



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, June 14, 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 May 2, 2018; May 4, 2018; May 10, 2018; May 23, 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. Eligibility Lists *(page 6)*
The Personnel Commission will review certification of eligibility lists.
2. Employee Benefits Specialist *(page 10)*
The Personnel Commission will consider revising the job description.
3. Testing and Assessment Analyst *(page 15)*
The Personnel Commission will consider revising the job description.

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. OdieDean Wells Humanitarian Award-Rosaelia Ambriz Magana *(page 19)*

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

2. Personnel Actions *(page 22)*
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
3. Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
4. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
5. Report by Assistant Superintendent, Human Resources and Support Services
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
6. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

E. 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, May 2, 2018

4:00 p.m. Classified Human Resources Office of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Wednesday, May 2, 2018, in the Classified Human Resources office of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Lopez at 4:03 p.m. CALL TO ORDER

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

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

Esmeralda Hernandez, Staff member

Commissioner Robinson moved to approve the agenda of Wednesday, May 2, 2018 as presented. Commissioner Castillo seconded and the motion carried. ADOPTION OF THE AGENDA
The vote was as follows 3-0. Lopez Y ; Castillo Y ; Robinson Y

The Commission convened into closed session at 4:03 p.m. They reconvened into open session at 8:24 p.m. and took no action. CLOSED SESSION

There being no further business, the Commission adjourned at 8:25 p.m. ADJOURNMENT

This certifies that these are the full and correct minutes of the meeting of Wednesday, May 2, 2018 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Friday, May 4, 2018

4:00 p.m. Classified Human Resources Office of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Friday, May 4, 2018, in the Classified Human Resources office of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Lopez at 4:11 p.m. CALL TO ORDER

A roll call of the Commission was conducted. In attendance were: ROLL CALL
Irma J. Lopez, Chair of the Personnel Commission
Edward M. Castillo, Member of the Personnel Commission
Paul Robinson, Member of the Personnel Commission

Tanya Ventura, Staff member

Guests: Pamela Ibarra, CSEA Representative; Ilene Poland, CSEA Representative

Commissioner Robinson moved to approve the agenda of Friday, May 4, 2018 as presented. Commissioner Castillo seconded and the motion carried. ADOPTION OF THE AGENDA
The vote was as follows 3-0. Lopez Y ; Castillo Y ; Robinson Y

The Commission convened into closed session at 4:12 p.m. They reconvened into open session at 8:30 p.m. and took no action. CLOSED SESSION

There being no further business, the Commission adjourned at 8:30 p.m. ADJOURNMENT

This certifies that these are the full and correct minutes of the meeting of Friday, May 4, 2018 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Wednesday, May 23, 2018
5:00 p.m. Board Room of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Wednesday, May 23, 2018, in a joint meeting with the Board of Trustees, in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The special meeting was called to order by Commissioner Castillo at 5:02 p.m.

CALL TO ORDER

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

ROLL CALL

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

Tanya Ventura, Staff member
Esmeralda Hernandez, Staff member

Commissioner Castillo moved to approve the agenda of Wednesday, May 23, 2018 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Castillo Y ; Robinson Y

ADOPTION OF THE
AGENDA

The Commission and Board of Trustees shared some brief words and took part in honoring the Oxnard School District's Employees of the Year recipients.

Recognition of
Employee of the Year

There being no further business, the Commission adjourned at 7:00 p.m.

ADJOURNMENT

This certifies that these are the full and correct minutes of the meeting of Wednesday, May 23, 2018 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 17-18:36

Director's Certification:

Established: 6/4/18

Information Services Data Technician

Rank	Name	Expiration Date
1	Mendoza, Sandra A	6/4/2019
2	Alvardo, Jorge Luis	6/4/2019

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:

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 17-18:34

Established: 5/30/2018

Merged list: 17-18:12

Health Assistant

Rank	Name	Expiration Date
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PROMOTIONAL LIST

1	Estrada, Laura	5/30/2019
2	Limon, Giselle (B)	5/30/2019

OPEN LIST

1	Castaneda, Kenyn L	5/30/2019
2	Ma, Rocio	5/30/2019
3	White, Elizabeth E. (B)	12/1/2018
4	Campanella, Natalia Diane	5/30/2019
5	Golemon, Sarah E	5/30/2019
5	Hernandez, Susan Blanco	5/30/2019
6	Frausto, April Elena	5/30/2019
7	Villegas, Adriana	5/30/2019

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OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Promotional

Director's Certification:



Eligibility List No. 17-18:35
Established: 5/18/2018

CHILD NUTRITION CAFETERIA COORDINATOR

Rank	Name	Expiration Date
1	Ingram, Jason	5/18/2019
2	Avalos, Martha P	5/18/2019
3	Duchon, Jill M	5/18/2019
4	Garcia Mancini, Leonor P	5/18/2019
5	Andersen, Kimberly M	5/18/2019
5	Rodarte, Maribel J	5/18/2019
5	Lucero, Rachel T	5/18/2019
6	Murrieta, Nancy	5/18/2019
7	Hernandez, Viviana	5/18/2019

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

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 17-18:30

Established: 5/17/2018

OFFICE ASSISTANT II

Rank	Name	Expiration Date
1	Arico, Carmen G (B)	5/17/2019
1	Lara Cordova, Maria E (B)	5/17/2019
2	Zavala, Rosalinda (B)	5/17/2019
3	Barajas, Jessica (B)	5/17/2019
4	Valencia, Magdalena (B)	5/17/2019

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.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Shristie Nair-Villano
Director, Classified Human Resources

June 14, 2018

TITLE: APPROVAL OF REVISION TO CLASSIFICATION SPECIFICATION

DESCRIPTION OF AGENDA ITEM:

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

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

1. The job summary and duties have been revised to reflect the current programs and associated tasks/duties assigned to this desk.
2. Knowledge, Abilities and Traits have been revised to be more current and relevant.
3. Employment Standards have been revised to lower the education requirements to be better in alignment to the job family and it was determined the education requirements were set too high.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Employee Benefits Specialist classification specification as presented.

EMPLOYEE BENEFITS SPECIALIST

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

SUMMARY OF DUTIES

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

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL DUTIES

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

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

Other Related Duties

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

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

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

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

Ability to:

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

Traits:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

EMPLOYMENT STANDARDS

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

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

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.

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

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 23.0

Approved: 4/92

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Shristie Nair-Villano
Director, Classified Human Resources

June 14, 2018

TITLE: APPROVAL OF REVISION TO CLASSIFICATION SPECIFICATION

DESCRIPTION OF AGENDA ITEM:

The classification specification for Testing and Assessment Analyst is being presented for revision. The Curriculum, Instruction and Accountability department requested that the classification for Testing and Assessment Analyst be reviewed and revised due to the single incumbent in the classification retiring in June 2018. There will be a need to conduct a new recruitment to replace the departments support staff shortage.

The following revisions to the Testing and Assessment Analyst specification is proposed and attached:

1. The classification title is being revised to better reflect the nature of this position – the position is responsible for “coordinating” the District’s student testing program.
2. The job summary and duties have been revised to reflect the current scope of work and some work duties have been removed that are no longer relevant.
3. Knowledge, Abilities and Traits have been revised to be more current and relevant.
4. Employment Standards have been revised to lower the education requirements to be better in alignment to the job family and it was determined the education requirements were set too high since this position does not really require any higher level education.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the classification title change from Testing and Assessment Analyst to District Testing and Assessment Coordinator.

Additionally, it is recommended that the Personnel Commission approve all other revisions to the District Testing and Assessment Coordinator classification specification as presented.

DISTRICT TESTING AND ASSESSMENT ANALYST COORDINATOR

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

Definition

Under administrative direction, coordinates the District's administration of the student testing program; ~~requests appropriate~~ **oversees and coordinates** data for reports and acts as a resource person in the area of administering student testing. ~~coordinates the District's student placement procedures.~~

Supervision Received and Exercised

Receives general supervision from the ~~Administrator, Information and Support Services~~ **Director of Curriculum, Instruction and Accountability.**

Essential and Marginal Function Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Oversees test distribution, inventory, ordering and test control procedures.
2. Prepares and distributes information on District student testing procedures, ~~state~~ **State** student testing requirements, and quality control procedures.
3. Develops, documents and implements procedures for processing ~~test booklets~~, tests and capturing student demographic information.
4. Provides information to District personnel, educational agencies and the public concerning District and State student testing procedures and programs.
5. Provides information regarding procedural requirements of the District student testing program.
6. Prepares test data for processing by outside testing contractors.
7. Assists in preparation and presentation at inservice meetings on test administration.
8. Independently prepares complex reports and ~~supervises~~ **provides guidance to** other personnel involved in administering the student testing program.
9. ~~Process and disseminate information regarding inter- and intra-district transfers; advise and assist parents in preparing paperwork; serve as district liaison with other school districts to place students; maintain of inter-district transfer database and prepare state reports; arrange student transportation.~~
10. Operate a computer and peripheral equipment, using modern software, including ~~work~~ **word** processing and data input, as necessary, to process the District testing program and other testing programs as directed; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier.
11. ~~Monitor and/or process school overflows; find available space; advise parents regarding overflow policy and procedure; arrange student transportation.~~
12. For positions designated as bilingual, translate a variety of written materials from English to a designated second language and from that language into English; interpret and facilitate communication between staff and non-English speaking members of the public; attends various meetings to translate and interpret as needed.

13. Perform related duties and responsibilities as required.

Qualifications:

Knowledge of:

- District student testing procedures and State student testing requirements.
- Procedures for administering individual and group tests
- ~~Statistical analysis techniques~~
- **Methods of statistical computations and compiling data.**
- Principles and techniques for training staff.
- ~~Methods and techniques of student placement.~~
- Operation of computer systems and data processing techniques **including the District student information systems.**
- Modern office procedures, methods or materials and equipment
- Pertinent Federal, State and local laws, codes, and regulations **including CalPads.**
- **State, federal and District requirements relating to reporting data and statistics.**

Ability to:

- Coordinate the administering of tests and ~~supervise~~ **provide guidance to** others involved in the administering of students tests.
- Work simultaneously on complex **information** systems ~~using computer coding.~~
- **Collect, correct and analyze data; verify accuracy of data.**
- Compile and maintain records and files; operate a computer terminal.
- Meet the public tactfully and courteously; establish and maintain cooperative, effective working relationships with those contacted in the course of work.
- Work as a resource person to other District personnel concerned with the administering of student tests;
- ~~Maintain inter-district transfer database and~~ prepare state reports;
- Provide information and assistance to parents, the general public and staff members in a helpful, courteous and timely manner.
- ~~Arrange student transportation;~~
- Learn, interpret, apply and explain rules, regulations, policies and procedures;
- Operate a personal computer and peripheral equipment, using modern software; operate a variety of modern office machines and equipment such as typewriter, calculator, FAX and copier;
- Operate a keyboard at a net speed of 45 words per minute;
- For positions designated as bilingual, read, converse and translate oral and written materials accurately and fluently in both English and the second language;
- Maintain confidentiality of privileged information obtained in the course of work;
- Lift 20 pounds.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of increasingly responsible general clerical experience.

Training: Equivalent to completion of the twelfth grade ~~supplemented by college level course work in business administration or a related field.~~

Working Conditions:

Environmental Conditions: Office environment, subject to frequent interruptions; exposure to computer screens; extensive use of computer and keyboard.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone and keyboard; lift horizontally and vertically; bend and stoop.

OXNARD SCHOOL DISTRICT

Personnel Commission Approved: December 11, 2003

Revised: 5/17, 6/18

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Shristie Nair-Villano
Director, Classified Human Resources

June 14, 2018

TITLE: ODIEDEAN WELLS HUMANITARIAN AWARD

DESCRIPTION OF AGENDA ITEM:

PC Rule 20.400.4.A “The Personnel Commission has hereby established the annual OdieDean Wells Humanitarian Award to provide recognition to the classified employee who has been determined to most exhibit the humanitarian qualities of OdieDean Wells -- providing service to others over-and-above the requirements of the job” (see attached PC Rule 20.400.4 OdieDean Wells Humanitarian Award).

Nomination forms were sent to all district staff with a deadline of February 13, 2018 and a total of three nominations were submitted. The Classified Employee of the Year Committee selected the recipient of the award on April 10, 2018.

We are pleased to announce the recipient of the 2017-2018 OdieDean Wells Humanitarian Award – ROSAELIA AMBRIZ MAGANA.

20.400.4 OdieDean Wells Humanitarian Award

A. Nature of the Award

The Personnel Commission has hereby established the annual OdieDean Wells Humanitarian award to provide recognition to the classified employee who has been determined to most exhibit the humanitarian qualities of OdieDean Wells - providing service to others over-and-above the requirements of the job.

B. History of the Award

OdieDean Wells, long-time employee of the Commission, devoted both her personal life and professional life to helping others. She did so willingly and cheerfully.

The comparatively short life of this young woman was nevertheless a full one as measured by the amount of her service and assistance to others. The amount and quality of her service to others was best summed up by Superintendent Brekke when he said of OdieDean Wells:

"There are a few special and unique people in this world who have the ability to lift us -- not by their physical strength -- but by the force of their extraordinary personal attributes.

"If the only true riches in life are friends, Odie had inestimable wealth. She touched the lives of so many people -- and in so many positive ways."

The Commission believes that there are other classified employees who willingly and cheerfully give of their time and talents in providing service and assistance to others -- in the course of their work, and in their personal lives. Such persons should be recognized and applauded -- for they bring credit not only to themselves, but also to the Classified Service and the District.

C. When and How the Award is Granted

1. The award is made by the Personnel Commission upon recommendation by a committee established for this purpose.
2. The Committee is composed of three people appointed as follows:
 - a. One is appointed by the District Superintendent;
 - b. One is appointed by the President of the organization representing the largest number of classified employees;
 - c. One is appointed by the Classified Personnel Director;
3. The Committee shall be appointed and hold its first meeting of the year no later than the first week in December.

4. The Committee shall review procedures to assure equality and fairness in the selection process.
5. The Committee shall receive all recommendations and any supportive data deemed necessary to determine the recipient of the award.
6. The Committee shall submit its recommendation regarding the award recipient to the Commission no later than at its regular meeting during the month of February.
7. The nomination shall be submitted in writing on official forms obtainable from the Classified Personnel Office, and shall indicate in what ways the nominee has willingly given of his/her time and talents in providing service and assistance to others.
8. The Personnel Commission shall designate the date of presentation of the award at its regular meeting no later than February of each year. Typically, the date designated will be in February or March.

D. Who May be Recommended to Receive the Award?

Any permanent member of the Classified service may be recommended for consideration, and such recommendations may be submitted in each succeeding year, regardless of previous selection or non-selection for receiving the award.

E. Who Can Make Recommendations

Recommendations may be submitted by an employee's supervisor, a department head, an associate employee, the Board of Trustees, and/or classified employee organization.

F. Confidentiality of Information Submitted

All information, except the name and certain pertinent information regarding the award recipient, shall be kept completely confidential by the Committee, the Classified Personnel Office and the Personnel Commission.

CLASSIFIED PERSONNEL ACTIONS

New Hire

Escobedo, Sonia	Paraeducator II, Position #8603 Special Education 5.75 hrs./183 days	04/23/2018
Guerrero-Espinosa, Edna	School Occupational Therapist, Position #8496 Special Education 8.0 hrs./203 days	05/14/2018
Hernandez, Steven	Paraeducator III, Position #2608 Special Education 5.75 hrs./183 days	05/07/2018
Lechuga, Corinna	Health Care Technician, Position #8775 San Miguel 6.0 hrs./183 days	05/14/2018

Limited Term

Arevalo, Vanessa	Clerical	03/01/2018
Arias, Fabiola G	Clerical	04/09/2018
Cahue, Marisol M	Clerical	04/09/2018
Chavez, Michael A	Child Nutrition Worker	04/12/2018
Garcia, David A	Paraeducator	04/30/2018
Garcia, Lizette	Paraeducator	4/25/2018
Hernandez, Alejandra	Clerical	04/09/2018
Leon, Yolanda	Clerical	04/09/2018
McCoy, Tricia L	Paraeducator	04/27/2018
Paul, Aira	Child Nutrition Worker	04/09/2018
Reyes Peluzzo, Paola E	Paraeducator	04/17/2018
Serrato, Diana	Clerical	04/09/2018
Zendejas, Yvette M	Paraeducator	04/16/2018

Exempt

Chavez, Bertha	Campus Assistant	04/09/2018
Cortez, Paola	Campus Assistant	03/01/2018
Solis, Jaasiel	Campus Assistant	04/23/2018
Torres, Eduardo	Campus Assistant	04/04/2018

Extended Leave of Absence

Carrisoza, Angelina	Child Nutrition Worker, Position #1588 Lemonwood 5.5 hrs./185 days	06/19/2018
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Unpaid Leave of Absence

Jimenez, Claudia	Outreach Specialist (B), Position #2200 Kamala 8.0 hrs./180 days	04/29/2018-5/3/2018
<u>Thompson, Ranesha L</u>	Paraeducator III, Position #2396 Special Education 8.0 hrs./180 days	01/23/2018-6/18/18 Tuesdays & Thursdays

Resignation

Estrada, Brenda G	Outreach Specialist (B), Position #6076 Frank 8.0 hrs./180 days	05/18/2018
Razo, Rudy	Site Technology Technician, Position #2950 Fremont 8.0 hrs./246 days	04/27/2018

CLASSIFIED PERSONNEL ACTIONS

Deceased

Ramirez, Erendira	Preschool Assistant (B), Position #6361	04/19/2018
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Retirement

Beppu, Miyoko	Child Nutrition Worker, Position #81	04/17/2000-06/19/2018
Castellon, Ofelia A	Child Nutrition Worker, Position #1330	06/03/2011-06/18/2018
Gonzalez, Maria Irene	Administrative Assistant (B), Position #5422	08/11/1988-06/29/2018
Herrera, Elaine	Clerical Assistant, Position #1038	07/08/1994-06/14/2018
Iwamoto, Yoshiko	Child Nutrition Worker, Position #783	11/30/2000-07/15/2018
Lozano, Maria A.	Child Nutrition Worker, Position #2214	03/28/2016-04/28/2018

CLASSIFIED PERSONNEL ACTIONS

New Hire

Barron, Teresa A.	Accountant/Internal Auditor, Position #1419 Budget & Finance 8.0 hrs./246 days	05/15/2018
Brende, Marilyn B.	School Occupational Therapist, Position #8474 Special Education 8.0 hrs./203 days	05/07/2018
Flores, Guillermina M.	Transportation Driver, Position #8705 Transportation 5.5 hrs./183 days	06/04/2018
Johnson, Crystal L.	Health Care Technician, Position #8796 Special Education 7.0 hrs./183 days	05/07/2018
Johnson, Shane J.	Paraeducator II, Position #2235 Special Education 5.75 hrs./183 days	05/07/2018
Reyes, Melissa S.	Library/Media Technician, Position #2523 Ramona 5.0 hrs./190 days	08/13/2018

Limited Term

Barrientos, Alexandria J.	Paraeducator	05/01/2018
Delgadillo, Raymond	Custodian	05/22/2018
Hernandez Salcedo, Teresa	Paraeducator	04/13/2018
Meza, Brandy E.	Paraeducator	05/22/2018
Monreal, Susana	Child Nutrition Worker	05/08/2018
Ramirez Delgado, Diana Z.	Paraeducator	05/14/2018
Rivera, Edith D.	Child Nutrition Worker	05/08/2018
Rosales, Jacob B.	Child Nutrition Worker	04/14/2018
Ruvalcaba, Veronica	Paraeducator	04/30/2018
Sanchez Hernandez, Graciela	Child Nutrition Worker	04/03/2018
Sandoval Lazalde, Haydee	Clerical	05/15/2018
Watson Williams, Anjalate D.	Paraeducator	05/15/2018

Exempt

Naranjo, Illeana	Campus Assistant	03/21/2018
Ramirez, Fernando	Campus Assistant	05/02/2018

Promotional

Perez, Catalina	School Office Manager, Position #734 Lemonwood 8.0 hrs./215 days Attendance Accounting Technician, Position #358 Lemonwood 8.0 hrs./210 days	05/21/2018
Romero, Adriana	School Office Manager, Position #1824 Ramona 8.0 hrs./210 days Secretary, Position #6416 Enrollment Center 8.0 hrs./246 days	05/29/2018
Sandoval, Michelle K	School Office Manager, Position #989 Brekke 8.0 hrs./203 days Office Assistant II, Position #2404 Soria 8.0 hrs./203 days	05/16/2018

CLASSIFIED PERSONNEL ACTIONS

Administrative Transfer

Fox, Timothy	Custodian, Position #39 District Office 8.0 hrs./246 days	05/21/2018
	Custodian, Position #6449 Lemonwood 8.0 hrs./246 days	

Transfers

Lopez, Richard Jr.	Custodian, Position #39 District Office 8.0 hrs./246 days	05/21/2018
	Custodian, Position #6448 Driffill 4.0 hrs./246 days	
Salas Contreras, Jose L.	Custodian, Position #1239 Sierra Linda 8.0 hrs./246 days	05/21/2018
	Custodian, Position #6449 Lemonwood 4.0 hrs./246 days	
Sandoval, Michelle K	Office Assistant II, Position #2404 Soria 8.0 hrs./203 days	05/07/2018
	Office Assistant II, Position #970 Brekke 7.0 hrs./203 days	

In Lieu of Layoff

Alvarado, Jorge L.	Site Technology Technician, Position #2836 Frank 8.0 hrs./246 days	06/30/2018
	Site Technology Technician, Position #6802 Haydock 8.0 hrs./192 days	
Gultinan, James B.	Site Technology Technician, Position #2503 Chavez 8.0 hrs./246 days	06/30/2018
	Site Technology Technician, Position #6804 Frank 8.0 hrs./192 days	
Gurrola, Mishael	Site Technology Technician, Position #2950 Fremont 5.0 hrs./246 days	06/30/2018
	Site Technology Technician, Position #2836 Frank 8.0 hrs./246 days	
Ortega, Benjamin	Site Technology Technician, Position #2946 Frank 5.0 hrs./246 days	06/30/2018
	Site Technology Technician, Position #2503 Chavez 8.0 hrs./246 days	

Medical Layoff

3789	Outreach Specialist, Position #2200	05/02/2018
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Return from Leave of Absence

Rivera, Winnie J.	Healthcare Technician, Position #2944 Pupil Services 7.0 hrs./183 days	05/16/2018
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Resignation

Nuckolls, Betty L.	Paraeducator II, Position #8614 Special Education 5.75 hrs./183 days	05/18/2018
Silva, Janet	Paraeducator I, Position #7186 McKinna 4.16 hrs./183 days	05/10/2018
Smith, Ashley R.	Paraeducator II, Position #8083 Special Education 5.75 hrs./183 days	07/31/2018

Retirement

Alvara, Rosemary	Facilities Secretary, Position #994	09/15/1975-06/30/2018
Ambriz Magana, Rosaelia M	Testing Assessment Analyst, Position #1698	12/03/1984-06/30/2018
Ayala, Janette	Administrative Assistant, Position #2884	04/13/1988-06/30/2018
Barajas, Maria L.	Custodian, Position #1046	05/09/1997-06/29/2018
Brackrog, Lydia	Paraeducator II, Position #1364	07/28/1981-06/14/2018
Ceballos, Luisa	Custodian, Position #1880	02/10/1999-06/29/2018
Cerball, Maria T.	Preschool Teacher, Position #2150	11/08/1996-06/14/2018
De Santiago, Isael	Lead Custodian, Position #868	02/23/1979-06/29/2018
Duff, Judith A.	Child Nutrition Cafeteria Coordinator, Position #2173	08/31/1992-06/19/2018
Escartin, Mireya D.	Paraeducator II, Position #2060	02/17/2011-06/14/2018
Esquivel, Aida	Paraeducator II, Position #2256	09/13/1976-06/14/2018
Farber, Norma E.	Paraeducator II, Position #2245	06/04/2003-06/14/2018
Gaona, Cynthia R.	Instructional Assistant RSP, Position #461	11/20/1974-06/14/2018
Garcia, Antonio T.	Child Nutrition Worker, Position #2853	01/23/2003-06/18/2018
Garcia, Socorro G.	Custodian, Position #2544	10/22/1999-06/29/2018
Garza, Reynaldo	Instructional TV Service Coordinator, Position #1080	02/17/1987-06/30/2018
Guevara, Rita M.	Employee Benefits Specialist, Position #97	01/04/1988-06/30/2018
Lemos, Albert M.	Grounds Equipment Operator, Position #1371	06/05/2000-06/29/2018
MacPherson, Monica L.	Office Assistant II, Position #1692	05/23/2000-06/30/2018
Navarro, Cecilia Z.	Buyer, Position #589	09/08/1992-06/30/2018
Paniagua, Michele	Child Nutrition Cafeteria Coordinator, Position #2187	08/21/1995-06/19/2018
Pennington, Sam K	Custodian, Position #1477	08/24/1998-05/31/2018
Ramirez, Eusebia	Paraeducator II, Position #7037	08/05/1986-06/14/2018
Rascon, Shari L.	Employee Benefits Specialist, Position #1121	01/04/1993-06/30/2018
Sandoval, Janice E.	Child Nutrition worker, Position #129	08/22/1988-06/19/2018
Tanedo, Melinda	Paraeducator II, Position #2195	05/25/1990-06/14/2018
Wagner, James F.	Electronics Repair Technician, Position #187	08/01/1998-06/29/2018
Zuniga, Flora C.	Preschool Teacher, Position #1443	10/01/1981-06/14/2018