



## THE PERSONNEL COMMISSION

*(supporting education through merit)*

### OXNARD SCHOOL DISTRICT

#### NOTICE OF REGULAR MEETING

#### AGENDA

Thursday, June 10, 2021  
4:00 p.m. Regular Meeting  
Portable 403 of the ESC  
1051 South A Street, Oxnard, CA 93030

#### A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of May 13, 2021

#### 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. MEP Maintenance and Energy Programs Manager *(page 5-9)*  
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
2. Maintenance Manager *(page 10-14)*  
The Personnel Commission will consider revising the job description and approving the salary reallocation.
3. Administrative Assistant to the Director, Certificated Human Resources *(page 15-19)*  
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
4. Eligibility Lists *(page 20-29)*  
The Personnel Commission will review certification of eligibility lists.

**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

## D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. Personnel Actions *(page 30-32)*  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
2. Director's Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
3. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources  
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
5. Report by Commissioners  
The Commissioners will report on issues concerning Commission administration.

## 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, May 13, 2021  
**4:00 p.m. Portable 403 of the ESC**  
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, May 13, 2021, in Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:07 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:        Edward M. Castillo, Chair of the Personnel Commission        Paul Robinson, Vice Chair of the Personnel Commission         Shristie Nair, Director Classified Human Resources        Tanya Ventura, Human Resources Analyst        Brittany Verduzco, Human Resources Analyst         Guests: Lisa Franz, Director, Purchasing; Carmen Grande, CSEA President; Ilene Poland, Retiree; Fernando Roman, CSEA Representative; Dr. Victor Torres, Assistant Superintendent, Human Resources.</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo moved to approve the agenda of Thursday, May 13, 2021 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson; <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Robinson moved to approve the minutes of April 29, 2021 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson; <u>Y</u></p>	<p>APPROVAL OF MINUTES</p>
<p></p>	<p>COMMENTS BY THE PUBLIC</p>
<p></p>	<p>ACTION ITEMS</p>
<p>Commissioner Robinson moved to approve revisions as presented to the job description of Records Assistant. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson; <u>Y</u></p>	<p>Records Assistant</p>
<p>Commissioner Robinson moved to approve revisions as presented to the job description of Special Education Data Technician. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson; <u>Y</u></p>	<p>Special Education Data Technician</p>
<p>Commissioner Robinson moved to approve revisions as presented to the job description of Speech Language Pathology Assistant. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson; <u>Y</u></p>	<p>Speech Language Pathology Assistant</p>
<p>Commissioner Robinson moved to approve revisions with an amendment to the job description of Library Media Technician. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson; <u>Y</u></p>	<p>Library Media Technician</p>
<p>The Commission reviewed the proposed budget. Commissioner Robinson moved to approve the budget for fiscal year 2021-2022 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson <u>Y</u></p>	<p>Public Hearing on Budget for Fiscal Year 2021-2022</p>

Commissioner Robinson moved to approve the eligibility lists of Campus Assistant, Health Care Technician, Custodial Services Manager, Senior Manager, Maintenance & Operations, and Speech Language Pathology Assistant. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Robinson <u>Y</u>	Eligibility Lists
	REPORTS/OTHER INFORMATION/ DISCUSSION
The Personnel Commission reviewed the Personnel Actions of April 14, 2021 and May 5, 2021.	Personnel Actions
Ms. Nair gave an update on current recruitments and classification/compensation studies. She summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Ms. Grande reported that she met with Ms. Nair regarding job descriptions. She also reported that she along with Silvia Carrillo and Maricela Magallanes attended a meeting with Dr. Torres and Ms. Nair to discuss support for Spanish/Bilingual translations.	Report by CSEA
Dr. Torres reported that he's been busy with negotiations. He also reported that he sees positive things happening in the Human Resources department.	Report by Assistant Superintendent, Human Resources
Commissioner Robinson thanked Ms. Nair and staff for their work. Commission Castillo offered staff the use of the Knights of Columbus for testing.	Report by Commissioners
There being no further business, the Commission adjourned at 5:48 p.m. The next regular meeting is scheduled for June 10, 2021.	ADJOURNMENT

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*Shristie Nair, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, May 13, 2021 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

Shristie Nair-Villano  
Director, Classified Human Resources

**Date of Meeting:**

June 10, 2021

**TITLE: CLASSIFICATION NEW – MEP Maintenance and Energy Programs Manager**

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**BACKGROUND & FINDINGS:**

The Director of Facilities has requested that the Personnel Commission create a new classification of MEP Maintenance and Energy Programs Manager which will be designated as a Management position. This classification is being created as part of the Facilities department reorganization and will replace a vacant management position of Facilities Project and Sustainability/Energy Manager.

The incumbent in this proposed classification will serve a role in two scopes: responsible for the Districts infrastructure as it relates to mechanical, electrical and plumbing and also oversee the Districts sustainability and energy management systems. This position will serve as an expert in the skilled trades and serve as the primary lead for all construction and modernization activities for the District.

**SALARY PLACEMENT:**

Staff studied internal relationships within the existing management salary schedule to determine a salary placement. Specifically, staff looked at internal relationships in the Facilities management positions.

Based on internal alignment, it would be appropriate to place the proposed classification of MEP Maintenance and Energy Programs Manager at salary range \$99,429 – \$118,128 of the management salary schedule.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to:

- approve the new classification specification for MEP Maintenance and Energy Programs Manager and
- allocate the classification of MEP Maintenance and Energy Programs Manager to salary range \$99,429 – \$118,128 of the management salary schedule.

## **MEP MAINTENANCE AND ENERGY PROGRAMS MANAGER**

*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 administrative supervision and direction of the Director of Facilities, or designee, oversees all aspects of Mechanical, Electrical, and Plumbing (MEP) Maintenance, Sustainability, Conservation, and Energy Programs for the District; oversees construction, renovations, and modernization work activities; provides leadership, supervision, direction, and technical expertise to staff; ensures compliance with safety practices and procedures and all applicable laws and regulations; and performs a variety of other duties relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

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

The Director of Facilities is a single position classification with responsibility for the planning, organizing, coordinating, and directing of the District's facilities, construction, and modernization programs and has formal responsibility for all actions of the Facilities Department including maintenance and operations services. In accordance with policy direction and guidance from the Deputy Superintendent of Business and Fiscal Services, an incumbent is responsible for developing and implementing short and long range plans and strategies for meeting the District's goals and objectives for construction, modernization, and all other aspects of facilities, maintenance, and operations.

The MEP Maintenance and Energy Programs Manager is a single position classification with responsibility for overseeing and managing the District's MEP maintenance, construction projects, sustainability, and energy management programs to ensure District buildings MEP systems are maintained, constructed, and modernized in a manner which is efficient and safe in order to directly support student learning and achievement. The incumbent works directly with the Department of the State Architect and other agencies to ensure compliance with all applicable laws and requirements and develops, implements, and manages the District's sustainability and energy management and conservation programs to ensure efficient use of resources.

The Senior Manager of Maintenance & Operations is a single position classification which has District-wide responsibility for all aspects of maintenance and operations including the supervision of subordinate managers in the areas of grounds and custodial services and ensures completion of day to day and contracted maintenance and construction projects. The incumbent directly manages maintenance services for District including carpentry, electrical work, HVAC repair, locksmith work, painting, and plumbing and monitors other operational services in the areas of grounds and custodial services.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director of Facilities;
- Provides technical and work direction to Facilities staff as needed;
- May provide supervision to assigned Facilities staff as directed.

### **ESSENTIAL DUTIES**

- Manage all Mechanical, Electrical, and Plumbing (MEP) Maintenance, Sustainability, Conservation, and Energy Programs for all construction and modernization activities for the District; reactive, planned, routine, preventative, predictive maintenance, installations, and demolition activities.
- Act as District liaison between architects, contractors, the City of Oxnard, and other AHJ.
- Use District computerized maintenance management systems (CMMS) to schedule, assign, prioritize, and monitor through completion of work orders; tracks backlogs; observes work in progress.
- Inspects field work for accuracy and quality; evaluate workmanship for consistency and demonstration of District acceptable performance standards and expectations.



- Monitor contractors' adherence to schedules, ensure work is performed according to specifications.
- Serve as staff administrator for all modernization and reconstruction of buildings and deferred maintenance projects; compiles and completes necessary forms, reports, and documents required for State and Federal funding programs.
- Draft reports and prepare documents for submittals to various state and local agencies, e.g., Division of the State Architect (DSA), City of Oxnard, OPSC, California Energy Commission, various utility companies, etc.; prepare a variety of other Facilities Department and District reports.
- Monitor project costs; review vendor invoices, contractor progress payment requests; prepares labor, material, and cost estimates.
- Prepare and issues price requests for District-initiated change orders desired during construction; determine when a change order is needed; assist in the processing and negotiation of the cost of change orders and disputes; review any proposed substitutions by contractor and monitors required submittals.
- Draft installation and construction specifications and construction contract documents; assist in the selection of design consultants; participate in value engineering sessions for construction projects.
- Prepare deferred maintenance project reports, budgets and plans.
- Develop, implement, and manage the District's energy and utility conservation programs to ensure efficient use of utilities and to maintain compliance with legal regulations and District policies; ensure operating efficiency and update programs and program guidelines as needed.
- Oversee and analyze the District's utility usage patterns, utility rate schedules, and the cost impact of inflation and rate increases; monitors utilities costs; verifies utility meter readings and billings.
- Evaluate engineering analyses and proposals from outside vendors and provide input related to energy management and the purchase of any products that affect energy consumption.
- Complete grant applications for financial assistance under state and federal conservation programs, including energy related rebate programs; maintain records of State and Federal conservation grants received by the District.
- Prepare and present reports to the Board of Trustees, County, City and District staff, and the public on project status and the District's sustainability and energy conservation program.
- Maintain communication with District personnel to provide information on conservation practices and measures.
- Develop SME contacts with federal and state agencies, monitor state and national energy policy trends.
- Manage the design, installation, programming, troubleshooting, maintenance, and repair of the District's energy maintenance systems (EMS) and building automation systems (BAS).
- Maintain all records and data related to assignments.

#### **Other Related Duties**

- Assist coordinating special events, programs, and facilities.
- Conduct and attend meetings, in-service trainings, presentations and serve as a resource to staff in the development of environmental studies and conservation curriculum.
- Participate in rotating on-call assignment 24/7 for security or emergency events.
- Assumes responsibilities of Senior Manager, Maintenance & Operations in the absence of the Senior Manager, Maintenance & Operations.
- Assumes responsibility for the operation of the Facilities Department in the absence of the Director of Facilities and the Senior Manager, Maintenance & Operations.
- Performs related duties and responsibilities as required.

#### **KNOWLEDGE, ABILITIES, AND TRAITS**

##### **Knowledge of:**

- Methods, materials, costs, tools, and equipment used in MEP maintenance & building construction;
- Operational characteristics, services, and activities of school district maintenance and operations;
- Preventative, reactionary, predictive, and deferred maintenance programs;
- Authority having jurisdiction (AHJ), California Public Contract Code, Public Works, and DSA guidelines;
- Good health and safety procedures and practices. (i.e., CAL/OSHA);

- Heating, ventilation, refrigeration, and air-conditioning systems;
- Electricity distribution systems and consumption of this resource;
- Sustainability best practices;
- Natural gas, and water distribution systems and consumption of this resource;
- Sources for obtaining MEP maintenance supplies and equipment;
- School facility funding and rebate programs;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Modern office practices, procedures, and equipment;
- Good public relations techniques.

**Ability to:**

- Provide leadership to the MEP maintenance staff;
- Apply your knowledge as applicable;
- Provide performance evaluations on a pre-determined schedule for assigned staff;
- Resolve public relations problems effectively;
- Read, develop, interpret, and prepare construction plans, documents, schedules, and specifications;
- Estimate labor and materials costs for projects;
- Operate common office equipment;
- Plan, schedule, and monitor the work of assigned personnel;
- Provide staff opportunities for additional education, being mentored, and career options;
- Understand, accurately interpret, then communicate to managers & employees applicable regulations;
- Analyze complex problems and develop efficient and effective solutions and alternatives;
- Maintain confidentiality of information obtained during the course of work;
- Understand and follow oral and written instructions;
- Prepare clear and concise reports;
- Establish and maintain effective working relationships;
- Interpret and analyze utility rate schedules, invoices, meters, and billing procedures;
- Exercise good judgment;
- Provide timely project cost analysis and life cycles;
- Work independently with limited supervision;
- Collect, analyze and interpret technical data and communicate effectively to non-technical individuals;
- Work effectively within established time schedules, with minimal direction, and under tight deadlines;
- Provide information and assistance to parents, public and staff in a helpful, courteous and timely manner;
- Plan work for self & staff to meet schedules & timelines in an environment of constantly changing priorities;
- Safely operate a motor vehicle;
- Observe legal and defensive driving practices;
- Communicate effectively, both orally and in writing;
- Follow good health and safety principles and practices.

**Traits:**

- Appreciates the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources and respects others time and priorities;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Puts safety first for self and others;
- Remains steady under pressure;
- Promotes goals and leads by example;
- Stays focused and has good work ethic;



Oxnard School District

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- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

**EMPLOYMENT STANDARDS**

**Education:** An Associate degree or equivalent from an accredited technical school or college with course work in any MEP trade such as HVAC, electrical, plumbing, etc. or the completion of an accredited MEP trade apprenticeship program.

Two additional years of experience beyond that required below may be substituted for the required education standard.

**Experience:** Five years of experience working in an institutional or other large facilities maintenance in MEP operations including experience operating an EMS program and facilities utilities usage and sustainability programs.

**Special:** Possession of a valid California driver's license.

Possession of at least one of the following: Electrician, HVAC/R and/or plumber journeyman card or an equivalent license/certificate is desirable.

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 50 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, climb stairs and ladders as needed, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work both inside and outside, at construction sites, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat and cold, with potential exposure to heavy machinery, with irregular hours including nights and weekends, and drive an automobile to conduct work.

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

**Salary Range:** Appropriate Range on Management Salary Schedule

**Approved:** June 10, 2021

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

Shristie Nair-Villano  
Director, Classified Human Resources

**Date of Meeting:**

June 10, 2021

**TITLE: CLASSIFICATION REALLOCATION – Maintenance Manager**

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**BACKGROUND & FINDINGS:**

The Director of Facilities has requested that the Personnel Commission fill a vacancy in the inactive classification of Maintenance Manager. This position is being reactivated and filled as part of the Facilities department reorganization.

This classification has been vacant since 2017 and consequently removed from the Management salary schedule due to inactivity. Prior to 2017, the Maintenance Manager position was at a salary range of \$71,115 - \$84,489. The classification of Maintenance Manager will be reallocated on the Management salary schedule to range \$65,193 - \$77,467 to align the position with the other entry level Facilities management positions which have the same level of responsibility and entry qualifications.

The classification specification is also being revised at this time to bring it up to current standards, slight language and formatting changes are being proposed. The job description was last revised in February 1998 as part of a reclassification study.

**SALARY PLACEMENT:**

Staff studied internal relationships within the existing management salary schedule to determine a salary placement. Specifically, staff looked at internal relationships in the Facilities management positions.

Based on internal alignment, it would be appropriate to place the classification of Maintenance Manager at salary range \$65,193 – \$77,467 of the management salary schedule.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to:

- approve the revisions for the Maintenance Manager classification specification as presented and
- allocate the classification of Maintenance Manager to salary range \$65,193 – \$77,467 of the management salary schedule.

## MAINTENANCE MANAGER

*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~~Definitions~~

To plan, organize and control the maintenance and repair of District buildings, facilities, and equipment; to perform skilled work in one or more of the maintenance trades as needed to ensure District facilities and equipment are fully operational; ~~to utilize the Computerized Maintenance Management System (CMMS); and to operate computerized Energy Maintenance System; ensure completion of contracted projects within assigned facilities areas; and to perform a variety of other duties relative to assigned area of responsibility.~~

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Maintenance Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the maintenance and repair of District buildings, facilities, and equipment. The incumbent manages maintenance services for District sites and functionally supervises and monitors maintenance services performed.

The Grounds Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the upkeep of District grounds including landscaping, irrigation work, pest removal, and basic construction. The incumbent manages grounds services for District sites and functionally supervises and monitors grounds services performed.

The Custodial Services Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the care and cleaning of District offices and school sites. The incumbents manages custodial services for District sites and functionally supervises and monitors custodial services performed.

### • SUPERVISION RECEIVED AND EXERCISED ~~Supervision Received and Exercised~~

- Receives supervision from the Director of Facilities, Senior Manager, Maintenance & Operations or a designee.
- Exercises direct supervision of maintenance staff.

### Essential Function Statements

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

### Essential Functions:

#### • ESSENTIAL DUTIES

- Assign, schedule and supervise the maintenance and repair work of District structures and related facilities and equipment; inspect school buildings and equipment for needed repair and maintenance work; respond to emergency site maintenance as required; confer with and advise other management personnel regarding maintenance projects and priorities.
- Schedule, prioritize, and assign work in skilled, semi-skilled, and unskilled maintenance work; carpentry, electrical, painting, plumbing, glazing, welding, conditioned air heating and ventilation, locksmithing, and audio-visual trades areas; schedule on-call and preventive maintenance personnel; select, train, and evaluate maintenance personnel; arrange time schedules, vacation requests and plan vacation work schedules.

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- Perform skilled work in one or more of the above maintenance trades areas; instruct maintenance personnel in the performance of their duties; lead maintenance personnel in major projects; inspect and evaluate work in progress or upon completion.
- Estimate labor and material costs for replacement, repair, alterations, and improvements to building, building systems, and equipment; order materials and supplies; test, select, and purchase of maintenance supplies and equipment.
- Coordinate and supervise the movement of relocatable buildings and trailers utilities; coordinate the installation of utilities at relocation site.
- Consult with architects and engineers; coordinate projects with District maintenance and site personnel and outside contractors, inspect work in progress and upon completion; oversee selected deferred maintenance projects; recommend value engineering.
- Inspect and oversee site security alarm system; inspect site vandalism; prepare cost estimates for repayment; schedule and oversee repairs; oversee preventive maintenance of District truck fleet.
- Plan and coordinate major facilities projects; develop drawings and specifications; request and receive quotes for major work by outside contractors.
- ~~Act in behalf of the Director of Facilities in Director's absence, when required. Perform rotating 24/7 emergency duty as first point of contact.~~
- Maintain a variety of records and prepare reports; review reports on costs of work done, materials used, and labor expended.
- Maintain adequate levels of tools, equipment, and other maintenance supplies.
- Interacts with Fire Marshal, insurance carrier, safety inspectors and Risk Manager to ensure that all safety items related to facilities are corrected.
- Inspect and evaluate work in progress by maintenance project contractors, after work hours and on weekends; respond to emergency site maintenance after hours, holidays, and on weekends.
- ~~Operate a computer to use a to maintain energy management system at all sites; to maintain operate work order system and to utilize modern software to develop, direct and maintain a computerized maintenance program.~~

#### Other Related Duties

- Assists in the supervision of other Facilities staff as needed.
- Perform related duties and responsibilities as assigned.

#### Qualifications

#### KNOWLEDGE, ABILITIES, AND TRAITS

##### Knowledge of:

- Operational characteristics, services, and activities of a school district maintenance program.
- Methods, materials, equipment, and tools used in the repair and maintenance of buildings and equipment.
- Principles and practices of supervision, training, and performance evaluation.
- Principles of budget preparation and control.
- Occupational hazards and standard safety practices.
- Computerized maintenance work-order system and other maintenance computer applications.
- Principles and practices of general building inspection.
- Operation of security alarm systems.
- Pertinent Federal, State, and local laws, code and regulations.

##### Ability to:

- Assign, prioritize, schedule and supervise the maintenance and repair work of District structures and equipment.
- Inspect school buildings and equipment for needed repair and maintenance work.



- Respond to emergency site maintenance as required.
- Confer with and advise other management personnel regarding maintenance projects and priorities.
- Manage and coordinate the maintenance staff.
- Select, supervise, train, and evaluate assigned staff.
- Perform skilled work in one or more of the building maintenance trades.
- Read, interpret, and work from drawings and blueprints.
- Prepare clear and concise reports.
- Monitor and control budget expenditures.
- Operate a computer and modern software to develop, direct and maintain a computerized maintenance program.
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Follow good health and safety principles and practices.

**Experience and Training Guidelines**

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

~~**Experience:** Five years of experience performing skilled work in one or more of the building trades in a class equivalent to the Maintenance Worker II in the Oxnard School District, preferably including three years in a supervisory capacity.~~

~~**Training:** Equivalent to completion of high school supplemented by specialized training in one or more of the skilled trades.~~

**Licenses or Certificates:**

~~Possession of, or ability to obtain, a valid California driver's license.~~

**EMPLOYMENT STANDARDS:**

~~**Education:** Graduation from high school or equivalency. Specialized training in one or more of the skilled trades is desirable.~~

~~**Experience:** Five years of experience performing skilled work in general building maintenance and repair. At least two years of the aforementioned experience must have been in a supervisory or lead capacity.~~

~~**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.~~



Working Conditions

~~**Environmental Conditions:**— Office and field environment; construction building site; travel from site to site; night work.~~

~~**Physical Conditions:**— Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; operate a computer and keyboard; near visual acuity to review written documentation; facility to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; physical agility to lift up to 25 pounds to shoulder height.~~

**Physical Requirements:** Employees in this classification stand, walk, sit, stoop, bend, reach overhead, lift and carry up to 50 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, climb stairs and ladders as needed, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work both inside and outside, at construction sites, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat and cold, with potential exposure to heavy machinery, with irregular hours including nights and weekends, and drive an automobile to conduct work.

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

**Salary Range:** Appropriate Range on Management Salary Schedule

Oxnard School District

Board Policy Adopted: August 5, 1974; Revised: June 10, 1992; Reclassification Study: June 25, 1998

Personnel Commission Approved: May 7, 1992; Reclassification Study: February 26, 1998

Revision Approved: June 10, 2021

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

Shristie Nair-Villano  
Director, Classified Human Resources

**Date of Meeting:**

June 10, 2021

**TITLE: CLASSIFICATION NEW – Administrative Assistant to Director, Certificated Human Resources**

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**BACKGROUND & FINDINGS:**

The Assistant Superintendent of Human Resources and the Director of Certificated Human Resources have requested that the Personnel Commission create a new classification of Administrative Assistant to Director, Certificated Human Resources which will be designated as a Confidential position. Currently, the Director of Certificated Human Resources has a bargaining unit Administrative Assistant position assigned to support the Director. In the case of a vacancy, this new classification is being proposed to better serve the needs of the department and the Director.

The Director of Certificated Human Resources plays a unique role in the District and participates actively in all District negotiations. The Director also provides direct support to the Lead Negotiator, the Assistant Superintendent of Human Resources in all District negotiations. In this role, the Director of Certificated Human Resources constantly needs to provide highly confidential information and participate in meetings of high sensitivity which needs Confidential support staff. This incumbent will be able to participate in highly sensitive and confidential negotiations/employee meetings to take notes/minutes, create reports and gather information for confidential situations. This new classification is being proposed to provide primary assistance to the Director to relieve her of administrative detail as it relates to highly sensitive and confidential situations.

**SALARY PLACEMENT:**

Staff studied internal relationships within the existing confidential salary schedule to determine a salary placement. Specifically, staff looked at internal relationships in the Clerical confidential positions.

Based on internal alignment, it would be appropriate to place the proposed classification of Administrative Assistant to Director, Certificated Human Resources at range 7.5 of the confidential salary schedule.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to:

- approve the new classification specification for Administrative Assistant to Director, Certificated Human Resources and
- allocate the classification of Administrative Assistant to Director, Certificated Human Resources
- to salary range 7.5 of the confidential salary schedule.

**ADMINISTRATIVE ASSISTANT TO THE  
DIRECTOR, CERTIFICATED HUMAN RESOURCES**

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

**SUMMARY OF DUTIES**

Under the direction of the Director, Certificated Human Resources, performs a variety of complex, responsible, highly sensitive and confidential administrative, secretarial, and technical support functions to relieve the Director of administrative detail; organizes office activities and coordinates the flow of communications for the administrator; performs public relations and communication services; and performs a variety of duties relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

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

The Executive Assistant classifications (Business Services, Educational Services, Human Resources) performs a variety of complex, diverse, and confidential secretarial and administrative support work in order to function as primary support for a Deputy or Assistant Superintendent.

The Administrative Assistant to the Director, Certificated Human Resources classification performs a variety of complex, diverse, and confidential secretarial and administrative support work in order to function as primary support for the Director, Certificated Human Resources.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director, Certificated Human Resources
- Positions in this classification have no formal supervisory responsibilities.

**ESSENTIAL DUTIES**

- Serves as the primary assistant to the Director, Certificated Human Resources by performing specific technical and administrative duties in support of the Director's areas of responsibility to relieve him or her of administrative detail.
- Provides secretarial and administrative support to the Director, Certificated Human Resources ; drafts and/or types materials, memoranda, correspondence, reports, and other documents often of a highly sensitive, confidential or complex nature; composes difficult correspondence independently on a variety of matters, from notes, rough drafts or verbal instructions; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures;
- Receives, documents and processes a variety of requests; ensures materials, reports, contracts, invoices, and other documents for signature are accurate and complete and obtains signatures; determines the priority of, annotates and routes assigned incoming correspondence and e-mails; initiates outgoing correspondence and e-mails, as necessary.
- Provides information and assistance regarding a variety of matters and personnel rules, policies and procedures, relevant laws and codes, collective bargaining agreements and District rules and regulations;
- Acts as liaison in coordinating matters between the Certificated Human Resource's Office, the Personnel Commission, and other departments/offices by interacting with District administrators, managers, principals, staff, parents and/or with other external stakeholders on a wide variety of routine to highly complex, sensitive, confidential or urgent inquiries, complaints, and other issues which require the use of sound independent judgment and discretion in the regular course of business.
- Writes, reviews, proofreads and/or edits board agenda items; prepares and submits the agenda items, reports and related backup materials for Board of Trustees meetings, or for other boards or commissions;
- Makes arrangements for a variety of other District-wide and division/office meetings, conferences, ceremonies and special events as required; assembles, prepares and distributes related materials; prepares meeting agendas; attends designated meetings; takes and maintains minutes of meetings and distributes applicable information to



appropriate management and administrators; schedules, reserves and sets up event/meeting locations and equipment; maintains records of meetings and related documents and files.

- Maintains the calendar of the Director, Certificated Human Resources; coordinates, arranges and confirms meetings, conferences and appointments; screens requests for appointments; makes and confirms travel arrangements; submits conference registrations; arranges hotel and flight reservations; develops and completes itineraries, travel forms and other related documentation.
- Attends labor negotiations sessions to take and transcribe complete and accurate notes and minutes of sessions; maintains records of negotiations and other related documents and files. Reviews and has access to confidential information that contributes significantly to the development of management positions with respect to employer-employee relations; assists in the preparation of materials with respect to employer-employee relations. GC 3513 (f)
- Researches, analyzes, interprets, and applies State and Federal laws and guidelines, District policies, programs, rules, requirements and procedures relating to human resources management of certificated staff and labor management; provides information on those District policies and procedures; and, as assigned, coordinates, organizes and oversees the review and revision of the assigned administrative policies, processes and procedures, including determining appropriate courses of action to comply with the Education Code, collective bargaining agreements, memoranda of understanding, and District rules and regulations.
- Uses initiative, independent judgment, and critical thinking to coordinate and select appropriate work methods and applies them to detailed and confidential information; participates in establishing operational plans and initiatives to meet office goals and objectives related to the work methods; refers certain issues to appropriate staff or the Director, Certificated Human Resources, or takes or recommends action to resolve the issue or issues; follows up to ensure that needed action is taken.
- Provides leadership and works with staff to develop and maintain a high-performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals and core values;
- Compiles and assembles information and statistical data from a variety of sources for the preparation and/or submission of a wide variety of complex records and reports; prepares statements, claims and surveys, and other reports required by federal, state and local agencies.
- Coordinates and participates in the development, review, maintenance, and updating of a wide variety of human resource management records, files and transactions; creates, organizes and maintains specialized and other office files or filing systems, including electronic records.
- Responds to requests for information; provides information to other District departments, personnel, students, parents, outside agencies and organizations and the public as necessary; receives and screens visitors and telephone calls and makes appropriate referrals; receives and screens visitors and telephone calls and makes appropriate referrals.

#### **Other Related Duties**

- Attends a variety of meetings, training sessions, conferences and seminars.
- Serves on District committees, as assigned.
- Assists management with a variety of special studies and projects.
- Performs related duties and responsibilities as required.

#### **KNOWLEDGE, ABILITIES, AND TRAITS**

##### **Knowledge of:**

- Functions and clerical operations of an administrative office;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Correct English usage, vocabulary, spelling, grammar and punctuation.
- District organization, operations, and objectives;
- District programs, terminology, policies, practices, and procedures;
- Modern office practices, procedures, and equipment;
- Basic principles and practices of administration, office organization, and training;
- Preparation of various reports for presentation to Board of Trustees and others;
- Relevant computer operations and software;

Oxnard School District

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- Techniques of proper telephone etiquette;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Good public relations techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Principles and procedures of record keeping;
- Principles of business letter and commendation writing and report preparation;
- Basic statistical and fiscal record-keeping techniques and procedures.

**Ability to:**

- Exercise good and sound judgment;
- Resolve public relations matters effectively;
- Read, understand, interpret, and follow rules, regulations, policies, and procedures;
- Proof and edit documents;
- Establish and maintain effective record-keeping and filing systems;
- Organize materials and prepare clear and comprehensive reports;
- Compose correspondence, memoranda, commendations, and other materials independently or from oral instructions;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, scanners, typewriters, calculators, and fax machines;
- Accurately type/keyboard or perform data entry at a speed to complete assigned tasks;
- Provide information and assistance to parents, the general public, and other staff members in a positive, pleasant, professional, helpful, courteous, and timely manner;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with minimal direction;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities;
- Communicate effectively, both orally and in writing;
- Understand and follow oral and written directions;
- Maintain confidentiality of privileged information obtained in the course of work.

**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;
- Logically grasps and thinks through issues and problems;
- Promotes goals and leads by example;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

**EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or equivalency and equivalent to an Associate's degree from an accredited college or university with major course work in business administration, public administration, communications, or a related field. Two additional years of experience beyond that required below may be substituted for the required college course work.



Oxnard School District

Page 4 of 4

**Experience:** Three years of increasingly responsible office administrative experience. Experience in an educational environment is strongly preferred.

**Special:** A valid, California Class C, driver's license may be required, and if so, must be maintained during the course of employment.

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

**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 conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and have direct contact with employees and the public.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service. NOTE: If adopted as Senior Management, an incumbent does not attain permanent status.

**Salary Range: 7.5 - Confidential Salary Schedule**

**PC Approved: June 10, 2021**

**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 20-21:85, 20-21:64,  
20-21:39

Director's Certification:

Established: 6/4/2021



**Campus Assistant**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Aldana, Alejandra Maria	6/4/2022
1	Lopez, Oscar	6/4/2022
1	Sandoval, Jane L	6/4/2022
1	Vasquez, Megan R	3/31/2022
2	Kendrick, Jessica S	4/30/2022
2	Lopez, Darlene	4/30/2022
2	Magdaleno, Sierra Marie	6/4/2022
2	Ortiz-Alcantar, Aurora	6/4/2022
2	Romero, Denise	6/4/2022
2	Solorzano, Sabrina	6/4/2022
3	Cobarrubias, Nicholas A	6/4/20/22
3	Gonzalez Gamino, Antonio	4/30/2022
3	Hernandez, Anatasia Nicole	3/31/2022
3	Herrera, Alberto Alejandro	3/31/2022
3	Kelley, Andrew	6/4/2022
3	Rios, Maria Isabel	4/30/2022
3	Rivera, Rachel G	3/31/2022
3	Viveros, Paola	6/4/2022
3	Xahuentitla, Kimberly	6/4/2022

**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 20-21:85, 20-21:64,  
20-21:39

Director's Certification:

Established: 6/4/2021



**Campus Assistant**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
4	Angeles, Eduardo	6/4/2022
4	Canseco, Armando A	4/30/2022
4	Gallardo, Rebecca J	6/4/2022
4	Gonzalez, Jorge Jr.	6/4/2022
4	Hernandez, Juan Carlos	6/4/2022
4	Huizar, Oswaldo Francisco	4/30/2022
4	Montesinos, Melissa Marie	4/30/2022
4	Preciado, Christian	4/30/2022
4	Serrato, Marris	4/30/2022
4	Vrana, Kathryn	6/4/2022
5	Carrillo, Sandra	6/4/2022
5	Esparza, Lucia M	4/30/2022
5	Ponce, Anakaren	4/30/2022
6	Alaniz Picena, Sayra E	4/30/2022
6	Barrera, Bryan Efrain	6/4/2022
6	Luevano, Katy	6/4/2022
7	Mora Huerta, Joelyn Emerita	4/30/2022
8	Torres, Marco	6/4/2022

**OXNARD SCHOOL DISTRICT**



**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 20-21:70, 20-21:53,  
20-21:23

Director's Certification:

Established: 6/3/2022

**Paraeducator III**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Zamarripa, Jovana	6/3/2022
2	Roseman, Tellovia Orvette	4/21/2022
3	Cortez, Alejandro G	4/21/2022
4	Villalobos, Julieta	6/3/2022
5	Ragona, Stefanie	11/30/2021
5	Torrez Jr., Mark Thomas	6/3/2022
6	Briggs, Amanda	6/3/2022

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. 20-21: 73, 20-21:63

Established: 6/2/2021

## Health Care Technician

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Chavez, Rina	6/2/2022
2	McKeown, Tara	6/2/2022
3	Polk, Lauren	7/23/2021
4	Quezon, Cyndie Marie D	6/2/2022

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



**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 20-21:57, 20-21:21

Director's Certification:

Established: 6/2/2021



## Special Education Data Technician

Rank	Name	Expiration Date
1	Lore, Mahogany E	6/2/2022
2	Guzman, Daniel	6/2/2022
3	Jarvis, Jeffrey M	10/26/2021

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. 20-21:69

Established: 5/25/2021

merged: 20-21:59; 20-21:32; 20-21:24

**Paraeducator II**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Zamarripa, Jovana	5/25/2022
2	Slagboom, Ana Maria E	5/25/2022
3	Merancio, Gina	12/17/2021
4	Vasquez, Karmen	5/25/2022
5	Delgado, Jorge A	5/25/2022
5	Rodriguez, Jessica	11/2/2021
6	Garcia, Edith	5/17/2022
7	Sanders, Darla	11/2/2021

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**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Promotional Only

Director's Certification:



Eligibility List No. 20-21: 56  
Established: 5/17/2021

## Maintenance Worker II

Rank	Name	Expiration Date
<b>Promotional Only</b>		
1	Vasquez, Christian	5/17/2022
2	Gurrola, Mishael	5/17/2022
2	Romero, Juan Manuel	5/17/2022
3	Veronica III, Phillip	5/17/2022
4	Rodriguez Jr, David	5/17/2022
4	Salas, Jose L	5/17/2022
5	Alonso, Raul	5/17/2022
5	Gonzalez, David C	5/17/2022
6	Nuñez, Nicholas R	5/17/2022

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

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Promotional Only

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 20-21: 55

Established: 5/17/2021

## Grounds Maintenance Specialist

Rank	Name	Expiration Date
Promotional Only		
1	Rodriguez Jr., David	5/17/2022
2	Romero, Juan Manuel	5/17/2022
3	Gonzalez, David C	5/17/2022
4	Veronica III, Phillip	5/17/2022

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

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 20-21:42

Established: 5/20/2021

**Library Media Technician**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Gifford, Kellsie J	5/20/2022
2	Silva, Ana M	5/20/2022
3	Kaelin, Michael	5/20/2022
4	Ham, Cynthia M	5/20/2022
5	Watson, Anjalete	5/20/2022
6	Saine-Roberts, Ronda L	5/20/2022

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. 20-21:68; 20-21:60

Established: 5/25/2021

merged: 20-21:38; 20-21:50

**Paraeducator I**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Aranzazu, Rachelle	5/25/2022
1	Vazquez, Gissele	5/25/2022
2	Hoes, Shanice	5/25/2022
3	Mendez, Brisa E (B)	5/25/2022
4	Segura, Stephanie	5/25/2022
5	Stephenson, Nasayakah	3/29/2022
6	Aguilar Elias, Veronica	5/25/2022
7	Garcia, Edith	5/25/2022
8	Kaelin, Michael	3/15/2022
9	Carrillo, Isela	5/25/2022
9	Menchaca, Anthony	12/1/2021
10	Ortiz-Alcantar, Aurora	5/25/2022

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.

CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Gonzalez, Julissa	Speech Language Pathologist Assistant, Position #9133 Special Education 8 hrs./183 days	05/05/2021
Verduzco, Brittany	Human Resources Analyst, Position #10179 Personnel Commission 8hrs./246 days	04/15/2021

**Limited Term/Substitute**

Romero, Adriana	Clerical (substitute)	04/30/2021
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**Reemployment**

Lopez, Robert	Warehouse Worker/Delivery Driver, Position #841 Warehouse 8 hrs./246 days	05/03/2021
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**Transfer**

Rodriguez, Kathy	Paraeducator II, Position #9203 Soria 5.75 hrs./183 days Paraeducator II, Position #9766 Marina West 5.75 hrs./183 days	05/03/2021
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**Administrative Transfer**

Glass, Joshua	Custodian, Position #5419 Driffil 8 hrs./246 days Custodian, Position #1220 Brekke 8 hrs./246 days	04/29/2021
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**Return from Leave of Absence**

Camarena, Rosy	Office Assistant II, Position #2056 Child Nutrition Services 6 hrs./203 days	05/04/2021
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**Retirement**

Olivares, JoAnn	Intermediate School Secretary, Position #9638 Marshall 8 hrs./192 days	10/01/2021
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CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Fimbres, Steven A.	Paraeducator I, Position #7191 Rose Avenue 3.167 hrs./183 days	05/10/2021
Silva, Cynthia J.	Paraeducator I, Position #9154 Soria 3.167 hrs./183 days	05/03/2021

**Limited Term/Substitute**

Aguilar Elias, Veronica	Paraeducator (substitute)	05/03/2021
Ayala, Elizabeth	Paraeducator (substitute)	04/30/2021

**Promotion**

Gutierrez, Salvador J.	Custodial Services Manager, Position #10186 Facilities 8 hrs./246 days Lead Custodian, Position #995 Chavez 8 hrs./246 days	05/17/2021
Lopez, Marcos A.	Senior Manager, Maintenance & Operations, Position #1082 Facilities 8 hrs./246 days Grounds Manager, Position #7423 Facilities 8 hrs./246 days	05/17/2021

**Reemployment**

Camarena, Celina	Office Assistant III, Position #10210 Early Childhood Programs 8 hrs./246 days	05/13/2021
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**Leave of Absence**

Coronado, Mariana E.	Paraeducator II, Position #9205 Special Education 5.75 hrs./183 days	04/19/21 – 06/04/21
Ramirez, Javier	Custodian, Position #5419 Driffill 8 hrs./246 days	05/03/21 – 05/28/21

**Return from Leave of  
Absence**

Tougas, Laura A.	Paraeducator III, Position #7902 San Miguel 5.75 hrs./183 days	05/21/2021
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CLASSIFIED PERSONNEL ACTIONS

**Resignation**

Corse, Alyssa M.	Paraeducator II, Position #2114 Sierra Linda 5.75 hrs./183 days	05/05/2021
Olmos, Vanessa A.	Human Resources Assistant, Position #8183 Human Resources 8 hrs./246 days	05/07/2021
Sarahang, Claudia R.	Health Care Technician, Position #2690 Pupil Services 7 hrs./183 days	05/05/2021

**Release from Probation**

11009	Paraeducator II, Position #2143 Ritchen 5.75 hrs./183 days	05/07/2021
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**Retirement**

Littell, Susan	Accounting Specialist III, Position #520 Child Nutrition Services 8 hrs./246 days	07/16/2021
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