



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF REGULAR MEETING

AGENDA

Thursday, March 10, 2022

4:30 p.m. Regular Meeting

Portable 403 of the ESC

1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of February 10, 2022

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.

C. ACTION ITEMS

1. Advanced Salary Placement (page 6)
The Personnel Commission will ratify the advanced step placement for Renante Rillorta, Health Care Technician, at range 22.0 Step B pursuant to the Personnel Commission Rules & Regulations 70.200.1
2. Advanced Salary Placement (page 7)
The Personnel Commission will ratify the advanced step placement for Francisco Hernandez, District Translator, at range 20.0 Step C pursuant to the Personnel Commission Rules & Regulations 70.200.1
3. Advanced Salary Placement (page 8)
The Personnel Commission will ratify the advanced step placement for Juan Gamez, Grounds Maintenance Specialist, at range 22.0 Step C pursuant to the Personnel Commission Rules & Regulations 70.200.1

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

4. Advanced Salary Placement (page 9)
The Personnel Commission will ratify the advanced step placement for Edith Nelson, Accounting Specialist IV, at range 23.0 Step B pursuant to the Personnel Commission Rules & Regulations 70.200.1
5. Advanced Salary Placement (page 10)
The Personnel Commission will ratify the advanced step placement for Maribel Roldan, Paraeducator-General Education, at range 15.0 Step C pursuant to the Personnel Commission Rules & Regulations 70.200.1
6. Advanced Salary Placement (page 11)
The Personnel Commission will ratify the advanced step placement for Elsa Lopez, Speech Language Pathology Assistant, at range 26.0 Step B pursuant to the Personnel Commission Rules & Regulations 70.200.1
7. Reclassification Request – Translators (page 12-55)
The Personnel Commission will consider the reclassification request submitted by Translators
8. 70.700 Salary and Benefits for Substitute, Limited-Term, and Provisional Employees (not Regular Employees of the District) Second Reading (page 56-59)
The Personnel Commission will review revisions to PC Rule 70.700.
9. Eligibility Lists (page 60-71)
The Personnel Commission will review certification of eligibility lists.

D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

These items are presented for information or study only, no action will be taken.

1. Personnel Actions (page 72-76)
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
2. Director’s Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
3. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
5. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

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

E. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Persons wishing to address the Personnel Commission on an agenda item identified in th

F. CLOSED SESSION

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

1. Pursuant to Section 54956, 54957 of the Government Code, the Commission will consider a personnel matter concerning:
 - Public Employee Evaluation: Director, Classified Human Resources
2. Reconvene to open session and report out of closed session.
The Commission will report on any action taken in closed session.

G. ADJOURNMENT

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



OXNARD SCHOOL DISTRICT REGULAR MEETING MINUTES

Thursday, February 10, 2022
4:30 p.m. Portable 403 of the ESC
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, February 10, 2022, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:39 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were: Paul Robinson, Chair of the Personnel Commission Edward M. Castillo, Vice Chair of the Personnel Commission Ernest Morrison, Member of the Personnel Commission</p> <p>Shristie N. Torres, Director Classified Human Resources Tanya Ventura, Human Resources Analyst Brittany Verduzco, Human Resources Analyst</p> <p>Guests: Leticia Arellano; Speech Language Pathology Assistant; Hannah Brock, Speech Language Pathology Assistant; Silvia Carrillo, CSEA Representative; Danielle Jefferson, Director, Special Education; Kristine Kwong; Legal Counsel; Ilene Poland, CSEA President; Victoria Saadati, Staff Member; Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo asked for Item E and Item F to be discussed after Item B. Commissioner Morrison moved to approve the agenda of Thursday, February 10 2022 as amended. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Morrison <u>Y</u>; Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Morrison moved to approve the minutes of January 13, 2022 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Morrison <u>Y</u> Robinson <u>Y</u></p>	<p>APPROVAL OF MINUTES</p>
<p>The Commission convened into closed session at 4:48pm. They reconvened into open session at 7:04 pm and reported that no action was taken.</p>	<p>Closed Session</p>
<p>Commissioner Castillo moved to approve the advanced step placement for Hannah Brock at range 26.0 Step C of the CSEA/OSD Classified Salary Schedule. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Morrison <u>Y</u> Robinson <u>Y</u></p>	<p>ACTION ITEMS Advanced Salary Placement</p>
<p>Commissioner Castillo moved to approve the advanced step placement for Leticia Arellano at range 26.0 Step C of the CSEA/OSD Classified Salary Schedule. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Morrison <u>Y</u> Robinson <u>Y</u></p>	<p>Advanced Salary Placement</p>
<p></p>	<p></p>

Commissioner Robinson moved to approve revisions as presented to the job description of Assistant Superintendent, Business & Fiscal Services. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Morrison <u>Y</u> Robinson <u>Y</u>	Assistant Superintendent, Business & Fiscal Services
Commission Castillo moved to have the release notices to be sent on District Human Resources letterhead. This will make it clear that the notice is from the District and not the Personnel Commission. Commission Morrison seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Morrison <u>Y</u> Robinson <u>Y</u>	60.1000.1 Cause for Suspension, Demotion, Dismissal
Commissioner Castillo moved to move forward with the timeline as presented. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Morrison <u>Y</u> Robinson <u>Y</u>	Reclassification Request-Translators
Commissioner Castillo moved to approve the eligibility lists of Director of Transportation, Grounds Maintenance Worker I, Translator, Grounds Maintenance Specialist, Payroll Technician, Accounting Specialist IV, Speech Language Pathology Assistant, Human Resources Technician, Substitute Campus Assistant, Substitute Custodian, Substitute Paraeducator, Substitute Clerical. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Morrison <u>Y</u> Robinson <u>Y</u>	Eligibility Lists
	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
The Personnel Commission reviewed the Personnel Actions of January 19, 2022.	Personnel Actions
Mrs. Torres gave an update on current recruitments and summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Dr. Torres reported that the District is working with CSEA on potential layoffs in the Preschool program. This is due to changes in the requirements in the Early Childhood Education program. He also reported that all bargaining units are currently in negotiations.	Report by Assistant Superintendent, Human Resources
There being no further business, the Commission adjourned at 8:27 p.m. The next regular meeting is scheduled for March 10, 2022.	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, February 10, 2022 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

March 10, 2022

TITLE: Advanced Step Placement for Renante Rillaorta, Health Care Technician

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in Pupil Services for the Health Care Technician (LVN) position. Mr. Renante Rillorta was selected for the position by the hiring authority, starting date to be determined.

Mr. Rillorta requested to start at Step B, Range 22 of the CSEA/OSD Classified Salary Schedule based on his experience working as a Registered Nurse in Philippines and Bachelors of Science in Nursing. The minimum experience requirement for a Health Care Technician (LVN) is six months working in acute care coupled with some clerical background preferred. The minimum education requirement is possession of a LVN license.

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

RECOMMENDATION:

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

March 10, 2022

TITLE: Advanced Step Placement for Francisco Hernandez, District Translator

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in the Special Education department for the District Translator position. Mr. Francisco Hernandez was selected for the position by the hiring authority, start date of February 28, 2022.

Mr. Hernandez requested to start at Step C, Range 20 of the CSEA/OSD Classified Salary Schedule based on his experience working in the ELD field as a former English Teacher and all its aspects to the English-Spanish language exchange within the work field for ten years. Mr. Hernandez also possesses a Bachelors in Social Sciences/Humanities and English. The minimum experience requirement for a District Translator is 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. The minimum education requirement is graduation from high school or equivalency; additional training or college coursework in interpretation and translation or the designated second language is desirable.

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

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Francisco Hernandez, District Translator at Step C, Range 20 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

March 10, 2022

TITLE: Advanced Step Placement for Juan Gamez, Grounds Maintenance Specialist

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in Facilities/Grounds for the Grounds Maintenance Specialist position. Mr. Juan Gamez was selected for the position by the hiring authority, starting date to be determined.

Mr. Gamez requested to start at Step C, Range 22 of the CSEA/OSD Classified Salary Schedule based on his experience working as a Grounds Specialist at Hueneme Elementary School District since 2015. He also brings with him relevant certificates and licenses such as pesticide handlers license, scissor lift, boom lift and sheet metal welder certificate. The minimum experience requirement for a Grounds Maintenance Specialist is three years of grounds maintenance experience which includes experience in all of the following: grounds landscaping and maintenance, irrigation systems, and landscape construction. The minimum education requirement is graduation from high school or equivalency; specialized training in irrigations systems and pest removal is desirable.

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

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Juan Gamez, Grounds Maintenance Specialist at Step C, Range 22 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

March 10, 2022

TITLE: Advanced Step Placement for Edith Nelson, Accounting Specialist IV

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in Fiscal Services for the Accounting Specialist IV position. Ms. Edith Nelson was selected for the position by the hiring authority, starting date March 2, 2022.

Ms. Nelson requested to start at Step B, Range 23 of the CSEA/OSD Classified Salary Schedule based on her experience working at Newhall School District as a Fiscal Services Technician since 2020, prior bookkeeping experience of about 10 years and previous experience as an Accounting Manager. Ms. Nelson also brings with her a Bachelor's degree in Applied Studies, with honors in the major and minor in Communications. The minimum experience requirement for an Accounting Specialist IV is five years of increasingly responsible payroll, financial or clerical accounting experience; lead experience preferable. The minimum education requirement is equivalent to the completion of the twelfth grade supplemented by college level course work in accounting or a related field.

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

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Edith Nelson, Accounting Specialist IV at Step B, Range 23 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

March 10, 2022

TITLE: Advanced Step Placement for Maribel Roldan, Paraeducator - General Education

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy at Sierra Linda School for the Paraeducator - General Education position. Ms. Maribel Roldan was selected for the position by the hiring authority, starting date to be determined.

Ms. Roldan requested to start at Step C, Range 15 of the CSEA/OSD Classified Salary Schedule based on her eleven years of experience working in the field of education as a preschool teacher assistant, instructional aid with special needs high school students, preschool teacher, and most recently, as a home-based preschool teacher. In addition, she has a Masters degree in Latin American and Iberian Studies and a Child Development Permit. The minimum experience requirement for an Paraeducator - General Education is some experience working with school-age children in an organized educational, health, child care, or other structured setting as highly desirable. The minimum education requirement are the Title I Paraeducator requirements.

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

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Maribel Roldan, Paraeducator - General Education at Step C, Range 15 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

March 10, 2022

TITLE: Advanced Step Placement for Elsa Lopez, Speech Language Pathology Assistant

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in Special Education for the Speech Language Pathology Assistant position. Ms. Elsa Lopez was selected for the position by the hiring authority, starting date to be determined.

Ms. Lopez requested to start at Step B, Range 26 of the CSEA/OSD Classified Salary Schedule based on her twenty plus years of experience as a Paraeducator in the Special Education program with Conejo Valley Unified School District. She is able to work with a multitude of disabilities and has a great deal of experience with behaviors. The minimum experience requirement for a Speech Language Pathology Assistant is six months of experience working with individuals with speech and language disabilities in a structured environment as desired. There are no educational requirements other than the Speech-Language Pathology Assistant License.

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

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Elsa Lopez, Speech Language Pathology Assistant at Step B, Range 26 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

March 10, 2022

TITLE: Reclassification Request – Translators

BACKGROUND & FINDINGS:

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

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

As a result, a new job description is being proposed for the incumbents under the classification of Translator/Community Support Liaison – Trilingual (Mixteco, Spanish, English). We are recommending salary range 22 (\$23.21/hour - \$28.22/hour) for this new job description.

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

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the reclassification request submitted by Ms. Norma Zarate Cruz and Ms. Argelia Alvarado Zarate effective March 11, 2022.

Staff also recommends that the Personnel Commission take action to approve the new classification of Translator/Community Support Liaison – Trilingual (Mixteco, Spanish, English) at range 22 of the Classified salary schedule.



OXNARD SCHOOL DISTRICT

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

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

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

Date: March 4, 2022

Re: Reclassification Request Recommendation

Background

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

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

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

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

February 4, 2022	Consultants from EMS reviewed first draft of Translator job description with supervisor and gave the draft over to Classified HR staff to complete the reclassification study.
February 23, 2022	Classified HR staff met with Translator incumbents Norma Zarate Cruz and Argelia Alvarado Zarate to review the final draft of the proposed new job description as a recommendation for the reclassification study.
February 25, 2022	Classified HR staff met with Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement to review the final draft of the proposed new job description as a recommendation for the reclassification study.
March 2, 2022	Classified HR staff met with Ilene Poland, CSEA President and Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement to review the final draft of the proposed new job description as a recommendation for the reclassification study.
March 2 – 4, 2022	Developed the reclassification request recommendation.
March 4, 2022	Submitted the reclassification request recommendation to Superintendent’s office.
March 10, 2022	Submitted the reclassification request recommendation to Personnel Commission.

Summary of Findings

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

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

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

Recommendation

It is recommended that, effective March 11, 2022 (dependent on meeting date at which this recommendation is submitted to the Personnel Commission and approved):

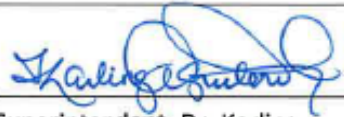
The Personnel Commission take action to approve the reclassification request submitted by Ms. Norma Zarate Cruz and Ms. Argelia Alvarado Zarate.

Superintendents Approval:

Kindly enter your comments/or concerns in the space below, then sign and date where indicated, and return this form to Tanya Ventura, Human Resources Analyst, in the Classified Human Resources office by **March 9, 2022**.

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

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

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

Attachments:

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



Received
5/18/21 - SAC

PERSONNEL COMMISSION

POSITION CLASSIFICATION QUESTIONNAIRE

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

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

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

SECTION I - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

Zarate Cruz Norma _____
Last Name First Name M.I.

Work Site: Ed Services and School sites

Department: Ed Services

Phone Ext.: 2334

Classification: Classified/Translator

Immediate Supervisor: Teresa Ruvalcaba

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

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

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

SECTION II - To be completed by the employee.

DESCRIPTION OF DUTIES

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

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

SAMPLE:

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

Comments

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

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

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

Comments:

(Continued from previous page)

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

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

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

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

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

Comments:

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

(Continued from previous page)

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

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

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

Comments:

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

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

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

Comments:

(Continued from previous page)

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

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

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

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

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

Comments:

(Continued from previous page)

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

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

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

Comments:

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

(Continued from previous page)

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

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

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

Comments:

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Teresa Ruvalcaba

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

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

- Verbal Instructions Rough Draft
 Written Instructions Outline Form
 Other - Explain:

- _____
- Detailed Instructions (What to do and how to do it)
 Instructed as to the desired objectives; must determine own methods
 Work is performed according to established procedure; instructed only in the event of variations
 Other - Explain:

4. Are you required to interpret: Policy Rules Regulations

If you selected on or more options above, please explain:
We Interpret and explain school policies and rules to parents and students because everything is new and different to them. Many times parents dont know that their children should be enrolled in school and when they enrolled them they think that they dont have to attend school everyday. We also explain and go over parent rights with them.

5. What tools or equipment do you use in your work?
Computers,Laptops,Printers,Cellphones,Headphones,Laminator,iPads, Hotspot

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

No

7. Do you supervise other employees?

YES NO

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

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

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

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

High School Diploma or Associates Degree

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

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

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

7 years

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

7 years

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

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

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

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

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

Norma Jarama
 Signature

05/07/2021
 Date

SECTION IV – To be completed by the immediate supervisor

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

PLEASE TYPE OR PRINT ALL INFORMATION

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

2. Describe how closely the employee is supervised.
 - Work is checked in detail Spot checks
 - Work is checked in process Casual observation
 - Check completed work Works independently
 - Work checked as assistance is required
 - Work subject to automatic checks
 - Administrative review
 - Other:

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

YES NO

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

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

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

Yes, Argelia Alvarado - Classified translator/interpreter

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

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

Teresa Rowland
Signature of Immediate Supervisor

5/17/21
Date

(Audit Form - Rev. 06/12)

Personnel

Received
5/18/21 - SO.



POSITION CLASSIFICATION QUESTIONNAIRE

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

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

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

SECTION I - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

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

Work Site: Ed. Services and School sites

Department: Ed. Services

Phone Ext.: 2361

Classification: Classified/Translator

Immediate Supervisor: Teresa Ruvalcaba

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

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

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

SECTION II - To be completed by the employee.

DESCRIPTION OF DUTIES

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

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

SAMPLE:

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

Comments

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

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

Comments:

(Continued from previous page)

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

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

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

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

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

Comments:

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

(Continued from previous page)

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

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

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

Comments:

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

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

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

Comments:

(Continued from previous page)

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

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

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

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

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

Comments:

(Continued from previous page)

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

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

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

Comments:

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

(Continued from previous page)

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

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

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

Comments:

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

Task	D	W	M	Q	S	A	O	Overall %
Nurse support with phone calls and procedure explanation for lice treatment.					X			10
ORC and parent support with Operation School Bell(Helping ORC to select families and giving information to parents)						X		15
Parent support and Interpretation at Gate meetings.						X		15
Interpretation and support at Workshops and classess offered by the SPED department.					X			20
General Clerical support (Answer department calls, transfer calls and support parents with questions and concerns)	X							15
Video call to work parents through App. 1/2022.		X						20
High School applications are needed					X			20
Support with Field trip/Excursion communication and Medical treatment Authorization forms				X				20
ABT Card Application Support							X	40
Toy Support with Special workers					X			50

Comments:

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Teresa Ruvalcaba

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

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

Verbal Instructions Rough Draft

Written Instructions Outline Form

Other - Explain:

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

Instructed as to the desired objectives; must determine own methods

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

Other - Explain:

4. Are you required to interpret: Policy Rules Regulations

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

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

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

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

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

No

7. Do you supervise other employees?

YES NO

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

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

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

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

High School Diploma or Associates Degree

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

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

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

7 years

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

7 years

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

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

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

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

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

Argelia Alvarado
 Signature

05/07/2021
 Date

SECTION IV – To be completed by the immediate supervisor

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

PLEASE TYPE OR PRINT ALL INFORMATION

1. Judgment, planning, analytical ability required.

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

2. Describe how closely the employee is supervised.

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

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

YES NO

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

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

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

Yes, Norma Zarate

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

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

Jesus Rumbal
Signature of Immediate Supervisor

5/17/21
Date

(Audit Form - Rev. 06/12)

TRANSLATOR (B)

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

SUMMARY OF DUTIES

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

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

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

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a designated site or department administrator.

ESSENTIAL DUTIES

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

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

Other Related Duties

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

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

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

Ability to:

- Speak, read, and write fluently and effectively in English and designated second language.
- Develop rapport with native speakers of designated second language;
- Operate a variety of office machines and equipment such as a personal computer and applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machine;
- Type/keyboard at a corrected rate of 40 words per minute;
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate effectively, both orally and in writing;
- Understand and follow oral and written directions;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with minimal direction;
- Exercise good judgment.

Traits:

- Appreciates and respects the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources.
- Is trustworthy and responsible for his/her actions;
- Overcomes linguistic and cultural barriers;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

EMPLOYMENT STANDARDS

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

Oxnard School District

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Experience: Demonstrated knowledge of designated second language.

Special: Possession of a valid California Driver's License.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

Physical Requirements: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

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

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 18.0

Approved: 2/98

Revised: 11/13

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

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

SUMMARY OF DUTIES

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

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a designated site or department administrator.

ESSENTIAL DUTIES

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

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

Other Related Duties

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

KNOWLEDGE, ABILITIES, AND SKILLS

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

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

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

EMPLOYMENT STANDARDS

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

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

Special: Possession of a valid California Driver's License.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

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Physical Requirements: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

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

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 22.0

Approved: 03/10/2022

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

March 10, 2022

TITLE: Personnel Commission Rule 70.700 – Second Reading

BACKGROUND & FINDINGS:

Revisions to Personnel Commission Rule 70.700 Salary and Benefits for Substitute, Limited-Term, and Provisional Employees (not Regular Employees of the District) is being presented for second reading.

Effective January 1, 2022, the minimum wage increased to \$15 per hour for employers with 26 or more employees for the state of California. In order to remain compliant with the minimum wage increase and remain competitive as an employer, the Board of Education voted to revise the Classified Temporary Employee Salary Schedule.

Classified substitutes will be paid at Step A of the salary range of the classification they will be working. Retiree substitutes will be paid at the step and range they retired from if substituting within the same classification. AVID Tutor (exempt) will be paid at the established minimum wage of \$15 per hour.

The change in the substitute pay impacts PC Rule 70.700 which references the old Classified Temporary Employee Salary Schedule. The changes recommended are aligned with the current classified substitute pay structure.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions to Personnel Commission Rule 70.700 Salary and Benefits for Substitute, Limited-Term, and Provisional Employees (not Regular Employees of the District) as presented.

PERSONNEL COMMISSION RULES & REGULATIONS

70.700 PCRR

70.700 Salary and Benefits for Substitute, Limited-Term, and Provisional Employees (not Regular Employees of the District)

- A. ~~Substitute, Limited-Term, and Provisional employees (not regular employees of the District) shall be paid at Step A of the salary range of the classification they will be working. Retiree substitutes will be paid at the step and range they retired from if substituting within the same classification, in accordance with the Temporary Salary Schedule. All job classifications are grouped into six pay groups, Group I through Group VI. The salary rates for each group are indicated on the Temporary Salary Schedule. Substitute and temporary employees will be paid at the appropriate group rate depending upon the classification in which they are substituting. No stipends or differentials will be paid. (except to retirees as listed below.)~~
- B. A substitute, limited-term or provisional employee shall not be assigned to perform duties above and beyond those of the classification for which he/she is initially employed except in cases of emergency.

To be considered an emergency, the duties to be performed must be of such a nature that, if not performed, could cause a curtailment or stoppage of school/district business.

- C. Substitute, limited-term, and provisional employees shall not be entitled to health and welfare benefits.

70.700.1 — ~~PERS Retirees Compensation~~

- ~~A. PERS members who have retired from the Oxnard School District shall be paid a 5% differential over the amount listed on the Temporary Salary Schedule for the first three years only.~~

OXNARD SCHOOL DISTRICT

Personnel Commission Rules and Regulations

Adopted: October 23, 1968

70.700 Revised: February 10, 1981; January 7, 1982; August 4, 1983; May 7, 1992; April 6, 1995;
February 10, 2022

70.700.1 Revised: May 7, 1992; June 23, 1994; April 6, 1995

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2021-2022 Active Classifications w/ Salary Ranges

Oxnard School District

RANGE CHILD NUTRITION SERVICES

- 21.5 Child Nutrition Services Operations Specialist
- 18.5 Child Nutrition Cafeteria Coordinator
- 13.5 Child Nutrition Worker

RANGE CLERICAL SUPPORT

- 23.0 Attendance Accounting Specialist II
- 22.5 District Testing & Assessment Coordinator
- 22.0 District Textbook Coordinator
- 21.5 Administrative Assistant
- 21.5 Compensatory Education Assistant
- 21.5 Facilities Secretary
- 21.5 School Office Manager
- 21.0 English Learner Data Technician
- 21.0 Special Education Data Technician
- 20.5 Attendance Accounting Specialist I
- 20.0 District Translator
- 19.5 Attendance Accounting Technician
- 19.5 Facilities Technician
- 19.5 Intermediate School Secretary
- 19.5 Office Assistant III
- 19.5 Secretary
- 19.0 Office Assistant/Switchboard Operator
- 18.5 Library/Media Technician
- 18.0 Translator
- 17.0 Health Assistant
- 17.0 Office Assistant II
- 16.5 Records Assistant
- 13.0 Clerical Assistant

RANGE COMMUNITY RELATIONS

- 24.0 District Community Liaison
- 24.0 Outreach Specialist
- 24.0 Parent Support Liaison
- 22.5 Special Education Service Coordinator
- 21.5 Family Liaison
- 18.5 Migrant Education Recruiter

RANGE FISCAL

- 24.0 Position Control Specialist
- 23.5 Senior Payroll Technician
- 23.0 Accounting Specialist IV
- 22.0 Payroll Technician
- 21.5 Accounting Specialist III

RANGE HUMAN RESOURCES

- 24.0 Credential Technician
- 23.0 Risk Management Specialist
- 21.0 Human Resources Technician
- 19.5 Human Resources Assistant

RANGE INSTRUCTIONAL SUPPORT

- 34.5 School Occupational Therapist
- 26.0 Speech-Language Pathology Assistant
- 23.5 Preschool Teacher
- 22.5 Paraeducator - Hearing Impaired (Sign Language)
- 22.0 Health Care Technician
- 17.5 Adaptive Technology Specialist
- 17.5 Paraeducator - Hearing Impaired (Oral Speech)
- 17.5 Registered Behavior Technician
- 17.0 Language Assessment Technician (Spanish Bilingual)
- 17.0 Paraeducator - Special Education
- 16.5 Instructional Assistant - Special Ed. (SH)
- 16.5 Paraeducator III
- 16.0 Infant Program Assistant
- 16.0 Instructional Assistant - Special Ed. (SDC)
- 16.0 Instructional Assistant - Speech
- 16.0 Paraeducator II
- 15.5 Instructional Assistant - Special Ed. (RSP)

RANGE INSTRUCTIONAL SUPPORT continued

- 15.5 Instructional Physically Handicapped Assistant
- 15.0 Preschool Assistant
- 15.0 Instructional Assistant
- 15.0 Paraeducator - General Education

RANGE MAINTENANCE/OPERATIONS

- 25.5 Grounds Maintenance Lead
- 24.0 Electrician
- 23.5 Electronics Repair Technician
- 23.5 Heating, Ventilation, & Air Conditioning Technician
- 23.5 Plumber
- 23.5 Vehicle & Equipment Mechanic
- 23.0 Carpenter
- 23.0 Locksmith
- 22.0 Facilities Materials Specialist
- 22.0 Grounds Maintenance Specialist
- 22.0 Irrigation Specialist
- 22.0 Painter
- 21.5 Maintenance Worker II
- 19.5 Grounds Equipment Operator
- 19.5 Lead Custodian
- 18.5 Maintenance Worker I
- 18.5 Security/Maintenance Worker (N)
- 18.0 Grounds Maintenance Worker I
- 17.0 Custodian

RANGE PURCHASING/GRAPHICS/WAREHOUSE

- 23.0 Buyer
- 22.5 Reprographics Coordinator
- 21.5 Purchasing Specialist
- 20.5 Reprographics Technician
- 20.0 Shipping/Receiving Clerk/Delivery Driver
- 18.0 Warehouse Worker/Delivery Driver
- 17.0 Instructional Materials Warehouse Attendant/Driver

RANGE TECHNOLOGY

- 32.0 Network Systems Analyst
- 29.0 Information Technology Project Coordinator
- 29.0 Site Technology Coordinator
- 27.0 Technology Services Technician
- 24.0 Information Systems Data Technician
- 23.5 Instructional TV Services Coordinator
- 21.0 Help Desk Support Technician
- 20.0 Site Technology Technician

RANGE TRANSPORTATION

- 22.5 Transportation Router/Scheduler
- 20.5 Transportation Dispatcher/Scheduling Assistant
- 20.0 Bus Driver/Mechanic Assistant
- 19.5 Bus Driver
- 19.5 Cover Bus Driver/Office Assistant
- 16.0 Transportation Driver

RANGE OTHER

- 11.5 Campus Assistant

updated 10.2021

	Step A	Step B	Step C	Step D	Step E
Range 3.0	\$9.18	\$9.64	\$10.13	\$10.63	\$11.16
Range 3.5	\$9.41	\$9.88	\$10.37	\$10.89	\$11.44
Range 4.0	\$9.66	\$10.14	\$10.65	\$11.18	\$11.74
Range 4.5	\$9.89	\$10.39	\$10.91	\$11.45	\$12.03
Range 5.0	\$10.13	\$10.64	\$11.17	\$11.73	\$12.32
Range 5.5	\$10.38	\$10.90	\$11.45	\$12.02	\$12.62
Range 6.0	\$10.65	\$11.18	\$11.74	\$12.32	\$12.94
Range 6.5	\$10.90	\$11.45	\$12.02	\$12.62	\$13.25
Range 7.0	\$11.17	\$11.72	\$12.31	\$12.93	\$13.57
Range 7.5	\$11.45	\$12.03	\$12.63	\$13.26	\$13.92
Range 8.0	\$11.73	\$12.31	\$12.93	\$13.58	\$14.25
Range 8.5	\$12.02	\$12.63	\$13.26	\$13.92	\$14.62
Range 9.0	\$12.33	\$12.95	\$13.59	\$14.27	\$14.99
Range 9.5	\$12.63	\$13.27	\$13.93	\$14.63	\$15.36
Range 10.0	\$12.94	\$13.59	\$14.27	\$14.98	\$15.73
Range 10.5	\$13.25	\$13.92	\$14.61	\$15.34	\$16.11
Range 11.0	\$13.58	\$14.25	\$14.97	\$15.72	\$16.50
Range 11.5	\$13.91	\$14.61	\$15.34	\$16.11	\$16.91
Range 12.0	\$14.26	\$14.97	\$15.72	\$16.51	\$17.33
Range 12.5	\$14.62	\$15.35	\$16.11	\$16.92	\$17.76
Range 13.0	\$14.96	\$15.71	\$16.50	\$17.32	\$18.19
Range 13.5	\$15.33	\$16.10	\$16.90	\$17.75	\$18.64
Range 14.0	\$15.74	\$16.52	\$17.35	\$18.22	\$19.13
Range 14.5	\$16.11	\$16.91	\$17.76	\$18.65	\$19.58
Range 15.0	\$16.51	\$17.34	\$18.21	\$19.12	\$20.07
Range 15.5	\$16.93	\$17.78	\$18.67	\$19.60	\$20.58
Range 16.0	\$17.33	\$18.20	\$19.11	\$20.06	\$21.07
Range 16.5	\$17.76	\$18.65	\$19.58	\$20.56	\$21.59
Range 17.0	\$18.21	\$19.12	\$20.07	\$21.07	\$22.13
Range 17.5	\$18.64	\$19.57	\$20.55	\$21.58	\$22.66
Range 18.0	\$19.10	\$20.06	\$21.06	\$22.12	\$23.22
Range 18.5	\$19.60	\$20.58	\$21.61	\$22.69	\$23.82
Range 19.0	\$20.05	\$21.06	\$22.11	\$23.21	\$24.38
Range 19.5	\$20.57	\$21.59	\$22.67	\$23.81	\$25.00
Range 20.0	\$21.06	\$22.11	\$23.22	\$24.38	\$25.60
Range 20.5	\$21.60	\$22.68	\$23.81	\$25.00	\$26.25
Range 21.0	\$22.12	\$23.22	\$24.38	\$25.60	\$26.88
Range 21.5	\$22.67	\$23.80	\$24.99	\$26.24	\$27.56
Range 22.0	\$23.21	\$24.38	\$25.59	\$26.87	\$28.22
Range 22.5	\$23.82	\$25.01	\$26.26	\$27.57	\$28.95
Range 23.0	\$24.39	\$25.61	\$26.89	\$28.23	\$29.64
Range 23.5	\$25.01	\$26.26	\$27.57	\$28.95	\$30.39
Range 24.0	\$25.62	\$26.90	\$28.24	\$29.65	\$31.14
Range 24.5	\$26.27	\$27.58	\$28.96	\$30.41	\$31.93
Range 25.0	\$26.90	\$28.25	\$29.66	\$31.14	\$32.70
Range 25.5	\$27.57	\$28.95	\$30.40	\$31.92	\$33.51
Range 26.0	\$28.24	\$29.65	\$31.13	\$32.69	\$34.33
Range 26.5	\$28.96	\$30.41	\$31.93	\$33.52	\$35.20
Range 27.0	\$29.65	\$31.13	\$32.69	\$34.32	\$36.04
Range 27.5	\$30.39	\$31.91	\$33.51	\$35.18	\$36.94
Range 28.0	\$31.11	\$32.67	\$34.30	\$36.02	\$37.82
Range 28.5	\$31.91	\$33.51	\$35.18	\$36.94	\$38.79
Range 29.0	\$32.66	\$34.29	\$36.00	\$37.80	\$39.69
Range 29.5	\$33.51	\$35.18	\$36.94	\$38.79	\$40.73
Range 30.0	\$34.30	\$36.01	\$37.81	\$39.70	\$41.69
Range 30.5	\$35.17	\$36.93	\$38.78	\$40.72	\$42.75
Range 31.0	\$36.00	\$37.80	\$39.69	\$41.67	\$43.75
Range 31.5	\$36.94	\$38.78	\$40.72	\$42.76	\$44.90
Range 32.0	\$37.80	\$39.69	\$41.67	\$43.75	\$45.94
Range 32.5	\$38.78	\$40.72	\$42.75	\$44.89	\$47.14
Range 33.0	\$39.69	\$41.68	\$43.76	\$45.95	\$48.25
Range 33.5	\$40.71	\$42.74	\$44.88	\$47.13	\$49.48
Range 34.0	\$41.67	\$43.76	\$45.95	\$48.24	\$50.66
Range 34.5	\$42.74	\$44.88	\$47.12	\$49.48	\$51.95
Range 35.0	\$43.76	\$45.95	\$48.24	\$50.65	\$53.19



Employee Anniversary Increments:
 Anniversary increments in the amount of \$82.74 shall be added to the monthly compensation of full-time classified employees upon completion of the 7th, 10th, 15th, 20th, and 25th years of service. This formula yields the following dollar values which shall be added to the hourly compensation of classified employees:

7 years of service:	\$0.48
10 years of service:	\$0.95
15 years of service:	\$1.43
20 years of service:	\$1.91
25 years of service:	\$2.39

Night Shift Pay Differential:
 Unit members who regularly work more than fifty (50) percent of their assigned duty time after six (6) p.m. will be compensated by an additional five (5) percent pay differential.

Bilingual Stipend:
 Positions which have been designated as bilingual and for which there is not a specific minimum requirement of bilingual skill for all incumbents of the class shall receive a stipend of three (3) percent.

Classified Substitute Pay:
 Classified substitutes will be paid at Step A of the salary range of the classification they will be working. Retiree substitutes will be paid at the step and range they retired from if substituting within the same classification.

AVID Tutor (exempt) \$15 per hour

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:96; 21-22:26

Established: 2/10/2022

District Translator (Spanish)

Rank	Name	Expiration Date
1	Tamayo, Maria Karina	10/12/2022
2	Hernandez, Francisco	2/10/2023

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List:
 21-22:120; 21-22:101; 21-22:85
 21-22:69; 21-22:45
 Established: 03/03/2022

Health Care Technician

Rank	Name	Expiration Date
1	Quiles, Miguel	12/6/2022
2	Rillorta, Renante	1/6/2023
3	Ursua, Melvie U	10/28/2022
4	Natividad, Maybelle B	2/10/2023

New List: 21-22:120

1	Pantoja, Salud Salud	3/3/2023
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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

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:95

Established: 2/10/2022

Plumber

Rank	Name	Expiration Date
1	Gonzalez, David C	2/10/2023

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:102

Established: 2/10/2022

Transportation Scheduler/Router

Rank	Name	Expiration Date
1	Flores, Casie N	2/10/2023
2	De Barba, Adriana	2/10/2023
3	Zehm, Connie L	2/10/2023
4	Salinas, Marco Antonio	2/10/2023

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OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:93; 21-22:71

Director's Certification:

21-22:33, 20-21:36

Established: 02/15/2022



Health Assistant

Rank	Name	Expiration Date
1	Chavez, Emmanuel	10/18/2022
2	Carpio, Elizabeth Louise	10/18/2022
3	Sanchez, Brianacarmen Soria	2/15/2023
3	Vasquez, Azucena	2/15/2023
3	Villa, Maria Y.	10/18/2022
4	Villegas, Adriana	10/18/2022
5	Thompson, Carolyn Marie	2/15/2023
6	Duarte, Danah	12/21/2022
7	Martinez, Melissa	12/21/2022
8	Arevalo, Wendy	12/21/2022
8	Cazares, Esthela	12/21/2022
9	Guerrero Torres, Dania C	12/21/2022
9	Seberiano, Rosa L	3/4/2022
10	Sandoval, Adriana	12/21/2022
11	Perez, Veronica Lynn	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.

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22: 99; 21-22:81;
Established: 2/16/2022
20-21:101; 20-21:82;

Paraeducator - General Education

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

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

8	Perez, Veronica Lynn	11/29/2022
8	Zendejas, Alyson	8/30/2022
9	Galvan, Cindy Issley	7/9/2022
9	Lopez, Joanna	11/29/2022
9	Paz, Regina M.	9/15/2022
9	Vargas, Melisa R.	8/10/2022
10	Kaelin, Michael	3/15/2022
11	Ayala, Erica Janae	11/29/2022
11	Romero, Denise	7/9/2022
11	Zozaya Manzanella, Viviana (B)	11/29/2022
12	Calderon, Kimberly	10/29/2022
12	Carrillo, Isela	5/25/2022
12	Gurrola, Michelle	6/23/2022
13	Coria, Crystal	8/30/2022
13	Ortiz-Alcantar, Aurora	7/9/2022
14	Manzano, Maria	11/29/2022
New List	21-22:81; 21-22:99	
1	Barajas, Emiliano (B)	1/7/2023
1	Peralta, Ramona E (B)	1/7/2023
1	Paredes, Irlanda (B)	2/16/2023
2	Layne, Maria (B)	2/16/2023
2	Martinez, Melissa (B)	1/7/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:100; 21-22: 82

Established: 02/16/2022

Paraeducator - Special Education

Rank	Name	Expiration Date
1	Carillo, Silvia	2/16/2023
1	Serratos, Ruby I	12/21/2022
2	Zozaya Manzanilla, Vivianna Maria	2/16/2023
3	Godfrey-Soto, Daniella Michelle	2/16/2023
3	Zeider, Lori	2/16/2023
4	Gissri, Afnan	12/21/2022
5	Alvarez Vega, Alma Berenice	2/16/2023
5	Ruiz, Stephany	2/16/2023
6	Vargas, Maricela M	2/16/2023
7	Paredes Hernandez, Irlanda	2/16/2023
8	Martinez, Yailene	2/16/2023
9	Alcaraz, Diana K	12/21/2022
10	Grether, Adam	2/16/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:104; 21-22:65;
 21-22:12; 20-21:74
 Established: 02/23/22

Technology Services Technician

Rank	Name	Expiration Date
1	Garis Manley, Danelle	2/23/2023
1	Ramirez, Luis A	6/11/2022
2	Ledbetter, Christopher J	6/11/2022
3	Chairez, Adrian G	6/11/2022
3	Gurrola, Mishael	9/8/2022
3	Nadhim, Nawar	6/11/2022
4	Palomino Iriate, Walter E	6/11/2022
5	Gleason, Michael	2/23/2023
6	Reyes, Samy	2/23/2023
6	Rezvani, Sean	2/23/2023
7	Sabilla, Crisencio R	9/8/2022

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.

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.21-22:109; 21-22:84;
 21-22:56; 21-22:08;
 Established: 02/24/2022

Grounds Maintenance Worker I

Rank	Name	Expiration Date
1	Leon, Christian J	1/12/2023
2	Reyes, JuanCarlos	8/30/2022
3	Chairez, Christopher	1/12/2023
3	Martinez, Sebastian	2/24/2023
4	Guerrero, Francisco S.	2/24/2023
5	Gonzalez, Juan	8/30/2022
6	Chavez, Giovanni	11/23/2022
6	Hernandez, Oscar	8/30/2022
6	Zaragoza, Jorge	8/30/2022
7	Arcega, Alexander A.	2/24/2023

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

Recruitment Type: Dual Certification

21-22:114; 21-22:91; 21-22:57

Director's Certification:

Established: 02/25/2022



Accounting Specialist IV

Rank	Name	Expiration Date
1	Nelson, Edith L	1/25/2023
2	Marin, Gabriel	2/25/2023
2	Pangilinan, Romeo N	11/23/2022

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.

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type:

Eligibility List No. 21-22:129; 21-22:92

Director's Certification:

21-22:51; 21-22:20

Established: 3/4/2022

Substitute Paraeducator

Rank	Name	Expiration Date
	Blake Torres, Stephanie	
	Camarillo, Carmen	
	Cano, Alejandra	
	DeGenna, Annika N	
	Garza, Amber Nicole	
	Guerrero, Joel I	
	Lang, Miles	
	Lopez, Arnold	
	Lopez, Diana M	
	Maldonado, Itanidehui	
	Martinez, Juana	

CLASSIFIED PERSONNEL ACTIONS

New Hire

Almanza, Sanjuana	Campus Assistant, Position #6569 McKinna 4.0 hrs./180 days	01/13/2022
Chavez, Isela G.	Office Assistant II, Position #10537 Special Education 8.0 hrs./246 days	01/10/2022
Corona, Krystal M.	Office Assistant II, Position #10633 San Miguel 8.0 hrs./203 days	01/10/2022
Lopez, Esmeralda	Campus Assistant, Position #10745 Lemonwood 4.0 hrs./180 days	01/10/2022
Ramirez, Melani	Secretary, Position #1357 Enrollment Center 8.0 hrs./246 days	01/04/2022
Ramirez, Ramona M.	Paraeducator III, Position #10650 Harrington 5.75 hrs./183 days	01/10/2022

Limited Term/Substitute

Castellon, Elijah	Custodian (substitute)	01/14/2022
Lopez, Hilary A.	Paraeducator (substitute)	12/01/2021
Martinez-Bravo, Sara E.	Preschool Assistant (substitute)	01/10/2022

Promotion

Ball, Jason T.	Web Content Analyst, Position #10722 Superintendent's Office 8.0 hrs./246 days Technology Services Technician, Position #2266 Information Technology 8.0 hrs./246 days	01/10/2022
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Transfer

Buenrostro, Yadira	Paraeducator – General Education, Position #10678 Ramona 8.0 hrs./183 days Paraeducator – General Education, Position #7188 Ramona 4.167 hrs./183 days	01/11/2022
Esparza, Lydia A.	Campus Assistant, Position #7150 Fremont 5.25 hrs./180 days Campus Assistant, Position #6817 Curren 5.75 hrs./180 days	01/01/2022
Silva, Cynthia J.	Paraeducator – General Education, Position #10660 Curren 8.0 hrs./183 days Paraeducator – General Education, Position #9154 Soria 3.167 hrs./183 days	01/10/2022

CLASSIFIED PERSONNEL ACTIONS

Leave of Absence

Arteaga, Vanessa M.	Paraeducator II, Position #321 Frank 5.75 hrs./183 days	01/28/2022 –05/20/2022
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Return from Leave of Absence

Cerda, Pilar C.	Child Nutrition Worker, Position #1830 Marshall 5.0 hrs./185 days	01/07/2022
Magana, Cynthia A.	Paraeducator II, Position #9210 Kamala 5.75 hrs./183 days	01/18/2022

Resignation

Adams, Jonathan S.	Paraeducator II, Position #2699 Frank 5.75 hrs./183 days	01/09/2022
Amezcuca, Victor R.	Paraeducator II, Position #1499 Sierra Linda 5.75 hrs./183 days	01/18/2022
Gomez, Rebecca N.	Paraeducator III, Position #9290 Ritchen 5.75 hrs./183 days	01/09/2022
Longoria Delgado, Maria L.	Health Care Technician, Position #2693 Pupil Services 8.0 hrs./183 days	01/09/2022
Quinto, Ruth F.	Asst. Supt. Business/Fiscal Services, Position #301 Business Services 8.0 hrs./246 days	01/04/2022
Suarez, Norma L.	Paraeducator III, Position #8542 Curren 5.75 hrs./183 days	01/24/2022
Wright, Jessica L.	Paraeducator III, Position #9711 Special Education 8.0 hrs./183 days	01/21/2022

CLASSIFIED PERSONNEL ACTIONS

New Hire

Arellano, Leticia	Speech Language Pathology Assistant, Position #10563 Special Education 8.0 hrs./183 days	01/24/2022
Hernandez, Maria B.	Secretary, Position #10785 Enrichment & Special Programs 8.0 hrs./246 days	01/31/2022
Martinez-Bravo, Sara E.	Preschool Assistant, Position #2147 Sierra Linda 3.0 hrs./183 days	01/10/2022
Nunez, Charles J.	Custodian, Position #10472 Facilities 8.0 hrs./246 days	01/25/2022
Ornelas, Maria	Office Assistant II, Position #10622 Kamala 8.0 hrs./203 days	01/20/2022
Silva, Vereia D.	Custodian, Position #2543 McAuliffe 4.0 hrs./246 days	01/31/2022
Velarde, Andrea	Secretary, Position #922 Enrollment Center 8.0 hrs./246 days	01/10/2022
Zaragoza Torres, Claudia I.	Office Assistant II, Position #10623 Lemonwood 8.0 hrs./203 days	01/25/2022

Limited Term/Substitute

Ayala Morales, Cuauhtemoc	Custodian (substitute)	01/18/2022
Benesh, Karen	Clerical (substitute)	01/10/2022
Cabrera, Jesse B.	Campus Assistant (substitute)	01/24/2022
Canchola, Melissa	Paraeducator (substitute)	01/20/2022
Castilla, Elizabet	Custodian (substitute)	01/26/2022
Castillo, Cristina	Clerical (substitute)	01/10/2022
Delgado, Elvia	Campus Assistant (substitute)	01/24/2022
Del Rio, Monica	Clerical (substitute)	01/10/2022
Duong, Sandy	Clerical (substitute)	01/15/2022
Feliciano, Justin	Campus Assistant (substitute)	01/11/2022
Fredrick, Walter	Clerical (substitute)	01/20/2022
Gallardo, Rebecca	Clerical (substitute)	01/24/2022
Garcia, Ricardo	Clerical (substitute)	01/25/2022
Gutierrez, Noah	Campus Assistant (substitute)	01/27/2022
Izquierdo, Eddie	Campus Assistant (substitute)	01/27/2022
Izquierdo, Jazmin	Campus Assistant (substitute)	01/25/2022
Mora, Virginia	Paraeducator (substitute)	01/18/2022
Nunez, Charles J.	Custodian (substitute)	01/13/2022
Pena, Brandy	Clerical (substitute)	01/11/2022
Soto, Ma Genoveva	Child Nutrition Worker (substitute)	01/24/2022
Toledo Zavaleta, Maribel	Clerical (substitute)	01/10/2022
Valencia Capilla, Luis	Custodian (substitute)	01/11/2022

CLASSIFIED PERSONNEL ACTIONS

Promotion

Galvan, Rita	Director of Transportation, Position #7103 Transportation 8.0 hrs./246 days	02/01/2022
	Transportation Dispatcher/Scheduling Asst., Position #2268 Transportation 8.0 hrs./246 days	
Gonzalez, Luis E.	Bus Driver, Position #1453 Transportation 6.0 hrs./183 days	02/01/2022
	Transportation Driver, Position #9637 Transportation 5.5 hrs./183 days	
Trejo, Leticia T.	Intermediate School Secretary, Position #921 Frank 8.0 hrs./192 days	02/07/2022
	Office Assistant II, Position #10629 Ritchen 8.0 hrs./203 days	

Transfer

Aguilar, Tara L.	Campus Assistant, Position #3060 Kamala 5.75 hrs./180 days	01/18/2022
	Campus Assistant, Position #3001 Kamala 4.0 hrs./180 days	
Avalos, Martha P.	Child Nutrition Worker, Position #1704 McKinna 5.0 hrs./185 days	01/31/2022
	Child Nutrition Worker, Position #2219 Frank 5.0 hrs./185 days	
Baeza, Maria T.	Health Care Technician, Position #9054 Pupil Services 7.0 hrs./183 days	02/01/2022
	Health Care Technician, Position #7115 Pupil Services 8.0 hrs./183 days	
Barrera, Yissel J.	Campus Assistant, Position #3123 Lemonwood 5.5 hrs./180 days	01/18/2022
	Campus Assistant, Position #3102 Lemonwood 0.5 hrs./180 days	
Ramirez, Adrian	Technology Services Technician, Position #2266 Information Technology 8.0 hrs./246 days	02/01/2022
	Technology Services Technician, Position #9936 Information Technology 8.0 hrs./221 days	
Saadati, Victoria	Human Resources Technician, Position #1462 Personnel Commission 8.0 hrs./246 days	02/07/2022
	Human Resources Technician, Position #10292 Certificated Human Resources 8.0 hrs./246 days	
Sardarbegians, Talin	Health Care Technician, Position #2690 Pupil Services 7.0 hrs./183 days	02/01/2022
	Health Care Technician, Position #10273 Pupil Services 8.0 hrs./183 days	

CLASSIFIED PERSONNEL ACTIONS

Tello, Gabriel	Custodian, Position #573 Facilities 8.0 hrs./246 days Custodian, Position #10470 Facilities 8.0 hrs./246 days	01/24/2022
Viveros, Wendy	Secretary, Position #134 Special Education 8.0 hrs./246 days Office Assistant III, Position #10162 San Miguel 8.0 hrs./246 days	02/07/2022

Release from Probation

11277	Grounds Maintenance Worker I, Position #10402 Grounds 8.0 hrs./246 days	01/21/2022
11274	Grounds Maintenance Worker I, Position #10405 Grounds 8.0 hrs./246 days	01/21/2022
11264	Grounds Maintenance Worker I, Position #10406 Grounds 8.0 hrs./246 days	01/21/2022

Resignation

Aguilar, Bianca	Paraeducator II, Position #9291 Marshall 5.75 hrs./183 days	01/31/2022
Bejar, Alexis T.	Paraeducator III, Position #2102 Driffill 5.75 hrs./183 days	12/31/2021
Garcia, Denise V.	Paraeducator III, Position #6732 Sierra Linda 5.75 hrs./183 days	01/10/2022
Heikes, Geniveve D.	Campus Assistant, Position #3024 McAuliffe 4.0 hrs./180 days	02/11/2022
Hernandez, Jguadalupe	Campus Assistant, Position #9143 Driffill 2.5 hrs./180 days	02/11/2022
Mena, Ana C.	Paraeducator – General Education, Position #10117 Chavez 4.0 hrs./183 days	12/17/2021
Mendez, Brisa E.	Paraeducator – General Education, Position #9808 Curren 4.167 hrs./183 days	01/28/2022
Priskin, Melinda	Payroll Technician, Position #9175 Budget & Finance 8.0 hrs./246 days	02/04/2022
Soto, Rosalva	Paraeducator II, Position #2275 Ritchen 5.75 hrs./183 days	01/24/2022
Valenzuela, Elva L.	Child Nutrition Worker, Position #186 Driffill 5.5 hrs./185 days	01/14/2022
Vasquez, Christian	Maintenance Worker I, Position #5845 Maintenance 8.0 hrs./246 days	02/01/2022
Viveros, Paola	Campus Assistant, Position #6347 Brekke 4.0 hrs./180 days	12/10/2021