



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF SPECIAL MEETING

AGENDA

Tuesday, April 26, 2022

4:30 p.m. Special 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 March 10, 2022 and April 6, 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 Junaid Badshah, Human Resources Technician, at range 21.0 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 Areli Neria, Office Assistant II, at range 17.0 Step B 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 Viviana M Zozaya Manzanillo, Paraeducator Special Education, at range 17.0 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 Diana Alcaraz, Paraeducator Special Education, at range 17.0 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 Lori Zeider, Paraeducator-Special Education, at range 17.0 Step D pursuant to the Personnel Commission Rules & Regulations 70.200.1
6. Reclassification Request – Translators (page 11-57)
The Personnel Commission will consider the reclassification request submitted by Translators
7. Eligibility Lists (page 58-75)
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. Public Hearing on Budget for Fiscal Year 2022-2023 (page 76-83)
The Personnel Commission will review the proposed budget for Fiscal Year 2022-2023.
2. Personnel Actions (page 84-88)
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. 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, March 10, 2022

4:30 p.m. Portable 403 of the ESC

1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, March 10, 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.

CALL TO ORDER

A roll call of the Commission was conducted. In attendance were:

ROLL CALL

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

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

Guests: Areli Neria, Office Assistant; Francisco Hernandez, District Translator; Edith Nelson, Accounting Specialist IV; Mary Crandall Plasencia, Director of Finance; Ben Tirado, Custodial Services Manager; Marcos Lopez, Senior Manager, M&O; Juan Gamez, Grounds Maintenance Specialist; Elsa Lopez, Speech Language Pathology Assistant; Norma Zarate, District Translator; Aregelia Alvarado, District Translator; Ilene Poland, CSEA President; Gricet Renteria, CSEA Representative; Silvia Carrillo, CSEA Representative; John Avalos, CSEA Representative; Maribel Roldan, Paraeducator General Education.

Commissioner Castillo moved to approve the agenda of March 10, 2022 as presented. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Morrison Y Robinson Y

ADOPTION OF
THE AGENDA

Commissioner Morrison moved to approve the minutes of February 10, 2022 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Morrison Y Robinson Y

APPROVAL OF
MINUTES

Ms. Poland shared that a no-confidence petition for the Director, Classified Human Resources will be submitted on behalf of CSEA members.

COMMENTS BY
THE PUBLIC
ACTION ITEMS

Commissioner Morrison moved to approve the advanced step placement for Renate Rillorta, Health Care Technician, at range 22.0 Step B of the CSEA/OSD Classified Salary Schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Morrison Y Robinson Y

Advanced Salary
Placement

Commissioner Morrison moved to approve the advanced step placement for Francisco Hernandez, District Translator, at range 20.0 Step C of the CSEA/OSD Classified Salary Schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Morrison Y Robinson Y

Advanced Salary
Placement

Commissioner Morrison moved to approve the advanced step placement for Juan Gamez, Grounds Maintenance Specialist, at range 22.0 Step C of the CSEA/OSD Classified Salary Schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Morrison Y Robinson Y

Advanced Salary
Placement

Commissioner Morrison moved to approve the advanced step placement for Edith Nelson, Accounting Specialist IV, at range 23.0 Step B of the CSEA/OSD Classified Salary Schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Morrison Y Robinson Y

Advanced Salary
Placement

Commissioner Castillo moved to approve the advanced step placement for Maribel Roldan, Paraeducator-General Educator, at range 15.0 Step C of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Morrison <u>Y</u> Robinson <u>Y</u>	Advanced Salary Placement
Commissioner Morrison moved to approve the advanced step placement for Elsa Lopez, Speech Language Pathology Assistant, at range 15.0 Step C of the CSEA/OSD Classified Salary Schedule. 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>	Advanced Salary Placement
Ms. Torres shared background information on the reclassification request submitted by Ms. Alvarado and Ms. Zarate. She shared that further research is necessary in order to recommend appropriate action. Ms. Alvarado and Ms. Zarate shared duties performed and experiences as a Translator. Commissioner Morrison moved to table the reclassification request. 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>	Reclassification Request-Translators
Commissioner Morrison moved to approve the revisions to Personnel Commission rule 70.700 Salary and Benefits for Substitute, Limited Term, and Provisional Employees as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-1. Castillo <u>N</u> ; Morrison <u>Y</u> Robinson <u>Y</u>	70.700 Salary and Benefits for Substitute, Limited Term, and Provisional Employees Eligibility Lists
Commissioner Castillo moved to approve the eligibility list. District Translator, Health Care Technician, Plumber, Transportation Scheduler/Router, Health Assistant, Paraeducator General Education, Paraeducator Special Education, Technician Services Technician, Grounds Maintenance Worker I, Accounting Specialist IV, and Substitute Paraeducator. 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>	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
The Personnel Commission reviewed the Personnel Actions of February 2, 2022 and February 16, 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
Ms. Poland reported that she attended the CSPCA Annual Conference and hopes that the District will assist with sending a CSEA member next year. She also reported that a negotiation session is scheduled April 21st.	Report by CSEA
Dr. Torres thanked the staff for their recruitment efforts.	Report by Assistant Superintendent, Human Resources
Commissioner Castillo and Commissioner Robinson thanked staff for their hard work. All Commissioners shared their CSPCA Annual Conference experiences.	Report by Commissioners
There being no further business, the Commission adjourned at 6:50pm. The next regular meeting is scheduled for April 14, 2022.	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

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

Date

Chair, Personnel Commission

Minutes of Thursday, March 10, 2022



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Wednesday, April 6, 2022
4:30 p.m. Portable 403 of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met for a special meeting on Wednesday, April 6, 2022, in Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:37 p.m. CALL TO ORDER

A roll call of the Commission was conducted. In attendance were: ROLL CALL

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

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

Guests: Dr. Victor Torres, Assistant Superintendent of Human Resources

Commissioner Castillo moved to approve the agenda of Wednesday, April 6, 2022 as presented. Commissioner Morrison seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Morrison Y Robinson Y ADOPTION OF THE AGENDA

The Commission convened into closed session at 4:38 p.m. They reconvened into open session at 7:39 p.m. and reported that no action was taken. CLOSED SESSION

The Commission adjourned at 7:40 p.m. The next regular meeting is scheduled for April 14, 2022. ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Wednesday, April 6, 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:

April 26, 2022

TITLE: Advanced Step Placement for Junaid Badshah, Human Resources Technician

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in the Certificated Human Resources department for the Human Resources Technician position. Mr. Junaid Badshah was selected for the position by the hiring authority, starting date March 21.

Mr. Badshah requested to start at Step B, Range 21 of the CSEA/OSD Classified Salary Schedule based on his higher education. Mr. Badshah possesses a bachelor's degree in Human Resource Management which is directly aligned with the department. The minimum education requirement for a Human Resources Technician is graduation from high school or equivalency; training or coursework in human resources or public administration 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. Badshah, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Junaid Badshah, Human Resources Technician at Step B, Range 21 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:

April 26, 2022

TITLE: Advanced Step Placement for Areli Neria, Office Assistant II

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy at Fremont School for the Office Assistant II position. Ms. Areli Neria was selected for the position by the hiring authority, starting date March 28.

Ms. Neria requested to start at Step B, Range 17 of the CSEA/OSD Classified Salary Schedule based on her extensive experience; 5 years of experience working in an office setting and 9 years of customer service experience. Ms. Neria also has experience working as a Medical Assistant and that will be relevant to support the school site with the Care Room and COVID cases. The minimum experience requirement for an Office Assistant II is one year of clerical experience.

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

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Areli Neria, Office Assistant II at Step B, Range 17 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:
April 26, 2022

TITLE: Advanced Step Placement for Viviana Zozaya Manzanilla, Paraeducator - Special Education

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator - Special Education position. Ms. Viviana Zozaya Manzanilla was selected for the position by the hiring authority, starting date April 4.

Ms. Zozaya Manzanilla requested to start at Step C, Range 17 of the CSEA/OSD Classified Salary Schedule based on her extensive education and experience. Ms. Zozaya Manzanilla holds an Education Specialist Instruction Credential by the CTC; Certificate of Achievement in Child Development by the Oxnard College; and a bachelor's degree in Special Education in the area of Learning Disorders. She also has 11 years of experience in classroom settings, teaching as a master teacher and Home Based option for the Head Start Program working with families, parents, children with IEPs, and teaching staff. The minimum experience requirement for a Paraeducator - Special Education is one year of experience working with school-age children in an organized educational, health, child care, or other structured setting is required; experience working with children with special needs is highly desirable. The minimum education requirements are the Title I 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. Zozaya Manzanilla, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Viviana Zozaya Manzanilla, Paraeducator - Special Education at Step C, Range 17 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:

April 26, 2022

TITLE: Advanced Step Placement for Diana Alcaraz, Paraeducator - Special Education

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator - Special Education position. Ms. Diana Alcaraz was selected for the position by the hiring authority, starting date March 16.

Ms. Alcaraz requested to start at Step B, Range 17 of the CSEA/OSD Classified Salary Schedule based on her education and experience. Ms. Alcaraz possesses a bachelor's degree in Psychology and has a few years of experience working as a Behavioral Therapist providing ABA services. The minimum experience requirement for a Paraeducator - Special Education is one year of experience working with school-age children in an organized educational, health, child care, or other structured setting is required; experience working with children with special needs is highly desirable. The minimum education requirements are the Title I 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. Alcaraz, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Diana Alcaraz, Paraeducator - Special Education at Step B, Range 17 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:
April 26, 2022

TITLE: Advanced Step Placement for Lori Zeider, Paraeducator - Special Education

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator - Special Education position. Ms. Lori Zeider was selected for the position by the hiring authority, starting date April 4.

Ms. Zeider requested to start at Step D, Range 17 of the CSEA/OSD Classified Salary Schedule based on her extensive education and experience. Ms. Zeider holds a Master's degree in Applied Behavior Analysis (ABA) and a bachelor's degree in ABA with a concentration in Autism Spectrum Disorder (ASD); along with being licensed as a Registered Behavior Technician. She also has 7 years of professional engagement as a Registered Behavior Technician with children with autism spectrum disorders, PDD-NOS and Emotionally Disturbed students. Ms. Zeider is extremely qualified for this position and brings high levels of skills, training and experience that is extremely relevant and desirable in the Special Education department. The minimum experience requirement for a Paraeducator - Special Education is one year of experience working with school-age children in an organized educational, health, child care, or other structured setting is required; experience working with children with special needs is highly desirable. The minimum education requirements are the Title I 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. Zeider, approved by the Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Lori Zeider, Paraeducator - Special Education at Step D, Range 17 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:

April 26, 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 Interpreter/Community Support Liaison – Trilingual (Mixteco, Spanish, English). We are recommending salary range 24 (\$25.62/hour - \$31.14/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 April 27, 2022.

Staff also recommends that the Personnel Commission take action to approve the new classification of Interpreter/Community Support Liaison – Trilingual (Mixteco, Spanish, English) at range 24 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: April 7, 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. (pulled from agenda on March 10)
March 14, 2022	Classified HR staff met with Ilene Poland, CSEA President, Translator incumbents Norma Zarate Cruz and Argelia Alvarado Zarate, Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement and Dr. Jodi Nocero, Director of Pupil Services to further discuss the proposed new job description as a recommendation for the reclassification study.
March 25, 2022	The final draft of the job description was created and sent to Translator incumbents Norma Zarate Cruz and Argelia Alvarado Zarate for review and approval. Incumbents acknowledged they were comfortable with the final job description on March 29, 2022.
March 29, 2022	The final draft of the job description was sent over to Ilene Poland, CSEA President for final review and input. Ilene was informed that salary was still being discussed.
March 30, 2022	The final draft of the job description and salary recommendation was sent over to Dr. DeGenna, Assistant Superintendent of Education Services, Dr. Aguilera-Fort, Superintendent, and Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement for final review and salary determination.
April 6, 2022	Salary recommendation approved and reclassification request recommendation submitted to Superintendent’s office.
April 6, 2022	Ready to submit reclassification request recommendation to Personnel Commission once next meeting date is confirmed.

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 Interpreter/Community Support Liaison – Trilingual (Mixteco, Spanish, English).

Recommendation

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

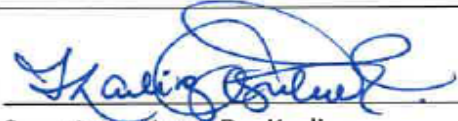
The Personnel Commission take action to approve the reclassification request submitted by Ms. Norma Zarate Cruz and Ms. Argelia Alvarado Zarate.

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 **April 11, 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:  Superintendent, Dr. Karling Aguilera-Fort	Date: _____
Comments:	

Attachments:

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

Reclassification Salary Study – Translators

Proposed Title – Interpreter/Community Support Liaison – Trilingual (Mixteco, Spanish, English)

Internal Alignment

Based on internal alignment, the recommendation is being made to place the Interpreter/Community Support Liaison – Trilingual classification at range 24.0. Currently, the Translator classification is placed at an 18.0 salary range. The difference between the ranges are 12 steps.

Based on the job analysis when conducting this study, the Interpreter/Community Support Liaison – Trilingual classification serves as an interpreter for the Mixteco community requiring trilingual skills and also provides community support as a community liaison between the Mixteco community and District staff. This position performs a very unique set of duties where they serve in an Interpreter capacity along with the community support capacity. The need to have trilingual skills in Mixteco, Spanish and English also adds to the higher qualifications needed for the position.

Below is the list of internal classifications that were reviewed as comparables. Based on this list of classifications and based on the need for this classification to perform duties in the Community Relations family and the Translator/Interpreter family, it is appropriate to place this classification at the salary range of 24. The District Community Liaison, Outreach Specialist and Parent Support Liaison classifications require higher entrance qualifications and has more duties such as case management, reporting, etc., however they do not provide trilingual interpreter duties. The Interpreter/Community Support Liaison – Trilingual classification works in a capacity where they perform about 50% of the duties similar to the above listed positions. The District Translator classification also requires higher entrance qualifications, however they do not support in community relations and are not required to be trilingual.

Classification	Range	Hourly - Step A	Hourly - Step E	
District Community Liaison	24.0	\$25.62	\$31.14	
Outreach Specialist	24.0	\$25.62	\$31.14	
Parent Support Liaison	24.0	\$25.62	\$31.14	
Interpreter/Community Support Liaison – Trilingual	24.0	\$25.62	\$31.14	<i>*proposed</i>
District Translator	20.0	\$21.06	\$25.60	
Translator	18.0	\$19.10	\$23.22	<i>*current</i>

External Market Assessment

It was not possible to find external comparable classifications to determine the market value of the proposed classification. Three job descriptions were identified (listed below) that serve the Mixteco community, however based on the review of these job descriptions the duties being performed and the minimum qualifications were not aligned. Hence, the external market assessment is not being utilized to propose a salary range for the Interpreter/Community Support Liaison – Trilingual classification.

Agency	Classification	Hourly - Start	Hourly - End	
Oxnard School District	Translator	\$19.10	\$23.22	<i>*current</i>
Oxnard School District	Interpreter/Community Support Liaison – Trilingual	\$25.62	\$31.14	<i>*proposed</i>
County of Ventura	Community Services Coordinator - Trilingual	\$26.79	\$37.55	<i>Not comparable</i>
Superior Court of California, County of Santa Barbara	Court Interpreter - Mixteco	\$37.07	\$37.07	<i>Not comparable</i>
County of Ventura	Farmworker Resources Program Coordinator - Trilingual	\$32.24	\$42.99	<i>Not comparable</i>

**INTERPRETER/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 Interpreter/Community Support Liaison is done for the purpose/s of interpreting a wide variety of spoken communication in Mixteco, Spanish and English; 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

- Interprets and 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.
- 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.
- 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.
- 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 to support Mixteco families.
- Interprets for district programs (e.g. migrant, Saturday and summer school support, etc.) for the purpose of ensuring understanding and implementation of processes.
- 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.
- 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.
- 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.
- Performs a variety of district protocol translations for the purpose of ensuring the efficient and effective implementation of District procedures.
- 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, District and site staff for the purpose of facilitating and enhancing support services and resources for parents.

- Translates and interprets 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.

Oxnard School District

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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: 24.0

Approved: 04/2022

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

April 26, 2022

Oxnard School District

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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



Received
5/18/21 - SAC

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
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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 regarding 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)

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D = Daily W = Weekly M = Monthly Q = Quarterly
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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:

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D = Daily W = Weekly M = Monthly Q = Quarterly
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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:

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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
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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		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:

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 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)



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:

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 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 sign.		X						20
High School medications 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.	4/7/2021 - 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.

Angelica 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.

Jessica Rumbach
Signature of Immediate Supervisor

5/17/21
Date

(Audit Form - Rev. 06/12)

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:134; 21-22:118

Director's Certification:

21-22:100

Established: 4/5/2022

Paraeducator Special Education

Rank	Name	Expiration Date
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Previous List: 21-22:118; 21-22:100

1	Carrillo, Silvia	2/16/2023
2	Godfrey-Soto, Daniella Michelle	2/16/2023
2	Zeider, Lori	2/16/2023
3	Paredes Hernandez, Irlanda	2/16/2023
4	Martinez, Yailene	2/16/2023
5	Pena, Melissa	3/4/2023
6	Grether, Adam	2/16/2023

New List: 21-22:134

1	Hage, Jessica Joanne	4/5/2023
2	Escobedo, Carolina	4/5/2023
3	Morehead, Kailee	4/5/2023
4	Soria, Roxanne	4/5/2023
5	Banuelos, Johnny	4/5/2023
5	Ruiz, Nancy Calderon	4/5/2023
6	Cervantes, Nayelly	4/5/2023

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No.:
 21-22:110; 21-22:16, 21-22:63
 Established: 03/14/2022

Office Assistant II

Rank	Name	Expiration Date
1	Kempton, Erica (B)	12/1/2022
2	Lawrence, Aida (B)	12/1/2022
3	Hernandez, Luz (B)	12/1/2022
4	Cervantes, Jaqueline	10/20/2022
5	Layne, Deneff (B)	10/20/2022
5	Song, Sun Young Lee	10/20/2022
6	Luna, Marisa (B)	3/14/2023
5	Cardenas, Jazlyn (B)	12/1/2022
5	Qualis, LaShane H	10/20/2022
6	Ezpinoza, Zulma G	10/20/2022
6	Lara, Wilberth	10/20/2022
6	Manzer, Adriana	10/20/2022
7	Dominguez, Sue Ann	10/20/2022
8	Herrera, Maria G	10/20/2022
9	Ambriz, Noemi (B)	3/14/2023
9	Castillo, Cristina (B)	3/14/2023
9	Merida, Darline A	10/20/2022
9	Neria, Areli (B)	10/20/2022

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:115; 21-22:62

Director's Certification:

Established: 3/15/2022

Custodian

Rank	Name	Expiration Date
1	Tate, Brandyn	11/23/2022
2	Tellez, Teresa A	3/15/2023
3	Rodriguez, Anthony Wilson	11/23/2022
4	Castilla, Elizabet	3/15/2023
5	Lipsett, Brent D	11/23/2022
5	Lopez, Diego Gregorio	3/15/2023
6	Lopez Beltran, Juan Carlos	3/15/2023
6	Macias, Alan Alfredo	3/15/2023
6	Morales, Raul Jose	3/15/2023
6	Renteria, Paul E	3/15/2023
7	Vasquez, Fred	3/15/2023
7	Villasenor, Veronica	3/15/2023
8	Rivera Jr., Jose Francisco	3/15/2023
9	Martinez, Gustavo	3/15/2023
10	Virgen, Damien	11/23/2022
11	Barajas, Robert	11/23/2022
11	Dalusong, Christopher Edejer	3/15/2023
11	Romero, Elias D	11/23/2022

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

12	Trejo, Peter	3/15/2023
13	Pineda, Todd Raymond	11/23/2022
13	Mendoza, Hector M	3/15/2023

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. 21-22:126; 21-22:80

Director's Certification:

Established: 03/30/2022

Translator (Spanish)

Rank	Name	Expiration Date
1	Charco, Eliseo Tavira	3/30/2023
2	Ayala, Erika	3/30/2023
3	Decker, Jocasta	3/30/2023
3	Paredes Hernandez, Irlanda	3/30/2023
4	Gaona, Agustina	1/18/2022
5	Hernandez, Francisco	1/18/2022

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:127; 21-22:13

Director's Certification:

Established: 3/15/2022

School Occupational Therapist

Rank	Name	Expiration Date
1	Roddis, Jamie M	10/4/2022
2	Arpai, Leah	7/16/2022
2	Forbel, Emily	10/4/2022
2	Valentine, Megan	3/15/2023

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. 21-22:116; 20-21:106

Director's Certification:

20-21:72

Established: 3/22/2022

Office Assistant III

Rank	Name	Expiration Date
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Previous List: 20-21:106; 20-21:72

1	Romero, Adriana (B)	6/9/2022
2	Trejo, Leticia (B)	7/26/2022

New List: 21-22:116

1	Castellanos, Ana (B)	3/22/2023
2	Alkhazaeleh, Nura (B)	3/22/2023
2	Patron-LaFrance, Alicia (B)	3/22/2023
2	Rosas, Maria Norma (B)	3/22/2023
3	Luna, Marisa (B)	3/22/2023
4	Ambriz, Noemi G (B)	3/22/2023
4	Hernandez, Maria D. (B)	3/22/2023
5	Chinas, Mayte Bazaldua (B)	3/22/2023

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No.
 21-22:116; 21-22:55, 20-21:106
 20-21:72
 Established: 03/22/2022

Intermediate School Secretary

Rank	Name	Expiration Date
Previous List 20-21:106, 20-21:72		
1	Romero, Adriana (B)	6/9/2022
2	Trejo, Leticia (B)	7/26/2022
New List 21-22: 116; 21-22:5		
1	Kempton, Erica (B)	11/19/2022
2	Ramirez, Melani (B)	11/19/2022
3	Castellanos, Ana L. (B)	3/22/2023
3	Velarde, Andrea Guadalupe (B)	11/19/2022
4	Hernandez, Maria Barraza (B)	11/19/2022
5	Alkhazaeleh, Nura (B)	3/22/2023
5	Patron-LaFrance, Alicia (B)	3/22/2023
5	Rosas, Maria Norma (B)	3/22/2023
6	Lawrence, Aida (B)	11/19/2022
7	Luna, Marisa (B)	3/22/2023
8	Ambriz, Noemi G. (B)	3/22/2023
8	Hernandez, Maria D. (B)	3/22/2023
9	Contreras, Nancy (B)	11/19/2022
9	Chinas, Mayte Bazaldua	3/22/2023

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

9	De Jesus, Brenda (B)	11/19/2022
10	Vazquez, Adriana (B)	11/19/2022
11	Delgado, Jackelyn (B)	11/19/2022

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

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No.
 21-22: 116; 21-22:55, 20-21:106
 20-21:72
 Established: 03/22/2022

Secretary

Rank	Name	Expiration Date
Previous List 20-21:106; 20-21:72		
1	Romero, Adriana (B)	6/9/2022
2	Trejo, Leticia (B)	7/26/2022
New List 21-22:116; 21-22:55		
1	Kempton, Erica (B)	11/19/2022
2	Castellanos, Ana L.(B)	3/22/2023
3	Hernandez, Maria Barraza (B)	11/19/2022
4	Alkhazaeleh, Nura (B)	3/22/2023
4	Patron-LaFrance, Alicia (B)	3/22/2023
4	Rosas, Maria Norma (B)	3/22/2023
5	Lawrence, Aida (B)	11/19/2022
6	Luna, Marisa (B)	3/22/2023
7	Ambriz, Noemi G (B)	3/22/2023
7	Hernandez, Maria D. (B)	3/22/2023
8	Contreras, Nancy (B)	11/19/2022
8	Chinas, Mayte Bazualdua (B)	3/22/2023
8	De Jesus, Brenda (B)	11/19/2022
9	Vazquez, Adriana (B)	11/19/2022

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

10

Delgado, Jackelyn (B)

11/19/2022

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.
 21-22:133; 21-22:117; 21-22: 99;
 21-22:38; 21-22:04;
 20-21:101; 20-21:82;
 20-21:68; 20-21:60
 Established: 04/4/2022

Paraeducator - General Education

Rank	Name	Expiration Date
Previous List 21-22:38; 21-22:04; 20-21:101; 20-21:82; 20-21:68; 20-21:60		
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	21-22:133; 21-22:117; 21-22:99	
1	Decker, Jocasta (B)	3/22/2023
2	Guerrero Torres, Dania (B)	4/4/2023
3	Menchaca, Anthony	4/4/2023
3	Morehead, Kailee	4/4/2023
4	Morales, Alicia Jasmin	4/4/2023
4	Vallardes, Elizabeth	4/4/2023
5	Lopez, Arnold	3/22/2023

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

6	Diaz, Imelda (B)	2/16/2023
7	Paredes, Irlanda (B)	2/16/2023
8	Layne, Maria (B)	4/4/2023
9	Martinez, Yvette	4/4/2023
10	Flores, Jimena	4/4/2023
11	Grether, Adam	4/4/2023

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OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. : 21-22:122
Established: 03/22/2022

Transportation Dispatcher/Scheduling Assistant

Rank	Name	Expiration Date
1	De Barba, Adriana	3/22/2023
2	Salinas, Marco Antonio	3/22/2023
3	Herrera, Gilberto	3/22/2023

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:123; 21-22:95

Established: 3/22/2022

Plumber

Rank	Name	Expiration Date
1	Briones, Moises	3/22/2023
2	Gonzalez, David C	2/10/2023

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:136; 21-22:120;

Director's Certification:

21-22:101; 21-22:69; 21-22:45

Established: 3/23/2022

Health Care Technician

Rank	Name	Expiration Date
Previous List: 21-22:101; 21-22:69: 21-22:45		
1	Quiles, Miguel	12/6/2022
2	Ursua, Melvie U	10/28/2022
3	Natividad, Maybelle B	2/10/2023
New List 21-22:136; 21-22:120		
1	Dornan, Julia M	3/23/2022
1	Hall, Andrea M	3/15/2023
1	Luttrell, Natalie	3/15/2023
1	Pantoja, Salud Salud	3/3/2023
1	Saldana, Montse	3/15/2023

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:

Eligibility List No. 21-22:135; 21-22:109;
21-22:84; 21-22:56; 21-22:08;
Established: 04/04/2022

Grounds Maintenance Worker I

Rank	Name	Expiration Date
1	Chairez, Christopher	1/12/2023
2	Castro, Jesus	4/4/2023
3	Sandoval, Estevan	4/4/2023
4	Smith, Aaron	4/4/2023
5	Velasquez, Edward	4/4/2023
6	Arcega, Alexander	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.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Shristie N. Torres
Director, Classified Human Resources

April 26, 2022

TITLE: First Reading – Personnel Commission Budget 2022/2023

DESCRIPTION OF AGENDA ITEM:

Education Code Section 45253 provides that the Personnel Commission shall prepare an annual budget for its own office and hold a public hearing. The public hearing shall be held not later than May 30th of each year.

Attached is the proposed budget. A justification for all expenses in the budget has also been attached.

RECOMMENDATION:

No official action is to be taken at this time. The Commission shall give direction on the formulation of a final budget draft which will be brought back for an open hearing and adoption at the regularly scheduled meeting in May.

OXNARD SCHOOL DISTRICT
 PERSONNEL COMMISSION
 ANNUAL BUDGET
 2022-23 FISCAL YEAR

			2021-22 Current Budget	2022-23 Proposed Budget
2000	CLASSIFIED SALARIES			
	2300	Administrative Personnel	142,252	146,118
		Commission Members	3,600	3,600
	2400	Clerical & Other Office	329,904	351,871
	2900	Other	0	0
<i>Subtotal</i>			\$ 475,756	\$ 501,589
3000	EMPLOYEE BENEFITS			
	3100	STRS	0	0
	3200	PERS	109,424	129,975
	3300	OASDI & Medicare	36,395	38,096
	3400	Health & Welfare Benefits	93,967	93,967
	3500	SUI	5,852	2,490
	3600	Worker's Compensation	9,515	9,960
	3900	Other Benefits	15,000	15,000
<i>Subtotal</i>			\$ 270,153	\$ 289,488
4000	SUPPLIES			
	4300	Other Supplies	3,300	3,300
		Literature, Periodicals	0	0
		Office Supplies	5,200	5,200
		Examinations Purchase	0	0
		Printing & Forms	1,000	2,000
		Other	0	0
	4400	Non-Capitalized Equipment	1,500	1,500
<i>Subtotal</i>			\$ 11,000	\$ 12,000

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

**OXNARD SCHOOL DISTRICT
 PERSONNEL COMMISSION
 ANNUAL BUDGET
 2022-23 FISCAL YEAR**

		2021-22 Current Budget	2022-23 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	750	750
	Other	2,000	2,000
	Conference	6,200	8,500
5300	Dues & Membership	1,320	1,320
5500	Utilities & Operating Expenses		
	Electricity	0	0
	Heat	0	0
	Water	0	0
	Other	0	0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	0	0
	Equipment Maintenance Contracts	500	500
	Other	500	500
5800	Other Services & Operating Expenses		
	Advertising	2,000	3,000
	Salary Classification Surveys	0	0
	Physical Examination	0	0
	Fingerprinting	0	0
	Other Recruitment Expense	0	0
	Legal Expenses	2,000	5,000
	Contracted Testing	0	0
	Contracted Personnel Services	20,386	21,541
	Other	2,000	2,000
5900	Communications		
	Telephone/Fax	0	0
	Postage	0	0
	Other	0	0
<i>Subtotal</i>		\$ 37,656	\$ 45,111

OXNARD SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2022-23 FISCAL YEAR

		2021-22 Current Budget	2022-23 Proposed Budget
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	0	0
	Office Equipment	0	0
	Other	0	0
6500	Equipment Replacement	0	0
<i>Subtotal</i>		\$ 0	\$ 0
Total Budget Designated for Personnel Commission		\$ 794,565	\$ 848,188

2022-2023 Personnel Commission/Classified Human Resources Budget Justification

<p>Classified Salaries</p>	<p>All staff are budgeted at the top salary step for their classifications. This is due to the fact that the Ventura County Superintendent of Schools approves the Commission’s budget on an annual basis following input from the Board of Trustees. At any time in the future prior to the adoption of a Budget, the Board of Trustees may make a recommendation to the County Superintendent to not approve the Commission’s budget as submitted. If this occurs the likely result is the Commission receiving the exact funding as it received in the prior year.</p> <p>If the Commission’s budget does not reflect the top salary step placement for all positions, it is possible that this funding would not be approved on a yearly basis and thus wage increases due to step advancement would be required to be cut from the Commission’s non-personnel budget.</p> <p>The above being true, it is understood by the Commission that any money allocated in this area which is not currently going towards actual salaries is expected to be returned to the District’s general fund at the end of the fiscal year and not used in other areas. Exception may of course be made for extreme or emergency circumstances.</p>
<p>2300: Administrative Personnel</p>	<p>The Director, Classified Human Resources is paid out of this account and is tasked with overseeing all Personnel Commission and Classified Human Resources activities and supervising Classified Human Resources staff.</p> <p>Additionally, the wages for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of the Personnel Commissioners. It is expected that the actual total may be slightly less, but a buffer has been built in to account for unforeseen special meetings and disciplinary appeal hearings.</p>
<p>2400: Clerical & Other Office</p>	<p>All non-management staff is paid out of this line. Current staff consists of:</p> <p>2 Human Resources Analyst The Human Resources Analysts perform tasks related to overseeing the recruitment and testing functions, performing classification and compensation studies and overseeing the Classified Human Resources transactions and activities including reports.</p> <p>3 Human Resources Technicians The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the</p>

	<p>department and manage the high volume workflow of employee evaluations, records, assignments, and staffing including transfers which related to both classified and exempt employees. Positions in this classification are also expected to assist with Commission functions regarding test proctoring as and application screening as needed.</p> <p>\$13,000 has been added to this line for overtime hours as needed for the upcoming year. 40 hours/year has been budgeted for each of the 5 staff members. This can used for attendance at the PC meetings, attending job fairs outside of regular hours, high onboarding seasons, etc. Approximately \$9541 is for salary and \$3459 for benefits.</p>
2900: Other	This code is not used for Classified HR positions and not being budgeted for.

Employee Benefits	Associated with department employees and Personnel Commissioners. All increases in the 3000 accounts are due to increases in insurance and related rates.
3200: PERS	Associated with department employees and Personnel Commissioners.
3300: OASDI/Medicare	Associated with department employees and Personnel Commissioners.
3400: Health & Welfare Benefits	Associated with department employees and Personnel Commissioners.
3500: SUI	Associated with department employees and Personnel Commissioners.
3600: Worker’s Compensation	Associated with department employees and Personnel Commissioners.
3900: Other Benefits	Associated with department employees and Personnel Commissioners.

4300: Materials & Supplies	<p>This account provides funding for all office supplies necessary for the regular office duties of the Commission/Classified Human Resources department.</p> <p>This is also the account that provides for the cost of lunches for interview panel members, which can vary depending on the number of interview panels held over the course of the year. Lastly, the budgeted amount covers expenses of a recurring nature for copier charges and publications recharges.</p> <p>This account is being increased by \$1,000 in “Printing & Forms” since over the past year the department used a lot in printing</p>
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	<p>services for advertising and creating on-boarding packets for the number of new hires that needed to be hired for the District.</p>
4400: Non-Capitalized Equipment	<p>An amount equivalent to approximately two computers has been built into the budget for the 2022-23 year. It is expected that the department will need to replace two computers every year which would put our computers on approximately a 3 year replacement cycle.</p> <p>This account shows no changes.</p>
5200: Travel & Conference	<p>Personnel Commissioners and staff typically attend a few conferences and meetings per year. One conference typically attended in the CSPCA Annual Conference which is typically a three or four day conference with an associated cost of approximately \$799 per individual plus room & board (varies). The locations of these conferences are to be determined, as is the actual cost. The CSPCA conference for the last year totaled about \$8,500 with reimbursement for travel and expenses.</p> <p>This account also covers all mileage reimbursement expenses for Commission employees and allows for mileage reimbursement to interview panel members/raters from outside districts/agencies.</p> <p>This account is being increased by \$2300 to account for the increase in costs for conferences and attendance.</p>
5300: Dues & Memberships	<p>The department has three ongoing memberships which require annual dues: California School Personnel Commissioners Association (CSPCA) at \$1,100, Personnel Commissioners Association of Southern California (PCASC) at \$100, and \$120 for membership to the Personnel Testing Council of Southern California (PTC-SC) for three staff members at \$40/membership.</p> <p>This account shows no changes.</p>
5600: Rentals, Leases & Repairs	<p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron). A small amount for repairs has been budgeted in case any are needed on current equipment.</p> <p>This account shows no changes.</p>
5800: Professional/Consulting Services	<p>This account is used for advertising and other recruitment expenses. The Commission only uses these services for recruitments which are inherently difficult, such as those for CBO or School Occupational Therapist. This account is also used to attend job fairs and advertise in various places due to the</p>

	<p>increased need to hire and recruit. This account is being increased to \$3,000.</p> <p>An amount of \$2,000 is in place for contingencies where a conflict of interest is declared between the District and the Commission. In these instances the Commission would need to retain its own legal services. It is hoped and anticipated that these funds will not be used and will be returned to the District's general fund at the close of the fiscal year. This account is being increased to \$5,000 due to the increase in costs and usage in the past year.</p> <p>An amount of \$19,041 is included in the budget for the NeoGov Insight Applicant and Test Management System and \$2,500 for Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for a total of \$21,541. This reflects an increase of \$1,155 over the previous cost due to price increase for NeoGov.</p> <p>An amount of \$2,000 has been added to the account for any other contracted services need that may come up in the next year.</p>
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CLASSIFIED PERSONNEL ACTIONS

New Hires

Abarca, Celeste	Paraeducator – General Education, Position #10687 Marshall 8.0 hrs./183 days	02/09/2022
Brock, Hannah T.	Speech Language Pathology Assistant, Position #10564 Special Education 8.0 hrs./183 days	02/07/2022
Gallegos Gaona, Lucina L.	Library Media Technician, Position #1849 Elm 5.0 hrs./190 days	02/01/2022
Lainez, Sintya M.	Paraeducator – General Education, Position #10664 Elm 8.0 hrs./183 days	02/15/2022
Lopez, Itzel	Speech Language Pathology Assistant, Position #10562 Special Education 8.0 hrs./183 days	02/14/2022
Lopez, Leticia	Campus Assistant, Position #6517 Sierra Linda 4.0 hrs./180 days	02/01/2022
Rodriguez, Anthony W.	Custodian, Position #2399 Soria 8.0 hrs./246 days	02/15/2022
Villa, Alejandra	Campus Assistant, Position #10754 Frank 5.25 hrs./180 days	02/10/2022

Limited Term/Substitutes

Chaparro, Mary C.	Clerical (substitute)	01/28/2022
Chavez, Nina	Campus Assistant (substitute)	02/14/2022
Gasperi-Jacobsen, Cassandra R.	Campus Assistant (substitute)	01/13/2022
Jimenez, Steven E.	Clerical (substitute)	02/03/2022
Ponce, Mayra	Campus Assistant (substitute)	01/31/2022
Saucedo, Jose L.	Clerical (substitute)	02/04/2022

Promotions

Mendoza, Maribel	Outreach Specialist, Position #2687 McAuliffe 8.0 hrs./180 days Paraeducator III, Position #10600 Special Education 8.0 hrs./183 days	02/14/2022
Slagboom, Ana Maria E.	Paraeducator – Hearing Impaired, Position #9499 San Miguel 5.75 hrs./183 days Paraeducator II, Position #2143 Ritchen 5.75 hrs./183 days	02/28/2022

Transfers

Ayala, Rocio A.	Child Nutrition Worker, Position #2219 Frank 5.0 hrs./185 days Child Nutrition Worker, Position #2159 Harrington 5.0 hrs./185 days	02/22/2022
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CLASSIFIED PERSONNEL ACTIONS

Transfer continued

Cano, Valerie	Language Assessment Technician, Position #2439 Enrollment Center 5.5 hrs./246 days Language Assessment Technician, Position #2441 Enrollment Center 5.5 hrs./246 days	02/14/2022
Esparza, Lydia A.	Campus Assistant, Position #6817 Curren 5.75 hrs./180 days Campus Assistant, Position #7150 Fremont 5.25 hrs./180 days	03/07/2022
Hernandez, Irene	Health Care Technician, Position #10272 Pupil Services 7.0 hrs./183 days Health Care Technician, Position #2943 Pupil Services 7.0 hrs./183 days	02/22/2022
Serrano, Yvonne	Office Assistant II, Position #10169 Lopez 5.0 hrs./203 days Office Assistant II, Position #10169 Lopez 3.0 hrs./203 days	02/07/2022

Administrative Transfers

Frias Perez, Veronica	Child Nutrition Worker, Position #2854 Ramona 5.0 hrs./185 days Child Nutrition Worker, Position #2054 Kamala 5.0 hrs./185 days	01/07/2022
Morales, Maria A.	Child Nutrition Worker, Position #1829 Marshall 5.0 hrs./185 days Child Nutrition Worker, Position #1831 Elm 5.0 hrs./185 days	01/07/2022
Rodriguez, Deborah C.	Child Nutrition Worker, Position #1831 Elm 5.0 hrs./185 days Child Nutrition Worker, Position #2854 Ramona 5.0 hrs./185 days	01/07/2022
Sanchez, Rosa I.	Child Nutrition Cafeteria Coordinator, Position #2173 Ritchen 8.0 hrs./189 days Child Nutrition Cafeteria Coordinator, Position #1388 Ramona 8.0 hrs./189 days	01/07/2022

New Position

Isais, Marilu	Paraeducator – General Education, Position #10690 Chavez 8.0 hrs./183 days Preschool Assistant, Position #988 Driffill 3.0 hrs./183 days	02/22/2022
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CLASSIFIED PERSONNEL ACTIONS

Extended Leave of Absence

Gonzalez, Dario	Lead Custodian, position #914 Rose Avenue 8.0 hrs./246 days	01/03/2022 – 02/28/2022
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Resignations

Cervantes Godinez, Rosa E.	Paraeducator III, Position #1943 Special Education 5.75 hrs./183 days	02/23/2022
Covarrubias, Lizette	Senior Payroll Technician, Position #9178 Budget & Finance 8.0 hrs./246 days	02/28/2022
Hernandez Quintana, Linda G.	Language Assessment Technician, Position #2443 Enrollment Center 5.5 hrs./246 days	02/11/2022
Herrera, Angela L.	Paraeducator II, Position #9304 Frank 5.75 hrs./183 days	02/25/2022
Martinez-Bravo, Sara E.	Preschool Assistant, Position #2147 Sierra Linda 3.0 hrs./183 days	02/08/2022
Mendoza, Alejandro	Paraeducator III, Position #7493 Curren 5.75 hrs./183 days	02/18/2022
Navarrete, Maria de Jesus	Preschool Assistant, Position #945 Rose Avenue 3.0 hrs./183 days	02/10/2022
Quintanilla, Alba	Paraeducator II, Position #2194 Harrington 5.75 hrs./183 days	02/11/2022
Rodriguez, Raquel	Outreach Specialist, Position #2614 Rose Avenue 8.0 hrs./180 days	02/10/2022
Silva, Vereia D.	Custodian, Position #2543 McAuliffe 4.0 hrs./246 days	02/14/2022

Retirements

Morehead, Marylou	Custodian, Position #377 Marina West 8.0 hrs./246 days	01/31/2022
Sablan, Juan	Campus Assistant, Position #7151 Fremont 4.25 hrs./180 days	02/28/2022
Saldana, Blanca	Paraeducator II, Position #679 San Miguel 5.75 hrs./183 days	02/23/2022

CLASSIFIED PERSONNEL ACTIONS

New Hires

Burciaga Jr., Heraclio L.	Campus Assistant, Position #9769 Harrington 2.5 hrs./180 days	02/24/2022
Gaona, Agustina	Translator, Position #10786 Special Education 8.0 hrs./246 days	02/22/2022
Garcia, Alondra K.	Campus Assistant, Position #6347 Brekke 4.0 hrs./180 days	02/24/2022
Hernandez, Francisco J.	District Translator, Position #7157 Special Education 8.0 hrs./246 days	02/28/2022
Pimentel, Robert L.	Payroll Technician, Position #9175 Budget & Finance 8.0 hrs./246 days	02/28/2022
Ponce, Mayra	Campus Assistant, Position #8001 Lopez 5.0 hrs./180 days	02/24/2022
Punsalan, Monica M.	Paraeducator – General Education, Position #10659 Brekke 8.0 hrs./183 days	02/22/2022
Seberiano, Rosa	Health Assistant, Position #10760 Pupil Services 5.75 hrs./183 days	02/16/2022
Torres, Ricardo A.	Payroll Technician, Position #9176 Budget & Finance 8.0 hrs./246 days	02/28/2022

Limited Term/Substitutes

Arellano, Yolanda	Campus Assistant (substitute)	02/17/2022
Ceja, Stephanie	Campus Assistant (substitute)	02/17/2022
Duarte, Danah A.	Health Assistant (substitute)	02/16/2022
Gonzalez, Anita	Outreach Specialist (substitute)	02/22/2022
Lopez, Paulina	Paraeducator (substitute)	01/19/2022
Martinez, Melissa	Paraeducator (substitute)	02/23/2022
Perez, Veronica	Health Assistant (substitute)	02/16/2022
Torres, Carlos F.	Paraeducator (substitute)	02/10/2022

Promotion

Flores, Cassie N.	Transportation Scheduler/Router, Position #1446 Transportation 8.0 hrs./246 days Transportation Driver, Position #8708 Transportation 5.5 hrs./183 days	03/01/2022
Mata, Erica	Human Resources Technician, Position #10292 Certificated Human Resources 8.0 hrs./246 days Human Resources Assistant, Position #535 Certificated Human Resources 8.0 hrs./246 days	02/28/2022

CLASSIFIED PERSONNEL ACTIONS

Transfer

Madrigal, Jorge	Custodian, Position #377 Marina West 8.0 hrs./246 days Custodian, Position #533 Chavez 8.0 hrs./246 days	02/28/2022
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Leave of Absence

8276	Technology Services Technician, Position #9938 Information Technology 8.0 hrs./221 days	02/17/2022
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Return from Leave of Absence

Gonzales, Dario	Lead Custodian, Position #914 Rose Avenue 8.0 hrs./246 days	03/01/2022
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Medical Layoff

8048	Paraeducator II, Position #2953 Soria 5.75 hrs./183 days	03/16/2022
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Resignation

Cervantes, Alberto A.	Paraeducator II, Position #9301 Soria 5.75 hrs./183 days	03/04/2022
Chavez, Isela G.	Office Assistant II, Position #10537 Special Education 8.0 hrs./246 days	03/04/2022
Gaona, Agustina	Translator, Position #10786 Special Education 8.0 hrs./246 days	02/23/2022
Isais, Marilu	Paraeducator – General Education, Position #10690 Chavez 8.0 hrs./183 days	02/28/2022
Orozco, Dalila	Campus Assistant, Position #2998 Lopez 5.5 hrs./180 days	02/04/2022