



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, January 19, 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 December 8, 2016

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. Classification Review (*page 5*)
The Personnel Commission will consider a request submitted by Luis Garibay Lopez, Help Desk Support Technician.
2. Classification Review (*page 26*)
The Personnel Commission will consider a request submitted by Vincent Mc Garry, Maintenance Manager.
3. Site Technology Technician (*page 49*)
The Personnel Commission will consider approving a recommendation for salary reallocation.
4. Eligibility Lists (*page 51*)
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, December 8, 2016

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

The Personnel Commission of the Oxnard School District met on Thursday, December 8, 2016, in the Professional Training Center of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Perez 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
Manuel L. Perez, Vice Chair of the Personnel Commission
Irma J. Lopez, Member of the Personnel Commission

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

Guests:

Commissioner Rhoads moved to approve the agenda of Thursday, December 8, 2016 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Perez Y; Rhoads Y; Lopez Y

ADOPTION OF THE
AGENDA

Commissioner Rhoads moved to approve the minutes of November 10, 2016 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Perez Y; Rhoads Y; Lopez Y

APPROVAL OF
MINUTES

Commissioner Perez moved to approve the Rotation of Chair and Vice-Chair in accordance to Personnel Commission rule 20.100.4. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Perez Y; Rhoads Y; Lopez Y

COMMENTS BY THE
PUBLIC
ACTION ITEMS

Commissioner Rhoads moved to approve the Meeting Calendar for 2017 as presented. Commissioner Perez seconded and the motion carried. The vote was as follows 3-0. Perez Y; Rhoads Y; Lopez Y

Rotation of Chair and
Vice-Chair

Meeting Calendar for
2017

Commissioner Perez moved to approve the eligibility lists of District Enrollment Center Manager, Accounting Specialist III, Intermediate School Secretary, and Secretary. Commissioner Rhoads seconded and the motion carried. The vote was as follows 3-0. Perez Y; Rhoads Y; Lopez Y

Eligibility Lists

REPORTS/OTHER
INFORMATION/DISCUSSION ITEMS
Director's Report

Mr. Koch gave an update on the current recruitments for Administrative Assistant, Bus Driver (Temporary/Substitute), Child Nutrition Worker (Temporary/Substitute), Custodian (Temporary/Substitute), 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, and Speech-Language Pathology Assistant. He summarized the Commission's staff activities as of the last Commission meeting.

Dr. Vaca reported that 38 applications were received for the Teacher Pathway Program. A committee will meet to evaluate the applications. He reported that professional development is ongoing. He also reported that two Emergency Response workshops will be given by City of Oxnard.

Report by Assistant Superintendent, Human Resources and Support Services

Commissioner Lopez reported that she attended the Board Meeting the night before.

Report by Commissioners

There being no further business, the Commission adjourned at 4:29 p.m. The next regular meeting will be held January 19, 2017.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, December 8, 2016 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT

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

To: Dr. Cesar Morales, Superintendent

From: Jonathan Koch, Director, Classified Human Resources

Date: November 10, 2016

Re: Classification Review Recommendation

Background

On September 20, 2016 a reclassification request via Position Classification Questionnaire form from Luis Garibay Lopez, Help Desk Support Technician in the Information Technology department, was received by Classified Human Resources. The Position Classification Questionnaire (PCQ) form reflected comments made by Valerie Mitchell, Chief Information Officer. This request was made in accordance with Personnel Commission Rules & Regulations 30.300.1.

The staff of the Classified Human Resources Department took action on the request and has formulated the recommendations below.

Timeline

The following is a timeline of the process:

<u>Date</u>	
9/15/2016	Employee submitted request for classification review to Valerie Mitchell, Chief Information Officer.
9/20/2016	Employee paperwork and supervisor response received in the Classified Human Resources Department.
9/20/2016-10/31/2016	PCQ reviewed. Duties indicated by employee compared to duties currently included in classification descriptions for Help Desk Support Technician and Technology Services Technician.
10/31/2016	Meeting with Ms. Valerie Mitchell, Chief Information Officer in order to obtain her perspective on the reclassification request and to review duties previously and currently performed by employee, along with her view on the gradual accretion of duties.
10/31/2016	Meeting with Mr. Garibay to discuss his request and review his duties and clarify information provided on completed PCQ.

11/3 – 9/2016	Recommendation formulated and reviewed.
11/10/2016	Report submitted to Superintendent's office.
11/30/2016	Deadline for response from Superintendent's office.
1/19/2017	Report taken to Personnel Commission (12/8 date dependent on early response from Superintendent's office and CSEA waiving 15-day notice requirement)

Background

On September 15, 2016, a reclassification request via Position Classification Questionnaire (PCQ) was submitted by Mr. Luis Garibay Lopez and reviewed by Valerie Mitchell, Chief Information Officer. The request was reviewed and responded to by the aforementioned management personnel and forwarded to Classified Human Resources on September 20, 2016.

The Oxnard School District currently has six main bargaining unit classifications in the Technology department: Help Desk Support Technician, Administrative Assistant, Instructional TV Services Coordinator, Technology Services Technician and Network Systems Analyst.

Positions within the classification of Technology Services Technician are higher level lead positions as compared to Help Desk Support Technician classification. While the Help Desk Support Technician does handle initial intake and troubleshooting, the classification of Technology Services Technician serves as a lead in more complex problem solving and data tasks such as granting access to databases, configuring telephones, managing the web filter and fixing errors in CALPADS. Technology Services Technician positions also serve in a lead capacity of Site Technology Technician positions.

Mr. Garibay has submitted his reclassification request asking to be reclassified to Technology Services Technician from his current classification of Help Desk Support Technician based on a gradual accretion of duties.

Methodology

An analysis was performed, based on a review of duties and responsibilities and interviews with the job incumbent and his immediate and departmental supervisor.

The job audit consisted of the following steps:

- **Review of PCQ:** The Senior Human Resources Analyst reviewed the Position Classification Questionnaire submitted by Mr. Garibay.
- **Review of job descriptions:** The job descriptions of Help Desk Support Technician and Technology Services Technician were reviewed. The distinguishing characteristics among the two classifications were analyzed.
- **Interview with incumbent:** During the month of October, 2016, the Director of Classified Human Resources and the Senior Human Resources Analyst met with Mr. Garibay in order to clarify and further ascertain his view on what duties he is currently performing. Mr. Garibay stated that he primarily put in for the reclassification because he believes he has been serving in

the role of lead on various projects and has been functioning in the same capacity as other Technology Services Technicians. Mr. Garibay stated that he has been working on developing a complex ticketing system which will allow for even distribution assignments amongst the classification of Technology Services Technician. Mr. Garibay stated that his responsibilities have expanded and he has taken on more advanced tasks gradually over the past two years.

When asked about his routine duties, Mr. Garibay went over various duties which he believed to fall within the scope of Technology Services Technician. The majority of these duties are included on his PCQ.

During the interview, Mr. Garibay was asked a number of questions to help clarify if he was performing work which is unique to the classification of Technology Services Technician. These questions were created around the following duties which were deemed as unique and not overlapping with Help Desk Support Technician duties.

List of Unique Duties:

- Troubleshoots, diagnoses, and repairs computer hardware, software, and networks, tablets and mobile devices, and peripheral equipment;
- Participates in the imaging of computers, tablets, and mobile devices; loads specific software packages;
- Configure CISCO IP telephones;
- Manage Exchange, use of PowerShell;
- Manage web filter;
- Schedule tasks to automate processes, scripting;
- Manage Active Directory;
- Set up accounts and manage permissions in our SIS;
- Work with DNS and DHCP servers;
- Audio equipment setup for different District events;
- Repair and fix errors in CALPADS
- Configure network printers and copiers district wide;
- Visit school sites to offer technical support

Responses provided by Mr. Garibay during the interview determined that he was performing the majority of these tasks on an ongoing basis with the exception of assigning roles to employees in SIS with the recent addition of the Information Systems Data Technician position.

- **Interview with immediate supervisor/department head:** During the month of October, 2016, the Director of Classified Human Resources and Senior Human Resources Analyst met with Ms. Valerie Mitchell, immediate supervisor of Mr. Garibay, in order to clarify and further ascertain her view on what duties Mr. Garibay is currently performing. Ms. Mitchell provided that Mr. Garibay is a consistent employee who has done a great job at taking on more complex tasks and has demonstrated his ability to perform at a higher level with the gradual addition of complex projects, duties, and responsibilities. Ms. Mitchell agrees that Mr. Garibay is working at a level more appropriately assigned to the Technology Services Technician classification. Ms. Mitchell

believes that Mr. Garibay is performing unique tasks specific to lead assignments and noted he has grown tremendously and displayed his ability as the tasks have been assigned.

Ms. Mitchell stated that Mr. Garibay has taken on the task of building an automated Help Desk Software program to allow for more consistent distribution of assignments throughout the Technology Services Technician classification. Ms. Mitchell noted that she believes Mr. Garibay has demonstrated his ability to handle the additional responsibilities.

Findings

- Mr. Garibay has experienced an increase in his workload due the increased need of IT support both on and offsite at school locations.
- Mr. Garibay has developed new ticketing systems that will allow for better workflow and even distribution of tasks.
- The majority of duties indicated by Mr. Garibay on both his PCQ and during his interview are duties that are found to be at a higher level than his current classification.
- The duties indicated by Mr. Garibay to support his case for reclassification relate to expanding tasks and responsibility that indicate a consistent lead-based position more consistent with the Technology Services Technician classification.
- The “new” duties noted on Mr. Garibay’s PCQ are new duties and elevated duties outside of the Help Desk Support Technician classification.
- Due to the increasing need of onsite school support, it is anticipated that additional responsibilities will continue to grow in order to provide the best services possible to our schools and main District offices.

In synopsis, the only cause for a reclassification is a gradual accretion of duties outside of the current classification description and class concept over a period of two (2) years or more. There appears to be a sufficient amount of information to demonstrate a gradual accretion of duties outside of the current classification description. Mr. Garibay’s position has experienced a definitive change in the duties being performed and a significant increase in the level of responsibility. Additionally, approval of this reclassification will provide a consistent platform to adequately and evenly distribute support-based needs and fulfill the overall goal of the Information Services division.

Status of Incumbent

The incumbent, Luis Garibay, has gradually accreted new duties which are outside of the scope of his current classification over a course of two or more years. It is therefore appropriate for the position he currently holds to be reclassified from Help Desk Support Technician to Technology Services Technician based on the duties currently being performed.

Recommendation


It is recommended that, effective January 19, 2017 (dependent on meeting date at which this recommendation is submitted to the Personnel Commission):

1. The Personnel Commission take action to approve the reclassification request submitted by Mr. Luis Garibay.

Kindly enter your comments and/or concerns in the space below, then sign and date where indicated, and return this form to Tanya Ventura, Administrative Assistant, in my office by **no later than November 30, 2016**.

***Disclaimer:** As always in the case of a recommended reclassification, the Board of Trustees has the right to remove any higher level duties from the position in question and have those duties no longer performed by the incumbent. If the Board intends to take such an action, please indicate such below. Please note that the effects of such an action could potentially be subject to negotiations with Chapter 272 of the California School Employees Association. If such an action is taken, this case will then be monitored to ensure that the duties are removed and either eliminated or properly redistributed.*

Please feel welcome to contact me with any concerns or questions in regards to the recommendation above. Thank you.

<input checked="" type="checkbox"/> I agree with the recommendation	<input type="checkbox"/> I disagree with the recommendation for the reasons indicated in the space below.
Signature:  Dr. Cesar Morales, Superintendent	Date: <u>12/14/16</u>
Comments: <i>A reclassification of this position is appropriate</i>	

JK/dk

SECTION II - To be completed by the employee.

DESCRIPTION OF DUTIES

INSTRUCTIONS: Describe the work you do in your own words. Be specific; **do not make general statements**. Tell how often you do each task - every day, week, month or how many times a year. After you have marked how frequently you perform each task, indicate the estimated overall percentage of your time that the task takes. If more space is needed, use additional sheets of paper and attach them to this one.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

SAMPLE:

Task	D	W	M	Q	S	A	O	Overall %
Type vouchers in duplicate to accompany invoices	X							10%
Answer the telephone and give information to vendors.	X							20%
Type letters from rough draft for Mr. Jones.	X							20%
File purchases orders chronologically.		X						10%
*Remove obsolete Vendor folders from file.						X		1%
Compose routine correspondence to vendors.	X							17%
*Miscellaneous duties.	X							17%
Type vendor report.							X	5%

Comments

I type the vendor report on a bi-monthly basis.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
S = Semi-Annually A = Annually O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Answer telephone calls and support end-users	X							12%
Tech setups for different departments							X	2%
Monitor ticketing system	X							7%
Configure computers/laptops for staff		X						5%
Configure CISCO IP phones district wide							X	5%
Maintain and support Active Directory servers	X							6%
Maintain and support Exchange servers	X							6%
Work with MDM (Mobile Device Manager)	X							6%
Setup and configure network printers district wide							X	5%
Troubleshoot email problems - Spam filter management							X	3%
Setup accounts and manage permissions on our SIS							X	4%

Comments:

(Continued from previous page)

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
S = Semi-Annually A = Annually O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Webfilter management (allow/restrict websites)							X	4%
Assign phone extensions to users							X	4%
Setup unified messaging on user accounts							X	5%
Setup board room for Board Meetings							X	3%
Configure and prepare iPads for deployment						X		5%
Visit school sites to offer technical support		X						10%
Maintain and support users with district's website		X						5%
Use of PowerShell to simplify and automate processes							X	3%

Comments:

All the tasks marked as "Other" it means as assistance is required. For example at the beginning of the school year we receive many requests to grant access to Q for office staff, teachers, psychologists, speech therapists, CNS, among others for different school sites. This is an ongoing task that could be really intense at the beginning of the school year, after the first couple of months it could become a weekly task. Same for configuration of CISCO phones. At the beginning of the school year many teachers and staff move to a new school site and it is required to configure phones and setup unified messaging on user accounts.

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Valerie Mitchell

2. From whom do you receive your assignments?
Chief Information Officer/Network Systems Analyst

3. In what form do you receive your work assignments? (Check all that are applicable.)

Verbal Instructions Rough Draft

Written Instructions Outline Form

Other - Explain: Electronic instructions (e-mail, support ticket)

Detailed Instructions (What to do and how to do it)

Instructed as to the desired objectives; must determine own methods

Work is performed according to established procedure; instructed only in the event of variations

Other - Explain:

4. Are you required to interpret: Policy Rules Regulations

If you selected one or more options above, please explain:

During iPad deployment I have explained policies, rules and regulations to parents. For example the acceptable use policy for iPads, we expect the iPads to be used in a responsible and ethical manner. For site technicians and teachers I have explained regulations about using online material to avoid copyrights infringement.

5. What tools or equipment do you use in your work?
Computers, phones, printers/copiers, tablets, servers

6. Does your position require that you hold a license, permit, certificate, or registration? If it does, explain, giving the name and kind.

Driver's License

7. Do you supervise other employees?

YES NO

If you do, give their names and job classification titles. If you supervise more than six employees, group them by title and indicate how many under each title, but do not list their names.

Site Technology Technicians

8. If you supervise others, check those statements which best describe your supervisory responsibilities. If you do not supervise others, please skip this question.

- | | |
|---|---|
| <input type="checkbox"/> Assign work to employees | <input type="checkbox"/> Complete performance evaluations |
| <input type="checkbox"/> Assist in selection of new employees | <input type="checkbox"/> Recommend disciplinary action |
| <input checked="" type="checkbox"/> Assist employees with difficult assignments | <input checked="" type="checkbox"/> Spot check work only |
| <input checked="" type="checkbox"/> Check completed work | <input checked="" type="checkbox"/> Train new employees |
| <input checked="" type="checkbox"/> Check work in progress | |

9. What do you believe is the **minimum level** of education needed for the work you are currently doing? (For example: High School Diploma, Bachelor's Degree, etc.)

Associates Degree

10. What do you believe is the **minimum level and type** of experience needed for the work you are currently doing? (For example: 3 years of clerical, 1 year of working with computers, etc.)

2 years working as a technology technician, 1 year working on a call center

11. How long have you been employed in your present classification?

2 years

12. How long have you been performing the duties as you have explained them earlier?

1.7 years

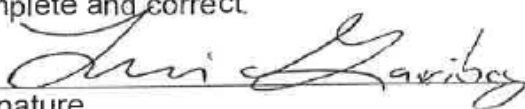
13. Please list any duties or tasks that are "new" or have been added to your job below. Next to each duty, please list an approximate date when you started performing the duty.

Task	Start Date
Configure CISCO IP telephones	01/2015
Manage Exchange, use of PowerShell	01/2015
Manage webfilter	01/2015
Schedule tasks to automate processes, scripting	01/2015
Manage Active Directory	10/2014
Assign tracks and roles to employees in our SIS	10/2014
Work with DNS and DHCP servers	10/2014
Audio equipment setup for different district events	10/2014
Fixing errors in CALPADS	01/2015
Configure network printers and copiers district wide	10/2014
Visit school sites to offer technical support	01/2015

14. Aside from the "new" or added duties listed above, in what other ways do you believe your job has changed?

One of the main changes is the on-site support, visit schools to support staff with technical problems.

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.


 Signature

9/20/16
 Date

SECTION IV – To be completed by the immediate supervisor

Check those statements which you believe best apply to this position.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Judgment, planning, analytical ability required.
 - Works according to detailed instructions
 - Works according to established procedures
 - General outline of procedure and desired results given
 - Must determine own methods to achieve specified results
 - Work is routine or repetitive
 - Work is varied or semi-routine
 - Requires planning own work
 - Requires planning work for others
 - Work requires application of rules and regulations
 - Work requires application of policy
 - Work requires interpretation of rules and regulations
 - Work requires interpretation of policy

2. Describe how closely the employee is supervised.
 - Work is checked in detail Spot checks
 - Work is checked in process Casual observation
 - Check completed work Works independently
 - Work checked as assistance is required
 - Work subject to automatic checks
 - Administrative review
 - Other:

3. Do you agree with the employee's assessment of their job in Sections II and III?

YES NO

4. Please list any areas in which you do not agree with the employee's assessment of their job. Please list your reasons for disagreeing and any needed clarifying statements.

N/A

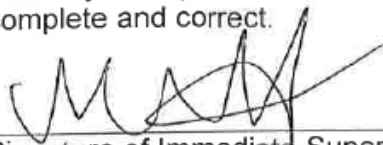
5. Are there other employees performing the same duties in the department? If yes, give name and classification. If more than six, give total number and classification.

Ricardo Leon - Technology Services Technician
Dawud Davis - Technology Services Technician
Oscar Topete - Technology Services Technician

6. Add any duties omitted or information necessary to complete the employee's description of the job.

N/A

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.


Signature of Immediate Supervisor

9/20/16
Date

(Audit Form - Rev. 06/12)

HELP DESK SUPPORT TECHNICIAN

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

SUMMARY OF DUTIES

Under the direction of the Chief Information Officer, provides technical software, hardware, and network-related problem resolution to District technology users by diagnosing problems and troubleshooting in a call center environment; communicates technical solutions in a user-friendly and professional manner; provides technology training to District personnel; assists Information Technology Services staff; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Microcomputer/Network Support Technician classification serves as a field technician and performs duties in the installation, support, and repair of computer systems and software, local area networks, and other telecommunication devices.

The Help Desk Support Technician classification provides technology-related first line phone support, trains District personnel in the use of technology, and assists in the resolution of technical software, hardware, and network-related problems reported by District technology users.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision and work direction from the Chief Information Officer.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Serve as the primary interface between end users and Information Technology Services staff;
- Provides telephone support to District computer and network users by identifying, resolving, reporting, and tracking technical software, hardware, and network-related problems; routes calls to the next designee using defined escalation procedures;
- Expedites technology support by logging user support requests and forwarding to appropriate personnel for resolution;
- Analyzes user problems and assists by querying databases for known solutions;
- Effectively communicates step-by-step instructions via the telephone or e-mail to users;
- Prepares and maintains a variety of logs, records, and reports on help desk operations;
- Ensures prompt and accurate status feedback to District technology users;
- Utilizes remote access tools to solve computer hardware, software, and network-related problems;
- Assists District Office technology users by identifying and resolving technical software, hardware, and network-related problems in person;
- Maintains and updates the department knowledgebase for problem-related activities;
- Assists in developing and implementing group and individualized training materials on the proper usage of software, hardware, networks, and related peripheral equipment;
- Documents and maintains policies and procedures for computer hardware, software, network, and peripheral device usage;
- Develops and maintains online user support systems, procedures, and information sources including updating the District website.

Other Related Duties

- Researches and maintains knowledge of current and developing hardware, software, and network systems;
- Recommends changes to accomplish increased system productivity and efficiency;
- Performs related duties and responsibilities as required.

Oxnard School District

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KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Principles and practices of good customer service and telephone communication;
- Methods, practices, terminology, and procedures and operations used in computer operations;
- Computer hardware and peripheral equipment including, but not limited to, printers, wireless routers, and other network equipment;
- Commonly used software such as Microsoft Office programs and internet browsers;
- Basic local and wide area networking functions and concepts;
- Basic technology troubleshooting techniques;
- Modern office practices, procedures, and equipment.

Ability to:

- Diagnose and troubleshoot technology related problems;
- Differentiate between hardware and software problems;
- Handle multiple phone calls and support requests simultaneously;
- Use easy to understand terminology when communicating with end users;
- Gather, read, analyze, and interpret data;
- Read and interpret detailed technical procedures and operational instructions;
- Listen effectively as to understand what is being said;
- Exercise good judgment;
- Establish and maintain effective working relationships;
- Communicate clearly and effectively, both orally and in writing;
- Understand and follow oral and written directions

Traits:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Logically grasps and thinks through issues and problems;
- Remains steady under pressure;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalent.

Experience: One year of experience at a help desk or call center assisting end-users resolve technology related problems;

OR
Six months of experience in the installation and maintenance of computer hardware and software in a networked environment, in addition to on year of experience working in a customer service environment.

Special: Possession of a valid, Class C, California Driver 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, lift/carry up to 25 lbs., use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular

Oxnard School District

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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 primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and may drive an automobile to conduct work.

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

Salary Range: 21.0

Approved: 12/12

TECHNOLOGY SERVICES TECHNICIAN

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

SUMMARY OF DUTIES

Under the direction of the Chief Information Officer, installs, configures, and troubleshoots computers, peripheral devices, tablets and other mobile devices, Local Area Networks (LANs) and Wide Area Networks (WANs), telephone and Voice-Over-Internet Protocol (VoIP) systems, networking and software applications, and related equipment; serves as a technical resource to end users of technology; and performs a variety of other duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Network Systems Analyst classification administers and configures all servers and database systems necessary to the operation of the District, upgrades and ensures system operation, and oversees the security of all databases and servers within the District.

The Technology Services Technician classification serves as a field technician and performs duties in the installation, support, and repair of computer systems and software, local area networks, and other telecommunication devices.

The Help Desk Support Technician classification provides technology-related first line phone support, trains District personnel in the use of technology, and assists in the resolution of technical software, hardware, and network-related problems reported by District technology users.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Chief Information Officer;
- Receives technical and work direction from Network Systems Analyst;
- Provides technical direction to Site Technology Technicians;
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Participates in the planning, organization, and implementation of activities related to the installation, configuration, and maintenance of computer hardware and software, local (LAN) and wide area (WAN) networks, tablets and mobile devices, telecommunications using VoIP technology, and various peripheral equipment;
- Troubleshoots, diagnoses, and repairs computer hardware, software, and networks, tablets and mobile devices, and peripheral equipment;
- Prioritizes and schedule requests for technical support services; estimates materials, labor, equipment, and time requirements for daily computer support activities; ensures user needs are met and technical support issues are resolved in a timely manner;
- Assists with the implementation of the District Technology Plan; works closely with staff and the community to accomplish the implementation of goals;
- Assists with the development and implementation of the District-wide master plan for the training of staff; assist with training in all aspects of district hardware and software products;
- Serves as a technical resource to users and personnel; provides technical information and assistance by phone or on site;
- Participates in the imaging of computers, tablets, and mobile devices; loads specific software packages;
- Maintains a variety of records related to installation configurations, inventory, cabling, equipment maintenance and repair history, time worked, and services provided;

Other Related Duties

- Attends and participates in meetings, conferences, and seminars related to technology to maintain current knowledge of technological advances in the field;
- Provides recommendations concerning the purchase of new computer systems, software, and equipment; ensures compliance with established district objectives and resources;
- Assists in evaluating the effectiveness of existing and proposed computer systems and equipment; analyze and recommend changes to enhance district computer systems; assists in the development of standards of hardware and software use;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Computer and server hardware functions and capabilities;
- Functions and capabilities of various peripheral equipment including, but not limited to, printers, wireless routers, and other network equipment;
- Computer, tablet, and mobile device based operating systems;
- Methods, practices, terminology, and procedures and operations used in computer operations;
- Principles, functions, and concepts of LANs, WANs, and telecommunications systems;
- Various software computer and mobile based applications including word processing, spreadsheets, database management, telecommunications, web browsing, education, and graphics programs;
- Troubleshooting techniques for dealing with computer hardware, software, and networking issues;
- Network and software maintenance and preventive maintenance techniques;
- Network performance tuning and development of system support software;
- Data security standards and practices;
- Principles and practices of good customer service and telephone communication;
- Modern office practices, procedures, and equipment.

Ability to:

- Diagnose and troubleshoot technology related problems;
- Differentiate between hardware and software problems;
- Perform research, analysis, and evaluation of modern hardware and software network technologies;
- Use easy to understand terminology when communicating with end users;
- Read, interpret and apply technical information;
- Formulate and express difficult technical concepts clearly and effectively in written and oral presentations;
- Apply new developments in network systems analysis and related equipment and technologies according to District need;
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner;
- Operate a variety of office machines and equipment such as a personal computer and applicable hardware and software, copiers, printers, scanners, calculators, and fax machines;
- Maintain confidentiality of privileged information obtained in the course of work;
- Establish and maintain effective working relationships;
- Work independently and exercise initiative and good judgment;
- Communicate effectively both orally and in writing;
- Understand and follow oral and written directions;
- Update and maintain a variety of files and records accurately.

Traits:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;

Oxnard School District

- Is punctual and follows through;
- Logically grasps and thinks through issues and problems;
- Puts safety first for self and others;
- Remains steady under pressure;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Two years (48 semester or 72 quarter units) of college-level coursework or equivalent including a minimum of 12 units of coursework in computer science, management information systems, or a closely related field. Additional experience beyond the required experience indicated below may be substituted for the required education on a year for year basis.

Experience: Two years of experience in the installation, operation, and maintenance of computer workstations, servers, server systems, peripherals, local area networks, and related equipment. Additional years of education in a highly related field beyond the required education indicated above may be substituted for one year of the required experience.

Special: Possession of an appropriate, valid 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, lift/carry up to 25 lbs. without assistance or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands 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 primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and may be exposed to electrical hazards and high temperatures; and may drive an automobile to conduct work.

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

Salary Range: 27.0

Approved: 9/96

Revised: 2/98, 2/99, 8/13



OXNARD SCHOOL DISTRICT

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

To: Lisa Cline, Deputy Superintendent – Business & Fiscal Services

From: Jonathan Koch, Director, Classified Human Resources

Date: January 13, 2017

Re: Classification Review Recommendation

Background

In late November 2016 the Classified Human Resources Office received a request from Lisa Cline, Deputy Superintendent of Business and Fiscal Services to review the work currently being done by Vince McGarry, Maintenance Manager. It was the belief of the administration that Mr. McGarry's position had gradually accreted new duties over the years, in particular since the departure of the former Executive Director for Facilities Planning, Engineering and Operations in June of 2015 and the Assistant Director of Facilities in June of 2016. This request was made in accordance with Personnel Commission Rules & Regulations 30.300.1.

On December 1, 2016 paperwork was forwarded to Mr. McGarry in order for him to start completing the standard Position Classification Questionnaire. The returned Position Classification Questionnaire (PCQ) form reflects comments made by Mr. McGarry and the current Director of Facilities, N. David Fateh.

The staff of the Classified Human Resources Department took action on the request and has formulated the recommendations below.

Timeline

The following is a timeline of the process:

<u>Date</u>	
11/2016	Administration requested for classification review of Maintenance Manager position currently held by Vince McGarry.
12/01/2016	Paperwork (PCQ) forwarded to Mr. McGarry for completion.
12/2016	PCQ reviewed. Duties indicated by employee compared to duties currently included in classification descriptions for Maintenance Manager, Assistant Director of Facilities, and Director of Facilities along with inactive (and seemingly abolished) classification of Director of Maintenance & Operations.

12/20/2016	Meeting with Mr. McGarry to discuss his request and review his duties and clarify information provided on PCQ.
12/20/2016	Meeting with Mr. N. David Fateh, Director of Facilities in order to obtain his perspective on the reclassification request and to review duties previously and currently performed by employee, along with his view on the gradual accretion of duties and role of the position moving forward.
12/21/16	Meeting with Ms. Lisa Cline, Deputy Superintendent of Business & Fiscal Services in order to obtain her perspective on the duties currently being performed by the employee, when new duties and responsibilities started, and the role of the position moving forward.
01/12/17	Follow-up phone conversation with Mr. McGarry to further clarify information.
01/12/17	Follow-up conversation with Ms. Cline to further clarify the position of administration and review potential recommendation.
01/12/17	Recommendation formulated and reviewed.
01/19/2017	Report taken to Personnel Commission.

Background

In late November 2016 the Classified Human Resources Office received a request from Lisa Cline, Deputy Superintendent of Business and Fiscal Services to review the work currently being done by Vince McGarry, Maintenance Manager. It was the belief of the administration that Mr. McGarry’s position had gradually accreted new duties over the years, in particular since the departure of the former Executive Director for Facilities Planning, Engineering and Operations in 2015 and the Assistant Director of Facilities in 2016. This request was supported with the backing of the Superintendent and his Cabinet.

On December 1, 2016 paperwork was forwarded to Mr. McGarry in order for him to start completing the standard Position Classification Questionnaire. The returned Position Classification Questionnaire (PCQ) form reflects comments made by Mr. McGarry and the current Director of Facilities, N. David Fateh.

The Oxnard School District currently has four management personnel in Facilities department. All four positions belong to single position classifications. These classifications are: Director of Facilities, Maintenance Manager, Custodial Services Manager, and Grounds Manager. In the past, the department included an Assistant Director of Facilities classification.

The department has functioned with the Director of Facilities overseeing all aspects of Facilities, construction, modernization, maintenance, grounds, and custodial services. Under the direction of the Director, the three subordinate manager positions existed, each overseeing one specific area: maintenance (general labor and skilled trades work), grounds, and custodial services.

District administration and Mr. McGarry requested a reclassification study as Mr. McGarry’s position now serves as a second in command overseeing all aspects of Maintenance & Operations, including the

direction, supervision, and evaluation of the two lower-level managers in the areas of grounds and custodial services. As such, it is the belief of District administration and Mr. McGarry that the position held by Mr. McGarry has gradually accreted additional duties which would lead to the position being more appropriately classified as a higher-level classification which does not currently exist in the Oxnard School District.

Methodology

An analysis was performed, based on a review of duties and responsibilities and interviews with the job incumbent and his immediate and departmental supervisors.

The job audit consisted of the following steps:

- **Review of PCQ:** The Director of Classified Human Resources reviewed the Position Classification Questionnaire submitted by Mr. McGarry.
- **Review of job descriptions:** The job descriptions of Maintenance Manager, Grounds Manager, Custodial Services Manager, Director of Facilities, and Assistant Director of Facilities were reviewed. The distinguishing characteristics among the classifications were analyzed.
- **Interview with incumbent:** During the month of December 2016, the Director of Classified Human Resources met with Mr. McGarry in order to clarify and further ascertain his view on what duties he is currently performing and how his job has changed. Mr. McGarry stated that he has gradually taken on additional responsibilities over the years, primarily out of necessity and because of his experience as turnover occurred in the department. He believes he has been functioning as a second in command within the department for some time and has primary responsibility over all areas of Maintenance & Operations.

When asked about his routine duties, Mr. McGarry stated that he has performed his “standard” duties overseeing all areas of maintenance and the skilled trades and has gradually accreted additional duties in the direction, supervision, and evaluation of the two other managers in the department (Grounds Manager and Custodial Services Manager). He also believes that he has taken on a number of new duties previously performed by former Directors. These tasks remained with his position and are more appropriate to stay with his position having direct and day-to-day knowledge of the Maintenance and Operations activities.

During the interview, Mr. McGarry was asked a number of questions to help clarify if the work he was performing was outside of his current classification of Maintenance Manager. Through interviews and the review of his paperwork, it has been determined that Mr. McGarry is performing the following duties which are outside of his current classification. Please note that this list is not meant to be fully exhaustive and inclusive of all additional duties which may be currently performed by Mr. McGarry outside of his classification.

List of New Duties Outside of Current Classification:

- Plans and coordinates the District's maintenance and operations program including all maintenance, custodial, and grounds activities;
 - Supervises, directs, assists, and advises subordinate managers regarding work procedures, schedules, projects, and administrative/operational matters;
 - Inspects and assesses needs for cleaning and general upkeep of District properties, buildings, equipment, and grounds; estimates labor and materials costs and timelines for operations and custodial projects in order to develop plans and schedules to meet District needs in a cost effective manner;
 - Facilitates planning with school sites and District departments to meet custodial and grounds needs;
 - Determines workload and establishes priorities for maintenance and operations staff in order to ensure equitable distribution of work;
 - Develops, oversees; and implements the District's deferred maintenance program;
 - Supervise District security staff and oversee key control systems;
 - Manages department communication systems including cell phones, radios, and emergency systems;
 - Assists subordinate managers in the interviewing, selection, training, counseling, evaluating, motivating, and recommending discipline as needed for employees assigned to custodial services and grounds;
 - Makes recommendations for maintenance budget to the Director of Facilities; reviews custodial and grounds budget recommendations prior to submission;
 - Establishes, implements, and ensures adherence to work safety policies and procedures;
 - Assists in evaluating, developing, and implementing departmental systems, policies, and procedures in order to ensure high levels of service and efficiency;
 - Assists in the review and issuance of facilities usage permits and applications under the Civic Center Act.
-
- **Interview with immediate supervisor/department head:** During the month of December 2016, the Director of Classified Human Resources met with Mr. N. David Fateh, immediate supervisor of Mr. McGarry, in order to clarify and further ascertain his view on the duties currently being performed and the future direction of the department. Since Mr. Fateh is new to the District, he was not questioned about past events of which he would be expected to have little knowledge. Mr. Fateh provided that Mr. McGarry has done a great job essentially overseeing all areas of Maintenance & Operations since Mr. Fateh's start of employment with the District. Mr. Fateh agrees that Mr. McGarry is working at a level higher than his current classification of Maintenance Manager and that the higher level work and current organization of the department (with the Grounds Manager and Custodial Services Managers reporting directly to the Maintenance Manager position) is planned to continue. Mr. Fateh shared that his background is more on the construction, modernization, and technical facilities side and that he believes the department would work best with Mr. McGarry continuing his higher level work of overseeing the area of Maintenance & Operations (with ultimate responsibility and oversight still belonging to Mr. Fateh).
 - **Interview with Deputy Superintendent (ultimate department oversight):** During the month of December 2016, the Director of Classified Human Resources met with Ms. Lisa Cline, Deputy

Superintendent of Business & Fiscal Services in order to obtain her perspective on the duties currently being performed by the employee, when new duties and responsibilities started, and the role of the position moving forward. Ms. Cline shared that her vision for the position moving forward was one that was still subordinate to the Director of Facilities, but had responsibility over subordinate managers and oversaw grounds and custodial services in addition to maintenance. Ms. Cline shared that it is her understanding that Mr. McGarry has been performing in this role with formal responsibility for overseeing the other managers for a period of approximately one year and that he has been performing additional duties in the areas of grounds and custodial services for a number of years.

Findings

- Mr. McGarry has experienced an increase in his workload due to turnover in the position of Director of Facilities. Duties previously assigned to the Director have fallen to Mr. McGarry and remained with his position to improve work-flow efficiency within the department.
- Mr. McGarry has been assigned formal responsibilities for the direction, supervision, and evaluation of other managers within the Facilities department.
- Mr. McGarry has been assigned new duties associated with the oversight of grounds and custodial services in addition to his traditional role of overseeing maintenance.
- The duties indicated by Mr. McGarry to support his case for reclassification relate to expanding tasks and responsibility that are more in line with a higher-level management classification.
- It is anticipated that the new duties and responsibilities assigned to Mr. McGarry will continue as District administration sees the current department organization as the best way to provide the best services possible to our schools and District offices.

In synopsis, the only cause for a reclassification is a gradual accretion of duties outside of the current classification description and class concept over a period of two (2) years or more. There appears to be a sufficient amount of information to demonstrate a gradual accretion of duties outside of the current classification description. Mr. McGarry's position has experienced a definitive change in the duties being performed and a significant increase in the level of responsibility. Additionally, approval of this reclassification will fit with the District's view for the Facilities department moving forward.

Status of Incumbent

The incumbent, Vince McGarry, has gradually accreted new duties which are outside of the scope of his current classification over a course of two or more years. It is therefore appropriate for the position he currently holds to be reclassified from Maintenance Manager to a higher-level classification based on the current responsibilities and duties currently being performed and for Mr. McGarry to be reclassified along with his position.

Recommendation

It is recommended that the Personnel Commission take action to:


1. create a new classification for Senior Manager, Maintenance & Operations
2. recommend salary allocation of the new classification of Senior Manager, Maintenance & Operations to the Classified Management Salary Schedule at a range of \$87,079 - \$103,455
3. approve the reclassification request submitted by Mr. Vince McGarry, effective February 2, 2017*.

* 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.

Kindly enter your comments and/or concerns in the space below, then sign and date where indicated.

***Disclaimer:** As always in the case of a recommended reclassification, the Board of Trustees has the right to remove any higher level duties from the position in question and have those duties no longer performed by the incumbent. If the Board intends to take such an action, please indicate such below. Please note that the effects of such an action could potentially be subject to negotiations with Chapter 272 of the California School Employees Association. If such an action is taken, this case will then be monitored to ensure that the duties are removed and either eliminated or properly redistributed.*

Please feel welcome to contact me with any concerns or questions in regards to the recommendation above. Thank you.

	I agree with the recommendation		I disagree with the recommendation for the reasons indicated in the space below.
Signature:	 Ms. Lisa Cline, Deputy Superintendent – Business & Fiscal Services (on behalf of Dr. Morales and OSD Cabinet)	Date:	<u>1-17-17</u>
Comments:			



POSITION CLASSIFICATION QUESTIONNAIRE

INSTRUCTIONS: You are asked to complete this questionnaire in order to furnish information about your job. Please fill in Sections I, II and III, and have your supervisor fill in Section IV. When the questionnaire is complete, please return it to the Personnel Commission Department.

The statements you make will not be changed by your immediate supervisor, department head or principal. Your completed questionnaire will be reviewed by them and they may make any comments they feel are necessary.

Please denote by an asterisk (*) those duties you are currently performing that you believe are outside the scope of your classification's job description.

SECTION I - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

<u>McGarry</u>	<u>Vincent</u>	<u>A</u>
Last Name	First Name	M.I.

Work Site: Facilities

Department: Facilities

Phone Ext.: 2506

Classification: Maintenance Manager

Immediate Supervisor: David Fateh

Hours of Work: From: 7:30AM To: 4:00PM

Lunch Hour: From: 12:00PM To: 12:30PM

Breaks: From: _____ To: _____, From: _____ To: _____

SECTION II - To be completed by the employee.

DESCRIPTION OF DUTIES

INSTRUCTIONS: Describe the work you do in your own words. Be specific; **do not make general statements**. Tell how often you do each task - every day, week, month or how many times a year. After you have marked how frequently you perform each task, indicate the estimated overall percentage of your time that the task takes. If more space is needed, use additional sheets of paper and attach them to this one.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
S = Semi-Annually A = Annually O = Other (please describe below)

SAMPLE:

Task	D	W	M	Q	S	A	O	Overall %
Type vouchers in duplicate to accompany invoices	X							10%
Answer the telephone and give information to vendors.	X							20%
Type letters from rough draft for Mr. Jones.	X							20%
File purchases orders chronologically.		X						10%
*Remove obsolete Vendor folders from file.						X		1%
Compose routine correspondence to vendors.	X							17%
*Miscellaneous duties.	X							17%
Type vendor report.							X	5%

Comments

I type the vendor report on a bi-monthly basis.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily **W = Weekly** **M = Monthly** **Q = Quarterly**
S = Semi-Annually **A = Annually** **O = Other (please describe below)**

Task	D	W	M	Q	S	A	O	Overall %
Supervise Grounds and Custodial Manager's along with all Maintenance Staff.	X							20
Work with Office Staff regarding the budget, work orders and Civic Calendar			X					5
Prepare and monitor budget						X		2
Setup and monitor preventative maintenance tasks			X					5
Work with contractors and vendors as needed							X	5
Prepare Williams / FITS reports						X		5
Work with Architects, Engineers and Director of Facilities regarding all projects			X					10
Work with Security Personnel and Security Contractor	X							5
Schedule, assign and process work orders	X							10
Coordinate work flow with other Managers / Departments	X							13
Meet and communicate with State, County, and Local Agencies to insure Facilities compliance							X	5*

Comments:

I currently manage all day to day operations along with collaborating with Director of Facilities on projects. I work with Technology, Purchasing, Human Resource, Site Principals and other Departments on a daily basis.

* Periodically as needed.

(Continued from previous page)

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Process County Schools safety reports			X					5
Evaluate work performance of Managers and Staff						X		10

Comments:

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? David Fateh

2. From whom do you receive your assignments?
Director of Facilities

3. In what form do you receive your work assignments? (Check all that are applicable.)

- Verbal Instructions Rough Draft
 Written Instructions Outline Form
 Other - Explain: School site and Administrative requests.

-
- Detailed Instructions (What to do and how to do it)
 Instructed as to the desired objectives; must determine own methods
 Work is performed according to established procedure; instructed only in the event of variations
 Other - Explain:
-

4. Are you required to interpret: Policy Rules Regulations

If you selected one or more options above, please explain:

I need to interpret State, Federal and local building and safety codes. I need to interpret Board Policy as it pertains to personnel, safety, Civic Permit and all day to day public school facilities related matters.

5. What tools or equipment do you use in your work?

Communication and information technology software, work order monitoring and scheduling program. Project and fleet vehicle data base tracking.

6. Does your position require that you hold a license, permit, certificate, or registration? If it does, explain, giving the name and kind.

Yes, driver's license.

7. Do you supervise other employees?

YES NO

If you do, give their names and job classification titles. If you supervise more than six employees, group them by title and indicate how many under each title, but do not list their names.

Custodial Manager responsible for supervising approx. 80 employees,
Grounds Manager responsible for supervising approx. 13 employees and
Maintenance Department consisting of 21 employees.

8. If you supervise others, check those statements which best describe your supervisory responsibilities. If you do not supervise others, please skip this question.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Assign work to employees | <input checked="" type="checkbox"/> Complete performance evaluations |
| <input checked="" type="checkbox"/> Assist in selection of new employees | <input checked="" type="checkbox"/> Recommend disciplinary action |
| <input checked="" type="checkbox"/> Assist employees with difficult assignments | <input checked="" type="checkbox"/> Spot check work only |
| <input checked="" type="checkbox"/> Check completed work | <input checked="" type="checkbox"/> Train new employees |
| <input checked="" type="checkbox"/> Check work in progress | |

9. What do you believe is the **minimum level** of education needed for the work you are currently doing?
(For example: High School Diploma, Bachelor's Degree, etc.)

High school education

10. What do you believe is the **minimum level and type** of experience needed for the work you are currently doing? (For example: 3 years of clerical, 1 year of working with computers, etc.)

4 years of Journeyman level trades experience

11. How long have you been employed in your present classification?

17 years

12. How long have you been performing the duties as you have explained them earlier?

Primary maintenance duties - 17 years, new duties - about 1 - 3 years

13. Please list any duties or tasks that are "new" or have been added to your job below. Next to each duty, please list an approximate date when you started performing the duty.

Task	Start Date
Supervising Grounds and Custodial Managers	2/16
Managing Civic Permit Calendar	2/16
Working on Grounds related contract work, coordinate grounds programs	1/15
Prepare Williams / FITS reports	1/10
Managing work order system & department communication systems	12/09
Work with Custodial Manager setting up Custodial programs	1/14
Overseeing fuel, phone, and energy billings	7/15
Assist Grounds and Custodial Managers interviewing employees	2/16
Make recommendations to Director of Facilities for Maintenance and Operations budgets	2/15
Manage Maintenance and Operations Safety Programs	2/15
Overseeing deferred maintenance program for department	7/12

14. Aside from the "new" or added duties listed above, in what other ways do you believe your job has changed?

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.

Signature

Vince Anthony

Date

1/17/17

SECTION IV – To be completed by the immediate supervisor

Check those statements which you believe best apply to this position.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Judgment, planning, analytical ability required.

- Works according to detailed instructions
- Works according to established procedures
- General outline of procedure and desired results given
- Must determine own methods to achieve specified results
- Work is routine or repetitive
- Work is varied or semi-routine
- Requires planning own work
- Requires planning work for others
- Work requires application of rules and regulations
- Work requires application of policy
- Work requires interpretation of rules and regulations
- Work requires interpretation of policy

2. Describe how closely the employee is supervised.

- Work is checked in detail Spot checks
- Work is checked in process Casual observation
- Check completed work Works independently
- Work checked as assistance is required
- Work subject to automatic checks
- Administrative review
- Other: Employee requests input from supervisor occasionally and as needed

3. Do you agree with the employee's assessment of their job in Sections II and III?

YES NO

4. Please list any areas in which you do not agree with the employee's assessment of their job. Please list your reasons for disagreeing and any needed clarifying statements.

5. Are there other employees performing the same duties in the department? If yes, give name and classification. If more than six, give total number and classification.

No.

6. Add any duties omitted or information necessary to complete the employee's description of the job.

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.

David F. Kelly

Signature of Immediate Supervisor

1/17/17

Date

(Audit Form – Rev. 06/12)

MAINTENANCE MANAGER

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

Definition

To plan, organize and control the maintenance and repair of District buildings, facilities and equipment; to perform skilled work in one or more of the maintenance trades as needed to ensure District facilities and equipment are fully operational; and to operate computerized Energy Maintenance System; ensure completion of contracted projects within assigned facilities areas; and to perform a variety of other duties relative to assigned area of responsibility.

Supervision Received and Exercised

- Receives supervision from the Director of Facilities.
- Exercises direct supervision of maintenance staff.

Essential Function Statements

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

Essential Functions:

1. Assign, schedule and supervise the maintenance and repair work of District structures and related facilities and equipment; inspect school buildings and equipment for needed repair and maintenance work; respond to emergency site maintenance as required; confer with and advise other management personnel regarding maintenance projects and priorities.
2. Schedule and assign work in carpentry, electrical, painting, plumbing, glazing, welding, heating and ventilating, locksmithing, and audio-visual trades areas; schedule on-call and preventive maintenance personnel; select, train and evaluate maintenance personnel; arrange time schedules, vacation requests and plan vacation work schedules.
3. Perform skilled work in one or more of the above maintenance trades areas; instruct maintenance personnel in the performance of their duties; lead maintenance personnel in major projects; inspect and evaluate work in progress or upon completion.
4. Estimate labor and material costs for replacement, repair, alterations and improvements to building, building systems, and equipment; order materials and supplies; test, select, and purchase of maintenance supplies and equipment.
5. Coordinate and supervise the movement of relocatable buildings and trailers utilities; coordinate the installation of utilities at relocation site.
6. Consult with architects and engineers; coordinate projects with District maintenance and site personnel and outside contractors, inspect work in progress and upon completion; oversee selected deferred maintenance projects; recommend value engineering.
7. Inspect and oversee site security alarm system; inspect site vandalism; prepare cost estimates for repayment; schedule and oversee repairs; oversee preventive maintenance of District truck fleet.
8. Plan and coordinate major facilities projects; develop drawings and specifications; request and receive quotes for major work by outside contractors.
9. Act in behalf of the Director of Facilities in Director's absence, when required.

7/30/98

10. Maintain a variety of records and prepare reports; review reports on costs of work done, materials used, and labor expended.
11. Maintain adequate levels of tools, equipment, and other maintenance supplies.
12. Interacts with Fire Marshal, insurance carrier, safety inspectors and Risk Manager to ensure that all safety items related to facilities are corrected.
13. Inspect and evaluate work in progress by maintenance project contractors, after work hours and on weekends; respond to emergency site maintenance after hours and on weekends.
14. Operate a computer to maintain energy management system at all sites, to operate work order system and to utilize modern software to develop, direct and maintain a computerized maintenance program.
15. Perform related duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Operational characteristics, services and activities of a school district maintenance program.
- Methods, materials, equipment and tools used in the repair and maintenance of buildings and equipment.
- Principles and practices of supervision, training and performance evaluation.
- Principles of budget preparation and control.
- Occupational hazards and standard safety practices.
- Computerized maintenance work-order system and other maintenance computer applications.
- Principles and practices of general building inspection.
- Operation of security alarm systems.
- Pertinent Federal, State and local laws, code and regulations.

Ability to:

- Assign, schedule and supervise the maintenance and repair work of District structures and equipment.
- Inspect school buildings and equipment for needed repair and maintenance work.
- respond to emergency site maintenance as required.
- Confer with and advise other management personnel regarding maintenance projects and priorities.
- Manage and coordinate the maintenance staff.
- Select, supervise, train and evaluate assigned staff.
- Perform skilled work in one or more of the building maintenance trades.
- Read, interpret and work from drawings and blueprints.
- Prepare clear and concise reports.
- Monitor and control budget expenditures.
- Operate a computer and modern software to develop, direct and maintain a computerized maintenance program.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- 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.
- Communicate clearly and concisely, both orally and in writing.

- Follow good health and safety principles and practices.

Experience and Training Guidelines

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

Experience: Five years of experience performing skilled work in one or more of the building trades in a class equivalent to the Maintenance Worker II in the Oxnard School District, preferably including three years in a supervisory capacity.

Training: Equivalent to completion of high school supplemented by specialized training in one or more of the skilled trades.

Licenses or Certificates:

Possession of, or ability to obtain, a valid California driver's license.

Working Conditions

Environmental Conditions: Office and field environment; construction building site; travel from site to site; night work.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; operate a computer and keyboard; near visual acuity to review written documentation; facility to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; physical agility to lift up to 25 pounds to shoulder height.

Oxnard School District

Board Policy Adopted: August 5, 1974; Revised: June 10, 1992; Reclassification Study: June 25, 1998

Personnel Commission Approved: May 7, 1992; Reclassification Study: February 26, 1998

7/30/98

SENIOR MANAGER, MAINTENANCE & OPERATIONS

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 Facilities, oversees all aspects of Maintenance and Operations including the maintenance, custodial, and grounds functions of the District; supervises and oversees subordinate managers in the grounds and custodial areas; provides immediate supervision, direction, and technical expertise to maintenance staff; ensures completion of contracted maintenance projects; ensures compliance with safety practices and procedures; and performs a variety of other duties relative to assigned area of responsibility.

This is a single position classification responsible for overseeing all aspects of the Maintenance & Operations programs of the District to ensure school grounds and facilities are kept in a clean, safe, and aesthetically pleasing state which directly supports 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 Director of Facilities is a single position classification with responsibility for the planning, organizing, coordinating, and directing of the District's facilities, construction, and modernization programs and has formal responsibility for all actions of the Facilities Department including maintenance and operations services. In accordance with policy direction and guidance from the Deputy Superintendent of Business and Fiscal Services, an incumbent is responsible for developing and implementing short and long range plans and strategies for meeting the District's goals and objectives for construction, modernization, and all other aspects of facilities, maintenance, and operations.

The Senior Manager of Maintenance & Operations is a single position classification which has District-wide responsibility for all aspects of maintenance and operations including the supervision of subordinate managers in the areas of grounds and custodial services and ensures completion of day to day and contracted maintenance and construction projects. The incumbent directly manages maintenance services for District including carpentry, electrical work, HVAC repair, locksmith work, painting, and plumbing and monitors other operational services in the areas of grounds and custodial services.

The Grounds Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the upkeep of District grounds including landscaping, irrigation work, pest removal, and basic construction. The incumbent manages grounds services for District sites and functionally supervises and monitors grounds services performed.

The Custodial Services Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the care and cleaning of District offices and school sites. The incumbent manages custodial services for District sites and functionally supervises and monitors custodial services performed.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision and direction from the Director of Facilities.
- Provides direct supervision and work direction to the Custodial Services Manager, Grounds Manager, and all maintenance staff.

ESSENTIAL DUTIES

- Plans and coordinates the District's maintenance and operations program including all maintenance, custodial, and ground activities;

- Supervises, directs, assists, and advises subordinate managers regarding work procedures, schedules, projects, and administrative/operational matters;
- Plans, organizes, assigns, and directly supervises the maintenance and repair of District properties, buildings, and related facilities and equipment;
- Inspects and assesses needs for repair, maintenance, cleaning, and general upkeep of District properties, buildings, equipment, and grounds; estimates labor and materials costs and timelines for maintenance, operations, and custodial projects in order to develop plans and schedules to meet District needs in a cost effective manner;
- Facilitates planning with school sites and District departments to meet maintenance, custodial, and grounds needs; meets and confers with administrators regarding schedules and projects;
- Determines workload and establishes priorities for maintenance and operations staff in order to ensure equitable distribution of work; reviews and approves work orders for staff performing work in the maintenance trades; implements and ensures compliance with maintenance trade work standards;
- Meets with outside vendors/contractors to review project statuses and ensure compliance with agreed upon specifications; meets and confers with present and prospective contractors;
- Develops, oversees; and implements the District's deferred maintenance program;
- Supervise District security staff and oversee security, alarm, and key control systems;
- Manages department communication systems including cell phones, radios, and emergency systems;
- Interviews, selects, trains, counsels, evaluates, motivates, and recommends discipline as needed for employees assigned to maintenance division of the Facilities department; assists subordinate managers in these areas;
- Makes recommendations for maintenance budget to the Director of Facilities; reviews custodial and grounds budget recommendations prior to submission;
- Orders a variety of maintenance equipment and materials; tests and evaluates proposed new equipment; reviews, and approves purchase requests according to established guidelines;
- Establishes, implements, and ensures adherence to work safety policies and procedures; conducts safety inspections and takes appropriate action to resolve safety issues and to ensure compliance with local, state, and federal regulations; responds to emergency call-outs as needed and takes appropriate action;
- Assists in evaluating, developing, and implementing departmental systems, policies, and procedures in order to ensure high levels of service and efficiency;
- Coordinates and oversees the placement and movement of relocatable buildings and equipment, coordinates the installation of utilities at relocation site;
- Manages computerized work order system for tracking and planning of maintenance and operations activities;
- Assists in the review and issuance of facilities usage permits and applications under the Civic Center Act.
- Prepares or directs the preparation of a variety of reports related to the District's maintenance and operations functions; maintains a variety of forms, files, and records.

Other Related Duties

- Assumes responsibility for the operation of the Facilities department in the absence of the Director of Facilities;
- Assists in ensuring compliance with Williams Settlement legislation;
- Assists in the coordination of special events, programs, and facilities related projects as needed;
- May represent the Facilities department at public meetings and meets with various groups to discuss goals, objectives, and methods to improve services;
- Assists in the coordination and implementation of District-wide energy management and sustainability measures;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Operational characteristics, services, and activities of a school district maintenance and operations program including maintenance, grounds, and custodial services;
- Current methods, materials, costs, and equipment used in various building construction, maintenance trades, custodial, and grounds activities;

- Principles of preventative and deferred maintenance programs;
- Operational characteristics of motorized grounds maintenance equipment;
- Basic principles of operation and care for mechanical and hydraulic systems;
- Basic methods, materials, and tools used in maintenance work;
- Health and safety procedures and practices including OSHA and CAL/OSHA regulations;
- Principles of planning, scheduling, directing, reviewing, and monitoring the work of assigned personnel;
- Principles of supervision, training and performance evaluation;
- Plants adapted to the climate of Southern California Coastal areas and those adaptive to a school setting;
- Landscaping techniques including irrigation systems, fence construction and paving;
- Sources for obtaining maintenance and operations supplies and equipment;
- Methods and use of diagnostic and testing equipment;
- Methods and techniques of routine and preventative maintenance, repair, and troubleshooting of equipment problems;
- Pertinent Federal, State, and local laws, codes, and regulations including California Public Contract Code and Public Works and Division of State Architect (DSA) rules and regulations.

Ability to:

- Manage and coordinate the work of maintenance and operations personnel;
- Select, supervise, train, direct, motivate, and evaluate assigned staff;
- Resolve public relations problems effectively;
- Read, interpret, and prepare working construction plans, drawings, and specifications;
- Estimate labor and materials costs for projects;
- Operate a variety of office equipment, such as computers and applicable hardware and software, calculators, copiers, printers, telephones, mobile devices, and fax machines;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner;
- Maintain confidentiality of information obtained during the course of work;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships;
- Work independently with limited supervision;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work for self and others to meet schedules and timelines in an environment with constantly changing priorities;
- Communicate effectively, both orally and in writing;
- Observe legal and defensive driving practices;
- Follow good health and safety principles and practices.

Traits:

- Appreciates 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 punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Puts safety first for self and others;
- Remains steady under pressure;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

Oxnard School District

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EMPLOYMENT STANDARDS

Education: An Associate's degree or equivalent from an accredited college or university with major course work in architecture, construction, engineering, planning, business or public administration, or other closely related field.

Additional qualifying experience may be substituted for the education requirement. Two years of additional supervisory experience in the areas of custodial services, grounds, and/or maintenance may be substituted for the required degree/college coursework.

Experience: Five years of experience in the areas of custodial services, grounds, and/or maintenance including at least two years of experience performing or overseeing skilled work in a maintenance trade area (carpentry, electrical work, HVAC repair, locksmith work, painting, plumbing, etc.). At least two years of experience must have been in a supervisory or capacity.

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, stoop, bend, reach overhead, lift and carry up to 50 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, climb stairs and ladders as needed, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work in both office and outside environments, in changing temperatures, including temperatures below 50 degrees and over 90 degrees, dry atmospheric conditions, poorly ventilated areas, wet or damp areas, on uneven or slippery surfaces, with electrical hazards and machinery with moving parts, fumes, allergenic dust, chemicals, odors, toxic materials, in direct contact with the public, students, and District personnel, and drive an automobile to conduct work.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: Management Salary Schedule

Approved: 1/17

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Jonathan Koch
Director, Classified Human Resources

Date of Meeting:

January 19, 2017

TITLE: Salary Reallocation – Site Technology Technician

DESCRIPTION OF AGENDA ITEM:

Prior to 2013 the Oxnard School District housed computer labs at each school site and employed individuals in the classification of Computer Lab Technician. Those in this classification were tasked with basic duties in the area of technology and oversaw the computer labs at school sites.

In 2013, OSD implemented the one to one mobile device program which, over the next few years, would supply every student with an iPad. At this time, it was determined that the current duties of the Computer Lab Technician classification would not be sufficient to support all of the anticipated future needs of the District's school sites. As such, the Computer Lab Technician classification was revised and the old Computer Lab Technician positions became Site Technology Technician positions. No salary change was implemented at this time.

While some of the changes were possibly seen as potentially minor at the time, such as adding the task of assisting students, teachers, and staff with iPads, it has now become evident that the transition from Computer Lab Technician to Site Technology Technician has been more complex than originally anticipated. Additionally, whenever new technology is introduced in the District or classroom, the Site Technology Technicians need to be able to learn and adapt to the new technology. For these reasons, it has become evident that the salary placement for these positions, which currently resides only a half range higher than Office Assistant, is in need of review.

In addition to the above reasons, the Classified Human Resources department has also run into recent troubles in attracting and retaining individuals in these positions, possibly due to being below the market rate for similar positions. Based on all of the above, the Commission is presented today with the enclosed data and a recommendation on salary reallocation.

FISCAL IMPACT:

A review of a number of districts within a four county area was conducted and can be found enclosed. The salary study included all districts from OSD's approved comparable districts list which had a similar classification. Additionally, Pleasant Valley ESD has been included due to its proximity to OSD. If the recommendation below is approved by the Commission and subsequently by the Board of Trustees, it will result in a total increased cost of approximately \$7,459 per year (including statutory benefit costs) for each full-time employee.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve a recommendation to the Board of Trustees for reallocation of Site Technology Technician from Range 17.5 (\$17.61 - \$21.41 hourly) to Range of 20.0 (\$19.89 - \$24.19 hourly) on the CSEA salary schedule.

Site Technology Technician

2016-12 Salary Review

Class Title	Agency	Min Hourly Salary	Max Hourly Salary	
Desktop Support Technician	Oxnard Union HSD	\$23.72	\$28.91	
Technology Support Technician	Norwalk-La Mirada USD	\$21.32	\$26.00	
Site Computer Technician I	Conejo Valley USD	\$21.08	\$25.75	Q3
Technology Assistant	ABC USD	\$20.43	\$24.86	
Technology Support Technician I	Pleasant Valley ESD*	\$18.94	\$23.02	
Technology Support Assistant	Paramount USD	\$18.14	\$22.09	
Site Technology Technician	Oxnard School District	\$17.61	\$21.41	Q1
Site Computer Technician I	Lancaster ESD	\$16.36	\$19.91	
School Technology Assistant	Lucia Mar USD	\$15.15	\$19.36	
Technology Aide	Palos Verdes Peninsula USD	\$15.49	\$18.86	
	3rd Quartile	\$20.92	\$25.53	
	Median	\$18.54	\$22.56	
	1st Quartile	\$16.67	\$20.29	
	Mean	\$18.82	\$23.02	

Indicates Ventura County District

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

Please Note:

- 1) Classifications in Unified and High School Districts may have slightly higher/additional tasks due to High School campuses. These duties are not necessarily performed by all incumbents.
 - 2) Comparable districts in 4-county area not listed indicates that the district did not have a classification which was a good match.
- * Pleasant Valley ESD added as local district with same class. Not comparable by size.

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 16-17:20

Established: 12/16/16

Administrative Assistant

Rank	Name	Expiration Date
1	Gaytan, Blanca H (B)	12/16/2017
2	Alcantar, Jessica (B)	12/16/2017
3	Dickens, Jesusa M (B)	12/16/2017
3	Paz, Lorena D (B)	12/16/2017
3	Taylor-Sierra, William (B)	12/16/2017
4	Hernandez, Neftali (B)	12/16/2017
5	Camacho, Laura (B)	12/16/2017
5	Carter, Anahi (B)	12/16/2017

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

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 16-17:23

Director's Certification:

Established: 1/13/17

Merged with Eligibility List: 15-16:38



Paraeducator I

Rank	Name	Expiration Date
1	Postas, Lisa L	3/23/2017
1	Shafiei, Maryam	3/23/2017
2	Holmes, Rashida D	5/9/2017
2	Pollock, Liana	5/9/2017
3	Dean, Kathryn L	3/23/2017
4	Lloyd, Alexandra V	5/9/2017
5	Hernandez, Danna	5/9/2017
5	Martinez, Guadalupe R	5/9/2017
6	Gomez, Anel	5/9/2017
7	Ingram, Jason	5/9/2017
8	Segovia, Amanda Marie	5/9/2017
8	Wayne, Jamie P	5/9/2017
8	Orejel, Luz L (B)	1/13/2018
9	Davis, Dayna N	3/23/2017
9	Leonardo, Ashley E	3/23/2017
10	Vega, Alexis S	5/9/2017
10	De Lira, Gloria (B)	1/13/2018
10	Escobar Rivas, Yuriana (B)	1/13/2018

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 16-17:23

Director's Certification:

Established: 1/13/17

Merged with Eligibility List: 15-16:38

Paraeducator I

Rank	Name	Expiration Date
10	Castellanos, Ana L. (B)	1/13/2018
11	Gutierrez, Belen R.	1/13/2018
12	Zamora, Alma R	5/9/2017
12	Flores, Saray (B)	1/13/2018
12	Quezada, Alicia (B)	1/13/2018
13	Galvan, Jose A	3/23/2017
13	Contreras, Janet (B)	1/13/2018
14	Monahan, Loan	5/9/2017
15	Pacheco, Rita	1/13/2018
16	Rivera, Maria Soledad	3/23/2017
17	Alvarez, Lillie A	5/9/2017
18	Ramirez, Rosemary	3/23/2017

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.

CLASSIFIED PERSONNEL ACTIONS

New Hire

Barron, Alejandro	Office Assistant II (B), Position #5424 Driffill 5.0 hrs./192 days	11/07/2016
Canchola Ventura, Juan	Paraeducator II, Position #6177 Special Education 5.75 hrs./183 days	10/05/2016
Centeno, Victor	Shipping Receiving Clerk/Delivery Driver, Position #7913 Warehouse 4.5 hrs./246 days	11/07/2016
De La Torre, Feliciano	Custodian, Position #499 Driffill 8.0 hrs./246 days	11/03/2016
Everett, Steven	Custodian, Position #6673 Elm 4.0 hrs./246 days	10/31/2016
Frenes Jr., Daniel	Custodian, Position #2541 Fremont 4.0 hrs./246 days	11/04/2016
Garibay, Angelica	Intermediate School Secretary (B), Position #7016 Lemonwood 8.0 hrs./192 days	10/24/2016
Godinez, Cristal	Intermediate School Secretary (B), Position #6241 Chavez 8.0 hrs./192 days	10/27/2016
Henggeler, Beth	School Occupational Therapist, Position #7936 Special Education 8.0 hrs./203 days	10/31/2016
Iniguez, Sylvia	Office Assistant II (B), Position #2172 Ritchen 7.0 hrs./203 days	11/07/2016
Olaso, Myrna	Paraeducator III, Position #5466 Special Education 5.75 hrs./183 days	10/25/2016
Pena, Sahara	Intermediate School Secretary (B), Position #6244 Lemonwood 8.0 hrs./192 days	10/24/2016
Rodriguez Jr., David	Grounds Maintenance Worker I, Position #5843 Facilities 8.0 hrs./246 days	11/21/2016
Trejo, Leticia	Office Assistant II (B), Position #1983 Marshall 5.0 hrs./203 days	11/14/2016
Trout, Eliza	Child Nutrition Worker, Position #2768 Fremont 5.0 hrs./185 days	10/19/2016
Wagner, Sharon	Custodian, Position #6448 Driffill 4.0 hrs./246 days	11/09/2016

Limited Term

Argaez, Sonia	Health Care Technician	11/15/2016
Contreras, Joanna	Child Nutrition Worker	10/10/2016
Cruz, Mariana	Paraeducator	11/09/2016
Gardner, Stephen	Bus Driver	11/07/2016
Harnden, Chelsea	Paraeducator	11/04/2016
Hernandez, Jesse	Clerical	10/26/2016
Lopez, Itzel	Paraeducator	11/04/2016
Mayer, Linda L	Accountant/Internal Auditor	10/31/2016
Medina, Jazmin	Paraeducator	11/04/2016

Limited Term continued

Orejel, Carlos	Paraeducator	10/24/2016
Paguinigan, Alejandro	Child Nutrition Worker	10/21/2016
Ramirez, Ricardo	Custodian	10/16/2016
Serratos-Hernandez, Eduardo	Paraeducator	11/15/2016
Tapia De Cendejas, Alejandra	Paraeducator	10/27/2016
Vasquez, Monica	Clerical	10/24/2016
Vela, Mayra	Clerical	10/03/2016

Exempt

Adams, Nicholas	Campus Assistant	11/21/2016
Caballero, Guillermina	Campus Assistant	11/03/2016
CanoMoya, Maribel	Campus Assistant	10/07/2016
Flores, David A.	Campus Assistant	11/28/2016
Gomez O'campo, Gwenavere	Campus Assistant	10/17/2016
Gonzalez, Andrew	Campus Assistant	10/21/2016
Lopez, Carolina	Campus Assistant	10/20/2016
Orozco, Maria	Campus Assistant	11/07/2016
Ortega, Issac	Campus Assistant	10/19/2016
Moraga, Michael	Campus Assistant	10/15/2016
Sablan, Juan	Campus Assistant	10/20/2016
VargasMagana, Jennifer	Campus Assistant	10/18/2016
Villicana Ambriz	Campus Assistant	10/14/2016
Washington, Tanya	Campus Assistant	10/12/2016
Chinas, Mayte	AVID Tutor	10/13/2016
Coronado, Ashley	AVID Tutor	10/12/2016
Gonzalez, Andrea	AVID Tutor	08/18/2016
Huerta, Lily	AVID Tutor	09/08/2016
Juarez, Merari	AVID Tutor	10/21/2016
Ornelas, Natalie	AVID Tutor	10/09/2016
Pantoja, Jesus	AVID Tutor	11/01/2016
Rodriguez, Jessica	AVID Tutor	10/12/2016
Tirado, Erika	AVID Tutor	10/05/2016
Ventura, Victoria	AVID Tutor	11/01/2016

Promotion

Gomez-Palacios, Jimmy	Grounds Maintenance Worker I, Position #965 Facilities 8.0 hrs./246 days Custodian, Position #533 Chavez 8.0 hrs./246 days	11/07/2016
Silva, Yanet	Preschool Assistant (B), Position #1234 San Miguel 3.0 hrs./183 days Paraeducator I (B), Position #7228 English Learner Services 5.0 hrs./183 days	11/28/2016

Transfer

Orejel, Judith	Secretary (B), Position #7928 AASP 8.0 hrs./246 days	12/01/2016
	Intermediate School Secretary (B), Position #6709 Driffill 8.0 hrs./192 days	
Rivera, Georgina	Paraeducator I (B), Position #7820 Lemonwood 5.5 hrs./183 days	09/27/2016
	Paraeducator I, Position #7178 Lemonwood 4.16 hrs./183 days	

Unpaid Leave of Absence

Dahm, Amy	School Office Manager, Position #429 McAuliffe 8.0 hrs./210 days	01/17/2017-3/28/2017
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Return from Leave of Absence

Murillo de Jeronimo, Erica	Compensatory Education Assistant, Position #1852 NfL 8.0 hrs./246 days	11/18/2016
Sandoval, Janice	Child Nutrition Worker, Position #129 Brekke 5.5 hrs./185 days	11/09/2016

Resignation

Chessen, Julie	Assistant Director Child Nutrition Services, Position #2873 Child Nutrition Services 8.0 hrs./246 days	12/09/2016
Geraldo, Berenis	Site Technology Technician, Position #2207 Kamala 8.0 hrs./246 days	11/10/2016

Retirement

Duplat, Xochitl	Credential Technician, Position #376 Certificated Human Resources 8.0 hrs./246 days	01/30/2017
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