



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT NOTICE OF REGULAR MEETING AGENDA

Thursday, August 9, 2018
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 June 14, 2018 and June 28, 2018

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. Employee Benefits Specialist *(page 4)*
The Personnel Commission will consider revising the job description.
2. Disciplinary Appeal
The Personnel Commission will determine if it will hear the appeal itself or defer to a hearing officer and will select a hearing date.
3. Eligibility Lists *(page 9)*
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. Personnel Actions *(page 11)*
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

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

1. Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:
 - Evaluation - Director, Classified Human Resources
2. Reconvene to open session and report out of closed session.

The Commission will report on any action taken in closed session or take action on any item considered in closed session as may be required by Government Code

F. ADJOURNMENT

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



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, June 28, 2018
4:00 p.m. Board Room of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, June 28, 2018, in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:05 p.m.

CALL TO ORDER

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

ROLL CALL

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

Shristie Nair-Villano
Tanya Ventura, Staff member

Guests: Hugo Alcalá, CSEA Representative; Steve Bailey, Retired Director of Classified Human Resources; Efrain Cazares, CSEA Representative; Luz Chavez, CSEA Representative; Gricet De La Paz, CSEA Representative, Pamela Ibarra, CSEA Representative; Ilene Poland, CSEA Representative; Shari Rascon, CSEA President; Ginny Whitt, School Office Manager

Commissioner Robinson moved to approve the agenda of Thursday, June 28, 2018 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y; Robinson Y

ADOPTION OF THE
AGENDA

Mr. Bailey presented on Roles and Responsibilities of the Board of Education and Personnel Commission.

ROLES AND
RESPONSIBILITIES
ADJOURNMENT

There being no further business, the Commission adjourned at 5:53 p.m.

This certifies that these are the full and correct minutes of the meeting of Thursday, June 28, 2018 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:

August 9, 2018

TITLE: APPROVAL OF REVISION TO CLASSIFICATION SPECIFICATION

DESCRIPTION OF AGENDA ITEM:

The classification specification for Employee Benefits Specialist is being presented for revision. The Risk Management department requested that the classification for Employee Benefits Specialist be reviewed and revised due to both incumbents in the classification retiring in June 2018. There will be a need to conduct a new recruitment to replace the departments support staff shortage.

The following revisions to the Employee Benefits Specialist specification is proposed and attached:

1. The classification title is being revised to better reflect the nature of this position – the position is responsible for all support duties under the Risk Management department.
2. The job summary and duties have been revised to reflect the current programs and associated tasks/duties assigned to this desk.
3. Knowledge, Abilities and Traits have been revised to be more current and relevant.
4. Employment Standards have been revised to lower the education requirements to be better in alignment to the job family and it was determined the education requirements were set too high.

HISTORY ON EMPLOYEE BENEFITS SPECIALIST:

The Employee Benefits Specialist classification was last reviewed by Personnel Commission in June 2013. At that time, the job description was updated and approved with amendments.

In July 2013, Personnel Commission also recommended the salary reallocation for the Employee Benefits Specialist classification to be increased from range 23 to range 24. The Board of Trustees did not accept this recommendation. Since the Board of Trustees did not approve the salary reallocation, the Employee Benefits Specialist classification remains at range 23. Please refer to the Education Code section referring to this item below:

Education Code, Article 6, Merit System 45268: *“The commission shall recommend to the governing board salary schedules for the classified service. The governing board may approve, amend, or reject these recommendations. No amendment shall be adopted until the commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the commission.”*

RECOMMENDATION:

It is recommended that the Personnel Commission approve the classification title change from Employee Benefits Specialist to Risk Management Specialist.

Additionally, it is recommended that the Personnel Commission approve all other revisions to the Risk Management Specialist classification specification as presented.

RISK MANAGEMENT SPECIALIST
EMPLOYEE BENEFITS SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY OF DUTIES

Under the direction of the Risk Manager, performs a variety of technical duties ~~involved in the coordination and implementation of District health and welfare programs~~ **related to the District's comprehensive health benefits, workers' compensation and liability programs**; serves as the District's resource person in the area of ~~health and welfare benefits~~ **employee benefits programs including insurance, enrollment, eligibility, billing and record-keeping functions; provides information and assistance to employees regarding health benefits and workers' compensation coverage, claims and related procedures**; assists in the coordination, processing, and resolution of workers' compensation claims; and performs a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

~~The Employee Benefits Specialist classification performs a variety of technical duties involved in the coordination of implementation of District health and welfare programs and assists in the coordination, processing, and resolution of workers' compensation claims.~~

~~The Human Resources Technician classification performs assignments of varying difficulty in the areas of recruitment, employee selection and placement, employee records, and various other Human Resources support areas.~~

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Risk Manager.
- May provide work direction to support staff.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Processes Human Resources benefit status changes; determines benefits eligibility and premium contributions according to bargaining unit agreements, District policy, insurance company or trust rules and regulations, and state and federal laws;
- ~~Processes new and current~~ **Enroll, add and delete** employees for ~~enrollment into all~~ in health and welfare benefit plans, makes dependent and other status changes to benefit coverage; calculates cost associated with benefit changes and creates summary reports of changes and associated cost; reviews enrollment and change forms and other documents for accuracy and forwards to appropriate carriers;
- Assists beneficiaries with life insurance claims and forwards to insurance carrier;
- Conducts ~~individual and group~~ **employee health** benefits orientation for the purpose of informing employees about benefit plans, enrollment options, and policies and procedures for filing claims;
- Provides routine and specialized employee benefits information and responds to inquiries from employees, retirees, ~~and carriers~~ **insurance companies and agents** regarding benefits coverage, **enrollment options** eligibility, claims procedures, work-related injuries, medical leave, **liability/property claims** and disability status;
- Audits and reconciles the monthly billing and premiums; determines, requests and remits premium payments for ~~group~~ health **benefits programs** and life insurance **plan**;
- Organizes and coordinates **District health** benefit fairs and annual open enrollment;
- Serves as District liaison to insurance company and benefits trust administrators in resolving claim problems, issues, and contract compliance;
- Manages and balances various benefit accounts related to health ~~and welfare~~ benefits; calculates pro-rated premiums for part time employees eligible for benefits;

- Verifies benefits coverage as requested by health care providers as well as coordination of benefits with other businesses;
- Compiles statistical data and reports required in the administration of the various fringe benefit programs; monitors carrier compliance with contract provisions and District policies; tracks employee eligibility regarding leaves of absence;
- ~~Processes workers' compensation claims and assists in facilitating the return to work program; acts as a liaison between claims administrator, associated firms, and the District in managing claims; gathers information, completes, maintains, and processes a variety of forms and reports related to workers' compensation;~~
- **Assist injured employee with initiating and filing Workers' Compensation claim; monitor and keeps employee current concerning claim status, progress; assists in facilitating the return-to-work program; acts as a liaison between claims administrator, associated firms and the District in managing claims; gathers information, completes, maintains and processes a variety of forms and reports related to workers' compensation;**
- Receives and processes salary continuation payments for disabled employees; audits open workers compensation claims; verifies industrial accident leave on employee timesheets and advises the payroll department how to charge time appropriately;
- Accurately processes ~~Employer's Report of Occupational Injuries~~ **Workers' Compensations forms** within twenty-four hours of knowledge using established procedures; forwards completed reports to claims administrator and affected job sites;
- Audits county reports for District safety credit expenditures; researches files for purchase orders, prepares and submits claims for reimbursement to Ventura County School Self-Funding Authority;
- Independently prepares and responds to correspondence and memoranda pertaining to various employee benefits and worker's compensation related problems, issues, and concerns;
- ~~Maintains CAL/OSHA logs, and prepares final recap for posting and distribution; completes annual Department of Labor Report as required;~~
- **Develop, prepare and disseminate forms for the District's health benefits and workers' compensation programs;**
- **Prepare and distributes a variety of reports including workers' compensation carrier reports, CAL/OSHA, data summaries, and related reports; completes annual Department of Labor Report as required.**
- Establishes and maintains employee benefits and workers' compensation files for all eligible employees; ~~maintains inventories of numerous benefit brochures and forms;~~
- Compiles information and completes state benefit surveys.

Other Related Duties

- Attends and participates in Board meetings of the Benefits Trust as needed;
- Assists in receiving calls, logging and mailing employee workers' compensation claim forms for reported injuries; receives completed employee claims and forwards documents to claims administrator as needed;
- Assist in the updating and creation of department forms related to employee benefits and workers' compensation;
- Updates Risk Management department information on District webpage as needed;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- **Applicable** ~~Pertinent~~ rules, regulations, and policies of the District and health care providers pertaining to employee benefit coverage;
- **Applicable** ~~Pertinent~~ Federal, State and local laws, codes and regulations;
- **Principles of** benefit program administration, including enrollment, eligibility, and claims processing;
- **Principles Practices** and procedures of workers' compensation claims processing **and resolution, including support of litigation.**
- Techniques for balancing and reconciling claims, payments, and deductions for benefits;

- Laws, rules and regulations related to Types of employee benefits health and medical insurance plans and Workers' Compensation;
- COBRA Regulations and Family Medical Leave Act application and regulations.
- Principles and practices of record keeping;
- Computer applications and systems relevant to benefits administration
- ~~Modern office practices, procedures, and equipment;~~
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Good public relations techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Principles of business letter writing and basic report preparation.

Ability to:

- Interpret and explain the District's contract provisions, rules, regulations, and policies pertaining to employee benefit coverage and workers' compensation;
- Understand and accurately interpret and apply technical information, laws, rules, regulations, and other guidelines pertaining to benefits administration and workers' compensation.
- Compile information and data and prepare reports;
- Analyze and solve complex and administrative problems and exercise initiative and sound judgment in developing effective and efficient solutions ~~situations accurately and adopt an effective course of action;~~
- Maintain confidentiality of privileged information obtained in the course of work;
- Work ~~effectively~~ independently within established time ~~schedules~~ lines and with minimal direction;
- Compose and prepare correspondence and reports independently;
- Operate a variety of office machines and equipment such as a personal computer and, applicable hardware and software, copiers, printers, scanners, calculators, and fax machines;
- Accurately and efficiently perform alphanumeric and 10-key ~~data entry~~ calculator;
- Provide information and assistance to District staff, Board members, business representatives, and the general public in a helpful, courteous and timely manner.
- Communicate effectively, both orally and in writing.
- Establish and maintain ~~effective~~ cooperative working relationships with those contacted in the course of work;
- Understand and follow oral and written directions.
- Maintain regular and consistent attendance.

Traits:

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

EMPLOYMENT STANDARDS

Education: ~~Two years (48 semester or 72 quarter units) of~~ Graduation from high school supplemented by college-level coursework including coursework in business administration, human resources, accounting, benefits, insurance or a closely related field.

Experience: Two years of experience in benefits administration, workers' compensation, or a closely related area of human resources.

Oxnard School District

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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 conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and have direct contact with other employees and 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: 23.0

Approved: 4/92

Revised: 2/98, 6/13, **8/18**

OXNARD SCHOOL DISTRICT

Recruitment Type: Promotional

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 17-18:37

Established: 7/23/2018

Lead Custodian

Rank	Name	Expiration Date
1	Diaz, Randy	7/23/2019
2	Fox, Timothy	7/23/2019
3	Arredondo, Jose L	7/23/2019
3	Jimenez, Edgard S	7/23/2019
4	Salas, Benito M	7/23/2019
5	Perez, Saul	7/23/2019
6	Everett, Steven A	7/23/2019
7	Saucedo, Eduardo	7/23/2019
8	Ramirez, Javier	7/23/2019
9	Medina, Maria	7/23/2019
10	Lopez, Richard Cortez	7/23/2019
11	Garcia, Luizinho	7/23/2019
12	Zamarripa, Juan	7/23/2019

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

Recruitment Type: Promotional Only

Director's Certification:



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Eligibility List No. 17-18:40

Established: 7/26/18

Grounds Equipment Operator

Rank	Name	Expiration Date
1	Romero, Juan M	7/26/2019
2	Contreras, Luis A	7/26/2019
3	Gonzalez, Humberto	7/26/2019
4	Veronica III, Phillip	7/26/2019

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.

CLASSIFIED PERSONNEL ACTIONS

New Hire

Nair, Shristie	Director of Classified Human Resources, Position #121 Personnel Commission 8.0 hrs./246 days	06/04/2018
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Limited Term

Garcia, Fernando	Custodian	05/02/2018
Hernandez, Erica R	Paraeducator	05/23/2018
Lopez Jr., Juan	Paraeducator	06/15/2018
Martinez, Michael	Custodian	05/02/2018

Exempt

Deckers, Tanya	Campus Assistant	05/10/2018
Raya, Marisa	Campus Assistant	05/02/2018

Leave of Absence

Gonzales, Therese N	Child Nutrition Worker, Position #1586 Maria West 4.0 hrs./185 days	08/20/2018
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Resignation

Cerrato, Gabriela	Child Nutrition Worker, Position #1834 Elm 5.0 hrs./185 days	06/15/2018
Lopez Jr., Juan	Paraeducator I, Position #7185 McKinna 4.16 hrs./183 days	06/15/2018
Mejia, Marissa	Outreach Specialist, Position #2561 Brekke 8.0 hrs./180 days	06/08/2018
Sims, Elizabeth N	Paraeducator I, Position #7190 Ritchen 4.0 hrs./183 days	06/14/2018

Retirement

Benavides, Leticia	Preschool Assistant (B), Position #945 Rose Ave. 3.0 hrs./183 days	06/14/2018
Bernal, Rosalina	Child Nutrition Worker, Position #1703 McKinna 5.0 hrs./185 days	06/18/2018