



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF REGULAR MEETING

AGENDA

Thursday, September 9, 2021

4:00 p.m. Regular Meeting

Portable 403 of the ESC

1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of August 11, 2021 and August 17, 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. Heating, Ventilating and Air Conditioning Technician (*page 6-9*)
The Personnel Commission will consider revising the job description.
2. Eligibility Lists (*page 10-18*)
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 19-20*)
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.

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

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.

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 SPECIAL MEETING MINUTES

Wednesday, August 11, 2021

5:00 p.m. Classified Human Resources Office 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, August 11, 2021, in Classified Human Resources Office of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 5:06 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="text-align: center;">Edward M. Castillo, Chair of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission Paul Robinson, Vice Chair of the Personnel Commission</p> <p style="text-align: center;">Shristie Nair, Director Classified Human Resources</p> <p>Guests: John Avalos, CSEA Representative; Ilene Poland, CSEA President</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo moved to approve the agenda of Wednesday, August 11, 2021 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u>; Lopez; <u>Y</u>; Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Ms. Poland and Mr. Avalos spoke about their 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>The Commission convened into closed session at 5:20 p.m. They reconvened into open session at 6:15 p.m. and reported that no action was taken.</p>	<p>CLOSED SESSION</p>
<p>The Commission adjourned at 6:16 p.m. The next regular meeting is scheduled for September 9, 2021.</p>	<p>ADJOURNMENT</p>

Shristie Nair, Secretary to the Personnel Commission

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

Date

Chair, Personnel Commission

Minutes of Wednesday, August 11, 2021



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Tuesday, August 17, 2021
4:30 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 Tuesday, August 17, 2021, in Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:42 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;">Edward M. Castillo, 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: Christian Alvarez, Technology Services Technician; Tony Briscoe, Director of Transportation; Luis Gurrola, HVAC Technician; Ilene Poland, CSEA President; Juan Hernandez, HVAC Technician; Marcos Lopez, Senior Manager, Maintenance & Operations; Samuel Martinez, Plumber; Dana Miller, Director of Facilities; Valerie Mitchell, Chief Information Officer; Juan Carlos Reyes, CSEA Vice President; Fernando Roman, CSEA Representative; Dr. Victor Torres, Assistant Superintendent, Human Resources.</p>	<p>ROLL CALL</p>
<p>Commissioner Lopez moved to approve the agenda of Tuesday, August 17, 2021 with an amendment to move item C-3 to C-1. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Lopez <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Lopez moved to approve the minutes of May 13, 2021 and July 21, 2021 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Lopez <u>Y</u></p>	<p>APPROVAL OF MINUTES</p>
	<p>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>Commissioner Lopez moved to approve the advanced step placement for Erica Mata at range 19.5 Step C of the CSEA/OSD Classified Salary Schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Lopez <u>Y</u></p>	<p>Advanced Salary Placement</p>
<p>Commissioner Lopez moved to approve the advanced step placement for Christian Alvarez at range 27.0 Step B of the CSEA/OSD Classified Salary Schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Lopez <u>Y</u></p>	<p>Advanced Salary Placement</p>
<p>Commissioner Lopez moved 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. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Lopez <u>Y</u></p>	<p>Human Resources Manager</p>

Commissioner Lopez moved to approve the new classification of Bus Driver/Mechanic Assistant with an amendment to the job description presented and allocate the classification to salary range 20 of the Classified salary schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Lopez <u>Y</u>	Bus Driver/ Mechanic Assistant
After discussion this item was tabled.	Lead HVAC&R Technician
Commissioner Castillo moved to approve revisions as presented to the job description of Grounds Maintenance Lead. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Lopez <u>Y</u>	Grounds Maintenance Lead
Commissioner Castillo moved to approve the eligibility lists of Speech Language Pathology Assistant, Human Resources Assistant, Administrative Assistant to the Director, Certificated Human Resources, Grounds Maintenance Worker I, Child Nutrition Worker, Child Nutrition Cafeteria Coordinator, Secretary, Office Assistant III, Administrative Assistant, and School Office Manager. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Lopez <u>Y</u>	Eligibility Lists
	REPORTS/OTHER INFORMATION/ DISCUSSION
The Personnel Commission reviewed the Personnel Actions of June 23, 2021 and August 4, 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. Ms. Nair thanked her entire team for their hard work and dedication.	Director's Report
Commissioner Castillo and Commissioner Lopez summarized the roles and responsibilities of the Personnel Commission.	Roles and Responsibilities
Ms. Poland reported that negotiations is complete. She shared that changes to CSEA Chapter 272's Constitution & Bylaws will be made in the near future.	Report by CSEA
The Commission convened into closed session at 7:43 p.m. They reconvened into open session at 7:51 p.m. and reported that no action was taken.	CLOSED SESSION
The Commission adjourned at 7:55 p.m. The next regular meeting is scheduled for September 9, 2021.	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Tuesday, August 17, 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:

September 9, 2021

TITLE: CLASSIFICATION REVISION – Heating, Ventilating, and Air Conditioning Technician

BACKGROUND & FINDINGS:

The HVAC Technician classification specification was recently reviewed for recruitment and testing purposes. The last time the specification was revised was in February 26, 1998.

The following changes are being proposed:

- Employment standard update to align it to current industry needs

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions of the HVAC Technician classification specification as presented.

HUMAN RESOURCES & SUPPORT SERVICES ————— **5754(A) BP**

HEATING, VENTILATING AND AIR CONDITIONING 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.

Definition

To perform skilled mechanical and electrical work in repair, inspection, servicing, installation and alteration of District heating, ventilating, refrigeration and air conditioning systems and related equipment and facilities; to perform diagnostic testing on equipment; and to perform a variety of skilled duties relative to assigned area of responsibility.

Supervision Received and Exercised

Receives supervision from the Maintenance Manager and the Director of Facilities.

Essential Function Statements

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

Essential Functions:

1. Install, service, maintain, regulate and repair mechanical equipment including heating, ventilation, air conditioning and refrigeration equipment such as steam and hot water boilers, forced air converter units and pumps.
2. 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.
3. Check and adjust temperatures of air conditioning equipment, furnaces, boilers and thermostats.
4. Clean, repair and replace worn parts of ventilator fans and hoods.
5. Perform electrical, pneumatic and mechanical testing of equipment; diagnose mechanical and electrical problems; repair or replace defective parts in units and equipment and controls.
6. Operate a variety of equipment and machinery such as meters and testing devices, pressure gauges, pumps and hand tools; operate and perform operator's maintenance on a district vehicle as necessary to conduct work.
7. Perform brazing, soldering and welding as necessary.
8. Locate and acquire parts necessary for repair or maintenance of HVAC equipment and systems; recommend the purchase of equipment and machines as appropriate.
9. Work from sketches, plans, drawings, blueprints and specifications.
10. Maintain routine records related to maintenance and repair activities.
11. Develop and maintain a preventive maintenance program for District heating, ventilation, air conditioning and refrigeration equipment and systems.

7/30/08

HUMAN RESOURCES & SUPPORT SERVICES **5754(B) BP**

12. Observe and comply with federal, State and local electrical, gas and safety codes and regulations; establish and implement prudent safety policies and procedures.
13. Install, repair, service and maintain electrical and gas kitchen equipment, including ovens, refrigerators, and freezers.
14. 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.
15. Provide assistance in various other areas of maintenance as required; perform semi-skilled to skilled maintenance repair and construction work in the basic trades.
16. Perform general clean up at job site; observe and implement proper safety practices.
17. Order and pick up material as needed; operate and perform operator's maintenance on a district vehicle; utilize and maintain tools and equipment.
18. Estimate time, materials and equipment required for assigned jobs; maintain records of work performed and parts used.
19. Provide work direction and guidance to maintenance workers.
20. Perform related duties and responsibilities as assigned.

Qualifications

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 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.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Lift up to 100 lbs.

7/30/20

HUMAN RESOURCES & SUPPORT SERVICES **5754(C) BP**

- 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.

Experience and Training Guidelines

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

Experience: Three years of increasingly responsible HVAC equipment maintenance and repair experience.

Training: Equivalent to the completion of the twelfth grade supplemented by college level course work in HVAC equipment maintenance and repair or a related field.

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

License or Certificate

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

Working Conditions

Environmental Conditions: 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.

Physical Conditions: 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.

Oxnard School District

Board Policy Adopted: August 12, 1974; Reclassification Study: September 24, 1986; Revised: April 29, 1992; Reclassification Study: June 25, 1998

Personnel Commission Approved: October 23, 1986; Revised: April 2, 1992; Reclassification Study: February 26, 1998; Revised: September 9, 2021

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:07; 20-21:99

Director's Certification:

Established: 08/27/2021

Custodian

Rank	Name	Expiration Date
Previous List 20-21:99		
1	Serratos Cobian, Oscar De Jesus	7/16/2022
1	Valencia, Christian E	7/16/2022
2	Chavez, Jose	7/16/2022
3	Romero, George	7/16/2022
4	Bernal, Jose M	7/16/2022
New List 21-22:07		
1	Dominguez, Sue A	8/27/2022
2	Osuna, Gabriel	8/27/2022
3	Garcia, Manuel M	8/27/2022
4	Pelayo, Alexis Javier	8/27/2022
5	Chavez, Jeffrey	8/27/2022
5	Esparza, Jose Manuel	8/27/2022
5	Hernandez III, Jose Mario	8/27/2022
6	Fernandez, Jessica	8/27/2022
6	Hernandez, Lorena	8/27/2022

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6	Tello, Gabriel	8/27/2022
7	Brown, Isaiah Cruz	8/27/2022
7	Castro, Nathaniel Hector	8/27/2022
7	Mendoza, Erick	8/27/2022
8	Garcia, Javier	8/27/2022
8	Marquez, Adrian	8/27/2022
9	Leon Gonzalez, Adrian	8/27/2022
9	Meza, Candice	8/27/2022

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. 21-22:08; 20-21:100

Established: 8/30/2021

Grounds Maintenance Worker I

Rank	Name	Expiration Date
Previous List 20-21:100		
1	Rangel, Ray Earnest	7/20/2022
New List 21-22:08		
1	Reyes, JuanCarlos	8/30/2022
2	Duran, Silvano M	8/30/2022
2	Gunnell, Darren	8/30/2022
2	Medina, Rodrigo A	8/30/2022
3	Gonzalez, Juan	8/30/2022
3	Hernandez, Oscar	8/30/2022
3	Zaragoza, Jorge	8/30/2022
4	Canchola, Fernando	8/30/2022
5	Ibanez Monterroso, Carlos E	8/30/2022

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:14; 20-21:105

Director's Certification:

20-21:61

Established: 9/1/2021

Speech Language Pathology Assistant

Rank	Name	Expiration Date
1	Coronado, Mariana E (B)	9/1/2022
2	Meza, Angela	6/23/2022
2	Ramos, Natali	6/23/2022
3	Garcia, Carla I	9/1/2022
3	Rutz, Andrea	9/1/2022
3	Wilbur, Rebecca	8/9/2022
4	Banaszkiewicz, Kristen E	5/3/2022

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:

Eligibility List No. 21-22:04
20-21:101, 20-21:82; 20-21:68
20-21:60; 20-21:50; 20-21:38
Established: 8/30/2021

Paraeducator I

Rank	Name	Expiration Date
1	Vazquez, Gissele	5/25/2022
2	Hoes, Shanice	5/25/2022
2	Hernandez, Odalis	7/9/2022
2	Martinez, Edith	7/9/2022
3	Garcia, Vanessa	6/23/2022
3	Villegas, Adriana	8/10/2022
4	Viveros, Agustina M	6/23/2022
4	Dagum, Jemelee	7/9/2022
4	Simon Jr., Bernabe Anthony	7/9/2022
4	Estrada, Brenda Lizette	8/30/2022
5	Mendez, Brisa E (B)	5/25/2022
5	Perez, Dayanara	6/23/2022
5	Torres, Martin	7/9/2022
5	Blanco, Alondra	8/10/2022
6	Segura, Stephanie	5/25/2022
6	Esparza, Joshalyn A	8/30/2022
7	Stephenson, Nasayakah	3/29/2022

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8	Aguilar Elias, Veronica	5/25/2022
9	Garcia, Edith	5/25/2022
9	Amezcuca, Luis A	7/9/2022
9	Martinez, Isabel E	7/9/2022
9	Garcia, Quenia Lisbet	8/10/2022
9	Zendejas, Alyson	8/30/2022
10	Galvan, Cindy Issley	7/9/2022
10	Vargas, Melisa R	8/10/2022
11	Kaelin, Michael	3/15/2022
12	Romero, Denise	7/9/2022
13	Carrillo, Isela	5/25/2022
13	Gurrola, Michelle	6/23/2022
13	Menchaca, Anthony	12/1/2021
14	Ortiz-Alcantar, Aurora	7/9/2022
14	Coria, Crystal	8/30/2022
15	Buenrostro, Yadira (B)	6/23/2022

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OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:05; 20-21:102;
20-21:83; 20-21:69; 20-21:59;
20-21:39; 20-21:24
Established: 8/30/2021

Paraeducator II

Rank	Name	Expiration Date
1	Zamarripa, Jovana	5/25/2022
2	Slagboom, Ana Maria E	5/25/2022
3	Dagum, Jemelee B	8/30/2022
4	Cervantes, Maria Fernanda	6/23/2022
5	Merancio, Gina	12/12/2021
6	Adams, Jonathan Samuel	6/23/2022
6	Blanco, Alondra	8/10/2022
7	Vasquez, Karmen	5/25/2022
7	Webb, Diane Tracy	7/9/2022
7	Cortez, Alejandro G	8/30/2022
8	Delgado, Jorge A	5/25/2022
8	Rodriguez, Jessica	11/2/2021
8	Viveros, Agustina M	6/23/2022
9	Aguilar Elias, Veronica	7/9/2022
9	Garcia, Quenia Lisbet	8/10/2022
10	Garcia, Edith	5/17/2022
11	Cervantes, Nayelly	7/9/2022
12	Ruiz, Alexandria Ruiz F	6/23/2022
13	Aguilar, Savana	8/30/2022

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14	Sanders, Darla	11/2/2021
14	Hernandez, Andrea	8/10/2022

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. 21-22:06; 20-21:103
20-21:70; 20-21:53; 20-21:23
Established: 8/30/2021

Paraeducator III

Rank	Name	Expiration Date
1	Zamarripa, Jovana	6/3/2022
2	Roseman, Telloria Orvette	4/21/2022
3	Hummingbird, Karissa	8/30/2022
4	Servin, Britney Danielle	8/30/2022
5	Slagboom, Ana Maria E	7/15/2022
5	Vargas, Melisa R	8/30/2022
6	Cortez, Aleandro G	4/21/2022
7	Aguilar, Savana M	8/30/2022
8	Villalobos, Julieta	6/3/2022
9	Torrez Jr., Mark Thomas	6/3/2022
10	Brigges, Amanda	6/3/2022
10	Viveros, Agustina M	7/15/2022

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

Garcia, Vanessa	Paraeducator I, Position #7171 Driffill 3.167 hrs./183 days	08/20/2021
Harris, Laura L.	Health Care Technician, Position #10401 Pupil Services 7.0 hrs./183 days	08/20/2021
Ham, Cynthia M.	Library Media Technician, Position #1849 Elm 5.0 hrs./190 days	08/18/2021
McKeown, Tara M.	Health Care Technician, Position #10272 Pupil Services 7.0 hrs./183 days	08/20/2021
Morales de Hernandez, Claudia	School Office Manager, Position #373 Rose Avenue 8.0 hrs./210 days	08/02/2021

Limited Term/Substitute

Cervantes, Jacqueline	Clerical (substitute)	08/04/2021
Frontuto, Lydia J.	Clerical (substitute)	08/02/2021
Ortiz de Montoya, Maria D.	Child Nutrition Worker (substitute)	08/10/2021
Paz, Lorena D.	Clerical (substitute)	08/10/2021

Promotion

Torrez Jr., Mark T.	Paraeducator III, Position #8560 Lopez 5.75 hrs./183 days Paraeducator I, Position #7183 McAuliffe 3.167 hrs./183 days	08/20/2021
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Transfer

Mendoza, Alejandro	Paraeducator III, Position #7493 Curren 5.75 hrs./183 days Paraeducator III, Position #2906 Brekke 5.75 hrs./183 days	08/20/2021
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Administrative Transfer

Gamino, Celeste	Paraeducator II, Position #2114 Curren 5.75 hrs./183 days Paraeducator II, Position #7947 Marina West 5.75 hrs./183 days	08/20/2021
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CLASSIFIED PERSONNEL ACTIONS

Resignation

Aguilera, Christian A.	Paraeducator III, Position #8473 Brekke 5.75 hrs./183 days	08/18/2021
Garza, Marivel	Speech Language Pathology Assistant, Position #8152 Special Education 8.0 hrs./183 days	08/03/2021
Guardado, Jennifer	Paraeducator II, Position #488 Elm 5.75 hrs./183 days	08/09/2021
Merancio, Gina M.	Paraeducator I, Position #9156 Curren 3.167 hrs./183 days	08/10/2021
Nunez, Patricia	Accounting Manager/Internal Auditor, Position #1729 Budget & Finance 8.0 hrs./246 days	08/31/2021
Reyes, Belinda M.	Campus Assistant, Position #6569 McKinna 4.0 hrs./180 days	07/27/2021

Retirement

Guerrero, Theresa A.	Child Nutrition Worker, Position #2849 Ritchen 5.0 hrs./185 days	07/23/2021
Villegas, Joseph H.	Warehouse Worker/Delivery Driver, Position #1208 Warehouse 8.0 hrs./246 days	09/30/2021