

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, July 14, 2022

4:30 p.m. Regular Meeting
Portable 403 of the ESC
1051 South A Street, Oxnard, CA 93030

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

Section A: ORDER OF BUSINESS

- A.1. Call Meeting To Order**
- A.2. Roll Call**
- A.3. Adoption of the Agenda**
- A.4. Approval of Minutes May 12, 2022 (page 5-10)**

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 Amy Davis, Accounting Specialist IV (page 11)**
The Personnel Commission will ratify the advanced step placement for Amy Davis, Accounting Specialist IV, at range 23.0 step C pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.2. Advanced Step Placement for Juan Regalado Jr., HVAC Technician (page 12)**
The Personnel Commission will ratify the advanced step placement for Juan Regalado Jr., HVAC Technician, at range 23.5 step B pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.3. Advanced Step Placement for Mayte Chinas, Office Assistant II (page 13)**
The Personnel Commission will ratify the advanced step placement for Mayte Chinas, Office Assistant II, at range 17.0 step B pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.4. Advanced Step Placement for Monica Vergara, Outreach Specialist (page 14)**
The Personnel Commission will ratify the advanced step placement for Monica Vergara, Outreach Specialist, at range 24.0 step C pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.5. Advanced Step Placement for Salud Pantoja, Health Care Technician (page 15)**
The Personnel Commission will ratify the advanced step placement for Salud Pantoja, Health Care Technician, at range 22.0 step B pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.6. Advanced Step Placement for Sadie Sutter, Paraeducator Special Education (page 16)**
The Personnel Commission will ratify the advanced step placement for Sadie Sutter, Paraeducator Special Education, at range 17.0 step B pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.7. Advanced Step Placement for Cristian Guzman, Paraeducator Special Education (page 17)

The Personnel Commission will ratify the advanced step placement for Cristian Guzman, Paraeducator Special Education, at range 17.0 step C pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.8. Advanced Step Placement for Patricia Centurion, District Translator (page 18)

The Personnel Commission will ratify the advanced step placement for Patricia Centurion, District Translator, at range 20.0 step C pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.9. Advanced Step Placement for Jaime Roddis, School Occupational Therapist (page 19)

The Personnel Commission will ratify the advanced step placement for Jaime Roddis, School Occupational Therapist, at range 34.5 step C pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.10. Classification Revisions – Grounds Equipment Operator, Grounds Maintenance Worker I, and Irrigation Specialist (page 20-29)

The Personnel Commission will consider revising Grounds job descriptions.

C.11. Eligibility Lists (page 30-41)

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 42-44)

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. Distribution of Duties - Air Filters (page 45)

The Personnel Commission will discuss the distribution of air filter replacement duties.

D.4. Report by CSEA

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

D.5. Report by Assistant Superintendent, Human Resources

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

D.6. 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:

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

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

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

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

MINUTES REGULAR MEETING Thursday, June 9, 2022

4:30 p.m. Regular Meeting
Portable 403 of the ESC
1051 South A Street, Oxnard, CA 93030

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

Section A: ORDER OF BUSINESS

A.1. Call Meeting To Order

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, June 9, 2022, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:35 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: Humberto Gonzalez, Grounds Maintenance Worker I; Juan Luis Hernandez, HVAC Technician; Mike Holguin, Irrigation Specialist; Marcos Lopez, Senior Manager, Maintenance and Operations; Dana Miller, Director of Facilities; Valerie Mitchell, Interim CBO; Juan Carlos Reyes, Grounds Maintenance Lead; Victoria Saadati, Staff Member; Dr. Victor Torres, Assistant Superintendent, Human Resources;

A.3. Adoption of the Agenda

The agenda of Thursday, June 9, 2022 was adopted as presented.

Mover: Edward M Castillo
Seconder: Ernest Morrison
Moved To: Approve
Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson
Motion Result: Passed

A.4. Approval of Minutes May 12, 2022

The minutes of Thursday, May 12, 2022 were approved with the following amendment to the Advanced Salary Placement section of the minutes:

Item A.4. - *Approval of Minutes May 12, 2022*

Commissioner Castillo requested the attendance of the hiring authority and the employee if possible.

Mover: Edward M Castillo
Seconder: Ernest Morrison

Moved To: Adopt as Amended

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

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

Ms. Poland read a statement on behalf of the CSEA Chapter 272 Custodian representative regarding resolving clarification of duties for changing air filters at the school sites. Mr. Holguin and Mr. Reyes shared their concerns regarding the wording "Designee" in the job descriptions.

Section C: ACTION ITEMS

C.1. Classification Revisions – Grounds Equipment Operator, Grounds Maintenance Worker I, and Irrigation Specialist (page 6-15)

A discussion was held regarding the amendment to add "or designee" to the Supervision Received and Exercised section of the job descriptions. Commissioner Castillo asked that a meeting with the Director, Classified Human Resources and the concerned parties be held.

Mover: Paul Robinson

Seconder:

Moved To: Approve

Ayes: 0 - None

Motion Result: Lack of Second

Mover: Edward M Castillo

Seconder: Ernest Morrison

Moved To: Postpone

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

Motion Result: Passed

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

The eligibility lists of District Translator (Spanish), Office Assistant II, Paraeducator Special Education, HVAC Technician, Speech Language Pathology Assistant, Assistant Superintendent, Business & Fiscal Services, Custodian, Special Education Service Coordinator, Language Assessment Technician (B), and Library Media Technician 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 29-30)

The Personnel Commission reviewed the Personnel Actions of May 4, 2022 and May 18, 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. Torres reported that the EMS job descriptions are drafts and not final. He shared that the job descriptions will all have standard language for Supervision Received and Exercised. He shared that negotiations with OSSA and OEA are complete. He also reported that negotiations with CSEA will continue next school year. Dr. Torres reported that our current salary schedules and salary structure need to be revisited since the minimum wage continues to increase. He also reported that bell schedules will change next school year.

D.5. Report by Commissioners

Commissioner Morrison shared his concerns regarding the general responsibility for the health, well-being, and safety of our children and staff. Commissioner Robinson shared his concerns regarding the safety of students and staff. Commissioner Robinson also reported that he will attend the Personnel Commissioner Luncheon in Downey on June 10th. He thanked the Director and staff for a job well done with creating eligibility lists and filling vacancies.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Section F: CLOSED SESSION

The Commission convened into closed session at 6:13 p.m.

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

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

Commissioner Robinson reported that the Commission will have a hearing officer hear the appeal hearings. A bigger candidate pool will be needed in order to make a hearing officer selection.

Section G: ADJOURNMENT

There being no further business, the Commission adjourned at 7:02pm

Mover: Edward M Castillo

Secunder: Paul Robinson

Moved To: Adjourn

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

Motion Result: Passed

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 June 9, 2022.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: July 14, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Amy Davis, Accounting Specialist IV

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 Finance department for the Accounting Specialist IV position. Ms. Amy Davis was selected for the position by the hiring authority, starting date July 11, 2022. Ms. Davis is being recommended to start at Step C, Range 23 of the CSEA/OSD Classified Salary Schedule based on the following:

- Experience – over ten years of financial and clerical accounting experience including over seven years as a team lead. Three years' experience in Accounting at Pleasant Valley School District and already trained in Escape and school district accounting processes and procedures.
- Education – Bachelor's in Business Administration Management; advanced courses in finance, accounting, budgeting, and forecasting.

The minimum qualifications for the Accounting Specialist IV position are:

- Experience – five years of increasingly responsible payroll, financial or clerical accounting experience; lead experience preferable.
- Education – equivalent to the completion of the twelfth grade supplemented by college level course work in accounting or a related field.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Amy Davis, Accounting Specialist IV at Step C, Range 23.0 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: July 14, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Juan Regalado Jr., HVAC Technician

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 Facilities department for the HVAC Technician position. Mr. Juan Regalado was selected for the position by the hiring authority, starting date June 27, 2022. Mr. Regalado is being recommended to start at Step B, Range 23.5 of the CSEA/OSD Classified Salary Schedule based on the following:

- Education – Associate's degree in Air Conditioning and Refrigeration.
- Exceptional recruitment difficulties for the classification – this is also considered a very difficult recruitment to fill due to the limited candidate pool for HVAC Technicians.

The minimum qualifications for the HVAC Technician position are:

- Experience – three years of increasingly responsible HVAC equipment maintenance and repair experience.
- Education – equivalent to the completion of the twelfth grade supplemented by college level course work in HVAC equipment maintenance and repair or a related field.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Juan Regalado Jr., HVAC Technician at Step B, 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: July 14, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Mayte Chinas, Office Assistant II

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 at Marshall School for the Office Assistant II position. Ms. Mayte Chinas was selected for the position by the hiring authority, starting date June 8, 2022. Ms. Chinas is being recommended to start at Step B, Range 17 of the CSEA/OSD Classified Salary Schedule based on the following:

- Education – Bachelor's of Science in Business. Also currently enrolled in a Masters program in Education.

The minimum qualifications for the Office Assistant II position are:

- Experience – one year of clerical experience.
- Education – graduation from high school or equivalency.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Mayte Chinas, Office Assistant II, at Step B, Range 17.0 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: July 14, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Monica Vergara, Outreach Specialist

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 at Brekke School for the Outreach Specialist position. Ms. Monica Vergara was selected for the position by the hiring authority, starting date August 17, 2022. Ms. Vergara is being recommended to start at Step C, Range 24 of the CSEA/OSD Classified Salary Schedule based on the following:

- Experience – approximately eight years' experience focused on rendering direct services to youth, families, adults, and special populations – including McKinney Vento and Foster Care children, which is a major component needed for this position.
- Education – Master's degree in Public Policy and Administration and Bachelor's degree in Criminal Justice.

The minimum qualifications for the Outreach Specialist position are:

- Experience – two years of experience in public schools, public agencies such as social or health services, or community-based organizations such as church groups, community advisory groups, parent/teacher associations, scouting organizations, etc.
- Education – a Bachelor's Degree or equivalent from an accredited college or university in education, counseling, social work, sociology, psychology or other closely related field.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Monica Vergara, Outreach Specialist, at Step C, Range 24.0 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: July 14, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Salud Pantoja, Health Care Technician

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 Pupil Services department for the Health Care Technician position. Mr. Salud Pantoja was selected for the position by the hiring authority, starting date August 16, 2022. Mr. Pantoja is being recommended to start at Step B, Range 22 of the CSEA/OSD Classified Salary Schedule based on the following:

- Experience – approximately three years' experience working as an LVN and most recently as a School Nurse (LVN) with Rio School District.
- Exceptional recruitment difficulties for the classification – this is also considered a very difficult recruitment to fill due to the limited candidate pool for Health Care Technicians.

The minimum qualifications for the Health Care Technician position are:

- Experience – experience equivalent to six months working in acute care coupled with some clerical background is preferred.
- Education – must be currently licensed as a Vocational Nurse or Registered Nurse in California.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Salud Pantoja, Health Care Technician, at Step B, Range 22.0 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: July 14, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Sadie Sutter, Paraeducator Special Education

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 Special Education department for the Paraeducator - Special Education position. Ms. Sadie Sutter was selected for the position by the hiring authority, starting date August 16, 2022. Ms. Sutter is being recommended to start at Step B, Range 17 of the CSEA/OSD Classified Salary Schedule based on the following:

- Experience – approximately five years experience with Los Angeles Unified School District as Teachers Assistant; experience working with students with learning disabilities.

The minimum qualifications for the Paraeducator - Special Education position are:

- Experience – one year of experience working with school-age children in an organized educational, health, child care, or other structured setting is required.
- Education – completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or Associate of Arts degree or higher degree.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Sadie Sutter, Paraeducator Special Education, at Step B, Range 17.0 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: July 14, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Cristian Guzman, Paraeducator Special Education

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 Special Education department for the Paraeducator - Special Education position. Mr. Cristian Guzman was selected for the position by the hiring authority, starting date August 16, 2022. Mr. Guzman is being recommended to start at Step C, Range 17 of the CSEA/OSD Classified Salary Schedule based on the following:

- Experience – approximately four years' experience working one on one with children with social and emotional disabilities and providing services to meet IEP goals.
- Education – Bachelor's degree in Psychology.

The minimum qualifications for the Paraeducator - Special Education position are:

- Experience – one year of experience working with school-age children in an organized educational, health, child care, or other structured setting is required.
- Education – completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or Associate of Arts degree or higher degree.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Cristian Guzman, Paraeducator Special Education, at Step C, Range 17.0 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: July 14, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Patricia Centurion, District Translator

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 Special Education department for the District Translator position. Ms. Patricia Centurion was selected for the position by the hiring authority, starting date July 18, 2022. Ms. Centurion is being recommended to start at Step C, Range 20 of the CSEA/OSD Classified Salary Schedule based on the following:

- Experience – approximately seven years of experience with Vista Real Charter High School translating for IEP's, teacher/parent conferences, and student intervention team meetings which is directly relevant to the District Translator position.
- Education – Master's of Arts in Education and Bachelor's in Business, emphasis on Entrepreneurship

The minimum qualifications for the District Translator position are:

- Experience – two years of full-time work experience composing, editing, and translating materials in English and the designated second language and providing consecutive or simultaneous oral interpretations during group meetings and in one-to-one situations; or three years of experience in a position for which bilingualism in the designated second language is a requirement.
- Education – graduation from high school or equivalency.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Patricia Centurion, District Translator, at Step C, Range 20.0 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: July 14, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Jaime Roddis, School Occupational Therapist

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 Special Education department for the School Occupational Therapist position. Mr. Jamie Roddis was selected for the position by the hiring authority, starting date June 20, 2022. Mr. Roddis is being recommended to start at Step C, Range 34.5 of the CSEA/OSD Classified Salary Schedule based on the following:

- Experience – approximately two years' experience working at Oxnard School District through an agency; trained and knowledgeable of district processes and procedures.
- Education – Master of Science in Occupational Therapy and Bachelor of Science in Rehabilitation Services.
- Exceptional recruitment difficulties for the classification – this is also considered a very difficult recruitment to fill due to the limited candidate pool for School Occupational Therapists.

The minimum qualifications for the School Occupational Therapist position are:

- Experience – experience working with students with a variety of disabilities in an educational setting is desirable.
- Education – possession of a valid license to operate as a Certified Occupational Therapist issued by the California Board of Occupational Therapy (CBOT).

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Jaime Roddis, 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: July 14, 2022

Agenda Section: Section C: Action Items

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

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

List of existing Grounds positions:

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

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

RECOMMENDATION:

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

ADDITIONAL MATERIALS:

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

IRRIGATION SPECIALIST

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

Definition

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

Supervision Received and Exercised

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

Essential and Marginal Function Statements

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

Essential Functions:

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

Qualifications

Knowledge of:

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

Ability to:

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

Experience and Training Guidelines

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

Experience: Three years of increasingly responsible irrigation system maintenance and repair experience.

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

License or Certificate

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

Working Conditions

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

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, crawling, climbing, pushing, pulling, walking, standing or sitting for prolonged periods of time; work on uneven or slippery surfaces; operating motorized equipment or vehicles; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically.

OXNARD SCHOOL DISTRICT

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

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

Revised: July 14, 2022

GROUNDS EQUIPMENT OPERATOR

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

Definition

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

Supervision Received and Exercised

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

Essential and Marginal Function Statements

Essential Functions:

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

Qualifications

Knowledge of:

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

Ability to:

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

Experience and Training Guidelines

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

Experience: Three years of increasingly responsible grounds equipment operation, maintenance and repair experience.

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

License or Certificate

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

Working Conditions

Environmental Conditions:

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

Physical Conditions:

Essential functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, crawling, climbing pushing, pulling; walking, standing or sitting for prolonged periods of time; work on uneven or slippery surfaces; operating motorized equipment or vehicles; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone, lift horizontally and vertically.

OXNARD SCHOOL DISTRICT

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

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

Revised: July 14, 2022

GROUNDS MAINTENANCE WORKER I

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

Definition

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

Supervision Received and Exercised

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

Distinguishing Characteristics

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

Essential and Marginal Function Statements

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

Essential Functions:

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

Qualifications

Knowledge of:

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

Ability to:

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

Experience and Training Guidelines

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

Experience: One year of increasingly responsible landscape construction experience.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate

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

Working Conditions

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

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, crawling, climbing, pushing, pulling, walking, standing or sitting for prolonged periods of time; work on uneven or slippery surfaces; operating motorized equipment or vehicles; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically.

Oxnard School District

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

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

Revised: July 14, 2022



Recruitment Type: Dual Certification

Director's Certification:

Eligibility List No.:
21-22:189; 21-22:177; 21-22:135
Established: 06/29/2022

Grounds Maintenance Worker I

Rank	Name	Expiration Date
1	Garcia, Edwin	6/8/2023
2	Burboa, Louis	6/29/2023
3	Pacheco, Albert Jimmy	6/8/2023
4	Torres, Edgar	6/29/2023
5	Smith, Ty M.	6/8/2023
6	Fernandez, Priscy	6/8/2023
6	Velasquez, Edward	4/4/2023
7	Barragan, Jonathan Gerardo	6/8/2023

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



Eligibility List No.:
 21-22:180; 21-22:114; 21-22:57
 Established: 06/14/2022

Recruitment Type: Dual Certification

Director's Certification:

Accounting Specialist IV

Rank	Name	Expiration Date
1	Rocha, Robert	6/14/2023
2	Davis, Amy L.	6/14/2023
3	Marin, Gabriel	2/25/2023
3	Pangilinan, Romeo N	11/23/2022
4	Guerrero, Tiffany	6/14/2023

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

Recruitment Type: Open/Promotional

Eligibility List No.: 21-22:181

Director's Certification:

Established: 06/14/22



Position Control Specialist

Rank	Name	Expiration Date
1	Nelson, Edith	6/14/2023



Recruitment Type: Dual Certification

Eligibility List No. 21-22:182

Director's Certification:

Established: 6/21/2022

Child Nutrition Worker

Rank	Name	Expiration Date
1	Granados, Adalberto	6/21/2023
2	Hamlett, Nancy Jean	6/21/2023
3	Averiette, Donna C.	6/21/2023
3	Espinosa, Javier	6/21/2023
4	Gasca, Sandra	6/21/2023
5	Ramirez, Ivy	6/21/2023
6	Romero, Sirena Elena	6/21/2023
7	Hernandez, Maria D.	6/21/2023
8	Hernandez, Miriam Roxana Martinez	6/21/2023
9	Beltran, Rocio	6/21/2023



Recruitment Type: Dual Certification

Eligibility List No. 21-22:178;

Director's Certification:

21-22:171; 21-22:156

Established: 6/21/2022

District Translator (Spanish)

Rank	Name	Expiration Date
1	Centurion Arce, Patricia G.	5/27/2023
2	Gonzalez, Amairani Karol	5/10/2023
3	Camarena, Sofia	6/21/2023
4	Aubuchon, Denise S	6/21/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.21-22:184; 21-22:139

Established: 6/22/2022

Transportation Driver

Rank	Name	Expiration Date
Previous List 21-22:139		
1	Feldsott, Susie Marie	4/5/2023
New List: 21-22:184		
1	Garcia Casarus, Damaso David	6/22/2023
2	Bermudez, Daisy	6/22/2023

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

Director's Certification:

Eligibility List No.: 21-22:179; 21-22:172;
21-22:162; 21-22:151;
21-22:134; 21-22:100
Established: 6/22/2022

Paraeducator Special Education

Rank	Name	Expiration Date
Previous List: 21-22:118; 21-22:100		
1	Carrillo, Silvia (B)	2/16/2023
2	Godfrey-Soto, Daniella Michelle	2/16/2023
3	Paredes Hernandez, Irlanda (B)	2/16/2023
4	Martinez, Yailene (B)	2/16/2023
New List: 21-22:179; 21-22:172; 21-22:162; 21-22:151; 21-22:134		
1	Lainez, Sintya Marlenne	6/1/2023
2	Gonzalez, Amairani Karol	5/9/2023
2	Guzman, Cristian	6/1/2023
2	Iniguez, Valeri	6/1/2023
3	Miguel, Patricia	5/9/2023
3	Monteil, Natalie	6/22/2023
4	Magana Melgoza, Flor	6/22/2023
4	Morales, Alicia Jasmin	6/1/2023
5	Jaurez, Ashley N.	6/22/2023
5	Teteris, Richard E.	6/1/2023
6	Contreras, Nancy	6/1/2023
7	Gomez, Rebecca	6/1/2023
7	Morehead, Kailee	4/5/2023

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**

7	Saine-Roberts, Ronda L.	6/22/2023
8	Baez, Diana D.	6/22/2023
8	Gonzales, Gabriela	6/22/2023
8	Soriano, Bianca	6/22/2023
8	Villegas, Paola	5/9/2023
9	Andrizzi, Vivencia L.	5/9/2023
10	Arteaga, Vanessa	6/1/2023
10	Soria, Roxanne	4/5/2023
10	Zuniga, Blanca E.	5/9/2023
11	Almanza, Valerie (B)	4/14/2023
11	Sutter, Sadie Alysia	6/1/2023
12	Garza, Amber Nicole	6/22/2023
12	Perez, Eyra A.	6/1/2023
12	Vacio Pena, Daniela	6/22/2023
13	Saad, Misbah	6/22/2023
13	Salazar, Emily	6/1/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:192; 21-22:152;

21-22:61

Established: 07/5/2022

Campus Assistant

Rank	Name	Expiration Date
1	Herman, Virginia	7/5/2023
2	Hernandez, Cecelia M.	7/5/2023
2	Romero, Sirena Elena	7/5/2023
2	Santana, Ruben	7/5/2023
2	Torres, Alfred	7/5/2023
3	Agustin, Jaime M.	7/5/2023
3	Valadez, Victoria Leslie	7/5/2023
4	Chavez, Jose	7/5/2023
4	Conchas F. Patricia	7/5/2023
4	Nakamura, Erika	7/5/2023
4	Rhodes, Boris G.	7/5/2023
4	Ruelas, Samantha Amelia	7/5/2023
5	Abramovitch, Olivia	7/5/2023
5	Arzola, Abigail	7/5/2023
5	Barrios, Natalie	4/14/2023
5	Ceja, Joanna	7/5/2023
5	Lopez, Sara	7/5/2023
5	Montesinos, Melissa Marie	7/5/2023
6	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**

7	Ceja, Jacqueline	4/14/2023
7	Garcia, Angel	7/5/2023
7	Steen, April Dawn G.	4/14/2023
7	Villafana, Soledad	7/5/2023
8	Delgado, Elvia	11/19/2022
9	Garcia, Carolina Campos	7/5/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:199; 21-22:157;
21-22:136; 21-22:101; 21-22:69
Established: 6/21/2022

Health Care Technician

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

1	Quiles, Miguel	12/6/2022
2	Natividad, Maybelle B	2/10/2023

New List 21-22:199; 21-22:157; 21-22:136

1	Cordero, Leilah	6/21/2023
1	Cuellar, Anglica Linda	6/21/2023
1	Dornan, Julia M	3/23/2023
1	Pantoja, Salud Salud	6/21/2023
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

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. 21-22:194

Director's Certification:

Established: 7/1/2022



Executive Assistant to the Superintendent

Rank	Name	Expiration Date
1	Pierce, Paulina	7/1/2023
2	Lugo Dominguez, Lydia	7/1/2023
3	Sheldon, Maureen R	7/1/2023

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

New Hires

Appel, Morgan C.	Paraeducator – Special Education, Position #10645 Kamala 5.75 hrs./183 days	05/16/2022
Barrera Avila, Juan A.	Grounds Maintenance Worker I, Position #965 Grounds 8.0 hrs./246 days	05/12/2022
Coria, Crystal	Paraeducator – Special Education, Position #7926 San Miguel 5.75 hrs./183 days	05/03/2022
Esparza, Lucia M.	Campus Assistant, Position #10559 Ritchen 5.0 hrs./180 days	05/09/2022
Lopez, Irene	Child Nutrition Worker, Position #186 Driffill 5.5 hrs./185 days	05/09/2022
Lopez Barrera, Diego G.	Custodian, Position #10465 Custodial Services 8.0 hrs./246 days	05/05/2022
O'Campo, Alex	Campus Assistant, Position #7150 Fremont 5.25 hrs./180 days	05/09/2022
Romero, Iliana	Child Nutrition Worker, Position #2222 McAuliffe 5.0 hrs./185 days	05/04/2022

Limited Term/Substitutes

Alfaro, Eduardo	Custodian (substitute)	05/10/2022
BenAmar, Sheherazade	Clerical (substitute)	05/17/2022
Blake, Karen R.	Paraeducator (substitute)	05/13/2022
Jimenez Estolano, Elizabeth	Clerical (substitute)	05/10/2022
King, Sandra	Clerical (substitute)	05/05/2022
Saab, Suleima	Campus Assistant and Paraeducator (substitute)	05/12/2022
Smith, Jaycin	Clerical (substitute)	05/11/2022
Vasquez Cruz, Guadalupe	Child Nutrition Worker (substitute)	05/06/2022
Villagomez, Celine	Clerical (substitute)	05/17/2022
Villegas, Paola	Paraeducator (substitute)	05/17/2022

Promotions

Gonzalez Jr., David C.	Maintenance Worker II, Position #829 Maintenance 8.0 hrs./246 days Maintenance Worker I, Position #5845 Maintenance 8.0 hrs./246 days	05/06/2022
Guerrero, Francisco S.	Maintenance Worker I, Position #5844 Maintenance 8.0 hrs./246 days Grounds Maintenance Worker I, Position #10405 Maintenance 8.0 hrs./246 days	05/02/2022
Morales, Maria A.	Child Nutrition Cafeteria Coordinator, Position #1282 Marina West 8.0 hrs./189 days Child Nutrition Worker, Position #1829 Marshall 5.0 hrs./185 days	05/03/2022

Promotions (Continued)

Webb, Diane T.	Paraeducator – Special Education, Position #9213 Harrington 5.75 hrs./183 days Paraeducator II, Position #10594 Special Education 5.75 hrs./183 days	05/10/2022
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Transfers

Medina, Ana L.	Outreach Specialist, Position #6076 Frank 8.0 hrs./180 days Outreach Specialist, Position #2561 Brekke 8.0 hrs./180 days	05/23/2022
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Medical Layoffs

9246	Child Nutrition Worker, Position #1287 Rose Avenue 5.0 hrs./185 days	05/13/2022
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Release From Probation

8695	Grounds Maintenance Worker I, Position #10402 Grounds 8.0 hrs./246 days	05/17/2022
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Terminations

3529	Child Nutrition Cafeteria Coordinator, Position #266 Rose Avenue 8.0 hrs./189 days	05/05/2022
7825	Campus Assistant, Position #7901 Driffill 5.5 hrs./180 days	05/05/2022

Resignations

Gifford, Kellsie J.	Library Media Technician, Position #2199 Sierra Linda 5.0 hrs./190 days	05/20/2022
Martinez, Gwendolyn G.	Paraeducator II, Position #9209 Sierra Linda 5.75 hrs./183 days	05/09/2022

New Hires

Arreguin Castillo, Luz G.	Custodian, Position #10472 Custodial Services 8.0 hrs./246 days	06/06/2022
Cortez, Daniel	Paraeducator – General Education, Position #10665 Elm 8.0 hrs./183 days	06/06/2022
Dalusong, Christopher	Custodian, Position #10466 Custodial Services 8.0 hrs./246 days	05/16/2022
Gutierrez, Martha	Campus Assistant, Position #3031 Ramona 4.5 hrs./180 days	06/01/2022
Lopez, Araceli	Paraeducator – Special Education, Position #9291 Lemonwood 5.75 hrs./183 days	06/06/2022
Macias, Alan A.	Custodian, Position #11046 Marshall 4.0 hrs./246 days	06/02/2022
Romero, Adriana	Secretary, Position #6204 Special Education 8.0 hrs./246 days	05/31/2022
Salazar, Elida	Language Assessment Technician, Position #2436 Enrollment Center 5.5 hrs./246 days	05/16/2022
Silva, Ana M.	Library Media Technician, Position #1039 Marina West 5.0 hrs./190 days	05/31/2022
Tavira Charco, Eliseo	District Translator, Position #10961 Special Education 8.0 hrs./246 days	06/06/2022

Transfers

Najera, Sandra	Paraeducator – General Education, Position #7189 Ritchen 4.17 hrs./183 days Paraeducator – General Education, Position #7189 Ritchen 3.17 hrs./183 days	05/12/2022
Pleitez-Cruz, Jonathan M.	Campus Assistant, Position #8506 Marshall 5.5 hrs./180 days Campus Assistant, Position #7826 Frank 5.25 hrs./180 days	05/27/2022

Leaves of Absence

Hernandez, Francisco J.	District Translator, Position #7157 Special Education 8.0 hrs./246 days	06/20/2022 – 07/04/2022
Ibarra Diaz, Pamela	Family Liaison, Position #9625 Early Childhood Programs 6.0 hrs./180 days	05/31/2022 – 06/17/2022

Retirements

Valdes, Ricardo L.	Child Nutrition Worker, Position #2826 Sierra Linda 5.0 hrs./185 days	06/17/2022
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PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: July 14, 2022

Agenda Section: Section D: Reports/Other Information/Discussion Items

Distribution of Duties - Air Filters

At the regular Personnel Commission meeting on June 9, 2022, CSEA brought a concern forward to the Personnel Commissioners regarding Custodians being directed to change air filters by the District. CSEA asked the Personnel Commissioners to help resolve their concerns. The air filters that Custodians are being asked to replace are for portable air purifiers that were placed at school sites and offices around the District as a response to the COVID19 pandemic.

In reviewing the job classifications in the Maintenance/Operations job family, the following job descriptions have language regarding performing similar duties:

- HVAC Technician – “Repair or replace compressors, charge units control, thermostats, pumps, water pressure regulators and other parts and systems; charge refrigeration systems; inspect, clean and replace filters as necessary”
- Maintenance Worker II – “Independently performs semi-skilled to skilled maintenance, repair, and construction work in the upkeep of District facilities”
- Maintenance Worker I – “Performs a variety of unskilled and semi-skilled maintenance and repair work in the upkeep of District facilities and equipment; assists skilled personnel in the performance of a wide variety of duties related to the building trades”
- Lead Custodian – “Performs minor maintenance and non-technical repairs such as replacing fluorescent or incandescent bulbs or adjusting venetian blinds and light fixtures; perform minor maintenance of custodial equipment and materials”
- Custodian – “Performs minor maintenance and non-technical repairs such as replacing fluorescent or incandescent bulbs or adjusting venetian blinds and light fixtures”

RECOMMENDATION:

N/A