



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, April 20, 2017
3:30 p.m. Regular Meeting
Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of March 9, 2017

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. Instructional Materials Warehouse Attendant/Driver (*page 5*)
The Personnel Commission will consider approving establishment of the new classification, salary placement, and job description.
2. Executive Assistant to the Superintendent (*page 9*)
The Personnel Commission will consider approving amendments to the job description.
3. Eligibility Lists (*page 14*)
The Personnel Commission will review certification of eligibility lists.

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

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. Budget First Reading
The Personnel Commission will review the proposed budget for Fiscal Year 2017-2018.
2. Personnel Actions (*page 25*)
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 MINUTES

Thursday, March 9, 2017

3:30 p.m. Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, March 9, 2017, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Rhoads at 3:45 p.m.

CALL TO ORDER

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

ROLL CALL

Jan Rhoads, Chair of the Personnel Commission
Irma J. Lopez, Member of the Personnel Commission
Manuel Perez, Member of the Personnel Commission

Jonathan Koch, Director of Classified Human Resources
Danielle Keys, Staff member
Tanya Ventura, Staff member

Guests: Mark Gutierrez, Electrician; Manuel Hernandez, CSEA Vice President; Pamela Lopez, Family Liaison; Ilene Poland, CSEA President; Roderick Warrick, Site Technology Technician

Commissioner Rhoads moved to approve the agenda of Thursday, March 9, 2017 as presented. Commissioner Perez seconded and the motion carried.
The vote was as follows 3-0. Rhoads Y ; Lopez Y Perez Y

ADOPTION OF THE
AGENDA

Commissioner Rhoads moved to approve the minutes of February 9, 2017 as presented. Commissioner Perez seconded and the motion carried.
The vote was as follows 3-0. Rhoads Y ; Lopez Y Perez Y

APPROVAL OF
MINUTES

Commissioner Lopez moved to approve the amendments to the job description of Family Liaison. Commissioner Rhoads seconded and the motion carried. The vote was as follows 3-0. Rhoads Y ; Lopez Y Perez Y

COMMENTS BY THE
PUBLIC
ACTION ITEMS
NfL Family Liaison

Commissioner Lopez moved to approve the eligibility lists of Preschool Teacher, Speech Language Pathology Assistant, Paraeducator II, and Paraeducator III. Commissioner Perez seconded and the motion carried. The vote was as follows 3-0. Rhoads Y ; Lopez Y Perez Y

Eligibility Lists

REPORTS/OTHER
INFORMATION/DISCUSSION ITEMS
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of January 18, 2017, February 1, 2017, February 15, 2017, and March 1, 2017.

Mr. Koch gave an update on the current recruitments for Accounting Specialist III, Accounting Specialist IV, Child Nutrition Worker (Temporary/Substitute), District Translator, Family Liaison, Office Assistant II, Outreach Specialist, Paraeducator I, Paraeducator II, Paraeducator III, Paraeducator-Hearing Impaired (sign language), Position Control Specialist, Preschool Assistant, School Occupational Therapist, School Office Manager, Speech-Language Pathology Assistant, Transportation Driver, and Warehouse Worker/Delivery Driver. He summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Ms. Poland reported that Negotiations will continue. She introduced Roderick Warrick as the new IT Representative and introduced Ms. Pamela Lopez, alternate Clerical Representative.

Report by CSEA

There being no further business, the Commission adjourned at 4:40 p.m. The next regular meeting will be held April 20, 2017.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, March 9, 2017 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

Minutes of Thursday, March 9, 2017

April 20, 2017

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor:

Jonathan Koch
Director, Classified Human Resources

Date of Meeting: April 20, 2017

TITLE: Instructional Materials Warehouse Attendant/Driver

DESCRIPTION:

District administration requested that the Personnel Commission create a new job classification which would be tasked with assisting with warehouse duties of limited scope in the instructional materials warehouse (a.k.a. "Bookbarn"). This position will have a lower level of responsibility and more narrow scope of work than that of a Warehouse Worker/Delivery Driver assigned to the District warehouse.

It is recommended that positions in this classification be part of the CSEA bargaining unit.

FISCAL IMPACT:

A review of our current internal alignment has been conducted and it is recommended that the Personnel Commission allocate to the CSEA/OSD salary schedule at Range 17.0 (\$17.20 - \$20.89/hour). This would result in an estimated cost of \$26,939 annually for the planned 4 hours per day/12 months per year position.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new classification and class description for Instructional Materials Warehouse Attendant/Driver and allocate the class to range 17.0 (\$17.20 - \$20.89/hour) on the OSD/CSEA Salary Schedule.

INSTRUCTIONAL MATERIALS WAREHOUSE ATTENDANT/DRIVER

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 an assigned administrator in the Educational Services department, performs a variety of duties in the stocking, transportation, and delivery of instructional materials and media, supplies, and equipment from the instructional materials warehouse to various District sites; and performs a variety of tasks relative to assigned area of responsibility.

Incumbents in this classification help ensure that the instructional materials and media are properly stocked and delivered to District sites as needed to ensure that students have access to the materials needed to fully participate in the District's instructional programs which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Warehouse Worker/Delivery Driver classification is assigned to the District warehouse and performs a variety of warehouse functions including stocking, shelving, filling, and delivering stores and child nutrition orders, equipment, and furniture, operating a forklift, truck, stock chaser, and electric palletjacks, and picking up, sorting, and delivering inter-district mail.

The Instructional Materials Warehouse Attendant/Driver classification is assigned to the instructional materials warehouse and performs warehouse functions of limited scope including the stocking and delivery of instructional materials and media.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from an assigned administrator in the Educational Services department;
- Receives work direction from the District Textbook Coordinator.

ESSENTIAL DUTIES

- Receives, verifies, and processes incoming items according to established procedures; counts, sorts, examines, labels, and logs instructional materials and media, supplies, and equipment;
- Stores and arranges instructional materials and media, supplies, and equipment in accordance with an identifying classification system;
- Operates rolling stock ladders, hand pallet jacks, carts, and other related equipment as necessary in order to shelve, arrange, and retrieve instructional materials and media, supplies, and equipment;
- Conducts and maintains periodic and perpetual inventory of instructional materials and media, supplies, and equipment in stock;
- Locates, retrieves, and prepares instructional materials and media, supplies, and equipment for delivery; loads items into vehicle;
- Operates a District van or similar vehicle in order to transport, deliver, and pick-up instructional materials and media, supplies, and equipment to and from specified District locations;
- Informs appropriate personnel of the need to restock items as necessary; identifies and evaluates surplus materials for disposal;
- Performs minor housekeeping functions in order to maintain a clean and orderly environment.

Other Related Duties

- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Principles and procedures of warehousing operations;
- Methods and techniques of receiving and storing equipment, materials, and supplies;
- Principles and practices of safe driving techniques;
- Operational characteristics of basic warehouse/stockroom equipment;
- Principles and procedures of record keeping;
- Basic mathematical principles.

Ability to:

- Operate a variety of warehouse/stockroom equipment such as rolling stock ladders, hand pallet jacks, and carts;
- Safely operate a motor vehicle;
- Understand and follow both oral and written directions;
- Work effectively within established time schedules and with minimal direction;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous and timely manner;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships;
- Follow good health and safety principles and practices.

Traits:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Puts safety first for self and others;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency.

Experience: No experience required.

Special: Possession of a valid California Driver's License.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

Physical Requirements: Employees in this classification stand, walk, sit, climb ladders and stairs, maintain balance, lift/carry up to 50 lbs. without assistance or up to 100 lbs. with assistance, use wrists or hands repetitively, use both hands, arms, feet, and legs simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have color vision or the ability to distinguish shades, speak clearly, hear normal conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, in changing temperatures, confined spaces, at heights using ladders, in direct contact with the public, students, and District personnel, and operate a motor vehicle in order to conduct work.

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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

Approved: 4/17

DRAFT

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

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 Superintendent, ~~he~~ performs a variety of highly complex and responsible duties to relieve the Superintendent of administrative detail; ~~he~~ serves as administrative aide and confidential secretary for the Superintendent and the Board of Trustees; ~~he~~ coordinates the activities of the employees in the Superintendent's office; coordinates the flow of communications on behalf of the ~~the~~ Superintendent; and performs a variety of other duties relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Executive Assistant to the Superintendent is a single-incumbent management classification which performs a variety of highly complex and responsible duties to relieve the Superintendent of administrative detail, serves as administrative aide and confidential secretary for the Superintendent and Board of Trustees, coordinates activities and communications on behalf of the Superintendent, and supervises employees assigned to the Superintendent's office.

The Executive Assistant classifications (Business Services, Educational Services, Human Resources) perform a variety of complex, diverse, and confidential secretarial and administrative support work in order to function as primary support for a Deputy or Assistant Superintendent.

The Administrative Assistant classification performs a variety of assignments, serves as a lead clerical worker, and provides primary secretarial support for a department and/or District administrator at the level of Director or above.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Superintendent;
- Provides supervision and work direction to other staff assigned to the Office of the Superintendent.

ESSENTIAL DUTIES

- Serves as administrative aide and confidential secretary to the Superintendent; receives and appropriately responds to telephone calls, e-mail correspondence, and in-person visitors with wide ranging inquiries and complaints; takes and transcribes dictation; composes correspondence, reports, and commendations independently or from rough drafts or oral instructions; and prepares for Superintendent's signature as needed; arrange coordinates appointments and meetings; reviews, sorts, and routes incoming mail; oversees and monitors travel arrangements including conference registration and reimbursements; responds to routine matters not requiring the Superintendent's attention;
- Serves as confidential secretary to the Board of Trustees; responds to requests for assistance; oversees and monitors travel arrangements including conference registration and reimbursements; keeps Trustees apprised of special events; coordinates California School Board information and events for Trustees who serve on committees or in official capacities for that associations;
- Manages Prepare the Board of Trustees agendas preparation and publication process in accordance with the Brown Act for weekly regular and special meetings; informs departments of established timelines for agenda item submissions; obtains, compiles, and coordinate information for Board agendas; supervises publication and ensures appropriate distribution of agendas and related materials; oversee the distribution of agendas and other materials to Board members.
- Coordinates, prioritizes, and supervises the activities of the staff in the Superintendent's Office; oversees the maintenance of confidential files; schedules, assigns, and reviews work; oversees timely, proper, and accurate completion of duties of subordinate staff; oversee mailroom, monitor efficient processing of mail; establishes and implement office procedures; set priorities and timelines for staff.

- Researches and compiles quantitative and qualitative data for presentation and analysis that may require the use of multiple sources of information, extraction and formatting of data from the district's student information system using queries, or other publicly available databases; develops documents for surveys and collaboration using different technology platforms such as Google docs, survey monkey, interactive PDF forms; may utilize legal case law database systems for the purpose of obtaining information on legal precedents pertinent to administrative decisions and considerations; may develop complex presentation materials using presentation software from drafts or oral instructions;
- Completes forms, legal documents and records within the scope of work ensuring accuracy, completeness and conformance to applicable policies, procedures, rules and regulations;
- Establishes methodical systems of office organization, including electronic filing and document storage, ensuring document security, especially as it pertains to confidential student and personnel files; researches and adheres to legal mandates pertaining to document storage;
- Ensures facilities are properly setup for scheduled public meetings; Attends Board meetings, and serves as the recording secretary; takes and transcribe minutes; ensures appropriate dissemination of minutes including safekeeping of official copy of minutes for historical purposes; arrange to grant requests from the public to view the minutes and/or other and related public documents which are public records are available for review upon request;
- Prepare and disseminate annual letters to staff and parents, as required by law; assure appropriate and timely distribution.
- Assist in maintaining official Board policies and monitoring new laws and legal requirements affecting the ~~the District, its board and staff and students~~ for incorporation into policy, including reviewing CSBA updates on a quarterly basis, drafting, revising and editing policies as drafted new ones when required; and ensuring assigned; ensures appropriate review by administrators who have jurisdiction over policy areas; processes changes for first reading and adoption by the Board; ~~and appropriate dissemination to all administrators and sites.~~
- Communicates with the District staff, legislators, city and county offices, parents, community groups and other school districts to obtain and provide information, resolve problems, and conduct routine business;
- Plans, organizes, and arranges meetings at sites in the district office or other locations as required;
- Serves as liaison between sites, departments, and staff members; coordinates requests for repair and services for the District office;
- Collaborates with Information Technology Services to edit and publish information on the District's website;
- Assists in the coordination of special projects, District-wide events, press conferences, and media availability; prepares related information packets as needed;
- ~~Provide leadership and networking opportunities for school office managers; respond to requests for assistance.~~
- Serves as the District liaison for Monitor biennial elections for school board; furnishes prospective candidates with district information and elections material; interacts and coordinates filings with County Elections; arranges candidate orientations; compile general district information for candidates;
- Maintains assigned budget records and files; monitors budgets and reviews expenditures; assists in gathering and compiling data required by Superintendent for budget development;
- Reviews and accesses confidential information that contributes significantly to the development of management positions with respect to employer-employee relations; assists in the preparation of materials that develop or present management positions with respect to employer-employee relations. - [Government Code 3513 (f)].

Other Related Duties

- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Functions and clerical operations of an administrative office;
- ~~Applicable sections of the State Education Code and other applicable laws.~~ Pertinent Federal, State, and local laws, codes, and regulations;
- Correct English usage, vocabulary, spelling, grammar and punctuation.

- ~~District organization, operations, policies and objectives;~~
- District programs, terminology, policies, practices, and procedures;
- Modern office practices, procedures, methods and equipment including computers;
- Principles and practices of supervision, training, and performance evaluation;
- Preparation of various reports for presentation to Board of Trustees and others.
- ~~Computer operations and software, including word processing, spreadsheets, data bases.~~Relevant computer operations and software;
- Techniques of proper Telephone techniques and etiquette;
- ~~Oral and written communication skills.~~Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Good public relations techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Principles and procedures of ~~manual and computerized~~ record keeping;
- Principles of business letter, ~~report,~~ and commendation writing and ~~basic~~ report preparation;
- Basic statistical and fiscal record-keeping techniques and procedures; ~~mathematical principles.~~

Ability to:

- Exercise good and sound judgment; ~~in relieving the Superintendent of administrative details;~~
- ~~Perform highly complex and responsible secretarial and clerical work involving the use of independent judgment and personal initiative.~~
- ~~Continually and consistently interact positively, pleasantly and professionally with all visitors and employees~~
- Resolve public relations matters effectively;
- Read, Understand, and interpret, and follow complex, policies and rules, regulations, policies, and procedures;
- ~~Take notes at meetings and conferences and prepare reports of discussions and actions taken.~~
- Proof and edit documents;
- Establish and maintain effective record-keeping and filing systems;
- Organize materials and prepare clear and comprehensive reports; ~~and maintain complex records.~~
- Compose ~~difficult~~ correspondence, memoranda, commendations, and other materials independently or from oral instructions;
- ~~Maintain confidentiality of privileged information obtained during the course of work~~
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and peripheral equipment using advanced word processing, spreadsheet and data base applications; make charts and graphs; ~~operate a variety of modern office machines and equipment such as a software, copiers, scanners, typewriters, calculators, and fax machines; FAX, and copier~~
- Accurately type/keyboard or perform data entry at a speed to complete assigned tasks; Operate a keyboard at a corrected rate of 60 words per minute.
- Take and transcribe dictation at a corrected rate of 80 words per minute.
- ~~Meet the public in situations requiring tact, diplomacy and discretion.~~
- Provide information and assistance to parents, the general public, and other staff members in a positive, pleasant, professional, helpful, courteous, and timely manner;
- Establish and maintain effective working relationships; ~~with those contacted in the course of work.~~
- ~~Work independently with limited supervision.~~Work effectively within established time schedules and with minimal direction;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities;
- Supervise, train, direct, motivate, and evaluate staff;
- Communicate clearly and concisely effectively, both orally and in writing;
- Understand and follow oral and written directions;
- ~~Coordinate and train staff.~~
- ~~Meet schedules and time lines.~~
- Maintain confidentiality of privileged information obtained in the course of work.
- ~~Lift 20 pounds.~~

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;
- Promotes goals and leads by example;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Equivalent to an ~~Bachelor's~~ Associate's degree from an accredited college or university with major course work in business administration, public administration, communications, or a related field. ~~Two A~~ additional years of ~~school based administrative/secretarial~~ experience beyond that required below. Work experience may be substituted for the required college course work ~~on a year for year basis.~~

Experience: One of the following:

- 1) ~~Six~~ Five years of increasingly responsible administrative/executive-level /clerical/secretarial/administrative experience with responsibility for providing direct support to an executive-level administrator in school district operations, including three years of supervisory or lead responsibility. Extensive, first hand knowledge of District organization, policies, procedures, objectives and goals. Experience in an educational environment is strongly preferred.
- 2) Three years of experience in the Oxnard School District in an Administrative Assistant, School Office Manager, or other equal or higher-level clerical/secretarial position.

**Alternate variations of equal education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process.*

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. 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.

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 employees and the public. Office environment, subject to frequent interruptions; exposure to computer screens; extensive use of computer and keyboard.

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.

OXNARD SCHOOL DISTRICT

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~~Board Policy Adopted: May, 1977; Revised: May 5, 1983; Reclassification Study: September 24, 1986; June 25, 2003; April 13, 2005~~

~~Personnel Commission Approved: Reclassification Study: October 23, 1986; May 8, 2003; Revised: January 13, 2005~~

Salary Range: Classified Management Salary Schedule

Approved: 5/77

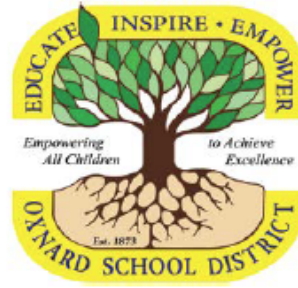
Revised: 5/83, 1/05, 4/17

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 16-17:33
Established: April 12, 2017
Merged with E. List No. 16-17:19

Accounting Specialist III

Rank	Name	Expiration Date
1	Haidet, Susan L	4/12/2018
2	Lopez, Oscar	12/2/2017
3	Wang, Grace L	4/12/2018
4	Steele, Robyn L	4/12/2018
5	Jindal, Shweta	4/12/2018
6	Rangel, Daniel	4/12/2018
7	Vazquez, Sylvia	12/2/2017
8	Albor, Gisela	4/12/2018

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 16-17:29

Established: April 12, 2017

Accounting Specialist IV

Rank	Name	Expiration Date
1	Marquez, Juana A	4/12/2018
2	Waugh III, Richard B	4/12/2018
3	Balajadia, Bella Maria P	4/12/2018

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 16-17:32

Established: April 12, 2017

Position Control Specialist

Rank	Name	Expiration Date
1	Fung, Victor	4/12/2018
2	Hansen, Kristina	4/12/2018

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

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 16-17:10

Director's Certification:

Established: 10/14/16

Merged with Eligibility List No. 15-16:13

Updated: 11/21/16, 2/10/17

Paraeducator II

Rank	Name	Expiration Date
1	Alhabash, Suha	2/10/2018
1	Ambriz, Noemi G	10/14/2017
1	Arroyo, Maribel	9/12/2017
1	Coronado, Mariana E (B)	11/21/2017
1	Drosdek, Taryn	11/21/2017
1	Fierro, Raquel J	3/30/2018
1	Gomez, Rebecca N	11/21/2017
1	Koressa, Marcel	8/1/2017
1	Lara, Alexis Ramiro	11/21/2017
1	Lopez, Bianca Z	3/30/2018
1	Olaso, Myrna E	9/12/2017
1	Ontiveros, Marisol I	11/21/2017
1	Peña, Juan	10/14/2017
1	Pina, Bobby S	5/9/2017
1	Ponder, Sean M	2/10/2018

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

1 Quilley-Deeman, Monica 2/10/2018

1 Ramirez, Caroline 12/16/2017

Paraeducator II

Rank	Name	Expiration Date
1	Quinn, Emily S	11/21/2017
1	Quirarte-Beeman, Monica	2/10/2018
1	Ramirez, Caroline	12/16/2017
1	Rodriguez, Joanna S (B)	3/30/2018
1	Rubalcaba, Llajayra Y	5/9/2017
1	Saavedra, Alejandra I	3/30/2018
1	Salazar, Christina	12/16/2017
1	Sanders, Ellie	2/10/2018
1	Sepulveda, Yvonne Q	2/10/2018
1	Simonini, Magdalena	9/12/2017
1	Thompson, Ranesha L	8/1/2017
1	Turner, Caroline	10/14/2017
1	Torres Delgado, Daniela (B)	10/14/2017
1	Vasquez Mendoza, Anita	12/16/2017
1	Wellwood, Caitlin R	3/30/2018

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

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 16-17:11

Established: 10/14/16

Director's Certification:

Merged with Eligibility List No. 15-16:14

Updated: 11/21/16, 2/10/17

Paraeducator III

Rank	Name	Expiration Date
1	Vivanco, Regina Reyes Hernandez (B)	2/10/2018
2	Alhabash, Suha	2/10/2018
2	Arroyo, Maribel	9/12/2017
2	Barajas, Sabrina M	2/10/2018
2	Canchola, Juan J	9/12/2017
2	Chaidez, Lorena	5/9/2017
2	Contreras, Janet (B)	12/16/2017
2	Coronado, Mariana E (B)	11/21/2017
2	De La Cruz, Laura Patricia	8/1/2017
2	Drosdek, Taryn	11/21/2017
2	Fierro, Raquel J	3/30/2018
2	Gilliam, Kenneth	5/9/2017
2	Lopez, Bianca Z	3/30/2018
2	Maldonado, Dalymar (B)	10/14/2017
2	Macias, Dayana (B)	2/10/2018

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

Paraeducator III

Rank	Name	Expiration Date
2	Martinez Weierman, John	5/9/2017
2	Menchaca, Nancy G (B)	2/10/2018
2	Meraz, Deseri R	8/1/2017
2	Orjuela, Laura C	9/12/2017
2	Peña, Juan	10/14/2017
2	Quirarte-Beeman, Monica	2/10/2018
2	Ramirez, Caroline	12/16/2017
2	Rodriguez, Joanna S (B)	3/30/2018
2	Saavedra, Alejandra I	3/30/2018
2	Sepulveda, Yvonne Q	2/10/2018
2	Simonini, Magdalena	9/12/2017
2	Valencia, Christian E	12/16/2017
2	Viveros, Janelli	5/9/2017
2	Wellwood, Caitlin R	3/30/2018

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 16-17:30

Director's Certification:

Established: 03/28/2017

Transportation Driver

Rank	Name	Expiration Date
1	Castillo, Oralia	3/28/2018
2	Perez, Luzmila S.	3/28/2018
3	Gardner, Stephen	3/28/2018
4	Lucero, Angel R.	3/28/2018
5	Visser, Patricia E.	3/28/2018
6	Busicchia, Bill	3/28/2018

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 16-17:28

Established: 03/27/2017

Warehouse Worker/Delivery Driver

Rank	Name	Expiration Date
1	Theobald, Joseph F.	3/27/2018
2	Bradley, Arderick	3/27/2018
2	Mejia, Juan Paulo	3/27/2018
3	Garner, Markell	3/27/2018
4	Calderon, Hector M.	3/27/2018
4	Gosselin Jaron J.	3/27/2018
5	Brown, Dennis J.	3/27/2018
6	Morales, Noe	3/27/2018
6	Romero, Rogelio J.	3/27/2018

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 16-17:26

Established: 3/24/17

District Translator (Spanish)

Rank	Name	Expiration Date
1	Maggiolo, Maria del Carmen D Vigil	3/24/2018
2	Samame, Natali C. Rodriguez	3/24/2018
3	De Jesus, Aydedt A.	3/24/2018

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

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Open/Promotional

Eligibility List No. 16-17:27

Director's Certification:

Established: 4/5/17

School Office Manager

Rank	Name	Expiration Date
PROMOTIONAL		
1	Alcantar, Jessica (B)	4/5/2018
2	de Martinez, Jill A (B)	4/5/2018
2	Paz, Lorena D (B)	4/5/2018
OPEN		
1	Cisneros, Lucia	4/5/2018
2	Villalobos, Veronica (B)	4/5/2018

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

CLASSIFIED PERSONNEL ACTIONS

New Hire

Alonso, Raul	Maintenance Worker I, Position #5844 Facilities 8.0 hrs./246 days	03/18/2017
Cairns, Allison	Assistant Director of Child Nutrition Services, Position #2873 Child Nutrition 8.0 hrs./246 days	02/24/2017
Castellanos Vizcaino, Ana Luisa	Paraeducator I (B), Position #7170 Curren 4.10 hrs./183 days	02/23/2017
De Lira, Gloria	Paraeducator I (B), Position #7821 Lemonwood 5.5 hrs./183 days	02/27/2017
Escobar Rivas, Yuriana	Paraeducator I (B), Position #7825 McKinna 5.0 hrs./183 days	02/21/2017
Vasquez Mendoza, Anita	Paraeducator III, Position #2903 Special Education 5.75 hrs./183 days	02/27/2017

Limited Term

Arenas, Pedro	Custodian	02/15/2017
Hernandez, Joel A.	Paraeducator	02/13/2017
Meza, Raquel	Paraeducator	02/09/2017
Mize, Heaven A	Paraeducator	02/24/2017
Rodriguez Arcos, Sandra	Paraeducator	02/13/2017
Tirado, Daniel	Custodian	02/15/2017
Zavala, Karina	Clerical	02/22/2017

Exempt

Jimenez, Inez	Campus Assistant	02/24/2017
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Transfer

Duarte, Angela	Administrative Assistant, Position #560 English Learner Services 8.0 hrs./246 days School Office Manager, Position #989 Brekke 8.0 hrs./210 days	02/27/2017
Frenes Jr., Daniel	Custodian, Position #1510 Curren 8.0 hrs./246 days Custodian, Position #2541 Fremont 4.0 hrs./246 days	04/07/2017
Stankoski, Jodi	Credential Technician, Position #376 Certificated Human Resources Position Control Specialist, Position #1263 Budget & Finance 8.0 hrs./246 days	02/27/2017

CLASSIFIED PERSONNEL ACTIONS

March 15, 2017

Leave of Absence

Peralta, Ramona	Preschool Assistant, Position #2663 Rose Ave. 3.0 hrs./183 days	02/21/2017-02/24/2017
Banales, Lizbeth	Paraeducator II, Position #2750 Wednesdays only Special Education 5.0 hrs./183 days	01/25/2017-05/17/2017

Resignation

Ford, Griffin	Accounting Specialist III, Position #846 Budget & Finance 8.0 hrs./246 days	03/17/2017
Lee, Claudia	Paraeducator I (B), Position #2805 Harrington 4.0 hrs./183 days	02/24/2017
Prado, Maricela	Child Nutrition Worker, Position #2221 Frank 4.0 hrs./185 days	03/02/2017

Retirement

Ruvalcaba, Rosalinda	Office Assistant II, Position #2156 Harrington 7.0 hrs./203 days	03/13/2017
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Released during Probation

8410	Outreach Specialist, Position #2688 Marshall 8.0 hrs./180 days	03/01/2017
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