducator - General Education, Office Assistant II, Electrician, Transportation Driver, Attendance Accounting Technician, Child Nutrition Worker, Health Assistant, Assistant Director of Child Nutrition Services, Custodian, and Paraeducator - Special Education.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

**Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

**D.1. Personnel Actions (page 43-47)**

The Personnel Commission reviewed the Personnel Actions of September 7, 2022 and September 21, 2022.

**D.2. Director's Report**

Mrs. Torres gave an update on current recruitments and summarized the Commission's staff activities as of the last Commission meeting.

**D.3. Report by CSEA**

Ms. Poland reported that CSEA and the District are finishing negotiations for the 21-22 school year. She also reported that interviews for Assistant Superintendent, Human Resources were held and that she is working on issues as they come.

**D.4. Report by Assistant Superintendent, Human Resources**

Dr. Carroll reported that interviews for Assistant Superintendent, Human Resources were held on October 13th.

**D.5. Report by Commissioners**

Commissioner Morrison reported that he is looking forward to the final results of the EMS study. Commissioner Robinson thanked staff for a job well done.

**Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

No comments were given.

**Section F: CLOSED SESSION**

The Commission convened into closed session at 5:35 p.m.

**F.1. Pursuant to Section 54956, 54957 of the Government Code, the Commission will consider a personnel matter concerning:**

- Public Employee Performance Evaluation: Director, Classified Human Resources

**F.2. Reconvene to open session and report out of closed session.**

The Commission reconvened at 6:43 p.m. and reported no action was taken in closed session.

**Section G: ADJOURNMENT**

There being no further business, the Commission adjourned at 6:44 p.m.

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Shristie N. Torres  
 Director Classified Human Resources and  
 Secretary to the Personnel Commission

By our signature below, given on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Personnel Commission of the Oxnard School District approves the Minutes of the Regular Meeting of October 13, 2022.

Signed:

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Chair of the Personnel Commission



## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Shristie N. Torres

**Date of Meeting:** November 10, 2022

**Agenda Section:** Section C: Action Items

### **Resolution - Continue Conducting Meetings Via Teleconference**

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Assembly Bill (“AB”) 361, signed into law on September 16, 2021, amends Government Code section 54953 to provide authority requirements for public agencies to hold virtual meetings during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950 et seq.) when certain conditions are met.

Gov. Code § 54953(e)(1)(A) provides that a local agency may use teleconferencing if the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

The Ventura County Office of Public Health has strongly recommended the legislative bodies in the county meet virtually as a social distancing measure. Accordingly, it is recommend that the Oxnard School District Personnel Commission and the other legislative bodies continue to hold virtual board meetings.

The Personnel Commission shall reconsider the circumstances of the emergency every 30 days and determine if the District’s legislative bodies should continue to meet virtually or not pursuant to AB 361.

### **RECOMMENDATION:**

Counsel recommends that the Personnel Commission take action to adopt the resolution today, November 10, 2022, and revisit the findings every 30 days to ensure it may continue to meet via teleconference in compliance with the Ralph M. Brown Act.

### **ADDITIONAL MATERIALS:**

**Attached:** [AB 361 Resolution.pdf](#)

**OXNARD SCHOOL DISTRICT  
PERSONNEL COMMISSION  
RESOLUTION #22-01**

**Resolution To Continue Conducting Meetings Via Teleconference  
Per California Government Code Section 54953 (or “Assembly Bill 361”)**

WHEREAS, the Oxnard School District ("District") District is committed to preserving public access and participation in meetings of the Board of Education; and

WHEREAS, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, as of March 4, 2020 and continuing through to present day, the Governor of California has proclaimed a state of emergency due to the threat of COVID-19, legally predicated on the Governor’s express finding that circumstances meet the conditions codified in California Government Code Section 8558(b), relating to the declaration of a state of emergency, and further predicated on the Governor’s authority vested by the State Constitution and the California Emergency Services Act, California Government Code Section 8625; and

WHEREAS, pursuant to several recent Governor’s Orders, including Executive Order N-29-20, issued on March 17, 2020, and Executive Order N-8-21, issued on June 11, 2021, legislative bodies of the District have conducted Brown Act-compliant meetings via teleconference, while providing opportunity for public comment and prioritizing public access to the Board’s deliberations, inclusive of all members of the public;

WHEREAS, the Ventura County Office of Public Health Officer recommends that legislative bodies of Ventura County practice social distancing measures to slow the spread of COVID-19 by continuing to meeting remotely.

NOW THEREFORE, be it resolved by the Board of Education of the Oxnard School District as follows:

1. That the above recitals are true and correct.
2. A proclaimed state of emergency exists in California due to the threat of COVID-19;
3. Local officials recommend measures to promote social distancing when possible;
4. The conditions are met for legislative bodies of the District to conduct their proceedings via teleconference after September 30, 2021, provided compliance with, *inter alia*, California Government Code Section 54953(e).

5. Legislative bodies of the District are authorized to take all actions necessary to hold Brown Act compliant meetings virtually.
6. The Personnel Commission will revisit the circumstances of the proclaimed state of emergency not later than 30 days after November 10 2022, and every 30 days thereafter, and determine whether recommended measures of state or local officials continue to promote social distancing, such that teleconferencing pursuant to Section 54953(e)(3) is lawful.

**PASSED AND ADOPTED** by the Oxnard School District Board of Education this 10<sup>th</sup> day of November, 2022, by the following vote:

Motion \_\_\_\_\_ Second \_\_\_\_\_

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

ADOPTED, SIGNED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Paul Robinson  
Chair, Personnel Commission  
Oxnard School District

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Shristie N. Torres

**Date of Meeting:** November 10, 2022

**Agenda Section:** Section C: Action Items

### **Appointment of Joint Commissioner**

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Pursuant to Personnel Commission Rules & Regulations 20.100.1 Appointment of Members to Personnel Commission:

A.1. Commission appointee -- Not later than September 30, the appointee of the governing board and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointment. The appointee of the governing Board and the appointee of the classified employees shall consider the recommendations of the governing board, the classified employees, or other concerned citizens.

A.2. At a Personnel Commission meeting to be held not later than 45 days of the dates specified in paragraph A.1., the Personnel Commission in open hearing shall provide the governing Board, the public and the employees and employee organizations the opportunity to express their views on the qualifications of the person whose name has been announced as the intended appointee. The Commission may, at this meeting, withdraw the name of its proposed nominee and substitute the name of a new candidate, and act upon the appointment of the new nominee, or it may appoint its original nominee without the necessity of holding another public hearing.

The Commissioner Morrison (governing board appointee) and the Commissioner Castillo (classified employees' appointee) publicly announced the intent to reappointment Commissioner Paul Robinson on September 8, 2022 as the joint appointee. A public hearing was held on October 13, 2022 to provide the governing Board, the public and the employees and employee organizations the opportunity to express their views on the qualifications of the intended appointee, Commissioner Robinson. No action was taken to reappoint Commissioner Robinson due to the absence of Commissioner Castillo (classified employees' appointee). The Commission may appoint Commissioner Robinson without the necessity of holding another public hearing.

### **RECOMMENDATION:**

The Personnel Commission will take action to reappoint Commissioner Paul Robinson, pursuant to Personnel Commission Rules & Regulations 20.100.1.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Shristie N. Torres

**Date of Meeting:** November 10, 2022

**Agenda Section:** Section C: Action Items

### **Classification Revision – Language Assessment Technician (Spanish-Bilingual)**

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The Language Assessment Technician (Spanish Bilingual) classification was recently reviewed for recruitment purposes. Staff met and discussed the job description with the Director of School Performance and Student Outcomes.

Revisions proposed – experience minimum qualifications:

- From – two years of experience working with school-age children in an organized educational, health, childcare, or other structured setting including experience in the administration of individual assessments of English and Spanish fluency.
- To – one year of clerical experience. Experience administering individual assessments or tests is desirable.

In discussion with the subject matter expert, incumbents in this classification don't need to have prior experience working with students or administering assessments since they are provided extensive on-the-job training upon starting with the district. The current experience qualifications are also a huge barrier for recruiting new candidates; currently 3 vacancies need to be filled. It is more appropriate to classify this position as a clerical position since in addition to assessments, this position performs general clerical duties such as scoring assessments, updating records, scheduling, corresponding with families, etc.

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the revisions for the Language Assessment Technician (Spanish-Bilingual) classification specification as presented.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Language Assessment Technician revised 11.2022.pdf](#)

## **LANGUAGE ASSESSMENT TECHNICIAN (SPANISH BILINGUAL)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY OF DUTIES**

Under the direction of the Director of English Learner Services, coordinates English Language Proficiency (ELP) Assessments for both initial and annual assessment of English learners; plans, organizes, and schedules assessment activities; trains, assigns work, and provide works direction to temporary personnel assisting with assessments; supports site-based personnel assisting with assessment at school sites; assists District personnel in the administration and scoring of ELP Assessments; maintains a variety of logs, records, and files of training and assessment data; translates oral and written materials accurately and fluently in both English and the second language; and performs a variety of tasks relative to assigned area of responsibility.

### **ESSENTIAL DUTIES**

- Administers and proctors English Language Proficiency (ELP) assessments for initial and annual assessment of English Learner (EL) students; maintains the security and confidentiality of assessments materials;
- Provides information and assistance to site-based personnel assisting with assessment; travels to sites as needed in order to support assessment activities;
- Reviews and monitors the work of other employees involved in the ELP testing;
- Scores students' responses to ELP assessments using rubrics based on fluency and grammar use in English and Spanish;
- Records student test results; establishes, maintains, and updates assessment data; completes required ELP assessment booklets; recommends students for English Language Development (ELD) Academy as needed based on assessment data;
- Ensures timely communication between school-site based personnel and the English Learner Services Department regarding ELP and primary language assessments;
- Inputs, updates, and maintains EL student data in various student record databases; verifies student EL status for state reporting;
- Receives, verifies, logs, stores, and distributes assessment materials; ensures accountability for all assigned testing material; keeps shipping log for state assessments;
- Provides information to parents/guardians regarding EL student program options; completes paperwork for program participation as needed during enrollment process;
- Requests and logs student cumulative records and assessment data from other school districts; follows up as needed;
- Mails initial and annual score sheets to parents/guardians; files initial and annual score sheets in EL student cumulative files; maintains EL student folders in cumulative records;
- Maintains a variety of logs, records, and files; ensures the timely duplication and distribution of a variety of records, reports, and other materials as directed;
- Translates a variety of written materials from English to a second language and from that language into English; interprets and facilitates communication between staff and non-English speaking students and parents/guardians.
- Trains, assigns tasks, and provides work direction to temporary personnel assisting with ELP assessments;
- Maintains student profiles and other records of students as requested;
- May perform related clerical work such as posting records, making arithmetic computations, and securing information.

### **Other Related Duties**

- May assist in the setup of work areas, displays, and exhibits;
- Performs related duties and responsibilities as required.

**KNOWLEDGE, ABILITIES, AND TRAITS****Knowledge of:**

- Assessment principles and procedures;
- Basic principles and practices of child development and child guidance;
- General needs and behavior of children;
- Modern office practices and procedures;
- Record keeping principles and practices;
- Interpersonal skills using tact, patience, and courtesy;
- Techniques of proper telephone etiquette;
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading;
- Pertinent Federal, State and local laws, codes, and regulations;
- Good public relations techniques;
- English and a designated second language use, grammar, spelling, punctuation and vocabulary.

**Ability to:**

- Assist students by providing proper examples, emotional support, friendly attitude, and general guidance;
- Demonstrate an understanding, patient, and receptive attitude toward children;
- Conform to and support the assigned administrator's style of management;
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner;
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate effectively both orally and in writing;
- Understand and follow oral and written directions;
- Analyze situations accurately and adopt an effective course of action;
- Work effectively within established time schedules and with minimal direction;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanner, typewriters, calculators, and fax machines;
- Establish and maintain effective working relationships.
- Maintain regular and consistent attendance.

**Traits:**

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources.
- Is trustworthy and responsible for his/her actions;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through:

**Education: Graduation from high school or equivalency.**

**Experience: One year of clerical experience. Experience administering individual assessments or tests is desirable.**

**Graduation from high school or equivalent education proficiency and two years of experience working with school-age children in an organized educational, health, childcare, or other structured setting including experience in the administration of individual assessments of English and Spanish fluency.**

**Special:** Possession of a valid California Driver's License.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

**Physical Requirements:** Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs. or up to 50 lbs. with assistance, use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work primarily inside an office environment with changing priorities and short deadlines, and are occasionally required to drive an automobile to conduct work.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 17.0

PC Approved: 5/10/2018

[Revised: 11/10/2022](#)



## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Shristie N. Torres

**Date of Meeting:** November 10, 2022

**Agenda Section:** Section C: Action Items

### **Classification Revision and Title Change – Office Assistant/Switchboard Operator**

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The Office Assistant/Switchboard Operator classification was recently reviewed for recruitment purposes. Staff met and discussed the job description with the Superintendent and the Executive Assistant to the Superintendent. The classification was last revised in July 2003.

Revisions proposed:

- Title change to District Office Receptionist
- Updated job description to align with recommendation from EMS and reformatted the design of the job description that will be used moving forward

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the revisions and title change for the Office Assistant/Switchboard Operator classification specification as presented.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Office Assistant-Switchboard Operator.pdf](#)  
[District Office Receptionist.pdf](#)

**OFFICE ASSISTANT/SWITCHBOARD OPERATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**Definition**

To perform a variety of diverse technical clerical functions in support of the Superintendent's Office; to coordinate, type, and maintain official board policies, administrative procedures, exhibits, and Personnel Commission Rules and Regulations; to compose and type letters and memoranda from notes or rough draft; to provide information to the general public; to operate a PBX console to receive and direct incoming District phone calls; and to perform a variety of complex clerical duties relative to assigned area of responsibility.

**Supervision Received and Exercised**

Receives supervision from the Superintendent and the Executive Assistant to the Superintendent.

**Essential Function Statements**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

1. Perform a variety of technical clerical functions in support of the Superintendent's office; maintain confidentiality of a variety of sensitive information.
2. Coordinate District board policies, administrative procedures, exhibits and related documents to assure timely revisions; prepare for Board adoption; coordinate publication and distribution; maintain Board policies and related document files, catalogs, lists and indexes.
3. Routinely update old exhibits for approval of originating department; maintain the Oxnard School District Home Page on the internet as it relates to the Board Policies and related documents; input and revise board policies on the internet home page.
4. Update the Board Minutes Index and prepare for the annual publication.
5. Compose correspondence independently or from oral instruction, including letters, memos and other forms of communication.
6. Receive and screen phone calls and visitors; answer District PBX console; screen and direct incoming calls to appropriate personnel or office; provide routine information to callers; provide training and assistance to other personnel concerning console operations.
7. Receive District visitors cordially and provide information and direct inquiries to the appropriate personnel or office.
8. Prepare, type and duplicate a variety of items including proposals, buy-outs, purchase orders, contracts, reports, agendas, minutes, student records, and graphic services job orders.
9. Prepare and distribute various Superintendent's office, Board, and District lists, such as OSD telephone list, management team lists, and Board address cards. Sort and distribute district mail to appropriate sites/departments.

10. Perform technical responsibilities related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or Federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information.
11. Prepare and maintain detailed and complex logs, files and records; maintain inventory; order supplies and materials as assigned.
12. Assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.
13. Train and provide work direction and guidance to assigned personnel as needed.
14. Operate a personal computer and peripheral equipment, using modern software, including word processing and data input; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier; sort and distribute mail.
15. Perform related duties and responsibilities as required.

### **Qualifications**

#### **Knowledge of:**

- Modern office procedures, methods and equipment, including computers.
- Principles and procedures of record keeping.
- Appropriate terminology of assigned department.
- English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives related to assigned function.
- Pertinent Federal, State and local laws, codes and regulations.
- Techniques of telephone etiquette.
- Basic mathematical principles.
- Principles of business letter writing and basic report preparation.

#### **Ability to:**

- Perform responsible and complex technical clerical work involving the use of independent judgment and personal initiative.
- Operate a PBX console.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Compose correspondence independently; perform research; maintain a variety of file systems.
- Work independently with minimal direction.
- Operate a personal computer and peripheral equipment, using modern software; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier.
- Operate a keyboard at a corrected rate of 50 words per minute.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of privileged information obtained in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand, interpret rules and written directions and apply to specific situation.
- Plan and organize work to meet schedules and time lines.
- Train and provide work direction to others;
- Make arithmetic calculations quickly and accurately.
- Lift 20 pounds.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Three years of increasingly responsible clerical/secretarial experience.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

**Working Conditions**

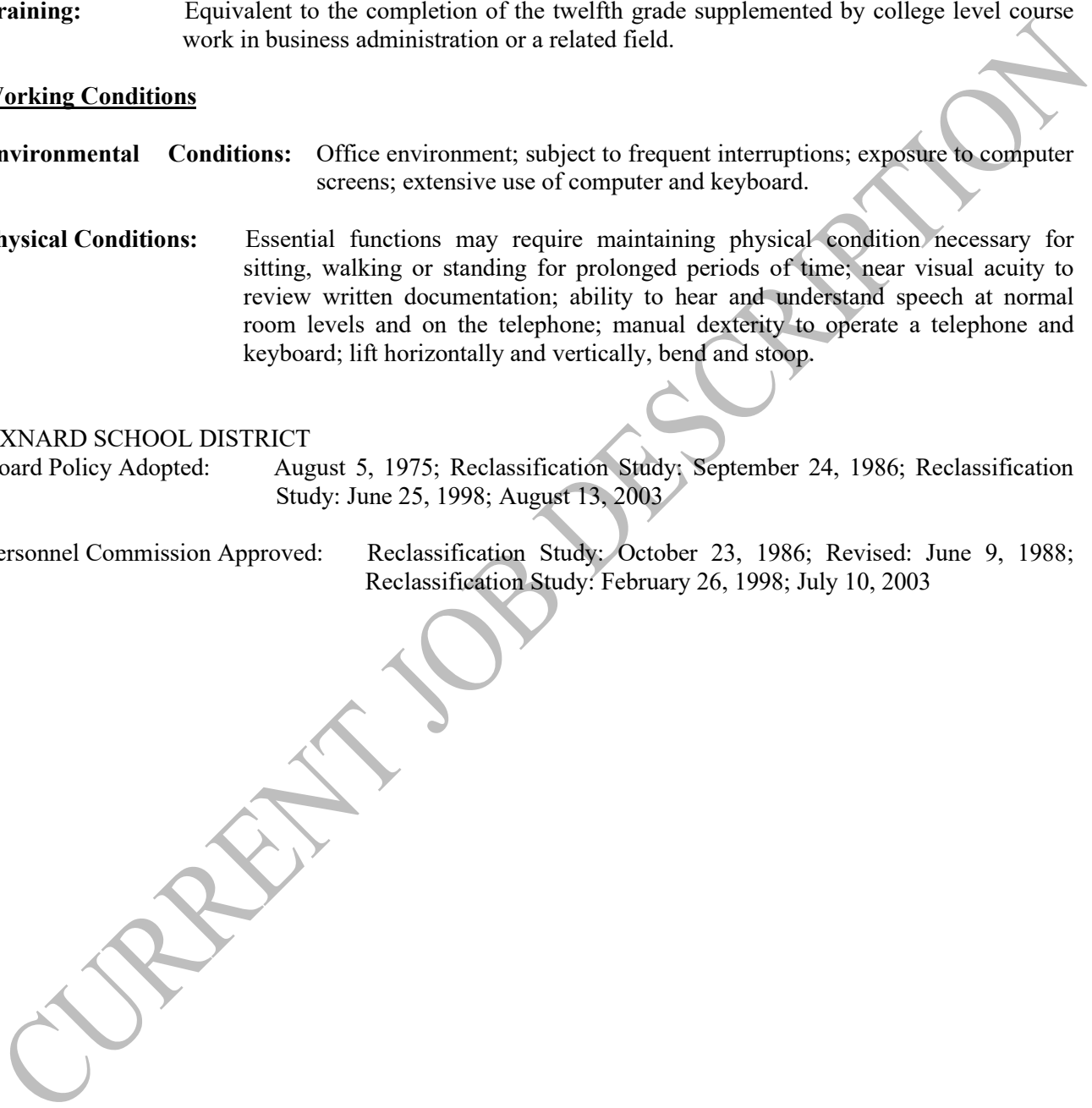
**Environmental Conditions:** Office environment; subject to frequent interruptions; exposure to computer screens; extensive use of computer and keyboard.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone and keyboard; lift horizontally and vertically, bend and stoop.

**OXNARD SCHOOL DISTRICT**

**Board Policy Adopted:** August 5, 1975; Reclassification Study: September 24, 1986; Reclassification Study: June 25, 1998; August 13, 2003

**Personnel Commission Approved:** Reclassification Study: October 23, 1986; Revised: June 9, 1988; Reclassification Study: February 26, 1998; July 10, 2003





## **District Office Receptionist**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

### **Purpose Statement**

The job of District Office Receptionist is done for the purpose/s of greeting and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; operating a telephone console to receive and direct incoming District phone calls; and providing general clerical support as needed.

### **Supervision Received & Exercised**

- Receives supervision from the Executive Assistant to the Superintendent, Superintendent, or designee.
- Positions in this classification have no formal supervisory responsibilities.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; coordinating with others across the District and public; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Essential Duties**

- Cordially greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Answers telephone calls and programs telephone system (e.g. voice prompts, call trees, etc.) for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages. Provide training and assistance to other personnel concerning operations of the phone system.
- Responds to inquiries and communicates with a variety of internal and external parties (e.g. requests, complaints, and questions, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations. Compose correspondence independently or from oral instruction including letters, memos, and other forms of communication.
- Maintains logs, files, and records and maintains confidentiality of all materials (e.g. compile information and generate reports, contracts, resolutions, expulsions, etc.) for the purpose of keeping accurate records and providing reference information.
- Supports the coordination of District Board policies and related documents to assure timely revisions in preparation for Board adoption. Coordinate publication, distribution and posting of updated policies; maintain related document files, catalogs, lists and indexes.
- Coordinate and maintain schedules for setup/takedown of student artwork in Board Room in accordance with Board meeting school presentation schedule.
- Receives and distributes a variety of items (e.g. special delivery and overnight mail/packages, messages, application packets, etc.) for the purpose of ensuring receipt to addressee.

- Operates a variety of equipment and machines (e.g. copier, fax machine, calculator, typewriter, a computer and assigned software, etc.) for the purpose of ensuring jobs are completed in a timely manner and meet established guidelines.
- Responds to emergency calls/emails for the purpose of notifying appropriate parties to address immediate safety and/or security issues.

#### **Other Related Duties**

- For positions with bilingual designations, performs the essential duties of the class utilizing bilingual skills as necessary to assure smooth and efficient operations; translate verbal and written communication(s) for the purpose of assisting the public, students, teachers, and parents in communicating; attends various meetings to translate and interpret as needed.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Skills, Knowledge, & Ability**

**Skills** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; basic terminology, processes, and operations of office environment; and maintaining cooperative and effective working relationships.

**Knowledge** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; correct oral and written usage of English and a designated second language; basic record-keeping and filing techniques; oral and written communication skills; and interpersonal skills using tact, and patience and courtesy.

**Ability** is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; basic terminology, processes, and operations of office environment; punctuality; and maintaining cooperative and effective working relationships.

#### **Employment Standards**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge and abilities listed above. Typically, this would be gained through:

**Experience:** Three years of increasingly responsible clerical/secretarial experience.

**Education:** Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

**Certificate & Licenses**

None specified

**Continuing Educ./Training**

District Mandated Trainings

**Clearances**

Criminal Background Clearance

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Appointment**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

**PC Approved Date**

8/5/1975

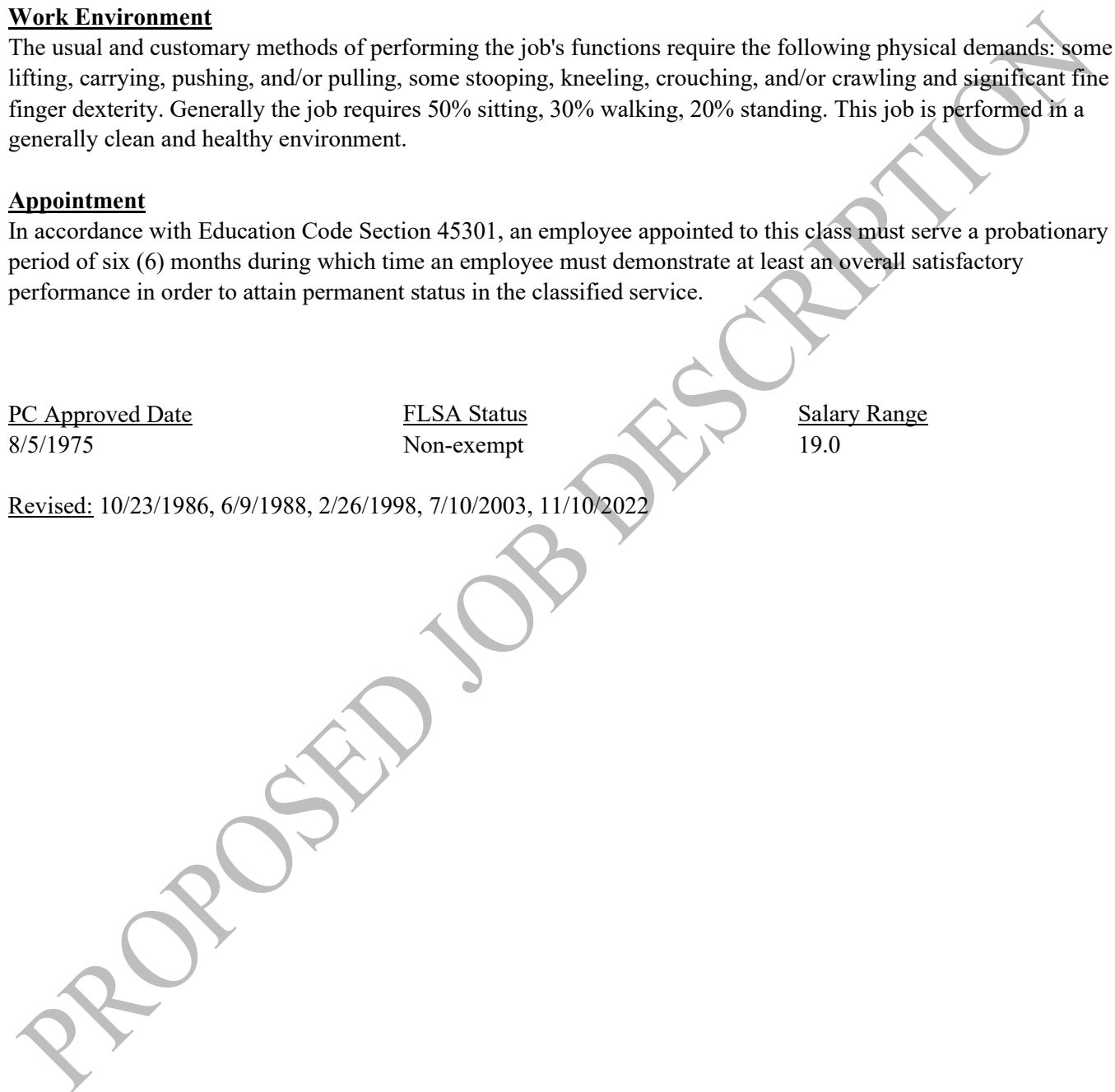
**FLSA Status**

Non-exempt

**Salary Range**

19.0

Revised: 10/23/1986, 6/9/1988, 2/26/1998, 7/10/2003, 11/10/2022





Recruitment Type: Dual Certification

Eligibility List No.:  
 22-23:54; 22-23:37; 22-23:16;  
 21-22:199; 21-22:157; 21-22:101  
 Established: 10/25/2022

Director's Certification:

## Health Care Technician

Rank	Name	Expiration Date
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Previous List: 21-22:101

1	Natividad, Maybelle B	2/10/2023
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New List: 22-23:54; 22-23:37; 22-23:16; 21-22:199; 21-22:157

1	Alfaro, Karen	9/14/2023
1	Bonilla, Brenda	9/14/2023
1	Cordero, Leilah	6/21/2023
1	Cox, Kathleen	10/25/2023
1	Cuellar, Anglica Linda	6/21/2023
1	Irvin, Brittany Renee	8/23/2023
1	Reyes, Jennifer	4/13/2023
1	Saldana, Montse	3/15/2023
2	Dillon, Michael A	4/13/2023



Recruitment Type: Dual Certification

Eligibility List No. : 22-23:52

Director's Certification:

22-23:43: 21-22:42

Established: 10/28/2022



## Special Education Data Technician

Rank	Name	Expiration Date
1	Hill, Sun P.	10/28/2023
2	Rodrigues, Hugo Antunes	10/5/2023
3	Kempton, Erica	10/19/2022

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.



Recruitment Type: Dual Certification

Director's Certification:

Eligibility List No.:  
 22-23:45; 22-23:38;  
 21-22:134; 21-22:100  
 Established: 10/26/2022

## Paraeducator Special Education

Rank	Name	Expiration Date
Previous List: 21-22:100		
1	Carrillo, Silvia (B)	2/16/2023
New List: 22-23:45; 22-23:38; 21-22:134		
1	Blake, Karen Rene	10/6/2023
2	Gatica, Sayda Y.	10/6/2023
3	Carey, John E.	10/6/2023
3	Severiano, Adalilia	10/6/2023
3	Soria, Roxanne	4/5/2023
4	Moreno, Marlenne	10/26/2023
5	Reyes, Angel	10/6/2023

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.



Recruitment Type: Dual Certification

Eligibility List No.: 22-23:36;

Director's Certification:

22-23:11; 21-22:184

Established: 10/10/2022

## Transportation Driver

Rank	Name	Expiration Date
1	Garcia Casaus, Damaso David	6/22/2023
2	Bermudez, Daisy	6/22/2023
3	Guillermo, Octavio	9/6/2023
4	Naranjo, Gema	10/10/2023

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 22-23:35; 22-23:13  
 21-22:189; 21-22:177  
 Established: 10/10/2022

## Grounds Maintenance Worker I

Rank	Name	Expiration Date
1	Galindo, Rey F.	10/10/2023
2	Ochoa, Nestor	10/10/2023
3	Centeno Zenteno, Urbano	10/10/2023
4	Castaneda, Angel R.	9/1/2023
5	Fitz, Daniel	10/10/2023
6	Chavez, Jorge Luis	9/1/2023
7	Tello, Gabriel	10/10/2023
7	Torres, Edgar	6/29/2023
8	Fernandez, Priscy	6/8/2023
9	Nevarez, Ivan	9/1/2023
10	Reyes Vazquez, Filiberto	9/1/2023
11	Barragan, Jonathan Gerardo	6/8/2023

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 22-23:51; 22-23:33

Established: 11/1/2022

### Risk Management Specialist

Rank	Name	Expiration Date
1	Marin, Edith E.	11/1/2023
2	Felix, Xenia	9/23/2023
3	Rodriguez, Cammie	11/1/2023
4	Balderrama, Deanna	9/23/2023

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

## CLASSIFIED PERSONNEL ACTIONS

**New Hires**

Averiette, Donna C	Child Nutrition Worker, Position #129 Brekke/Itinerant 4.0 hrs./185 days	09/26/2022
Carrillo, Efrain	Paraeducator – General Education, Position #10660 Curren 8.0 hrs./183 days	10/04/2022
Castaneda, Angel R	Grounds Maintenance Worker I, Position #10406 Facilities 8.0 hrs./246 days	10/5/2022
Cruz, Gilbert	Custodian, Position #10465 Facilities 8.0 hrs./246 days	09/28/2022
Vasquez, Judith	Campus Assistant, Position #10163 Chavez 4.0 hrs./180 days	10/05/2022
Ramirez, Anthony A	Custodian, Position #10467 Facilities 8.0 hrs./246 days	09/27/2022

**Limited Term/Substitutes**

Alcazar, Karina	Paraeducator (substitute)	09/21/2022
Cabrera, Nathaly	Clerical (substitute)	09/29/2022
Nares, Halie	Paraeducator (substitute)	09/30/2022
Rodriguez, Diana	Clerical (substitute)	09/22/2022
Sosa, Samantha	Paraeducator (substitute)	08/23/2022
Valdez, Almendra	Clerical (substitute)	09/28/2022
Valdez, Kimberly	Paraeducator (substitute)	09/23/2022

**Exempt**

Castellanos, Jordi	AVID Tutor	09/21/2022
Hernandez, Meredith	AVID Tutor	09/23/2022
Martinez, Daniel	AVID Tutor	10/03/2022
Morales, Alondra	AVID Tutor	09/30/2022
Orozco Garcia, Dianne	AVID Tutor	08/22/2022

**Promotions**

Barrera, Yissel J	Paraeducator – Special Education, Position #9291 Lemonwood 5.75 hrs./183 days Campus Assistant, Position #3123 Lemonwood 5.5 hrs./180 days	10/10/2022
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**Transfers**

Alfaro Vazquez, Karen	Intermediate School Secretary, Position #2669 Soria 8.0 hrs./192 days Intermediate School Secretary, Position #649 Fremont 8.0 hrs./192 days	10/10/2022
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**Reinstatement**

Orozco, Dalila	Campus Assistant, Position #3019 Marshall 4.5 hrs./180 days	09/26/2022
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**Unpaid Leave of Absence**

Contreras-Giron, Karen Gildy	Adaptive Technology Specialist, Position #2881 Marshall 8.0 hrs./183 days	10/03/2022 -10/31/2022
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**Release from Probation/  
Abandonment of Position**

11622	Campus Assistant, Position #7151 Fremont 4.25 hrs./180 days	09/22/2022
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**Resignations**

Duarte, Danah A	Health Assistant, Position #10762 Pupil Services 5.75 hrs./183 days	10/03/2022
Lopez, Irene	Child Nutrition Worker, Position #186 Driffill 5.5 hrs./180 days	09/28/2022
Medina, Iliana	Paraeducator – General Education, Position #10118 Chavez 4.0 hrs./183 days	10/07/2022
Ramirez, Ramona	Paraeducator III, Position #10650 Special Education 5.75 hrs./183 days	11/10/2022