



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT NOTICE OF REGULAR MEETING

AGENDA

Thursday, March 11, 2021
4:00 p.m. Regular Meeting
Board Room of the ESC
1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of February 11, 2021 and February 25, 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. Advanced Salary Placement (*page 6-7*)
The Personnel Commission will ratify the advanced step placement for Samantha Jara, Outreach Specialist, at range 24.0, Step B pursuant to Personnel Commission Rules & Regulations 70.200.1
2. Classification Review (*page 8-28*)
The Personnel Commission will consider a request submitted by Judith Orejel.
3. Personnel Commission/Classified Human Resources Positions (*page 29*)
The Personnel Commission will receive an update regarding positions and may consider action.
4. Eligibility Lists (*page 30*)
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 31)*
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, February 11, 2021
4:00 p.m. Board Room of the ESC
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, February 11, 2021, in Board Room 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 Shristie Nair, Director Classified Human Resources Tanya Ventura, Human Resources Analyst Guests: Carmen Grande, CSEA President</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo moved to approve the agenda of Thursday, February 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>ADOPTION OF THE AGENDA</p>
<p>Commissioner Castillo moved to approve the minutes of January 14, 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>APPROVAL OF MINUTES</p>
<p></p>	<p>COMMENTS BY THE PUBLIC</p>
<p></p>	<p>ACTION ITEMS</p>
<p>Commissioner Lopez moved to approve the eligibility lists of Speech Language Pathology Assistant, Paraeducator II, and Assistant Superintendent of Business and Fiscal Services. 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>Eligibility Lists</p>
<p></p>	<p>REPORTS/OTHER INFORMATION/ DISCUSSION</p>
<p>The Personnel Commission reviewed the Personnel Actions of January 20, 2021 and February 3, 2021.</p>	<p>Personnel Actions</p>
<p>Ms. Nair summarized the Commission’s staff activities as of the last Commission meeting.</p>	<p>Director’s Report</p>
<p>Ms. Grande reported that she met with the Director of Facilities regarding a job classification review.</p>	<p>Report by CSEA</p>
<p>Commissioner Lopez shared that she received her COVID vaccine. Commissioner Robinson reported that he appreciates the COVID safety protocols put into place by the District. Commissioner Castillo apologized for not attending the January Personnel Commission meeting.</p>	<p>Report by Commissioners</p>
<p></p>	<p></p>

The Commission convened into closed session at 4:36 p.m. They reconvened into open session at 5:11 p.m. and reported that no action was taken.	CLOSED SESSION
There being no further business, the Commission adjourned at 5:12 p.m. The next regular meeting is scheduled for March 11, 2021.	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, February 11, 2021 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, February 25, 2021
3:30 p.m. Board Room 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, February 25, 2021, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 3:32 p.m.</p>	CALL TO ORDER
<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 Shristie Nair, Director Classified Human Resources Tanya Ventura, Human Resources Analyst</p>	ROLL CALL
<p>Commissioner Robinson moved to approve the agenda of Thursday, February 25, 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>	ADOPTION OF THE AGENDA
<p>The Commission convened into closed session at 3:34 p.m. They reconvened into open session at 4:51 p.m. and reported no action was taken. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	CLOSED SESSION
<p>There being no further business, the Commission adjourned at 4:52 p.m.</p>	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, February 25, 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:
March 11, 2021

TITLE: Advanced Step Placement for Samantha Jara, Outreach Specialist

BACKGROUND & FINDINGS:

Personnel Commission staff recently filled a vacancy at Brekke School for the Outreach Specialist position. Ms. Samantha Jara was selected for the position by the hiring authority, starting date of February 16, 2021.

Ms. Jara requested to start at Step 2, Range 24 of the CSEA/OSD Classified Salary Schedule based on her higher education. The Outreach Specialist education employment standards require a Bachelor's Degree or equivalent in education, counseling, social work, sociology, psychology or other closely related field. Ms. Jara has earned a Master of Science in Educational Counseling.

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

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Samantha Jara, Outreach Specialist at Step 2, Range 24 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

PERSONNEL COMMISSION RULES & REGULATIONS

70.200(A) PCRR

70.200 Application of Salary Schedule

As provided for in *Education Code 45260* (Effective January 1, 1982), this section of the Personnel Commission Rules and Regulations may not be applicable to members of a/the bargaining unit for classified employees. Members of a/the bargaining unit for classified employees should refer to the collective bargaining agreement with regard to this subject matter.

70.200.1 Initial Placement

All new regular employees shall be paid in accordance with the salary range established for the class to which assigned. Initial placement will normally be the first step of the salary range. However, a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission. In determining the appropriateness of an advanced placement request, the Director of Classified Human Resources shall base his decision on the following factors:

1. Additional education at the college level which is directly related to the classification and beyond the established requirement for entry into the class. Credit for one step may be given for two years or greater of additional directly related education.
2. Experience in a related position equivalent to/higher than the classification to which the selected candidate has been assigned. Credit for one step may be given for two years or greater of experience in a similar or higher level related position outside of the District.
3. Exceptional recruitment difficulties for the classification.
4. The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

This section doesn't pertain to employees upon promotion. Please refer to Rule 70.200.3 for salary placement following promotion.

70.200.2 Anniversary Date and Step Advancement

- A. Regular non-management employees hired after July 1, 1989, shall receive a one-step advancement on their assigned salary range on the first of the month following satisfactory completion of their 130 day probation.
- B. Beginning July 1, 1989, July 1 shall be the salary date for all regular classified employees. Employees hired between July 1 and December 31 inclusive, shall be eligible to receive an anniversary step advancement the ensuing July 1. Employees hired between January 1 and June 30, inclusive, shall not be eligible to receive an anniversary step advancement until the second July following their date of hire. Subsequent annual step advancement, including supermaximums (longevity increments) defined below, shall become effective on July 1 of each year until the maximum step on the assigned salary range is attained.
- C. An employee, in order to gain credit for a year of employment toward annual step advancement on the salary schedule, must be employed in a paid status for at least two-thirds (2/3) of the annual working days assigned to his/her position during the preceding fiscal year.
- D. Eligibility to receive supermaximums (longevity increments) shall require the employee to be in paid status as a regular employee in the classified service for at

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):
Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:
March 11, 2021

TITLE: Classification Review – Judith Orejel

BACKGROUND & FINDINGS:

On December 22, 2020 a reclassification request via Position Classification Questionnaire (PCQ) form from Judith Orejel, Secretary in the Enrichment & Specialized Programs department, was received by Classified Human Resources. This request was made in accordance with Personnel Commission Rules & Regulations 30.300.1.

Ms. Orejel has submitted her reclassification request asking to be reclassified to Administrative Assistant from her current classification of Secretary based on a gradual accretion of duties. The staff of the Classified Human Resources Department took action on the request and an analysis was performed, based on a review of duties and responsibilities, desk audit, and interviews with the job incumbent and her immediate supervisor.

After a thorough analysis of the job, the staff has formulated the recommendation that Ms. Orejel has gradually accreted new duties which are outside of the scope of her current classification over a course of two or more years. It is therefore appropriate for the position she currently holds to be reclassified from Secretary to Administrative Assistant based on the duties currently being performed.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the reclassification request submitted by Ms. Judith Orejel effective March 12, 2021.



OXNARD SCHOOL DISTRICT

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

To: Dr. Karling Aguilera-Fort, Superintendent of Schools
From: Shristie Nair, Director, Classified Human Resources
Date: February 22, 2021
Re: Classification Review Recommendation

Background

On December 22, 2020 a reclassification request via Position Classification Questionnaire (PCQ) form from Judith Orejel, Secretary in the Enrichment & Specialized Programs department, was received by Classified Human Resources. The Position Classification Questionnaire form reflected comments made by Dr. Ginger Shea, Director of Enrichment and Special Programs. This request was made in accordance with Personnel Commission Rules & Regulations 30.300.1.

The staff of the Classified Human Resources Department took action on the request and has formulated the recommendations below.

Timeline

Dates	
12/22/2020	Employee paperwork and supervisor response received in the Classified Human Resources Department.
2/2/2021	Meeting with Ms. Judith Orejel to discuss her request and review her duties and clarify information provided on the completed PCQ.
2/3/2021	Meeting with Dr. Ginger Shea, Director of Enrichment and Special Programs in order to obtain her perspective on the reclassification request and to review duties previously and currently performed by employee along with her view on the gradual accretion of duties.
2/9/2021	Desk audit performed
2/9/2021-2/10/2021	Recommendation formulated and reviewed
2/22/2021	Report submitted to Superintendent's office
3/11/2021	Report taken to Personnel Commission (date dependent on response from Superintendent's office)

Background

On December 16, 2020 a reclassification via Position Classification Questionnaire was submitted by Ms. Judith Orejel and reviewed by Dr. Ginger Shea, Director of Enrichment and Special Programs. The request was reviewed and responded to by the aforementioned management personnel and forwarded to Classified Human Resources on December 22, 2020.

The Enrichment and Special Programs department is housed in the Educational Services department. The Oxnard School District contracts with the City of Oxnard to provide the after school programs at each of our twenty schools. The programs receive funds through the State of California After School Education and Safety (ASES) grant. After school programs vary from school to school and are tailored at each site to meet the particular academic and social needs of the student population. The program provides a safe and supervised environment after each school day for students to receive academic support and enrichment.

A **Secretary** generally performs a variety of secretarial and clerical duties to relieve the manager of administrative detail; plans and organizes office activities; and coordinates the flow of communications for the administrator. An **Administrative Assistant** provides varied and complex secretarial and clerical support services; organizes office activities and coordinates the flow of communications for the administrator of the assigned department; performs public relations and communication services; serves as a lead clerical worker.

Distinguishing characteristics of an Administrative Assistant differentiated from those of a Secretary are as follows:

- The essential functions of an Administrative Assistant are to serve as the personal assistant to an administrator, organizing and managing the day-to-day activities of the department including coordinating office communications, deadlines and decisions, and coordinating and guiding the workflow of the department. The essential function of a Secretary is to perform duties within established guidelines and procedures and requires little or no decision making.
- The Administrative Assistant composes correspondence independently or from oral instructions, whereas, a Secretary prepares correspondence from templates that are already prepared.
- An Administrative Assistant makes minor decisions in accordance with District and department regulations, policies and guideline and applies them to problem situations; whereas a Secretary follows established guidelines.
- An Administrative Assistant maintains schedules and arranges appointments, meetings, conferences and travel accommodations, on behalf of an administrator; whereas a Secretary usually does not perform these duties.

Ms. Orejel has submitted her reclassification request asking to be reclassified to Administrative Assistant from her current classification of Secretary based on a gradual accretion of duties.

Methodology

An analysis was performed, based on a review of duties and responsibilities, desk audit, and interviews with the job incumbent and her immediate supervisor.

The job audit consisted of the following steps:

- **Review of PCQ:** The Director of Classified Human Resources and the Human Resources Analyst reviewed the Position Classification Questionnaire submitted by Ms. Orejel.
- **Review of job description:** The job descriptions of Secretary and Administrative Assistant were reviewed. The distinguishing characteristics among the classifications were analyzed.
- **Interview with incumbent:** On February 2, 2021 the Director of Classified Human Resources and the Human Resources Analyst met with Ms. Orejel in order to clarify and further ascertain her view on what duties she is currently performing and how her job has changed. Ms. Orejel stated that she primarily submitted the reclassification request because she believes she has been serving in the role of lead on various projects and has been functioning in the same capacity as other Administrative Assistants. When asked about her routine duties, Ms. Orejel shared that her responsibilities have been expanded and she has taken on more advanced tasks gradually since summer of 2016. During the interview, Ms. Orejel was asked a number of questions to help clarify if the work she was performing was outside of her current classification of Secretary.
- **Interview with immediate supervisor/department head:** On February 3, 2021 the Director of Classified Human Resources and the Human Resources Analyst met with Dr. Shea, immediate supervisor of Ms. Orejel, in order to clarify and further ascertain her view on the duties currently being performed by Ms. Orejel and the future direction of the department. Dr. Shea agrees that Ms. Orejel is working at a level higher than her current classification of Secretary and the higher level work is planned to continue.
- **Desk Audit:** On February 9, 2021 the Director of Classified Human Resources and the Human Resources Analyst visited Ms. Orejel in the Enrichment and Special Programs department in order to conduct a desk audit. Ms. Orejel shared a variety of forms, tasks, and duties that fall within the duties of Administrative Assistant. Some examples include creating and preparing materials for audits, creating forms in order to track inventory of supplies for 20 schools, and taking the lead with various projects in the department.

Findings

- The duties indicated by Ms. Orejel to support her case for reclassification relate to expanding tasks and responsibilities that indicate a consistent lead-based position more consistent with the Administrative Assistant classification.
- The “new” duties noted on Ms. Orejel’s PCQ are elevated duties outside of the Secretary classification.
- Due to the increasing need of support, it is anticipated that additional responsibilities will continue to grow in order to provide the best services possible to our schools and students. The only cause for a reclassification is a gradual accretion of duties outside of the current classification description and class concept over a period of two (2) years or more. There appears to be a sufficient amount of information to demonstrate a gradual accretion of duties outside of the current classification description. Ms. Orejel’s position has experienced a definitive change in the duties being performed and a significant increase in the level of responsibility. Through

interviews, desk audit, and the review of her paperwork, it has been determined that Ms. Orejel is performing the following duties which are outside of her current classification. Please note that this list is not meant to be fully exhaustive and inclusive of all additional duties which may be currently performed by Ms. Orejel outside of her classification.

List of New Duties Outside of Current Classification:

- Create and maintain a variety of files and records pertaining to various programs in order to prepare for audits.
- Orders, receives, stores, and distributes supplies; maintains supply and equipment inventories; and track inventory for distribution to 20 sites for the afterschool program. The supplies are housed in 7 storage bins.
- Lead role for Summer School: Create planning guide, process and tracks Human Resources Authorizations (HRA's) for staffing, completes facility permits, creates flyer, tracks returned applications, schedule parent orientations, research field trip locations based on themes and number of students, order supplies and materials, coordinate transportation, assist with attendance, and coordinates with City of Oxnard as needed.
- Researches process and procedures, Education Code, and board policies for the renaming of Haydock Academy. Compiled a list of possible committee members. Prepared materials and attended all meetings to provide support.
- Maintains and monitors expenditures and accounts regarding multiple contracts and agreements.
- Creates flyers and announcements for public. Posts information on the District website and updates the information as needed.

Status of Incumbent

The incumbent, Judith Orejel, has gradually accreted new duties which are outside of the scope of her current classification over a course of two or more years. It is therefore appropriate for the position she currently holds to be reclassified from Secretary to Administrative Assistant based on the duties currently being performed.

Recommendation

It is recommended that, effective April 8, 2021 (dependent on meeting date at which this recommendation is submitted to the Personnel Commission):

The Personnel Commission take action to approve the reclassification request submitted by Ms. Judith Orejel.

Kindly enter your comments/or concerns in the space below, then sign and date where indicated, and return this form to Tanya Ventura, Human Resources Analyst, in my office by no later than **March 19, 2021**.

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

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

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

Attachments:

- Position Classification Questionnaire
- Secretary job description
- Administrative Assistant job description



DEC 22 PM 2:58

PERSONNEL COMMISSION

POSITION CLASSIFICATION QUESTIONNAIRE

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

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

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

SECTION I - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

<u>Orejel</u>	<u>Judith</u>	<u> </u>
Last Name	First Name	M.I.

Work Site: School District Offices

Department: ASES- Educational Services Department

Phone Ext.: 2324

Classification: Secretary

Immediate Supervisor: Dr. Ginger Shea

Hours of Work: From: 8am To: 5pm

Lunch Hour: From: 1pm To: 2pm

Breaks: From: 10am To: 10:15am, From: 3:15pm To: 3:30pm

SECTION II - To be completed by the employee.

DESCRIPTION OF DUTIES

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

PLEASE TYPE OR PRINT ALL INFORMATION

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

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

SAMPLE:

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

Comments

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

PLEASE TYPE OR PRINT ALL INFORMATION

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

D = Daily
S = Semi-Annually

W = Weekly
A = Annually

M = Monthly
Q = Quarterly
O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Perform general office duties: scan, copy print, answer and screen telephone calls for manager	X							20%
Maintain department records and files	X							10%
Submit requisitions in Escape for materials & supplies, conferences, equipment, etc.		X						10%
Maintain and organize storage, warehouse supplies & distribute materials for various programs: After School Program, Summer School & A-G Parent workshops. Maintain equipment inventory.			X					1%
* Assist with planning/operations/preparations of Summer School Program including HRA's, facilities requests, payroll processing, materials & supplies, transportation						X		1%
Maintain department master calendar			X					8%
Coordinate schedules for Special Enrichment classes with vendors & sites, and create permission forms & fliers for distribution				X				3%
* Initiate and submit requests for work orders & Technical support for office and after school program scholars staff.							X	5%
* Initiate, submit & follow up on HRA's for After School Program needs: Teacher Liaisons, ParaEducators. Contact HR to arrange for substitute personnel as needed for After School Program							X	1%
Translate written materials from English to Spanish as needed			X					10%
Receive/ process and submit invoices for payment		X						10%

Comments:

Work orders & technical support frequency varies as needed through out the year.

Frequency varies through out the school year as needs arise for substitute personnel

(Continued from previous page)

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

D = Daily

W = Weekly

M = Monthly

Q = Quarterly

S = Semi-Annually

A = Annually

O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Schedule After School Program Teacher Liaison meetings, create agenda's & set-up. Initiate meeting reminders to the teachers.			X					3%
Coordinate with vendors for Scholars Staff professional development training schedules			X					4%
Coordinate facilities requests for After School Program special events i.e.: RockN'2 Sports, Fun Fest, Art Gala						X		1%
Coordinate Transportation needs for After School Program field trips, special events and sports			X					1%
Assist with intake of parent complaints and forward to appropriate administrative personnel		X						5%
Intake & processing of 20-30 payroll timecards for the After School Program teacher liaisons.			X					2%
Submit Graphic Service Job orders as needed			X					4%
* Facilitate records requests by parents of after school program documents and prepare documents per record request guidelines.							X	1%

Comments:

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Dr. Ginger Shea

2. From whom do you receive your assignments?

Dr. Ginger Shea

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

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

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

4. Are you required to interpret: Policy Rules Regulations

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

I interpret the rules and regulations for the after school program for families. I also interpret the bi-annual newsletter.

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

computer/laptop, phone, copier/printer, computer software programs: Q, Escape, OMS, Frontline

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

N/A

7. Do you supervise other employees?

YES NO

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

During Summer School Program planning I supervise, assign and check work on one extra office support staff for the duration of 2 months through out the year. I also supervise, assign and check work on extra help assigned to support the department.

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

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

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

Associates Degree

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

3 years clerical experience, 3 years working with computers

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

August 2016-current 4 years

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

2-4 years

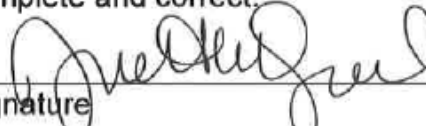
13. Please list any duties or tasks that are "new" or have been added to your job below. Next to each duty, please list an approximate date when you started performing the duty.

Task	Start Date
Facilitated the Federal Program Monitoring audit (FPM) submission/certification process & facilitated the Golden Bell certification submission process	2017-2020
Translate and record on Blackboard communications systems messages for district families and staff	2017-2020
Create, update & Maintain OSD webpages: After School Program, Parents, News & Front Page. Monitor and respond to OSD News correspondences received	2017-2020
Created and implemented a system for storing & maintaining 5 years of records from each site for the after school program.	July 2017
As secretary was granted access to Frontline Administrative Absence Management systems to coordinate teacher absences & personnel needs	July 2017
Attend Administrative Assistant & Office Manager district office meetings. I was the only secretary invited to attend these meetings.	August 2018
Create schedules for annual special programs i.e. A-G Preparing for High School and Beyond Parent meetings. Coordinate catering with vendors. Coordinate with school sites activities and presentation materials	October 2018
Coordinate with the Superintendents office for meetings with the student group Superintendent Fellows. Initiate calls to parents & make preparations & set-up of meetings.	October 2019
Facilitated with the renaming process of Haydock Middle School: Community Meetings, Citizen Advisory Committee Meetings	January 2020
Intake & processing of 200+ payroll timecards. The increase is due ongoing teacher professional development trainings.	September 2020
Create professional development events on the OMS Event Scheduler (Online registration platform for teacher professional development calendar)	September 2020

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

I provide professional representation of Educational Services department as well as Superintendent Communications, i.e. Blackboard messages to families and district staff. Throughout the years there has been an increase of communications and follow up with teachers and Scholars staff. I relieve administrator of routine administrative details. There is an increased responsibility for acting independently and making decisions for things to run smoothly in the department. In 2018 the Original Program Grant was expanded by 20%

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


 Signature

12-16-2020
 Date

SECTION IV – To be completed by the immediate supervisor

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

PLEASE TYPE OR PRINT ALL INFORMATION

1. Judgment, planning, analytical ability required.

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

2. Describe how closely the employee is supervised.

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

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

YES NO

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

N/A

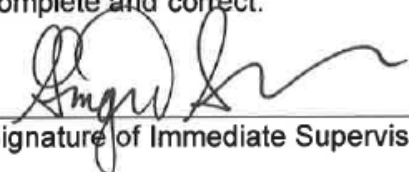
5. Are there other employees performing the same duties in the department? If yes, give name and classification. If more than six, give total number and classification.

N/A

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

Judy has accurately described the increase in responsibilities over time. With the added responsibilities, she has created systems of support for 20 school sites for materials and the personnel working at those sites. Judy has facilitated the successful implementation of additional programs by communicating with staff (afterschool program, counselors, office managers, Outreach specialists, and administration) at multiple sites the goals and objectives of the programs and ensured that everyone has what they need to be successful.

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


Signature of Immediate Supervisor

12-21-20
Date

(Audit Form – Rev. 06/12)

SECRETARY

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 an assigned administrator, performs a variety of secretarial and clerical duties to relieve an assigned manager or department of administrative detail; plans and organizes office activities; coordinates flow of communications for assigned manager or department; and performs a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Administrative Assistant classification performs a variety of assignments, serves as a lead clerical worker, and provides primary secretarial support for a department or District administrator at the level of Director.

The Secretary classification performs a variety of secretarial and clerical duties and coordinates the flow of communications in support of an assigned department and/or designated manager.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from an assigned manager or department administrator.
- Provides work direction to other clerical support as directed.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Serves as secretary to an assigned manager and/or department; plans and organizes office activities to coordinate flow of communications within assigned department;
- Maintains and distributes a variety of complex records, lists, and files including confidential materials;
- Composes, types, and completes a variety of written materials such as forms, letters, memoranda, requisitions, bulletins, agendas, and lists from rough drafts or verbal instructions;
- Compiles information and prepares reports for assigned programs;
- Greets visitors and answers telephone; responds to questions and provides information related to department policies and functions and applicable District rules, regulations, and policies; takes messages, screens telephone calls for designated manager, and refers callers to appropriate personnel;
- Ensures timely communication between office and District employees; receives, verifies and transmits information to other District departments and the public; obtains records and information as needed;
- Independently coordinates various projects requiring independent judgment and initiative; schedules appointments and meetings and maintains manager's or departmental calendar;
- Performs a variety of clerical duties including, but not limited to, filing, data entry, duplicating materials, date stamping and logging documents received, and opening and routing mail;
- Attends meetings and take minutes as required; prepares meeting agendas and ensures inclusion of appropriate materials;
- Requisitions, receives, stores, and distributes supplies and office materials; maintains supply and equipment inventories;
- Processes and tracks personnel requisitions and other documentation related to the employment of department employees;
- Submits and follows up on maintenance and technology work orders and requests;

Other Related Duties

- May assist in enrolling, scheduling, and providing information for new students; may prepare necessary forms for new student enrollment;
- May maintain employee attendance records, prepare payroll reports and distribute payroll warrants;
- May take and transcribe dictation of correspondence, reports, bulletins and memoranda as required;

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- For positions with bilingual designations, translates a variety of 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;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Modern office practices, procedures, and equipment;
- District organization, operations, policies, and objectives;
- Principles of business letter writing and basic report preparation;
- Techniques of proper telephone etiquette;
- Pertinent Federal, State and local laws, codes and regulations;
- Principles and procedures of record keeping;
- Good public relations techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Plan, organize, and coordinate office activities;
- Establish and maintain filing systems;
- Maintain confidentiality of privileged information obtained in the course of work;
- Work effectively within established time schedules and with minimal direction.
- 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;
- Type/keyboard at a corrected rate of 50 words per minute;
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner;
- Communicate effectively both orally and in writing;
- Understand and follow both oral and written directions;
- Establish and maintain effective working;
- Read, interpret, and follow rules, regulations, policies, and procedures;

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;
- Logically grasps and thinks through issues and problems;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency.

Experience: Two years of clerical experience.

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.

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Physical Requirements: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal 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, may be exposed to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, may be required to drive an automobile to conduct work, 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: 19.5

Approved: 5/77

Revised: 10/86, 4/90, 2/98, 5/13

ADMINISTRATIVE 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.

SUMMARY OF DUTIES

Under the direction of a District administrator at the level of Director or above (or designee), performs varied and complex secretarial and clerical support duties for a designated department relieving assigned administrator of routine administrative detail; organizes office activities and coordinates the flow of communications for the administrator of the assigned department; performs public relations and communication services; serves as a lead clerical worker; 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 Administrative Assistant classification performs a variety of assignments, serves as a lead clerical worker, and provides primary secretarial support for a department and/or District administrator at the level of Director or above.

The School Office Manager classification performs a variety of assignments, serves as a lead clerical worker, and provides primary secretarial support for a Principal and school site.

The Secretary classification performs a variety of secretarial and clerical duties and coordinates the flow of communications in support of an assigned department and/or designated District manager.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a District administrator at the level of Director or designee.
- Provides work direction to department support staff.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Coordinates, organizes, and manages the day-to-day activities of a department office in order to ensure the efficiency of office operations and relieve assigned administrator of administrative detail;
- Prepares and maintains a variety of records, logs, reports, and other files related to office activities and departmental operations;
- Composes and types a variety of written materials such as letters, memoranda, requisitions, bulletins, agendas, lists, and reports independently or from rough drafts or verbal instructions; checks reports, records, and other data for accuracy, completeness, and compliance with established standards;
- Compiles and interprets information from various sources and prepares reports related to departmental functions as required; performs research and special projects as assigned; assists in administering specially funded projects and department programs;
- Receives and initiates telephone calls; screens telephone calls for designated administrator; take messages or refer callers to appropriate personnel;
- Communicates with other administrative offices, District personnel, and the public to provide and receive information, interpret policies, procedures, and regulations as necessary; answers questions and provides information concerning office functions and activities in accordance with established procedures;
- Performs a variety of clerical duties including, but not limited to, filing, duplicating materials, receiving and transmitting messages, and opening and routing department mail;
- Makes minor decisions in accordance with District and department regulations, policies, and guidelines and apply them to problem situations; escalates issues to administrator as appropriate;
- Schedules and arranges appointments, meetings, conferences, travel accommodations, and other office activities as necessary for department staff or other employees as directed; coordinates facilities and maintains department and administrator calendars;

- Prepares meeting agendas and ensures inclusion of appropriate materials and proper notification; attends meetings and takes, transcribes, and distributes minutes as instructed;
- Prepares Board of Trustees meeting agenda items and supporting documentation;
- Processes and tracks personnel requisitions and other documentation related to the employment of department personnel; contacts Human Resources Department to arrange for substitute personnel as needed;
- Serves in a lead capacity in a department office providing training and work direction to other clerical personnel as assigned;
- Requisitions, receives, stores, and distributes supplies and office materials as needed; maintains supply and equipment inventories and purchase orders; maintains budgetary records and monitors expenditures as required;
- Submits and follow up on maintenance and technology work orders and requests;
- Maintains financial records related to the receipt and disbursement of funds;
- Takes part in department-specific activities including, but not limited to, orientations, trainings, test administrations, fundraisers, award ceremonies, and other special events.

Other Related Duties

- 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;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Relevant department programs, terminology, practices, and procedures;
- Basic school district organization, operations, policies, and objectives;
- Principles of business letter writing and basic report preparation;
- Basic statistical and fiscal record-keeping techniques and procedures;
- Modern office practices, procedures, and equipment;
- Techniques of proper telephone etiquette;
- Principles and procedures of record keeping;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Good public relations techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Pertinent Federal, State and local laws, codes, and regulations.

Ability to:

- Plan, organize, and coordinate office activities; establish and maintain filing systems;
- Exercise good judgment;
- Train and provide work direction to clerical staff;
- Compose correspondence, memoranda, reports, and other materials independently or from oral instructions;
- Read, interpret, and follow rules, regulations, policies and procedures;
- Maintain confidentiality of privileged information obtained in the course of work;
- Work effectively within established time schedules and with minimal direction;
- 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;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous and timely manner;
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain records and filing systems; prepare reports.
- Make arithmetic calculations with speed and accuracy.

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- Establish and maintain effective working relationships.

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;
- Logically grasps and thinks through issues and problems;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency and one year (24 semester or 36 quarter units) of college-level coursework including coursework in secretarial science, office management, business administration, public administration, or a closely related field. One or more years of school district or public agency based clerical experience including a high level of public contact may be substituted for the required college coursework.

Experience: Three years of clerical experience.

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, may be required to drive an automobile to conduct work, 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 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: 21.5

Approved: 6/1979

Revised: 3/15

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

March 11, 2021

TITLE: Personnel Commission/Classified Human Resources Positions

BACKGROUND & FINDINGS:

The Personnel Commission/Classified Human Resources office currently has a vacancy in the Administrative Assistant position.

The current Personnel Commission/Classified Human Resources office staff consists of:

- 1 (one) Director of Classified Human Resources position
- 1 (one) Administrative Assistant position
- 1 (one) Human Resources Analyst position
- 3 (three) Human Resources Technician positions

The Director of Classified Human Resources is recommending changes to the office staff – closing the vacancy of Administrative Assistant and creating another Human Resources Analyst position. The proposed Personnel Commission/Classified Human Resources office staff will consist:

- 1 (one) Director of Classified Human Resources position
- 2 (two) Human Resources Analyst positions
- 3 (three) Human Resources Technician positions

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve closing out the vacancy of the Administrative Assistant position and creating a Human Resources Analyst position within the Personnel Commission/Classified Human Resources office.

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:36

Established: 3/4/2021

Health Assistant

Rank	Name	Expiration Date
1	Ruiz, Geydi L	3/4/2022
2	Colin, Jisell	3/4/2022
3	Seberiano, Rosa L	3/4/2022

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

Landeros, Karina	Paraeducator II, Position #9763 Special Education 5.75 hrs./183 days	02/04/2021
Senesac, Levina M	Paraeducator II, Position #9197 Special Education 5.75 hrs./183 days	02/01/2021

Limited Term

Barbosa, Dennise A	Paraeducator (substitute)	02/16/2021
Hernandez Valencia, Yazmin	Paraeducator (substitute)	02/05/2021
Jacob, Shyla	Paraeducator (substitute)	02/01/2021
Lopez-Arreola, Jorge	Paraeducator (substitute)	01/19/2021
Rivera, Janelle	Paraeducator (substitute)	12/17/2020
Tapia, Jorge L	Paraeducator (substitute)	02/11/2021

Transfer

Garcia Mendoza, Arturo	Custodian, Position #1175 Kamala 8.0 hrs./246 days Custodian, Position #6448 Driffill 4.0 hrs./246 days	02/16/2021
Viveros, Wendy	Office Assistant III, Position #10162 San Miguel 8.0 hrs./246 days Intermediate School Secretary, Position #6244 Lemonwood 8.0 hrs./192 days	03/01/2021

Leave of Absence

Ramirez, Javier	Custodian, Position #5419 Driffill 8.0 hrs./246 days	12/01/2020-2/26/2021
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Return from Leave of Absence

Rojas, Dulce	Paraeducator III, Position #2711 Special Ed. 5.75 hrs./183 days	02/02/2021
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Resignation

Estrada, Laura A	Paraeducator II, Position #6736 Special Ed. 5.75 hrs./183 days	02/02/2021
Lara, Alexis	Paraeducator III, Position #7851 Special Ed. 5.75 hrs./183 days	01/29/2021
Nelson, Francine A	Health Care Technician, Position #2943 Pupil Services 7.0 hrs./183 days	02/15/2021

Retirement

Delgado, Carlos	HVAC, Position #2628 Facilities 8.0 hrs./246 days	02/28/2021
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