



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF REGULAR MEETING

AGENDA

Thursday, October 8, 2020
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 August 19, 2020; September 3, 2020; September 4, 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. Advanced Salary Placement (*page 8*)
The Personnel Commission will ratify the advanced step placement form Berta Magdaleno, Health Care Technician, at range 22.0, Step C pursuant to Personnel Commission Rules & Regulations 70.200.1.
2. Accountant/Internal Auditor (*page 9*)
The Personnel Commission will consider revising the job description.
3. Eligibility Lists (*page 12*)
The Personnel Commission will review certification of eligibility lists.

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

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. Personnel Actions *(page 17)*
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
2. Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
3. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
5. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

E. 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/Discipline/Dismissal/Release
 - 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. 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 19, 2020
5:00 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, August 19, 2020, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 5:04 p.m.</p>	CALL TO ORDER
<p>A roll call of the Commission was conducted. In attendance were: Paul Robinson, Chair of the Personnel Commission Edward M. Castillo, Member of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission</p> <p>Cynthia Carrillo, Interim Director Esmeralda Hernandez, Staff member</p> <p>Guests:</p>	ROLL CALL
<p>Commissioner Castillo moved to approve the agenda of Wednesday, August 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>	ADOPTION OF THE AGENDA
	COMMENTS BY THE PUBLIC
<p>The Commission convened into closed session at 5:40 p.m. They reconvened into open session at 6:12 p.m. and reported that no action was taken.</p>	CLOSED SESSION
	ACTION ITEMS
<p>There being no further business, the Commission adjourned at 6:13 p.m.</p>	ADJOURNMENT

Cynthia Carrillo, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Wednesday, August 19, 2020 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, September 3, 2020
3:30 p.m. Board Room of the ESC
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a special meeting on Thursday, September 3, 2020, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 3:44 p.m.</p>	CALL TO ORDER
<p>A roll call of the Commission was conducted. In attendance were: Paul Robinson, Chair of the Personnel Commission Edward M. Castillo, Member of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission</p> <p style="text-align: center;">Tanya Ventura, Staff member</p> <p>Guests: Dr. Victor Torres, Assistant Superintendent, Human Resources; Jabbar Wofford, CSEA President.</p>	ROLL CALL
<p>Commissioner Robinson moved to approve the agenda of Thursday, September 3, 2020 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez Y Robinson Y</p>	ADOPTION OF THE AGENDA
	COMMENTS BY THE PUBLIC
<p>The Commission convened into closed session at 3:47 p.m. They reconvened into open session at 6:02 p.m. and reported that no action was taken.</p>	CLOSED SESSION
<p>There being no further business, the Commission adjourned at 6:03 p.m.</p>	ADJOURNMENT

Tanya Ventura, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, September 3, 2020 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Friday, September 4, 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 special meeting on Friday, September 4, 2020, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:04 p.m.</p>	CALL TO ORDER
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="padding-left: 40px;">Paul Robinson, Chair of the Personnel Commission Edward M. Castillo, Member of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission</p> <p style="padding-left: 40px;">Esmeralda Hernandez, Staff member Tanya Ventura, Staff member</p> <p>Guests: Ilene Poland, CSEA Past President; Clyde Thomas; Jabbar Wofford, CSEA President.</p>	ROLL CALL
<p>Commissioner Castillo moved to approve the agenda of Friday, September 4, 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>	ADOPTION OF THE AGENDA
	COMMENTS BY THE PUBLIC
<p>The Commission convened in 4:15 p.m. They reconvened into open session at 6:30 p.m. and reported that on the public employment of the Director of Classified Human Resources. It was reported that Mr. Clyde Thomas will begin at Step 2 on the Management salary schedule for the Director of Classified Human Resources. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	CLOSED SESSION
<p>There being no further business, the Commission adjourned at 6:30 p.m.</p>	ADJOURNMENT

Tanya Ventura, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Friday, September 4, 2020 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Tuesday, September 15, 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 special meeting on Tuesday, September 15, 2020, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:04 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were: Paul Robinson, Chair of the Personnel Commission Edward M. Castillo, Member of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission Cynthia Carrillo, Interim Director Tanya Ventura, Staff member Guests: Esmeralda Hernandez, Staff member; Fernando Roman, CSEA Representative; Clyde Thomas; Jabbar Wofford, CSEA President.</p>	<p>ROLL CALL</p>
<p>Commissioner Robinson moved to approve the agenda of Friday, September 4, 2020 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>ADOPTION OF THE AGENDA</p>
	<p>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>Commissioner Castillo moved to approve the advanced step placement for Ankur Patel, School Occupational Therapist, at range 34.5, Step E. 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>Advanced Salary Placement</p>
<p>Commissioner Lopez moved to approve revisions as presented to PC Rule 30.100.2 Exemption from the Classified Service. 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>PC RR 30.100.2</p>
<p>Commissioner Castillo moved to approve revisions as presented to PC Rule 40.100.3 Elimination of Unfit Applicants, Candidates, Eligibles. 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>PC RR 40.100.3</p>
<p>Commissioner Lopez moved to approve revisions as presented to PC Rule 40.200.4 When held. 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>PC RR 40.200.4</p>
<p>Commissioner Lopez moved to approve revisions as presented to PC Rule 60.200.3 Restorations. 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>PC RR 60.200.3</p>
<p>Commissioner Lopez moved to approve revisions as presented to PC Rule 70.200.1 Initial Placement. 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>PC RR 70.200.1</p>

	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
The Personnel Commission reviewed the Personnel Actions of August 19, 2020 and September 2, 2020.	Personnel Actions
Mrs. Carrillo summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Mr. Wofford reported that the negotiating team is working on finishing up the COVID MOU. He thanked Mr. Carrillo for her service with OSD and welcomed Mr. Thomas.	Report by CSEA
Dr. Torres reported that he has attended multiple days of negotiations and just attended a labor management meeting. He also reported that interviews to fill the Director of Certificated Human Resources vacancy will be held the following week.	Report by Assistant Superintendent of Human Resources
The Commissioners welcomed Mr. Thomas to the Oxnard School District. They thanked Mrs. Carrillo for coming on board, stepping in, sharing her expertise and knowledge with the staff.	Report by Commissioners
The Commission convened into closed session at 4:10 p.m. They reconvened into open session at 4:34 p.m. and reported that no action was taken.	CLOSED SESSION
There being no further business, the Commission adjourned at 6:38 p.m. The next regular meeting is scheduled for October 8, 2020.	ADJOURNMENT

Cynthia Carrillo, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Tuesday, September 15, 2020 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION RULES & REGULATIONS

70.200(A) PCRR

70.200 Application of Salary Schedule

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

70.200.1 Initial Placement

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

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

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

70.200.2 Anniversary Date and Step Advancement

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

ACCOUNTANT ACCOUNTING MANAGER/INTERNAL AUDITOR

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

SUMMARY OF DUTIES

Under the direction of the Director of Finance, performs complex professional level accounting duties relating to financial analyses and preparation of required financial reports; assists in budget development and control; reviews and implement laws and district policies; supervises and trains department personnel; and performs a variety of other duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Finance is a single position management classification with responsibility for the planning, organizing, coordinating, and directing of the District's accounting, budget, and payroll programs and has formal responsibility for the preparation of the District's budget and actions of the Budget & Finance Department.

The Accountant/Internal Auditor classification is a management classification which performs professional level accounting duties related to financial analysis and budget development and control, performs internal audits, oversees staff in the areas of accounts payable, accounts receivable, payroll, and budget, and performs other duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Finance.
- Exercises direct supervision over accounting payroll, ~~technical~~ and support staff.

ESSENTIAL DUTIES

- Conducts professional analysis of existing systems and makes recommendations/develops new accounting systems; establishes systems to maintain the financial integrity of District financial records;
- Develops and maintains the District's cost accounting system to allocate direct and support costs by service; develop cost allocations to various programs and funds; provide formats, systems, and procedures for financial record-keeping;
- Prepares a variety of financial analyses and recommendations related to specific cost and budgetary issues such as program, facility and service costs;
- Identifies/recommends methods to improve operational procedures and internal control;
- Prepares, maintains and processes financial and accounting records relating to payroll, accounts payable, accounts receivable, contracts, and student body;
- Verifies receipts and disbursements in District bank accounts and reconcile to account balances in district records; develops and implements procedures to ensure adequate cash controls;
- Establishes and oversees year-end accruals and monthly account reconciliations for accounts payable, accounts receivable, deferred revenue, etc.;
- Maintains and oversees the financial records of the District's cafeteria, special reserve, deferred maintenance, and capital facilities funds, including the preparation of all related transactions and reports;
- Oversees the financial records pertaining to the Restricted General Fund and the Child Development Fund;
- Performs internal audits, checking and reviewing departmental accounts including student body funds; controls and approves expenditure and activity of the district revolving cash fund; conducts site audits to determine if the record keeping process is in compliance with District/Program regulations and policies;
- Assists in the District's budget process; analyzes and verifies financial reports and statements, accounts records of expenditures, revenues, and other budgetary accounts and financial transactions;
- Post, adjust and balance accounts; establish and maintain accounts; audit claims; make reconciliations;
- Assists the Director in the development and implementation of district accounting payroll and related fiscal policies, procedures and regulations;

Oxnard School District

Page 2 of 3

- Supervises and participates in the preparation of County, State, and Federal reports to ensure reports are submitted in compliance with legal, District, County, State, and program guidelines; Assists in the training, selection, supervision and evaluation of personnel;
- Serves as a resource person to District employees at all levels in resolving accounting, [payroll](#), and budget related problems;
- Provides information to project managers and other District personnel regarding salary and account information generated by the system for budgeting purposes;
- Monitor a variety of programs, including the district tax shelter annuity program, to assure compliance with state and federal laws and district regulations;
- Assists auditors by providing procedural data, source documents, information on audit trails, etc.;
- Operate a computer and modern software to develop, direct, and maintain a computerized finance program.

Other Related Duties

- Assists the Director with special projects as needed;
- May assume the duties of the Director of Finance in the Director's absence;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Principles, procedures and methods of governmental accounting [and payroll](#);
- Principles of budget preparation, control, and analysis;
- [Principles and techniques involved in payroll preparation and processing](#);
- Methods and procedures of financial analysis and research;
- Principles and procedures of financial record keeping;
- Automated accounting systems;
- Modern office practices, procedures, and equipment;
- Principles of supervision, training, and performance evaluation;
- Pertinent Federal, State and local laws, codes and regulations including California School District accounting and financial rules.

Ability to:

- Perform accurate alphanumeric and 10-key data entry;
- Perform complex financial record keeping;
- Compile, verify, and analyze financial records;
- Prepare, maintain and control budgets;
- Interpret and implement codes, statutes, legislative enactments and guidelines, such as the Education Code of the State of California, the California School Accounting Manual, and General Ledger Handbook, [payroll taxes, and public employee retirement systems](#);
- Perform in-depth and advanced mathematical calculations;
- Make complex arithmetic computations quickly and accurately;
- Prepare clear and accurate financial statements and reports;
- Prepare accurate projections for planning purposes;
- Operate a variety of office machines and equipment such as a personal computer and applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machines;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous and timely manner;
- Maintain confidentiality of information obtained during the course of work;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with minimal direction;
- Analyze situations accurately and adopt an effective course of action;

Oxnard School District

Page 3 of 3

- Communicate effectively, both orally and in writing;

Traits:

- 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;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

EMPLOYMENT STANDARDS

Education: A Bachelor's degree or equivalent from an accredited college or university with a major in business administration, public administration, accounting, or a closely related field. Three years of school district or governmental fund accounting or finance experience may be substituted for the required education.

Experience: Four years of professional accounting experience. Experience in school district or governmental fund accounting is highly desirable.

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 25 lbs., use fingers 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 be required to drive an automobile to conduct work.

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

Management Responsibility Ratio: 0.6643

Approved: 10/86

Revised: 2/98, 11/13, [10/7/20](#)

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Open List

Eligibility List No. 20-21:16

Director's Certification:

Established: 9/25/2020



CAMPUS ASSISTANT

Rank	Name	Expiration Date
1	Gregory, Justina C.	9/25/2021
2	Heikes, Genvieve	9/25/2021
3	Isais, Marilu	9/25/2021
4	Chavez, Bertha	9/25/2021
4	Reyes, Jessica G.	9/25/2021
5	Ibarra, Abigail	9/25/2021
6	Serratos Cobian, Oscar De Jesus	9/25/2021
7	Senesac, Levina	9/25/2021
8	Rodriguez, Bertha	9/25/2021

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

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification **Clyde Thomas**



Eligibility List No. 20-21:12
Established: 9/25/2020

Paraeducator-Hearing Impaired (Oral Speech)

Rank	Name	Expiration Date
1	Jordan, Sarah Elizabeth	9/25/2021
2	Leos, Karla A	9/25/2021
2	Pazmino, Bryan Salazar	9/25/2021

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification **Clyde Thomas**



PERSONNEL COMMISSION

Eligibility List No. 20-21:09,19-20:44
19-20:56;19-20:42

Established: 9/28/2021

Paraeducator III

Rank	Name	Expiration Date
1	Straus, Michael	8/10/2021
2	Cabral, Erika	10/31/2020
3	Soto, Mayra	3/21/2021
4	Consolo, Catherine	9/28/2021
4	Hernandez, Fatima	9/28/2021
5	Nguyen, Diane	9/28/2021
6	Gregory, Justina	9/28/2021
6	Luque, Marina H	9/28/2021

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



PERSONNEL COMMISSION

Recruitment Type: Open/Promotional

Eligibility List No. 20-21:07

Director's Certification:

Established: 10/1/2020

Administrative Assistant

Rank	Name	Expiration Date
Promotional List		
1	Cedillo, Yesenia B (B)	10/1/2021
2	de Martinez, Jill A (B)	10/1/2021
3	Flores, Marcella C (B)	10/1/2021
Open List		
1	Romero, Adriana (B)	10/1/2021

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

PERSONNEL COMMISSION

Recruitment Type: Open/Promotional

Eligibility List No. 20-21:07

Director's Certification:

Established: 10/1/2020



School Office Manager

Rank	Name	Expiration Date
Promotional List		
1	Cedillo, Yesenia B (B)	10/1/2021
2	de Martinez, Jill A (B)	10/1/2021
3	Flores, Marcella C (B)	10/1/2021
Open List		
1	Romero, Adriana (B)	10/1/2021

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

Cervantes Godinez, Rosa E	Paraeducator III, Position #1943 Special Ed. 5.75 hrs./183 days	08/27/2020
Roque, Ernest R	Paraeducator II, Position #9305 Special Ed. 5.75 hrs./183 days	09/01/2020

Limited Term

Villafana, Carina N	Paraeducator (substitute)	09/01/2020
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Promotional

Lomeli, Patricia L	Executive Assistant, Business and Fiscal Services, Position #466 Fiscal Services 8.0 hrs./246 days	09/06/2020
	Buyer, Position #589 Purchasing 8.0 hrs./246 days	09/06/2020

Administrative Transfer

Garcia, Adriana	Intermediate School Secretary, Position #384 Lopez 8.0 hrs./192 days	08/02/2020
	Intermediate School Secretary, Position #6244 Lemonwood 8.0 hrs./192 days	
Viveros, Wendy	Intermediate School Secretary, Position #6244 Lemonwood 8.0 hrs./192 days	08/02/2020
	Intermediate School Secretary, Position #384 Lopez 8.0 hrs./192 days	

Recall from Layoff

Van Voorhis, Leticia	Office Assistant III, Position #2408 Special Education 8.0 hrs./246 days	09/01/2020
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Rehire

Ball, Jason T	Technology Services Technician, Position #9939 Technology 8.0 hrs./221 days	08/20/2020
Ibay, Raymond B	Technology Services Technician, Position #9937 Technology 8.0 hrs./221 days	08/20/2020
Lazaro, Julian P	Technology Services Technician, Position #9941 Technology 8.0 hrs./221 days	08/20/2020
Ledbetter, Christopher J	Technology Services Technician, Position #9940	08/20/2020
Ramirez, Adrian B	Technology Services Technician, Position #9936 Technology 8.0 hrs./221 days	08/20/2020
Zabala, Marietta A	Technology Services Technician, Position #9935 Technology 8.0 hrs./221 days	08/20/2020

Resignation

Eskridge, Susan	Campus Assistant, Position #3024	08/18/2020
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