



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, January 16, 2020
4:00 p.m. Regular 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
4. Approval of Minutes of December 19, 2019

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. Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4 *(page 5)*
Paul Robinson will assume the role as chair and Edward M. Castillo will serve as vice-chair.
3. Advanced Step Placement *(page 6)*
The Personnel Commission will ratify the advanced step placement for Adriana Pereyra de Barba, Transportation Driver, at Range 16, Step D pursuant to Personnel Commission Rules & Regulations 70.200.1.

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

4. Meeting Calendar for 2020 (*page 7*)
The Personnel Commission will consider a proposed calendar for meetings to be convened in 2020.
5. Eligibility List (*page 8*)
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 9*)
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 and Support Services
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 54957 of the Government Code, the Commission will consider personnel matters concerning :
 - Director, Classified Human Resources – Evaluation
2. Reconvene to open session and report out of closed session.
The Commission will report on any action taken in closed session or take action on any item considered in closed session as may be required by Government Code Section 54957.1.

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 MEETING MINUTES

Thursday, December 19, 2019
4:00 p.m. Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, December 19, 2019, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:05 p.m. CALL TO ORDER

A roll call of the Commission was conducted. In attendance were: ROLL CALL
Edward M. Castillo, Chair of the Personnel Commission
Irma J. Lopez, Member of the Personnel Commission
Paul Robinson, Member of the Personnel Commission

Tanya Ventura, Administrative Assistant

Guests: Cassie Flores, Transportation Driver; Luis, Gonzalez, Transportation Driver; Ilene Poland, CSEA President; Dr. Jesus Vaca, Assistant Superintendent of Human Resources and Support Services.

Commissioner Robinson moved to approve the agenda of Thursday, December 19, 2019 as presented. Commissioner Lopez seconded and the motion carried. ADOPTION OF THE AGENDA
The vote was as follows 3-0. Castillo Y ; Lopez Y Robinson Y

Commissioner Robinson moved to approve the minutes of November 7, 2019 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y APPROVAL OF MINUTES

ACTION ITEMS

Mr. Gonzalez gave background regarding his past employment. Commissioner Robinson moved to approve the advanced step placement for Luis Gonzalez, Transportation Driver, at Rank 16, Step D of the CSEA salary schedule. . Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y Advanced Step Placement-Luis Gonzalez

Mr. Gonzalez gave background regarding his past employment. Commissioner Robinson moved to approve the advanced step placement for Cassie Flores, Transportation Driver, at Rank 16, Step C of the CSEA salary schedule. . Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y Advanced Step Placement-Cassie Flores

Commissioner Robinson moved to approve the eligibility lists of Preschool Assistant, Transportation driver, Health Care Technician, Accountant/Internal Auditor, Speech Language Pathology Assistant, School Occupational Therapist, Paraeducator II, Paraeducator III, and Preschool Teacher. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y Eligibility Lists

REPORTS/OTHER
INFORMATION/
DISCUSSION ITEMS
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of October 23, 2019 and November 13, 2019.

Ms. Ventura gave an update on the current recruitments and summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Ms. Poland reported that elections for the 2020 CSEA Executive Board has taken place and announced the newly elected officers.

Report by CSEA

Dr. Vaca reported that one of our School Office Managers just completed her teaching credential. He also reported that professional development sessions are currently taking place with the Human Resources and Risk Management office. Dr. Vaca commended the Classified Human Resources office for their commitment and hard work during the absence of the Director and Senior Human Resources Analyst.

Report by Assistant
Superintendent, Human
Resources and Support
Services

Commissioner Lopez commended the staff for a job well done during the absence of the Director. Commissioner Robinson reported that he will attend the CSPCA conference in February 2020 in San Francisco. Commissioner Castillo asked that rotation of chair, 2020 meeting calendar, and discussion regarding Interim Director be placed on the next meeting agenda. Commissioner Castillo also reminded staff of the rotation of staff members to attend the CSPCA conference.

Report by
Commissioners

There being no further business, the Commission adjourned at 5:05 p.m.

ADJOURNMENT

Tanya Ventura, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, December 19, 2019 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION RULES & REGULATIONS

20.100 PCRR

20.100.2 Terms

By law, the term of each commissioner is for three years and expires at noon, December 1. The term of one commissioner expires each year.

20.100.3 Compensation of Members of Personnel Commission

Under the provisions of *Education Code* Section 45250, the Board of Trustees of the Oxnard School District has authorized payment to members of the Commission in the amount of fifty (\$50.00) dollars per meeting attended, not to exceed two hundred-fifty (\$250.00) dollars per month.

The above-noted action was taken by the Board of Trustees on July 9, 1986, and reaffirmed on January 23, 1991.

20.100.4 Officers

It will be the policy of this commission to elect as chair the member serving the last year of his/her term. The outgoing chair shall then be elected to serve as vice-chair.

20.100.5 Quorum and Majority

Two members shall constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of two members shall be necessary to any action.

OXNARD SCHOOL DISTRICT

Personnel Commission Rules and Regulations

Adopted: October 23, 1968

20.100.1 Revised: March, 1976; November 6, 1980; September 5, 1991; December 17, 1998

20.100.3 Revised: May 19, 1980; March 25, 1981; July 9, 1986

20.100.4 Revised: January 13, 2005

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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.



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

To: Interested Persons

From: Shristie Nair-Villano
Director, Classified Human Resources

Date: January 16, 2020

Re: Personnel Commission Meeting Agenda Schedule – January 2020 through December 2020

Below are the Commission meeting dates for 2020. The Commission meetings will convene at **4:00 p.m.**
The meeting dates and times are subject to change.

Commission Meeting Date	Available on Website *
Thursday, January 16, 2020	Monday, January 13, 2020
Thursday, February 13, 2020	Monday, February 10, 2020
Thursday, March 12, 2020	Monday, March 9, 2020
Thursday, April 9, 2020	Monday, April 6, 2020
Thursday, May 14, 2020	Monday, May 11, 2020
To Be Determined 5:00 p.m.	Board/Commission Celebration Classified Employees of the Year
Thursday, June 11, 2020	Monday, June 8, 2020
Thursday, July 9, 2020	Monday, July 6, 2020
Thursday, August 13, 2020	Monday, August 10, 2020
Thursday, September 10, 2020	Monday, September 7, 2020
Thursday, October 8, 2020	Monday, October 5, 2020
To Be Determined	Board/Commission Celebration for Retiree Recognition
Thursday, November 12, 2020	Monday, November 9, 2020
Thursday, December 10, 2020	Monday, December 7, 2020

* If a Monday is a holiday, posting will be the preceding Friday.

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 19-20:33

Established: 12/30/19

Facilities Project & Energy/Sustainability Manager

Rank	Name	Expiration Date
1	Palyok, Michael A	12/30/2020

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.

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December 18, 2019

CLASSIFIED PERSONNEL ACTIONS

New Hire

Amezcuca, Victor R	Paraeducator II, Position #1499 Special Education 5.75 hrs./183 days	11/05/2019
Attinello III, Salvatore F	Paraeducator II, Position #9764 Special Education 5.75 hrs./183 days	11/05/2019
Baeza, Maria T	Health Care Technician, Position #7115 Pupil Services 7.0 hrs./183 days	11/06/2019
Barragan, Laura	Preschool Assistant, Position #2666 San Miguel 3.0 hrs./183 days	11/04/2019
Conaway, Kristen R	Health Care Technician, Position #9032 Pupil Services 7.0 hrs./183 days	12/02/2019
Cruz, Camille A	Paraeducator III, Position #9275 Special Education 5.75 hrs./183 days	10/29/2019
Favela, Veronica	Health Assistant, Position #8437 Pupil Services 5.75 hrs./183 days	11/04/2019
Flynn Michele B	Paraeducator II, Position #9358 Special Education 5.75 hrs./183 days	11/21/2019
Ford, Rachele C	Health Assistant, Position #8433 Special Education 5.75 hrs./183 days	10/21/2019
Garcia Mendoza, Arturo	Custodian, Position #6448 Driffill 4.0 hrs./246 days	11/18/2019
Harold, Christina L	Speech Language Pathology Assistant, Position #9281 Special Education 8.0 hrs./183 days	10/21/2019
Jimenez, Amanda	Child Nutrition Worker, Position #567 Haydock 5.0 hrs./185 days	11/18/2019
Lara, Jessica	Paraeducator II, Position #426/428 Special Education 5.5 hrs./183 days	12/02/2019
Magana, Cynthia A	Paraeducator II, Position #9210 Special Education 5.75 hrs./183 days	11/07/2019
Martinez, Jessica G	Paraeducator II, Position #9241 Special Education 5.75 hrs./183 days	11/21/2019
Ponce, Tori A	Health Care Technician, Position #2693 Pupil Services 7.0 hrs./183 days	11/07/2019
Ramos, Monique A	Health Assistant, Position #8435 Pupil Services 5.75 hrs./183 days	11/18/2019
Real, Summer K	Child Nutrition Worker, Position #2615 Itinerant 5.5 hrs./185 days	11/18/2019

New Hire continued

Rios, Jessica J	Paraeducator II, Position #6434 Special Education 5.75 hrs./183 days	12/03/2019
Rivas, Michelle	Paraeducator III, Position #977 Special Education 5.75 hrs./183 days	11/04/2019
Rodriguez, Kathy Y	Paraeducator II, Position #2225 Special Education 5.75 hrs./183 days	10/28/2019
Sargent, Keneisha B	Paraeducator III, Position #7850 Special Education 5.75 hrs./183 days	10/29/2019
Velasquez, Bianca	Paraeducator II, Position #8603 Special Education 5.75 hrs./183 days	11/18/2019

Limited Term

Gonzalez, Maria Irene S	Clerical (substitute)	01/14/2019
Held, Regan N	Paraeducator (substitute)	12/02/2019
Hinojosa, Yoana	Child Nutrition Worker (substitute)	11/22/2019
ORuvalcaba, Carmen	Campus Assistant (substitute)	11/20/2019
Plasencia, Priscilla	Clerical (substitute)	12/02/2019
Quila, Martina	Child Nutrition Worker (substitute)	10/01/2019
Ramirez, Annmary G	Paraeducator (substitute)	12/03/2019

Exempt

Lapizco, Michelle	AVID Tutor	11/18/2019
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Promotional

Vivanco, Regina R	Outreach Specialist, Position #2687 McAuliffe 7.0 hrs./180 days Paraeducator II, Position #1706 Sierra Linda 5.75 hrs./183 days	12/02/2019
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Transfer

Ayala, Annabel	Campus Assistant, Position #2976 Driffill 2.83 hrs./180 days Campus Assistant, Position #9145 Rose Ave. 4.5 hrs./180 days	11/18/2019
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Transfer continued

Castellanos, Sandra	Campus Assistant, Position #8001 Haydock 5.0 hrs./180 days Campus Assistant, Position #3019 Marshall 4.0 hrs./180 days	11/01/2019
Flores, Javier	Campus Assistant, Position #3059 Haydock 5.75 hrs./180 days Campus Assistant, Position #2973 Curren 3.5 hrs./180 days	11/04/2019
Tellez, Cristina V	Paraeducator II, Position #6581 Special Education 5.75 hrs./183 days Paraeducator II, Position #7351 Special Education 5.75 hrs./183 days	11/04/2019

Administrative Transfer

9689	Office Assistant II, Position #631 Driffill 8.0 hrs./203 days Office Assistant II, Position #8687 San Miguel 8.0 hrs./203 days	11/18/2019
4136	Office Assistant II, Position #8687 San Miguel 8.0 hrs./203 days Office Assistant II, Position #631 Driffill 8.0 hrs./203 days	11/18/2019

Voluntary Demotion

Ramirez, Rosemary R.	Paraeducator II, Position #2256 Special Education 5.75 hrs./183 days Paraeducator III, Position #8497 Special Education 5.75 hrs./183 days	11/04/2019
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Reinstatement

Sanchez, Briana	Child Nutrition Worker, Position #2189 Sierra Linda 5.0 hrs./185 days	11/18/2019
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Leave of Absence

Andrizzi, Vivencia L	Paraeducator II, Position #9292 Special Education 5.75 hrs./183 days	11/01/2019-11/21/2019
Gutierrez, Olivia	Campus Assistant, Position #2997 Haydock 5.75 hrs./183 days	11/18/2019-02/24/2020
Orejel, Luz	Paraeducator I, Position #9165 McKinna 5.0 hrs./183 days	11/13/2019-6/20/2019
Solorio-Cano, Margarita	Paraeducator II, Position #2193 Special Education 5.75 hrs./183 days	01/13/2020-05/01/2020

Resignation

Luis, Ray	Campus Assistant, Position #9769 Harrington 4.5 hrs./183 days	11/20/2019
Orozco, Maria	Campus Assistant, Position #9145 Rose Ave. 5.0 hrs./180 days	12/03/2019
Ortega, Issac	Campus Assistant, Position #6517 Sierra Linda 4.0 hrs./180 days	11/29/2019
Perez, Ismael	Campus Assistant, Position #3031 Ramona 4.75 hrs./180 days	11/29/2019

Retirement

Calasin, Teresita M	Accounting Specialist III, Position #182	08/06/1981-10/25/2019
Rabacal, Rufina F	Child Nutrition Worker, Position #2840	12/09/2008-01/14/2019

Release during Probation

9262	Special Education Data Technician, Position #9283	11/06/2019
10788	Paraeducator III, Position #8542	11/12/2019
10696	Employee Benefits Specialist, Position #97	11/20/2019
10630	Senior Human Resources Analyst, Position #6298	11/13/2019

Termination

4845	Child Nutrition Worker, Position #2847	03/13/19
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