



## THE PERSONNEL COMMISSION

*(supporting education through merit)*

### OXNARD SCHOOL DISTRICT

#### NOTICE OF REGULAR MEETING

#### AGENDA

Thursday, November 12, 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 September 15, 2020; October 13, 2020; October 19, 2020; October 29, 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. Shipping/Receiving Clerk/Delivery Driver *(page 8)*  
The Personnel Commission will consider revising the job description.
2. Network Systems Analyst *(page 11)*  
The Personnel Commission will consider revising the job description.
3. Eligibility Lists *(page 14)*  
The Personnel Commission will review certification of eligibility lists.
4. Human Resources Analyst  
The Personnel Commission will receive an update regarding the Human Resources Analyst position and may consider action.

**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 16)*  
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: Interim Director, Classified Human Resources
2. Reconvene to open session and report out of closed session.  
The Commission will report on any action taken in closed session.

#### **F. 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

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

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*TR Lin, Secretary to the Personnel Commission*

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

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*Date*

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*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Tuesday, October 13, 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, October 13, 2020, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:10 p.m.</p>	<b>CALL TO ORDER</b>
<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</p>	<b>ROLL CALL</b>
<p>Commissioner Castillo moved to approve the agenda of Tuesday, October 13, 2020 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<b>ADOPTION OF THE AGENDA</b>
	<b>COMMENTS BY THE PUBLIC</b>
<p>The Commission convened at 4:16 p.m. They reconvened into open session at 5:34 p.m. and reported the release of employee 10967 effective October 13, 2020. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<b>CLOSED SESSION</b>
<p>There being no further business, the Commission adjourned at 5:36 p.m.</p>	<b>ADJOURNMENT</b>

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*TR Lin, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Tuesday, October 13, 2020 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Monday, October 19, 2020  
**4:00 p.m. Oxnard 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 Monday, October 19, 2020, in Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:17 p.m.</p>	<b>CALL TO ORDER</b>
<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;">Maribel Zambrano, Staff member</p> <p>Guests: TR Lin</p>	<b>ROLL CALL</b>
<p>Commissioner Castillo moved to approve the agenda of Monday, October 19, 2020 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<b>ADOPTION OF THE AGENDA</b>
	<b>COMMENTS BY THE PUBLIC</b>
<p>The Commission convened at 4:19 p.m. They reconvened into open session at 5:44 p.m. and reported that no action was taken. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<b>CLOSED SESSION</b>
	<b>ACTION ITEMS</b>
<p>Commissioner Castillo moved to approve Lin &amp; Associates as a consultant beginning November 1, 2020 to January 31, 2020, as presented in the contracted agreement. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<b>HR Consultant</b>
<p>There being no further business, the Commission adjourned at 5:44 p.m.</p>	<b>ADJOURNMENT</b>

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*TR Lin, Secretary to the Personnel Commission*

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

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

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*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, October 29, 2020  
**6:00 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 Thursday, October 19, 2020, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 6:00 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             Tanya Ventura, Staff member         Guests: TR Lin</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo moved to approve the agenda of Thursday, October 19, 2020 as presented. Commissioner Robinson 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 eligibility lists of Paraeducator II, Outreach Specialist, Preschool Assistant, Special Education Data Technician, Buyer, and District Enrollment Center Manager. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Eligibility Lists</p>
	<p>REPORTS/OTHER INFORMATION/DISCUSSION ITEMS</p>
<p>Dr. Torres was not available to give an update.</p>	<p>Human Resources Analyst</p>
<p>The Commission convened at 6:23 p.m. They reconvened into open session at 4:48 p.m. and reported the public employment of Interim Director, Classified Human Resources. It was reported that TR Lin will begin at Step 3 on the Management salary schedule for Director of Classified Human Resources effective November 2, 2020. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>CLOSED SESSION</p>
<p>There being no further business, the Commission adjourned at 6:50 p.m.</p>	<p>ADJOURNMENT</p>

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*TR Lin, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, October 29, 2020 as approved by the Personnel Commission of the Oxnard School District.

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

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*Chair, Personnel Commission*

## SHIPPING/RECEIVING CLERK/DELIVERY DRIVER

*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 a variety of clerical duties in support of shipping and receiving; to receive and process incoming materials; to monitor and maintain inventory records; to transport various supplies and equipment from warehouse to school sites, and to perform a variety of duties relative to assigned area of responsibility.

### Supervision Received and Exercised

Receives general supervision from the Warehouse Manager.

### Essential Function Statements

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

#### **Essential Functions:**

1. Perform a variety of warehouse functions including receiving goods, stocking, issuing stock, filling and delivering stores and child nutrition orders, and processing shipments for delivery.
2. Inspect shipments of materials, equipment and supplies received to assure compliance with purchase order specifications; identify and report shortages, damaged goods or other discrepancies.
3. Distribute incoming shipments according to established procedures; mark and shelve stock items; prepare purchase order items for delivery by routes.
4. Receive and process book orders ~~and returned books from EMC; prepare consumable book orders; box discarded textbooks; inventory the book barn.~~
5. Maintain stock inventory and warehouse in a safe, clean and orderly condition; participate in warehouse inventory.
6. Receive telephone calls and provide information related to warehoused items and activities as required.
7. Prepare items for delivery quickly and accurately; load and unload stock items.
8. Make deliveries as required; load and unload trucks for delivery.
9. Operate a variety of machines and equipment such as fork lift, stock chaser, rolling stock ladders, hand trucks and carts, trailers and pallet jacks.
10. Perform duties of Warehouse Worker/Delivery Driver as needed.
11. Act in the capacity of warehouse manager in his/her absence.
12. Operate motor vehicles such as trucks and vans.
13. Operate a personal computer and peripheral equipment, using modern software; operate a variety of ~~other machines and equipment.~~



14. Help maintain storage, inventory and disposal of obsolete furniture and equipment according to District guidelines.
15. Perform related duties and responsibilities as assigned.

### **Qualifications**

#### **Knowledge of:**

- Principles and procedures of warehousing operations.
- Methods and techniques of inventory maintenance.
- Methods and techniques of storing equipment, materials and supplies.
- Methods and techniques of shipping and receiving.
- Principles and procedures of record keeping.
- Modern office procedures, methods or materials and equipment including computers.
- Basic mathematical principles.

#### **Ability to:**

- Perform materials receipt and distribution activities.
- Operate equipment as necessary for successful job performance.
- Understand and follow oral and written directions.
- Monitor and maintain inventory.
- Transport and deliver goods and materials to locations on designated route.
- Work independently with minimal direction.
- Operate a personal computer and peripheral equipment, using modern software.
- Operate a keyboard at a corrected speed of 30 words per minute.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of privileged information obtained in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lift up to 50 lbs. and up to 100 lbs. assisted.
- Operate and perform operator's maintenance on District vehicles.
- 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:** Two years of general warehouse experience and one year of increasingly responsible shipping and receiving experience.

**Training:** Equivalent to the completion of the twelfth grade.

### **Licenses or Certificate**

Possession of an appropriate, valid driver's license.

**Working Conditions**

**Environmental Conditions:** Warehouse environment; subject to traveling from site to site; exposure to computer screens, heat, cold.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for heavy lifting, climbing, extreme heat and cold and potential safety hazards; working with heavy equipment and supplies; operating motorized equipment or vehicle; operate a computer and keyboard; 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 and computer keyboard; reach horizontally and vertically, bend and stoop.

Oxnard School District

Board Policy Adopted: June 25, 1998; Revised: September 28, 2005

Personnel Commission Approved: February 26, 1998

Revised: November 12, 2020

## **NETWORK SYSTEMS ANALYST**

*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 Chief Information Officer or designee, administers and configures all servers necessary to the operation of the District; writes and maintains scripts and Structured Query Language (SQL) to automate business processes; coordinates and maintains complex database systems and the Voice over Internet Protocol (VoIP) system; performs highly technical duties in configuring complex servers and ensuring a high level of service and security to the District's users; creates domain name structure, log-in accounts, and associated security and access control; configures, upgrades and maintains system operation and security of all databases and servers in the District; oversees the technology support work order system; and performs other related duties as required. Monitors and maintains network equipment. Assist with implantation and design of network infrastructure. WAN, and LTE.

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

The Network Systems Analyst classification administers and configures all servers and database systems necessary to the operation of the District, upgrades and ensures system operation, and oversees the security of all databases and servers within the District.

The Technology Services Technician classification serves as a field technician and performs duties in the installation, support, and repair of computer systems and software, local area networks, and other telecommunication devices.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision and work direction from the Chief Information Officer or designee.
- ~~Provides technical work direction and assistance to Technology Services Technicians, and Site Technology Technicians.~~
- Positions in this classification have no formal supervisory responsibilities

### **ESSENTIAL DUTIES**

- Installs, configures, and maintains District Office and site based servers including, but not limited to, VoIP, servers related to Student Information Systems, database/application servers, web servers, email servers, proxy servers, caching engines, data warehousing, and other servers necessary to the operation of the District;
- Defines and maintains standards relating to database design and use;
- Designs and performs tasks involving complex database queries; installs, configures, and maintains supporting software components such as reporting tools, etc.;
- Designs, installs and administers new security systems and methods; creates and maintains security rights on network resources;
- Maintains and administers the firewall and authentication systems; monitors for network intrusions and security breaches;
- Develops and implements maintenance and administration procedures for critical server and network systems;
- Develops and implements maintenance and administration procedures for critical network switches and routers;
- Directs and participates in analysis, evaluation, testing, training and other activities to ensure the smooth, efficient, and proper integration of hardware and software technologies for District information technology infrastructure;
- Directs system-level data integrity, backup, data recovery and security; ensures data and hardware integrity;
- Documents system access privileges;
- Ensures maximum reliability and availability of network systems;
- Oversees the maintenance and operation of the technology support work order system;
- Prepares and maintains a variety of records, documentation, and reports related to assigned system activities, operations, and projects;



- Advises and assists Information Technology staff in the diagnosis and correction of complex software and hardware problems;
- Coordinates repair and support issues and activities between users, vendors, and the department.

**Other Related Duties**

- Recommends and implements changes to accomplish increased system productivity and efficiency;
- Evaluates new hardware, software, operating systems, procedures and techniques;
- Performs related duties and responsibilities as required.

**KNOWLEDGE, ABILITIES, AND TRAITS**

**Knowledge of:**

- TCP/IP networks, routing, and switching;
- VoIP technology;
- Relational database management systems, methodologies, and techniques;
- Related computer hardware and multi-user operating systems;
- Strong knowledge of data relationship and normalization;
- Strong working knowledge of SQL, Oracle, Windows, Linux, and Unix;
- Web, e-mail, and proxy server operating procedures;
- Principles, practices and methods of systems and network administration and maintenance, including procedures for establishing network connectivity;
- Advanced methods, principles, practices and techniques for troubleshooting and determining the causes of server system errors and failures;
- Data backup including recovery techniques and disaster recovery plans;
- Design, configuration, and implementation of security protocols on servers;
- Appropriate procedures to identify performance issues and potential security breaches.

**Ability to:**

- Configure, maintain, manage and tune the operations of complex systems to achieve optimal technical performance, security and user support;
- Communicate clearly and effectively, both orally and in writing;
- Diagnose problems in complex network systems;
- Read, interpret and apply technical information;
- Formulate and express difficult technical concepts clearly and effectively in written and oral presentations;
- Establish and maintain effective working relationships;
- Monitor, analyze, and forecast system resource demand and plan for future growth;
- Understand and follow oral and written directions;
- Apply new developments in network systems analysis and related equipment and technologies according to District need;
- Analyze and evaluate information processing problems, plans, procedures, and requirements related to database administration.

**Traits:**

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is punctual and follows through;
- Logically grasps and thinks through issues and problems;
- Puts safety first for self and others;
- Remains steady under pressure;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;

Oxnard School District

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- Works around obstacles and is self-starting.

**EMPLOYMENT STANDARDS**

**Education:** An Associate's degree from an accredited college or university with a major in computer science, management information systems, or a closely related field. Additional experience of the nature noted below may be substituted for up to two years of the required education on a year-for-year basis.

**Experience:** Four years of experience in the design, troubleshooting, and management of complex network and servers systems.

**Special:** Possession of a valid, Class C, California Driver 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, lift/carry up to 25 lbs. without assistance or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have color vision or the ability to distinguish shades, 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 may be exposed to electrical hazards and high temperatures, and may drive an automobile to conduct work.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 32.0

Approved: 12/12  
[Revised 11/12/2020](#)

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 20-21:20

Established: 11/3/2020

Merged: 19-20:34

**Accounting Manager/Internal Auditor**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Stankoski, Jodi	12/12/2020
2	Andrews, Brian J	11/3/2021
3	Tse, Bonnie K	12/12/2020
4	Garcia, Leticia C	11/3/2021
5	Lopez, Jeanessa	11/3/2021
5	Marques, Juana A	11/3/2021
5	Valsamides, Nicholas M	11/3/2021

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:



**PERSONNEL COMMISSION**

Eligibility List No. 20-21:26

Established: 9/25/2020

merged: 11/5/2020

**Campus Assistant**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Vargas, Elizabeth	11/5/2021
2	Isais, Marilu	9/25/2021
3	Chavez, Bertha	9/25/2021
3	Reyes, Jessica G.	9/25/2021
4	Polanco, Jacqueline	11/5/2021
5	Senesac, Levina	11/5/2021
6	Ibarra, Abigail	9/25/2021
7	Hernandez, Alejandra	11/5/2021
8	Cardenas, Jazlyn	11/5/2021
9	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.

**New Hire**

Araya, Carol	Healthcare Technician, Position #2693 Pupil Services 7.0 hrs./183 days	09/21/2020
Morales, Alicia J	Paraeducator II, Position #6783 Special Education 5.75 hrs./183 days	09/14/2020
Patel, Ankur	School Occupational Therapist, Position #997 Special Education 8.0 hrs./203 days	10/01/2020

**Limited Term**

Morones, Maria	Clerical (substitute)	09/08/2020
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**Promotional**

Garcia Rodriguez, Jannie	Paraeducator II, Position #2225 Special Ed. 5.75 hrs./183 days Campus Assistant, Position #3075 Soria 5.0 hrs./180 days	09/20/2020
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**Transfer**

Serrato Cortes, Elva	Outreach Specialist, Position #2709 Lopez 8.0 hrs./180 days Outreach Specialist, Position #2200 Kamala 8.0 hrs./180 days	09/14/2020
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**Administrative Transfer**

Barajas, Roberto C	Lead Custodian, Position #952 Lemonwood 8.0 hrs./246 days Lead Custodian, Position #1872 Lopez 8.0 hrs./246 days	09/21/2020
Gil, John J	Lead Custodian, Position #1872 Lopez 8.0 hrs./246 days Lead Custodian, Position #952 Lemonwood 8.0 hrs./246 days	09/21/2020

**Increase in Hours**

Alcala, Hugo R	Outreach Specialist, Position #2161 Harrington 8.0 hrs./180 days Outreach Specialist, Position #2161 Harrington 6.0 hrs./180 days	09/14/2020
Magana, Maria C	Outreach Specialist, Position #2670 Soria 8.0 hrs./180 days Outreach Specialist, Position #2670 Soria 7.0 hrs./180 days	09/14/2020



Medina, Ana L	Outreach Specialist, Position #1070 Ramona 8.0 hrs./180 days Outreach Specialist, Position #1070 Ramona 6.0 hrs./180 days	09/14/2020
Moreno, Reyna	Outreach Specialist, Position #2566 Marina West 8.0 hrs./180 days Outreach Specialist, Position #2566 Marina West 6.0 hrs./180 days	09/14/2020
Perez Gutierrez, Maritza	Outreach Specialist, Position #2688 Marshall 8.0 hrs./180 days Outreach Specialist, Position #2688 Marshall 6.0 hrs./180 days	09/14/2020
Robles, Lisette	Outreach Specialist, Position #2191 Sierra Linda 8.0 hrs./180 days Outreach Specialist, Position #2191 Sierra Linda 6.0 hrs./180 days	09/14/2020
Rodriguez, Petula S	Outreach Specialist, Position #6077 McKinna 8.0 hrs./180 days Outreach Specialist, Position #6077 McKinna 6.0 hrs./180 days	09/14/2020
Rodriguez, Raquel	Outreach Specialist, Position #2614 Rose Ave. 8.0 hrs./180 days Outreach Specialist, Position #2614 Rose Ave. 6.0 hrs./180 days	09/14/2020
Serrano, Gabriela M	Outreach Specialist, Position #2563 Lemonwood 8.0 hrs./180 days Outreach Specialist, Position #2563 Lemonwood 6.0 hrs./180 days	09/14/2020
Vazquez, Teresa G	Outreach Specialist, Position #2686 Ritchen 8.0 hrs./180 days Outreach Specialist, Position #2686 Ritchen 6.0 hrs./180 days	09/14/2020
Vivanco, Regina R	Outreach Specialist, Position #2687 McAuliffe 8.0 hrs./180 days Outreach Specialist, Position #2687 McAuliffe 6.0 hrs./180 days	09/14/2020

**Reemployment**

Cruz Jr., Martin	Paraeducator III, Position #9275 Special Education 5.75 hrs./183 days	09/16/2020
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**Leave of Absence**

Castaneda, Crystal M	Paraeducator III, Position #1913	10/11/2020-2/20/2021
Gomez, Yasmin	Paraeducator III, Position #2903	08/26/2020-12/16/2020
Morales, Andrea	Paraeducator I, Position #7167	08/19/2020-12/17/2020
Tougas, Laura A	Paraeducator III, Position #7902	09/14/202-05/20/2021

**Release During Probation**

10900	Special Education Data Technician, Position #9283	09/18/2020
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**Resignation**

Barron, Teresa A	Accountant/Internal Auditor, Position #1419	10/01/2020
Rivera Garcia, Maria	Paraeducator I, Position #9155	09/18/2020
Robles, Josephine	Preschool Assistant, Position #443	08/16/2020

**Retirement**

Lopez, Irma	Paraeducator II, Position #2143	02/22/1993-09/11/2020
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CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Magdaleno, Berta C	Health Care Technician, Position #9032 Pupil Services 7.0 hrs./183 days	10/07/2020
Thomas, Clyde	Director, Classified Human Resources, Position #121 Classified Human Resources 8.0 hrs./246 days	09/24/2020

**Limited Term**

Godinez, Cristal	Clerical (substitute)	09/25/2020
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**In Lieu of Layoff**

Almanza, Agustin	Paraeducator I, Position #7175 Harrington 3.167 hrs./183 days Paraeducator I, Position #7175 Harrington 5.167 hrs./183 days	10/07/2020
Blake, Karen R	Paraeducator I, Position #7190 Ritchen 3.167 hrs./183 days Paraeducator I, Position #7190 Ritchen 4.167 hrs./183 days	10/07/2020
Campos, Rosa	Paraeducator I, Position #7174 Harrington 3.167 hrs./183 days Paraeducator I, Position #7174 Harrington 5.167 hrs./183 days	10/07/2020
Cervantes Godinez, Maria	Paraeducator I, Position #7275 Elm 3.167 hrs./183 days Paraeducator I, Position #7275 Elm 4.167 hrs./183 days	10/07/2020
Escalante, Angela	Paraeducator I, Position #9158 Chavez 3.167 hrs./183 days Paraeducator I, Position #9158 Chavez 4.167 hrs./183 days	10/07/2020
Herrera, Jesus	Paraeducator I, Position #7169 Chavez 3.167 hrs./183 days Paraeducator I, Position #7169 Chavez 4.167 hrs./183 days	10/07/2020
Medina, Iliana	Paraeducator I, Position #7810 Chavez 3.167 hrs./183 days Paraeducator I, Position #7810 Chavez 4.167 hrs./183 days	10/07/2020

CLASSIFIED PERSONNEL ACTIONS

**In Lieu of Layoff continued**

Melendez, Michelle	Paraeducator I, Position #7173 Elm 3.167 hrs./183 days Paraeducator I, Position #7173 Elm 4.167 hrs./183 days	10/07/2020
Najera, Sandra	Paraeducator I, Position #7189 Ritchen 3.167 hrs./183 days Paraeducator I, Position #7189 Ritchen 4.167 hrs./183 days	10/07/2020
Rivera, Georgina	Paraeducator I, Position #9159 Lemonwood 3.167 hrs./183 days Paraeducator I, Position #9159 Lemonwood 5.167 hrs./183 days	10/07/2020
Vega, Elizabeth	Paraeducator I, Position #9808 Curren 4.167 hrs./183 days Paraeducator I, Position #7187 Ramona 3.167 hrs./183 days	10/07/2020

**Leave of Absence**

Delgado, Gabriela	Instructional Assistant Severely Handicap, Position #1942	10/01/2020-05/18/2021
Munoz, Ivana M	Paraeducator III, Position #5608	09/03/2020-12/17/2020
Serrato, Bertina Y	Paraeducator III, Position #2906	09/02/2020-11/30/2020
Vasquez, Sylvia	Transportation Scheduler Router, Position #1446	09/21/2020-12/31/2020

**Retirement**

Pierce, Steven D	Painter, Position #8	11/13/1989-12/30/2020
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CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Jordan, Sarah	Paraeducator Hearing Impaired, Position #9499 Special Education 5.75 hrs./183 days	10/26/2020
Salazar Pazmino, Bryan	Paraeducator Hearing Impaired, Position #2955 Special Education 5.75 hrs./183 days	10/27/2020

**Limited Term**

Aranzazu, Rachelle	Paraeducator (substitute)	10/07/2020
De Santiago, Andrew	Custodian (substitute)	09/15/2020
Villasenor, Veronica P	Custodian (substitute)	09/15/2020

**Increase in Hours**

Cervantes, Maria Elena	Campus Assistant, Position #3020 Marshall 5.0 hrs./180 days Campus Assistant, Position #3020 Marshall 4.0 hrs./180 days	10/26/2020
Pena Lopez, Sylvia C	Campus Assistant, Position #3017 Marshall 4.50 hrs./180 days Campus Assistant, Position #3017 Marshall 4.0 hrs./180 days	10/26/2020
Perez, Maria	Campus Assistant, Position #3047 Lemonwood 5.25 hrs./180 days Campus Assistant, Position #3047 Lemonwood 5.0 hrs./180 days	10/26/2020

**In Lieu of Layoff**

Aguilar, Tara L	Campus Assistant, Position #3001 Kamala 4.0 hrs./180 days Campus Assistant, Position #3001 Kamala 5.75 hrs./180 days	11/05/2020
Alcala, Martha	Campus Assistant, Position #3033 Ritchen 4.167 hrs./180 days Campus Assistant, Position #3033 Ritchen 4.25 hrs./180 days	11/05/2020
Alejandre, Rosaicela	Campus Assistant, Position #3040 Rose Ave. 4.0 hrs./180 days Campus Assistant, Position #3040 Ritchen 4.167 hrs./180 days	11/05/2020
Ayala, Anabel G	Campus Assistant, Position #6548 Ramona 5.0 hrs./180 days Campus Assistant, Position #6548 Ramona 5.75 hrs./180 days	11/05/2020

CLASSIFIED PERSONNEL ACTIONS

**In Lieu of Layoff continued**

Banuelos, Jose	Campus Assistant, Position #3030 Ramona 4.50 hrs./180 days Campus Assistant, Position #3030 Ramona 5.0 hrs./180 days	11/05/2020
Bedolla, Ana	Campus Assistant, Position #3038 Rose Ave. 4.50 hrs./180 days Campus Assistant, Position #3038 Rose Ave. 5.0 hrs./180 days	11/05/2020
Benesh, Nia E	Campus Assistant, Position #3061 Kamala 4.0 hrs./180 days Campus Assistant, Position #3061 Kamala 5.0 hrs./180 days	11/05/2020
Camarillo, Blanca M	Campus Assistant, Position #2958 Brekke 5.25 hrs./180 days Campus Assistant, Position #2958 Brekke 5.5 hrs./180 days	11/05/2020
Cano Moya, Maribel G	Campus Assistant, Position #2986 Frank 5.25 hrs./180 days Campus Assistant, Position #2986 Frank 5.50 hrs./180 days	11/05/2020
Cardona, Alexander C	Campus Assistant, Position #3063 Fremont 5.25 hrs./180 days Campus Assistant, Position #3063 Fremont 5.75 hrs./180 days	11/05/2020
Campbell, Rita	Campus Assistant, Position #3023 McAuliffe 4.0 hrs./180 days Campus Assistant, Position #3023 McAuliffe 4.75 hrs./180 days	11/05/2020
Castro, Teresa T	Campus Assistant, Position #3120 Frank 5.25 hrs./180 days Campus Assistant, Position #3120 Frank 5.50 hrs./180 days	11/05/2020
Cazarez, Maribel E	Campus Assistant, Position #3045 Soria 4.25 hrs./180 days Campus Assistant, Position #3045 Soria 5.0 hrs./180 days	11/05/2020
Chavez, Hector D	Campus Assistant, Position #7827 Frank 5.25 hrs./180 days Campus Assistant, Position #7827 Frank 5.50 hrs./180 days	11/05/2020

CLASSIFIED PERSONNEL ACTIONS

**In Lieu of Layoff continued**

Chavez Mendoza, Maria T	Campus Assistant, Position #2996 Lopez 5.50 hrs./180 days Campus Assistant, Position #2996 Lopez 5.75 hrs./180 days	11/05/2020
Cortez, Angela G	Campus Assistant, Position #9145 Rose Ave. 4.50 hrs./180 days Campus Assistant, Position #9145 Rose Ave. 5.0 hrs./180 days	11/05/2020
De Santiago, Gloria	Campus Assistant, Position #3039 Rose Ave. 4.50 hrs./180 days Campus Assistant, Position #3039 Rose Ave. 5.50 hrs./180 days	11/05/2020
Duran, Jose G	Campus Assistant, Position #3032 Ramona 4.50 hrs./180 days Campus Assistant, Position #3032 Ramona 5.0 hrs./180 days	11/05/2020
Epps, Michelle L	Campus Assistant, Position #3055 Soria 4.50 hrs./180 days Campus Assistant, Position #3055 Soria 5.75 hrs./180 days	11/05/2020
Esparza, Lydia A	Campus Assistant, Position #3066 Ritchen 4.167 hrs./180 days Campus Assistant, Position #3066 Ritchen 4.75 hrs./180 days	11/05/2020
Estrada, Maria	Campus Assistant, Position #6514 Rose Ave. 4.50 hrs./180 days Campus Assistant, Position #6514 Rose Ave. 5.0 hrs./180 days	11/05/2020
Faulk, Jessica	Campus Assistant, Position #2966 Chavez 5.0 hrs./180 days Campus Assistant, Position #2966 Chavez 5.25 hrs./180 days	11/05/2020
Flores, Elizabeth	Campus Assistant, Position #3006 Kamala 5.50 hrs./180 days Campus Assistant, Position #3006 Kamala 5.75 hrs./180 days	11/05/2020
Flores, Javier S	Campus Assistant, Position #3059 Lopez 5.50 hrs./180 days Campus Assistant, Position #3059 Lopez 5.75 hrs./180 days	11/05/2020

CLASSIFIED PERSONNEL ACTIONS

**In Lieu of Layoff continued**

Gabino, Robert	Campus Assistant, Position #6724 Soria 4.25 hrs./180 days Campus Assistant, Position #6724 Soria 5.0 hrs./180 days	11/05/2020
Gabino, Sabrina M	Campus Assistant, Position #3044 Soria 4.25 hrs./180 days Campus Assistant, Position #3044 Soria 5.0 hrs./180 days	11/05/2020
Guerrero, Monique D	Campus Assistant, Position #6505 McAuliffe 4.0 hrs./180 days Campus Assistant, Position #6505 McAuliffe 4.50 hrs./180 days	11/05/2020
Guillen, Maria A	Campus Assistant, Position #2965 Chavez 5.25 hrs./180 days Campus Assistant, Position #2965 Chavez 5.50 hrs./180 days	11/05/2020
Guzman, Esmeralda	Campus Assistant, Position #2977 Driffill 5.25 hrs./180 days Campus Assistant, Position #2977 Driffill 5.75 hrs./180 days	11/05/2020
Herrera, Maria	Campus Assistant, Position #7397 Chavez 5.50 hrs./180 days Campus Assistant, Position #7397 Chavez 5.75 hrs./180 days	11/05/2020
Leal, Carolyn	Campus Assistant, Position #2989 Fremont 4.0 hrs./180 days Campus Assistant, Position #2989 Fremont 5.0 hrs./180 days	11/05/2020
Lopez, Micaela	Campus Assistant, Position #3067 Frank 5.25 hrs./180 days Campus Assistant, Position #3067 Frank 5.50 hrs./180 days	11/05/2020
Lopez, Rosalinda	Campus Assistant, Position #3025 McAuliffe 4.0 hrs./180 days Campus Assistant, Position #3025 McAuliffe 4.50 hrs./180 days	11/05/2020
Maciel, Mary Lou	Campus Assistant, Position #3031 Ramona 4.50 hrs./180 days Campus Assistant, Position #3031 Ramona 4.75 hrs./180 days	11/05/2020



CLASSIFIED PERSONNEL ACTIONS

**In Lieu of Layoff continued**

Madrid, Desiree M	Campus Assistant, Position #3065 Ramona 4.75 hrs./180 days Campus Assistant, Position #3065 Ramona 5.75 hrs./180 days	11/05/2020
Madrigal, Alejandra	Campus Assistant, Position #2978 Elm 2.25 hrs./180 days Campus Assistant, Position #2978 Elm 2.75 hrs./180 days	11/05/2020
Martinez, Elena	Campus Assistant, Position #3080 Soria 4.25 hrs./180 days Campus Assistant, Position #3080 Soria 5.0 hrs./180 days	11/05/2020
Mendoza, Shada	Campus Assistant, Position #3048 Sierra Linda 4.0 hrs./180 days Campus Assistant, Position #3048 Sierra Linda 4.50 hrs./180 days	11/05/2020
Morales, Vanessa R	Campus Assistant, Position #7191 Rose Ave. 3.167 hrs./180 days Campus Assistant, Position #7191 Rose Ave. 4.167 hrs./180 days	11/05/2020
Orozco, Dalila	Campus Assistant, Position #2998 Lopez 5.50 hrs./180 days Campus Assistant, Position #2998 Lopez 5.75 hrs./180 days	11/05/2020
Ortiz, Jennifer R	Campus Assistant, Position #3043 Sierra Linda 4.0 hrs./180 days Campus Assistant, Position #3043 Sierra Linda 4.50 hrs./180 days	11/05/2020
Pena, Elaine R	Campus Assistant, Position #7150 Fremont 5.25 hrs./180 days Campus Assistant, Position #7150 Fremont 5.75 hrs./180 days	11/05/2020
Pleitez Cruz, Jonathan M	Campus Assistant, Position #7826 Frank 5.25 hrs./180 days Campus Assistant, Position #7826 Frank 5.50 hrs./180 days	11/05/2020
Prado, Rosa Maria	Campus Assistant, Position #3034 Ritchen 4.167 hrs./180 days Campus Assistant, Position #3034 Ritchen 4.50 hrs./180 days	11/05/2020

CLASSIFIED PERSONNEL ACTIONS

Quiroz, Maria	Campus Assistant, Position #6544 Driffill 5.25 hrs./180 days Campus Assistant, Position #6544 Driffill 5.75 hrs./180 days	11/05/2020
Renteria, Gricet	Campus Assistant, Position #2988 Fremont 5.25 hrs./180 days Campus Assistant, Position #2988 Fremont 5.75 hrs./180 days	11/05/2020
Rodrigues, Edmidia	Campus Assistant, Position #7129 Rose Ave. 3.167 hrs./180 days Campus Assistant, Position #7129 Rose Ave. 4.167 hrs./180 days	11/05/2020
Rodriguez, Julien J	Campus Assistant, Position #2985 Frank 5.25 hrs./180 days Campus Assistant, Position #2985 Frank 5.50 hrs./180 days	11/05/2020
Sablan, Juan L	Campus Assistant, Position #7151 Fremont 4.25 hrs./180 days Campus Assistant, Position #7151 Fremont 5.0 hrs./180 days	11/05/2020
Serratos, Maria M	Campus Assistant, Position #2987 Frank 5.25 hrs./180 days Campus Assistant, Position #2987 Frank 5.50 hrs./180 days	11/05/2020
Shell, Eva M	Campus Assistant, Position #3053 Sierra Linda 4.0 hrs./180 days Campus Assistant, Position #3053 Sierra Linda 4.50 hrs./180 days	11/05/2020
Sherman, Rosalinda	Campus Assistant, Position #3046 Fremont 5.25 hrs./180 days Campus Assistant, Position #3046 Fremont 5.75 hrs./180 days	11/05/2020
Zarate Lopez, Luz M	Campus Assistant, Position #6545 Driffill 5.50 hrs./180 days Campus Assistant, Position #6545 Driffill 5.75 hrs./180 days	11/05/2020

**Released during Probation**

10967	Director, Classified Human Resources	10/13/2020
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**Retirement**

Rivera, Maria A	Instructional Assistant SH, Position #2401	02/02/1987-11/30/2020
Ruiz, Mario	Carpenter, Position #912	09/23/1981-10/30/2020