

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, June 9, 2022

4:30 p.m. Regular Meeting
Portable 403 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

A.2. Roll Call

A.3. Adoption of the Agenda

A.4. Approval of Minutes May 12, 2022

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. Classification Revisions – Grounds Equipment Operator, Grounds Maintenance Worker I, and Irrigation Specialist (page 6-15)

The Personnel Commission will consider revising Grounds job descriptions.

C.2. Eligibility Lists (page 16-26)

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 29-30)

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 Closes

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 and 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 REGULAR MEETING MINUTES

Thursday, May 12, 2022
4:30 p.m. Portable 403 of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, May 12, 2022, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:33 p.m.

CALL TO ORDER

Paul Robinson, Chair of the Personnel Commission
Edward M. Castillo, Vice Chair of the Personnel Commission
Ernest Morrison, Member of the Personnel Commission

ROLL CALL

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

Guests: Moises Briones, Plumber; Norma Zarate Cruz, Translator (telecommute); Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement; Victoria Saadati, Staff Member; Dr. Victor Torres, Assistant Superintendent, Human Resources; Argelia Alvarado Zarate, Translator

Commissioner Morrison moved to approve the agenda of Thursday, May 12, 2022 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0 Castillo Y; Morrison Y; Robinson Y

ADOPTION OF THE
AGENDA

Commissioner Morrison moved to approve the minutes of April 26, 2022, as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0 Castillo Y; Morrison Y; Robinson Y

APPROVAL OF
MINUTES

Commissioner Morrison moved to approve the advanced step placement for Megan Valentine, School Occupational Therapist, at range 34.5 step C of the CSEA/OSD Classified Salary Schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0 Castillo Y; Morrison Y; Robinson Y

Advanced Salary
Placement

Mr. Briones shared his employment background. Commissioner Castillo moved to approve the advanced step placement for Moises Briones, Plumber, at range 23.5 step C of the CSEA/OSD Classified Salary Schedule. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0 Castillo Y; Morrison Y; Robinson Y

Advanced Salary
Placement

Commissioner Castillo moved to approve the advanced step placement for Andrea Hall, Health Care Technician, at range 22 step B of the CSEA/OSD Classified Salary Schedule. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0 Castillo Y; Morrison Y; Robinson Y

Advanced Salary
Placement

Ms. Torres read a letter of support from Ms. Rita Galvan, Director of Transportation as she wasn't available to attend the meeting. Commissioner Robinson moved to approve the advanced step placement for Maria A. Gomez, Transportation Driver, at range 16 step C of the CSEA/OSD Classified Salary Schedule. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0 Castillo Y; Morrison Y; Robinson Y

Advanced Salary
Placement

Commissioner Morrison moved to approve the advanced step placement for Elidia Salazar, Language Assessment Technician, at range 17 step B of the CSEA/OSD Classified Salary Schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Morrison Y; Robinson Y

Advanced Salary
Placement

<p>Ms. Norma Zarate Cruz and Ms. Alvarado Zarate shared how the Translator - Mixteco job duties have evolved since the beginning of their employment with the Oxnard School District. Ms. Ruvalcaba spoke in support of Ms. Norma Zarate Cruz and Ms. Alvarado Zarate. Commissioner Castillo moved to approve the reclassification request submitted by Ms. Norma Zarate Cruz and Ms. Argelia Alvarado Zarate as Interpreter/Community Support Liaison – Trilingual classification at range 24 of the CSEA/OSD Classified Salary Schedule. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0 Castillo <u>Y</u>; Morrison <u>Y</u>; Robinson <u>Y</u></p>	<p>Reclassification Request</p>
<p>Commissioner Castillo moved to approve the revisions for the Executive Assistant to the Superintendent classification as presented and place the classification on the Classified Management salary schedule as \$76,555 - \$90,952 yearly. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0 Castillo <u>Y</u>; Morrison <u>Y</u>; Robinson <u>Y</u></p>	<p>Classification Revision and Salary Placement-Executive Assistant to the Superintendent</p>
<p>Commissioner Morrison moved to approve the 2022-2023 budget of the Personnel Commission as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0 Castillo <u>Y</u>; Morrison <u>Y</u>; Robinson <u>Y</u></p>	<p>Public Hearing on Budget for Fiscal Year 2022-2023</p>
<p>Commissioner Castillo moved to approve the eligibility lists of Campus Assistant, District Translator (Spanish), Health Care Technician, Language Assessment Technician, Library Media Technician, Paraeducator – General Education, Paraeducator – Special Education, Payroll Technician, Special Education Service Coordinator, Technology Services Technician, Transportation Driver, and Grounds Maintenance Worker I. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u>; Morrison <u>Y</u>; Robinson <u>Y</u></p>	<p>Eligibility Lists</p>
	<p>REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS</p>
<p>The Personnel Commission reviewed the Personnel Actions of April 20, 2022.</p>	<p>Personnel Actions</p>
<p>Mrs. Torres gave an update on current recruitments and summarized the Commission’s staff activities as of the last Commission meeting.</p>	<p>Director’s Report</p>
<p>Dr. Torres reported that negotiations with CSEA are in progress and the last session was very productive. He also reported that a notice regarding implantation of vacation accrual time was mailed to all employees.</p>	<p>Report by Assistant Superintendent, Human Resources</p>
<p>Commissioner Morrison asked Mrs. Torres to research the Brown Act rules for posting a meeting agenda notice when Commissioners attend a conference. Commissioner Robinson reported that he will attend a Legal Update conference June 10th in Downey.</p>	<p>Report by Commissioners</p>
<p>There being no further business, the Commission adjourned at 6:33 p.m. The next regular meeting is scheduled for June 9, 2022.</p>	<p>ADJOURNMENT</p>

Shristie N. Torres, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, May 12, 2022 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: June 09, 2022

Agenda Section: Section C: Action Items

Classification Revisions – Grounds Equipment Operator, Grounds Maintenance Worker I, and Irrigation Specialist

Staff recently met with Grounds employees, CSEA Representatives, and Facilities management to discuss concerns with Grounds job descriptions and work duties. During the meeting, a concern was shared regarding some Grounds job descriptions that have inaccurate reporting structures listed. The request was made by CSEA and agreed upon by Facilities management to correct the reporting structure of these positions. It was discussed and decided upon that no other changes will be made since the EMS study is still pending.

List of existing Grounds positions:

- Irrigation Specialist – revision needed (last revised February 1992)
- Grounds Equipment Operator – revision needed (last revised February 1992)
- Grounds Maintenance Worker I – revision needed (last revised February 1992)
- Grounds Maintenance Lead – no revision needed (last revised August 2021)
- Grounds Maintenance Specialist – no revision needed (last revised March 2016)

The revisions to Grounds Equipment Operator, Grounds Maintenance Worker I, and Irrigation Specialist classifications are being presented to correct the reporting structure from “Operations Manager” to “Grounds Manager” to reflect the current existing reporting structure in the Facilities department.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for Grounds Equipment Operator, Grounds Maintenance Worker I, and Irrigation Specialist classifications as presented.

ADDITIONAL MATERIALS:

Attached: [IRRIGATION SPECIALIST](#)
[GROUNDS EQUIPMENT OPERATOR](#)
[GROUNDS MAINTENANCE WORKER I](#)

IRRIGATION SPECIALIST

*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 maintenance and repair work to automated and manual irrigation systems; to perform backflow prevention device testing; and to perform a variety of technical duties relative to assigned area of responsibility.

Supervision Received and Exercised

- Receives supervision from the ~~Operations Manager and the Grounds Manager~~, Director of Facilities or designee.
- May exercise technical and work direction over grounds maintenance workers.

Essential and Marginal 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 preventive maintenance and repair work on automatic and manually operated irrigation systems to assure proper operation.
2. Adjust and perform major and minor repairs on control clocks and sprinkler heads; maintain lines and sprinkler heads clear of debris; rebuild sprinklers, valves and related equipment.
3. Replace and perform major and minor repair on valves; repair and/or replace broken or leaking lines; trace and locate damaged wires.
4. Perform backflow prevention device testing; ensure all testing complies with mandated rules and regulations; install and repair backflow devices.
5. Design and install irrigation systems for school grounds areas; read blueprints and sketches; ensure all work is conducted in accordance with guidelines.
6. Order and maintain inventory of parts and materials for sprinkler repair work.
7. Prepare and maintain records and reports related to daily work activities.
8. Operate District vehicles such as trucks, tractors and dump trucks.
9. Operate a variety of tools and equipment used in the repair and maintenance of irrigation systems including small hand tools.
10. Perform lead duties and assign work on various major projects requiring work direction and guidance as assigned.
11. Observe and implement proper safety practices; perform general clean-up at work site.
12. Respond to emergency calls for irrigation systems and repairs.
13. Perform related duties as assigned.

Qualifications

Knowledge of:

- Operation characteristics of irrigation systems and components
- Principles, methods and techniques used in the installation and repair of sprinkler systems.
- Methods and techniques of wire tracing.
- Principles of lead supervision and training.
- Methods and practices of watering requirements for lawns, trees, plants, and various types of soil.
- Methods and techniques of testing backflow prevention devices and repairs.
- Principles and practices of computerized sprinkler box, time controls, valves, piping and sprinkler heads.
- Methods and techniques of diagnostic irrigation equipment malfunction.
- Health and safety regulations.
- Basic mathematical principles.
- Principles and procedures of record keeping.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Perform a variety of installation maintenance and repair work on district sprinklers and irrigation systems.
- Work from blueprints, shop drawings and sketches.
- Perform backflow prevention device testing and repair.
- Trace and locate damaged wires.
- Operate a variety of tools and equipment.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Lift up to 70 lbs.
- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Operate and perform operator's maintenance on a District vehicle.
- Observe legal and defensive driving practices.
- Follow good health and safety principles and practices.

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 irrigation system maintenance and repair experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in irrigation system maintenance and repair or a related field.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of, or ability to obtain, a valid Limited Backflow Device Tester's Certificate within twelve months following date of employment and maintain license during course of employment.

Working Conditions

Environmental Conditions: Outside environment; subject to traveling from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; exposure to herbicides, pesticides, and fertilizers.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, crawling, climbing, pushing, pulling, walking, standing or sitting for prolonged periods of time; work on uneven or slippery surfaces; operating motorized equipment or vehicles; 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; lift horizontally and vertically.

OXNARD SCHOOL DISTRICT

Board Policy Adopted: June, 1980; Reclassification Study: September 24, 1986; February 26, 1992;
Reclassification Study: June 25, 1998

Personnel Commission Approved: Reclassification Study: October 23, 1986; Revised: February 6, 1992;
Reclassification Study: February 26, 1998

Revised: June 9, 2022

GROUNDS EQUIPMENT 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 operate power and grounds equipment to perform grounds maintenance work; to maintain, adjust and repair equipment; perform groundskeeping duties; and to perform a variety of duties in assigned area of responsibility.

Supervision Received and Exercised

Receives supervision from the ~~Operations Manager and the~~ Grounds Manager, Director of Facilities or designee.

Essential and Marginal Function Statements

Essential Functions:

1. Operate a variety of motorized power grounds equipment such as riding mowers, tractors and push mowers to mow lawns and large fields at District sites.
2. Operate a variety of equipment, machinery, and tools including power sweepers, dump trucks, ship loaders, jack hammers, clippers, saws, edgers and other specialty trucks.
3. Service, adjust and repair all department equipment; perform preventive maintenance as necessary.
4. May perform groundskeeping duties such as trimming trees and shrubs.
5. Provide assistance in modifying various concrete structures; asphalt repair; install repair and maintain chain link fences.
6. Monitor level of supplies and equipment in assigned area; order and obtain supplies and materials as needed.
7. Ensure adherence to safety regulations and procedures.
8. May perform lead duties and assign work on various major projects requiring word direction and guidance as assigned.
9. Train and provide work direction and guidance to other personnel as assigned.
10. May substitute for operations manager, irrigation specialist, grounds maintenance worker II on a limited basis as needed.
11. Observe and implement proper safety practices; perform general clean-up at work site.
12. May be required to provide oral and written evaluations of equipment and procedures to supervisor.
13. Prepare and maintain repair and maintenance records for assigned equipment.

Qualifications

Knowledge of:

- Operational characteristics of motorized grounds maintenance equipment.
- Operation and care of hydraulic and power take-off accessory systems.
- Diagnose and analyze problems with grounds equipment.
- Perform skilled work in the repair and maintenance of gasoline and diesel powered grounds equipment.
- Methods, materials, tools and large power equipment used in grounds maintenance work.
- Maintenance methods used in the repair of grounds maintenance equipment and tools, trucks and tractors.
- Basic mathematics principles
- Principles and practices of record keeping.
- Basic principles of mechanics and hydraulics
- Procedures and equipment used in herbicide application

Ability to:

- Read and work from schematics and shop drawings.
- Plan, organize and supervise the work of others under field conditions
- Train personnel in the safe use of large and small motorized equipment
- Evaluate and report on the efficiency of various new equipment and technique as they become available
- Perform repair and maintain landscaping equipment.
- Perform manual labor.
- Operate truck, large power lawn mower, tractor mowers and other large motorized equipment as assigned.
- Operate grounds maintenance tools, such as clippers, power sweepers, edgers, saws.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Lift up to 70 lbs.
- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Operate and perform operator's maintenance on a District vehicle.
- Observe legal and defensive driving practices.
- Follow good health and safety principles and practices.

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 grounds equipment operation, maintenance and repair experience.

Training: Equivalent to the completion of the twelfth grade; completion of courses in small engine repair, mechanics and hydraulics commensurate with on-the-job experience.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Working Conditions

Environmental Conditions:

- Outdoor environment; subject to traveling from site to site; exposure to inclement weather conditions; noise, dust, grease, smoke,
- Fumes, gases, radiant and radiant energy; inclement weather conditions; exposure to herbicides, pesticides, and fertilizers.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, crawling, climbing pushing, pulling; walking, standing or sitting for prolonged periods of time; work on uneven or slippery surfaces; operating motorized equipment or vehicles; 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, lift horizontally and vertically.

OXNARD SCHOOL DISTRICT

Board Policy Adopted: September, 1976; Reclassification Study: September 24, 1986; February 26, 1992;
Reclassification Study: June 23, 1998

Personnel Commission Approved: Reclassification Study: October 23, 1986; February 6, 1992;
Reclassification Study: February 26, 1998

Revised: June 9, 2022

GROUNDS MAINTENANCE WORKER I

*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 duties in the maintenance of school grounds, athletic fields and landscaped areas; and to perform a variety of duties in assigned area of responsibility.

Supervision Received and Exercised

Receives general supervision from the ~~Operations Manager and the~~ Grounds Manager, Director of Facilities or designee.

Distinguishing Characteristics

Grounds Maintenance Worker II incumbents perform more complex grounds maintenance duties including grounds construction work and may operate in a lead capacity on major projects. Incumbents in the Grounds Maintenance Worker I classification perform routine grounds maintenance and gardening work.

Essential and Marginal Function Statements

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

Essential Functions:

1. Water, cultivate and trim lawns, shrubs, hedges, trees, flowers and plants; prune trees and shrubs; hoe weeds and rake lawns.
2. Operate hedger, trimmer, clipper, hand and power spray equipment, blower, sod cutter and various small hand and power and other related grounds maintenance equipment; operate truck, tractor and other motorized equipment as assigned; maintain grounds equipment and vehicles in a safe operating condition.
3. Perform duties in the planting, transplanting and fertilizing of plants and shrubs.
4. Mix and spray herbicides, fungicides and insecticides; maintain rodent control as required.
5. Prepare field for athletic games; drag and mark fields.
6. Assist in mixing, pouring and finishing concrete as required; install and repair fences and gates; construct and maintain sandboxes; assist in maintenance of playground equipment, asphalt and concrete structures.
7. Perform general grounds clean-up including picking up paper and trash around grounds and sweep paved playground area as needed.
8. Prepare and maintain related records as required; order and obtain supplies and materials as needed.
9. May perform minor and major adjustments, service and repair on assigned grounds equipment.
10. May assist or substitute for irrigation specialist, equipment operator or grounds maintenance worker II.
11. Ensure compliance and adherence to safety rules and regulations; perform general clean-up at job site.
12. Perform related duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Methods, equipment and materials used in propagating, cultivating, pruning and caring for plants, flowers, shrubs, trees and lawns.
- Principles and procedures of lawn planting and cutting and of chemical usage.
- Methods and techniques of routine maintenance and repair of grounds maintenance equipment.
- Operational characteristics of equipment and materials required for grounds maintenance.
- Safe practices involved in mixing and applying herbicides.
- Health and safety regulations.
- Principles and procedures of record keeping and basic math.
- Basic operating principles of irrigation systems.

Ability to:

- Perform grounds maintenance and gardening work.
- Rake, hoe, prune, plant, mix and pour concrete; install and repair fences and gates, sweep, mix and spray grounds related chemicals
- Repair and maintain garden tools and equipment.
- Operate, service and make minor repair on hand and power grounds maintenance equipment
- Perform minor mechanical repair on sprinkler systems.
- Operate vehicles and equipment as assigned.
- Perform manual labor.
- Read and understand material safety data sheets.
- Understand and follow safety procedures.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Lift up to 100 lbs.
- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Operate and perform operator's maintenance on a District vehicle.
- Observe legal and defensive driving practices.
- Follow good health and safety principles and practices.

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: One year of increasingly responsible landscape construction experience.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain an appropriate, valid driver's license.

Working Conditions

Environmental Conditions: Outside environment; subject to traveling from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; exposure to herbicides, pesticides, and fertilizers.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, crawling, climbing, pushing, pulling, walking, standing or sitting for prolonged periods of time; work on uneven or slippery surfaces; operating motorized equipment or vehicles; 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; lift horizontally and vertically.

Oxnard School District

Board Policy Adopted: September, 1976, Reclassification Study: September 24, 1986; February 26, 1992; Reclassification Study: June 23, 1998

Personnel Commission Approved: Reclassification Study: October 23, 1986; Revised: February 6, 1992; Reclassification Study: February 26, 1998

Revised: June 9, 2022

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:171; 21-22:156;
 21-22:144
 Established: 5/27/2022

District Translator (Spanish)

Rank	Name	Expiration Date
1	Centurion Arce, Patricia G.	5/27/2023
2	Charco, Eliseo Tavira	5/10/2023
2	Gonzalez, Amairani Karol	5/10/2023
3	Paredes Hernandez, Irlanda	4/14/2023
4	Limon, Alma H	5/10/2023

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.



Eligibility List No.: 21-22:159;

21-22:110

Established: 05/10/2022

Recruitment Type: Dual Certification

Director's Certification:

Office Assistant II

Rank	Name	Expiration Date
1	Chiñas, Mayte Bazaldua(B)	5/10/2023
2	Song, Sun Young Lee	10/20/2022
3	Luna, Marisa (B)	3/14/2023
4	Ambriz, Yasna Edlin (B)	5/10/2023
5	Ezpinoza, Zulma G	10/20/2022
5	Lara, Wilberth	10/20/2022
5	Manzer, Adriana	10/20/2022
6	Dominguez, Sue Ann	10/20/2022
6	Isais, Marilu (B)	5/10/2023
7	Salcido, Sabdy (B)	5/10/2023
8	Herrera, Maria G	10/20/2022
9	Ambriz, Noemi (B)	3/14/2023
9	Merida, Darline A	10/20/2022
10	Valencia, Lorena (B)	3/14/2023

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.: 21-22:172; 21-22:162

Director's Certification:

21-22:100

Established: 6/01/2022



Paraeducator Special Education

Rank	Name	Expiration Date
Previous List: 21-22:118; 21-22:100		
1	Carrillo, Silvia (B)	2/16/2023
2	Godfrey-Soto, Daniella Michelle	2/16/2023
3	Paredes Hernandez, Irlanda (B)	2/16/2023
4	Martinez, Yailene (B)	2/16/2023
New List: 21-22:172; 21-22:162; 21-22:151; 21-22:134		
1	Lainez, Sintya Marlenne	6/1/2023
2	Gonzalez, Amairani Karol	5/9/2023
2	Guzman, Cristian	6/1/2023
2	Iniguez, Valeri	6/1/2023
3	Miguel, Patricia	5/9/2023
4	Morales, Alicia Jasmin	6/1/2023
5	Teteris, Richard E.	6/1/2023
6	Contreras, Nancy	6/1/2023
7	Gomez, Rebecca	6/1/2023
7	Morehead, Kailee	4/5/2023
8	Villegas, Paola	5/9/2023
9	Andrizzi, Vivencia L.	5/9/2023
10	Arteaga, Vanessa	6/1/2023

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.

OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

10	Soria, Roxanne	4/5/2023
10	Zuniga, Blanca E.	5/9/2023
11	Almanza, Valerie (B)	4/14/2023
11	Sutter, Sadie Alysia	6/1/2023
12	Perez, Eyra A.	6/1/2023
13	Salazar, Emily	6/1/2023

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. 21-22:163; 21-22:46

Established: 05/05/22

HVAC Tech

Rank	Name	Expiration Date
1	Ramirez, Jimmy	5/5/2023
2	Regalado Jr., Juan M	5/5/2023
3	Isaac, Sergio	12/3/2022

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

Eligibility List No. 21-22:186; 21-22:174

Director's Certification:

Established: 5/20/2022



Speech Lanaguge Pathology Assistant

Rank	Name	Expiration Date
1	Valenzuela, Jazmin	5/10/2023
2	Favela, Joshua	5/20/2023
3	Heithaus, Ritu	5/10/2023

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: Senior Management

Eligibility List No. 21-22:119

Director's Certification:

Established: 5/13/2022



Assistant Superintendent, Business & Fiscal Services

Rank	Name	Expiration Date
	Dominguez, Joe N	5/13/2023
	Mitchell, Valerie	5/13/2023



Recruitment Type: Dual Certification

Eligibility List No.
21-22:165; 21-22:115; 21-22:62

Director's Certification:

Established: 5/19/2022

Custodian

Rank	Name	Expiration Date
1	Avalos, Manuel	5/19/2023
2	Serratos, Juan	5/19/2023
2	Vasquez, Fred	3/15/2023
3	Arreguin Castillo, Luz G.	5/19/2023
4	Magallanes, Andrew	5/19/2023
4	Real, Summer	5/19/2023
4	Rivera Jr., Jose Francisco	3/15/2023
5	Najera, Isreal R.	5/19/2023
5	Ramirez, Anthony A.	5/19/2023
6	Cruz, Gilbert	5/19/2023
7	Gallard, Fernando	5/19/2023
8	Arellano, Justin	5/19/2023
9	Trejo, Peter	3/15/2023
10	Fernandez, Priscy	5/19/2023
10	Pineda, Todd Raymond	11/23/2022
10	Mendoza, Hector M	3/15/2023

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. 21-22:167; 21-22:141

Director's Certification:

Established: 05/17/2022



Special Education Service Coordinator

Rank	Name	Expiration Date
1	Lopez, Erica (B)	5/17/2023
2	Machuca, Blanca Lizeth (B)	4/7/2023
3	Ayala, Monica (B)	5/17/2023
4	Martinez, Yailene (B)	4/7/2023
5	Centurion Arce, Patricia G. (B)	5/17/2023
5	Lopez, Victorina (B)	5/17/2023
6	Arroyo Hernandez, Maria I. (B)	5/17/2023

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. 21-22:170;
21-22:140; 21-22:30
Established: 05/24/2022

Language Assessment Technician (B)

Rank	Name	Expiration Date
1	Decker, Jocasta	4/14/2023
2	Ambriz, Ana	5/24/2023
3	Contreras, Nancy	5/24/2023
4	Martinez, Martha	5/24/2023
5	Carrillo, Isela	4/14/2023
6	Saucedo, Jannette	10/11/2022

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. 21-22:175;
21-22:153; 21-22:67
Established: 06/2/2022

Library Media Technician

Rank	Name	Expiration Date
1	Mansour, Terri	12/10/2022
2	Garcia, Jennifer	4/20/2023
3	Johns, Marivy H.	6/2/2023
4	Pena, Sahara	6/2/2023
5	Cazares, Esthela	4/20/2023

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.

New Hires

Castillo, Cristina	Office Assistant II, Position #10630 Rose Avenue 8.0 hrs./203 days	04/19/2022
Castro, Jesus J.	Grounds Maintenance Worker I, Position #1173 Grounds 8.0 hrs./246 days	05/03/2022
Delgado Morales, Raul J.	Custodian, Position #10470 Custodial Services 8.0 hrs./246 days	04/18/2022
Hall, Andrea M.	Health Care Technician, Position #2943 Pupil Services 8.0 hrs./183 days	05/02/2022
Leon, Christian J.	Grounds Maintenance Worker I Grounds 8.0 hrs./246 days	04/05/2022
Renteria, Paul E.	Custodian, Position #10473 Custodial Services 8.0 hrs./246 days	04/11/2022
Valencia Llamas, Lorena J.	Office Assistant II, Position #10614 Chavez 8.0 hrs./203 days	04/20/2022
Valentine, Megan	School Occupational Therapist, Position #10871 Special Education 8.0 hrs./203 days	04/20/2022
Valerio Navarrete, Maria Y.	Language Assessment Technician, Position #2441 Enrollment Center 5.5 hrs./246 days	04/19/2022
Zeider, Lori L.	Paraeducator – Special Education, Position #10600 Special Education 8.0 hrs./183 days	05/02/2022

Limited Term/Substitutes

Campos Garcia, Carolina	Custodian, Campus Assistant (substitute)	04/12/2022
Cruz, Gilbert	Custodian (substitute)	04/08/2022
Diaz, Imelda	Clerical (substitute)	04/05/2022
Escobar, Juan Angel	Custodian, Campus Assistant (substitute)	04/19/2022
Gamino Caudillo, Jannet	Custodian, Campus Assistant (substitute)	04/19/2022
Ginsberg, Reina	Child Nutrition Worker (substitute)	04/07/2022
Magana, Oscar	Paraeducator (substitute)	04/08/2022
Rivera, Rachel	Clerical (substitute)	04/01/2022
Sampson, Michelle	Custodian, Clerical, Campus Assistant (substitute)	04/12/2022
Uribe, Angelica	Paraeducator (substitute)	04/19/2022

Promotions

Calderon Ruiz, Nancy	Paraeducator – Special Education, Position #7947 Marina West 5.75 hrs./183 days Paraeducator III, Position #2681 Special Education 5.75 hrs./183 days	04/19/2022
Castellanos Vizcaino, Ana L.	Office Assistant III, Position #10162 San Miguel 8.0 hrs./246 days Language Assessment Technician, Position #2436 Enrollment Center 5.5 hrs./246 days	04/11/2022

Transfers

Nunez, Charles J.	Custodian, Position #1510	04/11/2022
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Ybarra, Patrice M.	Curren 8.0 hrs./246 days
	Custodian, Position #10472
	Facilities 8.0 hrs./246 days
	Child Nutrition Worker, Position #1704
	McKinna 5.0 hrs./185 days
	Child Nutrition Worker, Position #6409
	McKinna 5.0 hrs./185 days

Leave of Absences

Velasquez, Rosario Y.	Child Nutrition Worker, Position #1287	04/01/2022 – 04/19/2022
	Rose Avenue 5.0 hrs./185 days	

Resignations

Alvarado, Tiffany K.	Office Assistant II, Position #10536	04/15/2022
	Special Education 8.0 hrs./246 days	
Hernandez, Miguel	Maintenance Worker II, Position #829	04/22/2022
	Maintenance 8.0 hrs./246 days	
Lara, Maria	Outreach Specialist, Position #6076	04/22/2022
	Frank 8.0 hrs./180 days	
Ramos, Natali A.	Speech Language Pathology Assistant, Position #8152	04/15/2022
	Special Education 8.0 hrs./246 days	

New Hires

Briones, Moises	Plumber, Position #72 Maintenance 8.0 hrs./246 days	04/26/2022
Chavez, Giovanni	Campus Assistant, Position #6660 Curren 5.75 hrs./180 days	04/27/2022
Escobedo, Carolina	Paraeducator – Special Education, Position #973 Special Education 5.75 hrs./183 days	04/28/2022
Gomez, Maria A.	Transportation Driver, Position #8708 Transportation 5.5 hrs./183 days	05/02/2022
Gutierrez Perez, Juan C.	Technology Services Technician, Position #9936 Information Technology 8.0 hrs./221 days	05/02/2022
Luttrell, Natalie M.	Health Care Technician, Position #10271 Pupil Services 7.0 hrs./183 days	04/27/2022
Orozco Ambriz, Marisol	Campus Assistant, Position #2989 Fremont 4.0 hrs./180 days	05/03/2022
Pena-Ramirez, Melissa	Paraeducator – Special Education, Position #10573 Ritchen 5.75 hrs./183 days	04/28/2022
Rodriguez, Hope M.	Paraeducator – Special Education, Position #9211 Special Education 5.75 hrs./183 days	05/02/2022

Limited Term/Substitutes

Diaz, Imelda	Paraeducator (substitute)	04/20/2022
Garcia, Alexis	Clerical (substitute)	04/28/2022
Garcia, Edwin	Grounds Maintenance Worker (substitute)	04/27/2022
Govea, Fabiola	Child Nutrition Worker (substitute)	05/02/2022
Quezada, Carolina	Paraeducator (substitute)	04/29/2022
Trejo, Natalia T.	Campus Assistant (substitute)	04/22/2022

Promotions

Romero, Vanessa P.	Child Nutrition Cafeteria Coordinator, Position #2187 Sierra Linda 8.0 hrs./189 days Child Nutrition Worker, Position #1588 Lemonwood 5.5 hrs./185 days	04/25/2022
Wiley, Margaret	Child Nutrition Cafeteria Coordinator, Position #1388 Ramona 8.0 hrs./189 days Child Nutrition Worker, Position #2617 McAuliffe 4.5 hrs./185 days	

Medical Layoffs

10288	Library Media Technician, Position #2525 Rose Avenue 5.5 hrs./190 days	05/05/2022
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Resignations

Fimbres, Steven A.	Paraeducator – General Education, Position #10683 Rose Avenue 8.0 hrs./183 days	05/13/2022
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Lopez, Cristal J.

Paraeducator II, Position #5561
Curren 5.75 hrs./183 days

04/29/2022

Retirements

Martinez, Joann

Child Nutrition Worker, Position #129
Brekke 5.5 hrs./185 days

05/09/2022