



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, April 12, 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 March 7, 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. Establishment of class descriptions in the Payroll series *(page 4)*
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.
2. Eligibility Lists *(page 12)*
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. Budget - First Reading *(page 19)*
The Personnel Commission will review the proposed budget for Fiscal Year 2018-2019.
2. Personnel Actions *(page 27)*
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.

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

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 - Recruitment update
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 SPECIAL MEETING MINUTES

Wednesday, March 7, 2018

4:00 p.m. Conference Room of the Operations Services Center (Facilities)
1055 South C Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Wednesday, March 7, 2018, in the Conference Room of the Operations Services Center, 1055 South C Street, Oxnard, CA. The meeting was called to order by Commissioner Lopez at 4:23 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

Tanya Ventura, Staff member

Guests: Pamela Ibarra, CSEA Clerical Representative; Steve Bailey; Efrain Cazares, CSEA Vice President; Ilene Poland, CSEA Representative; Shari Rascon, CSEA Chapter President

Commissioner Castillo moved to approve the agenda of Wednesday, March 7, 2018 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez Y ; Castillo Y

ADOPTION OF THE
AGENDA

COMMENTS BY THE
PUBLIC

ACTION ITEMS
Eligibility Lists

Commissioner Castillo moved to approve the eligibility lists of Adaptive Technology Specialist, Health Care Technician, Paraeducator II, Paraeducator III, and Speech-Language Pathology Assistant. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez Y ; Castillo Y

The Commission convened into closed session at 4:48 p.m. They reconvened into open session at 5:39 p.m. and reported on the public employment of the Director of Classified Human Resources, Commissioner Castillo reported that Mr. Steve Bailey will begin at Step 3 of the Director of Classified Human Resources salary schedule effective March 12, 2018, as the Interim Director of Classified Human Resources. The vote was as follows 2-0. Lopez Y ; Castillo Y

CLOSED SESSION

There being no further business, the Commission adjourned at 4:25 p.m. The next regular meeting will be held April 12, 2018.

ADJOURNMENT

This certifies that these are the full and correct minutes of the meeting of Wednesday, March 7, 2018 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Steven Bailey
Interim Director, Classified Human Resources

Date of Meeting:

April 12, 2018

TITLE: APPROVAL OF CLASASIFICATION SPECIFICATIONS AND SALARY RANGE PLACEMENT

DESCRIPTION OF AGENDA ITEM:

The Department of Budget and Finance has requested that new classifications for the Payroll function be approved. As Payroll is a unique function within the Fiscal series, it is appropriate that accurate descriptions of the job are in place. This will provide the foundation for accurate testing of candidates, evaluation of incumbents and understandable and appropriate employment expectations.

Attached are new classification specifications for:

- 1) Payroll Technician
- 2) Senior Payroll Technician

The recommended placement on the salary schedule for these positions is consistent with similar districts in the area and recognizes the unique skills that are attached to the Payroll function.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the new classifications specifications for Payroll Technician and Senior Payroll Technician as presented and allocate the new classifications to the CSEA salary schedule as follows:

- 1) Payroll Technician, range 220
- 2) Senior Payroll Technician, range 235

Oxnard School District

CLASS TITLE: SENIOR PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director, Budget & Finance, perform a variety of advanced technical payroll accounting activities involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial and payroll records to assure District employees are paid in an accurate and timely manner; perform complex payroll calculations and processes, verify and update records with a variety of payroll data; and train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of advanced technical payroll accounting activities in accordance with established policies and procedures to assure District employees are paid in an accurate and timely manner; receive, review, verify, prepare and process various payroll records and documents.

Review and process employee time sheets; calculate and input time information, pay rates, salary adjustments and overtime pay; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments; request and obtain signatures and additional information as needed.

Review and close regular and supplemental payrolls; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data processed by Payroll Technicians.

Process regular and supplemental payrolls; input, code and adjust timesheet, employee and other payroll information in an assigned computer system; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data.

Assure payroll timelines are met, maintain payroll controls, and assure proper procedures, policies, rules and regulations are applied to payroll activities.

Check payrolls for compliance with rules, regulations and policies; compare, audit and reconcile payroll reports and printouts with timesheets and payroll records to assure accuracy of payments.

Establish and maintain detailed permanent payroll records for District personnel; process and update records with pay rates, contributions, tax withholdings, tax shelter annuities, vacation and sick leave, payroll deductions, including union dues and retirement and other data and information.

Calculate, assemble, match, code, sort, review, verify and post a variety of payroll data such as hours, tax information, leave, days worked and work assignment; balance, reconcile and submit payrolls for check processing; identify and resolve payroll issues and discrepancies.

Review and audit payroll data, records and reports for accuracy and completeness; compare and reconcile forms, statements, records, reports, lists, spreadsheets, time cards and other financial documents; identify errors and make appropriate corrections and adjustments.

Serve as the primary resource person for Payroll staff, provide work direction and guidance as needed

Serve as an informational resource to employees concerning assigned payroll functions; respond to inquiries and provide detailed information concerning related salaries, deductions, leave, taxes, paychecks, transactions, issues, practices, policies and procedures.

Interact closely with Human Resources, Budgeting and other departments to assure all information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.

SENIOR PAYROLL TECHNICIAN

Research and respond to questions regarding district payroll policies and procedures or payroll data; prepare correspondence.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to payroll functions; assist with modifying systems and activities to meet requirements.

Coordinate, document, and explain the implementation of new legislation, changes in labor agreements, and software changes to Payroll Technicians.

Coordinate auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits and taxes; participate in the coding and application of voluntary deductions; assure proper authorizing signatures, coding and accuracy of payroll adjustments.

Process a variety of special payroll transactions such as retroactive pay, garnishments, lost warrants and overtime; follow up on and resolve outstanding warrants or warrant cancellations.

Assure that employee retirement, benefit, and other voluntary deduction information is accurately maintained and payments to providers are accurate and timely.

Prepare and reconcile comprehensive federal and state quarterly and annual reports of earnings, tax withholding, unemployment insurance, social security, retirement for W-2 reporting, and various other accounts for state and federal agencies. Coordinate the distribution and processing of annual W-2 forms.

Reconcile voluntary deduction billings and ensure timely payment to vendors.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The practices and terminology of payroll accounting practices, clerical and office procedures and methods, business mathematics and record keeping.

Methods, procedures and terminology used in technical payroll and accounting work. Verification and processing of payroll records and reports.

Principles and techniques involved in payroll preparation and processing.

Laws and regulations governing payroll.

Spreadsheet programs and data control procedures and data entry operations.

The data entry system for payroll and other fiscal information.

Labor and other contracts to properly interpret and calculate salaries.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Verification and processing of payroll records and reports.

SENIOR PAYROLL TECHNICIAN

Payroll policies and procedures.

Tax withholding, voluntary deductions and employee benefits.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

ABILITY TO:

Enter data onto standardized formats within computerized data base programs using keyboards, basic keyboarding or 10-key skills and calculators.

Learn and apply laws, codes governing payroll and retirement in California, as well as policies, procedures, and labor contracts used by the District.

Prepare clear, complete and concise financial records and analyze payroll and accounting.

Perform technical research, complete complex arithmetic computations and prepare reports.

Use a range of personal computer software such as spreadsheets, word processing, and databases.

Extract data from databases and import into formats that produce reports.

Ensure the confidentiality of private information.

Convey technical concepts to others in frustrating exchanges of information with tact, patience and courtesy.

Document conversations, prepare memos, and prepare procedures.

Perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner.

Process employee time information and related documents for payrolls.

Maintain accurate financial and statistical records.

Review, process, evaluate and verify a variety of financial information.

Monitor, audit, adjust and reconcile payroll data.

Identify, investigate and resolve financial errors and discrepancies.

Compare numbers and detect errors efficiently.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Serve as the technical resource person for the payroll section.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform arithmetic calculations quickly and accurately.

Type or input data at an acceptable rate of speed.

Maintain regular and consistent attendance.

SENIOR PAYROLL TECHNICIAN

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in accounting or related field and three years payroll, accounting or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

PC Approval: 4/12/18

OXNARD SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner; prepare and process regular and supplemental payrolls; process, calculate, verify and update records with a variety of payroll data.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical payroll accounting duties in accordance with established policies and procedures; assure District employees are paid in an accurate and timely manner; receive, review, verify, prepare and process various payroll records and documents.

Review and process employee time sheets; calculate and input time information, pay rates, salary adjustments and overtime pay; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments; request and obtain signatures and additional information as needed.

Process regular and supplemental payrolls; input, code and adjust timesheet, employee and other payroll information in an assigned computer system; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data.

Establish and maintain detailed permanent payroll records for District personnel; process and update records with pay rates, contributions, tax withholdings, tax shelter annuities, vacation and sick leave, payroll deductions, including union dues and retirement and other data and information.

Calculate, assemble, match, code, sort, review, verify and post a variety of payroll data such as hours, tax information, leave, days worked and work assignment; balance, reconcile and submit payrolls for check processing; identify and resolve payroll issues and discrepancies.

Review and audit payroll data, records and reports for accuracy and completeness; compare and reconcile forms, statements, records, reports, lists, spreadsheets, time cards and other financial documents; identify errors and make appropriate corrections and adjustments.

Interact closely with Human Resources, Budgeting and other departments to assure all information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.

Serve as an informational resource to employees concerning assigned payroll functions; respond to inquiries and provide detailed information concerning related salaries, deductions, leave, taxes, paychecks, transactions, issues, practices, policies and procedures.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Receive, sort, process and distribute paychecks and mail as assigned; duplicate, sort, file and distribute payroll materials as necessary; prepare, distribute and respond to a variety of correspondence.

Process a variety of special payroll transactions such as retroactive pay, garnishments, lost warrants and overtime; follow up on and resolve outstanding warrants or warrant cancellations.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

PAYROLL TECHNICIAN

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The practices and terminology of payroll accounting practices, clerical and office procedures and methods, business mathematics and record keeping.

Principles and techniques involved in payroll preparation and processing.

Laws and regulations governing payroll.

Spreadsheet programs and data control procedures and data entry operations.

The data entry system for payroll and other fiscal information.

Labor and other contracts to properly interpret and calculate salaries.

Tax withholding, voluntary deductions and employee benefits.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Verification and processing of payroll records and reports.

Tax withholding, voluntary deductions and employee benefits.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

ABILITY TO:

Enter data onto standardized formats within computerized data base programs using keyboards, basic keyboarding or 10-key skills and calculators.

Learn and apply laws, codes governing payroll and retirement in California, as well as policies, procedures, and labor contracts used by the District.

Prepare clear, complete and concise financial records and analyze payroll and accounting.

Perform technical research, complete complex arithmetic computations and prepare reports.

Use a range of personal computer software such as spreadsheets, word processing, and databases.

Extract data from databases and import into formats that produce reports.

Ensure the confidentiality of private information.

Convey technical concepts to others in frustrating exchanges of information with tact, patience and courtesy.

PAYROLL TECHNICIAN

Document conversations, prepare memos, and prepare procedures.

Perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner.

Process employee time information and related documents for payrolls.

Maintain accurate financial and statistical records.

Review, process, evaluate and verify a variety of financial information.

Monitor, audit, adjust and reconcile payroll data.

Identify, investigate and resolve financial errors and discrepancies.

Compare numbers and detect errors efficiently.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures. Learn tax withholdings, voluntary deductions and employee benefits.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform arithmetic calculations quickly and accurately.

Type or input data at an acceptable rate of speed.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in accounting or related field and two years payroll, accounting or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

PC Approval: 4/12/18

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 17-18:24

Director's Certification:

Established: 3/28/2018

Accountant/Internal Auditor

Rank	Name	Expiration Date
1	Ali, Syed M	3/28/2019
1	Barron, Teresa A	3/28/2019
1	Nunez, Patricia	3/28/2019
2	Johnson, Anthony	3/28/2019
3	Valles, Alejandro	3/28/2019
4	Hernandez, Mari Tere	3/28/2019
5	Stankoski, Jodi	3/28/2019
6	Barnhart, Charissa	3/28/2019
7	Oera, Rovee Francis	3/28/2019
8	Kaesberg, Shannan	3/28/2019

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

Eligibility List No. 17-18:07

Director's Certification:

Established: 3/15/18

Merged with Eligibility List No. 16-17:12

School Occupational Therapist

Rank	Name	Expiration Date
1	Guerrero-Espinosa, Edna	3/15/2019
1	Lucero, Shanna Rita V	3/15/2019
2	Saavedra, Maria Dahlia	3/15/2019
3	Brende, Marilyn B	7/10/2018

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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: 2/26/2018

Merged List:

Updated: 3/30/17, 5/10/17,
 10/2/17, 10/31/17, 2/26/18,
 3/14/18

PARAEDUCATOR II

Rank	Name	Expiration Date
1	Alcala, Sonia	10/2/2018
1	Ankrom, Karen (B)	10/2/2018
1	Arteaga, Vanessa	5/10/2018
1	Ayala, Elizabeth G	6/23/2018
1	Ayala, Erika	2/26/2019
1	Ayala, Fernando	2/26/2019
1	Ayala, Johanna	3/14/2019
1	Bossin, Allana R	5/10/2018
1	Capulong, Gilbert	2/26/2019
1	Castaneda, Crystal	10/31/2018
1	Chavez, Marissa N	5/10/2018
1	Cota, Rudy	2/26/2019
1	Cowell, Marianna	2/26/2019
1	Cruz, Mariana	2/26/2019
1	Escobedo, Sonia	3/14/2019
1	Espitia, Maria E	10/31/2018
1	Fernandez, Esmeralda O	6/23/2018
1	Goldberg, Sandra	10/31/2018

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

1	Gonzalez, Renata	10/31/2018
1	Hernandez, Steven	2/26/2019
1	Isaac, Carmela	6/23/2018
1	Johnson, Shane	3/14/2019
1	Limon Garcia, Betsy	2/26/2019
1	Luna, Veronica	6/23/2018
1	Maag, Kevin	3/14/2019
1	Magaña, Christian A (B)	10/2/2018
1	Marques, Melissa	3/14/2019
1	Mendez, Yessica	3/14/2019
1	Nuckolls, Betty	3/14/2019
1	Ramirez, Lixsa	10/31/2018
1	Ramirez, Rosemary	10/31/2018
1	Robles, Cecilia	10/31/2018
1	Sandoval, Cynthia	10/2/2018
1	Vega, Jessica	10/31/2018
2	Saavedra, Juan	10/31/2018
3	Muñoz, Arnulfo	10/2/2018

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: 2/26/2018

Merged List:



Updated: 3/30/17, 5/10/17,
 10/2/17, 10/31/17, 2/26/18,
 3/14/2019

PARAEDUCATOR III

Rank	Name	Expiration Date
1	Limon, Giselle	5/10/2018
2	Alcala, Sonia	10/2/2018
2	Arevalo, Estanilano	10/31/2018
2	Arteaga, Vanessa	5/10/2018
2	Ayala, Erika	2/26/2019
2	Ayala, Johanna	5/10/2018
2	Bossin, Allana R	6/23/2018
2	Cameron, Rosa M	2/26/2019
2	Capulong, Gilbert	10/31/2018
2	Castaneda, Crystal	5/10/2018
2	Chavez, Marissa N	2/26/2019
2	Cota, Rudy	2/26/2019
2	Cowell, Marianna	2/26/2019
2	Cruz, Mariana	10/2/2018
2	Enriquez, Monica M	10/31/2018
2	Espitia, Maria E	6/3/2018

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

2	Escobedo, Sonia	10/31/2018
2	Fernandez, Esmeralda O	10/31/2018
2	Fierro, Raquel J	2/26/2019
2	Flores, Saray	5/10/2018
2	Gonzalez, Renata	3/14/2019
2	Hernandez, Steven	2/26/2019
2	Johnson, Shane	5/10/2018
2	Limon Garcia, Betsy	6/23/2018
2	Lopez, Bianca	3/14/2019
2	Lopez Osornio, Diego R	10/2/2018
2	Luna, Veronica	3/14/2019
2	Maag, Kevin	5/10/2018
2	Magaña, Christian A (B)	3/14/2019
2	Marques, Melissa	3/14/2019
2	Martinez, Angie	5/10/2018
2	Mendez, Yessica	10/2/2018
2	Nuckolls, Betty	10/31/2018
2	Olivares, Rury	10/2/2018
2	Quintanilla, Alba (B)	5/10/2018
2	Ramirez, Lixsa	10/2/2018
2	Ruiz, Juanita	10/31/2018
2	Ryzow, Alexandra	10/2/2018
2	Sandoval, Cynthia P	6/23/2018

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

2	Santana, Virginia	10/31/2018
3	Severiano, Adalilia	10/31/2018
2	Smith, Ashley	6/23/2018
2	Vega, Jessica	10/31/2018
3	Saavedra, Juan	10/31/2018

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:

Steven Bailey
Interim Director, Classified Human Resources

April 12, 2018

TITLE: First Reading – Personnel Commission Budget 2018/19

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 30th 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.

**ANNUAL FINANCIAL AND BUDGET REPORT
 FISCAL YEAR 2018-2019**

		2017-2018 Budgeted Amount <i>(dollars only)</i>	2018-2019 Proposed Budget <i>(dollars only)</i>
2000	CLASSIFIED SALARIES*¹		
2300	Administrative Personnel	\$215,995	\$215,995
	Commission Members ²	\$3,600	\$3,600
2400	Clerical & Other Office	\$241,372	\$241,499
2900	Other	\$0	\$0
Subtotal		\$460,967	\$461,094
3000	EMPLOYEE BENEFITS*		
\$0	Certificated Employees Retirement	\$0	
\$72,146	PERS	\$72,146	\$82,806
\$32,558	OASDI & Medicare	\$32,558	\$34,998
\$110,866	Health & Welfare Benefits ³	\$110,866	\$110,866
\$213	SUI	\$213	\$229
\$11,526	Worker's Compensation	\$11,526	\$11,378
\$0	PERS Reduction (<i>PERS Reduction is no longer valid in 2014/15</i>)	\$0	\$0
\$0	Other Benefits	\$0	\$0
Subtotal		\$227,309	\$240,277
4000	SUPPLIES		
4300	Other Supplies	\$2,000	\$2,000
	Literature, Periodicals	\$0	\$0
	Office Supplies	\$4,000	\$4,000
	Examinations Purchase	\$0	\$0
	Printing & Forms	\$3,600	\$3,600
	Other	\$0	\$0
4400	Non-Capitalized Equipment	\$1,800	\$1,800
Subtotal		\$11,400	\$11,400

* It is understood that the District agrees that monies budgeted for salaries and employee benefits will be adjusted upward or downward depending on actual wages, benefit rates, opt-in/out, etc. which may change over the course of the fiscal year and are not yet concretely known as of the time of this budget being presented and adopted.

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

		2017-2018 Budgeted Amount <i>(dollars only)</i>	2018-2019 Proposed Budget Budget <i>(dollars only)</i>
5000 SERVICES & OTHER OPERATING EXPENSES			
5200	Travel & Conference Expense		
	Mileage (Local)	\$750	\$750
	Expense Allowance	\$2,000	\$2,000
	Conference	\$6,250	\$6,250
5300	Dues & Membership	\$3,200	\$3,200
5500	Utilities & Housekeeping Services		
	Electricity	\$0	\$0
	Heat	\$0	\$0
	Water	\$0	\$0
	Other	\$0	\$0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	\$0	\$0
	Equipment Maintenance Contracts	\$700	\$700
	Other	\$500	\$500
5800	Other Services & Operating Expenses		
	Advertising	\$2,000	\$2,000
	Salary Classification Surveys	\$0	\$0
	Physical Examination	\$0	\$0
	Fingerprinting	\$0	\$0
	Other Recruitment Expense	\$0	\$0
	Legal Expenses	\$2,000	\$2,000
	Contracted Testing	\$0	\$0
	Contracted Personnel Services	\$19,299	\$19,299
	Other	\$0	\$0
5900	Communications		
	Telephone/Fax	\$0	\$0
	Postage	\$0	\$0
	Other	\$0	\$0
Subtotal		\$36,699	\$36,699

		2017-2018 Budgeted Amount <i>(dollars only)</i>	2018-2019 Proposed Budget <i>(dollars only)</i>
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	\$0	\$0
	Office Equipment	\$0	\$0
	Other	\$0	\$0
6500	Equipment Replacement	\$0	\$0
<i>Subtotal</i>		\$0	\$0

FUND	BALANCE		
	Designated for Personnel Commission	\$736,375	\$749,470

2018-2019 Personnel Commission/Classified Human Resources Budget Justification

<p>Classified Salaries</p>	<p>All staff is budgeted at the anticipated salary step for their current positions for the 2017-18 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 2018-19 year.</p>
<p>2300: Administrative Personnel</p>	<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>
<p>2400: Clerical & Other Office</p>	<p>All non-management staff is paid out of this line. Current staff consists of:</p> <p>1 Administrative Assistant The Administrative Secretary provides clerical support for the Classified Human Resources function and alleviates the Director of Classified Human Resources of administrative detail.</p> <p>3 Human Resources Technicians The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the department and manage the high volume workflow of</p>

	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	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. The amounts as presented have been projected by the Budget and Finance Department for the 2018-19 year.
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.</p> <p>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>
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<p>4400: Non-Capitalized Equipment</p>	<p>An amount equivalent to approximately two replacement computers has been built into the budget for the 2017-18 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 & 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 & 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 & 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 & 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 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>
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SUMMARY

The 2018-19 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 (primarily an increase in PERS costs, with minor changes in the other categories).

Having reviewed the expenditures for the 2017-18 year, it is evident that they are consistent with the management of an HR office and I have not seen any expenditures that I would characterize as outside the normal scope of operations.

CLASSIFIED PERSONNEL ACTIONS

New Hire

Castillo, Oralia	Transportation Driver, Position #9909 Transportation 5.5 hrs./183 days	02/02/2018
Ramirez, Rosemary R.	Paraeducator III, Position #8497 Special Education 5.75 hrs./183 days	02/05/2018

Exempt

Griggs, Jamar	Campus Assistant	01/29/2018
Kinkle, Robert	Campus Assistant	02/14/2018

Limited Term

Ayala, Emmanuel	Paraeducator	02/12/2018
Ayala, Johanna	Paraeducator	02/05/2018
Fernandez, Jacqueline C	Paraeducator	02/09/2018
Lopez, Bianca Z	Speech Language Pathology Assistant	01/29/2018
Lumbrano, Lizcel	Paraeducator	02/06/2018
Melendez, Michelle	Paraeducator	02/12/2018
Ponder, Sean M	Paraeducator	03/01/2018
Rodriguez, Kathy Y	Paraeducator	02/12/2018
Santana, Annette M	Paraeducator	02/06/2018

Increase in Hours

Olague, Hilda	Paraeducator II, Position #1324 Special Education 5.5 hrs./183 days Paraeducator II, Position #1324 Special Education 2.5 hrs./183 days	02/10/2018
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Unpaid Leave of Absence

Delgado, Daniela T	Paraeducator III, Position #1956 Special Education 5.75 hrs./183 days	02/12/2018-05/14/2018 (Mondays only)
Jimenez, Marco	Instructional Assistant SH (B), Position #1001 Special Education 6.0 hrs./183 days	02/13/2018-6/14/2018
Spruiell, Melissa	Paraeducator I, Position #7178 Special Education 4.167 hrs./183 days	02/14/2018-03/07/2018
Tanedo, Melinda	Paraeducator II, Position #2195 Special Education 5.75 hrs./183 days	02/15/2018-06/14/2018

Resignation

Enriquez, Monica M	Paraeducator II, Position #6583 Special Education 5.75 hrs./183 days	02/09/2018
Ponder, Sean M	Paraeducator II, Position #8038 Special Education 5.75 hrs./183 days	02/28/2018

Retirement

Bautista, Ofelia	Child Nutrition Worker, Position #2220 Fremont 5.5 hrs./185 days	05/14/1998-03/01/2018
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CLASSIFIED PERSONNEL ACTIONS

New Hire

Goldberg, Sandra	Paraeducator III, Position #8631 Special Education 5.75 hrs./183 days	03/06/2018
Morales-Hernandez, Lorena Y	Office Assistant II (B), Position #8687 San Miguel 6.0 hrs./203 days	02/21/2018

Exempt

Cortez, Vanessa	AVID Tutor	02/20/2018
Ramirez, Annmary	Campus Assistant	02/20/2018

Limited Term

Calderon, Natalie C	Paraeducator	02/26/2018
Canales, Catalina	Health Care Technician	03/05/2018
Contreras, Tino A	Paraeducator	02/23/2018
Cruz, Carolina R	Paraeducator	02/15/2018
Limon-Garcia, Betsy	Paraeducator	02/26/2018
Lopez, Roxanne V	Paraeducator	02/27/2018
Martinez, Leticia F	Paraeducator	03/05/2018
Mendez, Yessica	Paraeducator	02/21/2018
Ortega, Michelle A	Paraeducator/Preschool Teacher	03/01/2018
Sedeno, Brianna A	Paraeducator	02/21/2018
Villafana, Carina N	Paraeducator	02/23/2018

Transfer

Gurrola, Mishael	Site Technology Technician, Position #2836 Frank 8.0 hrs./246 days Site Technology Technician, Position #2946 Frank 5.0 hrs./246 days	02/09/2018
Gutierrez, Martha P	Secretary (B), Position #8695 Transportation 8.0 hrs./246 days Secretary (B), Position #922 Enrollment Center 8.0 hrs./246 days	03/12/2018
Ibarra Diaz, Pamela G	Family Liaison (B), Position #2429 Marina West 6.0 hrs./180 days Family Liaison (B), Position #8180 San Miguel 8.0 hrs./180 days	02/26/2018
Marin, Edith Ayerin E	Administrative Assistant (B), Position #1852 Ed. Services 8.0 hrs./246 days School Office Manager, Position #1824 Ramona 8.0 hrs./210 days	03/12/2018

March 21, 2018

CLASSIFIED PERSONNEL ACTIONS

Unpaid Leave of Absence

Rodriguez, Alma R	Paraeducator III, Position #1953 Special Education 5.75 hrs./183 days	03/06/2018-04/18/2018
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Resignation

Ferrer Munson, Rafael	District Translator (B), Position #7259 Special Education 8.0 hrs./246 days	03/23/2018
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Retirement

Elliott, Karen	Child Nutrition Worker, Position #389 Brekke 4.5 hrs./185 days	12/03/1998-01/31/2018
Wong, Ling	Child Nutrition Worker, Position #2427 Kamala 5.5 hrs./185 days	07/26/2004-04/24/2018