



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, July 14, 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

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. Energy Management Systems Technician (*page 3*)
The Personnel Commission will consider approving a recommendation for salary reallocation.
2. Eligibility Lists (*page 5*)
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. Personnel Actions (*page 9*)
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.

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

2. Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
3. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
4. 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.
5. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

E. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission.

The Personnel Commission will convene to closed session for the following items:

1. Pursuant to Section 54957 of the Government Code, the Commission will consider personnel matters concerning :
 - Public Employment: Employee Evaluation -Director of Classified Human Resources
2. Reconvene to open session and report out of closed session.
The Commission will report on any action taken in closed session or take action on any item considered in closed session as may be required by Government Code Section 54957.1.

F. 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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Jonathan Koch
Director, Classified Human Resources

Date of Meeting:

July 14, 2016

TITLE: Energy Management Systems Technician – Salary Reallocation Recommendation

DESCRIPTION OF AGENDA ITEM:

At the Regular Meeting of the Personnel Commission held on March 10, 2016, the Commission voted to approve revisions to the Energy Management Systems (EMS) Technician classification and to essentially “reactivate” the classification after it was not used for a number of years.

At this meeting there were discussions about the salary placement for the classification and it was determined that it would be placed back at Range 24.0 which is where the salary was allocated prior to the classification becoming inactive. At this meeting it was also discussed that this may prove to be too low to attract qualified candidates and that the Commission may need to revisit the salary placement.

Since the end of March of 2016 recruitment has been underway to attempt to fill the EMS Technician position with very limited results. As such, a salary study has been conducted (attached). This study is limited in that the vast majority of school districts do not have a specific EMS classification. In most districts these duties are contained in a higher level “Energy Manager” or “Energy Systems Engineer” type classifications or the duties are contracted out. Only two other school districts could be found with similar positions. As such, the majority of data in the study is from private sector heating/air conditioning companies.

RECOMMENDATION:

It is recommended that the Personnel Commission take action to approve the salary reallocation recommendation of Range 27.0 on the OSD/CSEA salary schedule. This recommendation will then be subject to negotiations between the District and CSEA prior to implementation as there is room to negotiate without effecting the internal alignment of the Maintenance/Operations family.

Energy Management Systems Technician

Agency	Max Hourly Rate	
American Energy Care	\$38	
Cal Poly San Luis Obispo	\$38	
City of Scottsdale	\$36	
Comfort Flow Heating	\$35	Q3
Elwood Professional	\$35	
Santa Rosa Junior College	\$34	Median
Anaheim Union HSD	\$34	
City of Lubbock	\$33	
TriCounty Aire	\$30	Q1
Brewer-Garrett Company	\$30	
Oxnard SD	\$29	
San Bernardino City USD	\$28	
Tucson USD	\$19	
	3rd Quartile	\$35
	Median	\$34
	1st Quartile	\$30
	Mean	\$32
	Current Range 24.0	\$ 24.19 \$ 29.39
	Recommended Range 27.0	\$ 28.01 \$ 34.00

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:40

Established: 7/12/16

HVAC Technician

Rank	Name	Expiration Date
1	Espinoza, Tom	7/12/2017
2	Veronica III, Phillip	7/12/2017
3	Mendoza, Esteban	7/12/2017

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. 15-16:39

Established: 6/17/16

Director's Certification:

Merged with Eligibility List No. 14-15:22

Library/Media Technican

Rank	Name	Expiration Date
1	Stevenson, Bryan H	6/17/2017
2	Johnduff, Michael J	6/17/2017
3	Wiley, Karla	6/17/2017
4	Andrade, Gabriela	6/17/2017
4	Garibay, Javier S	9/18/2016
5	Daniels, Gerry	6/17/2017
6	Solorio, Katheryn M	6/17/2017
7	Contreras, Kathryn M	6/17/2017

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



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Eligibility List No. 15-16:42

Established: 7/12/16

Security/Maintenance Worker

Rank	Name	Expiration Date
1	Crespo, Erik	7/12/2017
1	Flores, Anthony	7/12/2017
2	Bond, Nevin S	7/12/2017
3	Duarte, David	7/12/2017
3	Nunez, Nicholas R	7/12/2017
4	Cachu, Robert	7/12/2017

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:29
Established: 7/11/16

Speech-Language Pathology Assistant

Rank	Name	Expiration Date
1	Gutierrez, Shirley E	7/11/2017
2	Alvarado Magana, Jessica (B)	7/11/2017

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.

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CLASSIFIED PERSONNEL ACTIONS

New Hire

Cruz Jr., Martin	Paraeducator III, Position #2883 Pupil Services 5.75 hrs./183 days	08/16/2016
Gilliam, Kenneth	Paraeducator II, Position #2260 Pupil Services 5.75 hrs./183 days	06/06/2016
Gomez-Palacios, Jimmy	Custodian, Position #6449 Lemonwood 4.0 hrs./246 days	06/06/2016
Medrano, Evangelina	Child Nutrition Worker, Position #2678 Soria 5.0 hrs./185 days	05/31/2016

Exempt

Gonzalez, Misraim	Campus Assistant	05/23/2016
Valencia Jr., Luis M	Campus Assistant	05/09/2016

Limited Term

Hernandez, Steven	Paraeducator	05/12/2016
Lara, Alexis	Paraeducator	06/20/2016

Promotional

Bernal, Ramses	Locksmith, Position #696 Facilities 8.0 hrs./246 days	06/13/2016
Chavez, Efren	Maintenance Worker I, Position #5844 Facilities 8.0 hrs./246 days	06/01/2016
	Facilities Materials Specialist, Position #7659 Facilities 8.0 hrs./246 days	
	Maintenance Worker I, Position #5845 Facilities 8.0 hrs./246 days	

Transfer

Pelajo, Adriana	Office Assistant II (B), Position #1818 Ramona 6.0 hrs./203 days	05/23/2016
	Office Assistant II (B), Position #5998 Special Education 5.0 hrs./246 days	

In Lieu of Layoff

Lopez, Pamela	NfL Family Liaison, Position #2429 Marina West 6.0 hrs./180 days	07/11/2016
	NfL Family Liaison, Position #2429 Marina West 8.0 hrs./180 days	

Resignation

Mildenhall, Julia	Library Media Technician, Position #2199 Sierra Linda 5.0 hrs./190 days	06/23/2016
Ng, Michelle	Intermediate School Secretary, Position #6241 Chavez 8.0 hrs./192 days	06/23/2016

June 22, 2016

CLASSIFIED PERSONNEL ACTIONS

Retirement correction

Cisneros, Elidia	Attendance Accounting Technician, Position #2269 Kamala 8.0 hrs./210 days	7/29/2016 -06/30/2016
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Retirement

Gomez, Yolanda	Office Assistant II, Position #2215 Frank 6.0 hrs./192 days	09/08/1997-6/30/2016
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Vasquez, Carmen	Paraeducator III, Position #1956 Pupil Services 5.75 hrs./183 days	02/04/1991-6/18/2016
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