



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, February 9, 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 January 19, 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. Transportation Driver (*page 5*)
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.
2. Lateral Transfer (*page 10*)
The Personnel Commission will consider a request submitted by Jodi Stankoski, Position Control Specialist.
3. Eligibility Lists (*page 31*)
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. Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
2. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
3. 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.
4. 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, January 19, 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, January 19, 2017, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Rhoads at 3:40 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 arrived 3:40pm

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

Guests: David Fateh, Director of Facilities; Luis Garibay, Help Desk Support Technician; Rita Guevara, Employee Benefits Specialist; Vince Mc Garry, Maintenance Manager; Valarie Mitchell, Chief Information Officer; Ilene Poland, CSEA President; Jodi Stankoski, Position Control Specialist; Tony Stankoski, Electrician; Bonnie Tse, Accounting Specialist IV; Ginny Whitt, CSEA Secretary.

Commissioner Rhoads moved to approve the agenda of Thursday, January 19, 2017 as presented. Commissioner Lopez seconded and the motion carried.
The vote was as follows 2-0. Rhoads Y ; Lopez Y

ADOPTION OF THE
AGENDA

Commissioner Rhoads moved to approve the minutes of December 8, 2016 as presented. Commissioner Lopez seconded and the motion carried.
The vote was as follows 2-0. Perez Y ; Rhoads Y ; Lopez Y

APPROVAL OF
MINUTES

Ms. Stankoski spoke regarding her background at the Oxnard School District and her current job duties. She asked the Commission to consider her lateral transfer to Credential Technician. The Personnel Commission requested that the item be agendaized for the next meeting.

COMMENTS BY THE
PUBLIC

Commissioner Lopez moved to approve the recommendation to reclassify Mr. Garibay from Help Desk Support Technician range 21.0 to Technology Services Technician range 27.0. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y ; Lopez Y

ACTION ITEMS
Classification Review

Commissioner Lopez moved to create the new classification for Senior Manager, Maintenance & Operations at a salary range of \$87,079-\$103,455 on the Classified Management Salary Schedule and approve the recommendation to reclassify Mr. Mc Garry from Maintenance Manager to Senior Manager, Maintenance & Operations. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y ; Lopez Y

Classification Review

*The duties of the new classification and salary allocation must be approved by the Board of Trustees at the meeting of February 1, 2017 prior to the reclassification taking effect.

Commissioner Lopez moved to approve a recommendation to the Board of Trustees for reallocation of Site Technology Technician from range 17.5 to range 20.0. Commissioner Rhoads seconded and the motion carried.
The vote was as follows 2-0. Rhoads Y ; Lopez Y

Site Technology
Technician

Commissioner Lopez moved to approve the eligibility lists of Administrative Assistant and Paraeducator I. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

Eligibility Lists

REPORTS/OTHER
INFORMATION/DISCUSSION ITEMS

Director's Report

Mr. Koch gave an update on the current recruitments for Assistant Director of Child Nutrition Services, Bus Driver (Temporary/Substitute), Child Nutrition Worker (Temporary/Substitute), Credential Technician, Custodian (Temporary/Substitute), District Translator, Energy Management Systems Technician, Office Assistant (Temporary/Substitute), Paraeducator (Temporary/Substitute), Paraeducator I, Paraeducator II, Paraeducator III, Paraeducator-Hearing Impaired (sign language), Preschool Assistant, Preschool Teacher, School Occupational Therapist, Speech-Language Pathology Assistant, and Warehouse Worker/Delivery Driver. He summarized the Commission's staff activities as of the last Commission meeting.

Ms. Poland reported that Chapter 272 has a new Executive Board. She also reported that a MUP program is underway.

Report by CSEA

Ms. Ventura reported on behalf of Dr. Vaca -15 candidates were selected for the Teacher Pathway Program.

Report by Assistant Superintendent, Human Resources and Support Services

Report by Commissioners

There being no further business, the Commission adjourned at 4:44 p.m. The next regular meeting will be held February 9, 2017.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, January 19, 2017 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Jonathan Koch
Director, Classified Human Resources

Date of Meeting:

February 9, 2017

TITLE: NEW CLASSIFICATION – Transportation Driver

DESCRIPTION OF AGENDA ITEM:

District administration requested that the Personnel Commission create a job classification which would be tasked with transporting students in a District passenger van or other vehicle. The classification would not require School Bus Driver certification or licensing.

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

FISCAL IMPACT:

A salary study and review of our current internal alignment has been conducted and it is recommended that the classification be allocated to the Classified/CSEA salary schedule at a Range 16.0 (\$16.37 - \$19.89). This would place us competitively in the marketplace and maintain a 20% difference between this classification and School Bus Driver, which appears to be the standard difference among districts with both classifications. The future fiscal impact would be based on the number and hours of approved positions.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new classification and class description for Transportation Driver and allocate the class to range 16.0 on the OSD/CSEA Salary Schedule.

TRANSPORTATION 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 the Director of Transportation, operates a District van or other vehicle to provide safe and secure transportation of general education students and students with special needs to school, home, and on special trips following designated routes in accordance with time schedules; assists in the loading, unloading, and securing of students; ensures assigned vehicles are clean and in safe operating condition; and performs a variety of tasks relative to assigned area of responsibility.

Incumbents in this classification provide safe transportation for general education students and students with special needs to ensure that they are able to arrive safely and participate in school activities which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The classification of Bus Driver drives a school bus over designated routes in accordance with time schedules; picks up, discharges, and provides for the safe and efficient transportation of District students; and performs regular safety inspections and basic preventative maintenance on school buses.

The classification of Transportation Driver is restricted to driving District vans or other vehicles not requiring special licensing or certification above a standard California Class C Driver's License; follows designated routes in accordance with time schedules; picks up, discharges, and provides for the safe and efficient transportation of District students; and ensures assigned vehicles are clean and in safe operating condition.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Transportation Services.

ESSENTIAL DUTIES

- Drives passenger van or other District vehicle over designated routes in accordance with time schedules, picking up and discharging students; transports students, teachers, and other adults on field trips and to other events/locations as assigned;
- Loads and unloads students in a safe and appropriate manner; ensures students are properly secured using seatbelts, harnesses, car seats, and wheelchair clamps as appropriate;
- Maintains order and appropriate behavior among students on buses; follows District policies regarding student control and contact with parents, teachers, administrators, and the public;
- Monitors two-way radio and receives information regarding road and traffic conditions, changes in route assignments, transfers, or time schedules and maintains communication with dispatcher;
- Adheres to emergency procedures such as accident reporting and equipment malfunctions;
- Oversees evacuations of students during emergency situations; performs emergency assistance as needed including first aid and evacuating all passengers in the quickest and safest way possible;
- Assists in the routine maintenance of District vehicles as assigned; ensures vehicles are in safe operating condition prior to daily operation; reports any vehicle malfunctions to District mechanic;
- Cleans exterior and interior of District vehicles including picking up debris, vacuuming, wiping upholstery, dusting dashboard, washing the exterior, and cleaning windshields, windows, and headlights;
- Communicates with students, teachers, the Director of Transportation Services, and parents regarding special needs for students, transportation schedules, and other related matters;
- Provides basic medical care and administers first aid to students as authorized and according to established District procedures and policies; contacts emergency personnel as necessary;
- Maintains records and completes necessary paperwork concerning vehicle maintenance and needed repairs, miles driven, etc.; prepares student conduct, incident, and accident reports;

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Other Related Duties

- Attends scheduled safety and other related meetings as required;
- May perform clerical duties such as data input and data processing as needed;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Board policies and regulations, Education Code, Department of Motor Vehicle Code and Transportation Department procedures pertaining to the transportation of students;
- Basic operational characteristics of passenger vans and other transportation vehicles;
- Proper procedures for safely securing wheelchairs and safety seats;
- Policies and procedures governing the reporting of vehicle accidents and incidents;
- Principles and practices of basic first aid;
- Methods and techniques of basic vehicle safety and preventive maintenance;
- Principles and procedures of record keeping;
- Behavior modification techniques;
- Principles of good public relations;
- Safe driving practices as they relate to school transportation.

Ability to:

- Operate passenger vans and other District vehicles in a safe and efficient manner;
- Operate a variety of equipment such as telephone and two-way radio;
- Enforce school regulations and maintain order among students on vehicle;
- Maintain assigned vehicles in clean and safe operating condition;
- Provide assistance to students entering and exiting a vehicle;
- Operate equipment, including wheelchair lifts, tie downs, seat belts, harnesses, and other adaptive equipment as necessary;
- Understand and follow oral and written instructions.
- Observe legal and defensive driving practices;
- 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;
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships;
- Read maps and plan travel routes.

Traits:

- Appreciates the differences among people;
- Is punctual and follows through;
- Easily adapts to situations and changes;
- Puts safety first for self and others;
- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency is desirable.

Experience: Five years of experience in the operation of a motor vehicle with a continuous good driving record. Experience driving a passenger van and working with school-age children is highly desirable.

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Special: Possession of a valid Class A, B, or C California Driver License.

Possession of a valid first aid certificate comparable to the American Red Cross Standard First Aid Certificate is required during the probationary period.

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.

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy.

Physical Requirements: Employees in this classification stand, walk, sit for continuously for extended periods of time, lift/carry up to 40 lbs. without assistance or over 40 lbs. with assistance and in emergency situations, 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 voice conversation, and see small details and for long distances.

WORK ENVIRONMENT: Employees in this classification work primarily inside a District vehicle, but also inside an office and outside, in changing temperatures, in confined spaces, with moving vehicles, in contact with fumes, allergenic dust, odors, toxic materials, and loud noises, in inclement weather and conditions, in direct contact with the public, students, and District personnel, and operate a District vehicle in order 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: 16.0

Approved: 2/17

Transportation Driver

2017 -01 Salary Study

Class Title	Agency	Min Hourly Salary	Max Hourly Salary
School Van Driver	Torrance USD	\$17.63	\$21.43
School Van Driver	Rowland USD	\$16.53	\$20.14
Van Driver	Simi Valley USD	\$16.25	\$19.92
Transportation Driver	Moorpark USD*	\$14.21	\$19.10
Transportation Driver	Pleasant Valley ESD*	\$15.40	\$18.70
Clerk Driver	Alhambra USD	\$14.70	\$17.92
Transporter	Panama-Buena Vista Union HSD	\$13.88	\$17.69
Transportation Driver	Ojai USD*	\$13.28	\$16.14
Van Driver	Inglewood USD	\$11.96	\$14.31
	3rd Quartile	\$16.25	\$19.92
	Median	\$14.70	\$18.70
	1st Quartile	\$13.88	\$17.69
	Mean	\$14.87	\$18.37

Q3

Q1

Indicates Ventura County District

Districts above are comparable by size and demographics (10k - 24k) in 4-county area.

* Not comparable by size and demographics. Included due to proximity and due to lack of similar classifications in comparison districts.

Comparison to School Bus Driver

Agency	% Difference in Pay	Min Hourly Salary	Max Hourly Salary
Torrance USD	16.01%	\$20.46	\$24.86
Rowland USD	15.94%	\$19.16	\$23.35
Simi Valley USD	8.38%	\$17.58	\$21.59
Moorpark USD*	12.72%	\$16.04	\$21.53
Pleasant Valley ESD*	20.05%	\$18.47	\$22.45
Alhambra USD	30.19%	\$19.12	\$23.33
Panama-Buena Vista Union HSD	18.49%	\$17.15	\$20.96
Ojai USD*	16.05%	\$15.41	\$18.73
Inglewood USD	36.76%	\$16.32	\$19.57
Mean	19%	\$17.75	\$21.82

Recommendation: Range 16.0 (\$16.37 - \$19.89)



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

To: Personnel Commission

From: Jonathan Koch, Director, Classified Human Resources

Date: February 7, 2017

Re: Lateral Transfer Request Recommendation

Background

In December 2016 the Classified Human Resources Office received a request from Jodi Stankoski, Position Control Specialist in the Business & Finance department to transfer into a vacant Credential Technician position in the Certificated Human Resources department.

The Director of Classified Human Resources reviewed and denied this request for a lateral transfer due to the lack of similarity between the two classifications. Ms. Stankoski was sent a memo informing her of this denial and her ability to request a meeting to review the circumstances on January 12, 2017.

Ms. Stankoski has since formally requested that this matter be appealed to the Personnel Commission who may decide if she should be considered as a transfer candidate.

Discussion

There are two main areas of discussion in regards to the submitted request for consideration as a lateral transfer candidate: 1) the current appropriateness of the request and relatedness of the classifications, and 2) the role of any type of past practice.

Part 1: Appropriateness of Request and Relatedness of Classifications

In order to first determine the appropriateness of the current lateral transfer request, we must have an understanding of the terminology involved in the transfer process, the intent of the process, the roles of the Personnel Commission (including Commission staff) and the Board of Trustees (including District administration) in the process, and any current laws or regulations governing the process. Once there is an understanding of these areas, we can then determine if a transfer between the two classifications (Position Control Specialist and Credential Technician) is appropriate in this context.

First, we must define the terms transfer and lateral transfer.

Transfer: The reassignment of an employee **without examination** from one position to another position in the **same** classification. This reassignment may result in an increase (or decrease) in the number of hours worked per day and/or days worked per year. Employees in a lower classification are not eligible to transfer into a higher classification or promotion.

Lateral Transfer: The reassignment of an employee **without examination** from a position in his current classification to a position in a **different highly related classification** with the **same salary range**. This reassignment may result in an increase (or decrease) in the number of hours worked per day and/or days worked per year.

Second, we must understand what the intent of the transfer process is and is not.

The Classified Transfer Process IS intended to:

allow for a mechanism for employees to change locations, working hours (aka work shift), and/or the number of working hour/days per year while retaining essentially the same job, job duties, and responsibilities.

The Classified Transfer Process IS NOT intended to:

allow employees a mechanism by which they are able to change job classifications and circumvent a competitive testing process.

Third, we must understand the roles of the Personnel Commission and District (Board) in regards to the transfer process.

The Board of Trustees (and District administration):

The Board of Trustees negotiates the transfer process with the employee representative. Following negotiations, the Board (District administration) carries out the transfer process in accordance with the negotiated agreement. This includes making selections to fill positions.

The Personnel Commission (and Commission staff):

The Personnel Commission functions as a third party which determines the relatedness of classifications in order to determine if classifications are sufficiently similar to allow transfer between them. This happens separately from the transfer process itself and is not subject to negotiation.

Lastly, we must review current laws, rules, and regulations governing this process.

OSD/CSEA Collective Bargaining Agreement:

The OSD/CSEA collective bargaining agreement sets forth the transfer process in Article 17 (Appendix A) including guidelines on transfer postings, submitting transfer requests, criteria to be used in transfer selection decisions, and the process to be followed when the Director of Classified Human Resources (Personnel Commission) determines that two classifications are not sufficiently related to allow a unit member to be considered for transfer.

Education Code:

The Education Code delegates authority in classifying positions and determining the relatedness of classifications to the Personnel Commission in Education Code 45256 (Appendix B). As such, this function falls solely with the Personnel Commission and is not subject to negotiation between the

employer and employee representative.

Personnel Commission Rules & Regulations:

The Personnel Commission Rules & Regulations define the process by which the relatedness of classifications shall be determined. PC Rule 60.200.1(4) (Appendix C) states that the relatedness of two classifications shall be determined by factors such as the similarity of duties, minimum qualifications, examination content, and occupational/promotional field. It goes on to state that while these primary factors are being considered, more latitude will be permitted as an employee's seniority in the classified service increases, when there is an impending layoff, reclassification, or health issue, and when the employee meets the minimum qualifications for the classification.

In synopsis, the responsibility for determining the relatedness of classifications and whether or not transfer should be allowed between them falls solely on the Personnel Commission and its staff. Staff is to follow Personnel Commission Rules & Regulations in carrying out this process. As such, we must now look to a comparison of these two classifications in accordance with the factors noted above.

Similarity of Duties:

An analysis of the duties of Credential Technician and if they are performed regularly by incumbents in the classification of Position Control Specialist (Appendix D) reveals that the vast majority are not. Some of the duties such as processing personnel transactions and generating reports are similar, but are performed in different contexts, with different information, and for different purposes.

An analysis of the duties of Position Control Specialist and if they are performed regularly by incumbents in the classification of Credential Technician (Appendix E) reveals that there are no duties which truly overlap.

Minimum Qualifications:

A comparison of the minimum qualifications for the classifications of Credential Technician and Position Control Specialist (Appendix F) shows that the qualifications are vastly different. Due to the primary functions of each classification, the qualifications for Credential Technician reflect experience needed in areas of technical clerical work or human resources while the qualifications for Position Control Specialist reflect experience needed in the area of fiscal services (accounting/payroll/budgeting).

Examination Content:

An analysis of the examination content for Credential Technician and Position Control Specialist reveals that the two classifications have very different examinations. A breakdown of the exam plans can be found below.

Credential Technician:

Written Test: Content Areas: Reading Comprehension, Alphabetical Filing, Job Knowledge (Human Resources/Credentialing), Punctuation and Grammar, Basic Mathematics, Analyzing Data

Pre-Interview Review Project: Analyzing data and determining appropriate salary placement

Qualifications Appraisal Interview: Specialized Content Areas: Personnel policies and procedures, legal guidelines, credentialing, reviewing transcripts, etc.

Position Control Specialist:

Written Test: Content Areas: Journal Error Recognition, Job Knowledge (General & Governmental Accounting), Fiscal Mathematics

Pre-Interview Project: Calculating salary projections (including benefits and retirement contributions) for budgeting purposes

Qualifications Appraisal Interview: Specialized Content Areas: Payroll, budgeting, position control, fiscal problem solving, etc.

Occupational/Promotional Field:

A comparison of the occupational/promotional fields for Credential Technician and Position Control Specialist show that they are in two different job families. Credential Technician is in the Human Resources job family while Position Control Specialist is in the Fiscal job family (Appendix G). The classifications both touch upon an element of Human Resources, that being position control, but the additional essential focus of budget-related work places the Position Control Specialist in the Fiscal family.

Following the comparison of the classifications based on the primary factors above, if they are found to be close to equal, then the secondary factors come into play per the current Personnel Commission Rules & Regulations. These include the following:

Employee Seniority:

The employee has been a classified staff member since 1998.

Impending Layoff:

None

Impending Reclassification:

None

Health Issues:

None known.

Employee Meets the Minimum Qualifications:

Employee does meet the minimum qualifications.

In addition to the comparison analysis conducted by the Director of Classified Human Resources above, the following question was posed to a number of other Classified Human Resources professionals in other Merit System districts within the state. Their responses are below.

Would you approve a lateral transfer (the classifications have the same salary range) between the classifications of Position Control Specialist and Credential Technician? (A copy of OSD's PC Rules and the two job descriptions in question were provided.)

District/County Office	Title	Response
Anaheim Union HSD	Executive Director of Classified Personnel	No
Berkeley USD	Director, Classified Personnel	No
Conejo Valley USD	Director, Classified Human Resources	No
Downey USD	Director, Classified Human Resources	No
Lompoc USD	Director of Classified Human Resources	No
Long Beach USD	Executive Officer, Personnel Commission and Classified Employment	No
Los Angeles COE	Executive Director, Classified Human Resources	No
Rowland USD	Personnel Director	No
Ventura CCD	Director of Employment Services/Personnel Commission	No
Ventura USD	Director, Classified Human Resources	No
Vista USD	Director of Classified Human Resources	No

Part 2: The Role of Past Practice

History:

The second primary area which must be looked into regarding this transfer request is the history and any "past practice" within the District. It is true that a number of lateral moves have been allowed in the past at the Oxnard School District. Ms. Stankoski herself has requested and been granted a lateral move (Attendance Accounting Technician to Secretary) and a demotion to a non-highly related classification (Accounting Specialist III to Human Resources Technician) in the past. Both of these moves occurred without any type of examination from what can be told by personnel records.

In recent times, the Classified Human Resources office has attempted to take steps to review these decisions and attempt to create a new culture moving forward. The current intent of the department is to only allow transfers which more appropriately align with the tenants of the Merit System. Attached is a listing of lateral moves which have been approved over the past two years (Appendix H) and the reasons for allowing the moves. Also included is information regarding moves which have been denied during the past year.

Legal Basis:

Past practice exists in regards to matters between the employer (Oxnard School District) and employee

representative (California School Employees Association Chapter 272) which are subject to negotiation and are not covered, or are vaguely covered, by a written agreement between the employer and employee representative.

The Personnel Commission is not the employer, but rather an independent third party tasked with certain responsibilities per the California Education Code. Items explicitly assigned to the Personnel Commission in Education Code are not subject to negotiation. The Education Code assigns responsibility for the appropriate classification of positions and determining the relatedness of classifications to the Personnel Commission in Education Code 45256.

As such, past practice cannot be established between the Personnel Commission and employee representative. Any past practice which could be established would need to be based on consistently taken, repetitive action of the *employer* based on Personnel Commission rules and regulations.

Insomuch as a claim of past practice would not be expected to carry any legal merit in this situation, it is prudent to correct a practice which has been administered incorrectly in the past in order to uphold the integrity of the Merit System moving forward.

Findings

An analysis of the above information leads to the conclusions that

1. The two classifications are not highly related based on an analysis of the similarity of duties, minimum qualifications, examination content, and occupational/promotional field.
2. While the District has a history of approving inappropriate lateral transfers, there is no legal basis for a claim of past practice.

Conclusion

A basic tenant of the Merit System is that each employee/candidate demonstrates his competence by way of a job-related competitive examination process. Standard transfers adhere to this tenant as they allow for an employee to change positions, but remain in the same classification for which he has already taken and passed a competitive examination. Lateral transfers which are permitted when two classifications are not *very* closely related, as is the case here, go against this basic tenant as the employee is allowed to take a position in a classification for which he has not taken and passed a competitive examination.

The above findings and supporting facts demonstrate that there is no basis to approve the current request for lateral transfer from Position Control Specialist to Credential Technician. As such, the original request was denied. The Personnel Commission may either uphold or vacate and replace this decision.

Recommendation

It is recommended that the Personnel Commission find that the two classifications are not sufficiently similar and take action to deny the appeal from Ms. Stankoski to be considered as a transfer candidate for the current vacant position of Credential Technician.

1 **ARTICLE 17:** **TRANSFERS**

2 17.1 The District shall make all initial assignments. Such
3 assignments shall be within the classification for which the unit member was
4 hired.

5 17.2 No transfer shall be initiated or selections made for arbitrary
6 or capricious reasons.

7 17.3 The District shall post at each work location known
8 vacancies. Such vacancies shall be posted for not less than five (5) working
9 days. For purposes of this provision, a vacancy shall occur when a new position
10 is created, or an existing position becomes vacant, as a result of retirement,
11 resignation, transfer, promotion or termination. A vacancy shall also occur if
12 there is an increase in the number of hours per day or year.

13 17.3.1 A vacancy shall also occur if there is a change in the number
14 of hours per day that results in a gain or loss of health and welfare benefits (i.e.
15 health, dental, vision, and life insurance) as defined in Article 13 Health and
16 Welfare Benefits.

17 17.3.2 Differentials or stipends shall only be added to or deleted
18 from positions when the position is vacant, unless such addition or deletion is
19 brought to the monthly Labor Management meeting.

20 17.4 A transfer shall mean the reassignment of a unit member
21 without examination from one position to another in the class currently held or, if
22 no reemployment list exists for the class, related class with the same salary
23 range. A list designating families of classifications shall be maintained by the
24 Personnel Commission. The Director of Classified Human Resources, as
25 designated by the Personnel Commission, shall determine the relatedness of
26 classifications in consultation with the affected unit member and a CSEA
27 representative. Such meeting shall occur within 2 working days.

28 17.5 Voluntary Transfers:

29 17.5.1 A bargaining unit member may request a transfer to a vacant
30 position by submitting a request to the Human Resources within the five (5) day
31 posting period. Consideration will be given to all requests for transfer per 17.4
32 which have been properly submitted on the District form.

33 17.5.2 If one or more regular unit members apply for transfer during
34 the posting period, no transfer applications will be accepted after the closing
35 date. Sections 17.5 and 17.5.4 will apply.

Article 17: Transfers

1 17.5.3 If no regular unit members apply for transfer during the post-
2 ing period, but a written transfer request from a regular unit member is received
3 in the Human Resources Office after the close of the posting period and before
4 the final selection process has begun, the unit member will be considered for the
5 position along with three ranks from the eligibility list. Sections 17.5 and 17.5.4
6 will not apply.

7 17.5.4 The following factors shall be considered in evaluating
8 applicants. These are not used in order of priority: (a) Job related ~~E~~ education
9 and training experience; (b) Work experience in the same or related field; (c)
10 Specific needs of the District for the position; and (d) Work related ~~personal~~
11 ~~attributes~~ technical skills. When the hiring supervisor finds two (2) or more unit
12 members qualified and substantially equal in qualifications and makes the
13 recommendation to the Human Resources Office, the unit member with the
14 greater seniority shall fill the position. In the event the most senior unit member
15 is not selected for the transfer, the Director of Classified Human Resources shall
16 notify CSEA in writing as to the selection rationale.

17 17.5.5 A unit member who has received marks of "Does Not Meet
18 District Standards" or "Needs Improvement" on his/her last evaluation shall not
19 be eligible for transfer. This criteria can be waived by the Assistant
20 Superintendent, Human Resources. If the Assistant Superintendent, Human
21 Resources elects to waive this provision and the unit member is not selected, the
22 decision may not be grieved. A unit member may request an updated evaluation
23 if his/her last evaluation was not within the last sixty (60) working days.

24 17.5.6 The unit member's assigned hours shall not affect his/her
25 eligibility for the vacant position.

26 17.5.7 For purposes of this Article, seniority shall be determined by
27 the unit member's hire date in a permanent position. When two or more unit
28 members have the same hire date, then the determining factor shall be total
29 District seniority hours.

30 17.5.8 When only one (1) member applies for the posted vacancy,
31 the appointing authority may also interview the first available rank from an
32 appropriate list.

33 17.6 Involuntary Transfers:

34 17.6.1 Transfer of bargaining unit members from one location or
35 track to another may be initiated by the District. A conference will be held

Article 17: Transfers

1 between the appropriate management person and the unit member being
2 transferred in order to discuss the reasons for transfer at least three (3) days in
3 advance of the effective date of the transfer. The unit member shall have the
4 right to representation at this conference, and the chapter president shall be
5 consulted prior to the effective date of the reassignment.

6 17.6.2 In multi-involuntary transfers, the most senior unit member
7 by anniversary date shall have choice of positions. All remaining positions shall
8 be filled in accordance with seniority as determined by anniversary date.

9 17.7 A probationary unit member may request transfer and
10 transfer may occur at the discretion of the Assistant Superintendent, Human
11 Resources.

12 17.8 In carrying out the intent of this section, if a unit member has
13 experienced a break in service, that unit member's "hire date" shall be adjusted
14 to account for the break in service unless the unit member was reinstated within
15 39-months of their separation from the District.

16 17.9 Voluntary Demotion: A permanent unit member may request
17 a voluntary demotion from his/her current class to a classification for which
18 he/she qualifies with a lower maximum salary rate if no reemployment list exists
19 for the class. The unit member shall be considered as a transfer candidate.

20 17.10 Each special education Instructional Assistant/Paraeducator
21 whose assigned teacher is moved due to the transfer of the special education
22 program location may move with that teacher provided:

23 (a) The teacher, Instructional Assistant/Paraeducator,
24 and accepting principal all agree to the movement.

25 (b) The class to which the teacher moves has a vacancy
26 for an Instructional Assistant/Paraeducator (vacancy to be defined as a situation
27 where there are fewer Instructional Assistant/Paraeducators assigned to a
28 school than there are available Instructional Assistant/Paraeducator positions).

29 (c) There shall be a suspension of the transfer provisions
30 of the contract when the above occurs.

31 17.11 Six Hour Instructional Positions: Six hour instructional
32 assistant positions shall be filled in accordance with the process described in the
33 Letter of Understanding Regarding Instructional Assistant Hourly Assignment
34 changes dated December 1, 1993 attached hereto as Appendix G, and
35 attachment, and incorporated herein by reference as fully set forth.

Article 17: Transfers

- 1 | 17.12 Transfer Limitation
- 2 | 17.12.1 Unit members will be permitted to transfer into a like position
- 3 | (same classification, same number of hours, same number of work days per
- 4 | year) two times within any twenty-four (24) month period.
- 5 | 17.12.2 More than one transfer will be permitted in a twelve month
- 6 | period if the transfer results in an increase in hours per day, an increase in work
- 7 | year days, or is a non-promotional change in classification for the employee.
- 8 | //
- 9 | //
- 10 | //
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- 14 | //
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- 26 | //
- 27 | //

Article 17: Transfers

2/7/2017

Law section

Appendix B



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EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 64100] (*Title 2 enacted by Stats. 1976, Ch. 1010.*)

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45460] (*Division 3 enacted by Stats. 1976, Ch. 1010.*)

PART 25. EMPLOYEES [44000 - 45460] (*Part 25 enacted by Stats. 1976, Ch. 1010.*)

CHAPTER 5. Classified Employees [45100 - 45460] (*Chapter 5 enacted by Stats. 1976, Ch. 1010.*)

ARTICLE 6. Merit System [45240 - 45320] (*Article 6 enacted by Stats. 1976, Ch. 1010.*)

45256. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) All of the following are exempt from the classified service:

(1) Positions which require certification qualifications.

(2) Full-time students employed part time.

(3) Part-time students employed part time in any college workstudy program, or in a work experience education program conducted by a community college district pursuant to Article 7 (commencing with Section 51760) of Chapter 5 of Part 28 and that is financed by state or federal funds.

(4) Apprentice positions.

(5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or by the commission when so designated by the commission.

(6) Part-time playground positions, where the employee is not otherwise employed in a classified position. Part-time playground positions shall be considered part of the classified service when the employee in the position also works in the same school district in a classified position.

(c) (1) Employment of either full-time or part-time students in any college workstudy program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(2) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(d) No person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall be employed outside the classified service.

(e) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 871/2 percent of the normally assigned time of the majority of employees in the classified service.

(*Amended by Stats. 2002, Ch. 1100, Sec. 3. Effective January 1, 2003.*)

PERSONNEL COMMISSION RULES & REGULATIONS

60.200 PCRR

60.200 Change in Position and Class

60.200.1 Transfer

As provided for in California Education Code, Section 45260 (Effective January 1, 1982), this section of the Personnel Commission Rules and Regulations may not be applicable to members of a/the bargaining unit for classified employees. Members of a/the bargaining unit for classified employees should refer to the collective bargaining agreement with regard to this subject matter.

A. Miscellaneous Positions

1. The District shall post at each work location known vacancies as they occur. Such vacancies shall be posted for not less than five (5) working days.

For purposes of this rule, a vacancy shall occur when a new position is created or an existing position becomes vacant, there is a change regarding receipt of a differential or stipend, reclassification (if the incumbent has served less than three years in the position prior to reclassification) or change in the number of hours per day or year.

2. No posted vacancy shall be permanently filled through these procedures or by use of a properly certified eligibility list, reinstatement, or reemployment list until ten (10) working days after the notice of vacancy has been posted.
3. Transfers shall be made without a change in salary rate, anniversary date, accumulated illness leave, or accumulated vacation credit.

4. The Personnel Commission shall determine whether or not classes are sufficiently related to permit transfer between them. In making the determination, consideration shall be given to such factors as similarity of duties, minimum qualifications, examination content, occupational and promotional field. In general, more latitude in transfers will be permitted.

(a) As the employee's seniority in the classified service increases.

(b) When the transfer request is based upon reclassification, impending layoff, or for reasons of health.

(c) When the employee meets the minimum qualification requirements for the class.

5. A permanent employee who transfers to a position in a class in which he/she has not previously completed a probationary period shall be considered probationary in that class for a period of eighty-eight (88) days of paid service (4 months). At any time during this probation, the employee may be returned (transferred) to his/her former class without right of appeal. However, if such transfer to the former class would result in a layoff, demotion, or reduction in assigned time, the employee may appeal such action in the same manner as any other permanent classified employee (as provided in Personnel Commission Rule 60.100.3).

6. Transfers shall have the following effect on seniority:

- (a) No effect upon seniority where both positions are within the same class.
 - (b) Where the transfer is to a position in another class, the employee shall not receive seniority in the new class for service in the former class(es). However, the employee shall retain his/her seniority in the former class as well as his/her total seniority with the District. Seniority in the new class shall commence with the employee's first day of paid service in the new class.
7. A transfer shall not be used as a device for altering the effects of impending layoff, except as provided for elsewhere in these Rules and Regulations.

B. Voluntary Transfers

An employee may be considered for transfer at his/her request to any vacant position in the same class, or into a position in similar or related class with the same salary range (as determined by the Personnel Commission) if no reemployment list exists for the class or a voluntary demotion from his/her current class to a classification for which he/she qualified with a lower maximum salary rate if no reemployment list exists for the class (as determined by the Personnel Commission) in accordance with the provisions of these Rules and Regulations.

1. The employee may request a transfer to a vacant position by submitting a request to transfer to the Classified Personnel Office within the five (5) day posting period (PCRR 60.200.1A1).

If a transfer request is received after the posting period, the request will not be approved if any other transfer requests were received within the posting period. If a transfer request is received after the posting period and no other requests were received, the transfer candidate will be considered along with eligibles from an eligibility list. Appointment shall be at the discretion of the appointing authority without consideration for seniority.

Consideration shall be given to all requests for transfer which are properly submitted.

2. Whenever more than one employee files a transfer request with the Classified Personnel Director for transfer to the same vacant position, the transfer candidates will be listed in rank order on the basis of seniority.
- a. The Classified Personnel Director shall certify and submit to the appropriate administrator or supervisor the names on the list (in order of seniority) who are qualified for transfer consideration.
 - b. Whenever the administrator or supervisor determines that at least two (2) of the transfer candidates are substantially equal in qualifications, the classified employee with the greater seniority shall be selected to fill the position.

The following factors shall be considered in evaluating transfer applicants: education and training; work experience in the same or related field; work related personal attributes; and specific needs of the District for the particular position.

Transfer applicants who received an overall rating of less than satisfactory on their last evaluation shall not be eligible for transfer unless the District elects to waive

this provision. If the last evaluation was dated more than sixty (60) working days prior to his/her consideration for transfer, the employee may request an updated evaluation.

Subsection B.3 shall not apply to classified management positions or classified positions designated "confidential."

C. Involuntary Transfers

1. A classified employee may be transferred for the good of the District at the discretion of the District provided that such action shall not be taken for arbitrary or capricious reasons.
2. Any classified employee affected by an involuntary transfer shall be given notice of such transfer as soon as possible.
3. In cases involving involuntary transfer, the reasons for such transfer shall be discussed in detail with the affected employee(s) by the employee's immediate supervisor. The employee shall have right of representation.
4. In multi-involuntary transfers, the most senior employee shall have preference.

60.200.2 Demotions

- A. A permanent employee may request voluntary demotion to a class with a lower maximum salary rate through the transfer process.
- B. Voluntary demotion is a privilege available to a probationary employee only in cases when he would otherwise be laid off for lack of work or lack of funds.
- C. Involuntary demotion is a disciplinary action for cause and is subject to the pertinent rules and procedures.

60.200.3 Restorations

- A. A former permanent employee who has resigned in good standing may be reinstated to a vacant position in his former class and status within 39 months of the last date of paid service. Also, he may be reemployed to a vacant position in a lower related class, if qualified, or in limited term status in the same or lower class. Such actions are discretionary with the appointing authority. (*Education Code 45309*)
- B. An employee who has taken a voluntary demotion may be restored to a vacant position in his former class or to a vacant position in a related lower class, as determined by the commission, within 39 months. Except when demotion was chosen in lieu of layoff, restoration is discretionary with the appointing authority. (*Education Code 45298 and 45308*)
- C. An employee who has accepted demotion in lieu of layoff for lack of work, lack of funds, abolishment or reclassification of his/her position, has the right to be reemployed, in accordance with his/her seniority in a vacant position in his/her former class within 39 months after demotion and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which they qualified for appointment to the class shall still apply. Intervening reassignments to other classes shall not abrogate that right. (*Education Code 45298 and 45308*)
- D. Reinstatement or reemployment of a former employee shall have the following effects:

1. Restoration to the former step in the salary range for the class, or if reemployed in a lower class, to the rate closest to that of the step to which he would be assigned if he were reinstated to his former class.
2. If restored to permanent status, restoration of accumulated sick leave and seniority as of the date of separation.
3. Restoration of former anniversary date, deducting time away from the district and without step-advancement credit for the off-duty period.

60.200.4 Increases in Assigned Time

- A. Part-time employee whose assignment time is increased an average of thirty (30) minutes or more per day for twenty (20) consecutive days shall have his/her regular assignment adjusted upward to reflect the change in assigned time in order to acquire benefits (vacation, sick, and holiday pay). Such changes will be effective beginning on the twenty-first (21st) day.
- B. When an existing position is assigned an increase in time, the position so increased shall be considered "vacant" for the purpose of this rule.

Oxnard School District
Personnel Commission Rules & Regulations
Adopted: October 23, 1968

60.200	Revised:	January 7, 1982; May 7, 1992
60.200.1	Revised:	November, 1972; February 10, 1981; February 14, 1990; May 7, 1992
60.200.2	Revised:	May 7, 1992
60.200.3	Revised:	May 7, 1992
60.200.4	Revised:	May 7, 1992

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Appendix D

Credential Technician

Performed by Position Control Specialist ?	Credential Technician Duties
No	Performs technical duties in the interpretation, maintenance, and support of the District's certificated personnel program and activities;
No	assists administrative staff with comprehensive personnel activities and programs;
Similar type of work, but different part of process	Processes personnel transactions involved in appointments, separations, pay changes, and similar matters;
No	Analyzes and verifies teaching experience and transcripts in order to make appropriate salary placements for certificated staff;
No	Screens and processes certificated applications for employment in order to verify that credentialing requirements have been met;
No	Learns, evaluates, and processes credential information;
No	evaluates and interprets applicant's course work, transcripts, and personal data on credential applications to determine if applicant meets State requirements for credentials;
No	submits credential applications on behalf of certificated employees;
No	conducts periodic audits to ensure compliance of subjects taught with appropriate credential;
No	Works cooperatively with the Ventura County Office of Education's Credentials office and coordinates communication, activities, and procedures to ensure appropriate credentials for certificated personnel;
No	remains current on legislation related to California credentials; attends related workshops;
Partially, in regards to different department	Responds to inquiries and provide information regarding salaries, district policies, and procedures, rules, regulations, credentials, and other requirements;
No	verifies employment history by telephone or mail;
Yes, but in regards to a different department	collects data and prepares District, state, and national surveys and reports;
No	receive inquiries and requests regarding various personnel subjects as assigned;
No	Prepares new hire packets;
No	schedules new hires for pre-employment background checks and medical examinations as applicable;
No	schedules new employees for benefits orientation;
No	Processes paperwork required for temporary and permanent employment, retirement, termination, resignation, leave of absence, change of assignment, and related information;
No	Creates and maintains detailed permanent records on certificated employees regarding name and address changes, credentials, job location, job assignment, career step and class, semester units, degrees, salary data, and additional salary compensations;

Credential Technician

No	maintains files/lists on applicants' items outstanding, existing credentials, credential expiration dates, level of education (degrees/units), notifications; follows up as with employees as needed;
Partially, in regards to different department	Compiles, researches, and types a wide variety of materials including lists, reports, agendas, forms, requisitions, correspondence, bulletins, notices, teacher contracts, employment verifications, and statistical data;
No	Determines the type of employment contract to be issued to certificated employees based on credential and prior work experience;
No	prepares employment contracts for employee signature using pre-existing templates;
No	Assists in the planning, development, implementation, and maintenance of an automated personnel record management system;
Yes, but in regards to a different department	reviews and analyzes automated output reports;
No	Composes correspondence independently or by request, including letters, memos, and other forms of communication;
No	provides assistance and information to District employees and the public regarding District personnel regulations, policies, and procedures.

Position Control Specialist

Performed by Credential Technician ?	Position Control Specialist Duties
No	Receives and reviews requests to establish new or fill existing vacant positions;
No	ensures positions are authorized and funds are available;
No	Sets up authorized positions in the position control system;
No	establishes job codes for new jobs/classifications;
No	creates and maintains position control records and logs;
No	advises others on change of position, budget, and account codes as needed and in accordance with accounting manual requirements;
No	Performs complex analytical and technical tasks involving the position control system for Budget Development and the preparation of the annual District budgets;
Similar type of work, but different part of process	Works closely with the Human Resources Department to ensure accuracy of position control records;
No	Makes appropriate changes to positions and site or department budgets in accordance with personnel actions such as reclassifications, changes in position Full-Time Equivalency (FTE), or salary reallocations;
No	Provides information to, and confers with, District administrators on staffing formulas and budgeting of positions;
No	Works closely with site and department administrative staff in order to develop and manage site budgets;
No	inputs site and department budgets into the financial management system and makes budget revisions as needed;
No	works with sites and departments to prepare salary projections;
No	Acts as liaison with sites and departments to provide increased understanding of budget, position control and payroll issues;
No	Creates and/or compiles position allocation, position control, budget, and other related reports as directed.

Appendix F

CREDENTIAL TECHNICIAN

Education: Graduation from high school or equivalency.

Experience: Two years of technical clerical or human resources experience.

POSITION CONTROL SPECIALIST

Education: Two years (48 semester or 72 quarter units) of college-level coursework including coursework in accounting, business administration, or a closely related field. Additional years of clerical accounting experience may be substituted for the required college coursework on a year for year basis.

Experience: Three years of clerical accounting experience in areas such as accounts payable, accounts receivable, payroll, budgeting, or a closely related field. Experience working with position control functions and procedures is highly desirable. Up to two years of additional college-level coursework with a major in accounting, business administration, or a closely related field may be substituted for the required experience on a year for year basis.



2016-2017 Active Classifications w/ Salary Ranges

Appendix G

Oxnard School District

RANGE CHILD NUTRITION SERVICES

- 18.5 Child Nutrition Cafeteria Coordinator
- 13.5 Child Nutrition Worker

RANGE CLERICAL SUPPORT

- 23.0 Attendance Accounting Specialist II
- 22.5 Testing & Assessment Analyst (B)
- 22.0 District Textbook Coordinator
- 21.5 Administrative Assistant
- 21.5 Compensatory Education Assistant
- 21.5 Facilities Secretary
- 21.5 School Office Manager
- 21.0 English Learner Data Technician
- 20.5 Attendance Accounting Specialist I
- 20.0 District Translator (B)
- 19.5 Attendance Accounting Technician
- 19.5 Facilities Technician
- 19.5 Intermediate School Secretary
- 19.5 Office Assistant III
- 19.5 Secretary
- 19.0 Office Assistant/Switchboard Operator
- 18.0 Translator (B)
- 17.0 Health Assistant
- 17.0 Office Assistant II
- 16.5 Records Assistant
- 13.0 Clerical Assistant

RANGE COMMUNITY RELATIONS

- 24.0 District Community Liaison
- 24.0 Outreach Specialist
- 21.5 NfL Family Liaison (B)
- 18.5 Migrant Education Recruiter (B)

RANGE FISCAL

- 24.0 Position Control Specialist
- 23.0 Accounting Specialist IV
- 21.5 Accounting Specialist III

RANGE HUMAN RESOURCES

- 24.0 Credential Technician
- 23.0 Employee Benefits Specialist
- 21.0 Human Resources Technician
- 19.5 Human Resources Assistant

RANGE INSTRUCTIONAL SUPPORT

- 34.5 School Occupational Therapist
- 24.0 Preschool Teacher (B)
- 22.5 Paraeducator - Hearing Impaired (Sign Language)
- 22.0 Health Care Technician
- 21.5 Speech-Language Pathology Assistant
- 18.5 Library/Media Technician
- 17.5 Adaptive Technology Specialist
- 17.5 Paraeducator - Hearing Impaired (Oral Speech)
- 17.0 Instructional Assistant - CELDT (B)
- 16.5 Infant Program Assistant (B)
- 16.5 Instructional Assistant - Special Ed. (SH)
- 16.5 Paraeducator III
- 16.0 Instructional Assistant - Special Ed. (SDC)
- 16.0 Instructional Assistant - Speech (B)
- 16.0 Paraeducator II
- 15.5 Instructional Assistant - Special Ed. (RSP)
- 15.5 Instructional Physically Handicapped Assistant
- 15.5 Preschool Assistant (B)
- 15.0 Instructional Assistant
- 15.0 Paraeducator I

RANGE MAINTENANCE/OPERATIONS

- 27.0 Energy Management Systems Technician
- 24.0 Electrician
- 23.5 Electronics Repair Technician
- 23.5 Heating, Ventilation, & Air Conditioning Technician
- 23.5 Plumber
- 23.5 Vehicle & Equipment Mechanic
- 23.0 Carpenter
- 23.0 Locksmith
- 22.0 Facilities Materials Specialist
- 22.0 Grounds Maintenance Specialist
- 22.0 Irrigation Specialist
- 22.0 Painter
- 21.5 Maintenance Worker II
- 19.5 Grounds Equipment Operator
- 19.5 Lead Custodian
- 18.5 Maintenance Worker I
- 18.5 Security/Maintenance Worker (N)
- 18.0 Grounds Maintenance Worker I
- 17.0 Custodian

RANGE PURCHASING/GRAPHICS/WAREHOUSE

- 23.0 Buyer
- 22.5 Reprographics Coordinator
- 21.5 Purchasing Specialist
- 20.5 Reprographics Technician
- 20.0 Shipping/Receiving Clerk/Delivery Driver
- 18.0 Warehouse Worker/ Delivery Driver

RANGE TECHNOLOGY

- 32.0 Network Systems Analyst
- 27.0 Technology Services Technician
- 24.0 Information Systems Data Technician
- 23.5 Instructional TV Services Coordinator
- 21.0 Help Desk Support Technician
- 17.5 Site Technology Technician

RANGE TRANSPORTATION

- 22.5 Transportation Router/Scheduler
- 20.5 Transportation Dispatcher/Scheduling Assistant
- 19.5 Bus Driver
- 19.5 Cover Bus Driver/Office Assistant
- 16.0 Transportation Driver

RANGE OTHER/NON-CLASSIFIED

- 11.5 Campus Assistant
- \$12.27/hr AVID Tutor

Approved Lateral Moves (Since 1/1/15)

Date	Employee	From	To	Reason
TBD	Whitt, Ginny	Administrative Assistant	School Office Manager	Similar Duties, KSACs, MQs, Exam Content
TBD	Duarte, Angela	School Office Manager	Administrative Assistant	Similar Duties, KSACs, MQs, Exam Content
12/1/2016	Orjel, Judith	Intermediate School Secretary	Secretary	Similar Duties, KSACs, MQs, Exam Content
9/6/2016	Mello, Tiffany	Secretary	Intermediate School Secretary	Similar Duties, KSACs, MQs, Exam Content
8/12/2016	Delgado, Carlos	Plumber	HVAC Technician	Previously Held Position in Classification
11/9/2015	Magana, Beatris	Secretary	Facilities Technician	Similar Duties, KSACs, MQs, Exam Content
10/12/2015	Garibay, Christy	School Office Manager	Administrative Assistant	Similar Duties, KSACs, MQs, Exam Content
8/31/2015	Gonzalez, Irene	School Office Manager	Administrative Assistant	Similar Duties, KSACs, MQs, Exam Content
6/19/2015	Dickens, Jesusa	Intermediate School Secretary	Attendance Accounting Technician	Previously Accepted Practice
3/9/2015	Cortez, Claudia	Attendance Accounting Technician	Intermediate School Secretary	Previously Held Position in Classification
1/7/2015	Cortez, Claudia	Intermediate School Secretary	Attendance Accounting Technician	Previously Accepted Practice

Appendix H

Requests Not Approved

From	To
Warehouse Worker/Delivery Driver	Grounds Maintenance Worker I
Plumber	Carpenter (Demotion)
Employee Benefits Specialist	Accounting Specialist IV
Irrigation Specialist	Grounds Maintenance Specialist
Grounds Equipment Operator	Lead Custodian
Intermediate School Secretary	Attendance Accounting Technician
Position Control Specialist	Credential Technician

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 16-17:24

Established: 1/24/17

Assistant Director of Child Nutrition Services

Rank	Name	Expiration Date
1	Cairns, Allison J	1/24/2018
2	Diaz, Omar	1/24/2018
3	Tomlin, Brandia R	1/24/2018

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: Dual Certification

Director's Certification:



Eligibility List No. 16-17:12

Established: 4/21/16

Merged with Eligibility List No. 15-16:25

School Occupational Therapist

Rank	Name	Expiration Date
1	Leizerovich, Elise	2/7/2018
2	Parsa, Victa	4/21/2017

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. 16-17:25

Established: 1/20/2017

Credential Technician

Rank	Name	Expiration Date
1	Stankoski, Jodi A.	1/20/2018
2	Lee, Tiffany S	1/20/2018
2	Villapando, Veronica	1/20/2018
3	Chavez, Diana	1/20/2018
4	Aguilera, Naomi	1/20/2018
5	Lazaro, Julian	1/20/2018
6	Barress, Raelene	1/20/2018
7	Ulmer, Caylan M	1/20/2018

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

Chavez, Maria E.	NfL Family Liaison (B), Position #7938 Neighborhoods for Learning 6.0 hrs./180 days	12/06/2016
Covarrubias, Victoria	IA CELDT (B), Position #2435 Ed. Services 5.5 hrs./183 days	11/30/2016
Delgado, Daniela	Paraeducator III (B), Position 1956 Special Education 5.75 hrs./183 days	01/11/2017
Glass, Joshua	Custodian, Position #6449 Lemonwood 4.0 hrs./246 days	11/30/2016
Gomez, Rebecca	Paraeducator III, Position #7902 Special Education 5.75 hrs./183 days	12/15/2016
Gurrola, Mishael	Site Technology Technician, Position #2946 Frank 5.0 hrs./246 days	12/12/2016
Lara, Alexis	Paraeducator III, Position #7851 Special Education 5.75 hrs./183 days	01/09/2017
Maldonado-Rios, Dalymar	Paraeducator II (B), Position 6717 Special Education 5.75 hrs./183 days	01/09/2017
Martinez, Samuel	Plumber, Position #72 Facilities 8.0 hrs./246 days	12/13/2016
Ontiveros, Marisol	Paraeducator III, Position #7878 Special Education 5.75 hrs./183 days	01/10/2017
Quinn, Emily	Paraeducator III, Position #7850 Special Education 5.75 hrs./183 days	12/05/2016
Tapia De Cendejas, Alejandra	Preschool Assistant (B), Position #2147 Sierra Linda 3.0 hrs./183 days	12/08/2016
Zamarripa, Jennifer	Paraeducator II (B), Position #6434 Special Education 5.75 hrs./183 days	01/09/2017
Valles, Alejandro	Accounting Specialist III, Position #1810 Budget & Finance 8.0 hrs./246 days	01/03/2017

Limited Term

Castaneda, Crystal	Paraeducator	12/07/2016
Castillo, Olivia	Clerical	12/12/2016
Humphrey, Jamie	Paraeducator	12/06/2016
Koriesa, Azza M.	Paraeducator	12/01/2016
Macen, Adela	Paraeducator	11/15/2016
Martinez, Samuel	Paraeducator	12/09/2016
Navarro Hernandez, Elizabeth	Paraeducator	11/28/2016
Pacheco, Rita	Paraeducator	12/12/2016
Rivas Saucedo, Norberto	Grounds Maintenance Worker	11/22/2016
Stanton, Sadie	Paraeducator	11/28/2016
Vasquez, Justine	Paraeducator	12/09/2016

CLASSIFIED PERSONNEL ACTIONS

January 18, 2017

Exempt

Hernandez, Julie	AVID	11/14/2016
Castellanos, Sandra	Campus Assistant	12/01/2016
Cuevas Ayala, Fernando	Campus Assistant	11/28/2016
Harris, Aaron	Campus Assistant	11/16/2016
Rodriguez, Julien	Campus Assistant	12/10/2016
Sanchez, Francisco	Campus Assistant	12/01/2016
Sepulveda, Jesse	Campus Assistant	12/05/2016

Promotion

Pulido, Daniel	Paraeducator III (B), Position #2683 Special Education 5.75 hrs./183 days	01/09/2017
	Paraeducator II, Position #6734 Special Education.75 hrs./183 days	
Rojas, Elias	Grounds Equipment Operator, Position #421 Facilities 8.0 hrs./246 days	12/19/2016
	Grounds Maintenance Worker I, Position #1173 Facilities 8.0 hrs./246 days	
Vasquez, Christian	Maintenance Worker I, Position #5845 Facilities 8.0 hrs./246 days	01/09/2017
	Paraeducator II, Position #1805 Special Education 5.75 hrs./183 days	

Transfer

Aspera, Ivan	Custodian, Position #533 Chavez 8.0 hrs./246 days	12/05/2016
	Custodian, Position #632 Lemonwood 8.0 hrs./246 days	
Rodarte, Maribel	Child Nutrition Worker, Position #2426 Fremont 5.5 hrs./185 days	12/05/2016
	Child Nutrition Worker, Position #7277 Fremont 5.0 hrs./185 days	
Rodas, Derick	Site Technology Technician, Position #2207 Kamala 8.0 hrs./246 days	12/19/2016
	Site Technology Technician, Position #6804 Frank 8.0 hrs./192 days	

Reinstatement

Zamarripa, Jovana	Paraeducator II (B), Position #5561 Special Education 5.75 hrs./183 days	01/09/2017
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CLASSIFIED PERSONNEL ACTIONS

January 18, 2017

Resignation

Flores, Leonela	Paraeducator I, Position #7194 Sierra Linda 3.10 hrs./183 days	12/02/2016
Montes, Gladys	Paraeducator I, Position #7260 Soria 5.0 hrs./183 days	12/16/2016

Retirement

Herrera, Maria	Instructional Assistant RSP, Position #356 Special Education 5.5 hrs./183 days	12/30/2016
Jose, Arturo	Custodian, Position #1510 Curren 8.0 hrs./246 days	04/06/2017

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CLASSIFIED PERSONNEL ACTIONS

February 1, 2017

New Hire

Coronado, Mariana Attendance Accounting Technician (B), Position #7935 01/12/2017
San Miguel 8.0 hrs./210 days

Limited Term

Barajas, Sabrina Paraeducator 01/09/2017
Gonzalez Chavez, Blanca Paraeducator 01/09/2017
Hill, Shelton Custodian 12/01/2016

Exempt

Aguirre, Anita Campus Assistant 01/09/2017
Hernandez, Julie AVID Tutor 11/14/2016

Transfer

Wagner, Sharon Custodian, Position #632 01/09/2017
Lemonwood 8.0 hrs./246 days
Custodian, Position #6448
Driffill 4.0 hrs./246 days
Whitt, Virginia School Office Manager (B), Position #7915 01/29/2017
San Miguel 8.0 hrs./210 days
Administrative Assistant, Position #6861
Educational Services 8.0 hrs./210 days

Demotion

Najera, Sandra Paraeducator I, Position #7181 01/16/2017
Marshall 4.0 hrs./183 days
Preschool Assistant (B), Position #2666
San Miguel 3.0 hrs./183 days

Resignation

Bustamante, RosaMaria Paraeducator III, Position #2000 01/20/2017
Special Education 5.75 hrs./183 days
Diaz, Martha District Translator, Position #645 01/31/2017
Superintendent's Office 8.0 hrs./246 days