

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, October 13, 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 September 8, 2022 and September 12, 2022 (page 4-13)

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

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

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

The Personnel Commission will ratify the advanced step placement for Jason Corona, Assistant Director of Child Nutrition Services, at Step 3 pursuant to the Personnel Commission Rules & Regulations 70.200.1.

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

The Personnel Commission will ratify the advanced step placement for Jesus Lopez Del Castillo, Grounds Manager, at Step 3 pursuant to the Personnel Commission Rules & Regulations 70.200.1.

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

The Personnel Commission will consider the salary placement for the Senior Human Resources Analyst.

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

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 43-47)

The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.

D.2. Director's Report

The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.

D.3. Report by CSEA

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

D.4. Report by Assistant Superintendent, Human Resources

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

D.5. Report by Commissioners

The Commissioners will report on issues concerning Commission administration.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

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

Section F: CLOSED SESSION

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

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

- Public Employee Performance Evaluation: Director, Classified Human Resources

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

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

Section G: ADJOURNMENT

OXNARD SCHOOL DISTRICT

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THE PERSONNEL COMMISSION SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

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

MINUTES REGULAR MEETING Thursday, September 8, 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

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, September 8, 2022, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:33 p.m.

A.2. Roll Call

Paul Robinson, Chair of the Personnel Commission

Edward M. Castillo, Vice 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: Dr. Aguilera Fort, Superintendent; Junaid Badshah, Human Resources Technician; Lisa Franz, Director of Purchasing

A.3. Adoption of the Agenda

The agenda of Thursday, September 8, 2022 was adopted as presented.

Mover: Ernest Morrison

Seconder: Edward M Castillo

Moved To: Adopt

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

A.4. Approval of Minutes August 11, 2022 (page 4-8)

The minutes of August 11, 2022, were approved with the following amendment to Item C.1. Advanced Step Placement.

Commissioner Castillo's *no* vote was due to the employee and/or Director not being present during the meeting.

Mover: Edward M Castillo

Second: Ernest Morrison

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No comments were given.

Section C: ACTION ITEMS

C.1. Appointment of Joint Commissioner (page 9)

The Personnel Commission announced the intent to reappoint Commissioner Paul Robinson, pursuant to Personnel Commission Rules & Regulations 20.100.1

Mover: Edward M Castillo

Second: Ernest Morrison

Moved To: Approve

Ayes: 2 - Edward M Castillo, Ernest Morrison

Abstain: 1 - Paul Robinson

Motion Result: Passed

C.2. Classification Revision – Warehouse & Reprographics Manager (page 10-14)

The Personnel Commission took action to approve the revisions for the Warehouse & Reprographics Manager classification specification as presented.

Mover: Edward M Castillo

Second: Ernest Morrison

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

C.3. Annual Report 2021 - 2022 (page 15)

The Personnel Commission approved the annual report for the 2021-2022 Fiscal Year, pursuant to Personnel Commission Rules & Regulations 20.400.3.

Mover: Ernest Morrison

Second: Edward M Castillo

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

C.4. Personnel Commission/Classified Human Resources Positions (page 16-17)

Commissioner Castillo moved to postpone the item.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Postpone

Ayes: 3 - Ernest Morrison, Edward M Castillo, Paul Robinson

Motion Result: Passed

C.5. Eligibility Lists (page 18-27)

The eligibility lists of Library Media Technician, Administrative Assistant, School Office Manager, Grounds Equipment Operator, Paraeducator Special Education, Health Care Technician, Maintenance Worker II, Speech Language Pathology Assistant, Grounds Maintenance Worker I, and Paraeducator General Education were approved as presented.

Mover: Edward M Castillo

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1. Personnel Actions (page 28-30)

The Personnel Commission reviewed the Personnel Actions of August 24, 2022.

D.2. Director's Report

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

D.3. Report by CSEA

No report was given.

D.4. Report by Assistant Superintendent, Human Resources

Dr. Aguilera Fort shared that a request to waive the process & steps to recruit for the CBO position has been made. He hopes that the District may fill the vacancy with the upcoming recruitment

D.5. Report by Commissioners

No report was given.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

No comments were given.

Section F: CLOSED SESSION

The Commission convened into closed session at 6:32 p.m.

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

Reconvene to open session and report out of closed session.

Commissioner Robinson reported that the Commission will have Patricia Barrett, the hearing officer hear the appeal hearing.

Section G: ADJOURNMENT

There being no further business, the Commission adjourned at 6:49 p.m.

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

By our signature below, given on this _____ day of _____, 20____, the
Personnel Commission of the Oxnard School District approves the Minutes of the Regular Meeting of
September 8, 2022.

Signed:

Chair of the Personnel Commission

OXNARD SCHOOL DISTRICT

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THE PERSONNEL COMMISSION SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

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

MINUTES SPECIAL MEETING Monday, September 12, 2022

4:30 p.m. Special 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

The Personnel Commission of the Oxnard School District met for a special meeting on Monday, September 12, 2022, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:36 p.m.

A.2. Roll Call

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

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

Guests: Dr. Aguilera Fort, Superintendent

A.3. Adoption of the Agenda

The agenda of Monday, September 12, 2022 was adopted as presented.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No comments were given.

Section C: ACTION ITEMS

C.1. Assistant Superintendent of Business Services Recruitment (page 3-4)

The Personnel Commission approved a waiver/exemption from following all the steps to recruit and hire the new Assistant Superintendent of Business Services under Leadership Associations in accordance with Education Code.

Mover: Ernest Morrison

Seconder: Edward M Castillo

Moved To: Approve

Ayes: 3 - Paul Robinson, Edward M Castillo, Ernest Morrison

Motion Result: Passed

C.2. Personnel Commission/Classified Human Resources Positions (page 5-7)

The Personnel Commission approved the creation of a Senior Human Resources Analyst (management) position and Administrative Assistant position within the Personnel Commission/Classified Human Resources office.

Mover: Ernest Morrison

Seconder: Edward M Castillo

Moved To: Approve

Ayes: 3 - Paul Robinson, Edward M Castillo, Ernest Morrison

Motion Result: Passed

Section D: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

No comments were given.

Section E: CLOSED SESSION

The Commission convened into closed session at 5:04 p.m.

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

Reconvene to open session and report out of closed session.

No action was taken in closed session.

Section F: ADJOURNMENT

There being no further business, the Commission adjourned at 6:12 p.m.

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

By our signature below, given on this _____ day of _____, 20____, the
Personnel Commission of the Oxnard School District approves the Minutes of the Special Meeting of
September 12, 2022.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: October 13, 2022

Agenda Section: Section C: Action Items

Public Hearing - Appointment of Joint Commissioner

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

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

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

RECOMMENDATION:

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: October 13, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Jason Corona, Assistant Director of Child Nutrition Services

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."

Personnel Commission staff recently filled a vacancy in the Child Nutrition department for the Assistant Director of Child Nutrition Services position. Mr. Jason Corona was selected for the position by the hiring authority, starting date October 19, 2022. Mr. Corona is being recommended to start at Step 3 of the Assistant Director of Child Nutrition Services classification on the Classified Management salary schedule based on the following:

- Education – Associate’s degree in Culinary arts from Le Cordon Bleu.
- Experience – approximately 12 years’ experience in school district nutrition management. Experience as the Director of Child Nutrition Services at Fillmore Unified School District from July 2016 to present.
- Additional skills or qualifications – Mr. Corona has more years of experience and higher-level experience than what is needed for this position and is already trained in school district nutrition services and can lead a child nutrition department.
- This would also be considered a hard to fill recruitment.

The minimum qualifications for the Assistant Director of Child Nutrition Services position are:

- Education – An Associate's degree or equivalent from an accredited college or university with major course work in institution management, food and nutrition, dietetics, hotel and restaurant management, business or public administration, or other closely related field.
- Experience – Four years of experience in large quantity food preparation, distribution, and/or service. At least two years of the experience must have been in a supervisory or coordinating/lead capacity.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Jason Corona, Assistant Director of Child Nutrition Services at Step 3 of the Assistant Director of Child Nutrition Services classification on the Classified Management Salary Schedule,

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: October 13, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Jesus Lopez Del Castillo, Grounds Manager

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."

Personnel Commission staff recently filled a vacancy in the Grounds department for the Grounds Manager position. Mr. Jesus Lopez Del Castillo was selected for the position by the hiring authority, starting date October 19, 2022. Mr. Lopez Del Castillo is being recommended to start at Step 3 of the Grounds Manager classification on the Classified Management salary schedule based on the following:

- Education – Bachelors in Horticulture.
- Experience – over 10 years of relevant experience in grounds maintenance and management including: Landscape Maintenance Manager at Oasis Garden from 2002 to 2005, Owner of GeneScape Landscaping from 2005 to 2011, and Grounds Supervisor at The J. Paul Getty Trust from 2019 to present.
- This would also be considered a hard to fill recruitment.

The minimum qualifications for the Grounds Manager position are:

- Education – Graduation from high school or equivalency.
- Experience – Five years of grounds maintenance experience which includes experience performing or overseeing all of the following: grounds landscaping and maintenance, irrigation systems, and landscape construction and installation. At least two years of the aforementioned experience must have been in a supervisory or lead capacity.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Jesus Lopez Del Castillo, Grounds Manager at Step 3 of the Grounds Manager classification on the Classified Management Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: October 13, 2022

Agenda Section: Section C: Action Items

Salary Adjustment – Senior Human Resources Analyst

The Senior Human Resources Analyst position was removed from the Classified Management salary schedule in 2020 and established as a confidential position instead. In September 2022, it was decided to reinstate the Senior Human Resources Analyst position and a new recruitment is planned.

When the classification was removed from the management salary schedule in 2020, the salary was at \$75,423 - \$89,607 yearly. With the 1.5% increase that was Board approved in August 2021 and 4.5% increase in August 2022, the classification will need to be reinstated at \$80,000 - \$95,045 yearly in order to keep parity within the salary schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the salary placement for the Senior Human Resources Analyst classification on the Classified Management salary schedule at \$80,000 - \$95,045 yearly.

ADDITIONAL MATERIALS:

Attached: [Job Description.pdf](#)

[2021-22_Classified_Management_Salary_Schedule_approved_8.3.22.pdf](#)

[Classified Management Salary Schedule 21-22.pdf](#)

SENIOR HUMAN RESOURCES ANALYST

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

SUMMARY OF DUTIES

Under the direction of the Director, Classified Human Resources, performs a variety of complex and highly responsible professional, technical, and analytical duties in support of the District's classified human resource management programs; plans, organizes, assigns, and supervises employees engaged in a variety of classified human resources activities; conducts classification studies; develops and supervises the recruitment process and administration of examinations; serves as a resources to managers, employees, union representatives, and the public in explaining rules, regulations, procedures, contract provisions, etc.; and performs a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Classified Human resources plans, organizes, directs and implements the comprehensive District-wide human resources management programs for classified personnel, including employee recruitment and selection, employee assignments, classification, compensation, performance appraisals, and records.

The Senior Human Resources Analyst classification coordinates the recruitment and selection tasks of the Classified Human Resources office, performs complex technical human resources work, conducts training programs, and exercises supervision over Classified Human Resources staff in the areas of job analysis, classification, recruitment, and examination construction and implementation.

The Human Resources Analyst classification performs professional-level, technical human resources work that is limited in scope and complexity, and subject to closer supervision and review, than work performed by a Senior Human Resources Analyst, and performs technical clerical duties in regards to recruitments.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director, Classified Human Resources.
- Provides technical and work direction to Classified Human Resources staff.
- Provides direct supervision to Classified Human Resources staff as assigned.

ESSENTIAL DUTIES

- Consistent with Education Code provisions, state and federal requirements and sound professional principles and practices, designs, plans, implements and administers complex employee recruitment and selection strategies, processes and procedures; maintains and controls the secure handling of all examination files, records, and resources;
- Supervises, coordinates, trains, counsels, and evaluates the work of technical and clerical staff performing duties in the areas of recruitment, selection, training, classification, staffing, and other Personnel Commission services;
- Designs and conducts job analyses for the purposes of position classification, salary evaluation, and test construction and validation; meets and works with subject matter experts (e.g. supervisors/job incumbents) to identify critical competencies, skills, and abilities required for successful performance in classified positions; determines most appropriate selection methods and examination approaches;
- Constructs, researches, analyzes, and prepares a variety of job related examinations including, but not limited to, evaluations of training and experience, written tests, performance tests, structured interviews, and other assessment techniques; reviews, modifies, and updates examinations as needed;
- Coordinates, arranges, and schedules recruitments and testing elements to ensure completion within targeted timelines; obtains or oversees the recruitment of internal and external interview panelists and examination raters; oversees test scheduling and the notification of candidates; directs staff in the administration of recruitment programs and exams; oversees test scoring processes and the compilation of eligible lists;

- Manages the operation of applicant and employee management software and programs; performs statistical analysis including item analysis using aforementioned software and programs;
- Conducts analyses of test results; recommends exam cutoff scores;
- Fields and resolves candidate questions and complaints; assists with investigations into examination appeals, disqualifications, disciplinary matters, or other actions; recommends action to Director, Classified Human Resources;
- Develops recruitment and outreach strategies to broaden access to District employment opportunities and ensure diverse applicant groups; prepares recruitment announcements, advertisements and other recruitment materials; tracks recruitment results and takes or recommends further action in the event of limited numbers of well qualified applicants;
- Researches and recommends changes to recruitment and examination practices, processes and procedures to improve recruitment and selection results; monitors effectiveness of various recruitment approaches and sources; monitors to ensure compliance of all phases of recruitment and selection with applicable federal and state laws, regulations and guidelines, Personnel Commission Rules and professional principles; ensures that District managers adhere to Rules and established policies and procedures;
- Designs, constructs, and conducts surveys in order to gather classification, compensation, or other human resources data; analyzes data and prepares recommendations including revised/new class descriptions and salary allocations;
- Designs, develops, and delivers formal training programs on employment matters and staff development for District management and employees as needed;
- Participates in the development of recommended rules, policies, procedures and/or standards for presentation to the Personnel Commission;
- Provides applicants, candidates, employees, District administrators, and union representatives with information and interpretation of state and federal employment-related laws, Personnel Commission Rules and Regulations, employee agreements, District policies and procedures, and a range of Merit System topics;
- Attends Personnel Commission meetings to present on various topics and respond to questions;
- Assists in the coordination of reductions/eliminations; ensures reemployment lists are correct and properly utilized;
- Assists in the preparation of the Personnel Commission's annual report, budget, goals and objectives;
- May screen applications for minimum qualifications and participate directly in more complex recruitments.

Other Related Duties

- Attends a variety of meetings, conferences, seminars, and in-service training classes to maintain current knowledge of human resources trends and practices;
- May serve as a panel member on interview panels;
- May coordinate the activities of outside firms hired to conduct classification and compensation studies;
- Directs Classified Human Resources staff in the temporary absence of the Director, Classified Human Resources;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Principles, theories, and practices of public human resources administration, including position classification, salary administration, recruitment and selection;
- Principles, practices, methods, and techniques of job-analysis including competency modeling for classification and examination purposes;
- Technical aspects of the development of examination materials consistent with requirements for job-relatedness and validity;
- Provisions of the Education Code applicable the operations and requirements of merit systems;
- Theory, policies, procedures of the public personnel field applicable to merit systems;
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility;
- Principles and practices of effective customer service.

- Research methods and analysis techniques;
- Trends and best practices in human resource management, particularly in the disciplines of recruitment and selection;
- District Personnel Commission Rules, classified human resources policies and procedures and labor contract provisions;
- Supervisory principles and practices;
- Modern office practices, procedures, and equipment;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Good public relations techniques.

Ability to:

- Organize, set priorities, and exercise sound independent judgment within established Rules, policies and guidelines;
- Understand, interpret, explain, and apply Personnel Commission Rules, Education Code provisions, state and federal laws, other regulations, policies, and court decisions governing the Commission's human resource management programs for classified employees, particularly in the areas of recruitment and selection;
- Obtain, organize, analyze and evaluate appropriate data and information, evaluate alternatives, and make appropriate recommendations to the Personnel Commission;
- Prepare clear, concise, and comprehensive reports and written materials;
- Present proposals, recommendations and technical information clearly, logically, and persuasively;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, telephones, calculators, and fax machines;
- Understand and follow both oral and written instructions;
- Plan and organize work for self and others;
- Exercise tact and good judgment in dealing with sensitive, complex, and confidential personnel issues and in explaining procedures to candidates, employees, and others;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules, with minimal direction, and under tight deadlines;
- Communicate effectively, both orally and in writing;
- Make mathematical computation in order to calculate means, standard deviations, and reliability estimates;
- Safely operate a motor vehicle.

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;
- 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: A Bachelor's degree in business administration, public administration, sociology, psychology, or other closely related field. Up to two years of directly related experience in addition to the required experience indicated below may be substituted for the required education on a year for year basis.

Experience: Three years of professional human resources experience that includes the development, research, and analysis of personnel selection procedures, job analyses studies, and the development of examination materials.

Experience in competency based job analysis and examination is desirable. A Master's degree in industrial/organizational psychology may be substituted for two years of the required experience.

Special: Possession of a valid appropriate 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 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 drive an automobile to conduct work.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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.

Management Responsibility Ratio: 0.6643

Approved: 6/07
Revised: 5/14; 5/18

CLASSIFIED MANAGEMENT COMPENSATION AND BENEFIT PROGRAM: 2021-22

(Effective retroactive to 7-1-2021)

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's District 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, are not eligible to receive District-paid 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	\$ 131,829	\$ 143,689	\$ 156,623
Director of Classified Human Resources	261	\$ 126,993	\$ 138,425	\$ 150,883
Director of Finance	261	\$ 116,513	\$ 126,993	\$ 138,425
Director of Facilities	261	\$ 116,513	\$ 126,993	\$ 138,425
MEP Maintenance & Energy Programs Manager	261	\$ 105,461	\$ 115,378	\$ 125,294
Director of Network Operations	261	\$ 104,159	\$ 113,534	\$ 123,748
Director of Purchasing	261	\$ 99,925	\$ 108,913	\$ 118,717
Senior Manager, Maintenance & Operations	261	\$ 96,342	\$ 105,008	\$ 114,459
Director of Child Nutrition Services	261	\$ 94,587	\$ 103,097	\$ 112,376
Risk Manager	261	\$ 94,162	\$ 102,632	\$ 111,869
Human Resources Manager	261	\$ 94,162	\$ 102,632	\$ 111,869
Director of Early Childhood Education Programs	261	\$ 89,272	\$ 97,303	\$ 106,061
Director of Transportation	261	\$ 89,272	\$ 97,303	\$ 106,061
Accounting Manager/Internal Auditor	261	\$ 80,000	\$ 87,196	\$ 95,045
Executive Assistant to the Superintendent**	261	\$ 80,000	\$ 87,196	\$ 95,045
Web Content Analyst	261	\$ 80,000	\$ 87,196	\$ 95,045
Enrollment Center Manager	261	\$ 76,856	\$ 83,769	\$ 91,310
Warehouse/Graphics Manager	261	\$ 70,596	\$ 76,946	\$ 83,872
Custodial Services Manager	261	\$ 69,149	\$ 75,382	\$ 82,167
Grounds Manager	261	\$ 69,149	\$ 75,382	\$ 82,167
Maintenance Manager	261	\$ 69,149	\$ 75,382	\$ 82,167
Asst. Director of Child Nutrition Services	261	\$ 66,600	\$ 72,591	\$ 79,124

*Calendar workdays plus holidays

Board approved 8/03/2022 – increase of 4.5%

CLASSIFIED MANAGEMENT COMPENSATION AND BENEFIT PROGRAM: 2021-22

(effective 7-1-2018)

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 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.

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	\$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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 22-23:37; 22-23:16;
21-22:199; 21-22:157; 21-22:101
Established: 9/14/22

Health Care Technician

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

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

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

Recruitment Type: Dual Certification

Eligibility List No. 22-23:33

Director's Certification:

Established: 9/23/2022



Risk Management Specialist

Rank	Name	Expiration Date
1	Felix, Xenia	9/23/2023
2	Balderrama, Deanna	9/23/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 22-23:14

Established: 9/7/2022

Grounds Manager

Rank	Name	Expiration Date
1	Lopez, Mark Anthony	9/7/2023
2	Rex, Andrew J	9/7/2023
3	Lopez Del Castillo, Jesus A	9/7/2023



Recruitment Type: Dual Certification

Eligibility List No. 22-23:32

Director's Certification:

22-23:192; 21-22:152

Established: 9/26/2022

Campus Assistant

Rank	Name	Expiration Date
1	Banderas, Maria De Jesus	9/26/2023
1	Vasquez, Judith A	9/26/2023
2	Brown, Candice	9/26/2023
2	Chavez, Nina	9/26/2023
2	Rodriguez, Laurinda	9/26/2023
2	White, Rylie	9/26/2023
3	Cortez, Athena Monique	9/26/2023
3	Dimas, Stephanie	9/26/2023
3	Herrera, Susan A	9/26/2023
3	Valadez, Victoria Leslie	7/5/2023
4	Albert, Ann Maria	9/26/2023
4	Conchas, Patricia	7/5/2023
4	Contreras, Kelly	9/26/2023
4	Espinoza, Cynthia	9/26/2023
4	Lopez, Sarah	9/26/2023
4	Medina, Sofia	9/26/2023
4	Melendez, Jean	9/26/2023
4	Ruelas, Samantha Amelia	9/26/2023
5	Andrade, Jo-Ann	9/26/2023

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**

5	Barrios, Natalie	4/14/2023
5	Ceja, Joanna	7/5/2023
5	Martinez, Ibania Cantaderio	9/26/2023
5	Montesinos, Melissa Marie	7/5/2023
5	Rivera Ramirez, Carolina Del Carmen	9/26/2023
5	Ruiz, Teresa	9/26/2023
6	Cervantes, Gissel	9/26/2023
6	Espinoza, Gabriela	9/26/2023
6	Reyes, Michell	9/26/2023
6	Rivera, Melissa	9/26/2023
6	Yelotzi, Erika	9/26/2023
7	Cruz, Amelia Isabel	9/26/2023
7	Gaytan, Leslie K	9/26/2023
7	Ortiz, Gabriela	9/26/2023
7	Villafana, Soledad	7/5/2023
7	Villarreal, Lupita J	9/26/2023
8	Orozco, Marie Crystal	9/26/2023
9	Acosta, Brianna	9/26/2023
9	Orozco Gonzalez, Maricela	9/26/2023
9	Zamora, Elia	9/26/2023

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



Recruitment Type: Dual Certification

Eligibility List No. 22-23:31;

Director's Certification:

21-22:200; 21-22:150;

21-22:133

Established: 9/26/2022

Paraeducator - General Education

Rank	Name	Expiration Date
1	Carrillo, Efrain (B)	9/26/2023
1	Ordaz, Jocelyn (B)	9/26/2023
2	McDonough, Astrid J.B. (B)	9/26/2023
3	Esparza, Valerie Irene	9/26/2023
3	Garcia, Angel	9/26/2023
4	Faulk, Jessica (B)	9/26/2023
5	Romero, Sabrina A	9/26/2023
6	Mireles, Lilibeth	9/26/2023
6	Reyes, Stephanie Lupita	9/26/2023
7	Barboza, Carlos Josef	9/26/2023
8	Martinez, Yvette	4/4/2023
9	Centeno Zenteno, Urbano (B)	9/26/2023
10	Grether, Adam	4/4/2023
10	Polanco, Nancy	4/13/2023
11	Quila, Edward M.	8/1/2023
12	Ricardes, Gloria	9/26/2023
13	Lemus, Rocio F.	9/26/2023

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



Recruitment Type: Dual Certification

Eligibility List No.: 22-23:30

21-22:206; 21-22:159

Director's Certification:

Established: 09/27/2022

Office Assistant II

Rank	Name	Expiration Date
1	Lemus, Alma (B)	9/27/2023
2	Baron-Medel, Liliana B. (B)	9/27/2023
3	Valencia, Andrea (B)	8/4/2023
4	Barrera, Griselda (B)	9/27/2023
5	Aragon Merino, Sandra (B)	8/4/2023
6	Song, Sun Young Lee	10/20/2022
7	Barrera Suarez, Elizabeth (B)	8/4/2023
7	Ezpinoza, Zulma G	10/20/2022
7	Lara, Wilberth	10/20/2022
7	Manzer, Adriana	10/20/2022
7	Valenzuela-Rocha, Isabel R. (B)	9/27/2023
8	Dominguez, Sue Ann	10/20/2022
8	Isais, Marilu (B)	5/10/2023
9	Herrera, Maria G	10/20/2022
9	Salazar, Andrea (B)	8/4/2023
10	Merida, Darline A	10/20/2022

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 22-23:27

Established: 9/22/22

Electrician

Rank	Name	Expiration Date
1	Salas, Jose L.	9/22/2023
2	Garcia, Fernando	9/22/2023

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



Recruitment Type: Dual Certification

Eligibility List No.: 22-23:11,

21-22:204, 21-22:184

Director's Certification:

Established: 9/06/2022

Transportation Driver

Rank	Name	Expiration Date
1	Garcia Casaus, Damaso David	6/22/2023
2	Bermudez, Daisy	6/22/2023
3	Cabrera, Maria Del Carmen	8/3/2023
4	Guillermo, Octavio	9/6/2023

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



Recruitment Type: Open/Promotional

Eligibility List No. 22-23:78

Director's Certification:

Established: 9/23/22

Attendance Accounting Technician

Rank	Name	Expiration Date
Promotional List		
1	Reyes, Nayeli Tapia (B)	9/23/2023
Open List		
1	Pena, Yvette (B)	9/23/2023
2	Valencia Llamas, Lorena J. (B)	9/23/2023
3	BenAmar, Sheherazade (B)	9/23/2023
3	Jimenez, Rocio Frausto (B)	9/23/2023
4	Segura, Mercedes (B)	9/23/2023
4	Zavala, Ana (B)	9/23/2023
5	Barrera, Griselda (B)	9/23/2023
6	Luna, Suzanne (B)	9/23/2023
7	Cervantes, Anabel (B)	9/23/2023
8	Perez, Ana (B)	9/23/2023

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



Recruitment Type: Dual Certification

Eligibility List No. 22-23:28;

21-22:182

Director's Certification:

Established: 9/27/2022

Child Nutrition Worker

Rank	Name	Expiration Date
1	Gomez, Anthony	9/27/2023
2	Gamez, Janea	9/27/2023
3	Quintana, Nichole Violet	9/27/2023
4	Farfan, Ambar S	9/27/2023
4	Guzman, Salvador	9/27/2023
5	Salgado, Jessica V	9/27/2023
6	Vasquez, Guadalupe Celerina	9/27/2023
7	Mariscal, Margarita G	9/27/2023
8	Gasca, Sandra	6/21/2023
8	Vargas, Georgina	9/27/2023
9	Romero, Sirena Elena	6/21/2023
10	Hernandez, Miriam Roxana Martinez	6/21/2023
11	Gorozco Gonzlalez, Maricela	9/27/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 22-23:15; 21:22:93;
21-22:71; 21-22:33
Established: 09/14/2022

Health Assistant

Rank	Name	Expiration Date
1	Sanchez, Brianacarmen Soria	2/15/2023
1	Vasquez, Azucena	2/15/2023
2	Villegas, Adriana	10/18/2022
3	Rivera, Rachel G.	9/14/2023
4	Ordaz, Jocelyn	9/14/2023
4	Rivera, Brianna	9/14/2023
5	Maza, Maria F.	9/14/2023
6	Hernandez, Diana	9/14/2023
7	Arevalo, Wendy	12/21/2022
7	Espinoza, Karime	9/14/2023
8	Trejo, Laura N.	9/14/2023
9	Garcia, Angel	9/14/2023
10	Sandoval, Adriana	12/21/2022

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



Recruitment Type: Dual Certification

Eligibility List No. : 21-22:207;

Director's Certification:

22-23:18

Established: 09/22/22

Assistant Director Child Nutrition Services

Rank	Name	Expiration Date
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Previous List: 21-22: 207

1	Salazar, Eric	7/29/2023
2	Tuimauauga, Leslie L.	7/29/2023

New List 22-23:18

1	Corona, Jason	9/22/2023
2	Soleimani, Mojgan Kathy	9/22/2023
3	Calupe, Leanne	9/22/2023
4	Varela, Esteban Calzada	9/22/2023
5	Stetson, Christina N	9/22/2023
6	Caputo, Katrina M	9/22/2023
7	Bernardez, Brian	9/22/2023



Recruitment Type: Dual Certification

Eligibility List No.
 22-23:17; 21-22:165;
 21-22:115
 Established: 9/22/2022

Director's Certification:

Custodian

Rank	Name	Expiration Date
1	Feliciano, Justin Miguel	9/22/2023
1	Godeck, Paul	9/22/2023
2	Lopez Beltran, Juan Carlos	9/22/2023
3	Alba, Jorge	9/22/2023
4	Fitz, Daniel	9/22/2023
5	Ochoa, Nestor	9/22/2023
6	Cruz, Gilbert	9/22/2023
6	Lopez, Sandra	9/22/2023
6	Ramirez, Anthony A.	5/19/2023
6	Rodriguez Gaytan, Edmundo	9/22/2023
7	Cruz, Gilbert	5/19/2023
7	Perez, Manuel	9/22/2023
8	Gallard, Fernando	5/19/2023
9	Agredano, Christian Dorton	9/22/2023
9	Arellano, Justin	5/19/2023
10	Castelan, Ernie	9/22/2023
10	Trejo, Peter	3/15/2023
11	Fernandez, Priscy	5/19/2023
11	Mendoza, Hector M	3/15/2023

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Recruitment Type: Dual Certification

Eligibility List No.: 22-23:22

Director's Certification:

22-23:07; 21-22:134

21-22:100

Established: 9/27/2022

Paraeducator Special Education

Rank	Name	Expiration Date
Previous List: 21-22:100		
1	Carrillo, Silvia (B)	2/16/2023
New List: 22-23:22; 22-23:07; 21-22:134		
1	Barrera, Yissel J.	8/24/2023
2	Lee, Eun	8/24/2023
3	Soria, Roxanne	4/5/2023
4	Jimenez Villegas, Alfonsina	9/27/2023
5	Rosales, Teresa	9/27/2023

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

New Hires

Agustin, Jaime M.	Campus Assistant, Position #7269 Lemonwood 5.0 hrs./180 days	08/17/2022
Ghuman, Breann	Paraeducator – Special Education, Position #10966 McAuliffe 5.75 hrs./183 days	08/16/2022
Granados Ramos, Adalberto	Child Nutrition Worker, Position #6410 McKinna 5.0 hrs./185 days	08/19/2022
Herman, Virginia B.	Campus Assistant, Position #3065 Ramona 4.75 hrs./180 days	08/17/2022
Hernandez, JGuadalupe	Paraeducator – General Education, Position #11264 McKinna 6.0 hrs./183 days	08/16/2022
Herrera, Marivy	Library Media Technician, Position #1039 Marina West 5.0 hrs./190 days	08/15/2022
Magana, Consuelo	Paraeducator – Special Education, Position #9303 Chavez 5.75 hrs./183 days	08/16/2022
Menchaca, Anthony	Paraeducator – General Education, Position #2889 Fremont 5.75 hrs./183 days	08/16/2022
Perez, Esmeralda	Paraeducator – Special Education, Position #9201 Special Education 5.75 hrs./183 days	08/16/2022
Rodas, Brianna M.	Paraeducator – Special Education, Position #1936 San Miguel 5.75 hrs./183 days	08/29/2022
Saine-Roberts, Ronda	Paraeducator – Special Education, Position #616 Harrington 5.75 hrs./183 days	08/22/2022
Sandoval, Adriana	Health Assistant, Position #10761 Pupil Services 5.75 hrs./183 days	08/17/2022
Torres, Alfred	Campus Assistant, Position #7901 Driffill 5.5 hrs./180 days	08/17/2022
Valladares, Elizabeth	Paraeducator – General Education, Position #11276 McKinna 6.0 hrs./183 days	08/16/2022
Villalpando, Vanessa M.	Paraeducator – Special Education, Position #7238 Special Education 5.75 hrs./183 days	08/16/2022

Limited Term/Substitutes

Ahumada, Gustavo D.	Custodian (substitute)	08/23/2022
Averiette, Donna	Child Nutrition Worker (substitute)	08/22/2022
Ayala, Daniel	Custodian (substitute)	08/22/2022
Carrillo, Efrain	Custodian (substitute)	08/23/2022
De La Garza Leija, Jesus C.	Custodian (substitute)	08/23/2022
Hamlett, Nancy J.	Child Nutrition Worker (substitute)	08/12/2022
Hernandez, Jacqueline	Paraeducator (substitute)	08/22/2022
Jimenez, Pedro	Custodian (substitute)	08/15/2022
Locke, Gary E.	Paraeducator (substitute)	08/23/2022
Mireles, Lilibeth C.	Paraeducator (substitute)	08/18/2022
Quezada, Socorro	Paraeducator (substitute)	08/22/2022
Romero, Sirena E.	Child Nutrition Worker (substitute)	08/23/2022

Exempt

Jasso, Fatima	AVID Tutor	08/15/2022
Tristan, Noelle	AVID Tutor	08/22/2022

Promotions

Cacho, Solanch	Paraeducator – Special Education, Position #1966 Lopez 7.0 hrs./183 days Paraeducator III, Position #9111 San Miguel 5.75 hrs./183 days	08/16/2022
Ochoa, Yanelly	Paraeducator – General Education, Position #11263 McKinna 6.0 hrs./183 days Campus Assistant, Position #3019 Marshall 4.5 hrs./180 days	08/16/2022

Transfers

Appel, Morgan C.	Paraeducator – Special Education, Position #8534 San Miguel 5.75 hrs./183 days Paraeducator – Special Education, Position #10645 Kamala 5.75 hrs./183 days	08/16/2022
Guzman, Ivette	Paraeducator – General Education, Position #10664 Elm 8.0 hrs./183 days Paraeducator – General Education, Position #10692 Soria 8.0 hrs./183 days	08/16/2022
Perez, Julia	Campus Assistant, Position #11278 Kamala 5.75 hrs./180 days Campus Assistant, Position #3088 Kamala 4.5 hrs./180 days	08/17/2022
Tello, Gabriel	Custodian, Position #304 Harrington 8.0 hrs./246 days Custodian, Position #573 Ramona 8.0 hrs./246 days	08/08/2022
Wagner, Sharon A.	Custodian, Position #658 Marina West 8.0 hrs./246 days Custodian, Position #2541 Fremont 8.0 hrs./246 days	08/08/2022

Voluntary Demotions

Severiano Vico, Adalilia	Paraeducator – General Education, Position #10692 Soria 8.0 hrs./183 days Paraeducator II, Position #2113 Curren 5.75 hrs./183 days	08/16/2022
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Resignations

Buenrostro, Yadira	Paraeducator – General Education, Position #10678 Ramona 8.0 hrs./183 days	08/16/2022
Ceja, Diane	Campus Assistant, Position #10163 Chavez 4.0 hrs./180 days	08/17/2022

Resignations (Continued)

De La Cruz, Laura	Paraeducator II, Position #6731 Rose Avenue 5.75 hrs./183 days	08/10/2022
Garcia Camacho, Daisy	Paraeducator III, Position #2682 Frank 5.75 hrs./183 days	08/31/2022
Herman, Virginia B.	Campus Assistant, Position #3065 Ramona 4.75 hrs./180 days	08/18/2022
Loera, Miriam	Risk Management Specialist, Position #97 Risk Management 8.0 hrs./246 days	09/01/2022
Lopez, Araceli P.	Paraeducator – Special Education, Position #9291 Lemonwood 5.75 hrs./183 days	08/11/2022
Lopez, Leticia	Campus Assistant, Position #6517 Sierra Linda 4.0 hrs./180 days	08/16/2022
Martinez, Isabel E.	Campus Assistant, Position #6818 Chavez 4.25 hrs./180 days	08/11/2022
Mendoza, Maribel	Outreach Specialist, Position #2687 McAuliffe 8.0 hrs./180 days	08/15/2022
Morales, Alicia J.	Paraeducator II, Position #6783 Chavez 5.75 hrs./183 days	08/15/2022
Ramirez, Rosemary	Paraeducator II, Position #2256 Lopez 5.75 hrs./183 days	08/19/2022
Silva, Cynthia J.	Paraeducator – General Education, Position #10660 Curren 8.0 hrs./183 days	08/09/2022
Villagomez, Amalia	Child Nutrition Worker, Position #2847 Marshall 5.0 hrs./185 days	08/22/2022

Retirements

Cerda, Pilar	Child Nutrition Worker, Position #1830 Marshall 5.0 hrs./185 days	08/31/2022
Rangel, Enedina	Child Nutrition Worker, Position #1828 Chavez 5.0 hrs./185 days	08/31/2022
Stankoski, Jodi A.	Position Control Specialist, Position #1263 Budget & Finance 8.0 hrs./246 days	08/31/2022

New Hires

Barrera Suarez, Elizabeth	Office Assistant II, Position #10629 Ritchen 8.0 hrs./203 days	09/07/2022
Cabrera, Maria Del Carmen	Transportation Driver, Position #9637 Transportation 5.5 hrs./183 days	08/29/2022
Flores, Jimena	Paraeducator – General Education, Position #10685 Sierra Linda 8.0 hrs./183 days	09/06/2022
Hamlett, Nancy J.	Child Nutrition Worker, Position #2617 Curren 5.5 hrs./185 days	09/06/2022
Hernandez Diaz, Maria D.	Child Nutrition Worker, Position #1000 Chavez 5.5 hrs./185 days	09/07/2022
Huizar Amaro, Diana	District Translator, Position #10964 Special Education 8.0 hrs./246 days	09/08/2022
Lopez, Sara	Campus Assistant, Position #3088 Kamala 4.5 hrs./180 days	09/07/2022
Nakamura, Erika	Campus Assistant, Position #6517 Sierra Linda 4.0 hrs./180 days	09/06/2022
Smith, Ty M.	Grounds Maintenance Worker I, Position #10404 Grounds 8.0 hrs./246 days	08/30/2022

Limited Term/Substitutes

Carrillo, Efrain	Paraeducator (substitute)	08/25/2022
Carrizal, Lucy	Clerical (substitute)	08/15/2022
Dismukes, Arik R.	Custodian (substitute)	08/25/2022
Jaques, Zulema	Clerical (substitute)	08/31/2022
Leon Torres, Valentin	Custodian (substitute)	08/29/2022
Lopez, Edgar	Paraeducator (substitute)	08/25/2022

Exempt

Kiorlinski, Christopher	AVID Tutor	08/26/2022
Zecua, Heidi	AVID Tutor	08/26/2022

Promotions

Castro, Jesus J.	Grounds Equipment Operator, Position #11261 Grounds 8.0 hrs./246 days Grounds Maintenance Worker I, Position #1173 Grounds 8.0 hrs./246 days	08/30/2022
Contreras-Zavala, Nancy	Secretary, Position #922 Enrollment Center 8.0 hrs./246 days Language Assessment Technician, Position #2443 Enrollment Center 5.5 hrs./246 days	09/01/2022

Transfers

Chavez, Jeffrey	Custodian, Position #573 Ramona 8.0 hrs./246 days Custodian, Position #10467 Custodial Services 8.0 hrs./246 days	08/22/2022
Lopez Barrera, Diego G.	Custodian, Position #2541 Fremont 8.0 hrs./246 days Custodian, Position #10465 Custodial Services 8.0 hrs./246 days	09/05/2022
Macias, Perla Y.	Outreach Specialist, Position #1738 Elm 8.0 hrs./180 days Outreach Specialist, Position #2686 Ritchen 8.0 hrs./180 days	09/06/2022
Ochoa, Maria J.	Child Nutrition Worker, Position #2220 Driffill 5.5 hrs./185 days Child Nutrition Worker, Position #9246 Lopez 5.0 hrs./185 days	09/06/2022
Rodriguez Gaytan, Edmundo	Child Nutrition Worker, Position #6412 Chavez 5.5 hrs./185 days Child Nutrition Worker, Position #288 Marshall 5.5 hrs./185 days	
Segovia, Shawn P.	Custodian, Position #1896 Fremont 8.0 hrs./246 days Custodian, Position #1888 Fremont 8.0 hrs./246 days	09/01/2022

Medical Layoffs

8868	Child Nutrition Worker, Position #6626 Sierra Linda 5.0 hrs./185 days	08/25/2022
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Resignations

Burciaga Jr., Heraclio L.	Campus Assistant, Position #9769 Harrington 2.5 hrs./180 days	09/02/2022
Bustamante, RosaMaria	Paraeducator III, Position #2000 Marshall 5.75 hrs./183 days	08/31/2022
Cabral Guereca, Erika	Paraeducator III, Position #8015 McAuliffe 5.75 hrs./183 days	09/01/2022
Guzman, Cristian	Paraeducator – Special Education, Position #10649 Fremont 5.75 hrs./180 days	09/09/2022
Merida, Jennifer I.	Speech-Language Pathology Assistant, Position #8166 Special Education 8.0 hrs./183 days	09/05/2022

Retirements

Hornback, David A.	Warehouse/Reprographics Manager, Position #31 Warehouse 8.0 hrs./246 days	09/30/2022
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