



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING  
AGENDA

Thursday, December 10, 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 November 12, 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. Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4  
Irma J. Lopez will assume the role as chair and Edward M. Castillo will serve the role as vice-chair.
2. Child Nutrition Services Operation Specialist *(page 5)*  
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
3. Eligibility Lists *(page 9)*  
The Personnel Commission will review certification of eligibility lists.
4. Meeting Calendar for 2021 *(page 11)*  
The Personnel Commission will consider a proposed calendar for meetings to be convened in 2021.

**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. Director's Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
2. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
3. Report by Assistant Superintendent, Human Resources  
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
4. 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.

**Special Meeting**  
**Thursday, December 10, 2020**  
**4:30 p.m.**  
**Board Room of the ESC**  
**1051 South A Street**  
**Oxnard, CA 93030**

#### **F. DISCUSSION ITEMS**

1. Consultant's Contract  
The Personnel Commission will review the consultant contract for consideration by the Board of Trustees for the meeting on December 16, 2020.

#### **G. ACTION ITEM**

1. Legal Counsel  
The Personnel Commission will consider to hire legal counsel for representation of the Personnel Commission, Oxnard School District.

#### **H. ADJOURNMENT**

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# OXNARD SCHOOL DISTRICT REGULAR MEETING MINUTES

Thursday, November 12, 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 regular meeting on Thursday, November 12, 2020, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:05 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</p> <p>Dr. TR Lin, Interim Director          Tanya Ventura, Staff member</p> <p>Guests: Dave Hornback, Warehouse Manager and Dr. Victor Torres, Assistant Superintendent of Human Resources.</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo moved to approve the agenda of Thursday, November 12, 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>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Robinson moved to approve the minutes of September 15, 2020; October 13, 2020; October 19, 2020; and October 29, 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>APPROVAL OF MINUTES</p>
	<p>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>Mr. Hornback gave background information regarding the job duties of the position. Commissioner Castillo moved to approve revisions as presented to the job description of Shipping/Receiving Clerk/Delivery Driver. 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>Shipping/Receiving Clerk/Delivery Driver</p>
<p>Commissioner Castillo moved to approve revisions as presented to the job description of Network Systems Analyst. 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>Network Systems Analyst</p>
<p>Commissioner Lopez moved to approve the eligibility lists of Accounting Manager/Internal Auditor, Campus Assistant, 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 List</p>
<p>Dr. Lin gave an update regarding the classification of Human Resources Analyst and the definition of confidential was also discussed.</p>	<p>Human Resources Analyst</p>

	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
The Personnel Commission reviewed the Personnel Actions of October 7, 2020; October 21, 2020; and November 4, 2020.	Personnel Actions
Dr. Lin. summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Dr. Torres reported that he has toured the OSD school sites and meet with the Principals. He also shared that he will create a survey for stakeholders to gather some feedback in order to assist with identifying the areas the Human Resources department needs to approve on.	Report by Assistant Superintendent of Human Resources
Commissioner Castillo reported that he attended a retirement barbeque for Mario Ruiz. He shared that Mr. Ruiz has over 30 years of service. Commissioner Robinson thanked Dr. Lin for his work with Oxnard School District. Commissioner Lopez reported that she met with the Superintendent and it was discussed that regular meetings should be held in order to have better communication.	Report by Commissioners
The Commission convened into closed session at 5:20 p.m. They reconvened into open session at 5:58 p.m. and reported that no action was taken.	CLOSED SESSION
There being no further business, the Commission adjourned at 5:59 p.m. The next regular meeting is scheduled for November 12, 2020.	ADJOURNMENT

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*Dr. TR Lin, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, November 12, 2020 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

TR Lin  
Interim Director, Classified Human Resources

**Date of Meeting:**

December 10, 2020

**TITLE: NEW CLASSIFICATION – Child Nutrition Services Operation Specialist**

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**DESCRIPTION OF AGENDA ITEM:**

District administration requested that the Personnel Commission create a new classification for a Child Nutrition Services Operation Specialist for the Child Nutrition Services department. Commission staff worked with Child Nutrition Services to develop the new classification presented in this item.

The intent of the new classification is to have a designated person in the central office in order to coordinate and assist the day-to-day needs of school sites in the preparation, cooking, and serving of meal programs to meet student needs; monitor and procure materials, food, equipment and supplies, and school site meal; review inventory; organize nutrition services staff training events; and develop marketing strategies. Currently, Child Nutrition Services Coordinator performs some of these functions for the designated school without a central coordination. It is the intent for this newly created position to enhance the efficiency of Child Nutrition operation.

Incumbent in the new classification Child Nutrition Services Operation Specialist will be housed in the administrative office, and be traveling to school sites to assist Child Nutrition Services Coordinators as needed.

It is recommended that this single position classification be part of the CSEA bargaining unit.

**FISCAL IMPACT:**

A survey was conducted on all the school districts in Ventura County, only Ventura Unified School District has a similar classification Food and Nutrition Service Operations Specialist (\$21.14 to \$26.52). In order to be competitive in the marketplace and maintain correct internal alignment, salary placement is being recommended at range 21.5 (equal to that of Purchasing Specialist, \$22.33 to \$27.16, based on a full-time employee) on the OSD/CSEA salary schedule.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the new classification and class description for Nutrition Services Operation Specialist and allocate the class to range 21.5 on the OSD/CSEA Salary Schedule.

## CHILD NUTRITION SERVICES OPERATION SPECIALIST

*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 Director or Assistant Director of Child Nutrition Services, assists in coordinating the preparation, cooking, and serving of meal programs to meet student needs; monitors and procures materials, food, equipment and supplies, and school site meal; completes inventory reviews; organizes staff training events; coordinates communications; standardizes and develops department marketing; fills in as Child Nutrition Cafeteria Coordinator as needed; trains and provides work direction and guidance to staff; and acts as a resource to on-site child nutrition service personnel.

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

The Assistant Director of Child Nutrition Services classification assists the Director in planning, coordinating, and directing the District-wide child nutrition services operation in compliance with local, State, and Federal regulations and serves as a field supervisor.

The Child Nutrition Cafeteria Coordinator classification coordinates a self-contained child nutrition operation at an assigned school site, oversees and participates in the preparation and serving of all meals, trains and directs the performance of assigned staff, ensures proper food safety and sanitation, and maintains responsibility for the day to day operations of the kitchen and cafeteria.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director and Assistant Director of Child Nutrition Services.
- Provides work direction to child nutrition staff.

### **ESSENTIAL DUTIES**

- Assists in coordinating and overseeing food service operations and activities at sites including the preparation, cooking and serving food items; assists in recipe development, utilizing standard metric recipes, testing products and conducting tasting panels; assures related activities comply with established policies and procedures.
- Visits school sites to coordinate food service activities, observe operations; oversees and confers with staff; monitors and inspects food service activities to assure food quality, quantity and sanitation and safety practices meeting established standards, requirement and regulations.
- Monitors warehouse inventory and stock levels; determines appropriate quantity of food and supply items for preparation; coordinates site food and supply orders; reviews inventory and site food orders for accuracy; coordinates food preparation and service functions to assure smooth and efficient activities and compliance with food quality, freshness, appearance and portion control standards.
- Participates in the preparation and maintenance of various records and reports related to menu production, inventory, USDA commodity food orders and usage; reviews records and reports for accuracy and completeness.
- Assures adequate food supplies to meet student nutrition needs for all Child Nutrition Services meal programs; participates in the ordering, receipt, storage and rotation of food items and supplies; conducts inventories, estimate and order appropriate amounts of food items and supplies.
- Monitors activities and personnel to assure food service needs are met and related facilities, equipment and utensils are maintained in a clean and sanitary condition; inspects and reviews food preparation and serving areas to assure appropriate health and safety standards are maintained.
- Participates in development and implementation of training activities for Child Nutrition Services staff regarding customer service, nutrition education, proper practices, techniques and procedures for meal counts, menu production, food preparation, food handling, food service and storage in accordance with established standards.

Oxnard School District

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- Trains staff on preparation, serving and storage of food in according to established guidelines; guides kitchen staff on ordering, receiving and storage of food, supplies, and equipment; monitors and teaches staff to control and manage labor costs.
- Provides work direction and guidance; coordinates employee work assignments and reviews work to assure accuracy, completeness and compliance with established standards, requirements and procedures; provides input concerning staff evaluations as requested.
- Participates in department marketing plan; oversees department social media marketing strategy; manages advertising plans, coordinate special events and menu/product promotions.
- Serves as a liaison and coordinates food service communications and information between the Child Nutrition Services office, schools, administrators, staff and the public; resolves school site issues and conflicts related to food services in a proper and timely manner.
- Communicates with students, staff, administrators and various outside agencies to exchange information, coordinate activities.

**Other Related Duties**

- May fills in for the Child Nutrition Services Coordinator as needed.
- May represent the Child Nutrition Services Department at meetings with various groups to discuss methods to improve services on marketing, inventory control, and staff training.
- Performs related duties and responsibilities as assigned.

**KNOWLEDGE, ABILITIES, AND TRAITS**

**Knowledge of:**

- Food service organization, operations and activities including the preparation, cooking, serving and selling of food items.
- Operational characteristics, services, and activities of a school district child nutrition program.
- Requirements of the National School Breakfast/Lunch Program.
- Federal and state regulations and standards related to food service preparation and operations within a large public school organization.
- Procedures and equipment used in the storage, preparation, and serving of food in large quantities.
- Menu preparation, food values, proper food combinations and economical substitutions in accordance with nutritional requirements and governmental standards.
- Sanitation and safety practices related to preparing, handling and serving food.
- Purchasing policies related to the USDA Community Food Program.
- Sources of supply, marketing practices and pricing methods.
- Cooking measurements and terminology.
- General principles, theories and practices of child nutrition, food values, purchasing practices, economical substitution and menu planning.
- Principles of training and providing work direction.
- Health and safety procedures and practices including OSHA and CAL/OSHA regulations.
- Inventory, record keeping and report preparation techniques.

**Ability to:**

- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationship with others.
- Provide instructions individually or to a small group.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Compile information, prepare, and maintain a variety of records, reports and files.
- Performs statistical data analysis related to procurement and costs.



- Mathematic calculations and cashiering skills.
- Interpersonal skills using tact, patience and courtesy.
- Follow good health and safety principles and practices.
- Estimate food quantities and requisition proper amounts for economical food service;
- Perform basic food preparation activities such as chopping, dicing, slicing, etc.
- Read recipes and measure food items accurately.
- Follow sanitary and food safety standards required in food handling.
- Operate a variety of kitchen appliances, equipment and machinery in a safe and sanitary manner.

**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.

**EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or equivalent. Course work or training in culinary arts desirable.

**Experience:** Three years of experience in quantity food preparation, distribution, service, inventory control and/or processing supply and equipment, preferably in a food service environment. Culinary experience and skills desired.

**Special:** A valid and current Food Safety Certificate approved by the State of California is required and must be obtained within the probationary period. 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 50 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work in both office and kitchen/cafeteria environments, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat and cold, with exposure to heavy machinery and sharp objects, with exposure to cleaning agents, and 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: 21

Established: 12/10/2020



**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 20-21:38  
Established: 12/01/2020

**Paraeducator I**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Juarez, Merari	12/1/2020
2	Navarro, Cecilia	12/1/2020
3	Rodriguez, Laura	12/1/2020
4	Jacob, Shyla	12/1/2020
5	Merancio, Gina	12/1/2020
6	Mena, Ana	12/1/2020
7	Menchaca, Anthony	12/1/2020

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.

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No.  
20-21:13,20-21:10,19-20:60,  
19-20:43  
Established: 11/16/2020  
Merged: 20-21:13

**Paraeducator II**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Senesac, Levina	10/2/2021
2	Straus, Michael	8/11/2021
3	Landeros, Karina	11/2/2021
3	Leos, Karla	11/2/2021
4	Jordan, Sarah H	10/2/2021
4	Navarro, Cecilia (B)	11/2/2021
4	Villafana, Carina	11/2/2021
5	Jacob, Shyla	11/2/2021
5	Juarez, Ileana (B)	11/2/2021
6	Lopez, Cristal (B)	11/2/2021
6	Ruiz, Melissa	11/2/2021
7	Kelley, Jennifer	3/12/2021
7	Rodriguez, Jessica	11/2/2021
8	Zavala, Laura	11/2/2021
9	Lara, Adriana	11/2/2021
10	Le, Katherine	1/15/2021
10	Rosales, Teresa	3/13/2021
10	Sanders, Darla	11/2/2021

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## OXNARD SCHOOL DISTRICT

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

To: Interested Persons

From: Classified Human Resources

Date: December 10, 2020

Re: Personnel Commission Meeting Agenda Schedule – January 2021 through December 2021

Below are the Commission meeting dates for 2021. The Commission meetings will convene at **4:00 p.m.** The meeting dates and times are subject to change.

<b>Commission Meeting Date</b>	<b>Available on Website *</b>
Thursday, January 14, 2021	Monday, January 11, 2021
Thursday, February 11, 2021	Monday, February 8, 2021
Thursday, March 11, 2021	Monday, March 8, 2021
Thursday, April 8, 2021	Monday, April 5, 2021
Thursday, May 13, 2021	Monday, May 10, 2021
To Be Determined 5:00 p.m.	Board/Commission Celebration Classified Employees of the Year
Thursday, June 10, 2021	Monday, June 7, 2021
Thursday, July 8, 2021	Monday, July 5, 2021
Thursday, August 12, 2021	Monday, August 9, 2021
Thursday, September 9, 2021	Monday, September 6, 2021
Thursday, October 14, 2021	Monday, October 11, 2021
To Be Determined	Board/Commission Celebration for Retiree Recognition
Thursday, November 11, 2021	Monday, November 8, 2021
Thursday, December 9, 2021	Monday, December 6, 2021

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