



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING  
AGENDA

Thursday, June 13, 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 May 9, 2019; May 21, 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. Establishment of class description – Special Education Service Coordinator (*page 6*)  
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.
2. Establishment of class description – Information Technology Project Coordinator (*page 13*)  
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.
3. Establishment of class description – Site Technology Coordinator (*page 17*)  
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.
4. Establishment of class description – Director, Network Operations (*page 20*)  
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.

**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

5. Eligibility Lists *(page 24)*  
The Personnel Commission will review certification of eligibility lists.

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

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

1. Personnel Actions *(page 28)*  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
2. Director's Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
3. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources and Support Services  
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
5. Report by Commissioners  
The Commissioners will report on issues concerning Commission administration.

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

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 9303



# OXNARD SCHOOL DISTRICT MEETING MINUTES

Thursday, May 9, 2019  
**4:00 p.m. Portable 501 of the ESC**  
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, May 9, 2019, in Portable 501 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:04 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  
Karrie Wing, Senior Human Resources Analyst  
Tanya Ventura, Administrative Assistant

Guests: John Avalos, CSEA Representative; Anna Gutierrez, Human Resources Assistant; Ilene Poland, CSEA President; Dr. Vaca, Assistant Superintendent, Human Resources and Support Services

Commissioner Robinson moved to approve the agenda of Thursday, May 9, 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 April 11, 2019 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y Robinson Y

APPROVAL OF  
MINUTES

Ms. Gutierrez voiced her concerns regarding the screening process of employment applications.

COMMENTS BY THE  
PUBLIC  
ACTION ITEMS

The Commission reviewed the proposed budget. Commissioner Robinson moved to approve the budget for fiscal year 2019-2020 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y Robinson Y

Public Hearing-Budget  
for Fiscal Year 2019-  
2020

Commissioner Robinson moved to approve the eligibility list of School Occupational Therapist. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y Robinson Y

Eligibility Lists

	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
The Personnel Commission reviewed the Personnel Actions of May 1, 2019.	Personnel Actions
Mrs. Nair-Villano gave an update on current recruitments and classification studies. She summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Ms. Poland reported that classified employees are currently facing layoffs and CSEA site representatives have been speaking to members regarding processes and their rights.	Report by CSEA
Dr. Vaca reported that a meeting was held with staff and VCOE regarding data in ESCAPE and how it is used. He clarified that negotiations with CSEA are complete. He also reported that Oxnard School District is participating in a residency program; this three-year program is a grant with the state.	Report by Assistant Superintendent, Human Resources and Support Services
Commissioner Robinson reported that he would like to see the Paraeducator I, Paraeducator II, and Paraeducator III job descriptions changed. He also reported that the Merit Academy has great presenters and he is retaining lots of information. Commissioner Castillo reported that he is also attending the Merit Academy.	Report by Commissioner
The Commission convened into closed session at 5:02 p.m. They reconvened into open session at 6:05 p.m. and reported that no action was taken.	CLOSED SESSION
There being no further business, the Commission adjourned at 6:05 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, May 9, 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 SPECIAL MEETING MINUTES

Tuesday, May 21, 2019

**4:00 p.m. Special Meeting-Portable 502 of the ESC**  
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Tuesday, May 21, 2019, in Portable 502 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:03 p.m.

CALL TO ORDER

A roll call of the Commission was conducted. In attendance were:

ROLL CALL

Edward M. Castillo, Chair of the Personnel Commission  
Irma J. Lopez, Member of the Personnel Commission  
Paul Robinson, Member of the Personnel Commission

Shristie Nair-Villano, Director, Classified Human Resources  
Karrie Wing, Senior Human Resources Analyst

Guests: John Avalos, CSEA Representative; Pamela Ibarra, CSEA representative; Ilene Poland, CSEA President; Mary Truax, Manager, Special Education.

Commissioner Robinson moved to approve the agenda of Tuesday, May 21, 2019 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y Lopez Y Robinson Y

ADOPTION OF THE  
AGENDA

Discussion was held regarding the Special Education Service Coordinator job duties. After a lengthy discussion, the item was tabled for the Personnel Commission meeting in June.

COMMENTS BY THE  
PUBLIC

ACTION ITEMS  
Establishment of class  
description- Special  
Education Service  
Coordinator

The Commission convened into closed session. They reconvened into open session at 6:16 p.m. and reported that no action was taken.

CLOSED SESSION

There being no further business, the Commission adjourned at 6:17 p.m.

ADJOURNMENT

This certifies that these are the full and correct minutes of the meeting of Tuesday, May 21, 2019 as approved by the Personnel Commission of the Oxnard School District.

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

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

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

Shristie Nair-Villano  
Director, Classified Human Resources

**Date of Meeting:**

June 13, 2019

**TITLE: NEW CLASSIFICATION – Special Education Service Coordinator**

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**BACKGROUND & FINDINGS:**

The Manager of Special Education, San Miguel, requested that the Personnel Commission create a new classification which would be tasked with directly supporting the educational needs of Special Education students ages birth to five years old. This position will be responsible for overseeing and coordinating referrals to programs that provide special educational assistance to students; act as a primary liaison with all collaborative special education partners and on behalf of families; and monitor educational activities and services for students.

The Manager of Special Education, San Miguel has reviewed and is in agreement with the class specification.

**SALARY PLACEMENT:**

Local agencies typically used for salary surveys were surveyed for compensation comparison. The results of the survey did not provide a clear guideline for salary placement since similar classifications do not generally exist in neighboring districts. Instead, staff looked at internal relationships with existing classifications to determine a salary placement. Specifically, staff looked at internal relationships between the proposed classification and two comparable classifications performing similar level duties in the area of community engagement/relations: Outreach Specialist (range 24) and Family Liaison (range 21.5).

Based on the specialized need for special education job knowledge and higher education requirements, it would be appropriate to place the proposed classification at range 22.5.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to:

- approve the new classification specification for Special Education Service Coordinator and
- allocate the classification of Special Education Service Coordinator to range 22.5

### **SPECIAL EDUCATION SERVICE COORDINATOR**

*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 direction of the Manager of Special Education, coordinates, implements, and monitors special education Child Find responsibilities for children birth to five years old who are at risk of requiring early start or special education services. Provides case management services for preschool age students referred to the District due to educationally related concerns, including referrals for special education consideration. Collects and analyzes data on student referrals and outcomes. Secures outside resources and support from private businesses and other community organizations. Coordinates school programs and activities for students and parents, provides individual and small group parent trainings and informational programs. Performs a variety of duties as they relate to their assigned area of responsibility.

Incumbents in this classification ensure the needs of parents and families of students in special education programs are met by serving as a liaison and coordinating access to and delivery of services, which directly supports student learning, and achievement.

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

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

The Special Education Service Coordinator classification oversees and coordinates referrals to programs that provide special educational assistance to children with mental, psychological, learning, behavioral, or physical disabilities; acts as a primary liaison with all collaborative special education partners and on behalf of families; monitors children birth to five years old educational activities and services; and performs a variety of duties relative to assigned area of responsibility.

The Family Liaison classification coordinates, implements, and monitors early childhood education activities and services; acts as a primary liaison with all collaborative partners and on behalf of families; refers the parents of prenatal to five-year-old children to community services and agencies as needed and coordinates delivery of aforementioned services; and performs a variety of duties relative to assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Manager of Special Education.
- Positions in this classification have no formal supervisory responsibilities.

#### **ESSENTIAL DUTIES**

- Provides overall coordination for the implementation and monitoring of referrals to the assigned educational program activities and services within the designated Special Education program; Ensures that the Special Education program assists parents in becoming full partners in the education of their children and assists children in reaching their full potential;
- Works directly with families, teachers, school nurses, school psychologists, site administrators, and other professionals to assess children's needs for special services including Special Education services; confers, as needed, with aforementioned individuals on special issues of assigned children;
- Serves as case coordinator for Tri-Counties Regional Center (TCRC) Early Start Transitions, attends early start transitions as the District special education representative, receives and maintains special education referral records, follows up with TCRC special education referrals including parent outreach, documentation and prior written notices for families who cannot be reached or decline assessment;
- Serves as case coordinator for new educational referrals, performs intake interviews with parents and schedules initial appointment;

- Manages special education observation group schedule, including follow-up calls and appointment confirmations;
- Provides oral interpretation at various meetings and events such as parent and community meetings, special education assessment appointments and Individual Education Plan (IEP) meetings;
- Provides written translation including, but not limited to, forms, letters, special education Prior Written Notices (PWN), questionnaires, notices, and instructional materials;
- Coordinates with the school attendance technician to create and maintain student records until assigned to special education case manager;
- Monitors attendance among special education students and attempts to identify and address causes of absenteeism by means of meetings with parents, counselors, community members, and service agencies;
- Collects, organizes and analyzes pertinent data as it relates to special education Child Find responsibilities;
- Coordinates and organizes school functions such as Back to School Night, monthly Coffee with the Principal, Parent Night and other school related events;
- Maintains a current resource handbook and list of local referrals and refers families to District services and community agencies. As needed, acts as liaison on behalf of special education students to coordinate access to, and delivery of, health, mental health, public assistance, and other community services. Confers, as needed, with teacher, nurse or site administrator on special issues of assigned students;
- Provides parent training based on needs assessments, and coordinates with outside vendors for parent trainings;
- Assists in identifying and referring children for Special Education services, ensures that the needs of target populations and their families are addressed in the assigned program;
- Performs community outreach in order to establish and maintain relationships with community groups and partners; acts as primary liaison with all collaborative partners and on behalf of families to coordinate access to, and delivery of, health, mental health, public assistance, early learning, and other community services as they relate to the individuals educational needs;
- Represents the District infant and preschool special education program and implements special education Child Find duties at District resource fairs, such as Strengthen Our Families, and other District and community events;
- Coordinates all parental involvement such as parent meetings, parent workshops and trainings, and in-services and all associated communication; develops and conducts appropriate trainings, workshops, in-services, and meetings as needed;
- Assists non-special education families with initial referrals to District services and community agencies;
- Assists front office with phones, front desk, and other clerical duties throughout the day as needed.

**Other Related Duties**

- For positions designated as Spanish bilingual, translates a variety of written materials from English to a designated second language and from that language into English; interprets and facilitates communication between staff and non-English speaking members of the public; attends various meetings to translate and interpret as needed;
- Performs related duties and responsibilities as required.

**KNOWLEDGE, ABILITIES, AND TRAITS**

**Knowledge of:**

- Theory, research, methodology, and effective practices of special education pupil services;
- Resources supporting special education child services within the Ventura County area;
- Interviewing techniques and problem solving methodology;
- Programs and services for special education children;
- Basic emergency procedures as they relate to obtaining professional medical and safety assistance;
- Principles and practices of child development and child guidance;
- General needs and behavior of children;
- Pertinent Federal, State, Special Education and local laws, codes and regulations.



**Ability to:**

- Read, interpret and follow rules, regulations, policies and procedures;
- Relate well to children and families in a nonjudgmental and caring manner;
- Analyze facts and information and draw accurate conclusions;
- Compose correspondence, memoranda, reports, and other materials independently;
- Identify and determine basic needs of special education children and parents and develop a family plan;
- Relate well to community, agencies, and school personnel;
- Efficiently and effectively react to emergencies;
- Learn and adapt to new procedures and conditions;
- Demonstrate an understanding, patient and receptive attitude toward children with special needs;
- 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 effectively, both orally and in writing;
- Understand and follow oral and written directions;
- Work effectively within established time schedules and with minimal direction;
- Establish and maintain effective working relationships.
- Read, write, and speak Spanish fluently.

**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;
- Overcomes linguistic and cultural barriers;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

**EMPLOYMENT STANDARDS**

**Education:** A Bachelor's Degree or equivalent from an accredited college or university in education, counseling, public health, social work, sociology, psychology or other closely related field. Additional years of experience beyond that required below may be substituted for up to two years of the required education on a year-for-year basis.

**Experience:** Two years of experience in social or health services, educational associations/groups, or other directly related field. Medical and special needs experience preferred.

**Special:** Possession of 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 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

Oxnard School District

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**WORK ENVIRONMENT:** Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be required to drive an automobile to conduct work at different sites/locations, and have direct contact with young special education children/students, parents, and other members of the public.

**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:** 22.5

**Approved:** 06/2019

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

Shristie Nair-Villano  
Director, Classified Human Resources

**Date of Meeting:**

June 13, 2019

**TITLE: NEW CLASSIFICATION's – Information Technology Services**

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**BACKGROUND & FINDINGS:**

The Chief Information Officer requested that the Personnel Commission create three new classifications in the Information Technology Services department:

The Director, Network Operations position will perform a variety of activities involved in planning, directing, designing, coordinating and administering systems, networks and subsystems including all servers and networking hardware. This position will also manage a team of technical professionals providing operational support to District end-users.

The Information Technology Project Coordinator position will be responsible for administering, maintaining, and assuring smooth and efficient functioning of District Information Technology projects and related systems. The position will perform a variety of duties involved in the coordination, planning, installation, configuration, operation, maintenance, and repair of future ready learning environments.

The Site Technology Coordinator position plans, organizes, and coordinates the work of assigned staff charged with the installation, service, diagnosis, repair, and modification of desktop and laptop computers, servers, mobile computing devices, and peripheral computer equipment at school sites. This position acts as a liaison between schools and off-site district facilities and centralized department operations and participates and supports the use of technology at school sites.

The Chief Information Officer has reviewed and is in agreement with the class specifications presented.

**SALARY PLACEMENT:**

Information Technology Project Coordinator & Site Technology Coordinator:

Local agencies typically used for salary surveys were surveyed for compensation comparison. The results of the survey did not provide a clear guideline for salary placement. Instead, staff looked at internal relationships with existing classifications to determine a salary placement. Specifically, staff looked at internal relationships in the Technology job family.

Based on the need to coordinate, lead and plan, it would be appropriate to place the proposed classifications of Information Technology Project Coordinator and Site Technology Coordinator at range 29.

Director, Network Operations:

Staff surveyed local agencies for compensation comparison and looked at internal relationships within the existing management salary schedule to determine a salary placement.

Based on the salary survey and internal alignment, it would be appropriate to place the proposed classification of Director, Network Operations at salary range \$98,201 – \$116,669 of the management salary schedule.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to:

- approve the new classification specification for Director, Network Operations and
- allocate the classification of Director, Network Operations to salary range \$98,201 – \$116,669
- approve the new classification specification for Information Technology Project Coordinator and
- allocate the classification of Information Technology Project Coordinator to range 29
- approve the new classification specification for Site Technology Coordinator and
- allocate the classification of Site Technology Coordinator to range 29

### **INFORMATION TECHNOLOGY PROJECT COORDINATOR**

*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 direction of the Chief Information Officer, performs a variety of duties involved in the coordination, planning, installation, configuration, operation, maintenance, and repair of future ready learning environments, to include, digital display systems, audio & video systems, and camera and security systems. Provide support to principals, teachers and other site and district personnel, performing functions independently. The Information Technology Project Coordinator performs specialized activities and is responsible for administering, maintaining, and assuring smooth and efficient functioning of district Information Technology projects and related systems. Oversees and coordinates District Information Technology projects in support of creating future ready learning environments. Performs a variety of duties as they relate to their assigned area of responsibility.

Incumbents in this classification perform a wide scope of complex duties and responsibilities in the coordination and tracking of projects, which may involve the exercise of independent judgement and a combination of contract administration, administrative analysis, and space management.

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

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

The Information Technology Project Coordinator plans, coordinates, and oversees information technology systems technology projects District-wide; monitors and evaluates the progress of projects; collects data; conducts studies; reads and interprets blue prints; and prepares reports. Serves as a liaison between Information Technology Services and other departments to coordinate project activities. Incumbents may oversee the work and serve as a lead to clerical and Information Technology support staff.

The Site Technology Coordinator classification oversees, participates, and supports the use of technology at school sites; coordinates the workflow of assigned personnel, assists in the resolution of more complex troubleshooting, the position performs the general tasks of the technician staff, including but not limited to, installation, configuration, diagnosis, repair of computer workstation, mobile devices, and peripheral equipment as needed.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Chief Information Officer.
- Provides technical work guidance and assistance to District building contractors, sub-contractors, vendors, Site Technology Technicians.
- Communicates and coordinates with personnel and various outside agencies to plan and complete projects, exchange information and resolve issues or concerns.
- Positions in this classification have no formal supervisory responsibilities.

#### **ESSENTIAL DUTIES**

- Plan, coordinate and oversee technology projects District-wide; assure compliance with applicable laws, codes, rules and regulations;
- Projects may include learning spaces, digital display systems, audio & video systems, camera and security systems and coordinating low voltage systems installation, maintenance, and troubleshooting with facilities staff;
- Confer with end-users, administrators and Information Technology personnel in order to develop and determine project objectives and the scope and depth of project activities;

- Conduct site inspections with vendors and District staff; interpret blue prints to determine what resources are required for projects; develop cost projections for equipment, personnel, services and contract proposals; create project plans and schedule work;
- Coordinate support activities and services for successful completion of projects; monitor the completion of project phases; identify and resolve issues delaying progress or delivery of products and services; advise administration of financial status of projects and issues affecting completion of projects;
- Obtain estimates for service from outside vendors, submit estimates for approval;
- Prepare and negotiate contracts in conjunction with District contract management personnel for the delivery of technology equipment and services from vendors, review the work of vendors;
- Identify scope of proposed work; create overall project plan to schedule work implementation; oversee and inspect work in progress; review invoices for payment;
- Install, setup, configure, modify and maintain digital display systems, audio & video systems, camera and security systems to assure the smooth functioning of district learning environments; respond to user requests for service; install, replace, upgrade and update systems, and/or component as needed;
- Serve as member of committees and attend special conferences to evaluate new developments and strategies affecting project objectives and results;
- Conduct special studies and evaluations of problem areas affecting information services and technology as directed;
- Provide technical expertise and information to the Chief Information Officer or his/her designee, regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Chief Information Officer of unusual trends or problems and recommend appropriate corrective action;
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues;
- Attend and participate in a variety of meetings related to assigned activities; prepare and deliver oral presentations as requested;
- Maintain a variety of records and files related to assigned activities;
- Train and provide work direction and guidance to assigned support staff; schedule, assign and review the work of support staff;
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to inspect work and visit sites.

#### **Other Related Duties**

- Provide recommendations concerning computer system and software enhancements;
- Attend and participate in meetings, conferences, and seminars related to new software and technology to maintain current knowledge of technological advances in the field;
- Perform related duties and responsibilities as required.

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of:**

- Data processing and computer systems capabilities including hardware, software and networking components; and how they are combined to deliver service;
- Techniques and methodologies of project management, and Information Systems construction management;
- Methods and techniques of developing business process models and determining best practices;
- Components, capabilities, and troubleshooting methodologies for information systems and database software;
- Principles and practices of government purchasing and contract administration;
- Writing skills to prepare clear and concise specifications;
- Applicable laws, codes, rules, and regulations;
- Microsoft Project software;
- Mathematical computations;
- Oral and written communication skills;
- Data security standards and practices;

- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Develop project management standards, including procedures, checklists, and forms. Assure compliance with applicable laws, codes, rules, and regulations;
- Coordinate support activities and services for successful completion of projects;
- Conduct investigations, determine methodologies, and obtain the data necessary to evaluate complex problems and issues and recommend solutions;
- Analyze situations accurately and adopt an effective course of action; Comprehend and follow directions given verbally and in writing;
- Prepare and present oral and written reports and recommendations clearly, concisely, and logically;
- Prepare detailed project plans and documentation;
- Prepare and interpret statistical computations, charts, and graphs;
- Ability to read and interpret blue prints;
- Communicate effectively both orally and in writing;
- Establish and maintain highly effective customer-focused working relationships with users, including administrators, teachers, other District and site staff, vendors, parents and others encountered in the course of work;
- Plan and organize work, meet schedules and timelines; Meet schedules and time lines;
- Be motivated to produce high quality work product; and maintain a work pace appropriate to the position.

**EMPLOYMENT STANDARDS**

**Education:** A Bachelor's Degree from an accredited college or university in business administration, computer science or a closely related field. Additional experience beyond the required experience indicated below may be substituted for the required education on a year for year basis.

**Experience:** Three years of experience involving independent analysis and evaluation of information technology systems projects, preferably in a public agency.

**Special:** Possession of 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, 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 both inside and outside, at construction sites, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat and cold, with potential exposure to heavy machinery, with irregular hours including nights and weekends, with frequent interruptions, with changing priorities and short deadlines, 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:** 29.0

**Approved:** 6/2019



### **SITE TECHNOLOGY COORDINATOR**

*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, plans, organizes, and coordinates the work of assigned staff charged with the installation, service, diagnosis, repair, and modification of desktop and laptop computers, servers, mobile computing devices, and peripheral computer equipment at school sites; acts as a liaison between schools and off-site district facilities and centralized department operations; trains and directs performance of assigned staff; and performs a variety of tasks relative to assigned area of responsibility.

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

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

The Site Technology Coordinator classification oversees, participates, and supports the use of technology at school sites; coordinates the workflow of assigned personnel, assists in the resolution of more complex troubleshooting, the position performs the general tasks of the technician staff, including but not limited to, installation, configuration, diagnosis, repair of computer workstation, mobile devices, and peripheral equipment as needed.

The Site Technology Technician classification provides site-based support, repair, and maintenance for technological devices including computers, peripheral devices, and tablets/mobile devices, forwards advanced technology issues to the Technology Services Department, assists students, staff, and community in the use of technology, and oversees a site based computer lab.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Chief Information Officer;
- Provides technical and work direction to Site Technology Technicians;
- Positions in this classification have no formal supervisory responsibilities.

#### **ESSENTIAL DUTIES**

- Coordinates, oversees, and participates in the work of the assigned technician staff engaged in activities associated with technology support functions at the school sites and district on/off-site facilities, including, but not limited to:
- Delivery, installation, and configuration of personal computers, printers, hardware devices and other peripheral equipment; establishing and configuring connectivity of computer and related devices to the District- wide network, updating existing security software on workstations and testing for potential system viruses and security problems.
- Performing various technical computer and peripheral repair duties that include, but are not limited to diagnosing failures and isolating faulty parts, repairing or replacing parts, and verifying and testing for correct operations.
- Installing and configuring standard administrative software in accordance with established criteria, and authorized instructional and educational software; testing software to ensure compatibility with the current operating environment and equipment capability; configuring software to communicate with peripherals and computer equipment.
- Providing technical assistance to students, staff, and community on using computers and software programs including remote access and on the proper use of peripheral electronic equipment used to enhance presentations and viewing.
- Analyzing user needs related to access and information flow requirements over local and wide area networks and Internet-related functions.

- Prepare, test, and deploy operating systems, software packages, and updates utilizing scripts and deployment systems including: SCCM, Microsoft Active Directory, and other deployment applications.
- Monitor the status of mobile and desktop computer systems district-wide. Identify trends and current and future configuration needs and changes. Prepare reports to summarize overall health of district computers and to provide evidence of needed system modifications.
- Maintain the mobile device management system and provide training in the use to both technical and non-technical staff, students, and community.
- Confer with site users and District Technology Services staff to determine school site's software and hardware requirements and desired output, resolve problems, and provide, support and assistance.
- Identifies, tracks, and escalates complex or frequently occurring problems to the appropriate technology services staff.
- Orients new technician staff to the District procedures, protocols, and systems; provides continuous on-the-job training as need to assigned staff relative to areas of installation, network connectivity troubleshooting, hardware and software configuration, as well as basic hardware repair; coaches staff on maximizing efficiency in work methods.
- Develops work protocols for assigned staff in order to ensure compliance with District established technology policies and procedures, and to implement work processes geared to elevate customer service capacity to customers; inspects the quality of work performed.
- Maintains up-to-date technical knowledge by engaging in professional development activities, including, but not limited to: conferences, seminars, workshops and webinars.
- Performs other job-related duties as assigned.

#### **KNOWLEDGE, ABILITIES, AND TRAITS**

##### **Knowledge of:**

- Methods and techniques for the creation of Microsoft operating system and application installation packages to be centrally deployed using scripts and deployment applications;
- Methods and techniques for the installation and configuration of PC hardware, operating systems, network connectivity, including the relationship and usage of various input and output component, and physical elements of the network including cabling and connections;
- Network typology and network access protocols, internet security practices and standards;
- Principles and practices of mobile device setup, management, configuration, and troubleshooting;
- Principles and practices of computer platform and network operating systems used by the District and school sites;
- Protocols and procedures for setting up new equipment, troubleshooting and performing routine maintenance;
- Standard software packages, including word processing, spreadsheet, presentation, graphics and database programs and instructional packages utilized by the District; Communication skills to provide individual instruction and technical assistance on the use of PC-based software for business, education, internet, utility, and connectivity; Oral and written communication skills that enables one to document technical procedures, work performance concerns of others, and general communication about client's technology needs.
- Fundamentals of progressive discipline, adult learning, and performance management.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

##### **Ability to:**

- Apply technical knowledge for the purpose of installing, configuring, and troubleshooting networked computer workstations, systems, and related components. Deliver one-on-one and small group training in the technical aspects of operating microcomputers, mobile devices, and related peripheral equipment, and administrative and instructional software applications.
- Learn and apply rules and protocols in operating computer systems and networks; Plan and organize multiple, concurrent technical projects;

Oxnard School District

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- Analyze situations accurately and adopt an effective course of action; Comprehend and follow directions given verbally and in writing;
- Demonstrate mental acuity sufficient to perform the essential functions of the position;
- Establish and maintain highly effective customer-focused working relationships with users, including administrators, teachers, other District and site staff, vendors, parents and others encountered in the course of work;
- Meet schedules and time lines;
- Be motivated to produce high quality work product; and maintain a work pace appropriate to the position.

### **EMPLOYMENT STANDARDS**

**Education:** A Bachelor'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:** Three years of experience working with and troubleshooting computer hardware/software, support of local area networks and installation/configuration of computer operating systems; consulting on technology solutions to meet user needs, and coordinating projects.

**Special:** Possession of a valid, California Class C, 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, 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 indoor classroom/office setting, 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:** 29.0

**Approved:** 06/2019

### **DIRECTOR, NETWORK OPERATIONS**

*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, performs a variety of activities involved in planning, directing, designing, coordinating and administering systems, networks and subsystems including all servers and networking hardware; manage and automate recurring tasks, resolving server and network operational issues in a timely manner; maintaining server and network hardware, software, and services. Manages a small team of technical professionals providing operational support to District end-users. Coach, train, supervise and assess the performance of assigned personnel; train and consult with staff and customers on information technology issues; assure the smooth, efficient and proper integration of hardware and software technologies; support the use of information technology by District departments and customers; recommend and implement changes to accomplish increased system productivity and efficiency; evaluate new technology and screen purchases for system compatibility.

Incumbents in this classification perform a wide scope of complex duties and responsibilities in a demanding fast-paced environment, the Director, Network Operations will need exceptional service skills, technical expertise, and individual initiative while maintaining a customer-centered attitude. Performs a variety of duties as they relate to their assigned area of responsibility.

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

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

The Chief Information Officer is responsible for the overall planning, development, integration, and management of the District's information technology programs and services, including applications development and support, technical operating systems, data systems, networking and voice/data communication systems, educational technology, and other technology solutions. The incumbent is expected to exercise leadership in formulating technology strategy and developing and recommending long-term technology direction for the District. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

The Director, Network Operations classification requires the ability to develop applications in the software-occupying servers, the knowledge of, and ability to configure servers in a wide-area environment, perform remote diagnostics and network configurations. The Director, Network Operations must also be able to independently setup and maintain servers, local networks, routers and switches, understand TCP/IP addressing, and to diagnose wide-area network problems. The Director, Network Operations requires the ability to connect multiple systems involving a wide geographic area and will have the equivalent knowledge to one of the following certificates: Certified Network Administrator, Microsoft Certified Professional, Cisco Certified Network Associate, or Juniper Network Certified Associate

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Chief Information Officer.
- Provides supervision and technical work direction to assigned Information Technology staff.
- Communicates and coordinates with personnel and various outside agencies to plan and complete projects, exchange information and resolve issues or concerns.

#### **ESSENTIAL DUTIES**

- Manage and set priorities for the design, maintenance, development, and evaluation of all infrastructure systems, including all virtual and cloud based systems, District Wide Area Network (WAN) and Local Area Networks (LAN) infrastructure, Servers, Database Operations, SQL, internet, intranet, security, wireless network, mobile device management, and related services and systems;
- Creation and maintenance of automated systems;

- Design and implement short- and long-term strategic plans to ensure infrastructure capacity meets existing and future requirements;
- Assist with and participate in the ongoing assessment, modification and standardization of the District's enterprise network infrastructure and associated configuration management practices;
- Researches, recommends, and installs upgrades and enhancements to computer networks. Evaluates adequacy of existing networks based on user needs and traffic;
- Integrates minicomputer systems for multiple platforms with network servers and host computer operations; Specifies data communications requirements and wiring and hardware layouts for new facilities and/or modifications to existing facilities, in accordance with District and industry standards;
- Serves as a resource for a computer purchase upgrades and emerging technologies. Researches and recommends system and software upgrades for increased productivity and compatibility;
- Troubleshoots and performs various technical computer and peripheral repair duties that include but are not limited to diagnosing system failures and isolating faulty parts, repairing or replacing parts, and verifying and testing for correct operations;
- Configures, maintains and participates in installation of directory structures, security applications and software;
- Implements protocols and procedural controls for network systems security
- Develops and maintains up-to-date documentation supporting assigned and related areas of responsibility. This includes network infrastructure, system blueprints and schematics, procedures and steps for equipment setup, help desk questions and answers, and inventory recording;
- Serve as member of committees and attend special conferences to evaluate new developments and strategies affecting project objectives and results;
- Conduct special studies and evaluations of problem areas affecting information services and technology as directed;
- Provide technical expertise and information to the Chief Information Officer or his/her designee, regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Chief Information Officer of unusual trends or problems and recommend appropriate corrective action;
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues;
- Attend and participate in a variety of meetings related to assigned activities; prepare and deliver oral presentations as requested;
- Train and provide work direction and guidance to assigned support staff; schedule, assign and review the work of support staff;
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to inspect work and visit sites.

**Other Related Duties**

- Provide recommendations concerning computer system and software enhancements;
- Attend and participate in meetings, conferences, and seminars related to new software and technology to maintain current knowledge of technological advances in the field;
- Performs other duties as assigned that support the overall objective of the position and the District.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- In-depth technical knowledge of Ethernet, TCP/IP, IPV4, VOIP, WAN/LAN performance monitoring, capacity planning and methodologies, LAN/WAN Network management systems, Packet capture and analysis, installation, configuration and management of LAN infrastructure including routers, switches, phones, and wireless equipment, IP addressing and subnetting practices, and Remote Access technologies;
- Network server systems such as Apple, Microsoft Windows or UNIX; Firewall system design and implementation;
- Principles and practices of System Design Life Cycle (SDLC) management, design, implementation and administration;
- Working knowledge of network management industry best practices; network troubleshooting and problem resolution, cabling standards, methods and procedures;

- Working knowledge of the principles of effective project management, traffic prioritization and management concepts such as QOS, bandwidth shaping and bandwidth compression and bandwidth acceleration;
- A well-developed understanding of the protocols and procedures for setting up new equipment, troubleshooting and performing routine maintenance;
- Working knowledge of the physical elements of the network including fiber optic, Ethernet cabling, routing, and switching;
- Components, capabilities, and troubleshooting methodologies for information systems and database software.
- Sufficient communication skills to conduct individual instruction and technical assistance on the use and application of PC-based business and education, internet, utility, and connectivity software;
- Principles and practices of data security standards and practices; auditing and authorization;
- Microsoft Project software;
- Applicable laws, codes, rules, and regulations;
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Effectively implement network security practices and procedures as directed by the Chief Information Officer;
- Plan, coordinate, and oversee information technology network projects;
- Coordinate network system changes with appropriate support staff to assure uninterrupted computer services to the organization and its customers;
- Prepare and follow detailed project plans and time lines for projects and proposed systems;
- Prepare and present oral and written reports and recommendations clearly, concisely, and logically;
- Prepare and interpret statistical computations, charts, and graphs;
- Conduct investigations, determine methodologies, and obtain the data necessary to evaluate complex problems and issues and recommend solutions;
- Develop project management standards, including procedures, checklists, and forms;
- Develop and maintain a schedule of quarterly testing and documentation of all battery back-up power supply equipment and emergency fail over equipment.
- Continuously update personal knowledge of industry leading LAN and VOIP technology;
- Learn new skills and adapt to changes in technology;
- Maintain confidentiality of privileged information obtained in the course of work;
- Effectively participate in working groups or committees;
- Establish and maintain cooperative and effective working relationships with others;
- Effectively interact with vendors;
- Plan and organize work, meet schedules and timelines;
- Work independently and exercise initiative and good judgment;
- Understand and follow oral and written directions;

**EMPLOYMENT STANDARDS**

**Education:** A Bachelor's degree with major coursework in Computer Information Systems/Computer Science, management information systems or a closely related field. Industry certifications and additional experience may substitute for higher education requirement on a year for year basis. No more than total of two years of the higher education requirement may be substituted by any combination of additional experience or industry certifications.

**Experience:** Five years of increasingly responsible experience in the support of LAN/WAN infrastructure, including three years of experience involving independent analysis and evaluation of information technology network operations, preferably in a public agency; at least two years of which were in a lead, supervisory or management capacity.

**Preferred Qualifications:** A Cisco Certified Network Professional, or MCSE certification is the equivalent knowledge and competency expected of this classification. Three years operational experience with G Suite Admin, Windows Server, Microsoft System Center, Active Directory, Junos, and mobile device management. Current certifications include Microsoft and VMWare.

Oxnard School District

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**Special:** Possession of 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 AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to have ambulatory ability to move to various office and classroom-type locations and to bend, stoop, crawl and reach to install cables and equipment; sufficient hand eye coordination and dexterity to make small component connections; sufficient visual acuity to read technical documents and instructions and align small components; sufficient auditory ability to carry on routine conversations; ability to lift, push, and pull objects of medium weight (less than 75 lbs.) on an occasional basis; ability to work in confined areas with noise variations, dust, and limited ventilation. Perform duties that require fine dexterity and extreme muscle control, involving various body postures. Specific vision abilities required by this job include color vision, close vision, depth perception, and ability to adjust focus. Facility to hear and understand speech at normal room levels and other sounds as it would relate to an office environment. Facility to speak clearly and be understood.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with administration, customers, vendors, consultants, employees and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works under typical office conditions, and the noise level is usually quiet. Work is performed primarily indoors where some safety considerations exist from physical labor, positioning in cramped areas, and handling of medium weight, yet, awkward materials.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year 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:** Appropriate Placement on Classified Management Salary Schedule

**Approved:** 6/19

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Open/Promotional

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 18-19: 49

Established: 5/29/19

Merged with list #18-19:14

**Administrative Assistant**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
PROMOTIONAL LIST		
1	Gaytan, Blanca (B)	11/16/2019
2	Casas, Rocia Bedolla (B)	11/16/2019
3	Guzman, Edith (B)	11/16/2019
4	Magallanes, Marisela (B)	11/16/2019
5	de Martinez, Jill A (B)	5/29/2020
6	Pelayo, Adriana (B)	11/16/2019
7	Dickens, Jesusa M (B)	5/29/2020
7	Velasquez, Mayra J (B)	11/16/2019
8	Noriega, Monica Z (B)	5/29/2020
OPEN LIST		
1	Moran, Lena (B)	11/16/2019
2	Pozos, Stephanie (B)	11/16/2019
3	Guerrero, Dalia A (B)	11/16/2019

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. 18-19:30

Established: 5/31/19

## Speech-Language Pathology Assistant

Rank	Name	Expiration Date
1	Rios, Tiana M	5/31/2020
2	Perez, Julio (B)	11/7/2019

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. 18-19:47

Established: 6/7/2019

merged list

**PARAEDUCATOR II**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Smith, Sarah	2/21/2020
2	Mendoza, Alejandro	2/21/2020
3	Arreola, Cassandra	6/7/2020
4	Romero, Patricia L	6/7/2020
5	Lopez, Frank	11/5/2019
5	Macias, Perla	6/7/2020
6	Villafaña, Carina	2/21/2020
7	Gamino, Celeste	2/21/2020
8	Rodriguez, Michelle	2/21/2020
8	Trujeillo Gutierrez, Mariela Yenedith	6/7/2020
9	Soria, Roxanne	11/5/2019
10	Aguilera, Christian	2/21/2020
11	Ayala, Viviana	6/7/2020
11	Alvarez, Victoria	11/5/2019
12	Ambriz, Noemi G	6/7/2020

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. 18-19:48

Established: 6/7/19

merged list

**PARAEDUCATOR III**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Sanchez, Jaime	2/21/2020
2	Romero, Patricia L	6/7/2020
3	Lopez, Frank	11/5/2019
4	Villafaña, Carina	2/21/2020
5	Trujillo Gutierrez, Mariela Yenedith	6/7/2020
6	Soria, Roxanne	11/5/2019
7	Gomez, Paula	2/21/2020
8	Alvarez, Victoria	11/5/2019
9	Alvarez, Lillie A	6/7/2020
10	Ambriz, Noemi G	6/7/2020

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.

CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Lopez, Diana L	Paraeducator II, Position #2245 Special Education 5.75 hrs./183 days	04/30/2019
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**Limited Term**

Chavez Cedeno, Kassandra	Paraeducator (substitute)	05/14/2019
Davlos, Lateafa A	Campus Assistant (substitute)	04/24/2019
Gadian, Melissa M	Paraeducator (substitute)	04/23/2019
Lopez, Olivia V	Paraeducator (substitute)	04/22/2019
Lopez, Paulina A	Paraeducator (substitute)	04/15/2019
Rivera, Elizabeth H	Paraeducator (substitute)	04/22/2019
Salazar, Elida	Paraeducator (substitute)	04/22/2019

**Promotion**

Lopez, Lisa V	Paraeducator II, Position #2904 Special Education 5.75 hrs./ 183 days Campus Assistant, Position #3014 Marina West 5.0 hrs./ 180 days	04/27/2019
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**Transfer**

Ankrom, Karen A	Paraeducator III, Position #9221 Special Education 5.75 hrs./ 183 days Paraeducator III, Position #7850 Special Education 5.75 hrs./ 183 days	04/22/2019
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**Leave of Absence**

Mendez, Cindy V	Paraeducator II (B), Position #6581 Special Education 5.75 hrs./ 183 days	04/02/2019-06/02/2019
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**Resignation**

Canales, Catalina	Health Care Technician, Position #9032 Pupil Services 7.0 hrs./183 days	05/07/2019
Guerrero Espinosa, Dalia A	Family Liaison, Position #6405 Ramona 6.0 hrs./ 180 days	04/26/2019
Hernandez, Julie V	Paraeducator I, Position #7193 Sierra Linda 4.83 hrs./183 days	05/17/2019
Reppert, Amanda	Child Nutrition Worker, Position #2616 Chavez 5.5 hrs./185 days	04/17/2019