



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF REGULAR MEETING

AGENDA

Thursday, February 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 January 13, 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 5)
The Personnel Commission will ratify the advanced step placement for Hannah Brock, Speech Language Pathology Assistant, at range 26.0 Step C pursuant to the Personnel Commission Rules & Regulations 70.200.1
2. Advanced Salary Placement (page 6)
The Personnel Commission will ratify the advanced step placement for Leticia Arellano, Speech Language Pathology Assistant, at range 26.0 Step C pursuant to the Personnel Commission Rules & Regulations 70.200.1
3. Assistant Superintendent, Business & Fiscal Services (page 7-13)
The Personnel Commission will consider revising the job description.
4. 60.1000.1 Cause for Suspension, Demotion, Dismissal (page 14-16)
The Personnel Commission will review and discuss revisions to PC Rule 60.1000.A.17

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

5. Reclassification Request – Translators (page 17-20)
The Personnel Commission will review and discuss the reclassification request by Translators

6. Eligibility Lists (page 21-33)
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. 70.700 Salary and Benefits for Substitute, Limited-Term, and Provisional Employees (not Regular Employees of the District) First Reading (page 34-37)
The Personnel Commission will review revisions to PC Rule 70.700.

2. Personnel Actions (page 38-40)
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.

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

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

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

6. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

E. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

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

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, January 13, 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, January 13, 2022, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:30 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 Shristie N. Torres, Director Classified Human Resources Tanya Ventura, Human Resources Analyst Brittany Verduzco, Human Resources Analyst Guests: John Avalos, CSEA Representative; Ilene Poland, CSEA President</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo asked for Item F and Item D.3 to be discussed after Item B. Commissioner Morrison moved to approve the agenda of Thursday, January 13, 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 December 9, 2021 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>Mrs. Torres and Personnel Commissioners recognized Ms. Irma J. Lopez for her service as Personnel Commissioner and her service to the community.</p>	<p>RECOGNITION OF SERVICE</p>
<p>The Commission convened into closed session at 4:42pm. They reconvened into open session at 5:41pm and reported that no action was taken.</p>	<p>Closed Session</p>
	<p>REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS</p>
<p>Mrs. Torres shared background information regarding changing of air filters. Concerns regarding changing air filters were shared by Mr. Avalos.</p>	<p>Custodian Job Description & duties review</p>
	<p>ACTION ITEMS</p>
<p>Commissioner Robinson moved to approve the certification of the Paraeducator II and Paraeducator III eligibility lists to Paraeducator – Special Education. Commissioner Morrison seconded and the motion carried. The vote was as follows 2-0. Morrison <u>Y</u> Robinson <u>Y</u></p>	<p>Certification from List for Another Class</p>

Commissioner Robinson moved to approve the eligibility lists of Technology Services Technician, Health Care Technician, School Office Manager, Library Media Technician, Health Assistant, Preschool Assistant (B), Paraeducator – Special Education, Paraeducator General Education, Substitute Campus Assistant, and Limited Term/Clerical – Language Assessment Technician. Commissioner Morrison seconded and the motion carried. The vote was as follows 2-0. Morrison Y; Robinson Y	Eligibility Lists
	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
The Personnel Commission reviewed the Personnel Actions of December 15, 2021.	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
Commissioner Robinson thanked the staff for their hard work. He also welcomed Commissioner Morrison to the Commission.	Report by Commissioners
There being no further business, the Commission adjourned at 6:49 p.m. The next regular meeting is scheduled for February 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, January 13, 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:

February 10, 2022

TITLE: Advanced Step Placement for Hannah Brock, Speech Language Pathology Assistant

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in Special Education for the Speech Language Pathology Assistant position. Ms. Hannah Brock was selected for the position by the hiring authority, starting date of February 7, 2022.

Ms. Brock requested to start at Step C, Range 26 of the CSEA/OSD Classified Salary Schedule based on her advanced education (bachelor's degree in Sociology and Communicative Disorders and Deaf Education) and experience working with Oxnard School District during her fieldwork. 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. Brock, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Hannah Brock, Speech Language Pathology Assistant at Step C, 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:

February 10, 2022

TITLE: Advanced Step Placement for Leticia Arellano, Speech Language Pathology Assistant

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in Special Education for the Speech Language Pathology Assistant position. Ms. Leticia Arellano was selected for the position by the hiring authority, starting date of January 10, 2022.

Ms. Arellano requested to start at Step C, Range 26 of the CSEA/OSD Classified Salary Schedule based on her experience working as a Speech Pathology Assistant since 2005 at Rio School District. 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.

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. Arellano, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Leticia Arellano, Speech Language Pathology Assistant at Step C, 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:

February 10, 2022

TITLE: CLASSIFICATION REVISION – Assistant Superintendent, Business & Fiscal Services

BACKGROUND & FINDINGS:

The Assistant Superintendent, Business & Fiscal Services classification specification was recently reviewed for recruitment purposes. Staff met and discussed the employment standards with the Superintendent.

Revisions to the employment standards are being proposed to create a path for credentialed and non-credentialed applicants. The current employment standards don't allow for certificated administrators to transition into this position without years of business or financial management experience.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for the Assistant Superintendent, Business & Fiscal Services classification specification as presented.

ASSISTANT SUPERINTENDENT, BUSINESS & FISCAL SERVICES

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

SUMMARY OF DUTIES

Under the direction of the Superintendent, coordinates and supervises the activities of the units responsible for the business and financial affairs of the District including Budget & Finance, Child Nutrition, Facilities, Purchasing/Warehouse/Reprographics, and Transportation; serves as technical expert and adviser to the Superintendent on the District's needs, difficulties, and opportunities related to business, finance, property, and material; directs and coordinates the preparation of the District's annual budget for approval and adoption by the Board of Trustees; oversees short- and long-term planning and evaluation of the business and financial affairs of the District; and performs a variety of other duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Assistant Superintendent, Business & Fiscal Services is a single position executive-level management classification which provides overall leadership and assumes responsibility for all units under the oversight of the Business & Fiscal Services division including Budget & Finance, Child Nutrition, Facilities, Purchasing/Warehouse/Reprographics, and Transportation.

The Director of Finance is a single position management-level classification responsible for the direct oversight of the Budget & Finance department including accounts payable, accounts receivable, budget control, and payroll functions of the District.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the District Superintendent;
- Provides supervision and work direction to all administrators under the oversight of Business & Fiscal Services and all employees assigned directly to the Business & Fiscal Services office.

ESSENTIAL DUTIES

- Directs, coordinates, supervises, and ensures the efficiency and effectiveness of the operations of all units under the oversight of the Business & Fiscal Services division, inclusive of Budget & Finance, Child Nutrition, Facilities, Purchasing/Warehouse/Reprographics, and Transportation; ensures compliance with local, state, and federal laws relating to school business operations;
- Directs and coordinates the preparation of the District's annual budget for approval and adoption by the Board of Trustees; compiles, analyzes, and consolidates budget information to ensure appropriate budgetary allocations to accomplish District objectives; ensures appropriate budgetary controls;
- Provides leadership and support to units under the oversight of the Business & Fiscal Services division in order to create a high performance environment that supports the District's goals and objectives; works to resolve issues and conflicts within subordinate departments; develops policies and procedures to encourage effective and efficient management;
- Provides assistance and direction to department and school administrators as needed in the preparation, control, and reporting of department and site budgets;
- Provides technical expertise, information, and assistance to the Superintendent and Board of Trustees regarding assigned functions; assists in the formulation and development of District policies, procedures, and programs; advises the Superintendent in the development of comprehensive short- and long-term planning and evaluation of the business and financial affairs of the District;
- Directs activities as may be required to obtain all financial resources available to the District, including investment of District funds not deposited with County Treasurer;
- Recommends necessary changes in the organization of business and financial operating units and in the policies and procedures affecting them;

- Attends meetings of the Board of Trustees; prepares and presents reports regarding the financial and business administration of the District to the Board of Trustees and at other public forums;
- Provides support to District departments as well as internal and external stakeholders in assessing the financial impact of legislation, ballot measures, negotiations, and related matters; conducts analyses of impending legislation with regard to potential financial, procedural, and related implications on the District's programs and operational needs;
- Anticipates, evaluates, and interprets significant national, state, and local trends and developments regarding business and financial matters and makes appropriate recommendations to the Superintendent and Board of Trustees;
- Represents the District at local, state, and national meetings of organizations concerned with business and financial management; serves on District committees as a resource person regarding business and financial matters;
- Establishes relationships and works cooperatively with various community and government groups, including the County Auditor and Controller, County Treasurer, County Office of Education, state departments of education and finance, taxpayers' associations, the Chamber of Commerce, citizen's advisory committees, bond rating organizations, and other interested public groups in order to improve the business and financial operations of the District;
- Responsible for enrollment projections for staffing purposes, budgeting and long-range planning.
- Serves as a member of the District's negotiating team and negotiates with employee groups in regards to wages, working conditions, and other matters of employment;
- Works with District personnel to project student enrollment, building and facilities, energy, and capital equipment needs, and other cost items for district and individual school improvement;
- Responds to requests from auditors, grantor organizations, and governmental organizations; represent the District during audits by public auditors;
- Leads efforts to find and acquire land for new school sites as directed by the Board of Trustees; ensures compliance with the California Environmental Quality Act and other applicable laws and regulations;
- Attends and leads management meetings in order to contribute to the development of teamwork and improved service for all students.

Other Related Duties

- May serve as acting Superintendent when so designated in the absence of the Superintendent;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Current theory, principles, and practice of modern school district business and financial management;
- Principles of program budgeting;
- Principles of personnel administration;
- Attendance accounting laws, rules, and regulations;
- Auditing of K-12 public schools, California School Accounting Manual, and Governmental Accounting Standards (GASB) requirements;
- Budget planning, development, control, and reporting requirements in a public school environment;
- Business administration and collective bargaining laws, rules, and regulations in California;
- Methods, procedures, and planning involved in school district facilities planning and construction projects;
- Food services, maintenance and operations, pupil transportation, and purchasing and warehousing operations;
- Provisions of federal, State and local laws, codes, and regulations including laws and regulations applying to school district financial and business operations;
- Site acquisition and compliance with California Environmental Qualities Act (CEQA) laws and regulations;
- California Standardized Accounting Code System (SACS);
- California Public School Construction Rules and Regulations and Accounting;
- Implementation of developer fees and assessment;
- Negotiation of mitigation agreements with developers.

Ability to:

- Select, supervise, train, direct, motivate, and evaluate staff;
- Plan, direct, make decisions, establish priorities and coordinate a variety of complex technical operations involving efforts of multiple specialized units;
- Analyze situations accurately and adopt an effective course of actions;
- Exercise good and sound judgment;
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities;
- Prepare clear and comprehensive reports;
- Establish and maintain effective working relationships;
- Explain complex technical information clearly and concisely;
- Work effectively with officials and employees of the District, other public agencies, and the public;
- Interpret laws, rules, regulations and policies related to business and financial matters;
- Analyze financial statements and fiscal reports and prepare a complex budget;
- Chair committees and bring consensus on complicated issues;
- Speak effectively before City Council, Board of Supervisors and other public agencies;
- Implement successful conflict resolution with parents, community, and staff;
- Communicate effectively, both orally and in writing;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, scanners, typewriters, calculators, and fax machines;
- Maintain confidentiality of privileged information obtained in the course of work.

Traits:

- Appreciates the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Promotes goals and leads by example;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

NON-CREDENTIALLED APPLICANTS – MINIMUM REQUIREMENTS: |

Education: A Bachelor's degree required in business administration, finance or related field. Master's Degree (preferred). A Chief Business Official (CBO) certification from the California Association of School Business Officials (CASBO) is highly desirable.

Experience: Five years of school business administration experience, comparable government or private sector experience, and/or administrative experience in a supervisory role in business and/or financial management.

CREDENTIALLED APPLICANTS – MINIMUM REQUIREMENTS:

Education: A Master's degree required; Current valid Administrative Credential required. A Chief Business Official (CBO) certification from the California Association of School Business Officials (CASBO) is highly desirable.

~~**Experience:** A minimum of five years experience as a school site administrator, District Office, County Office of Education, or State Department of Education administrator required. Experience working in business and/or financial management preferred.~~

~~**Education:** A Bachelor's degree or equivalent from an accredited college or university with a major in business administration, public administration, finance, accounting, or a closely related field. A Chief Business Official (CBO) certification from the California Association of School Business Officials (CASBO) is highly desirable.~~

~~**Experience:** Seven years of experience in public school district financial management in a school district with an average daily attendance of 3,500 or more. At least three years of the experience must have been in a supervisory or management capacity.~~

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

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 pounds without assistance, push, pull, use fingers, wrists, and hands 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, and may drive an automobile to conduct work. On occasion the incumbent may be required to visit construction sites and work in temperatures below 50 degrees and over 90 degrees, dry atmospheric conditions, poorly ventilated areas, wet or damp areas, on uneven or slippery surfaces, and in proximity to electrical hazards and machinery with moving parts, fumes, allergenic dust, chemicals, odors, toxic materials.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate an overall satisfactory performance in order to attain permanent status.

NOTE: If adopted as Senior Management, an incumbent does not attain permanent status.

Salary Range: Management Salary Schedule (if not indicated as Senior Management)
Negotiable (if designated as Senior Management by the Board of Trustees)

Approved: 11/74

Revised: 9/03, 6/08, 6/17, 7/20

Adopted as Classified Senior Management

Assistant Superintendent, Business & Fiscal Services – Minimum Requirements Matrix

School District/Title	Education Required	Experience Required
Oxnard School District Assistant Superintendent, Business & Fiscal Services (PROPOSED)	NON-CREDENTIALLED APPLICANTS: A Bachelor’s degree required in business administration, finance or related field. Master’s Degree (preferred). A Chief Business Official (CBO) certification from the California Association of School Business Officials (CASBO) is highly desirable. CREDENTIALLED APPLICANTS: A Master’s degree required; Current valid Administrative Credential required. A Chief Business Official (CBO) certification from the California Association of School Business Officials (CASBO) is highly desirable.	NON-CREDENTIALLED APPLICANTS: Five years of school business administration experience, comparable government or private sector experience, and/or administrative experience in a supervisory role in business and/or financial management. CREDENTIALLED APPLICANTS: A minimum of five years experience as a school site, District Office, County Office, or State Department of Education administrator required. High School Principal experience (preferred). Experience working in business and/or financial management preferred.
Oxnard School District Assistant Superintendent, Business & Fiscal Services (CURRENT)	A Bachelor’s degree or equivalent from an accredited college or university with a major in business administration, public administration, finance, accounting, or a closely related field. A Chief Business Official (CBO) certification from the California Association of School Business Officials (CASBO) is highly desirable.	Seven years of experience in public school district financial management in a school district with an average daily attendance of 3,500 or more. At least three years of the experience must have been in a supervisory or management capacity.
Oxnard Union High School District Assistant Superintendent, Business Services	NON-CREDENTIALLED APPLICANTS: A Bachelor’s degree required; Master’s Degree (preferred). CREDENTIALLED APPLICANTS: A Master’s degree required; Current valid Administrative Credential.	NON-CREDENTIALLED APPLICANTS: A minimum of five years experience working in a public school district, public agency, or municipality in a supervisory role in any of the following areas: Accounting, Budgeting, Facilities, Human Resources, Labor Relations, Maintenance, Nutrition Services, Operations, Payroll, Planning, Purchasing, Risk Management, Transportation. CREDENTIALLED APPLICANTS: A minimum of five years experience as a school site, District Office, County Office, or State Department of Education administrator, High School Principal experience (preferred).
Ventura Unified School District Assistant Superintendent, Business Services	Bachelor’s degree in accounting or related field.	Five years of school business administration experience, comparable government or private sector experience, and/or administrative accounting experience involving the review, analysis, maintenance and adjustment of various budgets, funds and accounts.

School District/Title	Education Required	Experience Required
Conejo Valley Unified School District Assistant Superintendent, Business Services	Graduation from an accredited college or university, with a bachelor's degree in finance, Accounting, Business Administration, Public Administration, or a closely related field. Master's degree in business administration or Public Administration is desirable.	A minimum of five (5) years of experience in public school district financial management. Experience as a Chief Business Official and/or as a school site administrator in a California public school district is highly desirable.
Simi Valley Unified School District Assistant Superintendent-Business & Facilities	Bachelor's degree in Business or Public Administration, Accounting or related field.	Seven years comprehensive professional administrative experience in school business areas, including at least two years of managerial experience.
Santa Paula Unified School District Assistant Superintendent, Business	Bachelor's degree in Business or Public Administration, Accounting or related field.	Seven years of increasingly responsible professional accounting and business experience in a school District or public agency and five years in a management capacity.
Rio School District Assistant Superintendent of Business Services	Bachelor's Degree in business or educational administration or its equivalent is required. Master's Degree preferred; training through the ACSA Business Academy preferred.	At least five (5) years of effective leadership, including experience at the school level and/or as a central office business administrator, or a comparable level in business or industry. Experience in property management involving multiple sites/facilities is highly desirable.
Pleasant Valley School District Assistant Superintendent, Business Services	A bachelor's degree from an accredited institution in business administration, finance or related field. Possession of a C.A.S.B.O. Chief Business Official certificate is desired.	Five years of professional administrative experience in public school district business and financial management, including at least two years of supervisory experience.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

February 10, 2022

TITLE: Personnel Commission Rule 60.1000.1 Cause for Suspension, Demotion, Dismissal

BACKGROUND & FINDINGS:

The Personnel Commission will review rule 60.1000.1 Cause for Suspension, Demotion, Dismissal and discuss revisions to PC Rule 60.1000.1.A.17.

PC Rule 60.1000.1.A.17. Abandonment of position: An employee who, for five consecutive working days is absent without authorization or who is absent without properly notifying the District as provided for in District Board Policy 5210 BP shall be considered to have abandoned his position and shall be automatically terminated from the District service. (Education Code 45302, 45303,45304)

RECOMMENDATION:

The Personnel Commission will take action to revise PC Rule 60.1000.1.A.17.

PERSONNEL COMMISSION RULES & REGULATIONS

60.1000 PCRR

60.1000 Disciplinary Action and Appeal

60.1000.1 Cause for Suspension, Demotion, Dismissal

- A. Permanent employees of the classified service may be suspended, demoted, or dismissed for any of the following causes:
1. Incompetency, inefficiency, insubordination, inattention to re dereliction of duty, discourteous treatment of the public or of fellow employees and pupils, or any other willful failure of good conduct tending to injure the public service, or any willful and persistent violation of the provisions of the Education Code or of rules, regulations, or procedures adopted by the Board of Trustees or the Personnel Commission pursuant to it; provided that specific instances must be set forth as to any of the causes enumerated under this heading.
 2. Dishonesty, including, but not limited to any deliberate falsifications or misrepresentation, misleading, or incorrect information in connection with preparing District records such as employment applications, timesheets and/or payroll records.
 3. Use, possession, sale, or being under the influence of alcohol or illegal drugs during assigned working hours or while on District property, or reporting to work under the influence of alcohol or illegal drugs.
 4. Immoral conduct which tends to reflect unfitness for service with the District and/or with public agencies.
 5. Political activities engaged in by ah employee during his assigned working time.
 6. Conviction of a serious crime or one involving moral turpitude by a court of law; a record of one or more convictions which indicates that the person is a poor employment risk; failure to disclose material facts regarding criminal records; and other false or misleading information on application forms or examination and employment records concerning material matters.
 7. Frequent unexcused absence or tardiness or excused absence taken in excess over a period of years resulting in substantial impairment of the effective operation of the District.
 8. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the Governing Board or by any appropriate state or local government agency or actions which threaten the health, safety and welfare of other employees, students or the general public.
 9. Offering of anything of value or offering any service in exchange for granting any special treatment to another employee or to any member of the public.
 10. Gambling during assigned hours of employment.
 11. Illness leaves, when habitually taken for trivial indispositions.

Personnel Commission Rules & Regulations
Disciplinary Action and Appeal

12. Continuing illness of a disabling nature after the exhaustion of illness leave.
13. Failure to report for review of criminal records or for health examination after due notice.
14. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
15. Knowingly becoming or knowingly remaining a member of the Communist Party on or after September 9, 1953.
16. The discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which would have precluded acceptance as an eligible for assignment.
17. Abandonment of position: An employee who, for five consecutive working days is absent without authorization or who is absent without properly notifying the District as provided for in District Board Policy 5210 BP shall be considered to have abandoned his position and shall be automatically terminated from the District service. (*Education Code* 45302, 45303, 45304)
18. Sexual harassment as defined by District Board Policy and applicable state and/or federal law.
19. Falsification of or failure to complete required forms or provide sufficient information required by the Immigration Reform and Control Act of 1986.
20. Employees charged with the commission of certain sex crimes and/or certain narcotics crimes are subject to suspension and/or dismissal pursuant to the procedures of *Education Code* 45123, 45304, 44010, 44011, 44940 and 44940.5.

60.1000.2 Procedure for Disciplinary Action

- A. No employee in the classified service shall be suspended, demoted, dismissed, or in any way discriminated against because of his/her affiliations, political or religious acts or opinions, race, color, sex, or marital status, subject to the provisions of Paragraph 3, A.3, Rule 60.1000.1.
- B. When a permanent employee is to be suspended, demoted, or dismissed, specific written charges shall be prepared and presented for approval of the Governing Board. The charges shall be stated in ordinary and concise language indicating the specific acts and/or omissions upon which the disciplinary action is based; where appropriate, reference will be made to a specific Personnel Commission Rule, District policy and/or *Education Code* allegedly violated.
- C. When formal disciplinary action against a permanent employee has been approved by the Governing Board, the action and the charges shall be reported to the Director of Classified Personnel, who shall immediately notify the employee and shall report the action to the Commission at its next regular meeting.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

February 10, 2022

TITLE: Reclassification Request – Translators

BACKGROUND & FINDINGS:

The Personnel Commission office received a reclassification request from Translators 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. Below is the proposed timeline for the study:

- February 11 – job description draft
- February 14 – 17 – job analysis/review with incumbents and supervisor
- February 17 – complete reclassification report
- February 22-25 – gather input from CSEA President and Superintendent
- February 28 – March 3 – final revisions/ready for PC agenda submission

RECOMMENDATION:

The Personnel Commission will take action regarding the Translator reclassification request.

TRANSLATOR (B)

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

SUMMARY OF DUTIES

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

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

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

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a designated site or department administrator.

ESSENTIAL DUTIES

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

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

Other Related Duties

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

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

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

Ability to:

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

Traits:

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

EMPLOYMENT STANDARDS

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

Experience: Demonstrated knowledge of designated second language.

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

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

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

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

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

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

Salary Range: 18.0

Approved: 2/98

Revised: 11/13

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:68

Established: 1/14/2022

Director of Transportation

Rank	Name	Expiration Date
1	Galvan, Rita	1/14/2023
2	Chavez, Jemal L	1/14/2023
3	Abramson, Neal B	1/14/2023

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

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:84; 21-22:56

21-22:08; 20-21:100

Established: 1/12/2022

Grounds Maintenance Worker I

Rank	Name	Expiration Date
Previous List 20-21:100		
1	Rangel, Ray Earnest	7/20/2022
New List 21-22:84; 21-22:08		
1	Leon, Christian J	1/12/2023
2	Reyes, JuanCarlos	8/30/2022
3	Chairez, Christopher	1/12/2023
4	Dunnell, Darren	8/30/2022
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	Ibanez Monterroso, Carlos E	8/30/2022

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

Eligibility List No. 21-22:80

Director's Certification:

Established: 1/18/2021

Translator (Spanish)

Rank	Name	Expiration Date
1	Gaona, Agustina	1/18/2022
2	Hernandez, Francisco	1/18/2022

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: Open/Promotional

Eligibility List No. 21-22:94; 20-21: 55

Director's Certification:

Established: 1/20/2022

Grounds Maintenance Specialist

Rank	Name	Expiration Date
Promotional Only		
1	Contreras, Luis Armando	1/20/2023
2	Romero, Juan Manuel	5/17/2022
3	Gonzalez, David C	5/17/2022
4	Veronica III, Phillip	5/17/2022
Open		
1	Gamez, Juan	1/20/2023
2	Pacheco, Albert Jimmy	1/20/2023
3	Leon, Christian J	1/20/2023

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

Eligibility List No. 21-22:90; 20-21:94

Director's Certification:

Established: 1/25/2022

Payroll Technician

Rank	Name	Expiration Date
1	Gonzales, Rebecca A	7/12/2022
1	Whitt, Virginia L	7/12/2022
2	Pimentel, Robert	1/25/2023
3	Sampson, Michelle D	7/12/2022
4	Murillo, Ana Laura	7/12/2022
5	Harris, Ashley Elizabeth	1/25/2023
6	Jara, Desiree	1/25/2023
7	Fagudes, Joel Luke	7/12/2022
8	Torres, Ricardo Antonio	1/25/2023
9	Garcia, Melanie C	1/25/2023

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. 21-22:91; 21-22:57
Established: 1/25/2022

Accounting Specialist IV

Rank	Name	Expiration Date
1	Nelson, Edith L	1/25/2023
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: Dual Certification

Director's Certification:



Eligibility List No. 21-22:103; 21-22:76

21-22:14

Established: 1/31/2022

Speech Lanaguge Pathology Assistant

Rank	Name	Expiration Date
1	Cazares, Eliza M	11/17/2022
1	Lopez, Elsa	1/31/2023
2	Grajeda, Jessica	9/21/2022
2	Mendez, Jazmin Elena	9/21/2022
2	Wilbur, Rebecca	11/17/2022

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

Eligibility List No. 21-22:97; 20-21:16

Director's Certification:

Established: 2/4/2022

Human Resources Technician

Rank	Name	Expiration Date
1	Whitt, Virginia	7/2/2022
2	Merida, Darline	7/2/2022
3	Badshah, Junaid	2/4/2023
3	Garcia, Gary	7/2/2022
4	Mariscal, Emilie	7/2/2022
5	Sarreal, Adrienne	7/2/2022
5	Sheldon, Maureen	7/2/2022
6	Gil, Christina	7/2/2022
7	Mata, Erica	2/4/2023
8	Rodriguez, Brittany N	2/4/2023

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:

Eligibility List No. 21-22:111; 21-22:78

Director's Certification:

Established: 1/31/2022

Substitute Campus Assistant

Rank	Name	Expiration Date	Final Score
	Alvarez, Veronica		
	Arellano, Yolanda		
	Ceja, Stephanie		
	Espinosa, Julio J		
	Garcia, Angel		
	Ginsberg, Reina Margarita		

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type:

Eligibility List No. 21-22:111; 21-22:50

Director's Certification:

21-22:35; 21-22:22

Established: 1/31/2022

Substitute Custodian

Rank	Name	Expiration Date
	Alcaraz, Omar M	
	Alfaro, Ubaldo	
	Arellano, Yolanda	
	Ceja, Stephanie	
	Espinosa, Julio J	
	Frausto, Oscar	
	Ginsberg, Reina Margarita	
	Gutierrez, Santiago	
	Herrera, Patrick A	
	Meza III, Jesus	
	Munson, Ivan	
	Perez, Manuel	
	Santistevan, Daniel P	
	Smith, Keith	
	Zemeno, Samantha	

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type:

Eligibility List No. 21-22:92; 21-22-51

Director's Certification:

21-22:20

Established: 1/31/22

Substitute Paraeducator

Name

Blake Torres, Stephanie

Camarillo, Carmen

DeGenna, Annika N

Garza, Amber Nicole

Guerrero, Joel I

Maldonado, Itanidehui

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type:

Director's Certification:



Eligibility List No. 21-22:98; 21-22:83

21-22:49, 21-22:34; 21-22:21

Established: 1/31/2022

Substitute Clerical

Rank	Name	Expiration Date
	Allen, Michelle	
	Barksdale, Candice	
	Blake, Stephanie	
	Cazares, Esthele	
	Contreras, Christy	
	Cortez, Ashley	
	Diaz, Imelda	
	Flores, Perla	
	Flowers, Lindsey	
	Gaona, Gracie	
	Gaona, Lucina	
	Garcia, Ricardo	
	Hernandez, Alondra	
	Hoyt, Bryan S	
	Jimenez, Steven	
	Maldonado, Itanidehul	
	Manzano, Julisa	
	Martinez, Miriam	

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Ochoa, Melissa

Rabe, Rose

Rivera, Jessica L

Salazar, Elida

Sanchez, Lynda

Segovia, Katheryn A

Servin, Diana

Sigueiros, Yuhan

Sigueiros, Yuhan

Toledo Zavaleta, Maribel

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie N. Torres
Director, Classified Human Resources

Date of Meeting:

February 10, 2022

TITLE: Personnel Commission Rule 70.700 – First 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 first 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.

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

[Back to Index](#)



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

CLASSIFIED PERSONNEL ACTIONS

New Hire

Alonso, Geraldine	Office Assistant II, Position #10624 Marina West 8.0 hrs./203 days	12/13/2021
Alvarado, Karen	Office Assistant II, Position #9811 Budget & Finance 8.0 hrs./246 days	01/04/2022
Alvarado, Tiffany K.	Office Assistant II, Position #10536 Special Education 8.0 hrs./246 days	12/14/2021
De Jesus, Brenda	Office Assistant II, Position #10631 Sierra Linda 8.0 hrs./203 days	12/17/2021
Farin, Janice M.	Accounting Specialist III, Position #1593 Budget & Finance 8.0 hrs./246 days	12/13/2021
Figueroa, Ana G.	Preschool Assistant, Position #9594 Assessment & Accountability 3.0 hrs./183 days	12/13/2021
Guzman, Ivette	Preschool Assistant, Position #2657 Ritchen 3.0 hrs./183 days	11/29/2021
Mata, Maria G.	Language Assessment Technician, Position #8703 Enrollment Center 5.5 hrs./246 days	12/03/2021
Reyes, Nayeli T.	Office Assistant II, Position #10628 Ramona 8.0 hrs./203 days	12/07/2021
Webb, Diane T.	Paraeducator II, Position #10594 Harrington 5.75 hrs./183 days	12/16/2021

Limited Term/Substitute

Alfaro, Martha	Child Nutrition Worker (substitute)	12/09/2021
Alfaro, Ubaldo	Custodian (substitute)	12/08/2021
Amezcuca, Jaime E.	Custodian (substitute)	12/13/2021
Castellon, Reyna	Paraeducator (substitute)	12/07/2021
Gallegos Gaona, Lucina	Clerical (substitute)	12/13/2021
Godina, Sandra	Child Nutrition Worker (substitute)	12/14/2021
Hernandez Diaz, Maria D.	Child Nutrition Worker (substitute)	12/08/2021
Lopez, Angel A.	Custodian (substitute)	12/13/2021
Manzano, Julisa N.	Child Nutrition Worker and Language Assessment Technician (substitute)	12/14/2021
Rivera, Jessica L.	Clerical (substitute)	12/16/2021
Romero, Edward	Custodian (substitute)	12/01/2021

Exempt

Mireles, Lilibeth C.	AVID Tutor	12/15/2021
----------------------	------------	------------

CLASSIFIED PERSONNEL ACTIONS

Promotion

Gonzalez Jr., David C.	Maintenance Worker I, Position #5844 Facilities 8.0 hrs./246 days	11/30/2021
	Grounds Maintenance Worker I, Position #381 Facilities 8.0 hrs./246 days	
Reyes, Juan Carlos	Grounds Maintenance Lead, Position #10575 Facilities 8.0 hrs./246 days	12/05/2021
	Grounds Maintenance Specialist, Position #7592 Facilities 8.0 hrs./246 days	

Transfer

Castellanos, Jose D.	Paraeducator I, Position #10663 Driffill 8.0 hrs./183 days	12/16/2021
	Paraeducator I, Position #9157 Driffill 3.167 hrs./183 days	
Zabala, Marietta A.	Technology Services Technician, Position #10728 Information Technology 8.0 hrs./246 days	12/17/2021
	Technology Services Technician, Position #9935 Information Technology 8.0 hrs./221 days	

Voluntary Demotion

Oropeza, Rupert P.	Paraeducator I, Position #10661 Curren 8.0 hrs./183 days	01/10/2022
	Paraeducator III, Position #2956 Curren 5.75 hrs./183 days	
Patron-LaFrance, Alicia	Office Assistant II, Position #10617 Marina West 8.0 hrs./203 days	12/13/2021
	Payroll Technician, Position #9176 Budget & Finance 8.0 hrs./246 days	

Release from Probation

9408	Custodian, Position #10465 Facilities 8.0 hrs./246 days	11/24/2021
9739	Grounds Maintenance Worker I, Position #965 Facilities 8.0 hrs./246 days	12/10/2021

**Termination – Job
Abandonment**

10483	Child Nutrition Worker, Position #1704 McKinna 5.0 hrs./185 days	01/04/2022
8749	Paraeducator – General Education, Position #7182 Marshall 1.5 hours/183 days	01/04/2022

CLASSIFIED PERSONNEL ACTIONS

Resignation

Albor, Silvia S.	Campus Assistant, Position #3123 Lemonwood 5.5 hrs./180 days	12/14/2021
Cervantes Godinez, Maria F.	Paraeducator II, Position #9766 Marina West 5.75 hrs./183 days	01/10/2022
Hernandez, Christina	Campus Assistant, Position #3060 Kamala 5.75 hrs./180 days	12/17/2021
Herrera, Alberto A.	Campus Assistant, Position #6660 Curren 5.75 hrs./180 days	12/03/2021
Martinez, Samuel	Plumber, Position #72 Facilities 8.0 hrs./246 days	12/31/2021
Meraz, Deseri R.	Paraeducator II, Position #2889 Fremont 5.75 hrs./183 days	12/03/2021
Samuel, Nidia M.	Speech Language Pathology Assistant, Position #7835 San Miguel 8.0 hrs./183 days	12/17/2021
Vasquez, Sylvia	Transportation Router/Scheduler, Position #1446 Transportation 8.0 hrs./246 days	01/07/2022
Velasquez Tellez, Mayra J.	Attendance Accounting Technician, Position #634 Driffill 8.0 hrs./210 days	12/31/2021

Retirement

Chaparro, Mary C.	Human Resources Technician, Position #1462 Classified Human Resources 8.0 hrs./246 days	12/31/2021
Gonzales, Linda	Child Nutrition Cafeteria Coordinator, Position #1282 Ritchen 8.0 hrs./189 days	12/31/2021
Maciel, Amparo R.	Child Nutrition Cafeteria Coordinator, Position #2173 Ritchen 8.0 hrs./189 days	01/01/2022