

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

AGENDA 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

A.2. Roll Call

A.3. Adoption of the Agenda

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

The Personnel Commission will consider the Superintendents request and may consider action.

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

The Personnel Commission will receive an update regarding positions and may consider action.

Section D: 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 E: CLOSED SESSION

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

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

Reconvene to open session and report out of closed session.

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

Section F: ADJOURNMENT

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: September 12, 2022

Agenda Section: Section C: Action Items

Assistant Superintendent of Business Services Recruitment

The Superintendent has requested the Personnel Commission to consider a waiver/exemption from following all the steps to recruit and hire the new Assistant Superintendent of Business Services under Leadership Associations.

Below is the Education Code related to senior management classified positions:

45256.5. (a) The governing board of a school district may adopt a resolution designating certain positions as senior management of the classified service. Notwithstanding the provisions of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, the decision of the governing board shall not be deemed a matter subject to negotiation, but shall be subject to review by the Public Employment Relations Board.

(b) Employees whose positions are designated as senior management of the classified service shall be a part of the classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

(c) Positions in the senior management of the classified service shall be filled from an unranked list of eligible persons who have demonstrated managerial ability who have been found qualified for the positions as specified by the district superintendent and determined by the personnel commission.

(d) Notice of reassignment or dismissal from a position in the senior management of the classified service shall be provided in accordance with the provisions of Section 35031.

The following requirements must be followed for a classified recruitment based on Education Code and the OSD Personnel Commission Rules and Regulations:

- The recruitment must be open to all public for a minimum of 15 business days
- All applicants who are considered for the position must meet the minimum qualifications
- Screening of the applications must be standardized and applied equally to all applicants
- An eligibility list (unranked) must be created – this is usually done through the first panel interview and the candidates can get a rating of “Pass” or “Fail”
- All applicants must be notified of their status at each stage of the recruitment and given a right to appeal within 7 calendar days in writing
- The Board or the Superintendent cannot review any applications or receive any identifiable

information regarding any of the candidates during the recruitment process. Candidate details and applications can only be shared after the creation of the eligibility list

- All recruitment materials and applications must be submitted to the Personnel Commission office at the end of the recruitment

RECOMMENDATION:

Staff recommends that the Personnel Commission to consider the Superintendents request and take action accordingly.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: September 12, 2022

Agenda Section: Section C: Action Items

Personnel Commission/Classified Human Resources Positions

The Personnel Commission/Classified Human Resources office has an upcoming vacancy in the Human Resources Analyst position.

The current Personnel Commission/Classified Human Resources office staff consists of:

- 1 (one) Director of Classified Human Resources position
- 2 (two) Human Resources Analyst positions
- 3 (three) Human Resources Technician positions

This staff structure was put in place in March 2021 when the office was extremely busy and had high volumes of backlog and a skill gap. The Administrative Assistant position was eliminated to create a second Human Resources Analyst position.

The Director of Classified Human Resources is recommending changes to the office staff: closing the 2 Human Resources Analyst positions and creating an Administrative Assistant and Senior Human Resources Analyst (management) position instead. The proposed Personnel Commission/Classified Human Resources office staff will consist of:

- 1 (one) Director of Classified Human Resources position
- 1 (one) Senior Human Resources Analyst positions
- 3 (three) Human Resources Technician positions
- 1 (one) Administrative Assistant

The proposed staff structure is the original staffing structure that existed in prior years. The Senior Human Resources Analyst position was eliminated due to lack of candidates and budget cuts and instead the Human Resources Analyst (confidential) position was created.

After reassessing the department, the needs of the department have shifted. Over the last year, systems and processes were created and established that has eliminated the backlog from 2021. However, a high need of daily operations still exists. The creation of the Senior Human Resources Analyst position will allow for the position to support the Human Resources Technicians and will have greater response and accountability levels than the Human Resources Analyst position. The position will also serve as the back-up to the Director of Classified Human Resources. The creation of the Administrative Assistant position will serve to relieve the 2 Human Resources Analysts desks that currently exist of administrative duties.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve creating a Senior Human Resources Analyst (management) position and Administrative Assistant position within the Personnel Commission/Classified Human Resources office.

ADDITIONAL MATERIALS:

Attached: [March 11 - PC Office changes.pdf](#)

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):
Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:
March 11, 2021

TITLE: Personnel Commission/Classified Human Resources Positions

BACKGROUND & FINDINGS:

The Personnel Commission/Classified Human Resources office currently has a vacancy in the Administrative Assistant position.

The current Personnel Commission/Classified Human Resources office staff consists of:

- 1 (one) Director of Classified Human Resources position
- 1 (one) Administrative Assistant position
- 1 (one) Human Resources Analyst position
- 3 (three) Human Resources Technician positions

The Director of Classified Human Resources is recommending changes to the office staff – closing the vacancy of Administrative Assistant and creating another Human Resources Analyst position. The proposed Personnel Commission/Classified Human Resources office staff will consist:

- 1 (one) Director of Classified Human Resources position
- 2 (two) Human Resources Analyst positions
- 3 (three) Human Resources Technician positions

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve closing out the vacancy of the Administrative Assistant position and creating a Human Resources Analyst position within the Personnel Commission/Classified Human Resources office.