



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING  
AGENDA

Thursday, June 9, 2016  
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 May 11, 2016; May 12, 2016; and May 26, 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. Human Resources Technician (*page 6*)  
The Personnel Commission will consider approving amendments to the job description.
2. Eligibility Lists (*page 11*)  
The Personnel Commission will review certification of eligibility lists.

**D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

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

1. Amendments to Personnel Commission Rule 40.200.16 – First Reading (*page 16*)  
The Personnel Commission will consider amending existing rules.
2. Amendments to Personnel Commission Rule 60.200.1 (A) – First Reading (*page 18*)  
The Personnel Commission will consider amending existing rules.

**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

3. Amendments to Personnel Commission Rule 60.200.3 – First Reading (page 19)  
The Personnel Commission will consider amending existing rules.
4. Personnel Actions (*page 20*)  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
5. Director’s Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
6. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
7. 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.
8. Report by Commissioners  
The Commissioners will report on issues concerning Commission administration.

#### **E. ADJOURNMENT**



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Wednesday, May 11, 2016  
**5:00 p.m. Board Room of the ESC**  
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Wednesday, May 11, 2016, in a joint meeting with the Board of Trustees, in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The special meeting was called to order by Commissioner Perez at 5:00 p.m.

CALL TO ORDER

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

ROLL CALL

Manuel Perez, Chair of the Personnel Commission  
Jan Rhoads, Vice Chair of the Personnel Commission

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

Commissioner Perez moved to approve the agenda of Wednesday, May 11, 2016 as presented. The vote was as follows 1-0. Perez Y; Rhoads Y;

ADOPTION OF THE  
AGENDA

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

Recognition of  
Employee of the Year

There being no further business, the Commission adjourned at 6:40 p.m.

ADJOURNMENT

*Jonathan Koch, Secretary to the Personnel Commission*

---

This certifies that these are the full and correct minutes of the meeting of Wednesday, May 11, 2016 as approved by the Personnel Commission of the Oxnard School District.

---

*Date*

---

*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, May 12, 2016  
**3:00 p.m. Oxnard Room of the ESC**  
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, May 12, 2016, in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The special meeting was called to order by Commissioner Perez at 5:00 p.m. CALL TO ORDER

A roll call of the Commission was conducted. In attendance were: ROLL CALL  
Manuel Perez, Chair of the Personnel Commission  
Jan Rhoads, Vice Chair of the Personnel Commission  
Irma J. Lopez, Member of the Personnel Commission  
  
Jonathan Koch, Director of Classified Human Resources  
Tanya Ventura, Staff member

Commissioner Rhoads moved to approve the agenda of Thursday, May 12, 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

The Commissioner convened into closed session at 3:03 p.m. They reconvened into open session at 3:43 p.m. No action was taken. Closed Session

There being no further business, the Commission adjourned at 3:44 p.m. ADJOURNMENT

*Jonathan Koch, Secretary to the Personnel Commission*

---

This certifies that these are the full and correct minutes of the meeting of Thursday, May 12, 2016 as approved by the Personnel Commission of the Oxnard School District.

---

*Date*

---

*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, May 26, 2016  
**10:30 a.m. Oxnard Room of the ESC**  
 1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, May 26, 2016, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The special meeting was called to order by Commissioner Rhoads at 10:30 a.m.

CALL TO ORDER

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

ROLL CALL

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

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

Guests: Janette Ayala, CSEA Treasurer; Alicia Freeman, Administrative Assistant; Mark Gutierrez, CSEA , Rita Guevara, Clerical Representative, Ilene Poland, CSEA Job Steward; Ginny Whitt, CSEA Recording Secretary; and Jabbar Wofford, CSEA President.

CLOSED SESSION  
 PUBLIC  
 PARTICIPATION  
 COMMENTS  
 ADOPTION OF THE  
 AGENDA

Commissioner Rhoads moved to approve the agenda of Thursday, May 26, 2016 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

The Commissioner convened into closed session at 10:52 a.m. They reconvened into open session at 12:03 p.m. No action was taken.

Closed Session

There being no further business, the Commission adjourned at 12:04 p.m.

ADJOURNMENT

*Jonathan Koch, Secretary to the Personnel Commission*

---

This certifies that these are the full and correct minutes of the meeting of Thursday, May 26, 2016 as approved by the Personnel Commission of the Oxnard School District.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chair, Personnel Commission*

## HUMAN RESOURCES 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 Director of Classified Human Resources, the Assistant Superintendent of Human Resources and Support Services, or other assigned Human Resources administrator~~general supervision~~, performs specialized technical tasks such as coordinating recruitment and selection for classified, certificated, and exempt employees; processes new employees; coordinates placement of limited-term and substitute employees; develops and maintains employee files; ~~involving recruitment, selection and employment and development and maintenance of comprehensive~~ maintains human resources record management systems and databases; ~~coordinates the processing of~~ ~~classified~~ personnel transactions; and performs ~~a variety of related duties/tasks as assigned~~ relative to assigned area of responsibility.

Incumbents in this classification ensure the timely processing of personnel transactions including filling vacancies, acquiring substitute employees, and maintaining employee records which directly supports District employees and allows them to support student learning and achievement.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Human Resources Analyst classification performs professional-level, technical human resources work related to the recruitment, selection, and classification of classified employees. This classification performs work that is limited in scope and complexity, and subject to closer supervision and review, than work performed by a Senior Human Resources Analyst.

The Credential Technician classification performs specialized and technical clerical work related to the credentialing and processing of certificated employees and assist in the coordination of other employment functions related to certificated employees.

The Human Resources Technician classification performs complex assignments of varying difficulty in the areas of recruitment, employee selection and placement, employee records, employee evaluations, seniority, and various other Human Resources support areas. Incumbents in this class perform work that requires more independent judgment than that exercised by a Human Resources Assistant. Depending on the location of the assignment an incumbent in this classification may work with certificated, classified, or non-classified/exempt employees.

The Human Resources Assistant classification performs a variety of clerical duties in support of the recruitment and employment process for District certificated, classified, exempt personnel, and volunteers, and provides primary assistance to other employees within the assigned Human Resources department.

Human Resources Technician is a paraprofessional/technical class in the District's human resource management class series. Incumbents perform assignments of varying difficulty in carrying out recruitment, testing and employment processing activities and providing support to other human resource program areas. Incumbents are expected to perform job assignments without close supervision using knowledge of District policies, practices and procedures learned through experience.

Human Resources Technician may be assigned duties related to classified or certificated employment. A Human Resources Technician assigned to the Personnel Commission and under the supervisions of the Director, Classified Human Resources works on classified employment matters. A Human Resources Technician assigned to the Assistant Superintendent Human Resources and Support Services works on certificated employment matters.

Human Resources Technician is distinguished from Human Resources Analyst in that an analyst independently performs professional assignments requiring the use of management and human resource theory and principles gained through professional education and experience. Human Resources Technician is distinguished from Human Resources Assistant in that a Technician independently performs more difficult and complex



~~paraprofessional/technical human resources duties and assignments in support of classified and certificated human resources programs.~~

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Classified Human Resources, the Assistant Superintendent of Human Resources and Support Services, or other assigned Human Resources administrator.
- Receives technical and work direction from the Senior Human Resources Analyst or Director of Certificated Human Resources.
- Positions in this classification have no formal supervisory responsibilities.

### ESSENTIAL DUTIES

- ~~Assists professional human resource staff with~~ Performs a variety of specialized and technical and administrative activities human resources support duties related to associated with recruitment, selection, employee processing, employee records, and employee status changes for District classified, certificated, or non-classified/exempt personnel; maintains confidentiality of a variety of sensitive information and employment utilizing modern software such as NeoGov, IVisions, and Smartfind software. Typical technical and administrative duties include assisting in evaluating bilingual and keyboarding skills;
- ~~Schedules~~ applicant interviews and compiles all paperwork and materials needed, notifying applicants and hiring managers of next steps in the employment process;
- ~~and maintaining and certifying eligible lists, posting job announcements, processing personnel transactions, explaining District programs, policies and procedures to employees, applicants and the public, creating and maintaining a number of reports, and responding to letters and phone calls regarding application and employment processes and general personnel policies, procedures and regulations.~~
- ~~Reviews previous and~~ Creates new job announcements and notices, ensuring that all information is up to date, accurate and appropriate to type of selection process; drafts standard job announcements notices; types creates, formats and assembles supplemental applications and application packets; e-mails notices of open recruitments to District locations and mails recruitment information to interested individuals; assists in preparation for and participates in job fairs and other recruitment activities.
- ~~Prepares new hire packages; schedules new hires for~~ conducts post-employment background checks and schedules candidates for medical examinations as applicable; schedules new employees for benefits orientation;
- ~~processes paperwork required for classified or certificated temporary and permanent employment, retirement, termination, resignation, leave of absence, change of assignment and related information.~~
- ~~Processes and provides orientation to employment candidates selected for hire and volunteers; assists new employees and volunteers in the completion of new hire paperwork and ensures the completeness of documents submitted;~~
- ~~Processes all assigned personnel transactions; inputs and maintains a variety of personnel records including, but not limited to, attendance, retirement, termination, credentials, leaves of absence, professional growth, payroll, fingerprint clearances, TB clearances, promotions, transfers, and resignations; notifies employees of documentation in need of updating; ensures appropriate notifications to payroll;~~
- ~~Contacts and assigns appropriately qualified substitute or temporary certificated, classified, and non-classified/exempt employees. Assists in the recruitment, screening, and placement of substitute employees;~~
- ~~Assists in compiling data needed for Researches, compiles, assembles and distributes a variety of reports to local, state, and federal agencies reporting;~~
- ~~Processes and maintains employment forms and records; informs payroll of changes as appropriate;~~
- ~~Interprets, explains, and applies Personnel Commission Rules and District human resources policies and procedures;~~
- ~~Maintains and monitors District employee seniority systems; researches and analyzes employment history records to resolve problems or respond to inquiries;~~
- ~~Evaluates records to determine employees' eligibility for salary adjustments, probationary periods, and service credits;~~
- ~~Provides employment verification verbally and in writing; provides verification for unemployment claims;~~

Oxnard School District

Page 3 of 5

- ~~Assists with special projects and, if assigned to the Personnel Commission, with distribution of Personnel Commission and Board agendas.~~
- Serves as a backup in administering the fingerprinting process;
- Greets visitors to the Human Resources Office; Provides service at the Human Resources public counter, assisting District employees and members of the public with regard to a full range of human resources matters;
- Receives, initiates, and screens telephone calls; takes messages as appropriate; routes calls to other employees and departments as needed;
- ~~If designated bilingual, utilizes written and oral bilingual skills in a designated second language in conducting bilingual testing for District positions and in assisting members of the public.~~

#### Other Related Duties

- ~~May provide training and guidance to lower level staff, as assigned.~~
- For positions with bilingual designations, translates a variety of written materials from English to a second language and from that language into English; interprets and facilitates communication between staff and non-English speaking members of the public; attends various meetings to translate and interpret as needed; conducts and rates oral bilingual testing for District positions;
- Assists with special department projects as needed;
- May serve as an examination proctor and administer ~~and score~~ tests as directed;
- May screen employment applications as directed;
- Assists in preparation for, and participates in, job fairs and other recruitment activities as directed;
- ~~May serve as backup in the testing process.~~
- Attends training sessions, seminars, and networking events in order to stay up to date on trends and information related to the human resources field;
- Performs related duties and responsibilities as required.

#### KNOWLEDGE, ABILITIES, AND TRAITS

##### Knowledge of:

- Principles and practices of classified human resources administration in a California merit system school district or principles and practices applicable to certificated employment;
- District procedures, rules, and regulations ~~and related documents governing the employment of classified or certificated employees relating to personnel matters~~;
- Basic research techniques;
- Federal and state employment laws and related legislation including Americans with Disabilities Act, EEOC, FEHC and the Uniform Guidelines on Employee Selection;
- ~~Use and operations of a computer and word processing, database and spreadsheet software, including Excel, to mail merge, format, create templates and tables, import/export data, print, and to convert to pdf and other formats; use of e-mail such as Outlook, use of website techniques to research, e-mail, create resources, and edit; use of PowerPoint or similar presentation formats; use of other standard software to create documents and materials requiring the interpretation and manipulation of data. Human Resources related software including Human Resources Information Systems and Application Management Systems;~~
- Modern office practices, procedures, and equipment;
- Recordkeeping practices and procedures;
- Interpersonal skills using tact, patience, and courtesy;
- Correct English usage, grammar, spelling, ~~and punctuation and vocabulary~~;
- ~~If assigned to the Personnel Commission, Personnel Commission organization, purpose and goals. If assigned to the Assistant Superintendent Human Resources and Support Services, District organization, purpose and goals applicable to certificated employment.~~
- Provisions of the California Education Code and Personnel Commission Rules applicable to areas of assigned responsibility;
- Principles and practices of effective customer service;
- ~~Telephone and in-person customer service techniques and etiquette. Good public relations techniques.~~



**Ability to:**

- Organize work, set priorities and exercise sound judgment within established Rules, policies and guidelines.
- ~~Perform a variety of specialized clerical and technical duties related to classified or certificated personnel activities.~~
- ~~Based on assigned area of responsibility, interpret, explain and apply Personnel Commission Rules and District policies and procedures regarding classified human resources programs and activities, or interpret, explain and apply policies and procedures applicable to certificated employment.~~
- Perform both automated and manual human resources-related record keeping with a high degree of accuracy.
- Operate a variety of office machines and equipment such as personal computers and all applicable and standard business hardware and software, including word processing, database and spreadsheet applications such as Excel; operate a variety of modern office machines and equipment such as a typewriter, copiers, printers, telephones, calculators, FAX, copier, and scanners/scanners, and fax machines.
- Work independently with the need for limited supervision. Effectively within established time schedules and with minimal direction.
- Meet schedules and time lines in completing assigned duties.
- Maintain complex and confidential records and files.
- Maintain a high degree of confidentiality regarding human resources information and operations. of privileged information obtained in the course of work.
- Establish and maintain effective working relationships with District administrators, principals, members of the Personnel Commission, applicants, candidates, union representatives, representatives of other public agencies, the public and others encountered in the course of work. Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner.
- Operate a keyboard at a corrected rate of 45 wpm.
- For positions designated bilingual, translate oral and written materials accurately and fluently in both English and the second language.
- ~~Ability to lift up to 20 lbs.~~

**Traits:**

- Appreciates and respects the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Keeps pace with advances in technology and puts them to use;
- Logically grasps and thinks through issues and problems;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

**EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or ~~G.E.D.~~ equivalent, Training or coursework in human resources or public administration is desirable.

**Experience:** ~~At least three~~ Two years technical clerical or human resources experience including analyzing data and creating reports of progressively responsible human resources experience in a school district or governmental agency; or an equivalent combination of training and experience. Accredited college course work in public administration, human resources management, business management and/or communications, education administration, or a related field may be utilized to replace two years of experience. For example, an Associate's degree is equivalent to two years of experience.

Special: A valid California dDriver's lLicense may be required, and if so, must be maintained during the course of employment, and the ability to maintain insurability under the District's vehicle insurance policy.

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 for prolonged periods of time, stoop/bend, reach overhead, lift/carry and push/pull up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details. The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit, talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate computers and standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve administrative problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Personnel Commissioners, District administrators, employees, union representatives, representatives of other agencies, applicants, the public and others encountered in the course of work.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.

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: Certificated Human Resources Technician – 6/96, Classified Human Resources Technician – 7/98  
Revised: Classifications Merged into Human Resources Technician – 1/09, 6/16

**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Promotional Only

Director's Certification:



Eligibility List No. 15-16:36  
Established: 5/19/16

**Facilities Materials Specialist**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Stankoski, Anthony	5/19/2017
2	Bernal, Ramses	5/19/2017
3	Chavez, Efren	5/19/2017

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 15-16:32

Established: 5/31/16

**Locksmith**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Torres, Bolivar	5/31/2017
2	Bernal, Ramses	5/31/2017
3	Martinez, Samuel	5/31/2017
4	Ramirez, Francisco	5/31/2017

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Promotional Only

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 15-16:34

Established: 5/31/16

**Child Nutrition Cafeteria Coordinator**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Avalos, Manuel	5/31/2017
1	Varela, Esteban C	5/31/2017
2	Coke, Veronica	5/31/2017
2	Jasso, Norma M	5/31/2017
3	Ingram, Jason	5/31/2017
4	Serrano, Maria A	5/31/2017



**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 15-16:37

Established: 5/27/16

**Director of Child Nutrition Services**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Lugotoff, Suzanne A	5/27/2017
2	Curwood, Sandy	5/27/2017
3	Juzwiak, Nicole A	5/27/2017
4	Chessen, Julie	5/27/2017

**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 15-16:35

Director's Certification:

Established: 6/3/16

Merged with Eligibility List No. 14-15:39



**Office Assistant II**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Hurtado, Yair G (B)	6/3/2017
2	Banuelos, Martha (B)	6/3/2017
2	Castro, Gabriela (B)	6/3/2017
3	Maldonado, Diana (B)	8/12/2016
4	Iniguez, Sylvia (B)	6/3/2017
5	Trejo, Leticia (B)	6/3/2017
6	Andrade, Daisy	6/3/2017
7	Barron, Alejandro (B)	6/3/2017
7	Coronado, Mariana E (B)	6/3/2017
7	Gruber-Oliva, Heidi E (B)	6/3/2017
7	Hurtado, Ismael (B)	8/12/2016
8	Aguila, Eva	6/3/2017
8	Navarrete, Gabriela	6/3/2017
9	Becerra Casillas, Sergio (B)	8/12/2016
9	Chavez, Vanessa	6/3/2017
10	Rodriguez, Maria L (B)	6/3/2017
11	Garibay, Angelica (B)	6/3/2017

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

**Date of Meeting:**

Jonathan Koch  
Director, Classified Human Resources

June 9, 2016

**TITLE: First Reading: Revisions to Personnel Commission Rules & Regulations**

---

**DESCRIPTION OF AGENDA ITEM:**

Presented to the Personnel Commission are three recommended revisions to Personnel Commission Rules & Regulations. Each recommended revision is for first reading with a second reading and approval planned for a future date. The enclosed rule changes include:

Rule 40.200.16: This rule pertains to how candidates may protest a qualifications appraisal interview (QAI). Currently, a candidate may protest his actual score on an interview and the Director or Commission may alter the scores given by the interview panel. This rule potentially violates the Education Code as it essentially turns the members of the Personnel Commission into panel members and creates a situation where individuals who are not technical experts would be taking the place of panel members and scoring interviews containing technical subject matter. The revisions presented change this rule so that a candidate may protest the *content* of the interview or on the basis of illegal discrimination, but not because they are unhappy with their scores as assigned by the panel members.

Rule 60.200.1: This rule pertains to changes in position and classification. Part A4 of this rule pertains to the criteria used in determining if lateral transfers (transfers between classifications) should be permitted. The current standards allow for additional discretion based on the individual traits of employees, which should have no place in determining if two jobs, as based on the class descriptions, are highly related. The change to this portion of the rule fixes this issue.

Part A5 of this rule pertains to the length of the probationary period following a transfer into a new classification. Currently the rule allows for a 4-month (88 day) probationary period. This is inconsistent with the Education Code and OSD/CSEA agreements. The revision to this rule changes the probationary period to a 6-month (130) period in accordance with Education Code and the OSD/CSEA agreement.

Rule 60.200.3: This rule pertains to an employee being restored to a position in a classification which he previously held. This rule has been updated to clarify language and add a clause for an employee to always have the opportunity to be considered for a reversion to a position in a class in which he previously obtained permanent status.

**RECOMMENDATION: No Action Required**

**Revised:**

**40.200.16**

**B. A participant may protest the content of a QAI, provided that he outlines the basis for the protest and states how the interview lacks job-relevancy (in part or in total) or how there is a flaw in the currency or accuracy of the interview material. Protests of interview questions or other content must be submitted in writing to the Director of Classified Human Resources prior to the end of the business day on which the interviews are held. Protests of QAI content will not be accepted following the close of business on the day on which the interviews are held. The Director of Classified Human Resources shall investigate the appeal and respond to the participant in writing no later than ten (10) working days after receipt of the appeal. If the appeal is rejected, the participant may appeal to the Personnel Commission in writing within five (5) working days after the rejection by the Director of Classified Human Resources. If the appeal is upheld, interview questions or other content and scores associated with the specific content in question may be removed from the scoring of all candidates resulting in new candidates scored based entirely off of the remaining examination content. Alternatively, a new panel may be convened.**

**C. A participant may protest a QAI rating to the Director of Classified Human Resources based on illegal discrimination within five (5) working days from the date of notification of QAI scores. Illegal discrimination is anything written, stated, or otherwise communicated by a panel member that indicates discrimination on the basis of race, color, religion, national origin, age, gender, gender identity, sexual preference, or any other category of people protected under anti-discrimination law. To protest on the basis of discrimination, specific evidence of discrimination should be shown (e.g., a comment or statement made by a panel member). The Director of Classified Human Resources shall investigate the appeal and respond to the participant in writing no later than ten (10) working days after receipt of the appeal. If the appeal is rejected, the participant may appeal to the Personnel Commission in writing within five (5) working days after the rejection by the Director of Classified Human Resources. If the appeal is upheld, a new panel shall be convened.**

**Original:**

**40.200.16**

**B. A participant may appeal a QAI rating to the Director of Classified Human Resources in writing within five (5) working days from the date of notification of QAI scores. The Director of Classified Human Resources shall investigate the appeal and respond to the participant in writing no later than ten (10) working days after receipt of the appeal. If the appeal is rejected, the participant may appeal to the Personnel Commission in writing within five (5) working days after the rejection by the Director of Classified Personnel. The Commission may alter the QAI rating if it finds justification for the appeal and may order that participant's examination score be adjusted accordingly. No change in the eligibility list shall invalidate any appointment which was made prior to the ordered adjustment unless the appointment was fraudulently made.**

**Revised:**

**60.200.1 (A)**

**4. The Director of Classified Human Resources, as directed by the Personnel Commission, shall determine whether classifications are sufficiently related to permit transfer between them. The decision shall be determined based on the similarity of duties, the KSACs (knowledge, skills, abilities, and competencies) required, minimum qualifications, and examination content. The education, experience, and individual attributes of employees who have submitted transfer requests will not be considered in determining the relatedness of classifications.**

**5. A permanent employee who transfers to a position in a classification in which he has not previously attained permanent status shall be considered probationary in that classification for a period six (6) months or one hundred and thirty (130) days of paid service, whichever is longer. Classifications designated by the Commission as executive, administrative, or police shall serve a probationary period of one (1) year of paid regular service. At any time during this probationary period, the employee may be released from his position without right of appeal.**

**In the event of a release from probation, the employee shall have the right to be returned to a position in his former classification with the same number of working hours per day and work days per year as the position which he vacated in the former classification. In the event that a vacant position with the same number of working hours per day and work days per year does not exist, the employee shall be considered in layoff status and be allowed to exercise his bumping/displacement rights.**

Original:

60.200.1 (A)

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

- (a) As the employee's seniority in the classified service increases.
- (b) When the transfer request is based upon reclassification, impending layoff, or for reasons of health.
- (c) When the employee meets the minimum qualification requirements of the class.

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



**Revised:**

**60.200.3:**

**B. An employee who has accepted demotion in lieu of layoff for lack of work, lack of funds, abolishment, or reclassification of his position has the right to be reemployed, in accordance with his seniority, in a vacant position in his former class within 63 months after demotion. Intervening reassignments to other classes shall not abrogate that right. Such restoration shall take preference over all outside candidates and is not discretionary with the appointing authority.**

**C. An employee who has accepted a lateral transfer to a different classification, a promotion, or a voluntary demotion may be restored to a vacant position in a class in which he formerly held permanent status. Such restoration is discretionary with the appointing authority. The employee will be considered for the position alongside transfer candidates, candidates for reinstatement, and candidates on a current eligibility list for the class.**

**D. Reinstatement or reemployment of a former employee shall have the following effects:**

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

**E. Restoration of an employee to a position in a classification which he formally held shall have the following effects:**

- 1. Salary placement shall be on the salary range for the class to which the employee is being restored. Step placement will be at the step which is closest to the employee's current rate of pay on the salary range for the class from which he is leaving.**
- 2. If the employee has not completed a probationary period in his current class prior to being restored to his former class, he shall retain no seniority in the class from which he is leaving.**

**Original:**

**60.200.3:**

**B. An employee who has taken a voluntary demotion may be restored to a vacant position in his former class or to a vacant position in a related lower class, as determined by the commission, within 39 months. Except when demotion was chosen in lieu of layoff, restoration is discretionary with the appointing authority.**

**C. An employee who has accepted demotion in lieu of layoff for lack of work, lack of funds, abolishment or reclassification of his/her position, has the right to be reemployed, in accordance with his/her seniority in a vacant position in his/her former class within 39 months after demotion and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which they qualified for appointment to the class shall still apply. Intervening reassignments to other classes shall not abrogate that right.**

**D. Reinstatement or reemployment of a former employee shall have the following effects:**

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

Page 1

May 18, 2016

CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Aguilera, Martha A.	Paraeducator I (B), Position #7223 Fremont 5.0 hrs./183 days	05/02/2016
---------------------	---	------------

**Limited Term**

Cisneros Sanchez, Agueda	Paraeducator	05/03/2016
Ferrer, Harold	Paraeducator	05/02/2016
Frenes Jr., Daniel	Paraeducator	05/03/2016
Monahan, Lona T.	Paraeducator	04/26/2016

**Transfer**

Mendoza, Pedro	Warehouse Worker/Delivery Driver, Position #841 Warehouse 8.0 hrs./246 days Warehouse Worker/Delivery Driver, Position #5384 Warehouse 8.0 hrs./210 days	07/01/2016
----------------	---	------------

**Return from Leave of Absence**

Rodarte, Maribel	Child Nutrition Worker, Position #7277 Fremont 5.0 hrs./185 days	05/02/2016
------------------	---	------------

**Return from FMLA**

Rosalez, Jeanette	Child Nutrition Cafeteria Coordinator, Position #1075 Brekke 8.0 hrs./189 days	05/02/2016
-------------------	---	------------

**Resignation**

Ng, Michelle	Intermediate School Secretary (B), Position #6241 Chavez 8.0 hrs./192 days	06/23/2016
--------------	---	------------

Page 1

June 1, 2016

CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Hernandez, Stephanie A.	Paraeducator I (B), Position #7262 Soria 5.0 hrs./183 days	05/16/2016
Pina, Bobby S.	Paraeducator III, Position #7467 Pupil Services 5.75 hrs./183 days	05/16/2016
Rubalcaba, Llajayra Y.	Paraeducator III, Position #2552 Pupil Services 5.75 hrs./183 days	05/24/2016
Viveros, Janelli	Paraeducator II, Position #6736 Pupil Services 5.75 hrs./183 days	05/23/2016

**Exempt**

Banuelos, Johnny	Campus Assistant	04/07/2016
Mota Campos, Blanca	Campus Assistant	04/29/2016

**Limited Term**

Alvarez, Lillie A.	Paraeducator	05/12/2016
Crespo Valdez, Erik S.	Paraeducator	05/05/2016
Cruz, Martin	Paraeducator	05/11/2016
Gilliam, Kenneth D.	Paraeducator	05/09/2016
Gonzalez, Maria Isabel	Bus Driver	05/31/2016
Koressa, Marcel M.	Paraeducator	05/09/2016
Nunag, Nathaniel B.	Paraeducator	05/23/2016
Segovia, Amanda M.	Paraeducator	05/13/2016

**Promotional**

Contreras-Giron, Karen Gildy	Adaptive Technology Specialist, Position #2881 Pupil Services 5.75 hrs./183 days Paraeducator I, Position #7183 McAuliffe 2.0 hrs./183 days	05/31/2016
------------------------------	--	------------

**Increase in Hours**

Escartin, Mireya	Paraeducator II (B), Position #2060 Pupil Services 5.75 hrs./183 days Paraeducator II (B), Position #2060 Pupil Services 5.5 hrs./183 days	05/23/2016
------------------	---	------------

**Transfer**

Andersen, Kimberly	Child Nutrition Worker, Position #2846 Curren 5.0 hrs./185 days Child Nutrition Worker, Position #2846 McKinna 4.0 hrs./185 days	05/23/2016
Cruz, Norma	Child Nutrition Worker, Position #2055 Itinerant 4.0 hrs./185 days Child Nutrition Worker, Position #2175 Ritchen 4.0 hrs./185 days	05/23/2016
Espitia, Daniel	Custodian, Position #533 Chavez 8.0 hrs./246 days Custodian, Position #1477 Elm 8.0 hrs./246 days	05/12/2016

Page 2

CLASSIFIED PERSONNEL ACTIONS

June 1, 2016

**Transfers continued**

Flores, Rosio	Preschool Teacher, Position #1111 Driffill 4.0 hrs./183 days	06/06/2016
Pennington, Sam	Preschool Teacher, Position #7213 NfL-Harrington 3.0 hrs./183 days Custodian, Position #1477 Elm 8.0 hrs./246 days Custodian, Position #499 Driffill 8.0 hrs./246 days	05/11/2016

**Extended Leave of Absence**

Tanedo, Melinda	Paraeducator II, Position #2195 Pupil Services 5.75 hrs./183 days	06/17/2016
-----------------	--	------------

**Resignation**

Bedolla, Guadalupe	Paraeducator II (B), Position #2699 Educational Services 5.75 hrs./183 days	05/20/2016
Villa, Paloma	Intermediate School Secretary, Position #5388 Frank 8.0 hrs./192 days	05/20/2016

**Retirement**

Cisneros, Elidia	Attendance Accounting Technician Kamala 8.0 hrs./210 days	8/26/1997-7/29/2016
------------------	--	---------------------