



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF SPECIAL MEETING
AGENDA

Friday, January 24, 2020
4:00 p.m. Special Meeting
Oxnard 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

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. Appointment of Joint-Appointee to the Personnel Commission
The Personnel Commission will announce the intent to reappoint Paul Robinson.
2. Advanced Step Placement
The Personnel Commission will ratify the advanced step placement for Michael A. Palyok, Facilities Project & Energy/Sustainability Manager, at Step 2 of the Management Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.
3. Senior Executive Assistant to the Superintendent-Establishment of New Classification
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.

D. 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

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. Evidence that the salary received by the selected candidate from his most recent employer is greater than the first step of the salary range of the class. A selected candidate may be given credit for multiple steps based on evidence of an equal or greater recent salary. In no circumstances shall the initial placement exceed the top step of the salary range for the class.

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 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.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Tanya Ventura
Classified Human Resources

January 24, 2020

TITLE: NEW CLASSIFICATION – Senior Executive Assistant to the Superintendent

DESCRIPTION OF AGENDA ITEM:

District administration requested that the Personnel Commission create a new classification for a Senior Executive Assistant to the Superintendent. The incumbent serves as direct support to the Superintendent and Board of Trustees coordinating activities and ensuring timely and appropriate communication among all parties in order to ensure proper oversight for District programs, which directly support student learning and achievement. Commission staff worked with the Superintendent in order to develop the new classification presented in this item.

FISCAL IMPACT:

A salary study of comparable districts with similar positions within the state including four within Ventura County has been conducted (below). The study found that most classifications were in the Confidential salary schedule and most didn't receive a stipend. In order to be competitive in the marketplace and maintain correct internal alignment, salary placement is being recommended at range 12.5 on the OSD/Confidential salary schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new class description for Senior Executive Assistant to the Superintendent and allocate the class to range 12.5 on the Confidential Salary Schedule.

Agency	Min Monthly Salary	Max Monthly Salary
Inglewood USD	\$3,877.76	\$4,713.47
Burbank USD*	\$4,678.25	\$6,269.00
Simi Valley USD*	\$4,759.20	\$5,852.31
Conejo Valley USD*	\$5,048.71	\$6,159.85
Ventura USD*	\$5,111.00	\$6,411.00
Lancaster SD*	\$5,645.00	\$6,855.00
Hacienda La Puente USD*	\$5,847.87	\$7,673.55
Alhambra USD*	\$6,020.00	\$7,696.00
Recommended	\$6,285.25	\$7,467.25
Baldwin Park USD	\$6,286.00	\$7,668.00
Covina Valley USD*	\$6,486.00	\$7,886.00
Oxnard UHSD*	\$6,617.97	\$7,900.78

*Confidential

SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

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 Superintendent, performs a variety of highly complex and responsible duties to relieve the Superintendent of administrative detail; serves as a confidential secretary for the Superintendent and the Board of Trustees; coordinates the activities of the employees in the Superintendent's office; coordinates the flow of communications on behalf of the Superintendent; and performs a variety of other duties relative to assigned areas of responsibility.

The incumbent in this classification serves as direct support to the Superintendent and Board of Trustees coordinating activities and ensuring timely and appropriate communication among all parties in order to ensure proper oversight for District programs which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar. All classifications are listed in order from highest to lowest.

The Senior Executive Assistant to the Superintendent performs a variety of highly complex and responsible duties to relieve the Superintendent of administrative detail, serves as a confidential secretary for the Superintendent and Board of Trustees, coordinates activities and communications on behalf of the Superintendent.

The Executive Assistant classifications (Business Services, Educational Services, Human Resources) performs a variety of complex, diverse, and confidential secretarial and administrative support work in order to function as primary support for a Deputy or Assistant Superintendent.

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

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Superintendent;

ESSENTIAL DUTIES

- Serves as administrative aide and confidential secretary to the Superintendent; receives and appropriately responds to telephone calls, e-mail correspondence, and in-person visitors with wide ranging inquiries and complaints; takes and transcribes dictation; composes correspondence, reports, and commendations independently or from rough drafts or oral instructions and prepares for Superintendent's signature as needed; coordinates appointments and meetings; reviews, sorts, and routes incoming mail; oversees and monitors travel arrangements including conference registration and reimbursements; responds to routine matters not requiring the Superintendent's attention;
- Serves as confidential secretary to the Board of Trustees; responds to requests for assistance; oversees and monitors travel arrangements including conference registration and reimbursements; keeps Trustees apprised of special events; coordinates information and events for Trustees who serve on committees or in official capacities for associations;
- Manages the Board of Trustees agenda preparation and publication process in accordance with the Brown Act; informs departments of established timelines for agenda item submissions; obtains, compiles, and coordinate information for Board agendas; supervises publication and ensures appropriate distribution of agendas and related materials;
- Coordinates and prioritizes the activities in the Superintendent's Office; oversees the maintenance of confidential files; schedules, assigns, and reviews work; oversees timely, proper, and accurate completion of tasks in the Superintendent's Office; establishes and implement office procedures;

- Researches and compiles quantitative and qualitative data for presentation and analysis that may require the use of multiple sources of information, extraction and formatting of data from the district's student information system using queries, or other publicly available databases; develops documents for surveys and collaboration using different technology platforms such as Google docs, survey monkey, interactive PDF forms; may utilize legal case law database systems for the purpose of obtaining information on legal precedents pertinent to administrative decisions and considerations; may develop complex presentation materials using presentation software from drafts or oral instructions;
- Completes forms, legal documents and records within the scope of work ensuring accuracy, completeness and conformance to applicable policies, procedures, rules and regulations;
- Establishes methodical systems of office organization, including electronic filing and document storage, ensuring document security, especially as it pertains to confidential student and personnel files; researches and adheres to legal mandates pertaining to document storage;
- Ensures facilities are properly setup for scheduled public meetings; attends Board meetings and serves as the recording secretary; takes and transcribe minutes; ensures appropriate dissemination of minutes including safekeeping of official copy of minutes for historical purposes; ensures minutes and related public documents are available for review upon request;
- Prepare and disseminate annual letters to staff and parents, as required by law; assure appropriate and timely distribution;
- Assist in maintaining official Board policies and monitoring new laws and legal requirements affecting the District for incorporation into policy, including reviewing CSBA updates on a quarterly basis, drafting, revising and editing policies as assigned; ensures appropriate review by administrators who have jurisdiction over policy areas; processes changes for first reading and adoption by the Board;
- Communicates with District staff, legislators, city and county offices, parents, community groups and other school districts to obtain and provide information, resolve problems, and conduct routine business;
- Plans, organizes, and arranges meetings at sites in the district office or other locations as required;
- Serves as liaison between sites, departments, and staff members; coordinates requests for repair and services for the District office;
- Collaborates with Information Technology Services to edit and publish information on the District's website;
- Assists in the coordination of special projects, District-wide events, press conferences, and media availability; prepares related information packets as needed;
- Serves as the District liaison for biennial elections for school board; furnishes prospective candidates with district information and election material; interacts and coordinates filings with County Elections; arranges candidate orientations;
- Maintains assigned budget records and files; monitors budgets and reviews expenditures; assists in gathering and compiling data required by Superintendent for budget development;
- Reviews and accesses confidential information that contributes significantly to the development of management positions with respect to employer-employee relations; assists in the preparation of materials that develop or present management positions with respect to employer-employee relations [Government Code 3513 (f)].

Other Related Duties

- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Functions and clerical operations of an administrative office;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Correct English usage, vocabulary, spelling, grammar and punctuation.
- District organization, operations, and objectives;
- District programs, terminology, policies, practices, and procedures;
- Modern office practices, procedures, and equipment;
- Basic principles and practices of administration, office organization, supervision and training;
- Preparation of various reports for presentation to Board of Trustees and others;

- Relevant computer operations and software;
- Techniques of proper telephone etiquette;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Good public relations techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Principles and procedures of record keeping;
- Principles of business letter and commendation writing and report preparation;
- Basic statistical and fiscal record-keeping techniques and procedures.

Ability to:

- Exercise good and sound judgment;
- Resolve public relations matters effectively;
- Read, understand, interpret, and follow rules, regulations, policies, and procedures;
- Proof and edit documents;
- Establish and maintain effective record-keeping and filing systems;
- Organize materials and prepare clear and comprehensive reports;
- Compose correspondence, memoranda, commendations, and other materials independently or from oral instructions;
- 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;
- Accurately type/keyboard or perform data entry at a speed to complete assigned tasks;
- Provide information and assistance to parents, the general public, and other staff members in a positive, pleasant, professional, helpful, courteous, and timely manner;
- 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;
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities;
- Communicate effectively, both orally and in writing;
- Understand and follow oral and written directions;
- Maintain confidentiality of privileged information obtained in the course of work.

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;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, public administration, communications, or a related field. Two additional years of experience beyond that required below may be substituted for the required college course work.

Experience: One of the following:

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- 1) Five years of executive-level secretarial/administrative experience with responsibility for providing direct support to an executive-level administrator. Experience in an educational environment is strongly preferred.
- 2) Three years of experience in the Oxnard School District in an Administrative Assistant, School Office Manager, or other equal or higher-level clerical/secretarial position.

**Alternate variations of equal education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process.*

Physical Requirements: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and have direct contact with employees and the public.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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. NOTE: If adopted as Senior Management, an incumbent does not attain permanent status.

Salary Range: 12.5 - Confidential Salary Schedule

Approved: January 24, 2020