



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING  
AGENDA

Thursday, April 11, 2019  
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 January 10, 2019 and February 14, 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. Eligibility Lists *(page 7)*  
The Personnel Commission will review certification of eligibility lists.

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

## **D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

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

1. Budget – First Reading (*page 13*)  
The Personnel Commission will review the proposed budget for Fiscal Year 2019-2020
2. Personnel Actions (*page 21*)  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
3. Director’s Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
4. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
5. 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.
6. Report by Commissioners  
The Commissioners will report on issues concerning Commission administration.

## **E. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

The Personnel Commission will convene to closed session for the following items:

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission.

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, January 10, 2019  
4:00 p.m. Regular Meeting

**Fillmore Room of the Oxnard Performing Arts Center  
800 Hobson Way, Oxnard, CA 93030**

The Personnel Commission of the Oxnard School District met on Thursday, January 10, 2019, in the Fillmore Room of the Oxnard Performing Arts Center, 800 Hobson Way, Oxnard, CA, 93030. The meeting was called to order by Commissioner Castillo at 4:02 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  
Paul Robinson, Member of the Personnel Commission

Shristie Nair-Villano, Director, Classified Human Resources  
Oralia Leyva, Senior Human Resources Analyst  
Tanya Ventura, Administrative Assistant

Guests: Pamela Ibarra, CSEA Representative; Ilene Poland, CSEA President Representative; Dr. Jesus Vaca, Assistant Superintendent of Human Resources and Support Services; Efrain Cazares, CSEA Vice President Representative; Dr. Edd Bond, Director, Certificated Human Resources.

Commissioner Robinson moved to approve the agenda of Thursday, January 10, 2019 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y ; Robinson Y

ADOPTION OF THE  
AGENDA

Commissioner Robinson moved to approve the minutes of December 13, 2018 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y ; Robinson Y

APPROVAL OF  
MINUTES

ACTION ITEMS

Commissioner Robinson moved to approve the eligibility list for Outreach Specialist. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y ; Robinson Y

Eligibility Lists

|   |  |
|---|--|
| The Personnel Commission reviewed the Personnel Actions of December 12, 2018.   | REPORTS/OTHER INFORMATION/<br>DISCUSSION ITEMS<br>Personnel Actions      |
| Mrs. Nair-Villano gave an update on the current recruitments for Buyer, Child Nutrition Worker, Electrician, Health Assistant, Human Resources Assistant, Language Assessment Technician (Spanish Bilingual), Library Media Technician, Paraeducator I, Paraeducator II, Paraeducator III, Payroll Technician, Preschool Assistant, Preschool Teacher, Risk Management Specialist, Senior Payroll Technician, Office Assistant II, and Registered Behavior Intervention Technician. She summarized the Commission's staff activities as of the last Commission meeting. | Director's Report  |
| Ms. Poland reported on upcoming negotiation dates with the District. She also reported on the first executive board meeting for CSEA and assignment of roles within their chapter.  | Report by CSEA   |
| Dr. Vaca reported on the informational session with Campus Assistants going into transition due to AB2160. He thanked all who attended the session and hopes to continue further collaboration with the union on this transition.   | Report by Assistant Superintendent, Human Resources and Support Services |
| Commissioner Robinson congratulated Commissioner Lopez on her reappointment onto the Commission Board. He also thanked staff for their hard work and wished everyone a great year. Commissioner Castillo reported on his attendance at the Merit Academy and thanked staff.   | Report by Commissioners  |
| Dr. Vaca commented on the due process followed in the personnel matter discussed and thanked the Commission for considering the matter.   | CLOSED SESSION/PUBLIC COMMENTS   |
| The Commission convened into closed session at 4:58 p.m. They reconvened into open session at 5:21 p.m. and reported on the action taken. Commissioner Robinson moved to accept the recommendation of the hearing officer to uphold the decision of the Oxnard School District Governing Board concerning the Public Employee Discipline/ Dismissal/ Release/ Reassignment. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Robinson <u>Y</u>   | CLOSED SESSION   |
| There being no further business, the Commission adjourned at 5:22 p.m.  | ADJOURNMENT  |

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*Shristie Nair-Villano, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, January 10, 2019 as approved by the Personnel Commission of the Oxnard School District.

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*Date* \_\_\_\_\_ *Chair, Personnel Commission* \_\_\_\_\_



# OXNARD SCHOOL DISTRICT MEETING MINUTES

Thursday, February 14, 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, February 14, 2019, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:10 p.m. CALL TO ORDER

A roll call of the Commission was conducted. In attendance were: ROLL CALL  
Irma J. Lopez, Member of the Personnel Commission  
Paul Robinson, Member of the Personnel Commission  
Shristie Nair-Villano, Director, Classified Human Resources

Guests: Ilene Poland, CSEA President; Roderick Warrick, CSEA Representative; Pamela Ibarra, CSEA Representative; Dr. Jesus Vaca, Assistant Superintendent, Human Resources and Support Services

Commissioner Lopez moved to approve the agenda of Thursday, February 14, 2019 as presented. Commissioner Robinson seconded and the motion carried. ADOPTION OF THE AGENDA  
The vote was as follows 2-0. Lopez Y Robinson Y

Commissioner Robinson moved to approve the minutes of January 10, 2019 as presented. Commissioner Lopez abstained and there was no vote. It was decided the minutes of January 10, 2019 will be brought forth at the next regular meeting. APPROVAL OF MINUTES

## ACTION ITEMS

Commissioner Lopez moved to approve the eligibility lists of Buyer, Child Nutrition Worker, District Translator, Language Assessment Technician, Library Media Technician, Paraeducator I, Payroll Technician, Payroll Technician (limited field), Senior Payroll Technician (limited field), and School Occupational Therapist. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez Y; Robinson Y Eligibility Lists

Commissioner Lopez moved to terminate the eligibility list for Risk Management Specialist as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez Y; Robinson Y Termination of Eligibility List

REPORTS/OTHER  
INFORMATION/  
DISCUSSION ITEMS  
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of January 16, 2019.

Mrs. Nair-Villano gave an update on the current recruitments for Substitute/Temporary Child Nutrition Worker, Substitute/Temporary Clerical, Paraeducator I, Paraeducator II/III, Substitute/Temporary Paraeducator II/III, Language Assessment Technician, Buyer, District Translator, Grounds Maintenance Worker I, Attendance Accounting Technician, Health Care Technician (LVN), Speech Language Pathology Assistant, School Occupational Therapist, Campus Assistant, AVID Tutor, Preschool Assistant, Preschool Teacher, Outreach Specialist, Family Liaison. She summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Ms. Poland reported on upcoming negotiations with the District and budget cuts being a high priority of discussion. She also reported that she attended a CSEA leadership training over the weekend. She concluded with informing the Commission regarding the CSPCA by-laws changes discussed at the conference in February 2019.

Report by CSEA

Dr. Vaca reported on the Districts budget status. He reported that the District needed to make a \$9 million cut and recommendations were being taken to the Board the following Wednesday.

Report by Assistant  
Superintendent, Human  
Resources and Support  
Services

Commissioner Lopez reported on some upcoming community activities; Michele Serros archive and exhibit at CSUCI and the Migrant Education Equity Conference.

Report by  
Commissioner

The Commission convened into closed session. They reconvened into open session at 5:54 p.m. and reported that no action was taken.

CLOSED SESSION

There being no further business, the Commission adjourned at 5:55 p.m.

ADJOURNMENT

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*Shristie Nair-Villano, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, February 14, 2019 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**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 18-19:35

Established: 2/14/19

**Electrician**

| <b>Rank</b> | <b>Name</b>        | <b>Expiration Date</b> |
|-------------|--------------------|------------------------|
| 1           | Lorenz, Eric       | 2/14/2020              |
| 2           | Van Someren, David | 2/14/2020              |
| 3           | Gurrola, Mishael   | 2/14/2020              |

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**



**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 17-18:04&05

Director's Certification:

Established: 02/21/2019

**PARAEDUCATOR II**

| <b>Rank</b> | <b>Name</b>         | <b>Expiration Date</b> |
|-------------|---------------------|------------------------|
| 1           | Cowell, Marianna    | 2/26/2019              |
| 1           | Cruz, Mariana       | 2/26/2019              |
| 1           | Hernandez, Steven   | 2/26/2019              |
| 1           | Limon Garcia, Betsy | 2/26/2019              |
| 1           | Maag, Kevin         | 3/14/2019              |
| 1           | Marques, Melissa    | 3/14/2019              |
| 1           | Mendez, Yessica     | 3/14/2019              |
| 1           | Smith, Sarah        | 2/21/2020              |
| 2           | Mendoza, Alejandro  | 2/21/2020              |
| 3           | Sanchez, Jamie      | 2/21/2020              |
| 4           | Cordova, Veronica   | 2/21/2020              |
| 4           | Martinez, Mayra     | 2/21/2020              |
| 5           | Lopez, Frank        | 11/5/2019              |
| 6           | Villafañã, Carina   | 2/21/2020              |
| 7           | ambriz, nidia       | 2/21/2020              |
| 7           | Gamino, Celeste     | 2/21/2020              |
| 7           | Lopez, Diana        | 2/21/2020              |



**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 17-18:04&05

Established: 02/21/2019

**PARAEDUCATOR II**

| <b>Rank</b> | <b>Name</b>         | <b>Expiration Date</b> |
|-------------|---------------------|------------------------|
| 8           | Rodriguez, Michelle | 2/21/2020              |
| 9           | Soria, Roxanne      | 11/5/2019              |
| 10          | Aguilera, Christian | 2/21/2020              |
| 11          | Lopez, Lisa         | 2/21/2020              |
| 12          | Corse, Alyssa       | 11/5/2019              |
| 13          | Alvarez, Victoria   | 11/5/2019              |

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**OXNARD SCHOOL DISTRICT**



**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 17-18:04&05

Director's Certification:

Established: 02/21/2019

**PARAEDUCATOR III**

| <b>Rank</b> | <b>Name</b>         | <b>Expiration Date</b> |
|-------------|---------------------|------------------------|
| 1           | Cowell, Marianna    | 2/26/2019              |
| 1           | Escobedo, Sonia     | 3/14/2019              |
| 1           | Magg, Kevin         | 3/14/2019              |
| 1           | Nuckolls, Betty     | 3/14/2019              |
| 1           | Smith, Sarah        | 2/21/2020              |
| 2           | Mendoza, Alejandro  | 2/21/2020              |
| 3           | Sanchez, Jamie      | 2/21/2020              |
| 4           | Cacho, Solanch      | 2/21/2020              |
| 5           | Lopez, Frank        | 11/5/2019              |
| 6           | Villafaña, Carina   | 2/21/2020              |
| 7           | MacDonald, Amanda M | 11/5/2019              |
| 8           | Lopez, Araceli (B)  | 11/5/2019              |
| 9           | Soria, Roxanne      | 11/5/2019              |
| 10          | Aguilera, Christian | 2/21/2020              |
| 11          | Gomez, Paula        | 2/21/2020              |
| 12          | Corse, Alyssa       | 11/5/2019              |
| 13          | Alvarez, Victoria   | 11/5/2019              |

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

**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 18-19:40

Established: 1/17/19

Merged with Eligibility List No. 10/26/2018

**RISK MANAGEMENT SPECIALIST**

| <b>Rank</b> | <b>Name</b>     | <b>Expiration Date</b> |
|-------------|-----------------|------------------------|
| 1           | Zavala, Cathy   | 1/17/2020              |
| 2           | Lemus, Veronica | 1/17/2020              |
| 3           | Han, Justine    | 1/17/2020              |
| 4           | Valencia, Susie | 1/17/2020              |

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



PERSONNEL COMMISSION

Recruitment Type: Promotional Certification

Eligibility List No. 18-19:45

Director's Certification:

Established: 2/14/19

## Senior Manager, Maintenance & Operations

| Rank | Name              | Expiration Date |
|------|-------------------|-----------------|
| 1    | Cooper, John      | 2/14/2020       |
| 2    | Lee, Robert       | 2/14/2020       |
| 3    | Hernandez, Miguel | 2/14/2020       |
| 4    | Veronica, Phillip | 2/14/2020       |

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.

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

**Date of Meeting:**

Shristie Nair-Villano  
Director, Classified Human Resources

April 11, 2019

**TITLE: First Reading – Personnel Commission Budget 2019/20**

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**DESCRIPTION OF AGENDA ITEM:**

Education Code Section 45253 provides that the Personnel Commission shall prepare an annual budget for its own office and hold a public hearing. The public hearing shall be held not later than May 30<sup>th</sup> of each year.

Attached is the proposed budget. A justification for all expenses in the budget has also been attached.

**RECOMMENDATION:**

**No official action is to be taken at this time. The Commission shall give direction on the formulation of a final budget draft which will be brought back for an open hearing and adoption at the regularly scheduled meeting in May.**

Personnel Commission Budget  
 2019-20 Planning Sheet

|             |  | 2017-2018<br>Budgeted<br>Amount | 2018-2019<br>Budgeted<br>Amount | 2018-2019<br>Actual<br>Expenditures | 2019-20<br>Proposed<br>Budget |   |
|-------------|--|---------------------------------|---------------------------------|-------------------------------------|-------------------------------|---|
| <b>2000</b> | <b>CLASSIFIED SALARIES*</b>  |                                 |                                 |                                     |                               |   |
| 2300        | Administrative Personnel   | \$215,995                       | \$215,995                       | \$145,033                           | \$208,000                     |   |
|             | Commission Members   | \$3,600                         | \$3,600                         | \$1,100                             | \$3,600                       |   |
| 2400        | Clerical & Other Office  | \$241,372                       | \$241,499                       | \$241,372                           | \$251,646                     |   |
| 2900        | Other  | \$0                             | \$0                             | \$0                                 | \$0                           |   |
|             | <i>Subtotal</i>  | <b>\$460,967</b>                | <b>\$461,094</b>                | <b>\$387,505</b>                    | <b>\$463,246</b>              | Salary cost increases<br>(step & column)              |
| <b>3000</b> | <b>EMPLOYEE BENEFITS*</b>  |                                 |                                 |                                     |                               |   |
| 3100        | STRS - Certificated Employees Retirement                               | \$0                             | 0                               | \$0                                 | 0                             |   |
| 3200        | PERS - Classified Employees Retirement                                 | \$72,146                        | \$82,806                        | \$70,410                            | \$95,892                      |   |
| 3300        | OASDI & Medicare   | \$32,558                        | \$34,998                        | \$28,235                            | \$28,721                      |   |
| 3400        | Health & Welfare Benefits  | \$110,866                       | \$110,866                       | \$73,100                            | \$69,420                      |   |
| 3500        | SUI  | \$213                           | \$229                           | \$200                               | \$232                         |   |
| 3600        | Worker's Compensation  | \$11,526                        | \$11,378                        | \$9,000                             | \$10,377                      |   |
|             | PERS Reduction ( <i>PERS Reduction is no longer valid in 2014/15</i> ) | \$0                             | \$0                             | \$0                                 | \$0                           |   |
| 3700        | Other Benefits   | \$0                             | \$0                             | \$0                                 | \$15,000                      |   |
|             | <i>Subtotal</i>  | <b>\$227,309</b>                | <b>\$240,277</b>                | <b>\$180,945</b>                    | <b>\$219,642</b>              | H&W benefit cost decrease<br>due to new staff opt-out |
| <b>4000</b> | <b>SUPPLIES</b>  |                                 |                                 |                                     |                               |   |
|             | Other Supplies   | \$2,000                         | \$2,000                         |                                     | \$2,000                       |   |
|             | Literature, Periodicals  | \$0                             | \$0                             | \$4,500                             | \$0                           |   |
| 4300        | Office Supplies  | \$4,000                         | \$4,000                         |                                     | \$4,000                       |   |
|             | Examinations Purchase  | \$0                             | \$0                             | \$0                                 | \$0                           |   |
|             | Printing & Forms (5725-Publications)                                   | \$3,600                         | \$3,600                         | \$400                               | \$3,600                       |   |
|             | Other  | \$0                             | \$0                             | \$0                                 | \$0                           |   |
| 4400        | Non-Capitalized Equipment  | \$1,800                         | \$1,800                         | \$0                                 | \$1,800                       |   |
|             | <i>Subtotal</i>  | <b>\$11,400</b>                 | <b>\$11,400</b>                 | <b>\$4,900</b>                      | <b>\$11,400</b>               | Budget remains same                                   |

|                     |  | 2017-2018<br>Budgeted<br>Amount | 2018-2019<br>Budgeted<br>Amount | 2018-2019<br>Actual<br>Expenditures | 2019-20<br>Proposed<br>Budget |
|---------------------|--|---------------------------------|---------------------------------|-------------------------------------|-------------------------------|
| 5000                | <b>SERVICES &amp; OTHER OPERATING EXPENSES</b> |                                 |                                 |                                     |                               |
|                     | <b>Travel &amp; Conference Expense</b>         |                                 |                                 |                                     |                               |
| 5200                | Mileage (Local)                                | \$750                           | \$750                           | \$750                               | \$750                         |
|                     | Expense Allowance (panel service)              | \$2,000                         | \$2,000                         | \$120                               | \$2,000                       |
|                     | Conference                                     | \$6,250                         | \$6,250                         | \$7,698                             | \$6,200                       |
| 5300                | <b>Dues &amp; Membership</b>                   | \$3,200                         | \$3,200                         | \$3,250                             | \$3,250                       |
|                     | <b>Utilities &amp; Housekeeping Services</b>   |                                 |                                 |                                     |                               |
| 5500                | Electricity                                    | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Heat   | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Water  | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Other  | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | <b>Rentals, Leases &amp; Repairs</b>           |                                 |                                 |                                     |                               |
| 5600                | Leasing of Equipment                           | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Equipment Maintenance Contracts                | \$700                           | \$700                           | \$250                               | \$700                         |
|                     | Other  | \$500                           | \$500                           | \$100                               | \$500                         |
|                     | <b>Other Services &amp; Operating Expenses</b> |                                 |                                 |                                     |                               |
|                     | Advertising                                    | \$2,000                         | \$2,000                         | \$0                                 | \$2,000                       |
|                     | Salary Classification Surveys                  | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Physical Examination                           | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Fingerprinting                                 | \$0                             | \$0                             | \$0                                 | \$0                           |
| 5800                | Other Recruitment Expense                      | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Legal Expenses                                 | \$2,000                         | \$2,000                         | \$3,250                             | \$2,000                       |
|                     | Contracted Testing                             | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Contracted Personnel Services (Neogov. CODESP) | \$19,299                        | \$19,299                        | \$14,800                            | \$19,299                      |
|                     | Other  | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | <b>Communications</b>                          |                                 |                                 |                                     |                               |
| 5900                | Telephone/Fax                                  | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Postage  | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Other  | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | <b>Subtotal</b>                                | <b>\$36,699</b>                 | <b>\$36,699</b>                 | <b>\$30,218</b>                     | <b>\$36,699</b>               |
| 6000                | <b>EQUIPMENT</b>                               |                                 |                                 |                                     |                               |
|                     | <b>New Equipment</b>                           |                                 |                                 |                                     |                               |
| 6400                | Office Furniture                               | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Office Equipment                               | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | Other  | \$0                             | \$0                             | \$0                                 | \$0                           |
| 6500                | <b>Equipment Replacement</b>                   | \$0                             | \$0                             | \$0                                 | \$0                           |
|                     | <b>Subtotal</b>                                | <b>\$0</b>                      | <b>\$0</b>                      | <b>\$0</b>                          | <b>\$0</b>                    |
| <b>FUND BALANCE</b> |  |                                 |                                 |                                     |                               |
|                     | Designated for Personnel Commission            | <b>\$736,375</b>                | <b>\$749,470</b>                | <b>\$603,568</b>                    | <b>\$730,987</b>              |

Budget remains same

Overall budget reduction approx 2.5%

## 2019-2020 Personnel Commission/Classified Human Resources Budget Justification

|                                |   |
|--------------------------------|---|
| Classified Salaries            | <p>All staff is budgeted at the anticipated salary step for their current positions for the 2019-20 year. An asterisk has been included for this portion of the budget to state that it is understood that the District agrees that monies budgeted for salaries will be adjusted upward or downward depending on actual wages which may need to be adjusted over the course of the year due to the possibility of staff receiving new stipends, new staff being hired to replace those who may depart, etc. This is due to the fact that the Ventura County Superintendent of Schools approves the Commission's budget on an annual basis following input from the Board of Trustees. At any time in the future prior to the adoption of a Budget, the Board of Trustees may make a recommendation to the County Superintendent to not approve the Commission's budget as submitted. If this occurs the likely result is the Commission receiving the exact funding as it received in the prior year. Having this disclaimer attached to the budget will help cover increases in salaries due to COLA and negotiated increases in the event that the budget is approved at a "flat-funding" level.</p> <p>The salaries as presented have been projected by the Budget and Finance Department for the 2019-20 year.</p> |
| 2300: Administrative Personnel | <p>The Director, Classified Human Resources is paid out of this account and is tasked with overseeing all Personnel Commission and Classified Human Resources activities and supervising Classified Human Resources staff.</p> <p>The Senior Human Resources Analyst is paid out of this account and is tasked with overseeing the recruitment and testing functions along with other Classified Human Resources duties.</p> <p>Additionally, the stipends for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of these stipends. It is expected that the actual total may be slightly less, but a buffer has been built in to account for unforeseen special meetings and disciplinary appeal hearings.</p>   |



|                               |   |
|-------------------------------|---|
| 2400: Clerical & Other Office | All non-management staff is paid out of this line. Current staff consists of:<br>1 Administrative Assistant<br>The Administrative Secretary provides clerical support for the Classified Human Resources function and alleviates the Director of Classified Human Resources of administrative detail.<br>3 Human Resources Technicians<br>The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the department and manage the high volume workflow of |
|                               | employee evaluations, records, assignments, and staffing including transfers which related to both classified and exempt employees. Positions in this classification are also expected to assist with Commission functions regarding test proctoring as and application screening as needed.  |
| 2900: Other                   | No amount is budgeted for substitutes or extra help. The department continues to function with as small a crew as possible. The Classified Human Resources office functions with substitute and additional help only when absolutely necessary. It is forecasted that this will continue and the non-personnel budget can cover the cost if necessary.  |

|                                 |   |
|---------------------------------|---|
| Employee Benefits               | <p>Associated with department employees and Personnel Commissioners. Much like the salaries section, this is being put through with a notation that the budget will be adjusted to reflect actual rates including any increases or mid-year opt-in/opt-outs by employees or Commissioners.</p> <p>H&amp;W benefit cost decrease due to new Senior HR Analyst opt-out. The amounts as presented have been projected by the Budget and Finance Department for the 2019-20 year.</p> |
| 3200: PERS                      | Associated with department employees and Personnel Commissioners.   |
| 3300: OASDI/Medicare            | Associated with department employees and Personnel Commissioners.   |
| 3400: Health & Welfare Benefits | Associated with department employees and Personnel Commissioners. This section now includes the cost for Retiree Benefits formerly budgeted under 3900.   |
| 3500: SUI                       | Associated with department employees and Personnel Commissioners.   |
| 3600: Worker's Compensation     | Associated with department employees and Personnel Commissioners.   |
| 3800: PERS Reduction            | This area is not valid and no longer required, therefore this account has been adjusted to reflect a zero balance.  |
| 3900: Other Benefits            | This account formerly held the cost for Retiree Benefits which has been shifted to 3400.  |

|                            |   |
|----------------------------|---|
| 4300: Materials & Supplies | <p>This account provides funding for all office supplies necessary for the regular office duties of the Commission/Classified Human Resources department.</p> <p>This is also the account that provides for the cost of lunches for interview panel members, which can vary depending on the number of interview panels held over the course of the year. Lastly, the budgeted amount covers expenses of a recurring nature for copier charges and publications recharges. This account shows <u>no change</u> from the previous year's budget.</p> |
|----------------------------|---|

|   |   |
|---|---|
| <p>4400: Non-Capitalized Equipment</p>        | <p>An amount equivalent to approximately two replacement computers has been built into the budget for the 2019-20 year. It is expected that the department will need to replace two computers every year which would put our computers on approximately a 3 year replacement cycle.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>   |
| <p>5200: Travel &amp; Conference</p>          | <p>Personnel Commissioners and staff typically attend a few conferences and symposiums per year. One conference typically attended in the CSPCA Annual Conference which is typically a three or four-day conference with an associated cost of approximately \$350 per individual plus room &amp; board. The locations of these conferences are to be determined, as is the actual cost. The CSPCA conference typically totals about \$3,500 or more with reimbursement for travel and expenses.</p> <p>The Classified Human Resources department currently has one Commissioner and one staff member who have not yet attended the Merit Academy. As such, it is expected that both will attend the Merit Academy during the upcoming year at a cost of \$500 tuition each, plus other expenses.</p> <p>This account also covers all mileage reimbursement expenses for Commission employees and allows for mileage reimbursement to interview panel members/raters from outside districts/agencies.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p> |
| <p>5300: Dues &amp; Memberships</p>           | <p>The department has three ongoing memberships which require annual dues: Cooperative Organization for the Development of Employee Selection Procedures (CODESP), and California School Personnel Commissioners Association (CSPCA), and Personnel Commissioners Association of Southern California (PCASC).</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>   |
| <p>5600: Rentals, Leases &amp; Repairs</p>    | <p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron).</p> <p>A small amount for repairs has been budgeted in case any are needed on current equipment.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>  |
| <p>5800: Professional/Consulting Services</p> | <p>The Commission is tasked with holding disciplinary appeals following actions taken by the Board of Trustees. These appeal hearings are held by an independent hearing officer who charges consulting fees. While the number of hearings is</p>   |

|  |   |
|--|---|
|  | <p>impossible to forecast, history has shown that the consulting fees typically fall below the amount budgeted (\$5,000).</p> <p>Another use for this account is advertising and other recruitment expenses. The Commission only uses these services for recruitment which are inherently difficult, such as those for School Occupational Therapist. As such an amount of \$2,000 has been added.</p> <p>An amount of \$12,299 is included in the budget for the NeoGov Insight Applicant and Test Management System. This does not reflect a change in the cost, though at this point we have not yet received an invoice for the service for the 18-19 year.</p> <p>Out of this account is also an ongoing cost for computerized testing and integration with our current applicant tracking software. The ongoing cost for the software licensing and integration is \$2,000.</p> <p>An amount of \$2,000 is in place for contingencies where a conflict of interest is declared between the District and the Commission. In these instances the Commission would need to retain its own legal services. It is hoped and anticipated that these funds will not be used and will be returned to the District's general fund at the close of the fiscal year.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p> |
|--|---|

**SUMMARY**

The 2019-20 Preliminary Budget as presented represents a bare-bones operation and does not project increased costs for the Operations portion of the budget. There are increases associated with employee costs, salary cost increases (step & column).

The overall budget shows a reduction of approximately 2.5%. All departments at the District were asked to take a 20% reduction due to budget cuts. We will be able to meet this by staff opt-out of benefits.

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CLASSIFIED PERSONNEL ACTIONS

January 16, 2019

**New Hire**

|                        |   |            |
|------------------------|---|------------|
| Beltran, Rocio         | Child Nutrition Worker, Position #7277<br>Fremont 5.0 hrs./185 days         | 01/04/2019 |
| Cano, Valerie          | Paraeducator I, Position #7191<br>Rose Ave. 4.10 hrs./183 days              | 12/10/2018 |
| Castaneda, Crystal M   | Paraeducator III, Position #1913<br>Special Education 5.75 hrs./183 days    | 12/03/2018 |
| Cota, Rudy C           | Paraeducator II, Position #2952<br>Special Education 5.75 hrs./183 days     | 12/03/2018 |
| Delgadillo, Raymond    | Custodian, Position #9146<br>Harrington 4.0 hrs./246 days                   | 12/17/2018 |
| Fox, Todd L            | Custodian, Position #8508<br>Kamala 4.0 hrs./246 days                       | 12/10/2018 |
| Gonzalez Jr., David C  | Grounds Maintenance Worker I, Position #381<br>Facilities 8.0 hrs./246 days | 12/07/2018 |
| Limon-Garcia, Betsy    | Paraeducator III, Position #2883<br>Special Education 5.75 hrs./183 days    | 12/04/2018 |
| Lumbrano, Angie        | Paraeducator I, Position #7184<br>McAuliffe 4.833 hrs./183 days             | 12/03/2018 |
| Ordaz, Crystal         | Paraeducator I, Position #7188<br>Ramona 4.17 hrs./183 days                 | 12/12/2018 |
| Rivera Garcia, Maria S | Paraeducator I, Position #9155<br>Ramona 4.16 hrs./183 days                 | 12/04/2018 |
| Rodriguez, Edmidia     | Paraeducator I, Position #7192<br>Rose Ave. 4.16 hrs./183 days              | 12/11/2018 |
| Torrez Jr., Mark T     | Child Nutrition Worker, Position #567<br>Haydock 5.0 hrs./185 days          | 01/04/2019 |

**Limited Term**

|                            |                        |            |
|----------------------------|------------------------|------------|
| Aguillon, Laura E          | Paraeducator           | 11/28/2018 |
| Garcia, Daisy              | Paraeducator           | 11/30/2018 |
| Gonzalez Jr., David C      | Custodian              | 11/14/2018 |
| Guerrero, Gilbert M        | Custodian              | 12/12/2018 |
| Hernandez Valencia, Yazmin | Paraeducator           | 12/04/2018 |
| Ortiz, Jasmin              | Paraeducator           | 11/26/2018 |
| Real, Summer K             | Child Nutrition Worker | 11/26/2018 |

**Increase in Hours**

|                 |   |            |
|-----------------|---|------------|
| Garcia, Leticia | Paraeducator I, Position #7180<br>Marina West 4.833 hrs./183 days<br>Paraeducator I, Position #7180<br>Marina West 4.16 hrs./183 days | 12/03/2018 |
|-----------------|---|------------|





CLASSIFIED PERSONNEL ACTIONS

**New Hire**

|                         |  |            |
|-------------------------|--|------------|
| Aguilar, Bianca         | Paraeducator II, Position #9291<br>Lemonwood 5.75 hrs/197 days         | 01/07/2019 |
| Beltran, Rocio          | Child Nutrition Worker, Position #7277<br>Fremont 5 hrs/199 days       | 01/04/2019 |
| Compian, Anne M         | Child Nutrition Worker, Position #2214<br>Frank 5 hrs/199 days         | 01/16/2019 |
| Guerreo Espinosa, Dalia | Family Liaison, Position #6405<br>Ramona 6 hrs/194 days                | 1/07/2019  |
| Herrera Jr, Jesus       | Paraeducator I, Position #7169<br>Chavez 4.17 hrs/197 days             | 01/07/2019 |
| Lopez, Natalie          | Paraeducator I, Position #7178<br>Lemonwood 4.17 hrs/197 days          | 01/08/2019 |
| MacDonald, Amanda       | Paraeducator II, Position #9204<br>Special Education 5.75 hrs/197 days | 01/23/2019 |
| Mansur, Dominique       | Paraeducator I, Position #9156<br>Curren 3.10 hrs/197 days             | 01/09/2019 |
| Torrez Jr., Mark        | Child Nutrition Worker, Position #567<br>Haydock 5 hrs/199 days        | 01/04/2019 |

**Limited Term**

|                             |                  |            |
|-----------------------------|------------------|------------|
| Andres Velazquez, Ivette    | Paraeducator     | 01/08/2019 |
| Castillo, Vanessa           | Paraeducator     | 01/11/2019 |
| Conchas Fernandez, Patricia | Paraeducator     | 01/17/2019 |
| Diaz, Guadalupe             | Avid Tutor       | 11/27/2018 |
| Fabillaran, Larissa         | Paraeducator     | 01/09/2019 |
| Gomez, Gloria               | Campus Assistant | 01/11/2019 |
| Gonzalez Jimenez, Monica    | Paraeducator     | 01/11/2019 |
| Hernandez, Alejandro        | Paraeducator     | 01/22/2019 |
| Longoria Delgado, Maria     | Clerical         | 11/18/2018 |
| Mahler, Loreto              | Clerical         | 01/08/2019 |
| Mansur, Dominique           | Paraeducator     | 01/08/2019 |
| Martinez, Esther            | Campus Assistant | 01/10/2019 |
| Pazevic, Linda              | Paraeducator     | 01/09/2019 |
| Rodriguez, Michelle         | Paraeducator     | 01/22/2019 |
| Ruiz, Iridiam               | Paraeducator     | 01/07/2019 |
| Vazquez, Alicia             | Paraeducator     | 01/11/2019 |

**Promotional**

|                |   |  |
|----------------|---|--|
| Casas, Rocio B | School Office Manager, Position #7915<br>San Miguel 8 hrs./210 days<br>Office Assistant/Switchboard Operator, Position #482<br>Superintendent's Office 8hrs/246 |  |
|----------------|---|--|





CLASSIFIED PERSONNEL ACTIONS

**New Hire**

|                               |   |          |
|-------------------------------|---|----------|
| Andres Velazquez, Ivette      | Paraeducator I, Position #7186<br>McKinna School 4.17 hrs/183 days    | 01/09/19 |
| Gutierrez Madrigal, Alejandro | Health Care Technician, Position #9276<br>Rose Avenue 7 hrs/ 183 days | 01/28/19 |

**Limited Term**

|                            |                        |          |
|----------------------------|------------------------|----------|
| Alonzo, Teresa L           | Paraeducator           | 01/22/19 |
| Ambriz Martinez, Edalith   | Paraeducator           | 01/31/19 |
| Anderson, Emily            | Paraeducator           | 01/23/19 |
| Barragan, Stephanie        | Paraeducator           | 01/28/19 |
| Davila, Gema               | Paraeducator           | 01/22/19 |
| De Jesus, Brenda           | Clerical Worker        | 11/19/18 |
| Espino, Cecilia            | Child Nutrition Worker | 01/28/19 |
| Eusebio Morales, Osvaldo D | Paraeducator           | 01/22/19 |
| Fernandez, Maria           | Campus Assistant       | 01/24/19 |
| Galloup, Mathew            | Child Nutrition Worker | 01/18/19 |
| Garcia, Cindy              | Paraeducator           | 01/28/19 |
| Garcia, Eric               | Campus Assistant       | 01/25/19 |
| Gil, Gustavo               | Child Nutrition Worker | 01/28/19 |
| Gomez, Griselda            | Child Nutrition Worker | 01/28/19 |
| Martinez, Miriam           | Child Nutrition Worker | 01/29/19 |
| Mata, Maria                | Paraeducator           | 01/22/19 |
| Ortiz de Montoya, Maria    | Child Nutrition Worker | 01/08/19 |
| Reyes Jr., Sebastian       | Custodian              | 01/28/19 |
| Sanchez, Roberta           | Clerical Worker        | 01/16/19 |
| Sandoval-Gonzalez, Cecilia | Paraeducator           | 01/22/19 |
| Tamura, Corina             | Child Nutrition Worker | 01/28/19 |
| Tapia, Jessica             | Paraeducator           | 01/22/19 |
| Uitz Peraza, Yanet A       | Paraeducator           | 01/25/19 |
| Valles, Allyson            | Paraeducator           | 01/18/19 |
| Williams, Martin           | Paraeducator           | 01/31/19 |

**Promotional**

|                  |  |          |
|------------------|--|----------|
| Lomeli, Patricia | Buyer, Position #589<br>Purchasing 8 hrs/ 246 days<br>Administrative Assistant, Position #9002<br>Facilities 8 hrs/ 246 days | 03/04/19 |
|------------------|--|----------|

CLASSIFIED PERSONNEL ACTIONS

**Leave of Absence**

|                  |   |                                      |
|------------------|---|--------------------------------------|
| Delgado, Daniela | Paraeducator III, position #1956<br>San Miguel 5.75 hrs/ 183 days | 01/22/2019-05/27/2019<br>T/W/TH only |
|------------------|---|--------------------------------------|

**Resignation**

|                           |   |          |
|---------------------------|---|----------|
| Alfaro Alejandro, Jamilet | Campus Assistant, Position #3095<br>Curren 5.5 hrs/ 180 days                  | 01/28/19 |
| Davis, James              | Campus Assistant, Position # 3062<br>Fremont 4 hrs/ 180 days                  | 01/23/19 |
| Enciso, Nicole            | Campus Assistant, Position #2960<br>Brekke 4 hrs/ 180 days                    | 02/15/19 |
| McCoy, Kevin              | Campus Assistant, Position #6543<br>Ritchen 5 hrs/ 180 days                   | 02/01/19 |
| Ramirez, Brenda           | Campus Assistant, Position # 3087<br>Lemonwood 5.5 hrs/ 180 days              | 01/29/19 |
| Valles, Alejandro         | Accounting Specialist III, Position #1810<br>Budget & Finance 8 hrs/ 246 days | 02/18/19 |

CLASSIFIED PERSONNEL ACTIONS

**Leave of Absence**

|                   |  |                                      |
|-------------------|--|--------------------------------------|
| Rodriguez, Raquel | Outreach Specialist, Position #2614<br>Rose Avenue School, 8 hrs, 180 days | 3/1/19 - 8/30/19                     |
| Mendez, Yessica   | Paraeducator III, Position #1001<br>San Miguel School, 5.75 hrs, 183 days  | 1/23/19 - 5/23/19<br>Wednesdays only |

**New Hire**

|                              |  |           |
|------------------------------|--|-----------|
| Arroyo Hernandez,<br>Maria I | District Translator, Position #7259<br>Special Education, 8 hrs, 12 months | 3/18/2019 |
| Buerciaga Jr, Heraclio L     | Campus Assistant, Position #9142<br>Driffill School, 2 hrs, 180 days       | 9/21/2018 |
| Cortez, Angela G             | Campus Assistant, Position #2987<br>Frank School, 5.75 hrs, 180 days       | 2/19/2019 |
| Robles, Lisette              | Outreach Specialist, Position #2200<br>Kamala School, 8 hrs, 180 days      | 2/27/2019 |

**Limited Term**

|                      |                        |           |
|----------------------|------------------------|-----------|
| Watson, Madeline P   | Avid Tutor             | 2/28/2019 |
| Beardshear, Lorisa A | Child Nutrition Worker | 1/28/2019 |
| Zuniga, Flora        | Preschool Teacher      | 2/18/2019 |
| Jacob, Charlene      | Paraeducator           | 2/25/2019 |
| Pena, Cindy D        | Paraeducator           | 2/25/2019 |

**Promotion**

|                  |   |           |
|------------------|---|-----------|
| Jindal, Shweta   | Payroll Technician, Position #9175<br>Budget & Finance, 8 hrs, 12 months<br>Accounting Specialist III, Position #846<br>Budget & Finance, 8 hrs, 12 months        | 2/19/2019 |
| Marquez, Juana A | Senior Payroll Technician, Position #9178<br>Budget & Finance, 8 hrs, 12 months<br>Accounting Specialist IV, Position #1747<br>Budget & Finance, 8 hrs, 12 months | 2/19/2019 |

Cooper, John W                      Senior Manager, Maintenance & Operations, Position #1082                      3/1/2019  
Facilities, 8 hrs, 12 months  
Grounds Manager, Position #7423  
Facilities, 8 hrs, 12 months

**Increase in Hours**

Lopez C, Victor F                      Campus Assistant, Position #6546                      9/19/2018  
Driffill School, 5.75 hrs, 180 days  
Campus Assistant, Position #7901  
Driffill School, 4.75 hrs, 180 days

**Resignation**

Lumbrano, Angie                      Paraeducator I, Position #7184                      3/1/2019  
McAuliffe School, 4.83 hrs, 183 days

**Termination**

Employee ID #8331                      Campus Assistant, Position #7874                      1/19/2019  
Chavez School, 3 hrs, 180 days

CLASSIFIED PERSONNEL ACTIONS

**New Hire**

|                             |   |           |
|-----------------------------|---|-----------|
| Melendes, Michelle          | Paraeducator I Position # 7173<br>Elm 4.10 hrs/ 183 days              | 3/18/2019 |
| Van Someren, David          | Electrician Postion # 9223<br>Facilities 8 hrs/ 246 days              | 3/25/2019 |
| Garcia, Lizette             | Paraeducator I Postion # 7177<br>Kamala 4.833 hrs/ 183 days           | 2/25/2019 |
| Ayala, Rocio                | Child Nutrition Worker Position #2222<br>Frank 5 hrs/ 185 days        | 3/11/2019 |
| Barajas, Jessica            | Office Assistant II (B) Position #1818<br>Ramona 6 hrs/ 203 days      | 3/11/2019 |
| Chiquito, Guadalupe         | Payroll Technician Position #9177<br>Budget & Finance 8 hrs/ 246 days | 3/25/2019 |
| Espino, Cecilia A           | Child Nutrition Worker Position #2425<br>5.0 hrs/ 185 days            | 3/11/2019 |
| Reppert, Amanda             | Child Nutrition Worker Position #2616<br>5.5 hrs./ 185 days           | 3/18/2019 |
| Robles, Lisette V           | Outreach Specialist (Bil) Position #2200<br>Kamala 8 hrs./ 180 days   | 2/27/2019 |
| Sanchez Hernandez, Graciela | Child Nutrition Worker Position #2221<br>Frank 5 hrs./185 days        | 3/11/2019 |
| Wing, Carolyn               | Sr. HR Analyst Position #6298<br>HR Classified 8 hrs./246 days        | 3/19/2019 |
| Ybarra, Patrice             | Child Nutrition Worker Position # 1703<br>McKinna 5 hrs./ 185 days    | 3/11/2019 |

**Limited Term**

|                    |                                     |           |
|--------------------|-------------------------------------|-----------|
| Nolasco, Fernanda  | AVID Tutor                          | 3/6/2019  |
| Davis, James E     | Campus Assistant (substitute)       | 1/24/2019 |
| Gil, Gustavo       | Child Nutrition Worker (substitute) | 3/11/2019 |
| Fregoso, Alejandro | Clerical (substitute)               | 3/1/2019  |
| Magana, Maria      | Health Care Technician (substitute) | 3/8/2019  |
| Melendez, Jasmine  | Paraeducator (substitute)           | 3/7/2019  |
| Segura, Siomara    | Paraeducator (substitute)           | 2/1/2019  |

**Promotion**

|                |  |           |
|----------------|--|-----------|
| Jindal, Shweta | Payroll Technician Position # 9175<br>Budget & Finance 8 hrs/ 246 days<br>Account Tech III Position #846<br>Budget & Finance 8 hrs/ 246 days | 2/19/2019 |
|----------------|--|-----------|

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April 3, 2019

CLASSIFIED PERSONNEL ACTIONS

Marquez, Juana Sr. Payroll Technician Position #9178 2/19/2019  
Budget & Finance 8 hrs/ 246 days  
Acct. Spec. IV Position # 1747  
Budget & Finance 8 hrs/ 246 days

**Transfer**

Duarte, Angela Admin. Asst. Facilities Positon #9002 4/1/2019  
Facilities 8.0 hrs./246 days  
Admin. Asst. Ed. Services Position #560  
Educational Services 8.0 hrs./246 days

Navarro, Evangelina Campus Assistant Position #3014 3/18/2019  
Marina West 5.5 hrs/ 180 days  
Campus Assistant Position #3015  
Marina West 5.0 hrs/ 180 days

Perez-Gutierrez, Martiza Outreach Specialist (B) Postion #2688 3/25/2019  
Marshall 8 hrs/180 days  
Outreach Specialist (B) Postion #1738  
Elm 8 hrs/180 days

Ramirez, Marlene Campus Assistant Position #3013 3/18/2019  
Marina West 5.5 hrs/ 180 days  
Campus Assistant Position #3016  
Marina West 5.0 hrs/ 180 days

Cervantes, Rosa G Campus Assistant Position #3015 3/18/2019  
Marina West 5.5 hrs/ 180 days  
Campus Assistant Position #3013  
Marina West 5.0 hrs/ 180 days

**Leave of Absences - Return**

Velasquez, Rosario Y Child Nutrition Worker, Position #1287 3/18/2019  
Rose Avenue 5 hrs/199 days

**Resignation**

Escobar Rivas, Yuriana Paraeducator I Position # 9218 3/19/2019  
Kamala 5.75 hrs/ 183 days

Aguila, Eva M Office Assistant II (B) Position #361 2/19/2019  
Driffill 8 hrs/ 203 days

Montesinos, Melissa Campus Assistant Position #6347 3/22/2019  
Brekke 3 hrs./ 180 days

**Termination**

Ortega, Daisy Campus Assistant Position #3042 12/17/2019  
Sierra Linda 4.5 hrs/ 180 days

Vargas, Eduardo Campus Assistant Position #6515 1/14/2019  
Rose Ave. 4.5 hrs/180 days