



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, May 10, 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 April 12, 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. Public Hearing on Budget for Fiscal Year 2018-2019 (*page 3*)
The Personnel Commission will consider the proposed budget for Fiscal Year 2018-2019.
2. Appointment of Director, Classified Human Resources (*page 7*)
The Personnel Commission will approve the appointment of the successful candidate and place the new employee on the salary schedule.
3. Establishment of class description - Registered Behavior Technician (*page 8*)
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.
4. Establishment of class description - Language Assessment Technician (*page 12*)
The Personnel Commission 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. Senior Human Resources Analyst (*page 17*)
The Personnel Commission will consider revising the job description.
6. Eligibility Lists (*page 26*)
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 31*)
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 :
 - Classified Human Resources Staff
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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Steven Bailey
Interim Director, Classified Human Resources

May 10, 2018

TITLE: Second Reading & Approval – 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.

The Proposed Personnel Commission Budget for 2018-19 is attached. There have been no public comments received on the Budget.

RECOMMENDATION:

It is recommended that the Personnel Commission review and approve the enclosed budget for the 2018/19 fiscal year after holding an open hearing on the budget.

**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/outs, 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 <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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Steven Bailey
Interim Director, Classified Human Resources

Date of Meeting:

May10, 2018

TITLE: APPOINTMENT OF DIRECTOR, CLASSIFIED HUMAN RESOURCES

DESCRIPTION OF AGENDA ITEM:

The Personnel Commission will announce the candidate selected as the Director of Classified Human Resources.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the appointment of the successful candidate as the Director, Classified Human Resources and place the new employee on the salary schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Steven Bailey
Interim Director, Classified Human Resources

May 10, 2018

TITLE: APPROVAL OF CLASSIFICATION SPECIFICATION AND SALARY RANGE PLACEMENT

DESCRIPTION OF AGENDA ITEM:

The Special Education Department has requested that a new classification be developed to describe a new position that was generated after a year-long pilot program for training Special Education Paraeducators to provide specialized services to students with behavioral issues. The program was successful and is now ready to be implemented. Therefore, a revised classification of Registered Behavior Intervention Technician has been proposed and is attached.

The recommended placement on the salary schedule for these positions is at range 17.5 and is consistent with similar districts in the area for similar classifications.

There are currently 4 employees who have completed the pilot program, are trained and will be able to apply for the new classification. Additionally, the Special Education department has announced a new round of training for interested individuals that will begin this year and be completed during the summer. Several employees have expressed interest and will be part of the next cohort of those being trained. Those employees who successfully complete the training program will have the minimum requirements to apply for positions in the new classification as they become available.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the new classification specification for Registered Behavior Technician allocate the new classification to the CSEA salary schedule Range 17.5.

OXNARD SCHOOL DISTRICT

JOB TITLE: Registered Behavior Intervention Technician

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.

BASIC FUNCTION:

Under general supervision of the Director of Special Education or other assigned supervisor, assist in implementing behavior intervention plans; provide consultation and training to staff regarding assessing behavioral functioning and needs of students, implementation of instructional and behavioral strategies, evaluation of student progress through data collection techniques for regular education teachers, special education teachers, site personnel and others working with students with disabilities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Implement behavior treatment programs as designed by the supervising Behaviorist.

Maintain and analyze appropriate records, collect data, and complete intervention logs.

Collaborate with special education teachers, general education teachers, administrators, service providers, school psychologists, as well as community agencies.

Ensure all services are performed in accordance with state laws and regulations.

Effectively communicate with teachers, administrators, site staff and parents.

Travel between school sites within the Oxnard School district to provide services.

Utilize assistive technology, electronic IEP and data collection systems.

Provide modeling, training, coaching, and mentoring to paraeducators and teachers who provide instruction to students.

Provide program input, demonstrate program procedures, and implement program recommendations.

Attend and present relevant data at IEP meetings.

OTHER DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applied Behavior Analytic techniques and services; discrete trial teaching and techniques.
Behavior intervention strategies and techniques.
Non-violent Crisis Interventions (NCI) techniques and principles.
Appropriate curriculum and instructional strategies for students with disabilities.
Classroom procedures and appropriate student conduct.
Special education eligibilities and their unique educational needs.
Applicable laws, codes, policies and regulations related to assigned activities.
Oral and written communication skills.
Record-keeping and report writing techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Apply ABA and other behavioral principles and techniques in implementing plans, strategies and recommendations to address maladaptive school behaviors, social skill development and data collection.
Implement behavior plans according to student needs.
Conduct observations and review student records in identifying behavioral needs.
Monitor and evaluate individual behavior plans.
Provide consultation and training related to assessing, addressing and monitoring behavioral needs.
Follow and adhere to the Conduct Guidelines of the Behavior Analyst Certification Board.
Establish and maintain productive working relationships with all stakeholders.
Establish and maintain project schedules and balance responsibilities for multiple activities to ensure timely, high-quality results.
Communicate clearly and effectively, both orally and in writing.
Exercise sound independent judgment within in general policy guidelines.
Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations. Present complex information on behavior, implementation of behavior plans to staff and parents.
Operate a computer and assigned software.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

The state of California requires all individuals who provide instructional assistance to possess a high school diploma or equivalent (i.e. GED) along with one of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework.
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

LICENSES AND OTHER REQUIREMENTS:

Valid Board Certified Registered Behavior Technician (RBT) certification
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office equipment.

Seeing to monitor student progress and read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist students.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing and pulling heavy objects as assigned by the position

PC Approval: May 10, 2018

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Steven Bailey
Interim Director, Classified Human Resources

Date of Meeting:

May 10, 2018

TITLE: APPROVAL OF CLASSIFICATION SPECIFICATION AND SALARY RANGE PLACEMENT

DESCRIPTION OF AGENDA ITEM:

The English Learner Services Department has requested that the classification used for the position designated to coordinate and administer the English Language Proficiency Assessments (ELP) be reviewed. That review indicated that the current classification (Instructional Assistant – CELDT) was not accurate. Therefore, a revised classification of Language Assessment Technician (Spanish Bilingual) has been proposed and is attached.

The recommended placement on the salary schedule for these positions is at range 17.0 and is consistent with similar districts in the area for similar classifications.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the new classification specification for Language Assessment Technician (Spanish Bilingual) allocate the new classification to the CSEA salary schedule Range 17.0.

Additionally, it is recommended that the Personnel Commission approve the movement of the current employees in the Instructional Assistant (CELDT) classification to the new Language Assessment Technician (Spanish Bilingual) classification.

INSTRUCTIONAL ASSISTANT – CELDT LANGUAGE ASSESSMENT TECHNICIAN (SPANISH BILINGUAL)

*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 Director of English Learner Services, coordinates ~~the California~~ English Language Development Proficiency (ELP) Assessments Test (CELDT) for both initial and annual assessment of English learners; plans, organizes, and schedules assessment activities; trains, assigns work, and provide works direction to temporary personnel assisting with assessments; supports site-based personnel assisting with assessment at school sites; assists District personnel in the administration and scoring of ~~the CELDT~~ ELP Assessments; maintains a variety of logs, records, and files of training and assessment data; translates oral and written materials accurately and fluently in both English and the second language; and performs a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

~~The English Learner Data Technician classification independently performs a wide variety of specialized and complex records management duties involving the review, verification, and updating of English Learner data in student information systems, generates a variety of standard and complex reports, identifies and resolves data errors and problems based on knowledge gained through experience, and is responsible for scoring the writing portion of the CELDT examination, may assist in scoring English Language Proficiency (ELP) assessments.~~

~~The Instructional Assistant – CELDT Language Assessment Technician classification plans, organizes, schedules, proctors, and scores the CELDT English Language Proficiency (ELP) examination assessments for both initial and annual assessment of English learners, maintains a variety of records, files, and data, translates oral and written materials between English and Spanish accurately, and performs other clerical duties as required.~~

SUPERVISION RECEIVED AND EXERCISED

- ~~• Receives supervision and work direction from the Director of English Learner Services;~~
- ~~• Receives work direction from site-based administrators.~~
- ~~Receives technical work assistance from The English Learner Data Technician;~~
- ~~• Provides work direction to temporary personnel assisting with ELP assessments;~~
- ~~• Positions in this classification have no formal supervisory responsibilities.~~

ESSENTIAL DUTIES

- Administers and proctors ~~the California~~ English Language Proficiency (ELP) assessments ~~(CELDT)~~ for initial and annual assessment of English Learners (EL) students; maintains the security and confidentiality of CELDT assessment materials;
- ~~• Plans, organizes, and schedules assessment activities and training;~~
- Provides information and assistance to site-based assessment personnel assisting with assessment; regarding new or revised procedures; travels to sites as needed in order to support assessment activities;
- Reviews and monitors the work of other employees involved in ~~the CELDT~~ ELP testing;
- Scores students' ~~oral and written~~ responses to ~~CELDT ELP assessments items~~ using ~~a~~ rubrics based on fluency and grammar use in English and Spanish;
- Records student test results; establishes, maintains, and updates assessment data; completes required ELP assessment booklets; recommends students for English Language Development (ELD) Academy as needed based on assessment data;
- Ensures timely communication between school-site based personnel and the English Learner Services Department regarding CELDT ELP and primary language assessments;

- Inputs, updates, and maintains EL student data in various student record databases; verifies student EL status for state reporting;
- Orders, receives, inventories, verifies, logs, stores, and distributes assessment materials; ensures accountability for all assigned testing materials; keeps shipping log for state assessments;
- Provides information to parents/guardians regarding EL student program options; completes paperwork for program participation as needed during enrollment process;
- ~~Assists students by providing proper examples, emotional support, a friendly attitude, and general guidance; reports progress regarding student performance and behavior to teacher;~~
- ~~Prepare materials for classroom and instructional use;~~
- ~~Observes and controls the behavior of students inside or outside of classroom according to approved procedures;~~
- Requests and logs student cumulative records and assessment data from other school districts; follows up as needed;
- Mails initial and annual score sheets to parents/guardians; files initial and annual score sheets in EL student cumulative files; maintains EL student folders in cumulative records;
- Maintains a variety of logs, records, and files; ensures the timely duplication and distribution of a variety of records, reports, and other materials as directed;
- ~~Ensures the health and safety of students by following all health and safety rules; conducts general clean up of work site;~~
- Translates a variety of written materials from English to a second language and from that language into English; interprets and facilitates communication between staff and non-English speaking students and parents/guardians.

Other Related Duties

- Trains, assigns tasks, and provides work direction to temporary personnel assisting with ELP assessments ~~at school sites;~~
- Maintains student profiles and other records of students as requested;
- May perform related clerical work such as posting records, making arithmetic computations, and securing information.

Other Related Duties

- ;
- May assist in the setup of work areas, displays, and exhibits;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Assessment principles and procedures;
- Basic principles and practices of child development and child guidance;
- General needs and behavior of children;
- Modern office practices and procedures;
- Record keeping principles and practices;
- Interpersonal skills using tact, patience, and courtesy;
- Techniques of proper telephone etiquette;
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading;
- Pertinent Federal, State and local laws, codes, and regulations;
- Good public relations techniques;
- ~~Classroom procedures and equipment;~~
- English and a designated second language use, grammar, spelling, punctuation and vocabulary.

Ability to:

- Assist students by providing proper examples, emotional support, friendly attitude, and general guidance;
- Demonstrate an understanding, patient, and receptive attitude toward children;
- Conform to and support the assigned administrator's style of management;
- ~~Effectively assist teacher in responding to students' emergencies;~~
- ~~Prepare materials for classroom and instructional use as assigned by classroom teacher;~~
- ~~Learn methods and procedures to be followed in an instructional environment;~~
- 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;
- Analyze situations accurately and adopt an effective course of action;
- Work effectively within established time schedules and with minimal direction;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanner, typewriters, calculators, and fax machines;
- Establish and maintain effective working relationships.
- 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;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

EMPLOYMENT STANDARDS 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: ~~Education: The No Child Left Behind Act of 2001 requires all individuals who provide instructional assistance to possess a high school diploma or equivalent along with one of the following:~~

- ~~1. A minimum of 48 semester or 72 quarter units of college coursework.~~
- ~~2. An Associate or higher degree from an accredited college or university.~~

~~Pass an assessment that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.~~ Graduation from high school or evidence of equivalent educational proficiency and.

~~Experience:~~ Two years of experience working with school-age children in an organized educational, health, child care, or other structured setting including experience in the administration of individual assessments of English and Spanish fluency.

Special: Possession of a valid California ~~Class C~~ Class C driver's ~~license.~~ 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.

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. or up to 50 lbs. with assistance, 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-classroom~~ environment with changing priorities and short deadlines, and ~~may be~~ occasionally required to 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: 17.0~~

~~PC Approved: 4/01~~

~~Revised: 6/02, 11/12, 5/10/2018 5/17~~

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Steven Bailey
Interim Director, Classified Human Resources

Date of Meeting:

May 10, 2018

TITLE: APPROVAL OF REVISION TO CLASSIFICATION SPECIFICATION

DESCRIPTION OF AGENDA ITEM:

The classification specification for Senior Human Resources Analyst is being presented for revision. In review of the Minimum Qualifications for the position it is found that they are unreasonable and require education and experience that does not meet the guidelines established under the Griggs v Duke Power Company Supreme Court decision. Therefore, a revised classification specification for Senior Human Resources Analyst is proposed and attached.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the new classification specification for Senior Human Resources Analyst as presented.

SENIOR HUMAN RESOURCES ANALYST

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 Director, Classified Human Resources, performs a variety of complex and highly responsible professional, technical, and analytical duties in support of the District's classified human resource management programs; plans, organizes, assigns, and supervises employees engaged in a variety of classified human resources activities; conducts classification studies; develops and supervises the recruitment process and administration of examinations; serves as a resources to managers, employees, union representatives, and the public in explaining rules, regulations, procedures, contract provisions, etc.; and performs a variety of duties relative to assigned area of responsibility.

~~DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES~~

~~The Director, Classified Human resources plans, organizes, directs and implements the comprehensive District-wide human resources management programs for classified personnel, including employee recruitment and selection, employee assignments, classification, compensation, performance appraisals, and records.~~

~~The Senior Human Resources Analyst classification coordinates the recruitment and selection tasks of the Classified Human Resources office, performs complex technical human resources work, conducts training programs, and exercises supervision over Classified Human Resources staff in the areas of job analysis, classification, recruitment, and examination construction and implementation.~~

~~The Human Resources Analyst classification performs professional level, technical human resources work that is limited in scope and complexity, and subject to closer supervision and review, than work performed by a Senior Human Resources Analyst, and performs technical clerical duties in regards to recruitments.~~

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director, Classified Human Resources.
- Provides technical and work direction to Classified Human Resources staff.
- Provides direct supervision to Classified Human Resources staff as assigned.

ESSENTIAL DUTIES

- Consistent with Education Code provisions, state and federal requirements and sound professional principles and practices, designs, plans, implements and administers complex employee recruitment and selection strategies, processes and procedures; maintains and controls the secure handling of all examination files, records, and resources;
- Supervises, coordinates, trains, counsels, and evaluates the work of technical and clerical staff performing duties in the areas of recruitment, selection, training, classification, staffing, and other Personnel Commission services;
- Designs and conducts job analyses for the purposes of position classification, salary evaluation, and test construction and validation; meets and works with subject matter experts (e.g. supervisors/job incumbents) to identify critical competencies, skills, and abilities required for successful performance in classified positions; determines most appropriate selection methods and examination approaches;
- Constructs, researches, analyzes, and prepares a variety of job related examinations including, but not limited to, evaluations of training and experience, written tests, performance tests, structured interviews, and other assessment techniques; reviews, modifies, and updates examinations as needed;
- Coordinates, arranges, and schedules recruitments and testing elements to ensure completion within targeted timelines; obtains or oversees the recruitment of internal and external interview panelists and

examination raters; oversees test scheduling and the notification of candidates; directs staff in the administration of recruitment programs and exams; oversees test scoring processes and the compilation of eligible lists;

- Manages the operation of applicant and employee management software and programs; performs statistical analysis including item analysis using aforementioned software and programs;
- Conducts analyses of test results; recommends exam cutoff scores;
- Fields and resolves candidate questions and complaints; assists with investigations into examination appeals, disqualifications, disciplinary matters, or other actions; recommends action to Director, Classified Human Resources;
- Develops recruitment and outreach strategies to broaden access to District employment opportunities and ensure diverse applicant groups; prepares recruitment announcements, advertisements and other recruitment materials; tracks recruitment results and takes or recommends further action in the event of limited numbers of well qualified applicants;
- Researches and recommends changes to recruitment and examination practices, processes and procedures to improve recruitment and selection results; monitors effectiveness of various recruitment approaches and sources; monitors to ensure compliance of all phases of recruitment and selection with applicable federal and state laws, regulations and guidelines, Personnel Commission Rules and professional principles; ensures that District managers adhere to Rules and established policies and procedures;
- Designs, constructs, and conducts surveys in order to gather classification, compensation, or other human resources data; analyzes data and prepares recommendations including revised/new class descriptions and salary allocations;
- Designs, develops, and delivers formal training programs on employment matters and staff development for District management and employees as needed;
- Participates in the development of recommended rules, policies, procedures and/or standards for presentation to the Personnel Commission;
- Provides applicants, candidates, employees, District administrators, and union representatives with information and interpretation of state and federal employment-related laws, Personnel Commission Rules and Regulations, employee agreements, District policies and procedures, and a range of Merit System topics;
- Attends Personnel Commission meetings to present on various topics and respond to questions;
- Assists in the coordination of reductions/eliminations; ensures reemployment lists are correct and properly utilized;
- Assists in the preparation of the Personnel Commission's annual report, budget, goals and objectives;
- May screen applications for minimum qualifications and participate directly in more complex recruitments.

Other Related Duties

- Attends a variety of meetings, conferences, seminars, and in-service training classes to maintain current knowledge of human resources trends and practices;
- May serve as a panel member on interview panels;
- May coordinate the activities of outside firms hired to conduct classification and compensation studies;
- Directs Classified Human Resources staff in the temporary absence of the Director, Classified Human Resources;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Principles, theories, and practices of public human resources administration, including position classification, salary administration, recruitment and selection;
- Principles, practices, methods, and techniques of job-analysis including competency modeling for classification and examination purposes;

- Technical aspects of the development of examination materials consistent with requirements for job-relatedness and validity;
- Provisions of the Education Code applicable to the operations and requirements of merit systems;
- Theory, policies, procedures of the public personnel field applicable to merit systems;
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility;
- Principles and practices of effective customer service.
- Research methods and analysis techniques;
- Trends and best practices in human resource management, particularly in the disciplines of recruitment and selection;
- District Personnel Commission Rules, classified human resources policies and procedures and labor contract provisions;
- Supervisory principles and practices;
- Modern office practices, procedures, and equipment;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Good public relations techniques.

Ability to:

- Organize, set priorities, and exercise sound independent judgment within established Rules, policies and guidelines;
- Understand, interpret, explain, and apply Personnel Commission Rules, Education Code provisions, state and federal laws, other regulations, policies, and court decisions governing the Commission's human resource management programs for classified employees, particularly in the areas of recruitment and selection;
- Obtain, organize, analyze and evaluate appropriate data and information, evaluate alternatives, and make appropriate recommendations to the Personnel Commission;
- Prepare clear, concise, and comprehensive reports and written materials;
- Present proposals, recommendations and technical information clearly, logically, and persuasively;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, telephones, calculators, and fax machines;
- Understand and follow both oral and written instructions;
- Plan and organize work for self and others;
- Exercise tact and good judgment in dealing with sensitive, complex, and confidential personnel issues and in explaining procedures to candidates, employees, and others;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules, with minimal direction, and under tight deadlines;
- Communicate effectively, both orally and in writing;
- Make mathematical computation in order to calculate means, standard deviations, and reliability estimates;
- Safely operate a motor vehicle.
- Maintain regular and consistent attendance.

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

Oxnard School District

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- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through~~
Education: A Bachelor's degree in business administration, public administration, sociology, psychology, or other closely related field. ~~Up to two years of directly related experience in addition to the required experience indicated below may be substituted for the required education on a year for year basis.~~ **Experience:** Three years of professional human resources experience that includes the development, research, and analysis of personnel selection procedures, job analyses studies, and the development of examination materials. Experience in competency based job analysis and examination is desirable. ~~A Master's degree in industrial/organizational psychology may be substituted for two years of the required experience.~~

Special: Possession of a valid appropriate 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 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 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 one (1) year during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Management Responsibility Ratio: 0.6643

Approved: 6/07

Revised: 5/14

SENIOR HUMAN RESOURCES ANALYST

*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 Director, Classified Human Resources, performs a variety of complex and highly responsible professional, technical, and analytical duties in support of the District's classified human resource management programs; plans, organizes, assigns, and supervises employees engaged in a variety of classified human resources activities; conducts classification studies; develops and supervises the recruitment process and administration of examinations; serves as a resources to managers, employees, union representatives, and the public in explaining rules, regulations, procedures, contract provisions, etc.; and performs a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director, Classified Human Resources.
- Provides technical and work direction to Classified Human Resources staff.
- Provides direct supervision to Classified Human Resources staff as assigned.

ESSENTIAL DUTIES

- Consistent with Education Code provisions, state and federal requirements and sound professional principles and practices, designs, plans, implements and administers complex employee recruitment and selection strategies, processes and procedures; maintains and controls the secure handling of all examination files, records, and resources;
- Supervises, coordinates, trains, counsels, and evaluates the work of technical and clerical staff performing duties in the areas of recruitment, selection, training, classification, staffing, and other Personnel Commission services;
- Designs and conducts job analyses for the purposes of position classification, salary evaluation, and test construction and validation; meets and works with subject matter experts (e.g. supervisors/job incumbents) to identify critical competencies, skills, and abilities required for successful performance in classified positions; determines most appropriate selection methods and examination approaches;
- Constructs, researches, analyzes, and prepares a variety of job related examinations including, but not limited to, evaluations of training and experience, written tests, performance tests, structured interviews, and other assessment techniques; reviews, modifies, and updates examinations as needed;
- Coordinates, arranges, and schedules recruitments and testing elements to ensure completion within targeted timelines; obtains or oversees the recruitment of internal and external interview panelists and examination raters; oversees test scheduling and the notification of candidates; directs staff in the administration of recruitment programs and exams; oversees test scoring processes and the compilation of eligible lists;
- Manages the operation of applicant and employee management software and programs; performs statistical analysis including item analysis using aforementioned software and programs;
- Conducts analyses of test results; recommends exam cutoff scores;
- Fields and resolves candidate questions and complaints; assists with investigations into examination appeals, disqualifications, disciplinary matters, or other actions; recommends action to Director, Classified Human Resources;
- Develops recruitment and outreach strategies to broaden access to District employment opportunities and ensure diverse applicant groups; prepares recruitment announcements, advertisements and other recruitment materials; tracks recruitment results and takes or recommends further action in the event of limited numbers of well qualified applicants;

- Researches and recommends changes to recruitment and examination practices, processes and procedures to improve recruitment and selection results; monitors effectiveness of various recruitment approaches and sources; monitors to ensure compliance of all phases of recruitment and selection with applicable federal and state laws, regulations and guidelines, Personnel Commission Rules and professional principles; ensures that District managers adhere to Rules and established policies and procedures;
- Designs, constructs, and conducts surveys in order to gather classification, compensation, or other human resources data; analyzes data and prepares recommendations including revised/new class descriptions and salary allocations;
- Designs, develops, and delivers formal training programs on employment matters and staff development for District management and employees as needed;
- Participates in the development of recommended rules, policies, procedures and/or standards for presentation to the Personnel Commission;
- Provides applicants, candidates, employees, District administrators, and union representatives with information and interpretation of state and federal employment-related laws, Personnel Commission Rules and Regulations, employee agreements, District policies and procedures, and a range of Merit System topics;
- Attends Personnel Commission meetings to present on various topics and respond to questions;
- Assists in the coordination of reductions/eliminations; ensures reemployment lists are correct and properly utilized;
- Assists in the preparation of the Personnel Commission's annual report, budget, goals and objectives;
- May screen applications for minimum qualifications and participate directly in more complex recruitments.

Other Related Duties

- Attends a variety of meetings, conferences, seminars, and in-service training classes to maintain current knowledge of human resources trends and practices;
- May serve as a panel member on interview panels;
- May coordinate the activities of outside firms hired to conduct classification and compensation studies;
- Directs Classified Human Resources staff in the temporary absence of the Director, Classified Human Resources;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Principles, theories, and practices of public human resources administration, including position classification, salary administration, recruitment and selection;
- Principles, practices, methods, and techniques of job-analysis including competency modeling for classification and examination purposes;
- Technical aspects of the development of examination materials consistent with requirements for job-relatedness and validity;
- Provisions of the Education Code applicable to the operations and requirements of merit systems;
- Theory, policies, procedures of the public personnel field applicable to merit systems;
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility;
- Principles and practices of effective customer service.
- Research methods and analysis techniques;
- Trends and best practices in human resource management, particularly in the disciplines of recruitment and selection;
- District Personnel Commission Rules, classified human resources policies and procedures and labor contract provisions;
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Oxnard School District

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Management Responsibility Ratio: 0.6643

Approved: 6/07

Revised: 5/14; 5/18

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 17-18:29

Established:
4/30/2018

Child Nutrition Worker

Rank	Name	Expiration Date
1	Villagomez, Erika	4/30/2019
2	Tinoco, Rodolfo	4/30/2019
3	Delsi, Randy M	4/30/2019
3	Villegas, Alfonsina Jimenez	4/30/2019
4	Compian, Anne M	4/30/2019
5	Faux, Patricia L	10/3/2018
6	Rivera, Edith De Jesus	4/30/2019
7	Lopez, Juan Carlos	4/30/2019
8	Larios, Joanna	4/30/2019
9	Rodriguez, Deborah C	10/3/2018
10	Barajas, Monica	4/30/2019
11	Guzman, Jessica	10/3/2018
12	Beltran, Rocio	4/30/2019

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:
Dual Certification
Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 17-18:20
Established:
2/15/2018, updated 4/18/2018

Director, Classified Human Resources

Rank	Name	Expiration Date
1	Nair, Shristie	4/18/2019
2	Arellano, Monica	4/18/2019
2	Maldonado-Bucholtz, Lorena	4/18/2019
2	Williams, Steven	4/18/2019
2	Wilson, Julie	2/15/2019
3	Chu-Hooker, Janet F.	4/18/2019
3	Hagerty, Jennifer L.	4/18/2019
3	Jones, Nicholas	4/18/2019

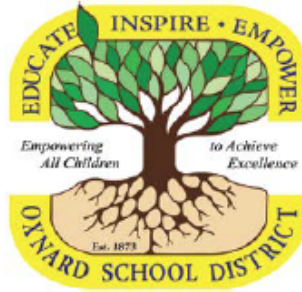
Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted.
Lists may be created for six months with approval of the Personnel Commission.

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 16-17:43

Established: 6/20/17

Merged: 17-18:18

Library/Media Technican

Rank	Name	Expiration Date
1	Francis, Lola F.	6/20/2018
2	Reyes, Melissa	5/1/2019
3	McArthur, Stephanie M.	6/20/2018
4	Wells, Laura	5/1/2019

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. 17-18:31

Established:
5/1/2018

Transportation Driver

Rank	Name	Expiration Date
1	Minier, Jeneen L	5/1/2019
2	Flores, Guillermina M	5/1/2019

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: Open/Promotional

Eligibility List No. 17-18:25

Director's Certification:

Established: 5/7/18

SCHOOL OFFICE MANAGER

Rank	Name	Expiration Date
PROMOTIONAL		
1	Gaytan, Blanca (B)	5/7/2019
2	Sandoval, Michelle (B)	5/7/2019
3	Romero, Adriana (B)	5/7/2019
4	Perez, Catalina (B)	5/7/2019
5	de Martinez, Jill A (B)	5/7/2019
6	Olivares, Jo Ann (B)	5/7/2019
7	Jetton, Lacy	5/7/2019
8	Garibay, Angelica (B)	5/7/2019
OPEN		
1	Aguilera, Naomi	5/7/2019
1	Carranza, Jeffrey M	5/7/2019
2	Reyes, Samara	5/7/2019

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.

CLASSIFIED PERSONNEL ACTIONS

New Hire

Ayala, Erika	Paraeducator II (B), Position #2113 Special Education 5.75 hrs./183 days	04/10/2018
Capulong, Gilbert	Paraeducator III, Position #2362 Special Education 5.75 hrs./183 days	03/21/2018
Cruz, Mariana	Paraeducator III, Position #7509 Special Education 5.75 hrs./183 days	03/19/2018
Gutierrez, Stephanie P	Speech Language Pathology Assistant (B), Position #8152 Special Education 8.0 hrs./183 days	03/08/2018
Nuckolls, Betty L	Paraeducator II, Position #8614 Special Education 5.75 hrs./183 days	04/09/2018
Soria, Roxanne	Paraeducator I (B), Position #7280 Haydock 5.75 hrs./183 days	03/08/2018

Exempt

Mendez, Nellie	Campus Assistant	01/22/2018
Nunez, Edward	Campus Assistant	02/20/2018

Limited Term

Ancona, Michelle	Paraeducator	03/16/2018
Arevalo, Vanessa	Clerical	03/01/2018
Armstrong, Guadalupe M	Paraeducator	03/15/2018
Bailey, Steven	Interim Director Classified Human Resources	03/12/2018
Banuelos, Johnny	Paraeducator	03/09/2018
Barajas, Jessica M	Clerical	02/23/2018
Carmona, Jacqueline S	Paraeducator	03/26/2018
Diaz, Juan	Paraeducator	03/05/2018
Escobedo, Sonia	Paraeducator	03/12/2018
Esquivel Jr., Sergio	Paraeducator	03/16/2018
Flores, Daisy	Paraeducator	03/19/2018
Garcia, Rozina D	Clerical	02/05/2018
Grange, Gabriela I	Paraeducator	03/09/2018
Huan, Patrizia M	Clerical	03/05/2018
Lopez, Frank	Paraeducator	03/14/2018
Lopez, Itzel	Paraeducator	03/20/2018
Lovos-Bonilla, Stephanie M	Paraeducator	02/20/2018
Lucking, Alison N	Paraeducator	03/16/2018
Luna, Jazmin	Clerical	02/22/2018
Medina, Jazmin	Paraeducator	03/15/2018
Mendez, Shannon M	Paraeducator	04/02/2018
Passno, Sarah B	Paraeducator	03/15/2018
Roque, Jessica	Paraeducator	03/14/2018
Sosa, Marleen S	Paraeducator	03/26/2018
Valencia, Alejandra G	Clerical	02/05/2018
Wilson, Tanya	Health Care Technician	03/19/2018

CLASSIFIED PERSONNEL ACTIONS

Increase in Hours

Olague, Hilda	Paraeducator II (B), Position #1324 Special Education 5.75 hrs./183 days	04/09/2018
	Paraeducator II (B), Position #1324 Special Education 5.5 hrs./183 days	

Transfer

Gonzalez, Julieta	Child Nutrition Worker, Position #2854 Ramona 5.0 hrs./185 days	04/09/2018
	Child Nutrition Worker, Position #92 Driffill 5.0 hrs./185 days	
Murrieta, Nancy C	Child Nutrition Worker, Position #202 Fremont 5.5 hrs./185 days	03/12/2018
	Child Nutrition Worker, Position #2140 Curren 5.0 hrs./185 days	
Rodriguez Gaytan, Edmundo	Child Nutrition Worker, Position #288 Ramona 5.5 hrs./185 days	03/12/2018
	Child Nutrition Worker, Position #2854 Ramona 5.0 hrs./185 days	
Sanchez Oviedo, Maria L	Child Nutrition Worker, Position #389 Brekke 4.5 hrs./185 days	04/09/2018
	Child Nutrition Worker, Position #2057 Itinerant 5.0 hrs./185 days	
Valerio, Marisa S	Child Nutrition Worker, Position #2140 Curren 5.0 hrs./185 days	04/09/2018
	Child Nutrition Worker, Position #6409 Curren 5.0 hrs./185 days	

Voluntary Demotion

Paz, Lorena D	Office Assistant II (B), Position #970 Brekke 7.0 hrs./203 days	03/19/2018
	School Office Manager (B), Position #734 Lemonwood 8.0 hrs./210 days	

Medical Layoff

2309	Paraeducator I, Position #7178	03/08/2018
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Resignation

Jimenez, Marco	Instructional Assistant SH (B), Position #1001 Special Education 6.0 hrs./183 days	03/23/2018
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CLASSIFIED PERSONNEL ACTIONS

New Hire

Ayala, Elizabeth G	Paraeducator III, Position #7999 Special Education 5.75 hrs./183 days	04/09/2018
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Limited Term

Acevedo, Maria D	Child Nutrition Worker	04/09/2018
Diaz, Juan	Paraeducator	03/05/2018
Hernandez, Olivia	Paraeducator	04/09/2018

Transfer

Cortez, Claudia	Secretary (B), Position #922 Enrollment Center 8.0 hrs./246 days Intermediate School Secretary (B), Position #933 Frank 8.0 hrs./192 days	04/23/2018
Santos, Alejandra	Family Liaison (B), Position #8180 Special Education 8.0 hrs./180 days Family Liaison (B), Position #6405 Ramona 6.0 hrs./180 days	04/30/2018

Resignation

Pina Robles, Mayra	Paraeducator I (B), Position #7378 English Learner Services 5.5 hrs./183 days	04/27/2018
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Retirement

Bribiesca Sifuentes, Isidro	Custodian, Position #2399	06/29/2018
Vargas, Jennie A	Speech Language Pathology Assistant, Position #2858	06/14/2018