



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, August 18, 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 June 9, 2016 and July 14, 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. School Occupational Therapist
The Personnel Commission will consider approving a recommendation for salary reallocation.
2. Grounds Equipment Operator (*page 7*)
The Personnel Commission will consider approving amendments to the job description.
3. Grounds Maintenance Worker I (*page 11*)
The Personnel Commission will consider approving amendments to the job description.
4. Plumber (*page 15*)
The Personnel Commission will consider approving amendments to the job description.

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

5. District Enrollment Center Manager-Establishment of New Classification (*page 19*)
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.
6. Eligibility Lists (*page 24*)
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 32*)
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
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. ADJOURNMENT



OXNARD SCHOOL DISTRICT MINUTES

Thursday, June 9, 2016
3:30 p.m. Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, June 9, 2016, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Rhoads at 3:43 p.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
Danielle Keys, Staff member
Tanya Ventura, Staff member

Guests: Amelia Sugden, Interim Director, Certificated Human Resources; Alejandra Valencia, substitute.

Commissioner Lopez moved to approve the agenda of Thursday, June 9, 2016 as presented. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

ADOPTION OF THE
AGENDA

Commissioner Lopez moved to approve the minutes of May 11, 2016; May 12, 2016; and May 26, 2016 as presented. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

APPROVAL OF
MINUTES

Ms. Valencia spoke regarding her concerns of the Outreach Specialist eligibility list being extended.

COMMENTS BY THE
PUBLIC

ACTION ITEMS

Commissioner Lopez moved to approve the amendments to the job description of Human Resources Technician. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

Human Resources
Technician

Commissioner Lopez moved to approve the eligibility lists of Information Systems Technician, Facilities Materials Specialist, Locksmith, Child Nutrition Cafeteria Coordinator, Director of Child Nutrition Services, and Office Assistant II. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

Eligibility Lists

REPORTS/OTHER
INFORMATION/DISCUSSION ITEMS

The Personnel Commission reviewed the amendments to Personnel Commission Rule 40.200.16. Commissioner Lopez requested that the rules be sent for legal review.

Amendments to Personnel Commission Rule 40.200.16 First Reading

The Personnel Commission reviewed the amendments to Personnel Commission Rule 60.200.1 (A).

Amendments to Personnel Commission Rule 60.200.1 (A) First Reading

The Personnel Commission reviewed the Personnel Actions of May 18, 2016 and June 1, 2016.

Personnel Actions

Mr. Koch gave an update on the current recruitments for Attendance Accounting Technician, Bus Driver (Temporary/Substitute), Child Nutrition Worker (Temporary/Substitute), Custodian (Temporary/Substitute), Energy Management Systems Technician, Grounds Maintenance Specialist, Health Assistant, HVAC, Library Media Technician, Office Assistant (Temporary/Substitute), Paraeducator (Temporary/Substitute), Paraeducator I, Paraeducator II, Paraeducator III, Paraeducator-Hearing Impaired (sign language), School Occupational Therapist, Security/Maintenance Worker, Shipping/Receiving Clerk/Delivery Driver, Speech-Language Pathology Assistant, Warehouse Worker/Delivery Driver. He summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Ms. Sugden reported that Certificated Human Resources office is in the process of filling positions for next school year.

Report by Assistant Superintendent, Human Resources and Support Services

There being no further business, the Commission adjourned at 5:24 p.m. The next regular meeting will be held July 14, 2016.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, June 9, 2016 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT MINUTES

Thursday, July 14, 2016

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

The Personnel Commission of the Oxnard School District met on Thursday, July 14, 2016, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Rhoads at 3:31 p.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: Laura Perry, School Occupational Therapist; Margaret Teske, School Occupational Therapist; Teri Gern, Director, Certificated Human Resources

Commissioner Lopez moved to approve the agenda of Thursday, July 14, 2016 as amended item E-Closed Session will be removed from the agenda. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

ADOPTION OF THE
AGENDA

Ms. Teske and Ms. Perry gave their Occupational Therapist background.

COMMENTS BY THE
PUBLIC
ACTION ITEMS

Commissioner Lopez moved to approve the recommendation for salary reallocation of Energy Management Systems Technician. Commissioner Lopez asked that a salary schedule be attached every month. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

Energy Management
Systems Technician

Commissioner Lopez moved to approve the eligibility lists of HVAC Technician, Library Media Technician, Security/Maintenance Worker, Speech-Language Pathology Assistant. Commissioner Lopez asked that a salary schedule be attached every month. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

Eligibility Lists

REPORTS/OTHER
INFORMATION/DISCUSSION ITEMS
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of June 22, 2016.

Mr. Koch gave an update on the current recruitments for Attendance Accounting Technician, Bus Driver (Temporary/Substitute), Child Nutrition Cafeteria Coordinator, Child Nutrition Worker (Temporary/Substitute), Custodian (Temporary/Substitute), Energy Management Systems Technician, Facilities Materials Specialist, Health Assistant, Information Systems, Locksmith, Office Assistant (Temporary/Substitute), Paraeducator (Temporary/Substitute), Paraeducator I, Paraeducator II, Paraeducator III, Paraeducator-Hearing Impaired (sign language), Preschool Teacher, Preschool Assistant, School Occupational Therapist, Shipping/Receiving Clerk/Delivery Driver, and Speech-Language Pathology Assistant. He summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Ms. Gern reported that Certificated Human Resources is working hard on filling vacancies.

Report by Assistant Superintendent, Human Resources and Support Services

There being no further business, the Commission adjourned at 4:27 p.m. The next regular meeting will be held August 18, 2016.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, July 14, 2016 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Jonathan Koch
Director, Classified Human Resources

Date of Meeting:

August 18, 2016

TITLE: School Occupational Therapist

DESCRIPTION OF AGENDA ITEM:

In 2012 OSD created a new classification for School Occupational Therapist. Since that time we have hired in four Occupational Therapist, three of which have resigned and accepted higher paying jobs elsewhere, two of which within their first year of employment. All incumbents in the School Occupational Therapist classification have expressed concerns about the salary placement over the years and outside agencies and other districts have continued to increase their pay rates in order to attract qualified candidates who are in limited supply. In recent times, the District has been contracting out this work (which should rightfully belong to the union) at a cost higher than if the District employed its own staff, even at the higher rate being recommended in this agenda item. Tables documenting relevant information can be found below along with a salary study which has been enclosed.

Competition:

California employs the most Occupational Therapists in the nation.
Los Angeles Metro area has the third most Occupational Therapist jobs in the nation.
We are currently only attracting recent graduates or out-of-state OTs who are looking to move.

OSD Retention:

OSD Employee Tenure (Hire to Resignation)	Pay Inquiries/Raise Discussions Initiated By EE
1 year, 10 months	11 months into tenure
10 months	7 months into tenure
9 months	1 month into tenure
TBD (9 months - current)	5 months into tenure

Other Factors:

California Pay Percentile:	10th	25th	Median	75th	90th
Rate:	\$22.27	\$36.06	\$44.07	\$51.90	\$58.66

FISCAL IMPACT:

A review of a number of districts within the state was conducted and can be found enclosed. The salary study conducted included a number of districts within a four-county area along with other districts that matched up well with OSD in regards to demographics. When it comes to this classification, OSD is competing against others across the state as this is not a profession with a high number of local candidates. Additionally, the educational programs required in order to meet

the qualifications for this classification are not offered locally. The recommendation below seeks to place OSD competitively in the market within the state of California and hopes to increase retention and our attractiveness to outside candidates.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve a recommendation to the Board of Trustees for reallocation of School Occupational Therapist to a new range of 34.5 (\$6,985 - \$8,491 monthly; \$40.29 - \$48.98 hourly) on the CSEA salary schedule.

School Occupational Therapist

Agency	Min Monthly Salary	Max Monthly Salary	Min Hourly Salary	Max Hourly Salary	
Lancaster ESD	\$9,978	\$11,079	\$57.56	\$63.91	
West Covina USD	\$8,491	\$9,933	\$48.98	\$57.30	
Modesto City USD	\$8,332	\$9,645	\$48.06	\$55.64	
Jurupa USD	\$7,486	\$9,582	\$43.18	\$55.27	
Palos Verdes Peninsula USD	\$7,749	\$9,430	\$44.70	\$54.40	
Compton USD	\$7,491	\$9,333	\$43.21	\$53.84	
Alhambra USD	\$7,323	\$8,902	\$42.24	\$51.35	
Franklin-McKinley SD	\$7,409	\$8,592	\$42.74	\$49.56	
Alvord USD	\$6,000	\$8,592	\$34.61	\$49.56	
Recommendation	\$6,985	\$8,491	\$40.29	\$48.98	Q3
Ontario Montclair USD	\$7,203	\$8,427	\$41.55	\$48.61	
Burbank USD	\$6,178	\$8,279	\$35.64	\$47.76	
Covina Valley USD	\$6,767	\$8,224	\$39.03	\$47.44	
Pajaro Valley USD	\$6,132	\$8,217	\$35.37	\$47.40	
Santa Monica-Malibu USD	\$6,322	\$8,069	\$36.47	\$46.54	
Ventura USD	\$6,337	\$7,951	\$36.55	\$45.86	
Anaheim ESD	\$6,174	\$7,881	\$35.61	\$45.46	
Lynwood USD	\$6,469	\$7,862	\$37.32	\$45.35	
Pasadena USD	\$6,458	\$7,850	\$37.25	\$45.28	Median
Simi Valley USD	\$6,325	\$7,807	\$36.48	\$45.03	
Torrance USD	\$6,411	\$7,790	\$36.98	\$44.94	
Hueneme ESD	\$6,402	\$7,786	\$36.93	\$44.91	
Oxnard SD	\$6,174	\$7,505	\$35.62	\$43.30	
Conejo Valley USD	\$6,072	\$7,385	\$35.03	\$42.60	
Palmdale SD	\$6,610	\$7,297	\$38.13	\$42.09	
Walnut Valley USD	\$5,562	\$7,249	\$32.08	\$41.81	
Ventura County Office of Ed.	\$5,812	\$7,246	\$33.53	\$41.80	
Inglewood USD	\$5,949	\$7,232	\$34.32	\$41.72	Q1
Moorpark USD	\$6,551	\$7,228	\$37.79	\$41.69	
Paramount USD	\$6,104	\$7,218	\$35.21	\$41.64	
Pleasant Valley SD	\$5,931	\$7,208	\$34.21	\$41.58	
Fillmore USD	\$5,907	\$7,180	\$34.07	\$41.42	
Santa Paula USD	\$5,904	\$7,178	\$34.06	\$41.41	
Ojai USD	\$5,860	\$7,122	\$33.80	\$41.08	
ABC USD	\$5,778	\$7,018	\$33.33	\$40.48	
Rowland USD	\$5,588	\$6,804	\$32.23	\$39.25	
Norwalk-La Mirada USD	\$6,365	\$6,755	\$36.72	\$38.97	
3rd Quartile	\$6,985	\$8,491	\$40.29	\$48.98	
Median	\$6,337	\$7,850	\$36.55	\$45.28	
1st Quartile	\$6,000	\$7,232	\$34.61	\$41.72	
Mean	\$6,611	\$8,036	\$38.13	\$46.36	

All Monthly Rates Based on 21.67 days per month

Indicates Ventura County District

Current Extended (Statutory & H&W Benefits): **\$8,705** **\$10,407**

Amounts above reflect salary only and do not account for any differences in benefit contributions

Districts above are comparable by size in 4-county area

Districts outside of area are comparable in terms of Size, FRLunch % & EL Student %

GROUNDS EQUIPMENT OPERATOR

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 Grounds Manager, To operate motorized power and grounds equipment to perform grounds maintenance work; to maintain, adjust, and repair equipment; performs a variety of duties in the general maintenance of school grounds, athletic fields, and landscaped areas; groundskeeping duties; and to performs a variety of duties in assigned area of responsibility.

Incumbents in this classification help to ensure school grounds are kept in a clean, safe, and aesthetically pleasing state which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Grounds Maintenance Specialist classification performs a variety of technical grounds maintenance duties including grounds construction work and the maintenance and repair of irrigation systems, responds to emergency grounds calls regarding safety hazards, and operates motorized power grounds equipment as assigned.

The Grounds Equipment Operator classification performs more complex grounds maintenance duties and has primary responsibility for the operation of all motorized power grounds equipment such as riding mowers, tractors, power sweepers, dump trucks, and skip loaders.

The Grounds Maintenance Worker I classification performs general grounds maintenance, gardening, and landscaping work and may assist in the operation of motorized power grounds equipment as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Operations Manager and Director of Facilities Grounds Manager.
- May provide technical direction to Grounds Maintenance Workers.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Operates a variety of motorized power grounds equipment and machinery such as riding mowers, tractors, and push mowers, power sweepers, dump trucks, skiploaders, and jack hammers as assigned to ensure proper upkeep of District sites and grounds; to mow lawns and large fields at District sites.
- Operate a variety of equipment, machinery, and tools including power sweepers, dump trucks, skip loaders, jack hammers, clippers, saws, edgers and other specialty trucks.
- Service, adjust and repair all department equipment; perform preventive maintenance as necessary. Ensures grounds equipment and vehicles remain in a safe operating condition; performs preventative maintenance, minor adjustments, service, and repair on assigned equipment; notifies supervisor of needed major repairs;
- Mows, edges, trims, and prunes landscaped areas using a variety of grounds equipment such as hedgers, trimmers, clippers, blowers, sod cutters, and various small hand and power grounds maintenance equipment as assigned;
- Assists pruning trees and shrubs, hoeing weeds, and raking lawns as assigned;
- May perform groundskeeping duties such as trimming trees and shrubs.
- Provide assistance in modifying various concrete structures; asphalt repair; installs, repairs, and maintains chain-link fences and gates; assists in maintenance of playground equipment, asphalt, and concrete structures;
- Monitor level of supplies and equipment in assigned area;
- Ensures compliance and adherence to safety rules and regulations and procedures; performs general grounds clean-up including picking up paper and trash around grounds and sweeping paved playground areas as needed;
- May perform lead duties and assign work on various major projects requiring word direction and guidance as assigned.

- ~~• May substitute for operations manager, irrigation specialist, grounds maintenance worker II on a limited basis as needed.~~
- ~~Observe and implement proper safety practices; perform general clean up at work site.~~
- Prepares and maintains repair, and maintenance, work order, and related records for assigned equipment tasks; order and obtain supplies and materials as needed.

Other Related Duties

- May be required to provide oral and written evaluations of equipment and procedures to supervisor;
- May assist in mixing, pouring, and finishing concrete as required;
- May Train and provide work direction and guidance to other personnel in the operation of motorized power grounds equipment as assigned;
- May assist other grounds maintenance personnel as needed;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Operational characteristics of motorized grounds maintenance equipment;
- ~~• Operation and care of hydraulic and power take off accessory systems.~~
- ~~• Diagnose and analyze problems with grounds equipment.~~
- ~~• Perform skilled work in the repair and maintenance of gasoline and diesel powered grounds equipment.~~
- Methods, materials, tools, and large power equipment used in grounds maintenance work;
- Maintenance methods and techniques of routine maintenance and used in the repair of grounds maintenance equipment and tools, trucks, and tractors;
- Principles and procedures of lawn planting and cutting and of chemical usage;
- Basic mathematics principles;
- Principles and ~~practices~~ procedures of record keeping;
- Basic principles of operation and care of mechanical and hydraulic systems;
- Health and safety regulations and procedures;
- Safe practices involved in mixing and applying Procedures and equipment used in herbicides application

Ability to:

- Read, understand, and work from material safety data sheets, schematics, and shop drawings;
- Understand and follow safety procedures;
- ~~• Plan, organize and supervise the work of others under field conditions~~
- Train personnel in the safe use of large and small motorized equipment;
- ~~• Evaluate and report on the efficiency of various new equipment and technique as they become available~~
- ~~• Perform repair and maintain landscaping equipment.~~
- ~~• Perform manual labor.~~
- Operate trucks, large power lawn mowers, tractors, power sweepers, dump trucks, skip loaders, mowers and other large motorized equipment as assigned;
- Operate, service, and make minor repairs on hand and power grounds maintenance equipment, tools, such as clippers, power sweepers, edgers, saws;
- Provide information and assistance to ~~parents~~, the general public and other staff members in a helpful, courteous and timely manner.
- ~~• Lift up to 70 lbs.~~
- ~~• Maintain confidentiality of information obtained during the course of work.~~
- Understand and follow both 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;

Oxnard School District

Page 3 of 4

- ~~Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.~~ Work effectively within established time schedules and with minimal direction;
- ~~Communicate clearly and concisely.~~ effectively, both orally and in writing;
- ~~Safely Operate and perform operator's maintenance on a District vehicle;~~
- ~~Observe legal and defensive driving practices.~~
- ~~Follow good health and safety principles and practices.~~

Traits:

- 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;
- 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: ~~Graduation from high school or equivalency is desirable. Equivalent to the completion of the twelfth grade; completion of courses in small engine repair, mechanics and hydraulics commensurate with on-the-job experience.~~

Experience: ~~Three~~ Two years of ~~increasingly responsible~~ grounds landscaping, maintenance, and repair experience including experience equipment in the operation, maintenance, and repair ~~experience~~ of motorized power grounds equipment such as riding mowers, tractors, power sweepers, dump trucks, and skidloaders.

Special: Possession of, ~~or ability to obtain,~~ an appropriate, valid California ~~4~~ Driver's ~~4~~ 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, crawl, climb ladders and stairs, maintain balance, lift/carry up to 70 lbs. without assistance or over 70 lbs. with assistance, use wrists or hands repetitively or while applying pressure, use both hands, arms, feet, and legs simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have visual acuity to perform job functions, speak clearly, hear normal conversation, and see small details. Essential functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, crawling, climbing pushing, pulling, walking, standing or sitting for prolonged periods of time; work on uneven or slippery surfaces; operating motorized equipment or vehicles; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone, lift horizontally and vertically.~~

WORK ENVIRONMENT: ~~Employees in this classification work primarily outside, 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, at heights using ladders, 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 operate motorized vehicles and equipment in order to conduct work.~~ Outdoor

Oxnard School District

Page 4 of 4

~~environment; subject to traveling from site to site; exposure to inclement weather conditions; noise, dust, grease, smoke, Fumes, gases, radiant and radiant energy; inclement weather conditions; exposure to herbicides, pesticides, and fertilizers.~~

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.

~~OXNARD SCHOOL DISTRICT~~

~~Board Policy Adopted: September, 1976; Reclassification Study: September 24, 1986; February 26, 1992; Reclassification Study: June 23, 1998
Personnel Commission Approved: Reclassification Study: October 23, 1986; February 6, 1992; Reclassification Study: February 26, 1998~~

Salary Range: 19.5

Approved: 9/76

Revised: 2/92, 8/16

GROUNDS MAINTENANCE WORKER I

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 Grounds Manager, To performs a variety of duties in the maintenance of school grounds, athletic fields, and landscaped areas; and to performs a variety of duties in assigned area of responsibility.

Incumbents in this classification help to ensure school grounds are kept in a clean, safe, and aesthetically pleasing state which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Grounds Maintenance Worker II incumbents perform more complex grounds maintenance duties including grounds construction work and may operate in a lead capacity on major projects. Incumbents in the Grounds Maintenance Worker I classification perform routine grounds maintenance and gardening work.

The Grounds Maintenance Specialist classification performs a variety of technical grounds maintenance duties including grounds construction work and the maintenance and repair of irrigation systems, maintains and repairs playground equipment, responds to emergency grounds calls regarding safety hazards, and operates motorized power grounds equipment as assigned.

The Grounds Equipment Operator classification performs more complex grounds maintenance duties including assisting with construction duties and has primary responsibility for the operation of all motorized power grounds equipment such as riding mowers, tractors, power sweepers, dump trucks, and skip-loaders.

The Grounds Maintenance Worker I classification performs general grounds maintenance, gardening, and landscaping work and may assist in the operation of motorized power grounds equipment as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Operations Manager and the Director of Facilities Grounds Manager.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Mows, edges, trims, and prunes landscaped areas using a variety of grounds equipment such as hedgers, trimmers, clippers, blowers, sod cutters, and various small hand and power grounds maintenance equipment; prunes trees and shrubs; hoes weeds and rakes lawns;
- Waters and cultivates and trim lawns, trees, shrubs, hedges, flowers and other plants;
- Operate hedger, trimmer, clipper, hand and power spray equipment, blower, sod cutter and various small hand and power and other related grounds maintenance equipment;
- Perform duties in the Prepares and fertilizes soil, plantings, and transplantings and fertilizing of lawns, trees, plants and shrubs, hedges, flowers, and other plants;
- Under the direction of the Grounds Maintenance Lead, Mixes and sprays herbicides, fungicides, and insecticides; maintains rodent control as required;
- Performs routine work in the preparation, lining, marking, and dragging of athletic fields or related areas; Prepare filed for athletic games; drag and mark fields.
- Ensures compliance and adherence to safety rules and regulations; perform general clean-up at job site.
- Performs general grounds clean-up including picking up paper and trash around grounds and sweeping paved playground area as needed;
- Prepares and maintains repair, maintenance, work order, and other related records as required; order and obtains supplies and materials as needed;

- ~~Ensures maintain~~ grounds equipment and vehicles remain in a safe operating condition; ~~May~~ perform minor ~~and major~~ adjustments, service, and repair on assigned grounds equipment; notifies supervisor of needed repairs.

Other Related Duties

- Assists in mixing, pouring, and finishing concrete as required;
- May assist in the installation and repair of fences and gates; ~~construct and maintain sandboxes;~~ assists in maintenance of playground equipment, asphalt, and concrete structures as needed;
- ~~operate truck, tractor and other motorized equipment as assigned;~~
- May assist ~~or substitute for irrigation specialist, equipment operator or grounds maintenance worker~~ Other grounds personnel as needed;
- Performs operator's maintenance on a District vehicle as necessary;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- ~~Methods, equipment and materials used in propagating, cultivating, pruning and caring for plants, flowers, shrubs, trees and lawns.~~ Basic methods, materials, and tools used in gardening and grounds maintenance work;
- Principles and procedures of lawn planting and cutting and of chemical usage;
- Methods and techniques of routine maintenance and repair of grounds maintenance equipment;
- Operational characteristics of equipment and materials required for grounds maintenance;
- Safe practices involved in mixing and applying herbicides;
- Health and safety regulations and procedures;
- Principles and procedures of record keeping and basic math.
- ~~Basic operating principles of irrigation systems.~~

Ability to:

- ~~Perform grounds maintenance and gardening work.~~
- ~~Rake, hoe, prune, plant, mix and pour concrete; install and repair fences and gates; sweep, mix and spray grounds related chemicals~~
- ~~Repair and maintain garden tools and equipment.~~
- Operate, service and make minor repair on hand and power grounds maintenance equipment
- ~~Perform minor mechanical repair on sprinkler systems.~~
- ~~Operate vehicles and equipment as assigned.~~
- ~~Perform manual labor.~~
- Read and understand material safety data sheets;
- Understand and follow safety procedures;
- Provide information and assistance ~~to parents,~~ the general public and other staff members in a helpful, courteous and timely manner;
- ~~Lift up to 100 lbs.~~
- ~~Maintain confidentiality of information obtained during the course of work.~~
- Understand and follow both oral and written instructions;
- Establish and maintain effective working relationships; ~~with those contacted in the course of work.~~
- Work independently with limited supervision effectively within established time schedules and with minimal direction;
- ~~Analyze situations accurately and adopt an effective course of action.~~
- ~~Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.~~
- Communicate clearly and concisely effectively, both orally and in writing;
- Safely ~~Operate and perform operator's maintenance on a District vehicle;~~
- ~~Observe legal and defensive driving practices.~~

- ~~Follow good health and safety principles and practices.~~

Traits:

- 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;
- 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: ~~Equivalent to the completion of the twelfth grade.~~ Graduation from high school or equivalency is desirable.

Experience: One year of ~~increasingly responsible~~ landscapeing and grounds maintenance ~~construction~~ experience.

Special: Possession of, ~~or ability to obtain,~~ 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, crawl, climb ladders and stairs, maintain balance, lift/carry up to 70 lbs. without assistance or over 70 lbs. with assistance, use wrists or hands repetitively or while applying pressure, use both hands, arms, feet, and legs simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have visual acuity to perform job functions, speak clearly, hear normal conversation, and see small details. Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, crawling, climbing, pushing, pulling, walking, standing or sitting for prolonged periods of time; work on uneven or slippery surfaces; operating motorized equipment or vehicles; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically.

WORK ENVIRONMENT: Employees in this classification work primarily outside, 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, at heights using ladders, 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 operate a motor vehicle in order to conduct work. Outside environment; subject to traveling from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; exposure to herbicides, pesticides, and fertilizers.

Oxnard School District

Board Policy Adopted: September, 1976, Reclassification Study: September 24, 1986; February 26, 1992; Reclassification Study: June 23, 1998

Personnel Commission Approved: Reclassification Study: October 23, 1986; Revised: February 6, 1992; Reclassification Study: February 26, 1998

Oxnard School District

Page 4 of 4

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: 18.0

Approved: 9/76

Revised: 2/92, 8/16

DRAFT

PLUMBER

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

~~To~~Under the direction of the Maintenance Manager, performs skilled journey-level plumbing work~~duties~~ involved in the installation, maintenance, and repair of water and sewer systems and related fixtures; ~~to~~inspects and repairs backflow prevention devices; and ~~to~~performs a variety of ~~skilled~~technical duties~~tasks~~ relative to assigned area of responsibility.

Incumbents in this classification ensure District plumbing systems and fixtures are properly maintained in order to ensure a safe and functional environment which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Plumber classification performs skilled journey-level plumbing work involved in the installation, maintenance, and repair of water and sewer systems and related fixtures, performs backflow prevention device testing, and performs other technical duties relating to plumbing as assigned.

The Irrigation Specialist classification performs a variety of specialized and technical maintenance and repair work on commercial irrigation systems, designs and installs new irrigation systems, performs backflow prevention device testing, and performs other technical duties relating to irrigation systems as assigned.

The Maintenance Worker II classification performs semi-skilled maintenance, repair, and construction tasks in the upkeep of District facilities, including roofing; and performs semi-skilled to skilled functions in one or more of the maintenance trades under the guidance of a journey-level trade worker.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Maintenance Manager, and the Director of Facilities;
- Provides technical and work direction to Maintenance Worker II and Maintenance Worker I positions;
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- ~~• Perform a variety of skilled plumbing duties necessary for the maintenance of district facilities.~~
- Diagnoses and troubleshoots Troubleshoot and diagnose problems and failures in plumbing systems for the purpose of identifying repair and replacement needs; related to drains, pipes and related plumbing conducts.
- Installs, maintains, and services structural plumbing equipment, various types of heating units and systems, including water heaters, and low-pressure boilers; water softeners, circulating pumps, fountains, sinks and restroom facilities as required.
- Installs, maintains, Replaces, and repairs plumbing fixtures and systems including toilets, sinks, faucets, showers, water softeners, and drinking fountains; faucets, flush valves, vacuum breakers and check valves;
- Installs, services, and repairs gas piping, gas safety devices, and gas fired equipment; repairs water and gas leaks in service lines;
- Repairs and replaces faucets, pipes, valves, fittings, and other fixtures;
- Installs and repairs water supply, waste, sewerage, and drainage pipes;
- Installs and repairs backflow prevention devices; and performs backflow prevention device testing-related tests as required; ensures all testing complies with mandated rules and regulations; maintains backflow testing equipment and ensures proper calibration of gauges;
- Installs water and sewer lines as needed;
- eCuts, solders, and threads and various types of pipes and fittings including ferrous and non-ferrous metal, plastic, and clay;
- Performs various welding duties as needed; install restroom devices.
- Clears drains and obstructions in water and sewer systems and related fixtures;

- Reads and works from blueprints, diagrams, ~~and sketches~~, and plans and specifications;
- Responds to emergency calls for plumbing issues;
- ~~Order and pick up material as needed~~; Operates and perform operator's maintenance on a ~~district~~ District vehicle as necessary; ~~utilize and maintain tools and equipment~~;
- Estimates time, materials, and equipment required for assigned jobs; ~~Assists~~ in restocking of needed parts and materials; submits and picks up orders ~~for parts as needed~~; ~~Order and pick up material as needed~~; ~~maintain records of work performed and parts used~~;
- ~~Provide for proper materials as necessary to accomplish work orders~~; Prepares and maintains records and reports related to daily work activities including labor, materials, and work orders completed; ~~prepare reports as required~~;
- Ensures all work performed is in accordance with health, building, and public safety laws and regulations;
- Provides work direction and guidance to maintenance ~~workers~~ personnel assigned to assist on projects;
- Observes and implements proper safety practices; performs general clean up at job site;

Other Related Duties

- Provides assistance in various other areas of maintenance ~~as required~~; by performing semi-skilled ~~to skilled~~ maintenance repair and construction work in other maintenance the basic trades areas as needed;
- Performs related duties and responsibilities as assigned required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Operational characteristics of plumbing systems and components;
- Principles, methods, and techniques used in the installation, maintenance, and repair of plumbing systems and components;
- Specialized tools and methods used in plumbing repair and related maintenance work;
- Methods and techniques of testing backflow prevention devices;
- Preventive maintenance techniques including use, repair, and inspection of backflow devices;
- Uniform Plumbing Code; uniform Mechanical Code; California Code of Regulations.
- Principles and procedures of record keeping;
- Principles and practices of health and safety regulations;
- Pertinent Federal, State, and local laws, codes, and regulations regarding water conservation and backflow prevention.

Ability to:

- ~~Perform skilled plumbing work involved in the installation, maintenance and repair of water and sewer systems and related fixtures~~;
- ~~Diagnose malfunction and correct deficiencies in an expedient manner~~;
- Operate and Use a variety of tools, equipment, and machines utilized in plumbing work;
- Work from blueprints, shop drawings, and sketches;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner;
- ~~Lift up to 100 lbs~~;
- Understand and follow both oral and written instructions;
- Establish and maintain effective working relationships ~~with those contacted in the course of work~~;
- ~~Maintain confidentiality of privileged information obtained in the course of work~~;
- Work effectively within established time schedules and with minimal direction; independently with limited supervision;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work for self and others;
- Prepare clear and concise records;
- Communicate clearly and concisely effectively, both orally and in writing;

- Safely operate and perform operator's maintenance on a district vehicle;
- ~~Observe legal and defensive driving practices;~~
- Follow good health and safety principles and practices;
- Operate a computer and related devices along with all basic work-related software.

Traits:

- 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;
- 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: ~~Equivalent to the completion of the twelfth grade supplemented by specialized training in plumbing maintenance or a related field.~~ Graduation from high school or evidence of equivalent educational proficiency.

Experience: ~~Three years of increasingly responsible plumbing maintenance and repair experience.~~ One of the following:

1. Two years of journey-level plumbing experience.
2. Completion of a recognized plumber apprenticeship program.
3. Two years of semi-skilled plumbing work and completion of a certificate of achievement in plumbing from a recognized college or trade school.
4. Four years of semi-skilled maintenance work with demonstrated experience in plumbing.

Special: ~~Possession of, or ability to obtain, a~~ valid Limited Backflow Device Tester's Certificate is required within twelve months following from the date of employment. Enrollment in courses to obtain certification must be completed within the probationary period.

~~Possession of, or ability to obtain,~~ an appropriate and ~~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, crawl, climb ladders, stairs, and scaffolding, maintain balance, lift/carry up to 70 lbs. without assistance or over 70 lbs. with assistance, use wrists or hands repetitively or while applying pressure, use both hands, arms, feet, and legs simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have visual acuity to perform job functions, speak clearly, hear normal conversation, and see small details.~~ Essential functions may require maintaining physical condition necessary for lifting, climbing, crawling, work or inspect in confined spaces for prolonged periods of time, work on slippery or uneven surfaces, operating motorized equipment or vehicles, bending, stooping, kneeling, near visual acuity to review written documentation, ability to hear and understand speech at normal room levels and on the telephone, manual dexterity to operate a telephone, operating motorized equipment or vehicles.

WORK ENVIRONMENT: Employees in this classification work inside and outside, in changing temperatures, including temperatures below 50 degrees and over 90 degrees, dry atmospheric conditions, poorly ventilated areas,

Oxnard School District

Page 4 of 4

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 operate a motor vehicle in order to conduct work. Shop and field environment; subject to traveling from site to site; exposure to noise, dust, grease, smoke, gases, electrical energy, inclement weather conditions; work or inspect in confined spaces.

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.

~~Oxnard School District~~

~~Board Policy Adopted: August 5, 1974; Reclassification Study: September 24, 1986; Revised: April 29, 1992; Reclassification Study: June 25, 1998~~

~~Personnel Commission Approved: Reclassification Study: October 23, 1986; Revised: April 2, 1992; Reclassification Study: February 26, 1998~~

Salary Range: 23.5

Approved: 8/74

Revised: 4/92, 8/16

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Jonathan Koch
Director, Classified Human Resources

August 18, 2016

TITLE: NEW CLASSIFICATION – District Enrollment Center Manager

DESCRIPTION OF AGENDA ITEM:

District administration requested that the Personnel Commission create a new Manager level job classification which would be tasked with directing and overseeing the District's Enrollment Center and related functions. This position will report to the Director of Pupil Services.

FISCAL IMPACT:

A review of all districts in Ventura County was conducted which revealed the information that only two other districts in the area have a centralized enrollment center like that at OSD. Of these two districts, neither have a dedicated classified management position overseeing the daily activities. As such, a review of districts outside of Ventura County was conducted. This study revealed that the vast majority of districts in other counties also do not have enrollment centers. Additionally, at least 50% of the districts found to have centralized enrollment were found to have their enrollment centers managed by a certificated manager who was also responsible for other duties. Ultimately, four comparable districts were able to be found (survey attached). Even with these districts, the majority of positions (three out of four) have additional duties/responsibilities. The recommendation attached takes into consideration that this classification will have slightly less responsibilities than the other classifications found in the study and takes into consideration OSD's internal alignment among management positions (for example, this classification in other districts was found to be paid higher than the Custodial Manager, but less than an Accountant/Budget Analyst management classification.)

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new classification and class description for District Enrollment Center Manager and allocate the class to the Classified Management Salary Schedule at a range of \$69,467 - \$82,531 annually.

District Enrollment Center Manager

Salary Review

Agency	Min Monthly Salary	Max Monthly Salary	Min Hourly Salary	Max Hourly Salary
Berkeley USD*	\$6,909	\$8,386	\$39.85	\$48.37
Hayward USD*	\$7,026	\$7,756	\$40.53	\$44.74
Victor Valley Union HSD*	\$5,894	\$7,165	\$34.00	\$41.33
Recommendation	\$5,789	\$6,878	\$33.39	\$39.67
San Jose USD	\$4,948	\$6,014	\$28.54	\$34.69
3rd Quartile	\$6,909	\$7,756	\$40	\$45
Median	\$5,894	\$7,165	\$34	\$41
1st Quartile	\$5,789	\$6,878	\$33	\$40
Mean	\$6,113	\$7,240	\$35	\$42

All Monthly Rates Based on 21.67 days per month

* Classification has additional duties including community outreach and SARB administration.

Recommendation accounts for internal alignment of position which would be consistent with other districts (e.g. higher than Custodial Manager, less than Accountant/Budget Analyst).

Recommendation accounts for lack of additional duties present in higher paid classifications.

Ventura County Districts

Districts Without Enrollment Center

- Briggs ESD
- Cajon Valley USD
- Carpinteria USD
- Fillmore USD
- Hueneme ESD
- Las Virgenes USD
- Mesa Union ESD
- Mupu ESD
- Oak Park USD
- Ocean View ESD
- Ojai USD
- Pleasant Valley USD
- Rio ESD
- Santa Clara ESD
- Santa Paula USD
- Somis Union ESD
- Ventura USD

Districts With Enrollment Center But No Dedicated Manager

- Fremont USD
- Moorpark USD

DISTRICT ENROLLMENT CENTER 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.

SUMMARY OF DUTIES

Under the direction of the Director of Pupil Services, plans, organizes, directs, and administers the on-going operations of the District's Enrollment Center; trains, directs, supervises, and evaluates assigned staff; directs the analysis and reporting functions of all enrollment efforts, statistics, and measures; develops systems to efficiently support enrollment efforts for school sites and the District; and performs a variety of other duties relative to assigned area of responsibility.

This is a single position classification responsible for managing the on-going functions of the District's Enrollment Center to ensure efficient and proper placement for all students in order to support student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The classification of Enrollment Center Manager is a management classification with responsibility for the planning, organizing, coordinating, and directing of the District's Enrollment Center and has formal responsibility for student enrollment activities and data analysis related to enrollment efforts, statistics, and measures.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Pupil Services.
- Exercises direct supervision over Enrollment Center staff.

ESSENTIAL DUTIES

- Plans, organizes, directs, and administers the on-going operations of the District's Enrollment Center; oversees the District's centralized student enrollment and home address verification process; ensures program operations and activities comply with all applicable local, state, and federal laws;
- Ensures enrollment objectives, goals, budgets, policies, practices, and actions produce successful student promotion results consistent with the District's overall mission, goals, and objectives;
- Develops and implements enrollment models and systems to support enrollment efforts for school sites and the District; tracks and projects admissions; develops student profile reports;
- Monitors enrollment counts and limits at all school sites; assigns students to school of attendance in accordance with Education Code and District policies and procedures; ensures classes are not overenrolled and makes necessary accommodations for student overflow;
- Directs the data entry, analysis, and reporting functions of all enrollment efforts, statistics, measures, and outcomes; ensures data integrity and reconciliation of data as needed;
- Oversees the acceptance, review, and processing of intra- and inter-district transfers, caregiver affidavits, and same address affidavits; supports the Director of Pupil Services with transfer decisions;
- Coordinates with other District departments to provide for student services including transportation, special education, and language assessment; facilitates the identification of special student populations including English Language Learners, Foster Youth, Homeless Students, and Migrant Students upon initial enrollment;
- Works with school site attendance staff to provide accurate and timely enrollment data and reports;
- Works with Information Technology Services to train and provide assistance to school site attendance staff; advises school site attendance staff and administrators of current requirements, regulations, and procedures;
- Establishes, implements, and monitors program evaluation systems for all programs and services within assigned area of responsibility; designs and implements new forms and procedures as needed;
- Creates long and short-term planning and evaluation of enrollment and attendance strategies and programs;
- Interprets and explains a variety of District, county, and state policies, procedures, and regulations pertaining to enrollment; addresses concerns related to enrollment;

- Interviews, selects, trains, counsels, evaluates, motivates, and disciplines employees assigned to the District Enrollment Center; acts as a resource to staff in problem-solving and providing feedback regarding potential problem situations;
- Assists in the development and administration of the budget for assigned functions; controls and authorizes expenditures.

Other Related Duties

- Attends conferences and workshops to maintain current knowledge of student enrollment procedures and related programs, trends, and practices;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive school district enrollment program;
- Management skills to analyze programs, policies, and operational needs;
- Principles and practices of program development and administration;
- Principles and practices of effective supervision, training, and performance evaluation;
- Principles and techniques of budget development and administration;
- Education code provisions, collective bargaining agreement sections, and Personnel Commission rules regarding labor, contracted work, etc.;
- Public relations principles;
- District policies and procedures regarding student enrollment;
- Federal and state laws, rules, and regulations related to student enrollment, attendance, transfers, and other related operations within a large public school organization.

Ability to:

- Select, supervise, train, direct, motivate, and evaluate staff;
- Resolve public relations problems effectively;
- Develop and administer departmental goals, objectives, and procedures;
- Operate a variety of office equipment, such as computers and all applicable hardware and software, calculators, copiers, printers, telephones, 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;
- Effectively plan and organize work for self and others in an environment with changing priorities;
- Communicate effectively, both orally and in writing;

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 trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Promotes goals and leads by example;
- Remains steady under pressure;
- Stays focused and has good work ethic;

Oxnard School District

Page 3 of 3

- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: A Bachelor's degree or equivalent from an accredited college or university. Additional years of school district enrollment/attendance experience in addition to the experience required below may be substituted for up to two years of the required education on a year-for-year basis.

Experience: Four years of experience working with data management and reporting in an environment requiring constant interaction with members of the public, along with two years of experience in a supervisory or lead capacity. Experience with student registration, enrollment, attendance, and/or admissions is highly desirable.

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 20 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, use both hands simultaneously, speak clearly, hear normal voice 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 one (1) year during which time an employee must demonstrate an overall satisfactory performance in order to attain permanent status.

Salary Range: Appropriate Placement on Classified Management Salary Schedule

Approved: 8/16

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Open & Promotional

Eligibility List No. 15-16:43

Director's Certification:

Established: 8/1/16



Attendance Accounting Technician

Rank	Name	Expiration Date
PROMOTIONAL		
1	Cedillo, Yesenia B (B)	8/1/2017
OPEN		
1	Coronado, Mariana E (B)	8/1/2017
2	Mares, Brenda G (B)	8/1/2017
3	Cisneros, Lucia	8/1/2017
3	Perez, Maria Alicia (B)	8/1/2017
4	Garcia Calderon, Adriana (B)	8/1/2017
5	Lopez, Sandra J (B)	8/1/2017
5	Garibay, Angelica (B)	8/1/2017
6	Velasco, Adriana	8/1/2017
7	Hernandez, Lorena Y	8/1/2017

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Promotional Only

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:33

Established: 7/22/16

Grounds Maintenance Specialist

Rank	Name	Expiration Date
1	Grajeda, Steven	7/22/2017
1	Roque, Jose G	7/22/2017
2	Lopez Estrada, Ruben	7/22/2017
3	Romero, Juan M	7/22/2017
4	Reyes, Juan Carlos	7/22/2017
5	Veronica III, Phillip	7/22/2017

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:44

Established: 07/27/2016

Maintenance Worker I

Rank	Name	Expiration Date
1	Randall, Nicholas	7/27/2017
1	Shelton, Donald D.	7/27/2017
2	Galvan, Jose	7/27/2017
3	Vasquez Ceja, Christian	7/27/2017
4	Bergeon, Joseph A	7/27/2017
4	Lopez jr, Samuel G.	7/27/2017
5	Alonso, Raul Daniel	7/27/2017
5	Lincoln, Eric	7/27/2017
5	Martinez, Samuel	7/27/2017
6	Olguin, Marco A	7/27/2017
7	Wilson, Michael B	7/27/2017

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:13

Established: 12/16/15

Updated: 2/8/16, 5/9/16, 8/1/16

Paraeducator II

Rank	Name	Expiration Date
1	Olmos, Diana A	2/8/2017
2	Bustamante, Rosie	9/16/2016
2	De La Cruz, Laura Patricia	8/1/2017
2	Dohy, Sarah C	1/29/2017
2	Garcia de Ruiz, Claudia E (B)	12/16/2016
2	Hernandez, Stephanie A	8/1/2017
2	Koressa, Marcel	8/1/2017
2	Llamas, Stephanie	5/9/2017
2	Martinez Weierman, John	5/9/2017
2	Mendoza, Alberto	9/16/2016
2	Meraz, Deseri R	8/1/2017
2	Pina, Bobby S	5/9/2017
2	Prado, Margarita (B)	2/8/2017
2	Roque, Yosis I (B)	12/16/2016
2	Rubalcaba, Llajayra Y	5/9/2017

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

2	Segovia, Amanda M	8/1/2017
2	Smith, Kayla D	1/29/2017
2	Thompson, Ranesha L	8/1/2017
2	Wilson, Luke	10/12/2016
3	De La Hoya, Susy (B)	12/16/2016
4	Loebe, Laura A	12/16/2016

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

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 15-16:14 (continuous)

Established: 12/14/15

Updated: 2/8/16, 5/9/16, 8/4/16

Merged with Eligibility List No. 14-15:23

Paraeducator III

Rank	Name	Expiration Date
1	Aguirre Cayeros, Carmina	9/16/2016
1	Arias, Ester A (B)	12/14/2016
1	Barragan, Imelda L (B)	2/8/2017
1	Bedolla, Guadalupe	9/16/2016
1	Chaidez, Lorena	5/9/2017
1	De La Cruz, Laura Patricia	8/1/2017
1	Dohy, Sarah C	1/29/2017
1	Farfan, Diana	12/14/2016
1	Gilliam, Kenneth	5/9/2017
1	Hernandez, Stephanie A	8/1/2017
1	Hull, Felipe G	2/8/2017
1	Koressa, Marcel	8/1/2017
1	Llamas, Stephanie	5/9/2017
1	Meraz, Deseri R	8/1/2017

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

1	Martinez Weierman, John	5/9/2017
1	Prado, Margarita (B)	2/8/2017
1	Pulido, Daniel (B)	9/16/2016
1	Segovia, Amanda M	8/1/2017
1	Thompson, Ranesha L	8/1/2017
1	Viveros, Janelli	5/9/2017
1	Wilson, Luke W	10/12/2016
2	Colmenares, Roberto	10/12/2016

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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:46

Established: 7/29/16

Preschool Teacher (B)

Rank	Name	Expiration Date
1	Cisneros, Daisy	7/29/2017
2	Lopez, Ana Sanchez	7/29/2017
3	Navarro, Imelda L.	7/29/2017
4	Moreno, Maria E	7/29/2017
5	Layne, Maria I	7/29/2017
6	Rodriguez, Lucia	7/29/2017
6	Perez, Carmen Ferreira	7/29/2017
6	Mariscal, Alicia M	7/29/2017

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Page 1

August 3, 2016

CLASSIFIED PERSONNEL ACTIONS

New Hire

Curwood, Sandra C.	Director of Child Nutrition Services, Position #108 Child Nutrition Services 8.0 hrs./246 days	07/18/2016
Orejel, Judith	Intermediate School Secretary (B), Position #6709 Driffill 8.0 hrs./192 days	08/09/2016
Serrano, Gabriela M.	Outreach Specialist, Position #2563 Lemonwood 8.0 hrs./180 days	08/18/2016
Velasquez Tellez, Mayra	Attendance Accounting Technician (B), Position #634 Driffill 8.0 hrs./210 days	08/01/2016
Wojcik, Stephen	Information Data Technician, Position #7472 Information Technology 8.0 hrs./246 days	07/18/2016

Exempt

Ambriz, Braulio	Campus Assistant	04/11/2016
Madrid, Jennifer	Campus Assistant	05/26/2016
Murillo, Yenesys	Campus Assistant	05/04/2016
Tucker, Vincent	Campus Assistant	05/18/2016
Wagner, Deanna	Campus Assistant	05/09/2016

Limited Term

Arevalo Barajas, Antonia	Paraeducator	06/16/2016
Collazo, Lucia	Paraeducator	06/17/2016
Frenes, Daniel	Custodian	07/08/2016
Galvan, Judith V.	Paraeducator	07/11/2016
Gomez, Maribel	Paraeducator	06/17/2016
Hernandez, Juan Jose	Custodian	07/14/2016
Jimenez, Berenice	Paraeducator	06/17/2016
Lara, Alexis	Paraeducator	06/20/2016
Lopez Martinez, Jose Omar	Custodian	07/14/2016
Macias, Jorge A.	Paraeducator	06/17/2016
Napoles, Carlos	Paraeducator	06/17/2016
Ruiz, Eduardo	Custodian	07/14/2016
Salazar, Christina	Paraeducator	07/18/2016
Toxqu Ramirez, Maria	Paraeducator	06/17/2016
Wagner, Sharon	Custodian	07/14/2016
Zamora, Alma R.	Paraeducator	07/13/2016

Promotional

Olmos, Diane	Paraeducator III, Position #1079 Special Ed. 5.75 hrs./183 days Assistant to the Physically Handicapped, Position #704 Special Ed. 7.0 hrs./183 days	08/16/2016
Varela, Esteban	Child Nutrition Coordinator, Position #1388 Ramona 8.0 hrs./189 days Child Nutrition Worker, Position #2214 Fremont 5.0 hrs./185 days	08/11/2016

Increase in Hours

Ruvalcaba, Rosalinda	Office Assistant II (B), Position #2156 Harrington 7.0 hrs./203 days Office Assistant II (B), Position #2156 Harrington 6.0 hrs./203 days	08/01/2016
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Transfer

Arroyo, Martha	Child Nutrition Worker, Position #6408 Lemonwood 5.0 hrs./185 days Child Nutrition Worker, Position #1394 Curren 4.5 hrs./185 days	08/15/2016
Cabrera, Karina H.	Intermediate School Secretary, Position #5388 Frank 8.0 hrs./192 days Intermediate School Secretary, Position #6244 Lemonwood 8.0 hrs./192 days	08/09/2016
Camarena, Rosy	Office Assistant II (B), Position #2185 Sierra Linda 8.0 hrs./203 days Office Assistant II (B), Position #631 Driffill 8.0 hrs./203 days	08/01/2016
Fox, Timothy	Custodian, Position #39 District Office 8.0 hrs./246 days Custodian, Position #2543 McAuliffe 4.0 hrs./246 days	07/11/2016
Garcia, Sarah	Child Nutrition Worker, Position #2840 McKinna 4.0 hrs./185 days Child Nutrition Worker, Position #2789 McAuliffe 5.0 hrs./185 days	08/15/2016
Olaque, Hilda	Paraeducator II (B), Position #1324&1325 Special Education 5.5 hrs./183 days Instructional Assistant Speech, Position #679 Special Education 5.5 hrs./183 days	08/16/2016
Ramirez, James	Custodian, Position #499 Driffill 8.0 hrs./246 days Custodian, Position #6448 Driffill 4.0 hrs./246 days	07/18/2016
Vivanco, Regina	Paraeducator I (B), Position #7189 Ritchen 4.0 hrs./183 days Paraeducator I, Position #7172 Driffill 2.0 hrs./183 days	08/16/2016

Recall of Layoff

Bollington, Mary	Secretary, Position #7765 Budget & Finance 5.75 hrs./246 days	07/01/2016
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In Lieu of Layoff

Donate, Beverly	Paraeducator I, Position #7708 Curren 5.5 hrs./183 days Assistant to Physically Handicapped, Position #1002 Special Education 7.0 hrs./183 days	08/16/2016
Ortega, Benjamin	Site Technology Technician, Position #2503 Chavez 8.0 hrs./246 days Site Technology Technician, Position #7132 Kamala 5.75 hrs./192 days	08/01/2016
Warrick, Roderick A.	Site Technology Technician, Position #2511 Ramona 8.0 hrs./246 days Site Technology Technician, Position #2946 Frank 5.0 hrs./246 days	07/11/2016
Spruiell, Melissa	Paraeducator I, Position #7331 McAuliffe 5.75 hrs./183 days Assistant to Physically Handicapped, Position #1275 Special Education 7.0 hrs./183 days	08/16/2016

Unpaid Leave of Absence

Amezcuca, Daisy	Accounting Specialist III, Position #1810 Budget & Finance 8.0 hrs./246 days	06/20/2016-07/17/2016
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Resignation

Bautista, Juan	Outreach Specialist, Position #563 Chavez 8.0 hrs./180 days	06/17/2016
Chavez, Jemal	Bus Driver, Position #1117 Transportation 8.0 hrs./183 days	06/28/2016
Gatza, Jason	Site Technology Technician, Position #2511 Ramona 8.0 hrs./192 days	06/23/2016
Jimenez, Victoria	Intermediate School Secretary, Position #7015 Chavez 8.0 hrs./192 days	06/23/2016
Muriithi, Bernard	School Occupational Therapist, Position #2865 Special Education 8.0 hrs./203 days	06/24/2016
Salas, Cristina	Library Media Technician, Position #2525 Rose Ave. 5.0 hrs./190 days	06/20/2016
Snyder, Jonathan	Site Technology Technician, Position #2503 Chavez 8.0 hrs./246 days	07/28/2016
Zinik, Alexandra R.	Paraeducator III, Position #5561 Special Education 5.75 hrs./183 days	07/15/2016

Retirement

Bautista, Sandra	Bus Driver, Position #433 Transportation 8.0 hrs./183 days	03/02/1988-07/15/2016
Gomez, Manuela	Paraeducator II, Position #6717 Special Education 5.75 hrs./183 days	09/11/73-06/17/2016