



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF REGULAR MEETING

AGENDA

Thursday, May 13, 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 April 29, 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. Records Assistant (*page 5-8*)
The Personnel Commission will consider revising the job description.
2. Special Education Data Technician (*page 9-12*)
The Personnel Commission will consider revising the job description.
3. Speech Language Pathology Assistant (*page 13-16*)
The Personnel Commission will consider revising the job description.
4. Library Media Technician (*page 17-20*)
The Personnel Commission will consider revising the job description.
5. Public Hearing on Budget for Fiscal Year 2021-2022 (*page 21-28*)
The Personnel Commission will consider the proposed budget for Fiscal Year 2021-2022.

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

6. Eligibility Lists *(page 29-34)*

The Personnel Commission will review certification of eligibility lists.

D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. Personnel Actions *(page 35-37)*

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 SPECIAL MEETING MINUTES

Thursday, April 29, 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 special meeting on Thursday, April 29, 2021, in Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:02 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 Irma J. Lopez, Member of the Personnel Commission</p> <p> Shristie Nair, Director Classified Human Resources Tanya Ventura, Human Resources Analyst Brittany Verduzco, Human Resources Analyst</p> <p>Guests: Carmen Grande, CSEA President; Anna Gutierrez, Human Resources Assistant; Ilene Poland, Retiree; Jeannette Ramirez, Library Media Technician; 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, April 29, 2021 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u>; Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Robinson moved to approve the minutes of March 11, 2021 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson; <u>Y</u></p> <p>Commissioner Lopez moved to approve the minutes of March 16, 2021 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>APPROVAL OF MINUTES</p>
<p>Ms. Gutierrez shared her concerns regarding the restructure of the Certificated Human Resources department. Ms. Ramirez shared her concerns regarding the transfer/demotion process.</p>	<p>COMMENTS BY THE PUBLIC</p>
<p></p>	<p>ACTION ITEMS</p>
<p>Commissioner Robinson moved to approve the eligibility lists of Paraeducator I, Shipping/Receiving Clerk/Delivery Driver, Accounting Manager/Internal Auditor, School Occupational Therapist, Paraeducator II, Campus Assistant, Paraeducator III, and Preschool Assistant (B). Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Eligibility Lists</p>
<p></p>	<p>REPORTS/OTHER INFORMATION/ DISCUSSION</p>
<p>The proposed budget for Fiscal Year 2021-2022 was reviewed.</p>	<p>Budget First Reading</p>
<p></p>	<p></p>

Commissioner Castillo summarized the roles and responsibilities of the Personnel Commission.	Roles and Responsibilities
The Personnel Commission reviewed the Personnel Actions of March 17, 2021.	Personnel Actions
There being no further business, the Commission adjourned at 4:53 p.m. The next regular meeting is scheduled for May 13, 2021.	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, April 29, 2021 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

May 13, 2021

TITLE: CLASSIFICATION REVISION – Records Assistant

BACKGROUND & FINDINGS:

The Records Assistant classification specification was recently reviewed for recruitment purposes. The last time the specification was revised was in July 1998 and as such some revisions are being presented to reflect slight updates and changes to reflect current Classified specifications language.

The following changes are being proposed:

- Definition – add language regarding mail which is a significant part of the job.
- Essential Functions – updated verbiage, revised some duties, and added full duty regarding sorting and distributing mail.
- Other related duties – aligned language to meet current Classified specifications.
- Ability to – outdated statements, aligned to match current verbiage used in related Clerical specifications.
- Added probationary appointment information and salary range.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for the Records Assistant classification specification.

~~HUMAN RESOURCES & SUPPORT SERVICES~~ ~~5795(A) BP~~

RECORDS ASSISTANT

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

Definition

To perform a variety of records storage and maintenance duties; to file, store, retrieve, microfilm and dispose of records according to established guidelines, sort and distribute mail; and to perform a variety of clerical duties relative to assigned area of responsibility.

Supervision Received and Exercised

Receives supervision from the Director of Purchasing.

Essential Function Statements

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

Essential Functions:

1. Examine records delivered to the archives; classify files by subject matter and contents; sort by department, subject and date; arrange stored records to assure efficient use of space.
2. Determine retention period of records in accordance with District policies and State handbook; list records to be destroyed; make recommendations for approval of the destruction of specific records and files as appropriate.
3. Dispose of records in accordance with established policies and procedures; shred records or prepare records for transport to disposal sites as appropriate.
4. Label records/documents to be scanned for permanent retention; ~~filmed and microfilm documents to be retained permanently~~; store microfilms records in vault and retrieval center in alphabetical and chronological order; ~~prepare lists of microfilmed records by department~~ maintain lists of microfilmed records.
5. Provide assistance to District departments and personnel in searching, identifying and retrieving requested ~~records materials on microfilm~~; contact District personnel to obtain data regarding records in archives.
6. Type a variety of materials, such as reports, correspondence, memoranda, and forms; ~~requisitions and transportation requests~~.
7. Operate a personal computer and peripheral equipment, using modern software, including word processing and data input; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier; ~~sort and distribute mail~~.
8. Provide assistance in accordance with established policies/procedures, ~~within guidelines~~, to external agencies requesting records.
9. Sort and distribute District and US mail, post US mail for courier service, and order supplies for postage meter as needed.

7/30/08

Other Related Duties

10 For positions designated bilingual, translates a variety for written materials from English to a second language and from that language into English; interprets and facilitates communication between staff and non-English speaking members of the public; attends various meetings to translate and interpret as needed;

~~911. Perform related duties and responsibilities as required-~~

~~HUMAN RESOURCES & SUPPORT SERVICES 5795(B) BP~~

Qualifications

Knowledge of:

- Operational characteristics of a records retention program.
- Principles and procedures of record keeping.
- Principles and methods of records maintenance, storage and retrieval.
- Oral and written communication skills.
- Modern office procedures, methods and equipment, including computers.
- Methods of basic research.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic mathematical principles

Ability to:

- Examine, classify, maintain, store, arrange and retrieve records and files.
- Organize and maintain a variety of filing systems.
- Sort, alphabetize, file and retrieve documents rapidly and accurately.
- Read, understand and apply District and State rules, regulations, policies and procedures related to maintenance, retention and disposal of records.
- ~~Operate a variety of equipment including microfilm camera and reader printer, paper shredder and computer and supporting software applications.~~
- 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 machines;
- Accurately type/keyboard or perform data entry at a speed to complete assigned tasks;
- ~~Operate a variety of modern office machines such as a typewriter, calculator, FAX and copier.~~
- ~~Operate a keyboard at a corrected rate of 40 words per minute.~~
- Work independently with minimal direction.
- 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 clearly and concisely, both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lift up to 50 lbs.

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: Two years of increasingly responsible clerical or records retention experience.

Training: Equivalent to the completion of the twelfth grade.

Working Conditions

Environmental Conditions: Office environment; subject to frequent interruptions; exposure to computer screens; extensive use of computer and keyboard.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone and keyboard; lift horizontally and vertically, bend and stoop.

HUMAN RESOURCES & SUPPORT SERVICES _____ 5795(C) BP

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: 16.5

Oxnard School District

Board Policy Adopted: September 11, 1985; Reclassification Study: September 24, 1986; Reclassification Study: June 25, 1998

Personnel Commission Approved: Reclassification Study: October 23, 1986; Reclassification Study: February 26, 1998, Revision – May 13, 2021

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

May 13, 2021

TITLE: CLASSIFICATION REVISION – Special Education Data Technician

BACKGROUND & FINDINGS:

The Special Education Data Technician classification specification was recently reviewed for recruitment purposes.

The current employment standards for this classification asks for:

- Education: Two years (48 semester or 72 quarter units) of college-level coursework including coursework in data processing, computer science or a closely related field AND
- Experience: Two years of computer operations experience including performing duties related to the maintenance of computer software systems and databases, troubleshooting, user support, and data processing. Experience working with student database or student assessment systems software is desirable.

The current employment standards seem to be a barrier for applicants and the request has been made to allow for substitution of experience for education.

The following changes are being proposed:

- Education – allow substitution of additional years of experience for education on a year to year basis.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for the Special Education Data Technician classification specification as presented.

SPECIAL EDUCATION DATA TECHNICIAN

*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 of Special Education, performs a variety of specialized and complex duties related to student information systems, records management, and reporting functions for the Special Education department; audits, verifies, and ensures accuracy of student records related to Individual Education Plans (IEPs) and related program data; generates a variety of reports for use by the District and for reporting to State and federal agencies; provides support and training to staff regarding data entry related to Special Education; and performs a variety of tasks relative to assigned area of responsibility.

Incumbents in this classification ensure accurate and appropriate Special Education data is stored and accessible in order to best meet the needs of students requiring Special Education services and support students in their learning and achievement.

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 Special Education Data Technician classification independently performs a wide variety of specialized and complex records management duties involving the audit, verification, and updating of Special Education data including student records and program data, generates a variety of standard and complex reports, identifies and resolves data errors and problems based on knowledge gained through experience.

The English Learner Data Technician classification independently performs a wide variety of specialized and complex records management duties involving the audit, verification, and updating of English Learner data in student information systems, generates a variety of standard and complex reports, identifies and resolves data errors and problems based on knowledge gained through experience.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Special Education or designee;
- May provide technical direction to other clerical staff in the Special Education department;
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Reviews submitted student Individual Education Plans (IEPs) to ensure compliance with State and Federal policies and regulations governing special education program requirements; reconciles discrepancies, errors, and missing information; informs appropriate staff of IEPs that are out of compliance;
- Enters special education related student information into appropriate special education databases and student information systems; inactivates student profiles as appropriate;
- Audits data entered into specialized special education databases and student information systems in order to identify inaccurate codes, mismatches, duplicates, and other missing or erroneous data; investigates causes of discrepancies in data and takes corrective action to prevent reoccurrences;
- Compiles and analyzes data and runs queries in appropriate database systems in order to prepare reports in accordance with State and Federal guidelines including;
- Provides class lists and information to case managers, service providers, and District administrators for a variety of purposes including, but not limited to, assisting with assignment of caseloads, tracking of IEP deadlines, and following up on past-due evaluations;
- Creates, customizes, and generates reports as needed; informs Special Education department administration of ideas for system and process improvements;

- Serves as a District resource in researching questions, providing assistance, and responding to inquiries from administrators, teachers, school psychologists, speech and language pathologists, and others as they relate to special education database systems; assists in providing general training on the uses and operations of special education database systems including providing instruction on procedures for correctly inputting student data;
- Serves as the system administrator for special education database programs for the purpose of creating, modifying, and deleting user accounts/passwords and setting appropriate access levels for users;
- Forwards confidential records/files upon verified, official, and approved requests from in-District and out-of-District personnel according to established guidelines; assists staff in obtaining prior records of students as requested;
- Confers with Information Technology Services to ensure that systems allow for the collection of data in a way that is accessible and formatted as needed to meet District needs and compliance with State and Federal mandated reporting requirements;
- Performs a variety of clerical duties including, but not limited to, filing, duplicating materials, receiving and transmitting messages, and composing correspondence such as letters and memos;
- Attends meetings and trainings in order to obtain information and stay current on legislative and policy changes, software updates and changes, and to ensure compliance with State and Federal special education reporting requirements.

Other Related Duties

- May assist with coordinating transportation for special education students;
- May review legal settlement agreements and summarize dates, settlement options, services agreed to, etc.
- For positions designated as bilingual, translates a variety of written materials from English to a designated second language and from that language into English; interprets and facilitates communication between staff and non-English speaking members of the public; attends various meetings to translate and interpret as needed;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Rules and regulations related to State and Federal reporting guidelines and compliance standards for special education related data and reports;
- Basic research techniques, methods, and procedures;
- Various computer hardware and software programs related to the student and educational information systems;
- Modern office practices and procedures;
- Record keeping principles and practices;
- Interpersonal skills using tact, patience, and courtesy;
- Electronic database structures, terms, practices and procedures;
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary;
- Sources of information to obtain accurate data including manuals, computer printouts, and reports.

Ability to:

- Learn and apply rules and regulations involved in assigned program functions;
- Analyze situations and adopt an effective course of action;
- Understand and follow both oral and written instructions;
- Effectively synthesize and present data in a manner which is clear and easy to understand;
- Use computer on-line retrieval from student databases;
- Communicate effectively both orally and in writing;
- Establish and maintain effective working relationships;
- Provide information and assistance to staff members in a helpful, courteous, and timely manner;
- Maintain confidentiality of privileged information obtained during the course of work;
- Operate a variety of office equipment including computers and all applicable hardware and software, copiers, printers, scanners, telephones, and fax machines;
- Work effectively within established time schedules and with minimal direction;

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- Maintain accurate records and prepare a variety of reports.

Traits:

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

EMPLOYMENT STANDARDS

Education: Two years (48 semester or 72 quarter units) of college-level coursework including coursework in data processing, computer science or a closely related field. Additional years of experience may be substituted for the required college coursework on a year for year basis.

Experience: Two years of computer operations experience including performing duties related to the maintenance of computer software systems and databases, troubleshooting, user support, and data processing. Experience working with student database or student assessment systems software is desirable.

Special: Possession of a valid, California Class C, 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. or up to 50 lbs. with assistance, 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 may be required to 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 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: 21.0

Approved: 8/17

Revised: May 13, 2021

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

May 13, 2021

TITLE: CLASSIFICATION REVISION – Speech Language Pathology Assistant

BACKGROUND & FINDINGS:

The Speech Language Pathology Assistant classification specification was recently reviewed with the Director of Special Education. Some duty functions seem to be assigned to the classification that is not a part of the Speech Language Pathology Assistant classification.

The following changes are being proposed:

- Essential functions – remove few duties that are incorrectly assigned and clarify some duties and trainings.
- Other related duties – aligned to language regarding bilingual positions used in current Classified specifications.
- Added probationary appointment information and salary range.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for the Speech Language Pathology Assistant classification specification as presented.

SPEECH LANGUAGE PATHOLOGY ASSISTANT

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

Definition

To assist a credentialed Speech Language Pathologist in providing speech therapy assessment services to identified students in accordance with Individualized Education Program (IEP) goals; provides services to students with specialized needs; and performs a variety of duties in support of student case management services; and to perform a variety of duties related to assigned area of responsibility. This position does not develop curriculum.

A Speech Language Pathology Assistant participates and collaborates as a member of an educational team by assisting in providing student speech therapy services to special needs students in accordance with the mandates of the Individuals with Disabilities Education Act. An incumbent works under the guidance and direction of a credentialed Speech Language Pathologist in developing and providing services for individual students to improve their academic performance.

Supervision Received and Exercised

Receives general supervision from the site administrator. Receives technical and work direction from the Manager, Special Education, Speech Language Pathologist, or designee.

Essential Functions Statements

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

1. Assist in providing student speech therapy services according to Individual Education Program (IEP) goals and treatment plans developed by a Speech Language Pathologist.
2. Assist in the assessment of student speech and language skills.
3. Confer with Speech Language Pathologist regarding student progress.
- ~~4. May attend IEP meetings for assigned students and present findings and recommendations as approved by a Speech Language Pathologist.~~
- ~~5-4.~~ Maintain confidentiality of sensitive and privileged information; provide assistance to educational staff as a case management team member through consultation, training and individual and group activities.
- ~~6-5.~~ Document student progress toward IEP goals and perform a variety of clerical support duties such as maintaining objectives, preparing charts, records, graphs, or other means of documentation.
- ~~7-6.~~ Observe and control behavior and interaction of students according to approved procedures.
- ~~8-7.~~ Utilize positive restraint techniques according to established procedures as necessary if written in IEP, and after receiving required Nonviolent Conflict Intervention (NCI) training.
- ~~9. Administer speech or language evaluations, tests, or examinations to students to collect information on type and degree of impairments, using written and oral tests and special instruments.~~
- ~~10-8.~~ Assist Speech Language pathologist during assessment.
- ~~11-9.~~ Consult with and advise educators or medical staff on speech or hearing topics such as communication strategies and speech and language stimulation.
- ~~12-10.~~ Prepare therapy materials and/or equipment for use in classroom and therapy activities.
- ~~13-11.~~ Adapt or modify instructional materials and/or equipment for teacher use in classroom, as determined by students' needs and abilities.

~~14-12.~~ 12. Assist in the teaching of students to control or strengthen tongue, jaw, face muscles, and breathing mechanisms.

~~15. Implement speech exercise programs to reduce disabilities.~~

~~16-13.~~ 13. Implement treatment plans for problems such as stuttering, delayed language, swallowing disorders, and inappropriate pitch or harsh voice problems, based on ~~own~~ Speech Language Pathologist assessments and recommendations of physicians, psychologists, and social workers.

Other Related Duties

14. For positions designated bilingual, translates a variety for written materials from English to a second language and from that language into English; interprets and facilitates communication between staff and non-English speaking members of the public; attends various meetings to translate and interpret as needed;

~~17-15.~~ 15. Perform other related duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Effective record keeping practices and procedures.
- Human anatomy and physiology applicable to the position.
- Normal speech, language, and hearing development.
- Language disorders and rehabilitation.
- Articulation disorders and rehabilitation.
- Acquired disorders and rehabilitation.
- Clinical methods and procedures.
- Hearing disorders and aural rehabilitation.
- Learning patterns in children.
- Child behavior and behavior modification.

Ability to:

- Remain current in techniques and technologies associated with the specialized learning needs in language and articulation development.
- Select appropriate techniques to be used with students.
- Use good judgment in making independent decisions to respond to student requests and needs.
- Perform simple math calculations to compile reports.
- Prioritize workload and conflicting demands.
- Maintain records and status reports.
- Recall facts, figures, names, faces, and information.
- Complete tasks in a timely manner.
- Identify the main idea or essential message in a text.
- Identify relevant details and facts in instructional materials.
- Infer or locate the meaning of technical vocabulary.
- Communicate thoughts ideas, information, and messages in writing.
- Record information completely and accurately.
- Learn basic child guidance, development and interaction skills.
- Use appropriate student behavior management strategies.
- Follow written and oral instructions.
- Use patience and tact in working with students with disabilities.
- Maintain confidentiality about all personal information, assessment results, medical history, and other records concerning students and their families.
- Interact successfully with parents, students, supervisors, school staff, and community agency representatives.
- Maintain consistent, punctual and regular attendance.

- Develop and maintain effective interpersonal relations using tact, patience and courtesy

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: Six months of experience working with individuals with speech and language disabilities in a structured environment is desired.

License or Certificate:

- Possession of a Speech-Language Pathology Assistant License through the Speech-Language Pathology & Audiology & Hearing Aid Dispensers Board of the California Department of Consumer Affairs.
- Possession of a CPR and first aid certificate (may be acquired during 6 month probationary period).
- 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.

Other Requirement

Some positions in this class may be required to utilize a second designated language (i.e. Spanish).

Working Conditions

Environmental Conditions: Classroom environment; subject to traveling from site to site.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically, bend and stoop.

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: 26

Personnel Commission Approved: May 15, 2012

Revised: 08/2019, May 13, 2021

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

May 13, 2021

TITLE: CLASSIFICATION REVISION – Library/Media Technician

BACKGROUND & FINDINGS:

The Library/Media Technician classification specification was recently reviewed for recruitment and testing purposes. The last time the specification was revised was in August 2012 and as such some revisions are being presented to reflect slight updates and changes to the classification.

The following changes are being proposed:

- Duties – slight revisions are being presented on duties that have changed over time.
- Education – previously the classification asked for No Child Left Behind requirements which is no longer relevant. The Library/Media Technician does not work in a classroom in support of a teacher but is rather responsible for a media center style library.
- Experience – language was added for some experience working with students as desirable, but not required so that the applicant pool isn't heavily impacted.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for the Library/Media Technician classification specification as presented.

LIBRARY/MEDIA TECHNICIAN

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 Principal or other school site administrator, plans, coordinates and provides library media services in media center style library; organizes and performs a variety of technical and clerical duties related to the acquisition, circulation and recovery of library books, textbooks, audio-visual materials and equipment, and other instructional and/or media materials; maintains a variety of records and files related to library operations and inventory; and performs a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Library/Media Technician classification performs duties in support of a complex media center style library by overseeing all uses and upkeep of the library, training and assigning work to student assistants, performing a variety of technical and clerical duties related to the acquisition, circulation, and recovery of library materials, and maintaining a variety of records and files related to library operations. Incumbents in this classification often work independently and with minimal instruction.

The Library Assistant classification performs duties in support of a basic school library by assisting with the creation of a library schedule, shelving books, assisting students and teachers find materials, and performing a variety of clerical duties related to the maintenance of the library. Incumbents in this classification work under the guidance of classroom teachers.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from Principal or other school site administrator.

ESSENTIAL DUTIES

- Plans and coordinates the day-to-day operations of media center style library; develops schedules for library use;
- Maintains library in a clean and orderly state;
- Provides assistance to students in locating materials, conducting research, and developing library skills;
- Selects stories at appropriate age and reading level for students; reads and discusses stories with students;
- Checks materials in and out using electronic scanning system and library tracking software;
- Receives, inspects, and re-shelves books and media materials;
- Mends or repairs books and instructional materials as needed; arranges for repair of audio-visual equipment as required;
- Catalogs and classifies materials using the Dewey Decimal system;
- Maintains financial records related to lost and damaged books and provides related information to students and parents as necessary;
- Orders library and media materials including books, magazines, ~~films~~, and other instructional materials within budget limitations;
- Communicates with a variety of District personnel, publishers, vendors and other schools in order to obtain information, verify deliveries, and order and exchange materials;
- Orders, processes, numbers and distributes new textbooks and supplementary instructional materials; collects textbooks and materials from students at year-end;
- Conducts inventories and prepares and maintains a variety of records and reports related to the inventory and distribution of library/media materials and textbooks;
- Monitors and maintains acceptable student behavior in the library setting;
- ~~Compiles and maintains data on student usage in order to generate reports;~~
- Work directly with the classroom teachers providing textbooks, teacher materials, catalogs, and library access.

Other Related Duties

- May perform a variety of general clerical duties including typing, filing and duplications;
- May collect fines for overdue materials; ~~and deliver moneys to Business Office;~~
- May direct students in the operation of computers;
- Trains and provides work direction to student aides as assigned;
- Performs other related duties as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Operational characteristics of a comprehensive library services program;
- Library theory, practices, procedures, and terminology especially in relation to circulation, cataloging, and the Dewey Decimal System;
- Reference material and sources;
- Modern office practices and procedures;
- Library management and all other applicable software systems;
- Student age groups and appropriate reading levels;
- Principles and practices of modern library services;
- Principles and procedures of record keeping;
- Methods and techniques of classifying library materials and repairing books and materials;
- Methods of maintaining student discipline;
- Correct English usage, grammar, spelling, and punctuation;
- Basic mathematical principles;
- Interpersonal skills using tact, patience, and courtesy;
- Rules and regulations governing library operation.

Ability to:

- Plan, coordinate, and organize work;
- Coordinate varying and potentially conflicting schedules;
- Perform paraprofessional library duties with speed and accuracy;
- Maintain a variety of records and files related to library operations and inventory;
- Apply and explain library rules, regulations and policies;
- Relate to the needs and requests of students and teachers in a consistently friendly and cooperative manner;
- Operate a variety of office/library equipment including computers and all applicable hardware and software, telephones, calculators, printers, and copiers;
- Make basic arithmetic calculations quickly and accurately;
- Work independently with minimal direction;
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate clearly and concisely, both orally and in writing;
- Understand and follow both oral and written directions;
- Establish and maintain effective working relationships;
- Train and provide work direction to student helpers.

Traits:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

Oxnard School District

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EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency.

~~The No Child Left Behind Act of 2001 requires all individuals who provide instructional assistance to possess a high school diploma or equivalent along with one of the following:~~

- ~~1. A minimum of 48 semester or 72 quarter units of college coursework.~~
- ~~2. An Associate or higher degree from an accredited college or university.~~
- ~~3. Pass an assessment that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.~~

Experience: One year of library experience or experience in a closely related field including cataloging, materials processing, and reference work. Some experience working with students is desirable.

Physical Requirements: Employees in this classification sit, walk, stand, lift and carry up to 25 lbs. without assistance or up to 50 lbs. with assistance, use fingers repetitively, use both hands simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, speak clearly, hear normal conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside a school library/media center environment, with constant interruptions, and have direct contact with students 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: 18.5

Approved: 9/86

Revised: 6/98, 8/12, May 13, 2021

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Shristie Nair
Director, Classified Human Resources

May 13, 2021

TITLE: Second Reading & Approval – Personnel Commission Budget 2021/2022

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.

NOTE: Minor adjustments have been made to the 4000 Supplies account and 5000 Services & Other Operating Expenses account from the first reading due to some discrepancies that were identified.

RECOMMENDATION:

It is recommended that the Personnel Commission take action to approve the 2021-2022 budget of the Personnel Commission as presented.

**ANNUAL FINANCIAL AND BUDGET REPORT
 FISCAL YEAR 2021-2022**

		2020-2021 Budgeted Amount <i>(dollars only)</i>	2021-2022 Proposed Budget <i>(dollars only)</i>
2000	CLASSIFIED SALARIES¹		
2300	Administrative Personnel	\$208,000	\$142,252
	Commission Members ²	\$3,600	\$3,600
2400	Clerical & Other Office	\$251,646	\$329,904
2900	Other	\$0	\$0
<i>Subtotal</i>		\$463,246	\$475,756
3000	EMPLOYEE BENEFITS		
3100	STRS	\$0	\$0
3200	PERS	\$95,892	\$109,424
3300	OASDI & Medicare	\$28,721	\$36,395
3400	Health & Welfare Benefits ³	\$69,420	\$93,967
3500	SUI	\$232	\$5,852
3600	Worker's Compensation	\$10,377	\$9,515
3900	Other Benefits	\$15,000	\$15,000
<i>Subtotal</i>		\$219,642	\$270,153
4000	SUPPLIES		
4300	Other Supplies	\$2,000	\$3,300
	Literature, Periodicals	\$0	\$0
	Office Supplies	\$4,000	\$5,200
	Examinations Purchase	\$0	\$0
	Printing & Forms	\$3,600	\$1,000
	Other	\$0	\$0
4400	Non-Capitalized Equipment	\$1,800	\$1,500
<i>Subtotal</i>		\$11,400	\$11,000

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.

		2020-2021 Budgeted Amount <i>(dollars only)</i>	2021-2022 Proposed Budget <i>(dollars only)</i>
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	\$750	\$750
	Expense Allowance	\$2,000	\$2,000
	Conference	\$6,200	\$6,200
5300	Dues & Membership	\$3,400	\$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	\$700	\$500
	Other	\$500	\$500
5800	Other Services & Operating Expenses		
	Advertising	\$2,000	\$2,000
	Salary Classification Surveys	\$0	\$0
	Physical Examination	\$0	\$0
	Fingerprinting	\$0	\$0
	Other Recruitment Expense	\$0	\$0
	Legal Expenses	\$2,000	\$2,000
	Contracted Testing	\$0	\$0
	Contracted Personnel Services	\$19,299	\$20,386
	Other	\$0	\$2,000
5900	Communications		
	Telephone/Fax	\$0	\$0
	Postage	\$0	\$0
	Other	\$0	\$0
Subtotal		\$36,849	\$37,656

		2020-2021 Budgeted Amount <i>(dollars only)</i>	2021-2022 Proposed Budget <i>(dollars only)</i>
6000	EQUIPMENT		
6400	New Equipment	\$0	\$0
	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		\$731,137	\$794,565

2021-2022 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>The Senior Human Resources Analyst was previously paid out of this account. This position is not being budgeted for in the 2021/22 year. A discrepancy was also found in last years budget where the administrative personnel salary was miscalculated and budgeted at approximately \$12,000 less.</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</p>

	<p>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 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>The Administrative Assistant was previously paid out of this account. This position is not being budgeted for in the 2021/22 year.</p>
2900: Other	<p>No amount is budgeted for substitutes or extra help. The department continues to function with as small of a crew as possible, and only bring in additional help when absolutely necessary. It is forecasted that this will continue and the non-personnel budget can cover the small cost if necessary.</p>

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

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.</p>
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	<p>Lastly, the budgeted amount covers expenses of a recurring nature for copier charges and publications recharges.</p> <p>This account is being reduced by \$400 since over the past two years approximately \$6,500 expenditures came from this account. This is also more in alignment with other District departments materials and supplies budget.</p>
<p>4400: Non-Capitalized Equipment</p>	<p>An amount equivalent to approximately two computers has been built into the budget for the 2021-22 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 a decrease of \$300 since all new computers were provided to the Commission/Classified HR office due to COVID. Additionally, no expenditures came from this account over the last two years.</p>
<p>5200: Travel & Conference</p>	<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 \$300 per individual plus room & board. The locations of these conferences are to be determined, as is the actual cost. The CSPCA conference typically totals about \$3,000 or more 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 not being changed.</p>
<p>5300: Dues & Memberships</p>	<p>The department has two ongoing memberships which require annual dues: California School Personnel Commissioners Association (CSPCA) at \$1,100 and Personnel Commissioners Association of Southern California (PCASC) at \$100. An additional \$120 is being added for membership to the Personnel Testing Council of Southern California (PTC-SC) for three staff members at \$40/membership.</p> <p>This account previously also held CODESP membership dues which is now being held in account 5800.</p> <p>This account shows a decrease of \$2480 from the previous year's budget due to CODESP dues being moved to account 5800.</p>

<p>5600: Rentals, Leases & Repairs</p>	<p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron).</p> <p>A small amount for repairs has been budgeted in case any are needed on current equipment.</p> <p>This account is being reduced by \$200 to account for the increase in salaries and low expenditures in this account. The expenditures in the expense allowance over the last two years totaled \$229.</p>
<p>5800: Professional/Consulting Services</p>	<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 School Occupational Therapist. As such an amount of \$2,000 has been added.</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.</p> <p>An amount of \$17,886 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 \$20,386. This reflects an increase of \$1,087 over the previous cost due to price increases.</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> <p>This account shows an increase of \$3,087 from the previous year's budget due to increased contracted services costs.</p>

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 20-21:64

Director's Certification:

Established: 4/30/2021

merged: 20-21:39



Campus Assistant

Rank	Name	Expiration Date
1	Vasquez, Megan R	3/31/2022
2	Barrera, Yissel J	4/30/2022
2	Kendrick, Jessica S	4/30/2022
2	Lopez, Darlene	4/30/2022
2	Tapia, Luis	4/30/2022
3	Ceja, Diane	4/30/2022
3	Gonzalez Gamino, Antonio	4/30/2022
3	Hernandez, Anatasia Nicole	3/31/2022
3	Herrera, Alberto Alejandro	3/31/2022
3	Martinez, Isabel E	4/30/2022
3	Nunez, Giselle	4/30/2022
3	Rios, Maria Isabel	4/30/2022
3	Rivera, Rachel G	3/31/2022
3	Rosenbaum, Christa	4/30/2022
4	Canseco, Armando A	4/30/2022
4	Huizar, Oswaldo Francisco	4/30/2022
4	Merlo, Edna	4/30/2022
4	Montesinos, Melissa Marie	4/30/2022
4	Preciado, Christian	4/30/2022

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 20-21:64

Director's Certification:

Established: 4/30/2021

merged: 20-21:39

Campus Assistant

Rank	Name	Expiration Date
4	Sanchez, Leonel	4/30/2022
4	Serrato, Marrisa	4/30/2022
5	Esparza, Lucia M	4/30/2022
5	Ponce, Anakaren	4/30/2022
6	Alaniz Picena, Sayra E	4/30/2022
7	Mora Huerta, Joselyn Emerita	4/30/2022

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

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 20-21:63
Established: 4/30/2021
merged: 19:20:54

Health Care Technician

Rank	Name	Expiration Date
1	Perez, Patricia	4/30/2022
2	Pulido, Vanessa V	4/30/2022
3	Polk, Lauren	7/23/2021

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: 54

Established: 4/30/2021

Custodial Services Manager

Rank	Name	Expiration Date
1	Gutierrez, Salvador J	4/30/2022
2	Lawrence, Chad H	4/30/2022
3	Salas, Fabian	4/30/2022
4	Lewis, Hashimu S	4/30/2022
5	Salgado, Marcos	4/30/2022
6	Edwards, Norma Carolina	4/30/2022

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:49

Established: 5/3/2021

Senior Manager, Maintenance & Operations

Rank	Name	Expiration Date
1	Wilson, Charles	5/3/2022
2	Blanco, Emilio	5/3/2022
2	Lopez, Marcos Antonio	5/3/2022

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

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 20-21:61
Established: 5/3/2021
merged: 20-21:40; 20-21:46

Speech Language Pathology Assistant

Rank	Name	Expiration Date
1	Flores, Leslie	1/27/2022
1	Gonzalez, Julissa	2/9/2022
2	Banaszkiewicz, Kristen E	5/3/2022

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.

CLASSIFIED PERSONNEL ACTIONS

New Hire

Hernandez, Irene	Health Care Technician, Position #2943 Pupil Services 7.0 hrs./183 days	03/22/2021
Quinto, Ruth	Assistant Superintendent Business & Fiscal Services, Position #301 Business Services 8.0 hrs./246 days	03/04/2021
Verduzco, Brittany	Human Resources Analyst, Position #10179 Personnel Commission 8.0 hrs./246 days	04/15/2021

Limited Term

Adams, Jonathan	Paraeducator (substitute)	03/08/2021
Aranzazu, Johnnel R	Paraeducator (substitute)	03/19/2021
Bernal, Jose	Custodial (substitute)	02/25/2021
Cadoff, Jennifer	Clerical (substitute)	03/08/2021
Guitanda, Arturo	Custodian (substitute)	03/09/2021
Ricchiazzi, Elmira I	Paraeducator (substitute)	04/12/2021
Robles, Josephine C	Paraeducator (substitute)	03/26/2021
Ruiz, Geydi L	Clerical (substitute)	03/04/2021
Solorio, Rodrigo	Custodian (substitute)	03/09/2021
Troncoso, Erika L	Paraeducator (substitute)	04/12/2021

Promotion

Flores, Marcella	School Office Manager, Position #989 Brekke 8.0 hrs./210 days Secretary, Position #1357 Enrollment Center 8.0 hrs./246 days	04/12/2021
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Transfer

Perdomo, Catherine A	Paraeducator III, Position #7467 McAuliffe 5.75 hrs./183 days Paraeducator III, Position #8560 Lopez 5.75 hrs./183 days	04/12/2021
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Reclassification

Orejel, Judith	Administrative Assistant, Position #7928 Enrichment & Specialized Programs 8.0 hrs./246 days Secretary, Position #7928 Enrichment & Specialized Programs 8.0 hrs./246 days	03/12/2021
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In Lieu of Layoff

Cobian Rosales, Cynthia	Paraeducator I, Position #7821 Lemonwood 4.167 hrs./183 days Paraeducator I, Position #7821 Lemonwood 5.5 hrs./183 days	04/12/2021
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CLASSIFIED PERSONNEL ACTIONS

Recall from Layoff

Gutierrez, Sami P	Intermediate School Secretary, Position #6244 Lemonwood 8.0 hrs./192 days	03/10/2021
Perez, Maria A	Office Assistant III, Position #10183 Special Education 8.0 hrs./246 days	03/22/2021

Unpaid Leave of Absence

Vasquez, Sylvia	Transportation Scheduler/Router, Position #1446 Transportation 8.0 hrs./246 days	03/08/2021- 06/04/2021
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Medical Layoff

7552	Child Nutrition Worker, Position #2768 Fremont 5.0 hrs./185 days	03/01/2021
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Release from Probation

6385	Technology Services Technician, Position #9940 Technology 8.0 hrs./221 days	03/03/2021
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Resignation

Barragan, Mayra A	Library Media Technician, Position #1849 Elm 5.0 hrs./190 days	03/17/2021
Melendez, Michelle R	Paraeducator I, Position #7173 Elm 4.167 hrs./183 days	04/12/2021
Mendoza, Lilibeth N	Paraeducator III, Position #7926 San Miguel 5.75 hrs./183 days	03/26/2021

Retirement

Moody, Vonna	Records Assistant, Position #826 Purchasing 8.0 hrs./246 days	06/30/2021
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CLASSIFIED PERSONNEL ACTIONS

New Hire

Castellanos, Jose D	Paraeducator I, Position #9157 Driffill 3.167 hrs./183 days	04/13/2021
Duenez, Mayte	Accounting Manager/Internal Auditor, Position #1419 Budget & Finance 8.0 hrs./246 days	04/26/2021
Lopez, Cristal J	Paraeducator II, Position #5561 Curren 5.75 hrs./183 days	04/14/2021
Rodriguez, Bertha	Campus Assistant, Position #3022 McAuliffe 4.0 hrs./180 days	04/12/2021

Limited Term

Bejarano, Gloria N	Paraeducator (substitute)	04/12/2021
Chavez, David	Custodial (substitute)	04/05/2021
Garcia, Brandon	Paraeducator (substitute)	04/26/2021
Ocampo, Alex	Campus Assistant (substitute)	04/15/2021
Ramirez, Jessica Gabriela	Paraeducator (substitute)	04/19/2021
Silva, Cynthia	Paraeducator (substitute)	04/14/2021

Reinstatement

Fernandez, Maria	Campus Assistant, Position #3031 Ramona 4.5 hrs./180 days	04/12/2021
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Resignation

Bedolla, Ana	Campus Assistant, Position #3104 Early Childhood Education 0.5 hrs./180 days	04/12/2021
Lopez, Diana L	Paraeducator II, Position #2245 Frank 5.75 hrs./183 days	04/23/2021

Retirement

Garcia, Rosa M	School Office Manager, Position #373 Rose Ave. 8.0 hrs./210 days	06/30/2021
Ultreras, Susana	Attendance Accounting Technician, Position #1431 Rose Ave. 8.0 hrs./210 days	06/30/2021