

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, May 12, 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 April 26, 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. Advanced Step Placement for Megan Valentine, School Occupational Therapist (page 6)**
The Personnel Commission will ratify the advanced step placement for Megan Valentine, School Occupational Therapist, at range 34.5 step C pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.2. Advanced Step Placement for Moises Briones, Plumber (page 7)**
The Personnel Commission will ratify the advanced step placement for Moises Briones, Plumber, at range 23.5 step C pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.3. Advanced Step Placement for Andrea Hall, Health Care Technician (page 8)**
The Personnel Commission will ratify the advanced step placement for Andrea Hall, Health Care Technician, at range 22 step B pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.4. Advanced Step Placement for Maria A. Gomez, Transportation Driver (page 9)**
The Personnel Commission will ratify the advanced step placement for Maria A. Gomez, Transportation Driver, at range 16.0 step C pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.5. Advanced Step Placement for Elida Salazar, Language Assessment Technician (page 10)**
The Personnel Commission will ratify the advanced step placement for Elida Salazar, Language Assessment Technician, at range 17.0 step B pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.6. Reclassification Request - Translators (page 11-57)**
The Personnel Commission will consider the reclassification request submitted by Translators.
- C.7. Classification Revision and Salary Placement - Executive Assistant to the Superintendent (page 58-67)**

The Personnel Commission will consider revisions and place the classification on the Classified Management salary schedule.

C.8. Public Hearing on Budget for Fiscal Year 2022-2023 (page 68-75)

The Personnel Commission will consider the proposed budget for Fiscal Year 2022-2023.

C.9. Eligibility Lists (page 76-91)

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 92-95)

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: ADJOURNMENT



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Tuesday, April 26, 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 special meeting on Tuesday, April 26, 2022, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:31 p.m.

CALL TO ORDER

A roll call of the Commission was conducted. In attendance were:

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
Brittany Verduzco, Human Resources Analyst

Guests: Argelia Alvarado, Translator; Junaid Badshah, Human Resources Technician; Dr. Ana DeGenna, Assistant Superintendent, Educational Services; Ilene Poland, CSEA President; Juan Carlos Reyes, CSEA Representative; Victoria Saadati, Staff Member; Dr. Victor Torres, Assistant Superintendent, Business & Fiscal Services; Norma Zarate, Translator; Viviana M. Zozaya Manzanilla, Paraeducator Special Education

Commissioner Castillo asked for Item C.6 to be tabled for the May 12th Personnel Commission meeting. Commissioner Robinson moved to approve the agenda of Tuesday, April 26, 2022 as amended. Commissioner Morrison seconded and the motion carried. The vote was as follows 2-0 Morrison Y; Robinson Y

ADOPTION OF THE
AGENDA

Commissioner Robinson moved to approve the minutes of March 10, 2022 as presented. Commissioner Morrison seconded and the motion carried. The vote was as follows 2-0. Morrison Y Robinson Y
Commissioner Morrison moved to approve the minutes of April 6, 2022 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Morrison Y Robinson Y

APPROVAL OF
MINUTES

Commissioner Morrison moved to approve the advanced step placement for Junaid Badshah, Human Resources Technician, at range 21 step B of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Morrison Y Robinson Y

Advanced Salary
Placement

Commissioner Morrison moved to approve the advanced step placement for Areli Neria, Office Assistant II, at range 17 step C of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Morrison Y Robinson Y

Advanced Salary
Placement

Commissioner Morrison moved to approve the advanced step placement for Viviana M Zozaya Manzanilla, Paraeducator Special Education, at range 17 step C of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Morrison Y Robinson Y

Advanced Salary
Placement

Commissioner Morrison moved to approve the advanced step placement for Diana Alcaraz, Paraeducator Special Education, at range 17 step B of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Morrison Y Robinson Y

Advanced Salary
Placement

Commissioner Morrison moved to approve the advanced step placement for Lori Zeider, Paraeducator Special Education, at range 17 step D of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Morrison Y Robinson Y

Advanced Salary Placement

Commissioner Morrison moved to approve the eligibility lists of Paraeducator Special Education, Office Assistant II, Custodian, Translator (Spanish), School Occupational Therapist, Office Assistant III, Intermediate School Secretary, Secretary, Paraeducator General Education, Transportation Dispatcher/Scheduling Assistant, Plumber, Health Care Technician, and Grounds Maintenance Worker I. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Morrison Y Robinson Y

Eligibility Lists

REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS

The Personnel Commission reviewed the proposed budget for fiscal year 2022-2023.

Public Hearing Budget for Fiscal Year 2022-2023

The Personnel Commission reviewed the Personnel Actions of March 2, 2022, and March 16, 2022.

Personnel Actions

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

Director’s Report

Dr. Torres reported that Labor Management will be held every first Tuesday of the month and negotiations is still ongoing.

Report by Assistant Superintendent, Human Resources

Commissioner Robinson thanked guests for attending the meeting and welcomed them to the Oxnard School District. He also thanked staff for their hard work.

Report by Commissioners

There being no further business, the Commission adjourned at 6:21 p.m. The next regular meeting is scheduled for May 12, 2022.

ADJOURNMENT

Shristie N. Torres, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Tuesday, April 26, 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: May 12, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Megan Valentine, School Occupational Therapist

Personnel Commission staff recently filled a vacancy in the Special Education department for the School Occupational Therapist position. Ms. Megan Valentine was selected for the position by the hiring authority, starting date April 20.

Ms. Valentine requested to start at Step C, Range 34.5 of the CSEA/OSD Classified Salary Schedule based on her education and experience. Ms. Valentine has a bachelor's degree in Psychology with an emphasis on early childhood development, minor in business and a master's degree in Occupational Therapy. She also has experience working previously as an Occupational Therapist Aide in 2015 and Occupational Therapist since 2020. This is also a very difficult to fill recruitment with not many available candidates. The minimum experience requirement for a School Occupational Therapist is working with students with a variety of disabilities in an educational setting as desirable. The minimum training requirement is a current license to operate as a Certified Occupational Therapist issued by the California Board of Occupational Therapy (CBOT).

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission." The hiring authority is recommending the advanced step placement for Ms. Valentine, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Megan Valentine, School Occupational Therapist at Step C, Range 34.5 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: May 12, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Moises Briones, Plumber

Personnel Commission staff recently filled a vacancy in the Facilities department for the Plumber position. Mr. Moises Briones was selected for the position by the hiring authority, starting date April 26.

Mr. Briones requested to start at Step C, Range 23.5 of the CSEA/OSD Classified Salary Schedule based on his years of experience and training. Mr. Briones has approximately 28 years of experience in the Plumbing field in installation and repairs. He has also held a C-36 Plumbing License in California and many other certifications such as: backflow repair and installation, asbestos removal and abatement, and other plumbing trainings and certifications. The minimum experience requirement for a Plumber is two years of journey-level plumbing experience. The minimum education requirement is graduation from high school or equivalent.

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission." The hiring authority is recommending the advanced step placement for Mr. Briones, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Moises Briones, Plumber at Step C, Range 23.5 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: May 12, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Andrea Hall, Health Care Technician

Personnel Commission staff recently filled a vacancy in the Pupil Services department for the Health Care Technician position. Ms. Andrea Hall was selected for the position by the hiring authority, starting date May 2.

Ms. Hall requested to start at Step B, Range 22 of the CSEA/OSD Classified Salary Schedule based on her extensive experience. Ms. Hall has served as a Special Education School Nurse for approximately 22 years and has experience running a Nursing Office at the main campus with 800 students. The minimum experience requirement for a Health Care Technician is six months working in acute care coupled with some clerical background as preferred. The minimum training requirement is a current license as a Vocational Nurse or Registered Nurse in California.

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission." The hiring authority is recommending the advanced step placement for Ms. Hall, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Andrea Hall, Health Care Technician at Step B, Range 22 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: May 12, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Maria A. Gomez, Transportation Driver.

Personnel Commission staff recently filled a vacancy in the Transportation department for the Transportation Driver position. Ms. Maria Gomez was selected for the position by the hiring authority, starting date May 2.

Ms. Gomez requested to start at Step C, Range 16 of the CSEA/OSD Classified Salary Schedule based on her experience and training. Ms. Gomez has approximately seven years relevant experience working with Durham School Services as a Driver, transporting school students to and from school. She also has a Class B license with passenger and school bus endorsements and can operate type A buses, conventional buses and transit buses. The minimum experience requirement for a Transportation Driver is five years of experience in the operation of a motor vehicle with a continuous good driving record; experience driving a passenger van and working with school-age children is desirable. The minimum training requirement is a graduation from high school or equivalent.

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission." The hiring authority is recommending the advanced step placement for Ms. Gomez, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Maria Gomez, Transportation Driver at Step C, Range 16 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: May 12, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Elida Salazar, Language Assessment Technician.

Personnel Commission staff recently filled a vacancy in the Enrollment department for the Language Assessment Technician position. Ms. Elida Salazar was selected for the position by the hiring authority, starting date to be determined.

Ms. Salazar requested to start at Step B, Range 17 of the CSEA/OSD Classified Salary Schedule based on her specialized training and experience. Ms. Salazar has more than three years experience in individual and group testing administration in both initial and summative English Language Assessment of California. She has served as a limited-term Language Assessment Technician with Oxnard School District long-term and is already trained and experienced with the position within the District. Ms. Salazar also has a bachelor's degree in Political Science. The minimum experience requirement for a Language Assessment Technician is 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. The minimum training requirement is graduation from high school or equivalent.

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission." The hiring authority is recommending the advanced step placement for Ms. Salazar, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Elida Salazar, Language Assessment Technician at Step B, Range 17 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: May 12, 2022

Agenda Section: Section C: Action Items

Reclassification Request - Translators

The Personnel Commission office received a reclassification request from Translators, Norma Zarate Cruz and Argelia Alvarado Zarate in May 2021. The staff met with incumbents and the supervisor of this position in June 2021 to begin the job analysis process. The study was placed on hold at that time because of the comprehensive classification and compensation study being conducted by Educational Management Solutions (EMS). District Administration has recently requested to move forward with the reclassification study.

The only cause for a reclassification is a gradual accretion of duties outside of the current classification description and class concept over a period of two (2) years or more. Based on the job analysis performed, it can be confirmed that the Translator incumbents have gradually accreted new duties which are outside of the scope of the current classification.

As a result, a new job description is being proposed for the incumbents under the classification of Interpreter/Community Support Liaison – Trilingual (Mixteco, Spanish, English). We are recommending salary range 24 (\$25.62/hour - \$31.14/hour) for this new job description.

If approved, Ms. Zarate Cruz and Ms. Alvarado Zarate will be reclassified under the classification of Translator/Community Support Liaison – Trilingual (Mixteco, Spanish, English).

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the reclassification request submitted by Ms. Norma Zarate Cruz and Ms. Argelia Alvarado Zarate effective May 13, 2022.

Staff also recommends that the Personnel Commission take action to approve the new classification of Interpreter/Community Support Liaison – Trilingual (Mixteco, Spanish, English) at range 24 of the Classified salary schedule.

ADDITIONAL MATERIALS:

Attached: [Reclassification Request Recommendation - Translators.pdf](#)



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

To: Dr. Karling Aguilera-Fort, Superintendent of Schools

From: Shristie N. Torres, Director of Classified Human Resources

Date: April 7, 2022

Re: Reclassification Request Recommendation

Background

On May 18, 2021 a reclassification request via Position Classification Questionnaire (PCQ) form was received by Classified Human Resources from two Translators: Norma Zarate Cruz and Argelia Alvarado Zarate. The Position Classification Questionnaire forms reflected comments made by Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement. This request was made in accordance with Personnel Commission Rules & Regulations 30.300.1.

The staff met with incumbents and the supervisor in June 2021 to begin the job analysis process. The study was placed on hold at that time because of the comprehensive classification and compensation study being conducted by Educational Management Solutions (EMS). District Administration has recently requested to move forward with the reclassification study.

The reclassification study was activated again effective February 10, 2022. In order to propose a reclassification, an employee must have gradually accreted new duties which are outside of the scope of current classification over a course of two or more years.

Dates	Timeline of Events and Methodology
May 18, 2021	Employee paperwork and supervisor response received in the Classified Human Resources Department.
June 18, 2021	Meeting with Translator incumbents Norma Zarate Cruz and Argelia Alvarado Zarate to discuss reclassification request, review duties and clarify information provided on the completed PCQ.
June 22, 2021	Meeting with supervisor, Teresa Ruvalcaba in order to obtain her perspective on the reclassification request and to review duties previously and currently performed by employee along with her view on the gradual accretion of duties.
June/July 2021	Reclassification study was placed on hold – this information was shared with the CSEA President at that time, Carmen Grande and the incumbents.
Week of December 6, 2021	Consultants from the EMS group met with Translator incumbents Norma Zarate Cruz and Argelia Alvarado Zarate for job analysis.

February 4, 2022	Consultants from EMS reviewed first draft of Translator job description with supervisor and gave the draft over to Classified HR staff to complete the reclassification study.
February 23, 2022	Classified HR staff met with Translator incumbents Norma Zarate Cruz and Argelia Alvarado Zarate to review the final draft of the proposed new job description as a recommendation for the reclassification study.
February 25, 2022	Classified HR staff met with Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement to review the final draft of the proposed new job description as a recommendation for the reclassification study.
March 2, 2022	Classified HR staff met with Ilene Poland, CSEA President and Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement to review the final draft of the proposed new job description as a recommendation for the reclassification study.
March 2 – 4, 2022	Developed the reclassification request recommendation.
March 4, 2022	Submitted the reclassification request recommendation to Superintendent's office.
March 10, 2022	Submitted the reclassification request recommendation to Personnel Commission. (pulled from agenda on March 10)
March 14, 2022	Classified HR staff met with Ilene Poland, CSEA President, Translator incumbents Norma Zarate Cruz and Argelia Alvarado Zarate, Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement and Dr. Jodi Nocero, Director of Pupil Services to further discuss the proposed new job description as a recommendation for the reclassification study.
March 25, 2022	The final draft of the job description was created and sent to Translator incumbents Norma Zarate Cruz and Argelia Alvarado Zarate for review and approval. Incumbents acknowledged they were comfortable with the final job description on March 29, 2022.
March 29, 2022	The final draft of the job description was sent over to Ilene Poland, CSEA President for final review and input. Ilene was informed that salary was still being discussed.
March 30, 2022	The final draft of the job description and salary recommendation was sent over to Dr. DeGenna, Assistant Superintendent of Education Services, Dr. Aguilera-Fort, Superintendent, and Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement for final review and salary determination.
April 6, 2022	Salary recommendation approved and reclassification request recommendation submitted to Superintendent's office.
April 6, 2022	Ready to submit reclassification request recommendation to Personnel Commission once next meeting date is confirmed.

Summary of Findings

Norma Zarate Cruz and Argelia Alvarado Zarate have both been working as Translators for the Oxnard School District. They support the Mixteco community in providing translation services in three languages: Mixteco (verbal only), Spanish and English.

During the job analysis, it was also identified that Ms. Zarate Cruz and Ms. Alvarado Zarate also serve as a community support liaison for the Mixteco community. As part of their frequent duties, Ms. Zarate Cruz and Ms. Alvarado Zarate support the Mixteco community and serve as a liaison between the District staff and Mixteco families.

Based on the job analysis performed, it can be confirmed that the Translator incumbents have gradually accreted new duties which are outside of the scope of the current classification over a course of two or more years. As a result, a new job description is being proposed for the employees under the classification of Interpreter/Community Support Liaison – Trilingual (Mixteco, Spanish, English).

Recommendation

It is recommended that, effective the next Personnel Commission meeting (dependent on meeting date at which this recommendation is submitted to the Personnel Commission and approved):

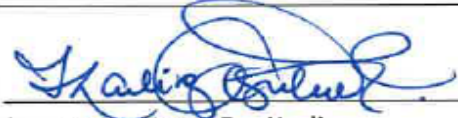
The Personnel Commission take action to approve the reclassification request submitted by Ms. Norma Zarate Cruz and Ms. Argelia Alvarado Zarate.

Superintendents Approval:

Kindly enter your comments/or concerns in the space below, then sign and date where indicated, and return this form to Tanya Ventura, Human Resources Analyst, in the Classified Human Resources office by **April 11, 2022.**

Disclaimer: As always in the case of a recommended reclassification, the Board of Trustees has the right to remove any higher level duties from the position in question and have those duties no longer performed by the incumbent. If the Board intends to take such an action, please indicate such below. Please note that the effects of such an action could potentially be subject to negotiations with Chapter 272 of the California School Employees Association. If such action is taken, this case will be then be monitored to ensure that the duties are removed and either eliminated or properly redistributed.

Please feel welcome to contact me with any concerns or questions in regard to the recommendation above. Thank you.

<input checked="" type="checkbox"/>	I agree with the recommendation	<input type="checkbox"/>	I disagree with the recommendation for the reasons indicated in the space below
Signature:  Superintendent, Dr. Karling Aguilera-Fort		Date: _____	
Comments:			

Attachments:

Reclassification Salary Study

Interpreter/Community Support Liaison – Trilingual (Mixteco, Spanish, English) job description

Translator job description

Reclassification Salary Study – Translators

Proposed Title – Interpreter/Community Support Liaison – Trilingual (Mixteco, Spanish, English)

Internal Alignment

Based on internal alignment, the recommendation is being made to place the Interpreter/Community Support Liaison – Trilingual classification at range 24.0. Currently, the Translator classification is placed at an 18.0 salary range. The difference between the ranges are 12 steps.

Based on the job analysis when conducting this study, the Interpreter/Community Support Liaison – Trilingual classification serves as an interpreter for the Mixteco community requiring trilingual skills and also provides community support as a community liaison between the Mixteco community and District staff. This position performs a very unique set of duties where they serve in an Interpreter capacity along with the community support capacity. The need to have trilingual skills in Mixteco, Spanish and English also adds to the higher qualifications needed for the position.

Below is the list of internal classifications that were reviewed as comparables. Based on this list of classifications and based on the need for this classification to perform duties in the Community Relations family and the Translator/Interpreter family, it is appropriate to place this classification at the salary range of 24. The District Community Liaison, Outreach Specialist and Parent Support Liaison classifications require higher entrance qualifications and has more duties such as case management, reporting, etc., however they do not provide trilingual interpreter duties. The Interpreter/Community Support Liaison – Trilingual classification works in a capacity where they perform about 50% of the duties similar to the above listed positions. The District Translator classification also requires higher entrance qualifications, however they do not support in community relations and are not required to be trilingual.

Classification	Range	Hourly - Step A	Hourly - Step E	
District Community Liaison	24.0	\$25.62	\$31.14	
Outreach Specialist	24.0	\$25.62	\$31.14	
Parent Support Liaison	24.0	\$25.62	\$31.14	
Interpreter/Community Support Liaison – Trilingual	24.0	\$25.62	\$31.14	<i>*proposed</i>
District Translator	20.0	\$21.06	\$25.60	
Translator	18.0	\$19.10	\$23.22	<i>*current</i>

External Market Assessment

It was not possible to find external comparable classifications to determine the market value of the proposed classification. Three job descriptions were identified (listed below) that serve the Mixteco community, however based on the review of these job descriptions the duties being performed and the minimum qualifications were not aligned. Hence, the external market assessment is not being utilized to propose a salary range for the Interpreter/Community Support Liaison – Trilingual classification.

Agency	Classification	Hourly - Start	Hourly - End	
Oxnard School District	Translator	\$19.10	\$23.22	<i>*current</i>
Oxnard School District	Interpreter/Community Support Liaison – Trilingual	\$25.62	\$31.14	<i>*proposed</i>
County of Ventura	Community Services Coordinator - Trilingual	\$26.79	\$37.55	<i>Not comparable</i>
Superior Court of California, County of Santa Barbara	Court Interpreter - Mixteco	\$37.07	\$37.07	<i>Not comparable</i>
County of Ventura	Farmworker Resources Program Coordinator - Trilingual	\$32.24	\$42.99	<i>Not comparable</i>

**INTERPRETER/COMMUNITY SUPPORT LIAISON –
TRILINGUAL (MIXTECO, SPANISH, ENGLISH)**

*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

The job of Interpreter/Community Support Liaison is done for the purpose/s of interpreting a wide variety of spoken communication in Mixteco, Spanish and English; facilitating communication between school or department staff and non-English speaking students, parents, and members of the community; performing a variety of clerical functions; providing information to the general public; serves as a liaison between District staff and families in establishing positive relationships and cultural awareness; and implementing a variety of processes relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a designated site or department administrator.

ESSENTIAL DUTIES

- Interprets and translates accurately and concisely documents and other materials from Mixteco to a designated second language for the purpose of providing translation and interpretation for school sites and District-level functions.
- Supports families and students by shadowing and supporting new academy students who only speak Mixteco and conducting home visits for the purpose of managing translation for a variety of school site and District processes and activities.
- Greets students and public at assigned school sites requiring routine information for the purpose of responding to direct inquiries and ensuring accurate communication in a second language.
- Guides families during workshops offered by Educational Services for the purpose of ensuring accurate translation and support services.
- Provides parent and student technical support (e.g. District Apps and hotspot connections; symptom reporting; pre-enrollment packets for preschool-8th grade, etc.) for the purpose of ensuring clarity, understanding, and implementation.
- Assists social workers (e.g. domestic violence, sexual harassment, physical abuse, etc.) for the purpose of implementing interpretation and translation support.
- Develops and rewrites material in designated second language for the purpose of providing materials in second language to support Mixteco families.
- Interprets for district programs (e.g. migrant, Saturday and summer school support, etc.) for the purpose of ensuring understanding and implementation of processes.
- Serves as interpreter for District community meetings and events (e.g. parent workshops, parent conference, IEP's, family resource fair, etc.) for the purpose of providing simultaneous interpretation.
- Maintains accurate records and a variety of files (e.g. logs, records, reports, forms, etc.) for the purpose of providing communication and information for speakers of a designated second language.
- Prepares a variety of documents, reports, and written materials for the purpose of communicating information to parents and staff; providing written support; developing recommendations; and/or conveying information.
- Performs a variety of district protocol translations for the purpose of ensuring the efficient and effective implementation of District procedures.
- Serves as a resource (e.g. infant and preschool program, suspension and expulsion, Multicultural Festival, intra and inter District transfer, parent-teacher conferences, etc.) for the purpose of communicating all necessary information to students and families.
- Serves as community liaison for the purpose of supporting families with needed services.
- Establishes and maintains partnerships with community agencies, District and site staff for the purpose of facilitating and enhancing support services and resources for parents.

- Translates and interprets a wide variety of materials (e.g. newsletters, bulletins, letters, memoranda, questionnaires, instructional materials, Blackboard recordings, audio and video recordings, etc.) for the purpose of ensuring accuracy and clarity when translating within the designated languages.
- Establishes methods to communicate to all stakeholders involved in assisting students and families for the purpose of ensuring involvement of stakeholders.
- Attends and participates in a variety of meetings for the purpose of sharing and obtaining information.

Other Related Duties

- Performs additional assigned functions for the purpose of implementing daily translator procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, ABILITIES, AND SKILLS

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Special Education terms (legal, medical, educational); Special Education processes and programs; District guidelines for translation and interpretation; protocol in confidential translation/interpretation; codes/laws/rules/regulations/policies; current and emerging technology; knowledge of community resources; and recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; often 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; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; maintaining confidentiality; reading, speaking, writing fluently and effectively in English and designated second language; establishing and maintaining effective relationships with parents and students; and assessing translation issues and providing solutions.

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; effective time management; attention to accuracy and detail; and preparing and maintaining accurate records; analyzing data; classifying data and/or information; and conducting meetings.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency. Training or college coursework in interpretation, translation technology, or the designated languages is desirable.

Experience: Demonstrated knowledge and proficiency in English, Spanish and Mixteco. One year experience working with the community providing services in English, Spanish and Mixteco.

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., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, drive an automobile to conduct work, and have direct contact with the students, other staff, and the public.

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: 24.0

Approved: 05/2022

TRANSLATOR (B)

*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 a site or department administrator, translates and interprets a wide variety of written and spoken communications in English and a designated second language; facilitates communication between school or department staff and non-English speaking students, parents, staff, and other members of the community; performs a variety of clerical functions; types documents, letters, and memoranda; provides information to the general public; and performs a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The District Translator classification performs duties in the translating and interpreting of a wide variety of difficult and complex written and spoken communications in English and a designated second language including materials and matters of a highly sensitive nature including Individual Education Plans (I.E.P.s), legislative and legal documents and proceedings, and medical documents and communications, facilitates communication between non-English speaking staff and members of the public, and performs a variety of tasks relative to the assigned language and function.

The Translator classification performs duties in the translating and interpreting of a wide variety of written and spoken communications in English and a designated second language, facilitates communication between non-English speaking staff and members of the public, and performs a variety of clerical tasks relative to the assigned language and function.

The class of Translator is distinguished from positions with an added bilingual stipend in that while the latter may speak, read, and/or write the designated second language, employees in such positions do not carry primary responsibility for translations at an assigned site/department and do not translate materials which are as diverse, sensitive, or specialized.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a designated site or department administrator.

ESSENTIAL DUTIES

- Translates a wide variety of written materials including, but not limited to, newsletters, bulletins, forms, letters, menus, memoranda, questionnaires, notices, and instructional materials from English to designated second language and from designated second language to English;
- Serves as interpreter providing simultaneous translation at various meetings and events such as parent and community meetings, administrative hearings, and Individual Education Plan (I.E.P.) meetings;
- Provides interpretation and translation of technical terminology to District staff, parents, and members of the community; provides explanations to facilitate communication and promote understanding among speakers of designated second language;
- Assists in maintaining records for assigned programs;
- Types, proofreads, copies, and collates a variety of materials such as project reports, handbooks, manuals, letters, memos and questionnaires;
- Assists with clerical duties related to school or department activities; performs clerical duties for the assigned supervisor as directed; types letters, memoranda, bulletins, reports, schedules, lists, forms and other materials from straight copy or rough draft;
- Maintains and organizes a variety of hard copy and electronic logs, records, and files; ensures the timely duplication and distribution of a variety of records, reports, and other materials as directed;
- Develops and revises forms and other communications for speakers of designated second language;
- Greets students and the public at assigned site in English and designated second language; provides routine information and direct inquiries to the appropriate person or office; answer telephones in English and

designated second language and provides information, take messages, and directs calls; make phone calls in English and designated second language to request, obtain, relay, provide, and verify information as directed.

Other Related Duties

- Schedules appointments and meetings as needed; maintains various schedules and calendars;
- May accompany District personnel on field trips and other school related activities as needed to interpret, explain procedures and programs, and assist in delivering and obtaining information in designated second language;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- English and designated second language usage including proper grammar, structure, spelling, pronunciation, punctuation, vocabulary and comprehension;
- Modern office procedures, methods and equipment;
- Principles and procedures of record keeping;
- Appropriate terminology of assigned department;
- District policies, regulations, and procedures related to conversations being interpreted and materials being translated;
- Pertinent Federal, State and local laws, codes and regulations;
- Telephone techniques and etiquette;
- Interpersonal skills using tact, patience and courtesy;
- Good public relations.

Ability to:

- Speak, read, and write fluently and effectively in English and designated second language.
- Develop rapport with native speakers of designated second language;
- Operate a variety of office machines and equipment such as a personal computer and applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machine;
- Type/keyboard at a corrected rate of 40 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 effectively, both orally and in writing;
- Understand and follow oral and written directions;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with minimal direction;
- Exercise good judgment.

Traits:

- Appreciates and respects the differences among people;
- 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;
- Overcomes linguistic and cultural barriers;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency. Training or college coursework in interpretation, translation technology, or the designated second language is desirable.

Experience: Demonstrated knowledge of designated second language.

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., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, drive an automobile to conduct work, and have direct contact with the students, other staff, and the public.

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: 18.0

Approved: 2/98

Revised: 11/13



Received
5/18/21 - SAC

PERSONNEL COMMISSION

POSITION CLASSIFICATION QUESTIONNAIRE

INSTRUCTIONS: You are asked to complete this questionnaire in order to furnish information about your job. Please fill in Sections I, II and III, and have your supervisor fill in Section IV. When the questionnaire is complete, please return it to the Personnel Commission Department.

The statements you make will not be changed by your immediate supervisor, department head or principal. Your completed questionnaire will be reviewed by them and they may make any comments they feel are necessary.

Please denote by an asterisk (*) those duties you are currently performing that you believe are outside the scope of your classification's job description.

SECTION I - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

Zarate Cruz Norma
Last Name First Name M.I.

Work Site: Ed Services and School sites

Department: Ed Services

Phone Ext.: 2334

Classification: Classified/Translator

Immediate Supervisor: Teresa Ruvalcaba

Hours of Work: From: 8:00 To: 5:00

Lunch Hour: From: 12:00 To: 1:00

Breaks: From: 10:00 To: 10:15 From: 3:00 To: 3:15

SECTION II - To be completed by the employee.

DESCRIPTION OF DUTIES

INSTRUCTIONS: Describe the work you do in your own words. Be specific; **do not make general statements**. Tell how often you do each task - every day, week, month or how many times a year. After you have marked how frequently you perform each task, indicate the estimated overall percentage of your time that the task takes. If more space is needed, use additional sheets of paper and attach them to this one.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

SAMPLE:

Task	D	W	M	Q	S	A	O	Overall %
Type vouchers in duplicate to accompany invoices	X							10%
Answer the telephone and give information to vendors.	X							20%
Type letters from rough draft for Mr. Jones.	X							20%
File purchases orders chronologically.		X						10%
Remove obsolete Vendor folders from file.						X		1%
Compose routine correspondence to vendors.	X							17%
Miscellaneous duties.	X							17%
Type vendor report.							X	5%

Comments

I type the vendor report on a bi-monthly basis.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Parent and student support in the mornings at the school sites.	X							20
Parent and student support During dismissal.	X							20
Parent and student support with Apps. (CANVAS, Google Classroom, Myon, Lexia, Core 5, ST Math, Class Dojo, Zoom, Teams)	X							30
Support students with iPad and Hot Spot issues.	X							10
Walking students through the login process to Apps and HotSpot connections.	X							10
Calls made to parents regarding missing assignments and teacher concerns.	X							10
Phone calls and meetings regarding behavior.		X						10
Phone calls and meetings regarding attendance.		X						10
Phone calls regarding health (COVID symptoms, lice, illness, injury, missing immunizations)		X						10
Fill out enrollment packets for Preschool-8th grade. (Mixteco families and illiterate parents that speak another language.)		X						25
Fill out Pantry kit order forms for illiterate families.		X						10

Comments:

(Continued from previous page)

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M = Monthly
O = Other (please describe below)

Q = Quarterly

Task	D	W	M	Q	S	A	O	Overall %
Complete any surveys sent home from the schools or OSD with parents.			X					10
Support families to connect with a Mixteco interpreter at another agency when needed.			X					10
Food and Clothing deliveries to homeless and needy families.			X					20
Home visit to support with: iPad issues, HotSpot, Apps, Submitting assignments, Zoom login, MyOn.		X						25
Home visit to review documents and obtain parent signatures for IEP, Assessment plan, meeting notice, and any documents needed from parents.			X					20
Interprete for Assitance leage as needed.						X		5
Interpret and support during parent workshops and classes. (Tripple P, Logrando Bien estar and any other classes the schools offer to parents.)				X				20
Interpreting for DLI Work shops and meetings.						X		20
Translating and recording Audio in Mixteco for SPED for Parent Rights, Distance learning schedule.						X		50
Translate and record audio in Mixteco for New enrment Program Options.						X		50
Record audio and video for IT to teach parents how to access and use the iPad, Apps, Hotspot.							X	50

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
interpretation at iPad training workshops.				X				20
Support Pupil Services with Toys for Tots. Support with toy give away, reminder phone calls, toy delivery and help needed at the event.						X		60
Power point translation and interpretation for different event at school sites.				X				30
Scheduling and interpreting for student behavior meetings as needed.		X						15
Scheduling and interpreting for meetings with school staff as needed.		X						15
Support and interpret for Mental health Agency when requested by school staff.				X				15
Parent support with summer school registration application packets for general ed. and SPED.						X		10
Migrant Saturday and Summer school support with calls, registration application and transportation.						X		20
Home visit to student with severe illness with District Nurse, Public Health Nurse, ORC, Counselor, or OSD Liaison.						X		20
Provide urgent interpretation for Hospital if incident occurs with a student during school hours while student is on campus.						X		20
Interpret for school staff and OSD Admin. for emergency situations such as injuries or death.						X		20

Comments:

We provide Mixteco interpretation for Hospitals if a child were to get injured while on campus and is taken to the hospital. We accompany the student and one school staff to the hospital. We have interpret for Cancer diagnoses, diseased students, injured students in car accident.

(Continued from previous page)

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

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Q = Quarterly

Task	D	W	M	Q	S	A	O	Overall %
Interpret for social worker for domestic violence, sexual harassment, physical abuse.			X					50
Interpret for Police Department for Domestic violence, physical abuse, missing student, parent arrest, child removal, (interpretation done at school sites, homes, OPD office, agricultural fields)					X			50
We go to school sites to support teachers and staff with culture awareness of the Mixteco Community.						X		20
Interpret and support parents during Nutrition Classes.						X		10
Schedule and interpret for SARB meetings.				X				10
Support families with iPad insurance information, complete insurance application, money orders, and explain mailing process to the parents. We support all families not only Mixteco speakers.						X		20
ELPAC for the enrollment center: schedule and remind parents about their appointments and we also interpret the letters that are mailed home with the testing results.						X		15
Provide Zoom information for the families for the ELPAC testing and walk them through the log in process. (this is done every time a new student is enrolled)		X						10
Interpret and schedule for Fall and Spring conferences in Spanish and Mixteco. We also interpret for any conference requested by parent or teacher during school year.			X					80
Phone calls (Spanish, English and Mixteco) made to invite and remind parents of any workshops or events offered by the District or school sites.			X					50
We guide, support and interpret for families during the workshops offered by Pupil Services at the Strengthening our Families annual workshop.					X	X		80

Comments:

Interpret for ELPAC for the enrollment center. We schedule and remind parents about their appointments and we also interpret the letters that are mailed home with the testing results. Provide Zoom information for the families for the ELPAC testing and walk them through the log in process. (this is done every time a new student is enrolled).

The ways we support parents with iPad insurance is through phone calls, pictures, text messages and in person support. We provide this support to all families regardless of their primary language.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily
S = Semi-Annually

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M = Monthly

O = Other (please describe below)

Q = Quarterly

Task	D	W	M	Q	S	A	O	Overall %
Interpret and support VCVH staff and students if services are provided at school site and if a Mixteco interpreter is needed.						X		20
We support the healthy start program at Mckinna by picking up donations, dropping them off to families and organizing donations as needed.			X					30
Accompany and interpret for the new comer students during their fieldtrips.						X		50
Shadow and support new academy students and when they only speak Mixteco				X				50
Interpret and support families through the RFEP process.						X		20
Interpret and support student during the assessment process given by RSP, school psychologist, speech , OT			X					30
We interview students to get a language sample and we provide our feedback on how fluent a student is in Mixteco for school psychologist.				X				20
We fill out the Health questionnaire and parent interview form with the families before and Assessment occurs.			X					40
Complete and interpret the Rating Scales (BASC 3) and other documents needed by SPED staff.		X						40
Request, follow up, and provide information about transportation for students in SPED and general education.		X						10
Interpret information for 8th grade promotion and interpret during ceremony.						X		30

Comments:

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

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W = Weekly

M = Monthly

Q = Quarterly

S = Semi-Annually

A = Annually

O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Support and interpret for San Miguel infant and preschool program during meetings, interviews, evaluation, assessments, and observations.			X					30
Interpret for social worker during City impact interview and application process.					X			10
Help, support and follow up with parents everyday regarding school questions, concerns, or issues.	X							60
Support Mixteco speaking students that refuse to enter classroom due to an issue that they have.				X				15
Support and interpret for families during suspension and expulsion process including the hearing panel.					X			20
As per principal at Mckinna be a presenter at the Multicultural Festival to provide Mixteco culture awareness to the community.						X		50
Interpret and support during intra and inter District transfer.				X				10
Support and interpret for families and students when they feel that they are going through bullying.						X		15
CPS reports and interview.							X	15
Support parents with Big smiles application for Dental check ups at school. Call Mixteco speaking families to notify them of procedures or follow-up appointments.						X		15
When we are not interpreting and we are at a school site we provide clerical support to the office staff during dismissal.	X							15

Comments:

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Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
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Task	D	W	M	Q	S	A	O	Overall %
Refer parents to Public heal if a student does not have health insurance or if they need immunizations or when parent need support in Mixteco to fill out their MediCal applications,			X					10
Interpret for IEP meeting and conferences for Cabrillo Middle school for any OSD overflow student.						X		30
Interpret for IEP meeting and conferences for Loma Vista school for any OSD overflow student.						X		30
Interpret for Dwire school for any OSD overflow student as needed,						X		10
Academic parent meeting with teachers and school principals if student is at risk of not promoting or at risk of being retain.						X		10
Calls to all OSD families receiving Christmas Baskets and supporting families on the day of the event.						X		50
Support needy families with bus vouchers,			X					10
Support Mckinney Vento families with anything they need.	X							20
Provide student and families with student username and password as needed regardless of family's primary language.	X							30
Provide and guide parents through Distance learning schedule and process.	X							30
Distance learning attendance phone calls when students connect late or if they turn off their camara, leave early or play around during class.	X							30

Comments:

(Continued from previous page)

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily
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W = Weekly
A = Annually

M = Monthly

O = Other (please describe below)

Q = Quarterly

Task	D	W	M	Q	S	A	O	Overall %
Deliver food and clothing to needy families during pandemic.		X						20
Delivering food, school assignments, and supplies to families that live too far from their school and they don't have a way to get to the school that their child is attending.	X							20
Delivering to families that tested positive for COVID and they can't pick up school supplies or assignments.		X						20
Connect families to different agencies as needed for different services.			X					10
Give support and motivate Mixteco moms to participate during the social workers womens program.		X						20
Interpret and support parents during IEP meetings and process.	X							30
Interpret and support all OSD families with school forms, flyers, that have been sent home by the schools or the Distric.		X						15
Relay teacher messages to parents and students on a daily basis.			X					15
Fill out school emergency card for all OSD families if needed regardless of primary language. (updating if needed)			X					20
Fill out school packets for the beginning of the year for all families if needed.						X		20
Support with After School Program applications. (applications are also accepted throughout the school year)						X		15

Comments:

When we get an email, phone call, or message from the teacher or any staff we call the families until they are reached. If we are not able to reach them after several days or attempts we do home visits depending on how urgent the message is. Then we reply to the teachers or staff and we follow up with the families as needed.

(Continued from previous page)

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily

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M = Monthly

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A = Annually

O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Scheduling and interpreting for 504 meetings				X				20
Scheduling and Interpreting for SST meetings.			X					20
Support and Interpret for School Social Worker (phone calls, follow ups, forms and Homevisits)		X						15
Support and Interpret for PTA meetings (Call parents to invite them to attend)			X					10
Interpret and support at ELAC meetings (Call parents to invite them to attend)			X					10
IT department support and Interpretation at iPad deployment						X		70
Interpret and support the Enrollment Center during enrollment process and with program options.		X						40
Mixteco Indigena Radio promotions(Interpretation for Kinder registration and Parent workshops)						X		20
Translate and send out Connect Ed messages from the schools and District.			X					10
Interpretation and follow up support with hearing panel,				X				10
Home Visits with ORC, Pricipals and Counselors for support, meetings and other concerns.			X					20

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily
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W = Weekly
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M = Monthly
O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Nurse support with phone calls and procedure explanation for lice treatment.					X			10
ORC and parent support with Operation School Bell(Helping ORC to select families and giving information to parents)						X		15
Parent support and Interpretation at Gate meetings.						X		15
Interpretation and support at Workshops and classes offered by the SPED department.					X			20
General Clerical support (Answer department calls, transfer calls and support parents with questions and concerns)	X							15
Video call to walk parents through App login		X						20
High School Applications when needed.					X			20
Fieldtrip or Excursion Authorization & Medical Excursion Authorization Form (support)				X				20
REST card application support							X	40
Toy support with social worker					X			50

Comments:

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Teresa Ruvalcaba

2. From whom do you receive your assignments?
OSD staff and School site staff

3. In what form do you receive your work assignments? (Check all that are applicable.)

Verbal Instructions Rough Draft

Written Instructions Outline Form

Other - Explain:

Detailed Instructions (What to do and how to do it)

Instructed as to the desired objectives; must determine own methods

Work is performed according to established procedure; instructed only in the event of variations

Other - Explain:

4. Are you required to interpret: Policy Rules Regulations

If you selected on or more options above, please explain:

We Interpret and explain school policies and rules to parents and students because everything is new and different to them. Many times parents dont know that their children should be enrolled in school and when they enrolled them they think that they dont have to attend school everyday. We also explain and go over parent rights with them.

5. What tools or equipment do you use in your work?

Computers,Laptops,Printers,Cellphones,Headphones,Laminator,iPads, Hotspot

6. Does your position require that you hold a license, permit, certificate, or registration? If it does, explain, giving the name and kind.

No

7. Do you supervise other employees?

YES NO

If you do, give their names and job classification titles. If you supervise more than six employees, group them by title and indicate how many under each title, but do not list their names.

8. If you supervise others, check those statements which best describe your supervisory responsibilities. If you do not supervise others, please skip this question.

- | | |
|--|---|
| <input type="checkbox"/> Assign work to employees | <input type="checkbox"/> Complete performance evaluations |
| <input type="checkbox"/> Assist in selection of new employees | <input type="checkbox"/> Recommend disciplinary action |
| <input type="checkbox"/> Assist employees with difficult assignments | <input type="checkbox"/> Spot check work only |
| <input type="checkbox"/> Check completed work | <input type="checkbox"/> Train new employees |
| <input type="checkbox"/> Check work in progress | |

9. What do you believe is the **minimum level** of education needed for the work you are currently doing? (For example: High School Diploma, Bachelor's Degree, etc.)

High School Diploma or Associates Degree

10. What do you believe is the **minimum level and type** of experience needed for the work you are currently doing? (For example: 3 years of clerical, 1 year of working with computers, etc.)

3 years of clerical and 3 years of community outreach and 5 years of experience in interpretation

11. How long have you been employed in your present classification?

7 years

12. How long have you been performing the duties as you have explained them earlier?

7 years

13. Please list any duties or tasks that are "new" or have been added to your job below. Next to each duty, please list an approximate date when you started performing the duty.

Task	Start Date
Please See below #14	Oct. 2014 - Present

14. Aside from the "new" or added duties listed above, in what other ways do you believe your job has changed?

Our position was meant for Mixteco to English Interpretation only, but we also use Spanish everyday because Spanish speaking parents ask us to help them and we can't deny them our help if we are able to assist them. Everything mentioned above is new to our position because all the families that we work with need the supports. We started by only interpreting, but as we saw all the needs that our District families had we began supporting them as much as we could in different areas. Many of the duties that we do are not mentioned in our job description because it was a new position and no one knew how much support is needed for the Mixteco community.

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.

Norma Zamora
Signature

05/07/2021
Date

SECTION IV – To be completed by the immediate supervisor

Check those statements which you believe best apply to this position.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Judgment, planning, analytical ability required.

- Works according to detailed instructions
- Works according to established procedures
- General outline of procedure and desired results given
- Must determine own methods to achieve specified results
- Work is routine or repetitive
- Work is varied or semi-routine
- Requires planning own work
- Requires planning work for others
- Work requires application of rules and regulations
- Work requires application of policy
- Work requires interpretation of rules and regulations
- Work requires interpretation of policy

2. Describe how closely the employee is supervised.

- Work is checked in detail Spot checks
 - Work is checked in process Casual observation
 - Check completed work Works independently
 - Work checked as assistance is required
 - Work subject to automatic checks
 - Administrative review
 - Other:
-

3. Do you agree with the employee's assessment of their job in Sections II and III?

YES NO

4. Please list any areas in which you do not agree with the employee's assessment of their job. Please list your reasons for disagreeing and any needed clarifying statements.

I have worked with Norma for the last 4 months. I am still learning about her job responsibilities and finding ways to better support her. I met with Norma to review this classification questionnaire and I agree with the assessment of her job.

5. Are there other employees performing the same duties in the department? If yes, give name and classification. If more than six, give total number and classification.

Yes, Argelia Alvarado - Classified translator/interpreter

6. Add any duties omitted or information necessary to complete the employee's description of the job.

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.

Teresa Rowland
Signature of Immediate Supervisor

5/17/21
Date

(Audit Form - Rev. 06/12)



Received
5/18/21 - SO.

PERSONNEL COMMISSION

POSITION CLASSIFICATION QUESTIONNAIRE

INSTRUCTIONS: You are asked to complete this questionnaire in order to furnish information about your job. Please fill in Sections I, II and III, and have your supervisor fill in Section IV. When the questionnaire is complete, please return it to the Personnel Commission Department.

The statements you make will not be changed by your immediate supervisor, department head or principal. Your completed questionnaire will be reviewed by them and they may make any comments they feel are necessary.

Please denote by an asterisk (*) those duties you are currently performing that you believe are outside the scope of your classification's job description.

SECTION I - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

Alvarado Zarate Argelia _____
Last Name First Name M.I.

Work Site: Ed. Services and School sites

Department: Ed. Services

Phone Ext.: 2361

Classification: Classified/Translator

Immediate Supervisor: Teresa Ruvalcaba

Hours of Work: From: 8:00 To: 5:00

Lunch Hour: From: 12:00 To: 1:00

Breaks: From: 10:00 To: 10:15 From: 3:00 To: 3:15

SECTION II - To be completed by the employee.

DESCRIPTION OF DUTIES

INSTRUCTIONS: Describe the work you do in your own words. Be specific; do not make general statements. Tell how often you do each task - every day, week, month or how many times a year. After you have marked how frequently you perform each task, indicate the estimated overall percentage of your time that the task takes. If more space is needed, use additional sheets of paper and attach them to this one.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

SAMPLE:

Task	D	W	M	Q	S	A	O	Overall %
Type vouchers in duplicate to accompany invoices	X							10%
Answer the telephone and give information to vendors.	X							20%
Type letters from rough draft for Mr. Jones.	X							20%
File purchases orders chronologically.		X						10%
Remove obsolete Vendor folders from file.						X		1%
Compose routine correspondence to vendors.	X							17%
Miscellaneous duties.	X							17%
Type vendor report.							X	5%

Comments

I type the vendor report on a bi-monthly basis.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Parent and student support in the mornings at the school sites.	X							20%
Parent and student support During dismissal.	X							20%
Parent and student support with Apps. (CANVAS, Google Classroom, Myon, Lexia, Core 5, ST Math, Class Dojo, Zoom, Teams)	X							30%
Support students with iPad and Hot Spot issues.	X							10%
Walking students through the login process to Apps and HotSpot connections.	X							10%
Calls made to parents regarding missing assignments and teacher concerns.	X							10%
Phone calls and meetings regardign behavior.		X						10%
Phone calls and meetings regarding attendance.		X						10%
Phone calls regarding health (COVID symptoms, lice, illness, injury, missing immunizations		X						10%
Fill out enrollment packets for Preschool-8th grade. (Mixteco families and illiterate parents that speak another language.)		X						25%
Fill out Pantry kit order forms for illiterate families.		X						10%

Comments:

(Continued from previous page)

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily
S = Semi-Annually

W = Weekly
A = Annually

M = Monthly
O = Other (please describe below)

Q = Quarterly

Task	D	W	M	Q	S	A	O	Overall %
Complete any surveys sent home from the schools or OSD with parents.			X					10%
Support families to connect with a Mixteco interpreter at another agency when needed.			X					10%
Food and Clothing deliveries to homeless and needy families.			X					20%
Home visit to support with: iPad issues, HotSpot, Apps, Submitting assignments, Zoom login, MyOn.		X						25%
Home visit to review documents and obtain parent signatures for IEP, Assessment plan, meeting notice, and any documents needed from parents.			X					20%
Interprete for Assitance leage as needed.						X		5%
Interpret and support during parent workshops and classes. (Tripple P, Logrando Bien estar and any other classes the schools offer to parents.)				X				20%
Interpreting for DLI Work shops and meetings.						X		20%
Translating and recording Audio in Mixteco for SPED for Parent Righs, Distance learning schedule.						X		50%
Translate and record audio in Mixteco for New enrment Program Options.						X		50%
Record audio and video for IT to teach parents how to access and use the iPad, Apps, Hotspot.							X	50%

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
interpretation at iPad training workshops.				X				20%
Support Pupil Services with Toys for Tots. Support with toy give away, reminder phone calls, toy delivery and help needed at the event.						X		60%
Power point translation and interpretation for different event at school sites.				X				30%
Scheduling and interpreting for student behavior meetings as needed.		X						15%
Scheduling and interpreting for meetings with school staff as needed.		X						15%
Support and interpret for Mental health Agency when requested by school staff.				X				15%
Parent support with summer school registration application packets for general ed. and SPED.						X		10%
Migrant Saturday and Summer school support with calls, registration application and transportation.						X		20%
Home visit to student with severe illness with District Nurse, Public Health Nurse, ORC, Counselor, or OSD Liaison.						X		20%
Provide urgent interpretation for Hospital if incident occurs with a student during school hours while student is on campus.						X		20%
Interpret for school staff and OSD Admin. for emergency situations such as injuries or death.						X		20%

Comments:

We provide Mixteco interpretation for Hospitals if a child were to get injured while on campus and is taken to the hospital. We accompany the student and one school staff to the hospital. We have interpret for Cancer diagnoses, diseased students, injured students in car accident.

(Continued from previous page)

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily
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W = Weekly
A = Annually

M = Monthly

O = Other (please describe below)

Q = Quarterly

Task	D	W	M	Q	S	A	O	Overall %
Interpret for social worker for domestic violence, sexual harassment, physical abuse.			X					50%
Interpret for Police Department for Domestic violence, physical abuse, missing student, parent arrest, child removal. (interpretation done at school sites, homes, OPD office, agricultural fields)					X			50%
We go to school sites to support teachers and staff with culture awareness of the Mixteco Community.						X		20%
Interpret and support parents during Nutrition Classes.						X		10%
Schedule and interpret for SARB meetings.				X				10%
Support families with iPad insurance information, complete insurance application, money orders, and explain mailing process to the parents. We support all families not only Mixteco speakers.						X		20%
ELPAC for the enrollment center: schedule and remind parents about their appointments and we also interpret the letters that are mailed home with the testing results.						X		15%
Provide Zoom information for the families for the ELPAC testing and walk them through the log in process. (This is done every time a new student is enrolled).		X						10%
Interpret and schedule for Fall and Spring conferences in Spanish and Mixteco. We also interpret for any conference requested by parent or teacher during school year.			X					80%
Phone calls (Spanish, English and Mixteco) made to invite and remind parents of any workshops or events offered by the District or school sites.			X					50%
We guide, support and interpret for families during the workshops offered by Pupil Services at the Strengthening our Families annual workshop.					X	X		80%

Comments:

Interpret for ELPAC for the enrollment center. We schedule and remind parents about their appointments and we also interpret the letters that are mailed home with the testing results. Provide Zoom information for the families for the ELPAC testing and walk them through the log in process. (this is done every time a new student is enrolled).
The ways we support parents with iPad insurance is through phone calls, pictures, text messages and in person support. We provide this support to all families regardless of their primary language.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
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Task	D	W	M	Q	S	A	O	Overall %
Interpret and support VCVH staff and students if services are provided at school site and if a Mixteco interpreter is needed.						X		20%
We support the healthy start program at Mckinna by picking up donations, dropping them of to families and organizing donations as needed.			X					30%
Accompany and interpret for the new comer students during their fieldtrips.						X		50%
Shadow and support new academy students and when they only speak Mixteco				X				50%
Interpret and support families through the RFEP process.						X		20%
Interpret and support student during the assessment process given by RSP, school psychologist, speech , OT			X					30%
We interview students to get a language sample and we provide our feedback on how fluent a student is in Mixteco for school psychologist.				X				20%
We fill out the Health questionnaire and parent interview form with the families before and Assessment occurs.			X					40%
Complete and interpret the Rating Scales (BASC 3) and other documents needed by SPED staff.		X						40%
Request, follow up, and provide information about transportation for students in SPED and general education.		X						10%
Interpret information for 8th grade promotion and interpret during ceremony.						X		30%

Comments:

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily

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M = Monthly

Q = Quarterly

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A = Annually

O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Support and interpret for San Miguel infant and preschool program during meetings, interviews, evaluation, assessments, and observations.			X					30
Interpret for social worker during City impact interview and application process.					X			10
Help, support and follow up with parents everyday regarding school questions, concerns, or issues.	X							60
Support Mixteco speaking students that refuse to enter classroom due to an issue that they have.				X				15
Support and interpret for families during suspension and expulsion process including the hearing panel.					X			20
As per principal at Mckinna be a presenter at the Multicultural Festival to provide Mixteco culture awareness to the community.						X		50
Interpret and support during intra and inter District transfer.				X				10
Support and interpret for families and students when they feel that they are going through bullying.						X		15
CPS reports and interview.							X	15
Support parents with Big smiles application for Dental check ups at school. Call Mixteco speaking families to notify them of procedures or follow-up appointments.						X		15
When we are not interpreting and we are at a school site we provide clerical support to the office staff during dismissal.	X							15

Comments:

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D = Daily
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M = Monthly
O = Other (please describe below)

Q = Quarterly

Task	D	W	M	Q	S	A	O	Overall %
Refer parents to Public heal if a student does not have health insurance or if they need immunizations or when parent need support in Mixteco to fill out their MediCal applications.			X					10
Interpret for IEP meeting and conferences for Cabrillo Middle school for any OSD overflow student.						X		30
Interpret for IEP meeting and conferences for Loma Vista school for any OSD overflow student.						X		30
Interpret for Dwire school for any OSD overflow student as needed.						X		10
Academic parent meeting with teachers and school principals if student is at risk of not promoting or at risk of being retain.						X		10
Calls to all OSD families receiving Christmas Baskets and supporting families on the day of the event.						X		50
Support needy families with bus vouchers.			X					10
Support Mckinney Vento families with anything they need.	X							20
Provide student and families with student username and password as needed regardless of family's primary language.	X							30
Provide and guide parents through Distance learning schedule and process.	X							30
Distance learning attendance phone calls when students connect late or if they turn off their camara, leave early or play around during class.	X							30

Comments:

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily
S = Semi-Annually

W = Weekly
A = Annually

M = Monthly

O = Other (please describe below)

Q = Quarterly

Task	D	W	M	Q	S	A	O	Overall %
Deliver food and clothing to needy families during pandemic.		X						20
Delivering food, school assignments, and supplies to families that live too far from their school and they don't have a way to get to the school that their child is attending.	X							20
Delivering to families that tested positive for COVID and they can't pick up school supplies or assignments.		X						20
Connect families to different agencies as needed for different services.			X					10
Give support and motivate Mixteco moms to participate during the social workers womens program.		X						20
Interpret and support parents during IEP meetings and process.	X							30
Interpret and support all OSD families with school forms, flyers, that have been sent home by the schools or the Distric.		X						15
Relay teacher messages to parents and students on a daily basis.			X					15
Fill out school emergency card for all OSD families if needed regardless of primary language. (updating if needed)			X					20
Fill out school packets for the beginning of the year for all families if needed.						X		20
Support with After School Program applications. (applications are also accepted throughout the school year)						X		15

Comments:

When we get an email, phone call, or message from the teacher or any staff we call the families until they are reached. If we are not able to reach them after several days or attempts we do home visits depending on how urgent the message is. Then we reply to the teachers or staff and we follow up with the families as needed.

(Continued from previous page)

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily
S = Semi-Annually

W = Weekly
A = Annually

M = Monthly
Q = Quarterly
O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Scheduling and interpreting for 504 meetings				X				20
Scheduling and Interpreting for SST meetings.			X					20
Support and Interpret for School Social Worker (phone calls, follow ups, forms and Homevisits)		X						15
Support and Interpret for PTA meetings (Call parents to invite them to attend)			X					10
Interpret and support at ELAC meetings (Call parents to invite them to attend)			X					10
IT department support and Interpretation at iPad deployment						X		10
Interpret and support the Enrollment Center during enrollment process and with program options.		X						40
Mixteco Indigena Radio promotions(Interpretation for Kinder registration and Parent workshops)						X		20
Translate and send out Connect Ed messages from the schools and District.			X					10
Interpretation and follow up support with hearing panel.				X				10
Home Visits with ORC, Principals and Counselors for support, meetings and other concerns.			X					20

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Nurse support with phone calls and procedure explanation for lice treatment.					X			10
ORC and parent support with Operation School Bell (Helping ORC to select families and giving information to parents)						X		15
Parent support and Interpretation at Gate meetings.						X		15
Interpretation and support at Workshops and classes offered by the SPED department.					X			20
General Clerical support (Answer department calls, transfer calls and support parents with questions and concerns)	X							15
Video call to walk parents through App sign.		X						20
High School medications needed					X			20
Support with Field trip/Excursion authorization and Medical treatment Authorization forms				X				20
PEST Card Application Support							X	40
Toy Support with social worker					X			50

Comments:

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Teresa Ruvalcaba

2. From whom do you receive your assignments?
OSD staff and School site staff

3. In what form do you receive your work assignments? (Check all that are applicable.)

Verbal Instructions Rough Draft

Written Instructions Outline Form

Other - Explain:

Detailed Instructions (What to do and how to do it)

Instructed as to the desired objectives; must determine own methods

Work is performed according to established procedure; instructed only in the event of variations

Other - Explain:

4. Are you required to interpret: Policy Rules Regulations

If you selected on or more options above, please explain:

We Interpret and explain school policies and rules to parents and students because everything is new and different to them. Many times parents dont know that their children should be enrolled in school and when they enrolled them they think that they dont have to attend school everyday. We also explain and go over parent rights with them.

5. What tools or equipment do you use in your work?

Computers,Laptops,Printers,Cellphones,Headphones,Laminator,iPads, Hotspot

6. Does your position require that you hold a license, permit, certificate, or registration? If it does, explain, giving the name and kind.

No

7. Do you supervise other employees?

YES NO

If you do, give their names and job classification titles. If you supervise more than six employees, group them by title and indicate how many under each title, but do not list their names.

8. If you supervise others, check those statements which best describe your supervisory responsibilities. If you do not supervise others, please skip this question.

- | | |
|--|---|
| <input type="checkbox"/> Assign work to employees | <input type="checkbox"/> Complete performance evaluations |
| <input type="checkbox"/> Assist in selection of new employees | <input type="checkbox"/> Recommend disciplinary action |
| <input type="checkbox"/> Assist employees with difficult assignments | <input type="checkbox"/> Spot check work only |
| <input type="checkbox"/> Check completed work | <input type="checkbox"/> Train new employees |
| <input type="checkbox"/> Check work in progress | |

9. What do you believe is the **minimum level** of education needed for the work you are currently doing? (For example: High School Diploma, Bachelor's Degree, etc.)

High School Diploma or Associates Degree

10. What do you believe is the **minimum level and type** of experience needed for the work you are currently doing? (For example: 3 years of clerical, 1 year of working with computers, etc.)

3 years of clerical and 3 years of community outreach and 5 years of experience in interpretation

11. How long have you been employed in your present classification?

7 years

12. How long have you been performing the duties as you have explained them earlier?

7 years

13. Please list any duties or tasks that are "new" or have been added to your job below. Next to each duty, please list an approximate date when you started performing the duty.

Task	Start Date
Please see below # 14.	4/7/2014 - Present

14. Aside from the "new" or added duties listed above, in what other ways do you believe your job has changed?

Our position was meant for Mixteco to English Interpretation only, but we also use Spanish everyday because Spanish speaking parents ask us to help them and we can't deny them our help if we are able to assist them. Everything mentioned above is new to our position because all the families that we work with need the supports. We started by only interpreting, but as we saw all the needs that our District families had we began supporting them as much as we could in different areas. Many of the duties that we do are not mentioned in our job description because it was a new position and no one knew how much support is needed for the Mixteco community.

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.

Argelia Alvarado
Signature

05/07/2021
Date

SECTION IV – To be completed by the immediate supervisor

Check those statements which you believe best apply to this position.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Judgment, planning, analytical ability required.

- Works according to detailed instructions
- Works according to established procedures
- General outline of procedure and desired results given
- Must determine own methods to achieve specified results
- Work is routine or repetitive
- Work is varied or semi-routine
- Requires planning own work
- Requires planning work for others
- Work requires application of rules and regulations
- Work requires application of policy
- Work requires interpretation of rules and regulations
- Work requires interpretation of policy

2. Describe how closely the employee is supervised.

- Work is checked in detail Spot checks
 - Work is checked in process Casual observation
 - Check completed work Works independently
 - Work checked as assistance is required
 - Work subject to automatic checks
 - Administrative review
 - Other:
-

3. Do you agree with the employee's assessment of their job in Sections II and III?

YES NO

4. Please list any areas in which you do not agree with the employee's assessment of their job. Please list your reasons for disagreeing and any needed clarifying statements.

I have been working with Argelia for the last 4 months. I am still learning about her job responsibilities and finding ways to better support her. I met with Argelia to review this classification questionnaire, and I agree with the assessment of her job.

5. Are there other employees performing the same duties in the department? If yes, give name and classification. If more than six, give total number and classification.

Yes, Norma Zarate

6. Add any duties omitted or information necessary to complete the employee's description of the job.

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.

Jessica Rumbach
Signature of Immediate Supervisor

5/17/21
Date

(Audit Form - Rev. 06/12)

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: May 12, 2022

Agenda Section: Section C: Action Items

Classification Revision and Salary Placement - Executive Assistant to the Superintendent

The Superintendent has requested the Personnel Commission to reinstate the Executive Assistant to the Superintendent position as a management classification. This position was removed from the Classified Management salary schedule in April 2020 and established as a confidential position instead. As a management position, the Executive Assistant to the Superintendent will be able to manage the front office staff assigned to the Superintendent's office and make supervisory decisions. A slight revision has also been made to the job description to add "represents Superintendent in meetings as needed".

When the classification was removed from the management salary schedule in April 2020, the salary was at \$75,423 - \$89,607 yearly. With the 1.5% increase that was Board approved in August 2021, the classification will be reinstated at \$76,555 - \$90,952 yearly in order to keep parity within the salary schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for the Executive Assistant to the Superintendent classification and place the classification on the Classified Management salary schedule at \$76,555 - \$90,952 yearly.

ADDITIONAL MATERIALS:

Attached: [Executive Assistant to the Superintendent.pdf](#)
[Classified Management Salary Schedule 21-22 - 2.pdf](#)
[Classified Management Salary Schedule 21-22.pdf](#)

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

*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 Superintendent, performs a variety of highly complex and responsible duties to relieve the Superintendent of administrative detail; serves as administrative aide and confidential secretary for the Superintendent and the Board of Trustees; coordinates the activities of the employees in the Superintendent's office; coordinates the flow of communications on behalf of the Superintendent; and performs a variety of other duties relative to assigned areas of responsibility.

The incumbent in this classification serves as direct support to the Superintendent and Board of Trustees coordinating activities and ensuring timely and appropriate communication among all parties in order to ensure proper oversight for District programs which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar. All classifications are listed in order from highest to lowest.

The Executive Assistant to the Superintendent is a single-incumbent management classification which performs a variety of highly complex and responsible duties to relieve the Superintendent of administrative detail, serves as administrative aide and confidential secretary for the Superintendent and Board of Trustees, coordinates activities and communications on behalf of the Superintendent, and supervises employees assigned to the Superintendent's office.

The Executive Assistant classifications (Business Services, Educational Services, Human Resources) perform a variety of complex, diverse, and confidential secretarial and administrative support work in order to function as primary support for a Deputy or Assistant Superintendent.

The Administrative Assistant classification performs a variety of assignments, serves as a lead clerical worker, and provides primary secretarial support for a department and/or District administrator at the level of Director or above.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Superintendent;
- Provides supervision and work direction to other staff assigned to the Office of the Superintendent.

ESSENTIAL DUTIES

- Serves as administrative aide and confidential secretary to the Superintendent; receives and appropriately responds to telephone calls, e-mail correspondence, and in-person visitors with wide ranging inquiries and complaints; takes and transcribes dictation; composes correspondence, reports, and commendations independently or from rough drafts or oral instructions and prepares for Superintendent's signature as needed; coordinates appointments and meetings; [represents Superintendent in meetings as needed](#); reviews, sorts, and routes incoming mail; oversees and monitors travel arrangements including conference registration and reimbursements; responds to routine matters not requiring the Superintendent's attention;
- Serves as confidential secretary to the Board of Trustees; responds to requests for assistance; oversees and monitors travel arrangements including conference registration and reimbursements; keeps Trustees apprised of special events; coordinates information and events for Trustees who serve on committees or in official capacities for associations;
- Manages the Board of Trustees agenda preparation and publication process in accordance with the Brown Act; informs departments of established timelines for agenda item submissions; obtains, compiles, and coordinate information for Board agendas; supervises publication and ensures appropriate distribution of agendas and related materials;

- Coordinates, prioritizes, and supervises the activities of the staff in the Superintendent's Office; oversees the maintenance of confidential files; schedules, assigns, and reviews work; oversees timely, proper, and accurate completion of duties of subordinate staff; establishes and implement office procedures; set priorities and timelines for staff;
- Researches and compiles quantitative and qualitative data for presentation and analysis that may require the use of multiple sources of information, extraction and formatting of data from the district's student information system using queries, or other publicly available databases; develops documents for surveys and collaboration using different technology platforms such as Google docs, survey monkey, interactive PDF forms; may utilize legal case law database systems for the purpose of obtaining information on legal precedents pertinent to administrative decisions and considerations; may develop complex presentation materials using presentation software from drafts or oral instructions;
- Completes forms, legal documents and records within the scope of work ensuring accuracy, completeness and conformance to applicable policies, procedures, rules and regulations;
- Establishes methodical systems of office organization, including electronic filing and document storage, ensuring document security, especially as it pertains to confidential student and personnel files; researches and adheres to legal mandates pertaining to document storage;
- Ensures facilities are properly setup for scheduled public meetings; attends Board meetings and serves as the recording secretary; takes and transcribe minutes; ensures appropriate dissemination of minutes including safekeeping of official copy of minutes for historical purposes; ensures minutes and related public documents are available for review upon request;
- Prepare and disseminate annual letters to staff and parents, as required by law; assure appropriate and timely distribution.
- Assist in maintaining official Board policies and monitoring new laws and legal requirements affecting the District for incorporation into policy, including reviewing CSBA updates on a quarterly basis, drafting, revising and editing policies as assigned; ensures appropriate review by administrators who have jurisdiction over policy areas; processes changes for first reading and adoption by the Board;
- Communicates with District staff, legislators, city and county offices, parents, community groups and other school districts to obtain and provide information, resolve problems, and conduct routine business;
- Plans, organizes, and arranges meetings at sites in the district office or other locations as required;
- Serves as liaison between sites, departments, and staff members; coordinates requests for repair and services for the District office;
- Collaborates with Information Technology Services to edit and publish information on the District's website;
- Assists in the coordination of special projects, District-wide events, press conferences, and media availability; prepares related information packets as needed;
- Serves as the District liaison for biennial elections for school board; furnishes prospective candidates with district information and election material; interacts and coordinates filings with County Elections; arranges candidate orientations;
- Maintains assigned budget records and files; monitors budgets and reviews expenditures; assists in gathering and compiling data required by Superintendent for budget development;
- Reviews and accesses confidential information that contributes significantly to the development of management positions with respect to employer-employee relations; assists in the preparation of materials that develop or present management positions with respect to employer-employee relations [Government Code 3513 (f)].

Other Related Duties

- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Functions and clerical operations of an administrative office;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Correct English usage, vocabulary, spelling, grammar and punctuation.
- District organization, operations, and objectives;

- District programs, terminology, policies, practices, and procedures;
- Modern office practices, procedures, and equipment;
- Principles and practices of supervision, training, and performance evaluation;
- Preparation of various reports for presentation to Board of Trustees and others.
- Relevant computer operations and software;
- Techniques of proper telephone etiquette;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Good public relations techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Principles and procedures of record keeping;
- Principles of business letter and commendation writing and report preparation;
- Basic statistical and fiscal record-keeping techniques and procedures.

Ability to:

- Exercise good and sound judgment;
- Resolve public relations matters effectively;
- Read, understand, interpret, and follow rules, regulations, policies, and procedures;
- Proof and edit documents;
- Establish and maintain effective record-keeping and filing systems;
- Organize materials and prepare clear and comprehensive reports;
- Compose correspondence, memoranda, commendations, and other materials independently or from oral instructions;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, scanners, typewriters, calculators, and fax machines;
- Accurately type/keyboard or perform data entry at a speed to complete assigned tasks;
- Provide information and assistance to parents, the general public, and other staff members in a positive, pleasant, professional, helpful, courteous, and timely manner;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with minimal direction;
- 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;
- Supervise, train, direct, motivate, and evaluate staff;
- Communicate effectively, both orally and in writing;
- Understand and follow oral and written directions;
- Maintain confidentiality of privileged information obtained in the course of work.

Traits:

- Appreciates and respects the differences among people;
- 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;
- Logically grasps and thinks through issues and problems;
- Promotes goals and leads by example;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Equivalent to an Associate’s degree from an accredited college or university with major course work in business administration, public administration, communications, or a related field. Two additional years of experience beyond that required below may be substituted for the required college course work.

Experience: One of the following:

- 1) Five years of executive-level secretarial/administrative experience with responsibility for providing direct support to an executive-level administrator. Experience in an educational environment is strongly preferred.
- 2) Three years of experience in the Oxnard School District in an Administrative Assistant, School Office Manager, or other equal or higher-level clerical/secretarial position.

**Alternate variations of equal education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process.*

Physical Requirements: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., 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 frequent interruptions, with changing priorities and short deadlines, and have direct contact with employees and the public.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service. NOTE: If adopted as Senior Management, an incumbent does not attain permanent status.

Salary Range: Classified Management Salary Schedule

Approved: 5/77

Revised: 5/83, 1/05, 4/17

Adopted as a Senior Management position: 4/17

Reinstated as Management position: 5/22

CLASSIFIED MANAGEMENT COMPENSATION AND BENEFIT PROGRAM: 2021-22

(effective 7-1-2020)

This Policy and the salary schedules below shall govern the determination of compensation and benefits for all classified management positions of the Oxnard School District.

Vacation Days. Management employees shall be granted additional vacation days based on years of management service to the Oxnard School District as scheduled below:

Management Service	Vacation Days	
	11 Months	12 Months
Years 1 – 3	20	22
Years 4 – 7	21	23
Years 8 – 11	22	24
Years 12 – 15	23	25
Years 16 or more	24	26

Annual Salary: An annual salary is earned during the period beginning July 1 and ending June 30.

Method of Payment: The annual salary will be divided by the number of months in which paid days occur. The total number of months of service will be paid in equal installments starting with the first month in which service occurs.

Stipend for Doctorate: An annual stipend of \$750 will be granted to management staff with an earned doctorate degree.

Anniversary Increments: Anniversary increments in the amount of \$1,205 shall be added to the salary schedule of management positions at the beginning of the 6th, 9th, 12th, 15th, 18th, 21st and 24th years of service. This formula yields anniversary increments with the following dollar values: \$1,205, \$2,410, \$3,615, \$4,820, \$6,025, \$7,230 and \$8,435.

Implementation of Salary Schedule: Except as noted below, initial placement of all new management employees will be to the first step of the appropriate salary schedule for the position.

A salary increment shall be granted on each anniversary date to a maximum of the third step. The anniversary date shall be each July 1 after completion of 155 days of paid status in the appropriate position.

Credit for Out of District Management Experience: Effective July 1, 1989, all currently assigned and new certificated and classified management staff will be granted one-half longevity credit for management experience in other school districts. This longevity credit is applicable to anniversary increments only.

When an employee is promoted into a position with a higher annual salary maximum, the employee shall be placed on the salary step of the new position that effectuates an increase in the employee's current per diem rate. The Board of Trustees may grant initial placement up to and including the third step for acceptable and equivalent prior experience.

Duties Assigned Beyond the Regularly Designated Duty Year: Management employees who are assigned by mutual agreement to administrative duties beyond their regularly designated duty year shall be compensated at their per diem rate of pay.

Health and Welfare Benefits: Effective October 1, 2021, the District will make an annual contribution equivalent to that of OEA districts contribution towards the premium for the following group health insurance programs:

- A. Health and Accident
- B. Dental with/Ortho
- C. Vision
- D. Life Insurance

Classified Managers Hired prior to June 30, 2012: For any Classified Manager employed by the District prior to June 30, 2012, the District shall provide (a) health and accident, (b) dental, (c) vision, and (d) life insurance premiums for Management employees and dependents retiring after reaching their 55th birthday provided such employees have given 15 years of service in the California Public School System and in the Oxnard School District for the eight consecutive years preceding the date of retirement. These benefits will be provided until the retiree reaches the age of 69.

Classified Managers Hired after July 1, 2012:

Classified Managers hired on or after July 1, 2012 will not receive retiree benefits.

Retirement Contribution Benefits: The District shall provide to management the provisions contained in Section 414(h) (2) of the *Internal Revenue Code* concerning the tax treatment of employee retirement contribution paid by the Oxnard School District. Exhibits 7200(F) E and 7200(G) E address the specifics of this benefit.

Professional Organization Membership: The District shall pay directly to the organization an amount not to exceed the membership dues of the Association of California School Administrators for management employees who process membership in ACSA or any other appropriate professional organization approved by the Superintendent.

Position	Paid Days*	Step 1	Step 2	Step 3
Chief Information Officer	261	\$126,152	\$137,501	\$149,878
Director of Classified Human Resources	261	\$121,524	\$132,464	\$144,386
Director of Finance	261	\$111,496	\$121,524	\$132,464
Director of Facilities	261	\$111,496	\$121,524	\$132,464
MEP Maintenance & Energy Programs Manager	261	\$100,920	\$110,410	\$119,899
Director of Network Operations	261	\$99,674	\$108,645	\$118,419
Director of Purchasing	261	\$95,622	\$104,223	\$113,605
Senior Manager, Maintenance & Operations	261	\$92,193	\$100,486	\$109,530
Director of Child Nutrition Services	261	\$90,514	\$98,657	\$107,537
Risk Manager	261	\$90,107	\$98,212	\$107,052
Human Resources Manager	261	\$90,107	\$98,212	\$107,052
Director of Early Childhood Education Programs	261	\$85,428	\$93,113	\$101,494
Director of Transportation	261	\$85,428	\$93,113	\$101,494
Accounting Manager/Internal Auditor	261	\$76,555	\$83,441	\$90,952
Web Content Analyst	261	\$76,555	\$83,441	\$90,952
Enrollment Center Manager	261	\$73,546	\$80,162	\$87,378
Warehouse/Graphics Manager	261	\$67,556	\$73,633	\$80,260
Custodial Services Manager	261	\$66,171	\$72,136	\$78,629
Grounds Manager	261	\$66,171	\$72,136	\$78,629
Maintenance Manager	261	\$66,171	\$72,136	\$78,629
Assistant Director of Child Nutrition Services	261	\$63,732	\$69,465	\$75,717

*Calendar work days plus holidays

*Board approved: 08/25/2021 – increase of 1.5%
 Edited to add Web Content Analyst: 10/08/2021*

CLASSIFIED MANAGEMENT COMPENSATION AND BENEFIT PROGRAM: 2021-22

(effective 7-1-2018)

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Duties Assigned Beyond the Regularly Designated Duty Year: Management employees who are assigned by mutual agreement to administrative duties beyond their regularly designated duty year shall be compensated at their per diem rate of pay.

Health and Welfare Benefits: Effective July 1, 2015, the District will make a \$900.00 per month contribution towards the premium for the following group health insurance programs:

- A. Health and Accident
- B. Dental with/Ortho
- C. Vision
- D. Life Insurance

Classified Managers Hired prior to June 30, 2012: For any Classified Manager employed by the District prior to June 30, 2012, the District shall provide (a) health and accident, (b) dental, (c) vision, and (d) life

insurance premiums for Management employees and dependents retiring after reaching their 55th birthday provided such employees have given 15 years of service in the California Public School System and in the Oxnard School District for the eight consecutive years preceding the date of retirement. These benefits will be provided until the retiree reaches the age of 69.

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Professional Organization Membership: The District shall pay directly to the organization an amount not to exceed the membership dues of the Association of California School Administrators for management employees who process membership in ACSA or any other appropriate professional organization approved by the Superintendent.

Position	Paid Days*	Step 1	Step 2	Step 3
Chief Information Officer	261	\$124,288	\$135,469	\$147,663
Director of Classified Human Resources	261	\$119,728	\$130,156	\$142,252
Director of Finance	261	\$109,848	\$119,728	\$130,506
Director of Facilities	261	\$109,848	\$119,728	\$130,506
Facilities Project/Sustainability Manager	261	\$99,429	\$108,778	\$118,128
MEP Maintenance and Energy Programs Manager	261	\$99,429	\$108,778	\$118,128
Director, Network Operations	261	\$98,201	\$107,039	\$116,669
Director of Purchasing	261	\$94,209	\$102,683	\$111,926
Senior Manager, Maintenance & Operations	261	\$90,830	\$99,001	\$107,912
Director, Child Nutrition Services	261	\$89,176	\$97,199	\$105,948
Public Information Officer	261	\$88,775	\$96,761	\$105,470
Risk Manager	261	\$88,775	\$96,761	\$105,470
Human Resources Manager	261	\$88,775	\$96,761	\$105,470
Director, Early Childhood Education Programs	261	\$84,165	\$91,737	\$99,994
Director of Transportation	261	\$84,165	\$91,737	\$99,994
Executive Asst. to Superintendent**	261	\$75,423	\$82,208	\$89,607
Senior Human Resource Analyst	261	\$75,423	\$82,208	\$89,607
Accountant/Internal Auditor	261	\$75,423	\$82,208	\$89,607
Enrollment Center Manager	261	\$72,459	\$78,977	\$86,086
Warehouse/Graphics Manager	261	\$66,557	\$72,544	\$79,074
Custodial Services Manager	261	\$65,193	\$71,070	\$77,467
Grounds Manager	261	\$65,193	\$71,070	\$77,467
Maintenance Manager	261	\$65,193	\$71,070	\$77,467
Asst. Director of Child Nutrition Services	261	\$62,790	\$68,438	\$74,598

*Includes vacation days and holidays

**Plus a \$775 monthly stipend

Updated June 2019 (1.25% increase retroactive to July 1, 2018)

Updated April 2020 removing Exec. Asst. to Supt.

Updated July 30 2020 increasing salary for Director of Classified Human Resources

Updated July 31 2021 adding MEP Maintenance and Energy Programs Manager and Maintenance Manager

Updated August 18 2021 adding Human Resources Manager

Old Salary Schedule - 2020

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: May 12, 2022

Agenda Section: Section C: Action Items

Public Hearing on Budget for Fiscal Year 2022-2023

Education Code Section 45253 provides that the Personnel Commission shall prepare an annual budget for its own office and hold a public hearing. The public hearing shall be held not later than May 30th of each year.

Attached is the proposed budget. A justification for all expenses in the budget has also been attached.

NOTE: adjustments have been made in the 2000 Classified Salaries and 3000 Employee Benefits account from the first reading due to some discrepancies that were identified.

RECOMMENDATION:

It is recommended that the Personnel Commission take action to approve the 2022-2023 budget of the Personnel Commission as presented.

ADDITIONAL MATERIALS:

Attached: [Budget Report Form.pdf](#)
[Budget Justification.pdf](#)

OXNARD SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2022-23 FISCAL YEAR

			2021-22 Current Budget	2022-23 Proposed Budget
2000	CLASSIFIED SALARIES			
	2300	Administrative Personnel	142,252	144,386
		Commission Members	3,600	3,600
	2400	Clerical & Other Office	329,904	323,093
	2900	Other	0	0
<i>Subtotal</i>			\$ 475,756	\$ 471,079
3000	EMPLOYEE BENEFITS			
	3100	STRS	0	0
	3200	PERS	109,424	118,599
	3300	OASDI & Medicare	36,395	35,762
	3400	Health & Welfare Benefits	93,967	95,944
	3500	SUI	5,852	2,337
	3600	Worker's Compensation	9,515	9,350
	3900	Other Benefits	15,000	15,000
<i>Subtotal</i>			\$ 270,153	\$ 276,992
4000	SUPPLIES			
	4300	Other Supplies	3,300	3,300
		Literature, Periodicals	0	0
		Office Supplies	5,200	5,200
		Examinations Purchase	0	0
		Printing & Forms	1,000	2,000
		Other	0	0
	4400	Non-Capitalized Equipment	1,500	1,500
<i>Subtotal</i>			\$ 11,000	\$ 12,000

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

OXNARD SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2022-23 FISCAL YEAR

		2021-22 Current Budget	2022-23 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	750	750
	Other	2,000	2,000
	Conference	6,200	8,500
5300	Dues & Membership	1,320	1,320
5500	Utilities & Operating Expenses		
	Electricity	0	0
	Heat	0	0
	Water	0	0
	Other	0	0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	0	0
	Equipment Maintenance Contracts	500	500
	Other	500	500
5800	Other Services & Operating Expenses		
	Advertising	2,000	3,000
	Salary Classification Surveys	0	0
	Physical Examination	0	0
	Fingerprinting	0	0
	Other Recruitment Expense	0	0
	Legal Expenses	2,000	5,000
	Contracted Testing	0	0
	Contracted Personnel Services	20,386	21,541
	Other	2,000	2,000
5900	Communications		
	Telephone/Fax	0	0
	Postage	0	0
	Other	0	0
Subtotal		\$ 37,656	\$ 45,111

OXNARD SCHOOL DISTRICT
 PERSONNEL COMMISSION
 ANNUAL BUDGET
 2022-23 FISCAL YEAR

		2021-22 Current Budget	2022-23 Proposed Budget
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	0	0
	Office Equipment	0	0
	Other	0	0
6500	Equipment Replacement	0	0
<i>Subtotal</i>		\$ 0	\$ 0
Total Budget Designated for Personnel Commission		\$ 794,565	\$ 805,182

2022-2023 Personnel Commission/Classified Human Resources Budget Justification

Classified Salaries	<p>All staff are budgeted at their current salary. It is understood any wage increases will be added to Commission staff as it is negotiated and approved.</p> <p>Any money allocated in this area which is not currently going towards actual salaries is expected to be returned to the District's general fund at the end of the fiscal year and not used in other areas. Exception may of course be made for extreme or emergency circumstances.</p>
2300: Administrative Personnel	<p>The Director, Classified Human Resources is paid out of this account and is tasked with overseeing all Personnel Commission and Classified Human Resources activities and supervising Classified Human Resources staff.</p> <p>Additionally, the wages for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of the Personnel Commissioners. It is expected that the actual total may be slightly less, but a buffer has been built in to account for unforeseen special meetings and disciplinary appeal hearings.</p>
2400: Clerical & Other Office	<p>All non-management staff is paid out of this line. Current staff consists of:</p> <p>2 Human Resources Analyst The Human Resources Analysts perform tasks related to overseeing the recruitment and testing functions, performing classification and compensation studies and overseeing the Classified Human Resources transactions and activities including reports.</p> <p>3 Human Resources Technicians The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the department and manage the high volume workflow of employee evaluations, records, assignments, and staffing including transfers which related to both classified and exempt employees. Positions in this classification are also expected to assist with Commission functions regarding test proctoring as and application screening as needed.</p> <p>The total amount for staff salaries at their current rate is \$314,035.</p> <p>\$9,058 has been added to this line for overtime hours as needed for the upcoming year. 40 hours/year has been budgeted for</p>

	each of the 5 staff members. This can used for attendance at the PC meetings, attending job fairs outside of regular hours, high onboarding seasons, etc.
2900: Other	This code is not used for Classified HR positions and not being budgeted for.

Employee Benefits	Associated with department employees and Personnel Commissioners. All increases in the 3000 accounts are due to increases in insurance and related rates.
3200: PERS	Associated with department employees and Personnel Commissioners.
3300: OASDI/Medicare	Associated with department employees and Personnel Commissioners.
3400: Health & Welfare Benefits	Associated with department employees and Personnel Commissioners.
3500: SUI	Associated with department employees and Personnel Commissioners.
3600: Worker's Compensation	Associated with department employees and Personnel Commissioners.
3900: Other Benefits	Associated with department employees and Personnel Commissioners.

4300: Materials & Supplies	<p>This account provides funding for all office supplies necessary for the regular office duties of the Commission/Classified Human Resources department.</p> <p>This is also the account that provides for the cost of lunches for interview panel members, which can vary depending on the number of interview panels held over the course of the year. Lastly, the budgeted amount covers expenses of a recurring nature for copier charges and publications recharges.</p> <p>This account is being increased by \$1,000 in "Printing & Forms" since over the past year the department used a lot in printing services for advertising and creating on-boarding packets for the number of new hires that needed to be hired for the District.</p>
4400: Non-Capitalized Equipment	<p>An amount equivalent to approximately two computers has been built into the budget for the 2022-23 year. It is expected that the department will need to replace two computers every year which would put our computers on approximately a 3 year replacement cycle.</p> <p>This account shows no changes.</p>

5200: Travel & Conference	<p>Personnel Commissioners and staff typically attend a few conferences and meetings per year. One conference typically attended in the CSPCA Annual Conference which is typically a three or four day conference with an associated cost of approximately \$799 per individual plus room & board (varies). The locations of these conferences are to be determined, as is the actual cost. The CSPCA conference for the last year totaled about \$8,500 with reimbursement for travel and expenses.</p> <p>This account also covers all mileage reimbursement expenses for Commission employees and allows for mileage reimbursement to interview panel members/raters from outside districts/agencies.</p> <p>This account is being increased by \$2300 to account for the increase in costs for conferences and attendance.</p>
5300: Dues & Memberships	<p>The department has three ongoing memberships which require annual dues: California School Personnel Commissioners Association (CSPCA) at \$1,100, Personnel Commissioners Association of Southern California (PCASC) at \$100, and \$120 for membership to the Personnel Testing Council of Southern California (PTC-SC) for three staff members at \$40/membership.</p> <p>This account shows no changes.</p>
5600: Rentals, Leases & Repairs	<p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron). A small amount for repairs has been budgeted in case any are needed on current equipment.</p> <p>This account shows no changes.</p>
5800: Professional/Consulting Services	<p>This account is used for advertising and other recruitment expenses. The Commission only uses these services for recruitments which are inherently difficult, such as those for CBO or School Occupational Therapist. This account is also used to attend job fairs and advertise in various places due to the increased need to hire and recruit. This account is being increased to \$3,000.</p> <p>An amount of \$2,000 is in place for contingencies where a conflict of interest is declared between the District and the Commission. In these instances the Commission would need to retain its own legal services. It is hoped and anticipated that these funds will not be used and will be returned to the District's general fund at the close of the fiscal year. This account is being increased to \$5,000 due to the increase in costs and usage in the past year.</p>

	<p>An amount of \$19,041 is included in the budget for the NeoGov Insight Applicant and Test Management System and \$2,500 for Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for a total of \$21,541. This reflects an increase of \$1,155 over the previous cost due to price increase for NeoGov.</p> <p>An amount of \$2,000 has been added to the account for any other contracted services need that may come up in the next year.</p>
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Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:152; 21-22:61
 21-22:24; 20-21:85;
 20-21:64
 Established: 04/14/2022

Campus Assistant

Rank	Name	Expiration Date
1	Guterrez, Martha Rene	4/14/2023
1	Leong, Joanne	4/14/2023
1	Petris, Jaqueline Torres	4/14/2023
2	Elias, Martha Iris	9/24/2022
2	Guido, Karina	4/14/2023
2	O'Campo, Alex	4/14/2023
2	Rojas, Jessica	11/19/2022
3	Aguilar, Deborah	11/19/2022
3	Chavez, Nina	11/19/2022
3	Jimenez, Carolina	4/14/2023
3	Rivera, Jennifer	4/14/2023
4	Barrios, Natalie	4/14/2023
4	Camarena, Maria	4/14/2023
4	Chavez, Giovanni	4/14/2023
4	Esparza, Lucia M	4/30/2022
4	Garcia, Valeria	9/24/2022
4	Saab, Suleima	4/14/2023
4	Trejo, Laura N	11/19/2022
5	Ramirez, Elizabeth	4/14/2023

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.

OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

6	Ceja, Jacqueline	4/14/2023
6	Steen, April Dawn G.	4/14/2023
7	Delgado, Elvia	11/19/2022
7	Meza, Denise	11/19/2022
7	Orozco Ambriz, Marisol	11/19/2022

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Recruitment Type: Dual Certification

Eligibility List No. 21-22:144;

Director's Certification:

21-22:96; 21-22:26

Established: 4/14/2022

District Translator (Spanish)

Rank	Name	Expiration Date
1	Tamayo, Maria Karina	10/12/2022
2	Hernandez, Francisco	2/10/2023
3	Paredes Hernandez, Irlanda	4/14/2023

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Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:157; 21-22:136;

21-22:120; 21-22:101; 21-22:69; 21-22:45

Established: 4/13/2022

Health Care Technician

Rank	Name	Expiration Date
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Previous List: 21-22:101; 21-22:69; 21-22:45

1	Quiles, Miguel	12/6/2022
2	Ursua, Melvie U	10/28/2022
3	Natividad, Maybelle B	2/10/2023

New List 21-22:157; 21-22:136; 21-22:120

1	Dornan, Julia M	3/23/2023
1	Hall, Andrea M	3/15/2023
1	Luttrell, Natalie	3/15/2023
1	Pantoja, Salud Salud	3/3/2023
1	Reyes, Jennifer	4/13/2023
1	Saldana, Montse	3/15/2023
2	Dillon, Michael A	4/13/2023
2	Fogel, Melanie	4/13/2023

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Recruitment Type: Dual Certification

Eligibility List No. 21-22:140; 21-22:30

Director's Certification:

Established: 04/14/2022



Language Assessment Technician (B)

Rank	Name	Expiration Date
1	Decker, Jocasta	4/14/2023
2	Salazar, Elida	4/14/2023
3	Carrillo, Isela	4/14/2023
4	Villa, Maria	10/11/2022
5	Saucedo, Jannette	10/11/2022
6	Villanueva Hernandez, Jaime	4/14/2023

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Recruitment Type: Dual Certification

Eligibility List No. 21-22:153;

Director's Certification:

21-22:67; 20-21:42

Established: 04/20/2022

Library Media Technician

Rank	Name	Expiration Date
1	Mansour, Terri	12/10/2022
2	Garcia, Jennifer	4/20/2023
3	Silva, Ana	5/20/2022
4	Kaelin, Michael	5/20/2022
5	Cazares, Esthela	4/20/2023
6	Saine-Roberts, Ronda L	5/20/2022

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Eligibility List No. 21-22:150

21-22:133; 21-22:117; 21-22: 99;

21-22:38; 21-22:04;

20-21:101; 20-21:82;

20-21:68; 20-21:60

Established: 04/13/2022

Recruitment Type: Dual Certification

Director's Certification:

Paraeducator - General Education

Rank	Name	Expiration Date
Previous List 21-22:38; 21-22:04; 20-21:101; 20-21:82; 20-21:68; 20-21:60		
1	Ruiz, Mayra	9/15/2022
2	Aquino, Rikki Lauren	11/29/2022
2	Martinez, Edith	7/9/2022
3	Estrada, Brenda Lizette	8/30/2022
4	Blanco, Alondra	8/10/2022
4	Chavez, Isela	11/29/2022
4	Cortez, Daniel	11/29/2022
4	Heredia, Diana	11/29/2022
5	Castillo, Erica	9/20/2022
5	Sandoval, Stephanie	11/29/2022
5	Segura, Stephanie	5/25/2022
6	Rodriguez, Jessica	11/29/2022
7	Avalos, Crystal (B)	11/29/2022
8	Amezcuca, Luis A.	7/9/2022
8	Garcia, Edith	5/25/2022
8	Garcia, Quenia Lisbet	8/10/2022
8	Grotoman, Gabrielle	11/29/2022
8	Martinez, Isabel	7/9/2022

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OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

8	Perez, Veronica Lynn	11/29/2022
8	Zendejas, Alyson	8/30/2022
9	Galvan, Cindy Issley	7/9/2022
9	Lopez, Joanna	11/29/2022
9	Paz, Regina M.	9/15/2022
9	Vargas, Melisa R.	8/10/2022
10	Kaelin, Michael	3/15/2022
11	Ayala, Erica Janae	11/29/2022
11	Romero, Denise	7/9/2022
11	Zozaya Manzanella, Viviana (B)	11/29/2022
12	Calderon, Kimberly	10/29/2022
12	Carrillo, Isela	5/25/2022
12	Gurrola, Michelle	6/23/2022
13	Coria, Crystal	8/30/2022
13	Ortiz-Alcantar, Aurora	7/9/2022
14	Manzano, Maria	11/29/2022
New List	21-22:150; 21-22:133; 21-22:117; 21-22:99	
1	Decker, Jocasta (B)	4/4/2023
2	Guerrero Torres, Dania (B)	3/22/2023
3	Menchaca, Anthony	4/4/2023
3	Morehead, Kailee	4/4/2023
4	Almanza, Valerie (B)	4/13/2023
5	Ghuman, Breann	4/13/2023
5	Morales, Alicia Jasmin	4/4/2023

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OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

5	Vallardes, Elizabeth	4/4/2023
6	Lopez, Arnold	4/4/2023
7	Diaz, Imelda (B)	3/22/2023
8	Moreno Salas, Angelica	4/13/2023
9	Paredes, Irlanda (B)	2/16/2023
10	Layne, Maria (B)	2/16/2023
11	Martinez, Yvette	4/4/2023
12	Flores, Jimena	4/4/2023
13	Appel, Morgan Cecelia	4/13/2023
13	Grether, Adam	4/13/2023
13	Polanco, Nancy	4/13/2023
14	Coria, Crystal	4/13/2023

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Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:151; 21-22:134;
21-22:118; 21-22:100
Established: 4/14/2022

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
2	Zeider, Lori	2/16/2023
3	Paredes Hernandez, Irlanda (B)	2/16/2023
4	Martinez, Yailene (B)	2/16/2023
5	Pena, Melissa	3/4/2023
6	Grether, Adam	2/16/2023
New List: 21-22:151; 21-22:134		
1	Lopez, Araceli	4/14/2023
2	Appel, Morgan Cecelia	4/14/2023
3	Escobedo, Carolina	4/5/2023
3	Webb, Diane Tracy	4/14/2023
4	Morehead, Kailee	4/5/2023
5	Soria, Roxanne	4/5/2023
6	Banuelos, Johnny	4/5/2023
6	Coria, Crystal	4/14/2023
6	Ruiz, Nancy Calderon	4/5/2023

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OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

7	Almanza, Valerie (B)	4/14/2023
7	Layne, Maria I. (B)	4/14/2023
8	Cervantes, Nayelly	4/5/2023

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Recruitment Type: Dual

Eligibility List:
21-22:154; 21-22:90; 20-21:94
Established: 04/22/2022

Director's Certification:

Payroll Technician

Rank	Name	Expiration Date
1	De La Rosa, Elizabeth	4/22/2023
2	Murillo, Ana Laura	7/12/2022
3	Harris, Ashley Elizabeth	1/25/2023
4	Robles, Flor	4/22/2023
5	Madrigal, Maria	4/22/2023
6	Fagudes, Joel Luke	7/12/2022
7	Alvarado, Karen	4/22/2023
8	Garcia, Melanie C	1/25/2023
9	Sampson, Michelle	4/22/2023

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Recruitment Type: Dual Certification

Eligibility List No. 21-22:141

Director's Certification:

Established: 04/07/2022



Special Education Service Coordinator

Rank	Name	Expiration Date
1	Machuca, Blanca Lizeth (B)	4/7/2023
2	Martinez, Yailene (B)	4/7/2023

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Recruitment Type: Dual Certification

Eligibility List No.
 21-22:138 21-22:104; 21-22:65;
 21-22:12; 20-21:74
 Established: 04/06/22

Director's Certification:

Technology Services Technician

Rank	Name	Expiration Date
1	Gutierrez, Juan Carlos	4/6/2023
2	Garis Manley, Danelle	2/23/2023
2	Ramirez, Luis A	6/11/2022
3	Ledbetter, Christopher J	6/11/2022
4	Nadhim, Nawar	6/11/2022
5	Palomino Iriate, Walter E	6/11/2022
6	Gleason, Michael	2/23/2023
6	Meier, Scott	4/6/2023
7	Clark, Jason Joe	4/6/2023
8	Gutierrez, Anthony	4/6/2023

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Recruitment Type: Dual Certification

Eligibility List No. 21-22:139

Director's Certification:

Established:

4/8/2022



Transportation Driver

Rank	Name	Expiration Date
1	Gomez, Maria Angie	4/5/2023
2	Feldsott, Susie Marie	4/5/2023

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Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 21-22:155 21-22:135
 21-22:109; 21-22:84
 Established: 04/28/2022

Grounds Maintenance Worker I

Rank	Name	Expiration Date
1	Chairez, Christopher	1/12/2023
2	Barrera, Juan	4/28/2022
2	Velasquez, Edward	4/4/2023
3	Arcega, Alexander	2/24/2023
4	Guerra, Joel	4/28/2022

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CLASSIFIED PERSONNEL ACTIONS

April 20, 2022

New Hires

Alcaraz, Diana	Paraeducator – Special Education, Position #10798 Special Education 8.0 hrs./183 days	03/16/2022
Alvarez Vega, Alma B.	Paraeducator – Special Education, Position #7509 Driffill 5.75 hrs./183 days	03/28/2022
Badshah, Junaid	Human Resources Technician, Position #10852 Certificated Human Resources 8.0 hrs./246 days	03/21/2022
Barajas, Angelica	Paraeducator – General Education, Position #10676 McKinna 8.0 hrs./183 days	03/20/2022
Barajas, Emiliano	Paraeducator – General Education, Position #10691 Marshall 8.0 hrs./183 days	03/29/2022
Cabrera, Jesse B.	Campus Assistant, Position #6660 Curren 5.75 hrs./180 days	03/02/2022
Castilla, Elizabet	Custodian, Position #10471 Facilities 8.0 hrs./246 days	03/28/2022
Cazares, Esthela	Health Assistant, Position #10761 Pupil Services 5.75 hrs./183 days	03/21/2022
Chavez, Emmanuel	Health Assistant, Position #8436 Pupil Services 5.75 hrs./183 days	03/11/2022
Chavez, Giovanni	Grounds Maintenance Worker I, Position #10407 Grounds 8.0 hrs./246 days	03/17/2022
Duarte, Danah	Health Assistant, Position #10762 Pupil Services 5.75 hrs./183 days	03/15/2022
Gamez, Juan	Grounds Maintenance Specialist, Position #7592 Grounds 8.0 hrs./246 days	03/22/2022
Gasperi-Jacobsen, Cassandra R.	Campus Assistant, Position #3001 Kamala 4.0 hrs./180 days	03/04/2022
Gissri, Afnan	Paraeducator – Special Education, Position #10855 Rose Avenue 5.75 hrs./183 days	03/28/2022
Guerrero, Francisco S.	Grounds Maintenance Worker I, Position #10405 Facilities 8.0 hrs./246 days	04/04/2022
Jara, Desiree	Payroll Technician, Position #9177 Budget & Finance 8.0 hrs./246 days	04/04/2022
Leon, Christian	Grounds Maintenance Worker I, Position #10402 Grounds 8.0 hrs./246 days	04/05/2022
Lopez, Elsa	Speech Language Pathology Assistant, Position #7835 San Miguel 8.0 hrs./183 days	03/31/2022
Martinez, Melissa	Paraeducator – General Education, Position #2574 Frank 5.5 hrs./183 days	03/28/2022
Martinez, Sebastian	Grounds Maintenance Worker I, Position #10406 Grounds 8.0 hrs./246 days	03/23/2022
Moran, Virginia	Paraeducator – Special Education, Position #10648 Special Education 5.75 hrs./183 days	03/16/2022
Nelson, Edith	Accounting Specialist IV, Position #10657 Budget & Finance 8.0 hrs./246 days	03/08/2022
Neria, Areli	Office Assistant II, Position #10619	03/28/2022

Perez, Veronica	Fremont 8.0 hrs./203 days Health Assistant, Position #10763	03/17/2022
Reyes Ordaz, Samy K.	Pupil Services 5.75 hrs./183 days Technology Services Technician, Position #9935	03/21/2022
Rillorta, Renante	Information Technology 8.0 hrs./221 days Health Care Technician, Position #2943	03/21/2022
Roldan, Maribel	Pupil Services 8.0 hrs./183 days Paraeducator – General Education, Position #10684	03/14/2022
Ruiz, Stephany	Sierra Linda 8.0 hrs./183 days Paraeducator – Special Education, Position #1956	03/11/2022
Tellez, Teresa	San Miguel 5.75 hrs./183 days Custodian, Position #10656	03/25/2022
Vargas, Maricela	Facilities 4.0 hrs./246 days Paraeducator – Special Education, Position #10802	03/28/2022
Villasenor, Veronica	Brekke 5.75 hrs./183 days Custodian, Position #2543	04/04/2022
Zozaya Manzanilla, Viviana M.	McAuliffe 4.0 hrs./246 days Paraeducator – Special Education, Position #9307	04/04/2022
	Driffill 5.75 hrs./183 days	

Limited Term/Substitutes

Aguilar, Annet	Clerical (substitute)	03/07/2022
Aguilar, Josue	Clerical (substitute)	03/11/2022
Alvarez, Veronica	Campus Assistant (substitute)	03/16/2022
Anguiano, Esmeralda	Campus Assistant (substitute)	03/09/2022
Ayala, Bertha	Clerical (substitute)	03/24/2022
Balderrama, Jasmine	Clerical (substitute)	03/23/2022
Banderas, Maria	Campus Assistant (substitute)	03/07/2022
Cano, Alejandra	Paraeducator (substitute)	03/08/2022
Cazares, Enrique	Clerical (substitute)	03/16/2022
Chavez, Daniel	Clerical (substitute)	03/07/2022
Chavez, Emmanuel	Health Assistant (substitute)	03/02/2022
DeSantiago, Jonathan	Campus Assistant (substitute)	03/17/2022
Garcia, Angel	Campus Assistant (substitute)	03/21/2022
Garcia, Valeria	Clerical (substitute)	03/16/2022
Garcia Mendez, Sergio	Grounds Maintenance Worker I and Custodian (substitute)	03/29/2022
Gibson, Christina	Clerical (substitute)	03/28/2022
Gonzalez, Janette	Campus Assistant (substitute)	03/16/2022
Gonzalez Espinoza, Estela	Campus Assistant (substitute)	03/28/2022
Hardin, Brisa	Clerical (substitute)	03/08/2022
Haun, Patrizia	Clerical (substitute)	03/09/2022
Herrera, Elaine	Clerical (substitute)	03/21/2022
Isais, Marilu	Clerical (substitute)	03/16/2022
Lang, Howard Miles	Paraeducator (substitute)	03/17/2022
Lopez, Arnold	Paraeducator (substitute)	03/23/2022
Lopez Gomez, Cristovalina	Custodian (substitute)	03/02/2022
Madrigal, Samantha	Campus Assistant (substitute)	02/17/2022
Marquez, Miguel	Clerical (substitute)	03/21/2022

Martinez, Jessica	Clerical (substitute)	02/17/2022
Martinez, Juana	Clerical (substitute)	03/08/2022
Martinez Barrera, Efrain	Custodian (substitute)	03/01/2022
Moreno, Hailey	Paraeducator and Clerical (substitute)	03/02/2022
Palomar, Brian	Custodian (substitute)	01/26/2022
Rodas, Brianna	Paraeducator (substitute)	03/16/2022
Sanchez, Lynda	Clerical (substitute)	03/01/2022
Serratos, Juan	Custodian (substitute)	03/07/2022
Sheridan, Michael	Custodian (substitute)	03/30/2022
Tellez, Teresa A.	Campus Assistant and Custodian (substitute)	02/22/2022
Abril Traut, Emily	Clerical (substitute)	03/01/2022
Trejo, Laura	Clerical (substitute)	02/28/2022
Tresierras, Alexandria	Clerical (substitute)	03/14/2022
Valencia, Joanna	Clerical (substitute)	03/23/2022
Zecua Arenas, Raymundo	Custodian (substitute)	03/03/2022

Promotions

Flores, Mayra A.	Senior Payroll Technician, Position #9178 Budget & Finance 8.0 hrs./246 days Payroll Technician, Position #9177 Budget & Finance 8.0 hrs./246 days	03/01/2022
Pereyra de Barba, Adriana	Trans. Dispatcher/Scheduling Asst., Position #2268 Transportation 8.0 hrs./246 days Transportation Driver, Position #8705 Transportation 5.5 hrs./183 days	04/01/2022
Reyes, Juan C.	Grounds Maintenance Worker I, Position #10404 Grounds 8.0 hrs./246 days Custodian, Position #632 Lemonwood 8.0 hrs./246 days	03/03/2022
Santos, Alejandra	Outreach Specialist, Position #2614 Rose Avenue 8.0 hrs./180 days Special Education Services Coordinator, Position #9757 San Miguel 8.0 hrs./180 days	03/31/2022

Transfers

Avalos, Martha P.	Child Nutrition Worker, Position #2159 Harrington 5.0 hrs./185 days Child Nutrition Worker, Position #1704 McKinna 5.0 hrs./185 days	04/04/2022
Fernandez, Maria G.	Campus Assistant, Position #2998 Lopez 5.5 hrs./180 days Campus Assistant, Position #3031 Ramona 4.5 hrs./180 days	04/04/2022
Gonzalez Jr., David C.	Maintenance Worker I, Position #5845 Maintenance 8.0 hrs./246 days Maintenance Worker I, Position #5844 Maintenance 8.0 hrs./246 days	03/22/2022
Salas, Benito	Custodian, Position #1607	04/04/2022

Marshall 8.0 hrs./246 days
Custodian, Position #1510
Curren 8.0 hrs./246 days

Leave of Absence

Geertsen, Lisbeth School Occupational Therapist, Position #2865 04/29/2022-06/24/2022
Special Education 8.0 hrs./203 days

Medical Layoffs

9206 Campus Assistant, Position #2989 03/23/2022
Fremont 4.0 hrs./180 days

9469 Campus Assistant, Position #8506 04/01/2022
Marshall 5.5 hrs./180 days

Resignations

Cabrera, Jesse B. Campus Assistant, Position #6660 04/07/2022
Curren 5.75 hrs./180 days

Chavez, Giovanni Grounds Maintenance Worker I, Position #10407 03/28/2022
Grounds 8.0 hrs./246 days

Coronado, Mariana E. Speech Language Pathology Assistant, Position #10561 01/17/2022
Special Education 8.0 hrs./183 days

Diaz, Sonya M. Instructional Assistant SH(B), Position #1966 03/28/2022
Lopez 7.0 hrs./183 days

Rillorta, Renante Health Care Technician, Position #2943 03/21/2022
Pupil Services 8.0 hrs./183 days

Rios, Ruby N. Paraeducator II, Position #9202 03/10/2022
Special Education 5.75 hrs./183 days

Retirements

Dean, Laura E. Secretary, Position #6204 05/27/2022
Special Education 8.0 hrs./246 days