



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING

AGENDA

Thursday, January 14, 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 December 10, 2020

**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. Child Nutrition Services Operation Specialist *(page 6)*  
The Personnel Commission will consider the establishment of the new classifications, salary placement, and job description.
2. Eligibility Lists *(page 10)*  
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 14)*  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.

**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

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. 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.

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: Interim 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.

#### **F. ACTION ITEMS**

1. Consultant's Contract  
The Personnel Commission will consider amendments to an existing consultant contract.

#### **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, December 10, 2020  
**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, December 10, 2020, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:08 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        Irma J. Lopez, Member of the Personnel Commission        Paul Robinson, Member of the Personnel Commission</p> <p>Dr. TR Lin, Interim Director        Tanya Ventura, Staff member</p> <p>Guests: John Avalos, CSEA Representative; Carmen Grande, CSEA Representative; Suzanne Lugotoff, Director, Child Nutrition Services; Ilene Poland, CSEA Representative; 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, December 10, 2020 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 November 12, 2020 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>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>Commissioner Lopez declined the role of chair. It was discussed that she will assume the role of chair next year. Commissioner Robinson moved to approve Commissioner Castillo as chair of the Personnel Commission. 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>Rotation of Chair and Vice-Chair</p>
<p>Discussion was held regarding the job duties. Commissioner Robinson moved to table the Child Nutrition Services Operation Specialist item. 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>Child Nutrition Services Operation Specialist</p>
<p>Commissioner Robinson moved to approve the eligibility lists of Paraeducator I and Paraeducator II. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Eligibility Lists</p>
<p>Commissioner Robinson moved to approve the meeting calendar for 2021 as presented. Commissioner Castillo 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>Meeting Calendar</p>

	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
Dr. Lin summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Ms. Poland introduced Ms. Grande as the newly elected CSEA Chapter 272 President.	Report by CSEA
Commissioner Lopez reported that everyone is working well together. Commissioner Robinson thanked Dr. Lin for his leadership and thanked staff for their hard work. Commissioner Castillo thanked Commissioners for allowing him to serve as chair.	Report by Commissioners
The Commission convened into closed session at 5:59 p.m. They reconvened into open session at 7:37 p.m. and reported that no action was taken.	CLOSED SESSION
There being no further business, the Commission adjourned at 7:38 p.m. The next regular meeting is scheduled for January 14, 2021.	ADJOURNMENT

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*TR Lin, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, December 10, 2020 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Tuesday, December 10, 2020  
**4:30 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 Tuesday, December 10, 2020, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:32 p.m.</p>	<b>CALL TO ORDER</b>
<p>A roll call of the Commission was conducted. In attendance were:          Edward M. Castillo, Chair of the Personnel Commission          Irma J. Lopez, Member of the Personnel Commission          Paul Robinson, Member of the Personnel Commission</p> <p style="padding-left: 40px;">Dr. TR Lin, Interim Director      Tanya Ventura, Staff member</p> <p>Guests: John Avalos, CSEA Representative; Carmen Grande, CSEA Representative; Suzanne Lugotoff, Director, Child Nutrition Services; Ilene Poland, CSEA Representative; Fernando Roman, CSEA Representative; Dr. Victor Torres, Assistant Superintendent, Human Resources.</p>	<b>ROLL CALL</b>
<p>Commissioner Castillo moved to approve the agenda of Monday, October 19, 2020 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>	<b>ADOPTION OF THE AGENDA</b>
	<b>DISCUSSION ITEMS</b>
<p>Dr. Lin shared legal counsel's finding he reported that the consultant contract does not need to go to the Board of Trustees for approval.</p>	Consultant's Contract
	<b>ACTION ITEMS</b>
<p>Discussion regarding Education code 454313 and Senate Bill 2234 was held. No action was taken on this item.</p>	Legal Counsel
<p>There being no further business, the Commission adjourned at 5:03 p.m.</p>	<b>ADJOURNMENT</b>

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*TR Lin, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Tuesday, December 10, 2020 as approved by the Personnel Commission of the Oxnard School District.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chair, Personnel Commission*

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

TR Lin  
Interim Director, Classified Human Resources

**Date of Meeting:**

January 14, 2020

**TITLE: NEW CLASSIFICATION – Child Nutrition Services Operation Specialist**

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**DESCRIPTION OF AGENDA ITEM:**

District administration requested that the Personnel Commission create a new classification for a Child Nutrition Services Operation Specialist for the Child Nutrition Services department. Commission staff worked with Child Nutrition Services to develop the new classification presented in this item.

The intent of the new classification is to have a designated person in the central office in order to coordinate and assist the day-to-day needs of school sites in the preparation, cooking, and serving of meal programs to meet student needs; monitor and procure materials, food, equipment and supplies, and school site meal; review inventory; organize nutrition services staff training events; and develop marketing strategies. Currently, Child Nutrition Services Coordinator performs some of these functions for the designated school without a central coordination. It is the intent for this newly created position to enhance the efficiency of Child Nutrition operation.

Incumbent in the new classification Child Nutrition Services Operation Specialist will be housed in the administrative office, and be traveling to school sites to assist Child Nutrition Services Coordinators as needed.

It is recommended that this single position classification be part of the CSEA bargaining unit.

**FISCAL IMPACT:**

A survey was conducted on all the school districts in Ventura County, only Ventura Unified School District has a similar classification Food and Nutrition Service Operations Specialist (\$21.14 to \$26.52). In order to be competitive in the marketplace and maintain correct internal alignment, salary placement is being recommended at range 21.5 (equal to that of Purchasing Specialist, \$22.33 to \$27.16, based on a full-time employee) on the OSD/CSEA salary schedule.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the new classification and class description for Nutrition Services Operation Specialist and allocate the class to range 21.5 on the OSD/CSEA Salary Schedule.

## CHILD NUTRITION SERVICES OPERATION SPECIALIST

*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 Director or Assistant Director of Child Nutrition Services, assists in coordinating the preparation, cooking, and serving of meal programs to meet student needs; monitors and procures materials, food, equipment and supplies, and school site meal; completes inventory reviews; organizes staff training events; coordinates communications; standardizes and develops department marketing; fills in as CNS Coordinator as needed; trains and provides work direction and guidance to staff; and acts as a resource to on-site child nutrition service personnel.

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

The Assistant Director of Child Nutrition Services classification assists the Director in planning, coordinating, and directing the District-wide child nutrition services operation in compliance with local, State, and Federal regulations and serves as a field supervisor.

The Child Nutrition Cafeteria Coordinator classification coordinates a self-contained child nutrition operation at an assigned school site, oversees and participates in the preparation and serving of all meals, trains and directs the performance of assigned staff, ensures proper food safety and sanitation, and maintains responsibility for the day to day operations of the kitchen and cafeteria.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director and/or Assistant Director of Child Nutrition Services.
- Provides work direction over child nutrition staff as assigned.

### **ESSENTIAL DUTIES**

- Assists in coordinating and overseeing food service operations and activities at sites including the preparation, cooking and serving food items; assists in recipe development, utilizing standard metric recipes, testing products and conducting tasting panels; assures related activities comply with established policies and procedures.
- Visits school sites to coordinate food service activities, observe operations; oversees and confers with staff; monitors and inspects food service activities to assure food quality, quantity and sanitation and safety practices meeting established standards, requirement and regulations.
- Monitors warehouse inventory and stock levels; determines appropriate quantity of food and supply items for preparation; coordinates site food and supply orders; reviews inventory and site food orders for accuracy; coordinates food preparation and service functions to assure smooth and efficient activities and compliance with food quality, freshness, appearance and portion control standards.
- Participates in the preparation and maintenance of various records and reports related to menu production, inventory, USDA commodity food orders and usage; reviews records and reports for accuracy and completeness.
- Assures adequate food supplies to meet student nutrition needs for all CNS meal programs; participates in the ordering, receipt, storage and rotation of food items and supplies; conducts inventories, estimate and order appropriate amounts of food items and supplies.
- Monitors activities and personnel to assure food service needs are met and related facilities, equipment and utensils are maintained in a clean and sanitary condition; inspects and reviews food preparation and serving areas to assure appropriate health and safety standards are maintained.
- Trains staff on preparation, serving and storage of food in according to established guidelines; guides kitchen staff on ordering, receiving and storage of food, supplies, and equipment; monitors and teaches staff to control and manage labor costs.



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- Provides work direction and guidance to assigned personnel; coordinates employee work assignments and reviews work to assure accuracy, completeness and compliance with established standards, requirements and procedures; provides input concerning staff evaluations as requested.
- Participates in department marketing plan including; department social media marketing and advertising.
- Communicates with students, staff, administrators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

**Other Related Duties**

- May fills in for the Child Nutrition Services Coordinator as needed.
- May participate in Child Nutrition Services Department meetings with various groups to discuss methods to improve services on marketing, inventory control, and staff training.
- Performs related duties and responsibilities as assigned.

**KNOWLEDGE, ABILITIES, AND TRAITS**

**Knowledge of:**

- Food service organization, operations and activities including the preparation, cooking, serving and selling of food items.
- Operational characteristics, services, and activities of a school district child nutrition program.
- Requirements of the National School Breakfast/Lunch Program.
- Federal and state regulations and standards related to food service preparation and operations within a large public school organization.
- Procedures and equipment used in the storage, preparation, and serving of food in large quantities.
- Menu preparation, food values, proper food combinations and economical substitutions in accordance with nutritional requirements and governmental standards.
- Sanitation and safety practices related to preparing, handling and serving food.
- USDA Community Food Program.
- Sources of supply, marketing practices and pricing methods.
- Cooking measurements and terminology.
- General principles, theories and practices of child nutrition, food values, purchasing practices, economical substitution and menu planning.
- Food safety procedures and practices.
- Inventory, record keeping and report preparation techniques.

**Ability to:**

- Learn, interpret, apply, CNS policies and procedures.
- Establish and maintain cooperative and effective working relationship with others.
- Provide instructions individually or to a small group.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Compile information, prepare, and maintain a variety of records, reports and files.
- Mathematic calculations and cashiering skills.
- Interpersonal skills using tact, patience and courtesy.
- Follow good health and safety principles and practices.
- Estimate food quantities and requisition proper amounts for economical food service;
- Perform basic food preparation activities such as chopping, dicing, slicing, etc.
- Read recipes and measure food items accurately.
- Follow sanitary and food safety standards required in food handling.
- Operate a variety of kitchen appliances, equipment and machinery in a safe and sanitary manner.



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**Traits:**

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

**EMPLOYMENT STANDARDS**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above.

**Education:** Graduation from high school or equivalent. Course work or training in culinary arts preferred.

**Experience:** Three years of experience in large quantity food preparation, distribution, service, inventory control and/or processing supply and equipment, preferably in a food service environment. Culinary experience and skills preferred.

**Special:** A valid and current Food Safety Certificate approved by the State of California is required and must be obtained within the probationary period. 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 50 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 in both office and kitchen/cafeteria environments, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat and cold, with exposure to heavy machinery and sharp objects, with exposure to cleaning agents, and drive an automobile to conduct work.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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.

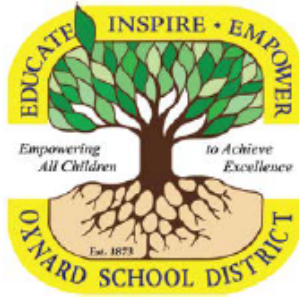
**Salary Range: 21.5**

**Established 1/14/2021**

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 20-21:30

Established: 12/17/2020

## Network Systems Analyst

Rank	Name	Expiration Date
1	Castellon Topete, Oscar A	12/17/2021
2	Davis, Dawud J	12/17/2021

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

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Open/Promotional

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 20-21:14

Established: 01/12/2021

## Human Resources Analyst

Rank	Name	Expiration Date
1	Verduzco, Brittany	1/12/2022
2	Ventura, Tanya	1/12/2022
3	Lujan, Hilda	1/12/2022

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. 20-21:35

Established: 01/12/21

**Director, Classified Human Resources**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Ansoorian, Andrew	1/12/2022
2	Carrillo, Cynthia	1/12/2022
3	Williams, Steven	1/12/2022
4	Mitchell, Amy	1/12/2022
5	Demian, Pierre	1/12/2022

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. 19-20:54

Established: 1/11/2021

merged: 20-21:34

## Health Care Technician

Rank	Name	Expiration Date
1	Bravo, Breanna	7/23/2021
2	Longoria Delgado, Maria L.	1/11/2021
3	Polk, Lauren	7/23/2021
4	Quezon, Cyndle Marie	7/23/2021
5	Hernandez, Irene	1/11/2021

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

**New Hire**

Andrews, Brian J	Accountant/Internal Auditor, Position #1419 Budget & Finance 8.0 hrs./246 days	11/23/2020
Camara, Efrain	Buyer, Position #589 Purchasing 8.0 hrs./246 days	11/30/2020
Chavez, Bertha	Campus Assistant, Position #3073 Soria 4.25 hrs./180 days	11/20/2020
Granados, Lorena	Preschool Teacher, Position #1443 Ritchen 4.0 hrs./183 days	11/09/2020
Gregory, Justina C	Campus Assistant, Position #3019 Marshall 4.5 hrs./180 days	11/09/2020
Heikes, Geniveve D	Campus Assistant, Position #3024 McAuliffe 4.0 hrs./180 days McAuliffe	12/01/2020
Hernandez, Fatima	Paraeducator II, Position #7844 Pupil Services 5.75 hrs./183 days	11/16/2020
Magana Mendez, Ericka	Outreach Specialist, Position #563 Chavez 8.0 hrs./180 days	11/09/2020
Navarrete, Maria De Jesus	Preschool Assistant, Position #945 Rose Ave. 3.0 hrs./183 days	11/18/2020
Perez, Carolyn	Paraeducator III, Position #9778 Special Education 5.75 hrs./183 days	10/19/2020
Quinn, Emily S	Paraeducator III, Position #6172 Special Education 5.75 hrs./183 days	11/10/2020
Serratos, Oscar D	Campus Assistant, Position #6347 Brekke 4.0 hrs./180 days	11/02/2020

**Limited Term**

Duran, Marina	Outreach (substitute)	10/26/2020
Hernandez, Mayda B	Paraeducator (substitute)	11/13/2020
Lin, Thung-Rung	Interim Director, Classified Human Resources	11/02/2020
Mendez, Brisa E	Paraeducator (substitute)	10/26/2020
Morales de Hernandez, Claudia	Outreach (substitute)	10/26/2020

**Promotion**

Alcantar, Jessica	District Enrollment Center, Position #7906 Brekke 8.0 hrs./246 days	11/22/2020
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**Increase in Hours**

Gonzales, Ophelia D	Campus Assistant, Position #2969 Curren 5.75 hrs./180 days Campus Assistant, Position #2969 Curren 3.15 hrs./180 days	11/02/2020
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**Increase in Hours continued**

Martinez Hernandez, Roberto      Campus Assistant, Position #7901      10/26/2020  
Curren 4.5 hrs./180 days  
Campus Assistant, Position #7901  
Curren 5.5 hrs./180 days

**Transfer**

Barksdale, Darlene      Campus Assistant, Position #3050      11/01/2020  
Curren 5.75 hrs./180 days  
Campus Assistant, Position #2971  
Curren 3.5 hrs./180 days

Aguilar, Leticia      Campus Assistant, Position #6661      11/01/2020  
Curren 5.75 hrs./180 days  
Campus Assistant, Position #2972  
Curren 4.25 hrs./180 days

Beltran, Maricela      Paraeducator II, Position #10020      11/11/2020  
Special Education 5.75 hrs./183 days  
Instructional Assistant Speech, Position #1186 & 1187  
Special Education 2.70 & 2.75 hrs./183 days

Dominguez, Marysol G      Paraeducator II, Position #10021      11/11/2020  
Special Education 5.75 hrs./183 days  
Instructional Assistant Speech, Position #724 & 725  
Special Education 2.70 & 2.75 hrs./183 days

Esparza, Lydia      Campus Assistant, Position #6817      11/01/2020  
Ritchen 5.75 hrs./180 days  
Campus Assistant, Position #3066  
Ritchen 4.167 hrs./180 days

Gomez, Fidela      Campus Assistant, Position #2971      11/01/2020  
Curren 5.75 hrs./180 days  
Campus Assistant, Position #6661  
Curren 4.25 hrs./180 days

Rodriguez, Christine L      Campus Assistant, Position #2961      11/01/2020  
Brekke 5.0 hrs./180 days  
Campus Assistant, Position #6346  
Brekke 4.0 hrs./180 days

Ruiz, Adriana      Campus Assistant, Position #2975      11/01/2020  
Curren 5.75 hrs./180 days  
Campus Assistant, Position #3050  
Elm 3.5 hrs./180 days



**In Lieu of Layoff**

Cooper, Kathy	Campus Assistant, Position #6546 Driffill 5.5 hrs./180 days Campus Assistant, Position #3125 Driffill 5.0 hrs./180 days	10/07/2020
Morales, Vanessa R	Paraeducator I, Position #9155 Chavez 4.167 hrs./183 days Paraeducator I, Position #7191 Rose Ave. 3.167 hrs./183 days	11/03/2020

**Unpaid Leave of Absence**

Arroyo Hernandez, Maria I	District Translator, Position #7259	11/17/2020-01/08/2021
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**Release from Probation**

10962	Health Care Technician, Position #2693	11/04/2020
10044	Paraeducator II, Position #6583	11/13/2020
10867	Facilities Project & Energy Manager, Position #8509	11/06/2020

**Resignation**

Ramos, Monique	Health Assistant, Position #8435	11/30/2020
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**Retirement**

Cooper, John W	Senior Manager Maintenance & Operations, Position #1082	11/01/1993-03/31/2021
Fierro, Leonida M	Accounting Specialist III, Position #1593	04/23/2001-12/29/2020
Fierro, Ricardo J	Shipping/Receiving Clerk/Delivery Driver, Position #378	04/19/2005-12/29/2020
Grajeda, Steven	Grounds Maintenance Specialist, Position #1036	08/01/1998-11/30/2020