



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF SPECIAL MEETING

AGENDA

Tuesday, August 17, 2021
4:30 p.m. Special Meeting
Portable 403 of the ESC
1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of May 13, 2021 and July 21, 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
The Personnel Commission will ratify the advanced step placement for Erica Mata, Human Resources Assistant, at range 19.5 Step C pursuant to the Personnel Commission Rules & Regulations 70.200.1
2. Advanced Salary Placement
The Personnel Commission will ratify the advanced step placement for Christian Alvarez, Technology Services Technician, at range 27.0 Step B pursuant to the Personnel Commission Rules & Regulations 70.200.1
3. Human Resources Manager *(page 8-11)*
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.

Note: In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

4. Bus Driver/Mechanic Assistant (*page 12-15*)
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
5. Lead HVAC&R Technician (*page 16-19*)
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
6. Grounds Maintenance Lead (*page 20-24*)
The Personnel Commission will consider revising the job description.
7. Eligibility Lists (*page 25-34*)
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 35-39*)
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. Roles and Responsibilities
The Personnel Commission will discuss the roles and responsibilities of the Personnel Commission and the Director of Classified Human Resources.
4. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
5. Report by Assistant Superintendent, Human Resources
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
6. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

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

E. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

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

F. CLOSED SESSION

The Personnel Commission will convene to closed session for the following items:

1. Pursuant to Section 54956, 54957 of the Government Code, the Commission will consider a personnel matter concerning:
 - Public Employee Evaluation: Director, Classified Human Resources
2. Reconvene to open session and report out of closed session.
The Commission will report on any action taken in closed session.

G. ADJOURNMENT

Note: In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030



OXNARD SCHOOL DISTRICT REGULAR MEETING MINUTES

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

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

Commissioner Robinson moved to approve the eligibility lists of Campus Assistant, Health Care Technician, Custodial Services Manager, Senior Manager, Maintenance & Operations, and Speech Language Pathology Assistant. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Robinson <u>Y</u>	Eligibility Lists
	REPORTS/OTHER INFORMATION/ DISCUSSION
The Personnel Commission reviewed the Personnel Actions of April 14, 2021 and May 5, 2021.	Personnel Actions
Ms. Nair gave an update on current recruitments and classification/compensation studies. She summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Ms. Grande reported that she met with Ms. Nair regarding job descriptions. She also reported that she along with Silvia Carrillo and Maricela Magallanes attended a meeting with Dr. Torres and Ms. Nair to discuss support for Spanish/Bilingual translations.	Report by CSEA
Dr. Torres reported that he's been busy with negotiations. He also reported that he sees positive things happening in the Human Resources department.	Report by Assistant Superintendent, Human Resources
Commissioner Robinson thanked Ms. Nair and staff for their work. Commission Castillo offered staff the use of the Knights of Columbus for testing.	Report by Commissioners

Shristie Nair, Secretary to the Personnel Commission

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

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Wednesday, July 21, 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 Wednesday, July 21, 2021, in Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:07 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="padding-left: 40px;">Paul Robinson, Vice Chair of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission</p> <p style="padding-left: 40px;">Shristie Nair, Director Classified Human Resources Tanya Ventura, Human Resources Analyst Brittany Verduzco, Human Resources Analyst</p> <p>Guests: Alec Aspinall, HVAC Technician; Ramses Bernal, Locksmith; Tony Briscoe, Director of Transportation; Luis Gurrola, HVAC Technician; Mark Gutierrez, Electrician; Sal Gutierrez, Custodial Services Manager; Carmen Grande, CSEA President; Juan Hernandez, HVAC Technician; Marcos Lopez, Senior Manager, Maintenance & Operations; Dana Miller, Director of Facilities; Jodi Nocero, Director, Pupil Services; Patricia Nunez, Accounting Manager/Internal Auditor; Juan Carlos Reyes, CSEA Vice President; Fernando Roman, CSEA Representative; Dr. Victor Torres, Assistant Superintendent, Human Resources.</p>	<p>ROLL CALL</p>
<p>Commissioner Robinson moved to approve the agenda of Wednesday, July 21, 2021 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Robinson moved to approve the minutes of May 13, 2021 as presented. Commissioner Lopez abstained. No vote was taken.</p> <p>Commissioner Lopez moved to approve the minutes of June 10, 2021 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Robinson; <u>Y</u></p>	<p>APPROVAL OF MINUTES</p>
<p>Ms. Grande spoke about her concerns regarding the role and responsibilities of the Director of Classified Human Resources as it relates to the merit system.</p>	<p>COMMENTS BY THE PUBLIC</p>
<p></p>	<p>ACTION ITEMS</p>
<p>Commissioner Lopez moved to approve the advanced step placement for Mahogany Lore at range 21.0 Step C of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>Advanced Salary Placement</p>
<p>Commissioner Lopez moved to approve the advanced step placement for Mayra Flores at range 21.5 Step E of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>Advanced Salary Placement</p>
<p>Commissioner Robinson moved to approve the advanced step placement for Tara McKeown at range 22.0 Step B of the CSEA/OSD Classified Salary Schedule. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>Advanced Salary Placement</p>

Commissioner Lopez moved to approve the advanced step placement for Laura Harris at range 22.0 Step B of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u> ; Robinson; <u>Y</u>	Advanced Salary Placement
Commissioner Lopez moved to approve the advanced step placement for Shirley Barrett at Step 3 of the Classified Management Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u> ; Robinson; <u>Y</u>	Advanced Salary Placement
After a brief discussion this item was tabled.	Bus Driver/ Mechanic Assistant
After a brief discussion this item was tabled.	HVAC&R Technician
After a brief discussion this item was tabled.	Lead HVAC&R Technician
After a brief discussion this item was tabled.	Grounds Maintenance Lead
After a brief discussion this item was tabled.	Human Resources Manager
Commissioner Robinson moved to approve the eligibility lists of Secretary, Office Assistant III, Accounting Specialist III, Technology Services Technician, Risk Management Specialist, Paraeducator-Hearing Impaired (Oral Speech), Speech Language Pathology Assistant, Lead Custodian, Attendance Accounting Technician, Grounds Manager, Health Care Technician, Human Resources Technician, Administrative Assistant, School Office Manager, Payroll Technician, Child Nutrition Services Operations Specialist, Custodian, Paraeducator I, Paraeducator II, Paraeducator III, and School Occupational Therapist. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u> ; Robinson <u>Y</u>	Eligibility Lists
The Commission adjourned at 5:46 p.m. The next regular meeting is scheduled for August 12, 2021.	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Wednesday, July 21, 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:

August 17, 2021

TITLE: CLASSIFICATION NEW – Human Resources Manager

BACKGROUND & FINDINGS:

The Assistant Superintendent of Human Resources has requested that the Personnel Commission create a new classification of Human Resources Manager.

The Human Resources Manager classification will oversee, implement and support the Districts leave management program; develop, implement and monitor the Districts disability management program, transitional early return to work program, and interactive process/reasonable accommodation policies and procedures; review and analyze tracking system for program participants for efficiency and effectiveness. The classification will also assist the Human Resources department in support of other human resources programs as needed.

SALARY PLACEMENT:

Staff studied internal relationships within the Classified Management salary schedule to determine a salary placement. Specifically, staff looked at internal relationships in the Human Resources management positions.

Based on internal alignment, it would be appropriate to place the proposed classification of Human Resources Manager at salary range \$88,775 - \$105,470 of the Classified Management salary schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to:

- approve the new classification specification of Human Resources Manager and
- allocate the classification of Human Resources Manager to salary range \$88,775 - \$105,470 of the Classified Management salary schedule.

HUMAN RESOURCES MANAGER

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

SUMMARY OF DUTIES

Under the direction of the Assistant Superintendent, Human Resources or designee, leads in the delivery of human resources services with specific responsibility for providing information to other human resources staff and district employees regarding policies and regulations; addresses a variety of issues and/or provides guidance and specialized support; provides a strategic, centralized focus to managing the District's leave management program; coordinates recruitments including oversight of staffing and position control; oversees the maintenance of records, files and databases of personnel actions; ensures that personnel functions conform to all applicable regulatory requirements; supervises and evaluates the performance of assigned personnel; and performs a variety of other duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Assistant Superintendent, Human Resources or designee.
- Exercises direct supervision over assigned staff.

ESSENTIAL DUTIES

- Oversee, implement and support the Districts leave management program; develop, implement and monitor the Districts disability management program, transitional early return to work program, and interactive process/reasonable accommodation policies and procedures; review and analyze tracking system for program participants for efficiency and effectiveness.
- Manages the District's Employee Leaves Management System to track employee leaves under the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), Parental Leave and the Pregnancy Disability Act (PDA); assures compliance with federal and state mandates.
- Oversees the District's compliance with the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA).
- Manages and facilitates the Districts interactive process/reasonable accommodation meetings to ensure that decisions made are in compliance with applicable laws, rules and regulations and are also consistent with past practices and actions of the District.
- Monitors the absence management system and the placement of substitutes throughout the District.
- Provides consultation to personnel, administrators, applicants and others regarding human resources operations and activities; responds to inquiries and provides technical information and guidance concerning related standards, timelines, vacancies, requirements, laws, rules, regulations, processes, policies and procedures; researches and resolves related issues, problems and conflicts.
- Assists in the development of policies, procedures and programs. Researches information regarding relevant policies and current practices for the purpose of ensuring compliance with state and federal law, and securing general information for planning and/or responding to requests from a variety of internal and external sources. May present information on a variety of topics.
- Ensures district staffing requirements are fulfilled within established guidelines, policies, contract provisions, rules and regulations. Monitors and audits personnel actions prepared by staff for the purpose of ensuring consistency with position control and reporting, confirming appropriate approval levels have been secured; and ensuring data accuracy. Coordinates with designated department heads, administration and employees to correct or adjust any related discrepancies.
- Supports the Human Resources department staff for the purpose of assisting in the performance of their work activities. Supervises and evaluates the performance of assigned staff. Participates in the selection of department staff. Assigns employee duties and reviews work for accuracy, completeness and compliance with established policies and procedures.
- Assists with organizing, planning and implementing professional development opportunities; arranges for and may conduct trainings and workshops.

- May participate in labor negotiations; provides assistance in collective bargaining, labor relations, and grievance, disciplinary and related matters.
- Develops and prepares a wide variety of reports and written materials (i.e. letters, forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information to others.
- Interprets a variety of written materials for the purpose of ensuring compliance with regulatory requirements.
- Supervises a variety of processes (i.e. leaves, employment, recruitment and selection, records maintenance, etc.) for the purpose of ensuring efficient processing of applicants and employees in accordance with employment requirements and adhering to legal and/or administrative requirements.
- Participates in meetings that involve a range of issues for the purpose of developing recommendations and/or supporting other staff. Serves on various committees as directed.
- Operates a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Maintains current knowledge of laws, codes, regulations and pending legislature related to personnel activities; assists in modifying programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.
- Other duties as assigned that support the overall objective of the position.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- State Education Code and other federal, state and local laws, rules and regulations pertaining to human resources, leave management and disability compliance
- General knowledge of California Workers' Compensation Labor Codes
- Management of human resources operations and activities involved in the recruitment, screening, selection, processing and employment of personnel
- Practices and procedures related to personnel
- Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, processing and evaluation of personnel
- Operations, policies and objectives relating to human resources activities
- General principles and techniques of labor relations and collective bargaining
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software

Ability to:

- Interpret, apply and explain rules, regulations, policies and procedures in a clear and concise manner
- Plan and organize human resources operations and activities involved in assigned area of responsibility such as leave management, recruitment, processing and employment of personnel
- Supervise and evaluate the performance of assigned personnel
- Establish and maintain strong and effective working relationship with other employees, managers, organization staff, contractors, attorneys and the general public
- Establish credibility with numerous constituents, effectively handle sensitive personnel issues, and be comfortable and effective working with all levels of an organization
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Exercise good and sound judgment
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities
- Compose clear and comprehensive correspondence, memoranda, reports, and other materials independently
- Communicate effectively, both orally and in writing
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner

Oxnard School District

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- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, scanners, typewriters, calculators, and fax machines
- Maintain confidentiality of privileged information obtained in the course of work

EMPLOYMENT STANDARDS

Education: A Bachelor's degree or equivalent from an accredited college or university with a major in human resources, public administration, business administration, or other closely related field. Additional two years of experience can be substituted for the required education on a year to year basis.

Experience: Five years of increasingly responsible human resources management experience. Experience with employee leave management is highly preferred. At least two years of the aforementioned experience must have been in a supervisory capacity.

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

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

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

Physical Requirements: Employees in this classification stand, walk, sit, stoop, bend, reach overhead, lift and carry up to 20 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and may drive an automobile to conduct work.

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

Salary Range: Classified Management Salary Schedule

PERSONNEL COMMISSION AGENDA ITEM

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

Date of Meeting:
August 17, 2021

TITLE: CLASSIFICATION NEW – Bus Driver/Mechanic Assistant

BACKGROUND & FINDINGS:

The Director of Transportation has requested that the Personnel Commission create a new classification of Bus Driver/Mechanic Assistant.

The classification of Bus Driver/Mechanic Assistant will drive a school bus over designated routes in accordance with time schedules; picks up, discharges, and provides for the safe and efficient transportation of District students; and performs regular safety inspections and basic preventative maintenance on school buses. Additionally, this position will assist the Vehicle & Equipment Mechanic and perform maintenance and adjustments on vehicles as needed.

SALARY PLACEMENT:

Staff studied internal relationships within the Classified salary schedule to determine a salary placement. Specifically, staff looked at internal relationships in the Transportation series.

Based on internal alignment, it would be appropriate to place the proposed classification of Bus Driver/Mechanic Assistant at range 20 of the Classified salary schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to:

- approve the new classification specification for Bus Driver/Mechanic Assistant and
- allocate the classification of Bus Driver/Mechanic Assistant to salary range 20 of the Classified salary schedule.

BUS DRIVER/MECHANIC 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 the Transportation Director, drives a school bus over designated routes in accordance with time schedules; picks up, discharges, and provides for the safe and efficient transportation of District students; and performs a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The classification of Bus Driver/Mechanic Assistant drives a school bus over designated routes in accordance with time schedules; picks up, discharges, and provides for the safe and efficient transportation of District students; and performs regular safety inspections and basic preventative maintenance on school buses. Additionally, this position will assist the Vehicle & Equipment Mechanic and perform maintenance and adjustments on vehicles as needed.

The classification of Bus Driver drives a school bus over designated routes in accordance with time schedules; picks up, discharges, and provides for the safe and efficient transportation of District students; and performs regular safety inspections and basic preventative maintenance on school buses.

The classification of Cover Bus Driver/Office Assistant performs routine clerical functions in support of Transportation Services, provides information to the general public, and performs the duties of a Bus Driver as needed and in order to cover for Bus Driver incumbents who may be absent.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Transportation Director.

ESSENTIAL DUTIES

- Drives school buses over designated routes in accordance with time schedules, picking up and discharging students;
- Escorts students across streets and roadways, stopping traffic as required; loads and unloads students in compliance with VC 22112;
- Monitors two-way radio and receives information regarding road and traffic conditions, changes in route assignments, transfers, or time schedules and maintains communication with dispatcher and other drivers;
- Performs safety bus inspection of gauges, fluid levels, doors, emergency exits, fire extinguisher, lights, tires and brake systems in accordance with designated safety checklist; ensures bus is in safe operating condition prior to daily operation; reports any bus malfunctions to District mechanic;
- Maintains order and appropriate behavior among students on buses; follows District policies regarding student control and contact with parents, teachers, administrators, and the public;
- Maintains proper fluid levels by adding fuel, water, coolant, and oil as needed; cleans exterior and interior of buses including picking up debris, sweeping floor, wiping upholstery, dusting dashboard, washing the exterior, and cleaning windshields, windows, and headlights;
- Maintain records and completes necessary paperwork concerning vehicle maintenance and needed repairs, miles driven, number of children transported; prepares student conduct, incident, and accident reports;
- Adheres to emergency procedures such as accident reporting and equipment malfunctions;
- Oversees evacuations of students during emergency situations; performs emergency assistance as needed including first aid and evacuating all passengers in the quickest and safest way possible;
- Transports students, teachers, and other adults on field trips to various locations; reads maps to determine field trip location and plans best travel route; ensures departure and arrival times are met;
- Drives bus to repair shop as required;
- Performs maintenance and adjustments on vehicles as needed or assists mechanic in major repairs and overhaul work;
- Enters vehicle information, work orders, and parts and supplies into data management system.

Other Related Duties

- Attends scheduled safety meetings; ensures bus operations are conducted in compliance with District safety rules and regulations;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Board policies and regulations, Education Code, Department of Motor Vehicle Code and Transportation Department procedures pertaining to the transportation of students;
- Basic operational characteristics of school buses including lift ramps;
- Proper procedures for safely securing wheelchairs and safety seats;
- Policies and procedures governing the reporting of vehicle accidents and incidents;
- Principles and practices of basic first aid;
- Methods and techniques of basic vehicle safety and preventive maintenance;
- Principles and procedures of record keeping;
- Behavior modification techniques;
- Principles of good public relations;
- Safe driving practices as they relate to school transportation.

Ability to:

- Operate school buses in a safe and efficient manner;
- Operate a variety of equipment such as telephone and two-way radio;
- Enforce school regulations and maintain order among students on buses;
- Maintain assigned vehicle in a clean and safe operating condition;
- Provide assistance to students entering and exiting a school bus;
- Understand and follow oral and written instructions;
- Observe legal and defensive driving practices;
- Work effectively within established time schedules and 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 effectively, both orally and in writing;
- Establish and maintain effective working relationships;
- Read maps and plan travel routes.

Traits:

- Appreciates the differences among people;
- Is punctual and follows through;
- Easily adapts to situations and changes;
- Puts safety first for self and others;
- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency is desirable.

Experience: Experience as a school bus driver is desirable. Minor experience with vehicle repairs is desirable.

Special: Possession of a valid Class A or B, California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements, a current DL-51a Medical Examiner's Certificate, a California Special Driver Certificate designated for School Bus (with no restrictions for Air Brakes and/or Conventional Type-II buses only) issued by the California Department of Motor Vehicles, and if applicable, a valid first aid certificate comparable to the American Red Cross Standard First Aid Certificate.

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.

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy.

Physical Requirements: Employees in this classification stand, walk, sit for continuously for extended periods of time, lift/carry up to 40 lbs. without assistance or over 40 lbs. with assistance and in emergency situations, use wrists or hands repetitively, use both hands, arms, feet, and legs simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have color vision or the ability to distinguish shades, speak clearly, hear normal voice conversation, and see small details and for long distances.

WORK ENVIRONMENT: Employees in this classification work primarily inside a school bus, but also inside an office and outside, in changing temperatures, in confined spaces, with moving vehicles, in contact with fumes, allergenic dust, odors, toxic materials, and loud noises, in inclement weather and conditions, in direct contact with the public, students, and District personnel, and operate a school bus in order 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: 20.0

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

August 17, 2021

TITLE: CLASSIFICATION NEW – Lead HVAC&R Technician

BACKGROUND & FINDINGS:

The Director of Facilities has requested that the Personnel Commission create a new classification of Lead HVAC&R Technician.

The Lead HVAC&R Technician classification performs a variety of skilled mechanical and electrical work in the repair, inspection, servicing, installation and alteration of District heating, ventilating, air conditioning and refrigeration systems and related equipment, commercial appliances, and facilities. In addition, the Lead HVAC&R Technician will provide higher level technical support to HVAC Technicians as needed and serve as a resource guide.

SALARY PLACEMENT:

Staff studied internal relationships within the Classified salary schedule to determine a salary placement. Specifically, staff looked at internal relationships in the Maintenance/Operations series.

Based on internal alignment, it would be appropriate to place the proposed classification of Lead HVAC&R Technician at range 27 of the Classified salary schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to:

- approve the new classification specification for Lead HVAC&R Technician and
- allocate the classification of Lead HVAC&R Technician to salary range 27 of the Classified salary schedule.

LEAD HVAC&R 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 MEP Maintenance and Energy Programs Manager, Director of Facilities or designee, perform skilled mechanical and electrical work in the repair, inspection, servicing, installation and alteration of District heating, ventilating, air conditioning and refrigeration systems and related equipment, commercial appliances, and facilities; perform diagnostic testing on equipment; operate, configure, maintain & repair the Energy Management System (EMS); provide higher level technical support on related tasks; and to perform a variety of skilled duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Lead HVAC&R Technician classification performs a variety of skilled mechanical and electrical work in the repair, inspection, servicing, installation and alteration of District heating, ventilating, air conditioning and refrigeration systems and related equipment, commercial appliances, and facilities. In addition, the Lead HVAC&R Technician will provide higher level technical support to HVAC Technicians as needed and serve as a resource guide.

The HVAC&R Technician classification performs a variety of skilled mechanical and electrical work in the repair, inspection, servicing, installation and alteration of District heating, ventilating, air conditioning and refrigeration systems and related equipment, commercial appliances, and facilities.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the MEP Maintenance and Energy Programs Manager, Director of Facilities or designee.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Install, service, maintain, troubleshoot and repair heating, ventilation, air conditioning and refrigeration systems; diagnose malfunctions and determine repair needs; inspect and perform electrical, digital, and mechanical tests on systems and equipment to identify defective parts; assure systems are maintained in safe and proper operating condition in compliance with applicable codes.
- Assist HVAC&R Technician's on projects requiring higher level technical support and serve as a resource guide and provide leadership and/or guidance on tasks as assigned; assist in planning and reviewing HVAC work; relay messages regarding work assignments to other staff as directed.
- Maintain inventory of materials needed by the HVAC unit personnel; provide for proper materials as necessary to accomplish work orders; prepare and maintain records including labor, materials and work orders completed; prepare reports as required.
- Operate, configure and maintain the EMS; utilize EMS to troubleshoot and diagnose HVAC & R malfunctions; utilize system controls to adjust temperatures, time schedules, energy use and other settings; adjust the EMS to assure efficient and effective energy use and allocation; respond to requests for system adjustments as appropriate; generate reports concerning equipment use.
- Repair or replace compressors, charge units control, thermostats, pumps, water pressure regulators and other parts and systems; charge refrigeration systems; inspect, clean and replace filters as necessary.
- Check and adjust temperatures of air conditioning equipment, furnaces, boilers and thermostats.
- Clean, repair and replace worn parts of ventilator fans and hoods.
- Perform electrical, digital control, pneumatic and mechanical testing of equipment; diagnose mechanical and electrical problems; repair or replace defective parts in units and equipment and controls.

- Operate a variety of modern and recent equipment and machinery such as meters and testing devices, pressure gauges, pumps and hand tools; utilize computers and related hardware and software applications to diagnose system malfunctions and operate EMS; operate and perform operator's maintenance on a district vehicle as necessary to conduct work.
- Perform brazing, soldering, mechanical connections, and welding as necessary.
- Locate and acquire parts necessary for repair or maintenance of HVAC equipment and systems; recommend the purchase of equipment and machines as appropriate.
- Work from sketches, plans, drawings, blueprints and specifications. Interpret and apply a variety of documents as applicable.
- Maintain routine records related to maintenance and repair activities.
- Perform preventive maintenance for District heating, ventilation, air conditioning and refrigeration equipment and systems.
- Observe and comply with federal, State and local safety codes and regulations; adhere to District safety policies and procedures.
- Install, repair, service and maintain electrical and gas kitchen equipment and commercial appliances, including but not limited to ovens, refrigerators, and freezers.
- Provide for proper materials as necessary to accomplish work orders; prepare and maintain records including labor, materials and work orders completed; prepare reports as required.
- Provide assistance in various other areas of maintenance as required; perform semi-skilled to skilled maintenance repair and construction work in the basic trades.
- Perform general clean up at job site; observe and implement proper safety practices.
- Order and pick up material as needed; utilize and maintain tools and equipment.
- Estimate time, materials and equipment required for assigned jobs; maintain records of work performed and parts used.

Other Related Duties

- Provide work direction and guidance to maintenance workers, as needed.
- Perform related duties and responsibilities as assigned.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Methods and techniques of equipment preventive maintenance.
- Operational characteristics of a variety of HVAC equipment and components.
- Methods and techniques of use of manual and electrical tools and equipment applicable to HVAC trade.
- Methods and techniques of welding, mechanical connecting, and soldering.
- Methods and techniques of using diagnostic and test equipment.
- Principles and practices of health and safety regulations.
- Principles and procedures of record keeping.
- Advanced mathematical principles.
- Methods and techniques of storing equipment, materials and supplies.
- Requirements of maintaining HVAC equipment in a safe, clean and orderly condition.
- Uniform Mechanical Code; Uniform Plumbing Code; California Code of Regulations.
- Pertinent Federal, State and local laws, code and regulations.

Ability to:

- Perform skilled work in the installation, maintenance and repair of HVAC equipment and systems.
- Implement a preventive maintenance program on HVAC equipment.
- Operate specialized machinery and equipment utilized in HVAC repair and maintenance.
- Diagnose, troubleshoot and evaluate repairs required on HVAC equipment.
- Work from blueprints, shop drawings and sketches.

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- Provide information and assistance to parents, public and other staff members in a helpful, courteous and timely manner.
- Lift up to 100 lbs with assistance.
- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Operate and perform operator's maintenance on a District vehicle.
- Observe legal and defensive driving practices.
- Follow good health and safety principles and practices.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency supplemented by specialized training in HVAC&R equipment maintenance and repair or a related field.

Experience: Five years recent experience working as a skilled HVAC Technician in HVAC&R equipment and integral systems maintenance and repair in a commercial or institutional field. Experience with computer-controlled energy management systems, building automation and control units is required. Experience working in a lead capacity is desirable.

Special: Possession of a valid EPA-approved refrigerant recovery certification, Universal or Type II, in accordance with EPA Rule 608, Clean Air Act.

A valid, California Class C, driver's license is required, and 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: Essential functions may require maintaining physical condition necessary for lifting, climbing, crawling; work or inspect in confined spaces for prolonged periods of time; walk, stand or sit for prolonged periods of time; work on slippery or uneven surfaces, operating motorized equipment or vehicles, bending, stooping, kneeling; 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.

WORK ENVIRONMENT: Shop and field, indoor and outdoor, environment; subject to traveling from site to site; exposure to noise, dust, grease, smoke, fumes, chemicals, inclement weather conditions; work or inspect in confined spaces.

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: 27

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

August 17, 2021

TITLE: CLASSIFICATION REVISION – Grounds Maintenance Lead

BACKGROUND & FINDINGS:

The Grounds Maintenance Lead classification specification was recently reviewed for recruitment and testing purposes. The last time the specification was revised was in September 14, 2006. The classification was also inactive due to it being vacant for a long time.

The following changes are being proposed:

- Updating duties to reflect current needs of the department and cleaning up some verbiage
- Document format updates, title changes, and additions to standardize look of the specification to current format of job descriptions

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions of the Grounds Maintenance Lead classification specification as presented.

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GROUNDS MAINTENANCE LEAD

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 SUMMARY OF DUTIES

~~Under the direction of the Grounds Manager, Director of Facilities or designee, To perform, lead, and guide plan, assign, train, review and monitor the work of all Grounds Department staff and other assigned personnel; to locate and purchase goods, and supplies, and services for the Grounds Department as directed; to receive, store and issue hand tools, power tools and equipment as assigned; may serve as a substitute for absent Grounds Department staff as assigned; and to perform a variety of skilled duties relative to assigned area of responsibility, and to perform a variety of tests and other duties relative to assigned area of responsibility including those of a Grounds Maintenance Specialist.~~

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

~~The Grounds Maintenance Lead classification performs more complex grounds maintenance duties including grounds construction work and may operate in a lead capacity on major projects, assists in maintaining and repairing playground equipment, responds to emergency grounds calls regarding safety hazards, and operates motorized power grounds equipment as assigned. In addition, the Grounds Maintenance Lead will provide higher level technical support to grounds staff as needed and serve as a resource guide.~~

~~The Grounds Maintenance Specialist classification performs a variety of technical grounds maintenance duties including grounds construction work and the maintenance and repair of irrigation systems, maintains and repairs playground equipment, responds to emergency grounds calls regarding safety hazards, and operates motorized power grounds equipment as assigned.~~

SUPERVISION RECEIVED AND EXERCISED

Supervision Received and Exercised

- ~~• Receives supervision from the Operations Grounds Manager, and the Director of Facilities or designee.~~
- ~~• Positions in this classification have no formal supervisory responsibilities.~~

Distinguishing Characteristics

~~The Grounds Maintenance Lead performs the duties required by the position and plans, schedules, directs, trains, reviews and monitors the work of grounds staff and other assigned personnel.~~

Essential Function Statements

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

Essential Functions: ESSENTIAL DUTIES

- ~~• Oversee Perform, lead and guide the operations of daily grounds work assignments; plan, review and monitor the work of assigned personnel; schedule and assign sequencing of work requests in accordance with established schedules and specific assignments by supervisor. May fill in for Grounds Department staff Maintenance Workers in their absence.~~
- ~~1. Observe and implement proper safety practices.~~
- ~~2. Prepare and maintain reports, logs, and other documentation relative to the operation of the maintenance unit of the Facilities Department, including the MSDS Reports.~~
- ~~3. Locate and purchase a variety of landscaping-related items including supplies, tools, equipment, materials and services; coordinate major items purchased with the Purchasing Department in order to ensure all purchases comply with district purchasing guidelines.~~
- ~~4. Receive, store and issue hand tools, power tools, parts, equipment and materials; process invoices as required.~~
- ~~5. Unpack and store new equipment and materials.~~

- ~~6.~~ Contact a variety of vendors to exchange information ~~and initiate buy-out requisitions~~; obtain, verify and provide information from vendors regarding the purchase and delivery of landscaping-related equipment and supplies; obtain technical information as required.
- ~~7.~~ Mark and assign facilities inventory control numbers to tools and equipment; unpack and store new equipment and materials; issue equipment and supplies; locate lost or misplaced tools as needed; ensure all equipment and materials are collected and accounted for.
- ~~8.~~ Review all invoices for complete and accurate information related to price, ~~product quality and services provided~~; follow up on all back orders to assure steady flow of equipment and materials.
- ~~9.~~ Inspect and/or troubleshoot to determine preventive maintenance, routine repairs, or emergency repairs; provide technical assistant to district grounds staff.

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- ~~10.~~ Provide assistance in various other areas of maintenance as required; perform all functions related to a Grounds Maintenance Specialist position; train and provide technical assistance to district grounds staff; perform grounds maintenance worker duties as required.
- ~~11.~~ Receive grounds-related complaints from a variety of sources; keep a comprehensive log of service calls; make rational decisions on a course of action to correct the reported deficiencies.
- ~~12.~~ Maintain proficiency at current level and regularly update knowledge base through attendance at appropriate training sessions or seminars, reading related publications, and by contact with others in this discipline.
- ~~13.~~ Operate a personal computer and peripheral equipment, using modern software, including databases, purchasing work order system, word processing and other applications.
- ~~14.~~ Operate and perform operator's maintenance on a district vehicle as necessary.
- ~~15.~~ Perform other related duties and responsibilities as assigned.

Other Related Duties

- Maintain proficiency at current level and regularly update knowledge base through attendance at appropriate training sessions or seminars, reading related publications, and by contact with others in this field.
- Perform other related duties and responsibilities as assigned.

KNOWLEDGE, ABILITIES, AND TRAITS Qualifications:

Knowledge of:

- Principles of planning, scheduling, directing, reviewing and monitoring the work of assigned personnel.
- Operational characteristics of tools and equipment used in general landscape maintenance.
- Computer operation using modern software and peripheral equipment.
- Sources for landscaping supplies and equipment.
- Methods and techniques for ordering, receiving, storing and issuing materials and equipment in a grounds maintenance shop.
- Materials inventory control methods.
- Principles and procedures of maintenance and repair.
- Methods and techniques preventive maintenance, breakdown repair and trouble shooting of grounds equipment problems.
- Operational characteristics of tools and equipment used in general landscaping environment.
- Methods and use of diagnostic and testing equipment.
- Technical aspects of field or specialty.
- Proper handling, use, and storage of basic hand tools.
- Principles and practices of health and safety regulations.
- Advanced mathematics principles.
- Principles and procedures of record keeping, including MSDS information.
- Applicable laws, codes, regulations, and requirements.

Ability to:

- Plan, schedule, direct, review and monitor the work of assigned personnel.
- Receive, store, issue, maintain and repair hand and power tools and equipment used in facilities.
- Identify, locate and procure landscaping materials and goods.
- Prepare and maintain accurate records and perform routine clerical duties.
- Operate a computer and peripheral equipment using modern software.
- Operate truck, large power lawn mower, tractor mowers and other large motorized equipment as needed.
- Operate grounds maintenance tools, such as clippers, power sweepers, edgers and saws as needed.

- Plan and coordinate a safety program for the grounds unit.
- Make mathematical calculations quickly and accurately.
- Read, understand, and work from blueprints, technical shop drawings and schematics.
- Interpret and apply information contained in materials safety data sheets.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.

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- Lift up to 70 lbs. with assistance.
- Maintain confidentiality of privileged information obtained in the course of work.
- Understand and follow oral and written instructions.

Ability to Continued:

- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Operate and perform operator's maintenance on a District vehicle.
- Observe legal and defensive driving practices.
- Follow good health and safety principles and practices.
- Work independently with limited supervision.
- Maintain a variety of records and reports.

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:~~

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency supplemented by specialized training in horticulture, landscaping, or a related field

Experience: Five years in landscape installation and grounds maintenance; preferably in a lead capacity, including selection, purchase and installation of landscape material, landscape design experience desirable and using a computer and peripheral equipment; equipment and material control experience is desirable.

~~Training: Equivalent to the completion of the twelfth grade supplemented by college level course work in horticulture or a related field.~~

License or Certificate

~~Possession of, or ability to obtain, an appropriate, valid driver's license.~~

Special: A valid, California Class C, driver's license is required, and must be maintained during the course of employment. A California Commercial Driver License is preferred.

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

Working Conditions

Physical Requirements: Physical Conditions: Essential functions may require maintaining physical condition necessary for lifting, climbing, crawling; walking, or standing for prolonged periods of time; work on slippery or uneven surfaces, operating motorized equipment or vehicles, bending, stooping, kneeling; 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.

WORK ENVIRONMENT: ~~Environmental Conditions:~~ Shop and field environment; subject to traveling from site to site; exposure to noise, dust, grease, smoke, fumes, chemicals, and inclement weather conditions.

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: 25.5

Oxnard School District

Board Policy Adopted: October 11, 2006

Personnel Commission Approved: September 14, 2006; August 12, 2021

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:10; 20-21:105

Director's Certification:

20-21:61

Established: 8/9/2021

Speech Language Pathology Assistant

Rank	Name	Expiration Date
1	Merida, Jennifer	6/23/2022
2	Lara, Jessica Marie	6/23/2022
3	Meza, Angela	6/23/2022
3	Ramos, Natali	6/23/2022
4	Wilbur, Rebecca	8/9/2022
5	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.

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:01

Established: 8/3/2021

Human Resources Assistant

Rank	Name	Expiration Date
1	Monaco, Lia	8/3/2022
2	Padilla, Richard	8/3/2022
3	Mata, Erica	8/3/2022
3	Rushmere, Blake	8/3/2022
4	Arteaga, Joanna	8/3/2022
4	Black, Camille A.	8/3/2022
4	Reyes, Brian	8/3/2022
5	Gonzales, Carmela	8/3/2022
6	Joyner, Sierra	8/3/2022

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

Eligibility List No. 21-22:02

Director's Certification:

Established: 8/5/2021



Administrative Assistant to the Director, Certificated Human Resources

Rank	Name	Expiration Date
1	Whitt, Virginia L	8/5/2022
2	Viveros, Wendy	8/5/2022
3	Zuniga, Melissa L	8/5/2022
4	Merida, Darline A	8/5/2022
4	Nygaard, Jacob	8/5/2022

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. 20-21:100

Established: 7/20/2021

Grounds Maintenance Worker I

Rank	Name	Expiration Date
1	Gurrola, Mishael	7/20/2022
2	Rangel, Ray Earnest	7/20/2022

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

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 20-21:98

Director's Certification:

Established: 7/22/2021



Child Nutrition Worker

Rank	Name	Expiration Date
1	Wiley, Margaret	7/22/2022
2	Clark, Sally Ann	7/22/2022
3	Bejar, Jessica A	7/22/2022
3	Romero, Iliana	7/22/2022
4	Elias, Marta Iris	7/22/2022
5	Rivera, Dalia A	7/22/2022
6	Lopez, Irene	7/22/2022
7	Montoya, Maria D	7/22/2022
7	Ramirez, Martha	7/22/2022
8	Berumen, Silvia	7/22/2022

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

Eligibility List No. 20-21:97

Director's Certification:

Established: 7/22/2021

Child Nutrition Cafeteria Coordinator

Rank	Name	Expiration Date
1	Romero, Vanessa	7/22/2022
2	Wiley, Margaret	7/22/2022
3	Morales, Maria A.	7/22/2022
4	Avendano, Ana	7/22/2022
5	Murrieta, Nancy	7/22/2022
6	Romero, Margarita	7/22/2022
7	Andersen, Kimberly	7/22/2022
8	Rodriguez Gaytan, Edmundo	7/22/2022
8	Soto Jimenez, Marco Antonio	7/22/2022
9	Real, Summer	7/22/2022

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. 20-21:106, 20-21:72

Established: 7/26/2021

Secretary

Rank	Name	Expiration Date
1	Hernandez, Magdalena L (B)	6/9/2022
2	Ceja, Andres Ochoa (B)	6/9/2022
3	Romero, Adriana (B)	6/9/2022
4	Trejo, Leticia (B)	7/26/2022

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. 20-21:106, 20-21:72

Established: 7/26/2021

Office Assistant III

Rank	Name	Expiration Date
1	Hernandez, Magdalena L (B)	6/9/2022
2	Ceja, Andres Ochoa (B)	6/9/2022
3	Romero, Adriana (B)	6/9/2022
4	Trejo, Leticia (B)	7/26/2022

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

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Open/Promotional

Eligibility List No. 20-21:87, 20-21:07

Director's Certification:

Established: 7/28/2021

Administrative Assistant

Rank	Name	Expiration Date
Promotional List		
1	Dickens, Jesusa M (B)	7/2/2022
1	de Martinez, Jill A (B)	10/1/2021
2	Alfaro, Karen (B)	7/2/2022
3	Velasquez, Mayra J (B)	7/28/2022
Open List		
1	Morales-Hernandez, Claudia L (B)	7/2/2022
2	Hernandez, Carolina V (B)	7/2/2022

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

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Open/Promotional

Eligibility List No. 20-21:87, 20-21:07

Director's Certification:

Established: 7/28/2021

School Office Manager

Rank	Name	Expiration Date
Promotional List		
1	Dickens, Jesusa M (B)	7/2/2022
1	de Martinez, Jill A (B)	10/1/2021
2	Alfaro, Karen (B)	7/2/2022
3	Velasquez, Mayra J (B)	7/28/2022
Open List		
1	Hernandez, Carolina V (B)	7/2/2022

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

CLASSIFIED PERSONNEL ACTIONS

New Hire

Tapia, Luis	Campus Assistant, Position #9143 Driffil 2.5 hrs./180 days	05/17/2021
Martinez, Ana G.	Preschool Assistant, Position #2147 Sierra Linda 3.0 hrs./183 days	06/01/2021
Aranzazu, Rachelle	Paraeducator I, Position #7192 Rose Avenue 3.10 hrs./183 days	06/03/2021

Limited Term/Substitute

Beltran, Rocio	Child Nutrition Worker (substitute)	06/08/2021
Lopez, Darlene	Clerical (substitute)	05/25/2021
Barrera, Yissel	Campus Assistant (substitute)	05/17/2021
Merlo, Edna	Campus Assistant (substitute)	05/10/2021
Gonzalez Gamino, Antonio	Campus Assistant (substitute)	05/17/2021
Gonzalez Gamino, Antonio	Paraeducator (substitute)	05/24/2021
Solis, Alexis	Paraeducator (substitute)	05/19/2021
Lara, Alexis	Paraeducator (substitute)	05/25/2021

Promotion

Rodriguez Jr., David	Grounds Maintenance Specialist, Position #1036 Facilities 8.0 hrs./246 days	05/24/2021
	Grounds Maintenance Worker I, Position #5843 Facilities 8.0 hrs./246 days	
Veronica, Phillip J.	Maintenance Worker II, Position #10184 Facilities 8.0 hrs./246 days	06/01/2021
	Grounds Maintenance Worker I, Position #1335 Facilities 8.0 hrs./246 days	
Salas Contreras, Jose L.	Maintenance Worker II, Position #10185 Facilities 8.0 hrs./246 days	06/02/2021
	Custodian, Position #1326 Facilities 8.0 hrs./246 days	

Transfer

Perez, Carolyn	Paraeducator III, Position #8560 Lopez 5.75 hrs./183 days	06/01/2021
	Paraeducator III, Position #9778 Curren 5.75 hrs./183 days	
Ball, Jason	Technology Services Technician, Position #2266 Information Technology 8 hrs./246 days	06/03/2021
	Technology Services Technician, Position #9939 Information Technology 8 hrs./221 days	

CLASSIFIED PERSONNEL ACTIONS

**Return from Leave of
Absence**

Delgado, Gabriela	Paraeducator III, Position #1942 Curren 5.75 hrs./183 days	05/19/2021
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Termination

9399	Paraeducator III, Position #7493 Curren 5.75 hrs./183 days	06/04/2021
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Resignation

Gomez-Palacios, Jimmy	Grounds Maintenance Worker I, Position #965 Facilities 8.0 hrs./246 days	05/28/2021
Rodriguez, Laura	Paraeducator I, Position #7188 Ramona 4.167 hrs./183 days	05/25/2021
Quinn, Emily	Paraeducator III, Position #6172 Driffill 5.75 hrs./183 days	06/17/2021
Ibarra, Abigail	Campus Assistant, Position #6517 Sierra Linda 0.5 hrs./180 days	06/17/2021
Black, Claudia	Speech Language Pathology Assistant, Position #8166 Special Education 8.0 hrs./183 days	06/17/2021
Blake, Karen	Paraeducator I, Position #7190 Ritchen 3.10 hrs./183 days	06/17/2021
Perez, Carolyn	Paraeducator III, Position #8560 Lopez 5.75 hrs./183 days	06/16/2021
Landeros, Karina	Paraeducator II, Position #9763 Sierra Linda 5.75 hrs./183 days	06/04/2021
Walker, Jeremy	Paraeducator I, Position #7193 Sierra Linda 4.83 hrs./183 days	06/17/2021
Delgado, Gabriela	Paraeducator III, Position #1942 Curren 5.75 hrs./183 days	05/19/2021

CLASSIFIED PERSONNEL ACTIONS

New Hire

Casimiro, Jonathan	Technology Services Technician, Position #9940 Information Technology 8.0 hrs./221 days	08/02/2021
Ceja, Andres	Secretary, Position #1357 Enrollment Center 8.0 hrs./246 days	07/07/2021
De Loera, Candelaria	Risk Management Specialist, Position #10290 Risk Management 8.0 hrs./246 days	07/02/2021
Flores, Mayra	Accounting Specialist III, Position #1593 Budget & Finance 8.0 hrs./246 days	07/26/2021
Gifford, Kellsie	Library Media Technician, Position #2199 Sierra Linda 5 hrs./190 days	08/18/2021
Lore, Mahogany	Special Education Data Technician, Position #8591 Special Education 8.0 hrs./246 days	07/19/2021
Mendez, Alma	Technology Services Technician, Position #10446 Information Technology 8.0 hrs./221 days	08/02/2021
Mendez, Brisa	Paraeducator I, Position #9808 Curren 4.167 hrs./183 days	08/20/2021
Merlo, Edna	Campus Assistant, Position #9812 Ritchen 0.5 hrs./180 days	06/11/2021
Watson-Williams, Anjalate	Library Media Technician, Position #2525 Rose Ave. 5.0 hrs./190 days	06/25/2021

Limited Term/Substitute

Aguas, Esteban	Paraeducator (substitute)	07/01/2021
Berumen, Silvia	Child Nutrition Worker (substitute)	07/21/2021
Castellon, Ofelia A.	Child Nutrition Worker (substitute)	07/22/2021
Ceja, Diane	Campus Assistant (substitute)	05/27/2021
Chavez Alfaro, Tracey S.	Child Nutrition Worker (substitute)	07/22/2021
Garcia, Lina	Paraeducator (substitute)	06/11/2021
Hernandez, Maria D.	Clerical (substitute)	06/01/2021
Martinez, Isabel	Campus Assistant (substitute)	05/25/2021
Navarro, Candise M.	Child Nutrition Worker (substitute)	07/21/2021
Quintana Gutierrez, Jonathan	Clerical (substitute)	06/21/2021
Saucedo Jr., Jose Luis	Paraeducator (substitute)	06/16/2021
Zuniga, Flora	Preschool Teacher (substitute)	06/28/2021

Promotion

Everett, Steven A.	Lead Custodian, Position #995 Chavez 8.0 hrs./246 days Custodian, Position #1477 Elm 8.0 hrs./246 days	07/12/2021
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CLASSIFIED PERSONNEL ACTIONS

Demotion

Coleman, Alma	Records Assistant, Position #826 Purchasing 8.0 hrs./246 days Office Assistant II, Position #9811 Budget & Finance 4.0 hrs./246 days	07/01/2021
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New Position

Perez, Maria	Attendance Accounting Technician, Position #1431 Rose Ave. 8.0 hrs./210 days Office Assistant III, Position #10183 Special Education 8.0 hrs./246 days	08/05/2021
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Administrative Transfer

Gutierrez, Anna	Secretary, Position #10202 Educational Services 8.0 hrs./246 days Human Resources Assistant, Position #535 Certificated Human Resources 8.0 hrs./246 days	08/02/2021
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Leave of Absence

Melendez, Maria	Paraeducator I, Position #7181 Marshall 4.83 hrs./183 days	08/20/2021 – 06/17/2022
Priskin, Melinda	Payroll Technician, Position #9175 Budget & Finance 8.0 hrs./246 days	06/07/2021 – 08/19/2021

Return from Leave of Absence

Coronado, Mariana	Paraeducator II, Position #9205 Special Education 5.75 hrs./183 days	06/07/2021
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Medical Layoff

2938	Language Assessment Technician, Position #2438 English Learner Services 5.5 hrs./246 days	06/21/2021
1786	Custodian, Position #1220 Brekke 8.0 hrs./246 days	06/09/2021

Termination

4762	Bus Driver, Position #24 Transportation 8.0 hrs./183 days	06/23/2021
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CLASSIFIED PERSONNEL ACTIONS

Resignation

Alferes, Yadira	Administrative Assistant, Position #5422 Certificated Human Resources 8.0 hrs./246 days	08/07/2021
Flynn, Michele	Paraeducator II, Position #9358 Lopez 5.75 hrs./183 days	06/18/2021
Grande, Carmen	School Office Manager, Position #1820 Marshall 8.0 hrs./215 days	08/07/2021
Limon-Garcia, Betsy	Paraeducator II, Position #9304 Frank 5.75 hrs./183 days	08/16/2021
Lopez, Victor	Campus Assistant, Position #7269 Lemonwood 5.0 hrs./180 days	06/09/2021
Lopez Osornio, Diego	Paraeducator II, Position #8106 Fremont 5.75 hrs./183 days	05/01/2021
Pulido, Daniel	Paraeducator III, Position #2683 Curren 5.75 hrs./183 days	06/18/2021
Rivas, Michelle	Paraeducator III, Position #977 McAuliffe 5.75 hrs./183 days	06/18/2021

Retirement

Balam, Albert	Custodian, Position #1609 Marshall 8.0 hrs./246 days	10/30/2021
Olmos, Diane	Paraeducator III, Position #1079 McAuliffe 5.75 hrs./183 days	06/18/2021