



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING  
AGENDA

Thursday, April 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
4. Approval of Minutes of March 10, 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. Facilities Purchasing Specialist (*page 5*)  
The Personnel Commission will consider approving amendments to the job description, title change, and salary allocation.
2. Director of Child Nutrition Services (*page 9*)  
The Personnel Commission will consider approving amendments to the job description.
3. Assistant Director of Child Nutrition Services (*page 13*)  
The Personnel Commission will consider approving amendments to the job description.
4. Child Nutrition Cafeteria Coordinator (*page 16*)  
The Personnel Commission will consider approving amendments to the job description.
5. Child Nutrition Worker (*page 19*)  
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

6. Eligibility Lists (*page 22*)  
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. Budget First Reading (*page 24*)  
The Personnel Commission will review the proposed budget for Fiscal Year 2016-2017
2. Personnel Actions (*page 33*)  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
3. Director's Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
4. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
5. 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.
6. Report by Commissioners  
The Commissioners will report on issues concerning Commission administration.

#### **E. ADJOURNMENT**



# OXNARD SCHOOL DISTRICT MINUTES

Thursday, March 10, 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, March 10, 2016, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Perez at 3:31 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

Guests: Teri Gern, Director, Certificated Human Resources; Ilene Poland, CSEA Job Steward; Philip Veronica, Locksmith; Ginny Whitt, Administrative Assistant; and Jabbar Wofford, CSEA President.

Commissioner Rhoads moved to approve the agenda of Thursday, February 11, 2016 as presented. Commissioner Perez seconded and the motion carried. The vote was as follows 3-0. Perez Y ; Rhoads Y ; Lopez Y

ADOPTION OF THE  
AGENDA

Commissioner Rhoads moved to approve the minutes of Thursday, January 21, 2016 as presented. Commissioner Perez seconded and the motion carried. The vote was as follows 3-0. Perez Y ; Rhoads Y ; Lopez Y

APPROVAL OF  
MINUTES

COMMENTS BY THE  
PUBLIC  
ACTION ITEMS

Commissioner Rhoads moved to approve the amendments to the job description of Ground Maintenance Specialist. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Perez Y ; Rhoads Y ; Lopez Y

Grounds Maintenance  
Specialist

Commissioner Rhoads moved to approve the amendments to the job description of Locksmith. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Perez Y ; Rhoads Y ; Lopez Y

Locksmith

Commissioner Perez moved to table the item. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Commissioner Lopez abstained. Perez Y ; Rhoads Y

Facilities Purchasing  
Specialist

Commissioner Perez moved to approve the revised classification description of EMS/HVAC Lead, approve the title change from EMS/HVAC Lead to Energy Management Systems Technician, and reallocate the classification on the Classified Salary Schedule from range 27.0 to the new range of 24.0. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-1. Perez Y ; Rhoads Y ; Lopez N

EMS/HVAC Lead

Commissioner Perez moved to approve the eligibility lists of Senior Human Resources Analyst and Child Nutrition Worker. Commissioner Rhoads seconded and the motion carried. The vote was as follows 3-0. Perez Y ; Rhoads Y ; Lopez Y

Eligibility Lists

REPORTS/OTHER  
INFORMATION/DISCUSSION ITEMS

The Personnel Commission reviewed the Personnel Actions of February 17, 2016 and March 2, 2016.

Personnel Actions

Mr. Koch gave an update on the current recruitments for 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), School Occupational Therapist, Speech-Language Pathology Assistant. He summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Ms. Poland reported that CSEA has been working on a goal of having 100% membership with no Service Fee Payers.

Report by CSEA

Ms. Gern reported that Certificated Human Resources will be recruiting for next school year.

Report by Assistant Superintendent, Human Resources and Support Services

There being no further business, the Commission adjourned at 5:13 p.m. The next regular meeting will be held April 14, 2016.

ADJOURNMENT

*Jonathan Koch, Secretary to the Personnel Commission*

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

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*Date*

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*Chair, Personnel Commission*

## FACILITIES ~~PURCHASING-MATERIALS~~ SPECIALIST

*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 Maintenance Manager, To-locates and purchases tools, goods, supplies, and services for the Facilities Department; ~~to-receives, stores, and issues~~ hand tools, power tools, ~~parts, and~~ equipment, ~~and materials; maintains tool crib area in an organized and efficient manner; provides assistance in various areas of maintenance as required; and to-performs~~ a variety of ~~tests~~tasks relative to assigned area of responsibility.

Incumbents in this classification ensure the availability of appropriate tools, goods, supplies, equipment, and materials for the Facilities Department in order to ensure the proper upkeep of school grounds which directly supports student learning and achievement.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Materials Specialist classification performs duties related to the purchasing, storage, and issuance of tools, parts, equipment, supplies, and materials for the Facilities Department; maintains the tool crib area in an organized and efficient manner; and provides semi-skilled work and assistance in various areas of maintenance as required.

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.
- May receive technical and work direction from journey-level trade positions.
- May provide technical and work direction to Maintenance Worker I positions.
- Positions in this classification have no formal supervisory responsibilities.

### ESSENTIAL DUTIES

- Locates and purchases a variety of facilities-related items including supplies, parts, tools, equipment, materials, and services; solicits quotes for major item purchases as directed; ~~ensure all purchases comply with District purchasing guidelines.~~
- Requisitions, ~~Receives, stores, and issues~~ hand tools, power tools, parts, equipment, and materials; maintains tool crib area in an organized and efficient manner; ~~Marks~~ and assigns facilities inventory control numbers to tools and equipment; ~~issue equipment and supplies; locates~~ lost or misplaced tools as needed;
- Prepares invoices for approval by management staff; gathers and attaches related documentation; ~~process invoices as required.~~
- Unpacks and stores new equipment and materials;
- ~~i~~nspects and/or measure tools with a micrometer for wear defects; coats tools with preservative as needed; performs minor repairs, cleaning, and overhauling of tools and equipment;
- Contacts a variety of vendors to exchange information and initiate buy-out requisitions; obtains, verifies, and provides information from vendors regarding the purchase and delivery of maintenance related equipment and supplies; obtains technical information as required;
- Reviews all invoices for complete and accurate information related to price, product quality, and services provided; follows up on all back-orders to ~~assure-ensure~~ steady flow of equipment and materials;
- Answers telephone and assists in resolving facilities related problems ~~as appropriate~~; delivers supplies, parts, ~~or~~and tools to maintenance personnel at school sites ~~as needed~~;
- Perform data entry of purchasing related items onto computerized tracking system; initiate and update records;

- Prepares and maintains a variety of records and files related to daily operations including stock and inventory ~~control card indexes, records, fuel register.~~
- ~~Operate a variety of office equipment and machines such as photo copier, calculator, microcomputer, mobile paging system, and facsimile machine.~~
- Operates and perform operator's maintenance on a district vehicle; operates a forklift; ~~operate and~~ a variety of shop equipment and tools in order to properly organize, store, and retrieve tools, equipment, supplies, and materials in tool crib area.
- ~~Maintains inventory of tools and parts, equipment, and materials; maintains aerial and boom lifts; maintain control of fuel keys and authorization cards and issue to appropriate personnel as needed.~~
- Performs ~~general~~ clean up at job site; observes and implements proper safety practices.
- Provide for proper materials as necessary to accomplish work orders; ~~prepare and maintain records including labor, materials and work orders completed;~~ prepares reports as required.
- Provides assistance in various other areas of maintenance as required; performs semi-skilled ~~to skilled~~ maintenance repair and construction work in the basic trades.

#### Other Related Duties

- ~~Provide work direction and guidance to maintenance workers.~~
- Performs related duties and responsibilities as ~~assigned~~ required.

#### KNOWLEDGE, ABILITIES, AND TRAITS

##### Knowledge of:

- Operational characteristics of tools and equipment used in general maintenance or shop environment.
- Sources for maintenance supplies and equipment.
- Methods and techniques for ordering, receiving, storing and issuing materials and equipment in a general maintenance shop.
- Materials inventory control methods.
- Modern office procedures, methods and equipment, including computers and supporting word processing and spreadsheet applications.
- Purchasing procedures and terminology as it relates to maintenance material procurement.
- Principles and procedures of good record keeping.
- Basic mathematical principles.
- Proper methods of storing tools, equipment, materials, and supplies.
- Health and safety regulations, including regulations regarding ordering, receiving/handling, and storing hazardous and/or flammable materials.
- Safe working methods and procedures.

##### Ability to:

- ~~Receive, store, issue, maintain and repair hand and power tools and equipment used in facilities.~~
- Safely use a variety of tools and machines utilized in the basic trades;
- Identify, locate, and procure maintenance tools, materials, and goods.
- Prepare and maintain accurate records and perform routine clerical duties.
- Maintain a perpetual inventory system.
- Monitor and maintain inventory levels.
- Make mathematical calculations quickly and accurately.
- ~~Work from blueprints, shop drawings and sketches.~~
- Operate a variety of equipment including computers and all relevant hardware and softwaresupporting software applications.
- 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 effectively within established timelines and with minimal direction; ~~independently with limited supervision.~~
- Analyze situations accurately and adopt an effective course of action;  
~~Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.~~
- Communicate clearly and concisely effectively, both orally and in writing;  
~~Operate and perform operator's maintenance on a District vehicle.~~
- Safely operate a motor 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.
- 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 evidence of equivalent educational proficiency.  
~~Equivalent to the completion of the twelfth grade.~~

**Experience:** One year of experience performing a variety of semi-skilled maintenance and facilities repair work. ~~Three years selecting and repairing maintenance hand and power tools and equipment and material control or warehouse/stockroom~~ experience is desirable.

**Special:** Possession of, ~~or ability to obtain,~~ an appropriate, ~~and~~ valid ~~d~~Driver's ~~L~~icense.

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, and crawl for moderate amounts of time, climb ladders, stairs, and scaffolding, maintain balance, lift/carry up to 80 lbs. without assistance or up to 100 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 color vision or the ability to distinguish shades, 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; walk, stand or sit 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; lift horizontally and vertically.~~

**WORK ENVIRONMENT:** Employees in this classification work primarily inside a tool crib and maintenance shop environment but may also work outside in changing temperatures, including temperatures below 50 degrees and over 90 degrees, dry atmospheric conditions, poorly ventilated areas, inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and machinery with moving parts.

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fumes, allergenic dust, chemicals, odors, toxic materials, in direct contact with the public, students, and District personnel, and may operate a motor vehicle in order to conduct work.

Shop and field, indoor and outdoor, environment; subject to traveling from site to site; exposure to noise, dust, grease, smoke, fumes, chemicals, 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.

Salary Range: ~~21.5~~ 22.0

Approved: 10/81

Revised: 10/86

Revised with title change from Maintenance Assistant to Facilities Procurement Expediter: 6/92

Revised with title change from Facilities Procurement Expediter to Facilities Purchasing Specialist: 6/98

Revised with title change from Facilities Purchasing Specialist to Facilities Materials Specialist: 3/16

Oxnard School District

Board Policy Adopted: July 28, 1992; Reclassification Study: Jun 25, 1998

Personnel Commission Approved: June 4, 1992; Reclassification Study: February 26, 1998



## DIRECTOR OF CHILD NUTRITION SERVICES

*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 Deputy Superintendent – Business and Fiscal Services, To plans, develops, organizes, and directs the Child Nutrition Program of the District, reviews and monitors the operations and activities of the school site cafeterias; to provides supervision and training to the P program staff; and to performs a variety of other duties relative to assigned area of responsibility.

This is a single position classification responsible for overseeing all aspects of the Child Nutrition and student meal programs of the District to ensure proper nutrition for all students which directly supports student learning and achievement.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Child Nutrition Services classification provides overall leadership and assumes management responsibility for the Child Nutrition Services Department and ensures the District-wide child nutrition services operation is in compliance with local, State, and Federal regulations.

The Assistant Director of Child Nutrition Services classification assists the Director in planning, coordinating, and directing the District-wide child nutrition services operation in compliance with local, State, and Federal regulations and serves as a field supervisor.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Assistant Deputy Superintendent, Business and Fiscal Services.
- Exercises direct supervision over Child Nutrition staff.

### ESSENTIAL DUTIES

- Plans, organizes, directs, and administers the operation and activities of the District eChild nNutrition sServices department to provide student meals and other special nutritional services for all sites;
- Plans and directs food service programs in compliance with accepted economic principles and District policies; adheres to appropriate Federal, State, and local laws and regulations; review operational procedures for conformity with District standards and governmental regulations; direct, plan and participate in training of food service personnel.
- Establishes standards and administers the food service program in accordance with good nutritional, health, safety, and budget requirements; Mmanages, plans, and supervises activities of school cafeterias; set standards for efficient and sanitary practices in food preparation and service.
- Directs, plans, and coordinates the preparation of nutritionally balanced food service menus in accordance with the National School Meal Program requirements; Provide standards for quantity and quality of food prepared and served; plan menus and provide standardized recipes; inspect and tests food for quality;.
- Develops specifications for purchase of equipment, supplies and food products; communicates with vendors, and develops contracts with other agencies and outside businesses; econsult with vendors and order cafeteria food and supplies; estimates and directs the ordering of quantities of food needed on a district-wide basis;
- Develops and prepares the annual budget and controls and authorizes expenditures in accordance with established limits;
- Develops and implements the Local School Wellness Policies as specified by the California Department of Education;
- Analyzes trends in school meal sales and costs, develops and implements marketing programs to meet customer needs, promotes the foods services program, and recommends actions to maintain sound financial operation;

- Coordinates the preparation and dissemination of State and Federal required school breakfast and lunch related reports and oversees the completion of Federal and State reimbursement claims;
- Establishes food service staffing patterns and interviews, selects, trains, counsels, evaluates, motivates, and disciplines employees assigned to Child Nutrition Services; Participate in the selection, assignment and evaluation of food services personnel; act as a resource to staff in problem-solving and providing feedback regarding potential problem situations;
- Directs and assist in scheduling and the distribution of cafeteria supplies and food items; -directs the distribution and use of foods secured from subsidy programs;
- Evaluates operating facilities and makes recommendations regarding improvements in the safety and productivity of cafeteria operations; Assists in planning cafeteria layouts and selection of new equipment; plans for the efficient use, care, maintenance, and repair of cafeteria equipment;
- ~~Oversees record-keeping of schools, equipment maintenance costs, and inventory control of food supplies and equipment. Prepare reports and maintain records; review for accuracy all orders and records of cafeteria managers.~~
- Assists federal, state and local inspectors/auditors by coordinating site visitations and providing information;
- Prepares analysis and reports on the effectiveness of the food service program;
- Communicates with administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; Consult with principals of schools regarding cafeteria needs and promote use of cafeterias by students.
- Conducts site visitations to monitor production, service, and food quality in order to determine the effectiveness of various food service units;
- Coordinates organization of special dinners and banquets and after-hours utilization of child nutrition service facilities and catering;
- Prepares and delivers oral presentations to administrators, employees, and community members.
- ~~Operate a computer and modern software to develop, direct and maintain a computerized Child Nutrition Services program.~~

#### **Other Related Duties**

- Attends conferences and workshops, to maintain current knowledge of food service program 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 child nutrition program;
- Procedures and equipment used in the storage, preparation, and serving of food in large quantities;
- Menu preparation, food values, proper food combinations and economical substitutions in accordance with nutritional requirements and governmental standards;
- Management skills to analyze programs, policies, and operational needs;
- ~~Principles and methods of planning and preparing meals in large quantity for school children.~~
- Principles and practices of program development and administration;
- ~~Operating policies, rules and procedures of the School District.~~ Principles and technical practice of food service operations in a large institutional setting with multiple work sites;
- ~~Federal and State regulations governing child nutrition programs.~~
- ~~Sanitation and safety procedures related to school cafeterias.~~ Health and safety procedures and practices including OSHA and CAL/OSHA regulations;
- Principles and practices of effective Techniques of supervision, training, and performance evaluation;
- Principles and techniques of budget development and administration;
- ~~Federal and state regulations and standards related to food service preparation and operations within a large public school organization. Pertinent Federal, State and local laws, code and regulations.~~

**Ability to:**

- ~~Plan, organize, direct and coordinate the work of the Child Nutrition staff.~~
- Select, supervise, train, direct, motivate, and evaluate staff.
- Resolve public relations problems effectively.
- ~~Lead and direct the operations, services and activities of the Child Nutrition Services program.~~
- ~~Direct the operation of all phases of a school district food service program.~~
- ~~Estimate and order quantities of food needed on a district wide basis.~~
- Develop and administer departmental goals, objectives and procedures.
- ~~Maintain cafeteria records relating to time, cost, and inventory.~~
- ~~Prepare menus which meet State and Federal requirements for a balanced diet for children of varying ages.~~
- ~~Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.~~
- ~~Test and evaluate new products and equipment and make recommendations for purchase.~~
- Operate a variety of office equipment, such as computers and all applicable hardware and modern software to develop, direct and maintain a computerized food program, 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 with those contacted in the course of work.~~
- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- ~~Effectively Pplan and organize work for self and others to meet schedules and timelines in an environment with constantly changing priorities.~~
- Communicate clearly and concisely effectively, both orally and in writing.
- Follow good health and safety principles and practices.

**Traits:**

- Appreciates the differences among people.
- Diligently attends to details and quality.
- Easily adapts to situations and changes.
- Effectively manages one's own time, priorities, and resources.
- Is trustworthy and responsible for his/her actions.
- Logically grasps and thinks through issues and problems.
- Promotes goals and leads by example.
- Puts safety first for self and others.
- 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:** One of the following (in accordance with the Healthy, Hunger-Free Kids Act of 2010):

1. A Bachelor's degree or equivalent from an accredited college or university with a major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, or business administration.
2. A Bachelor's degree or equivalent from an accredited college or university in any major along with a State-recognized School Nutrition Director certificate.
3. A Bachelor's degree or equivalent from an accredited college or university in any major. This option requires at least five years of management experience in a school nutrition program.



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~~Equivalent to graduation from an accredited college or university with a major in institutional food management, nutrition, home economics or a related field. (Additional years of supervisory experience may be substituted for the college education.)~~

**Experience:** ~~Five years of administrative or supervisory experience in a school or institutional food service or institutional food service program including experience in the planning and preparation of food in large quantities, supervision of a substantial number of employees, food purchasing, menu planning, accounting, and inventory, financial reporting, and staff development. At least two years of the aforementioned experience must have been in a supervisory or lead capacity. Registered Dietician (R.D.) status with the American Dietetic Association or School Nutrition Specialist (SNS) with the School Nutrition Association is desirable.~~

**Special:** ~~Possession of, or ability to obtain, a valid California dDriver's lLicense.~~

~~Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.~~

~~In accordance with the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), incumbents must complete eight hours of food safety training within 30 days of their start date. This requirement is waived if the individual has completed at least eight hours of food safety training within the five years prior to their start date.~~

~~In accordance with the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), incumbents must complete 12 hours of continuing education per school year from training options available on the United States Department of Agriculture Professional Standards website (<http://professionalstandards.nal.usda.gov>)~~

~~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. Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; operate a computer and keyboard; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically, bend and stoop.~~

**WORK ENVIRONMENT:** ~~Employees in this classification work in both office and kitchen/cafeteria environments, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat and cold, with exposure to heavy machinery and sharp objects, with exposure to cleaning agents, and drive an automobile to conduct work. Office environment; subject to frequent visits to District kitchens and cafeterias.~~

**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.~~

Oxnard School District

~~Board Policy Adopted: August 5, 1974; September 23, 1992; Reclassification Study: June 25, 1998~~

~~Personnel Commission Approved: September 10, 1992; Reclassification Study: February 26, 1998~~

Management Salary Schedule

Approved: 5/74

Revised: 9/92, 4/16

### **ASSISTANT DIRECTOR OF CHILD NUTRITION SERVICES**

*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 Child Nutrition Services, assists in the coordination of the Child Nutrition Services operations; reviews and monitors the operations and activities of school site cafeterias; acts as a resource to on-site child nutrition service personnel; and performs a variety of other duties relative to assigned area of responsibility.

This is a single position classification responsible for assisting in the coordination of Child Nutrition Services operations and student meal programs of the District to ensure proper nutrition for all students which directly supports student learning and achievement.

#### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

The Director of Child Nutrition Services classification provides overall leadership and assumes management responsibility ~~of for~~ the Child Nutrition Services Department and ensures the District-wide child nutrition services operation is in compliance with local, State, and Federal regulations.

The Assistant Director of Child Nutrition Services classification assists the Director in planning, coordinating, and directing the District-wide child nutrition services operation in compliance with local, State, and Federal regulations and serves as a field supervisor.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director of Child Nutrition Services.
- Exercises direct supervision over child nutrition staff as assigned.

#### **ESSENTIAL DUTIES**

- Visits cafeteria units and reviews s food preparation methods and operational procedures for conformity with District standards and governmental regulations;
- Assesses and identifies areas in need of training in all facets of child nutrition operations; provides instruction/demonstration in food preparation, food service, proper use of equipment, health and safety requirements and procedures, cafeteria management, and proper record keeping and accounting procedures;
- Assists in menu planning and production record preparation and review; assists in implementing new procedures, programs, and policies;
- Tests recipes and implements standardized food production methods and standardized portions; assists in selecting and testing sample products;
- Serves as a resource to cafeteria coordinators in problem-solving and providing feedback to Director regarding potential problem situations;
- Assists in ~~the~~ testing and evaluating new equipment and materials and makes recommendations for new purchases;
- Coordinates equipment repair activities under direction of the Director;
- Reviews work site and employee workloads and coordinates the optimum utilization of employees and resources; ~~oversees/maintains~~ department personnel records;
- Assists in the development of employee work schedules and plans;
- Assists in the selection and evaluation of department employees;
- Ensures proper payroll data and supporting documents are accurately and timely completed;
- Assists the Director in preparation of budget data;
- Generates a variety of written materials such as letters, memoranda, requisitions, bulletins, and reports;
- Assists in the coordination of after-hours utilization of child nutrition service facilities and catering; provides cost analysis of catered functions.

**Other Related Duties**

- Prepares informational and instructional bulletins and communications as needed;
- Assumes responsibility for the routine operation of the food services program in the absence of the Director of Child Nutrition Services;
- May represent the Child Nutrition Services Department at public meetings and meets with various groups to discuss goals, objectives, and methods to improve services;
- Performs related duties and responsibilities as required.

**KNOWLEDGE, ABILITIES, AND TRAITS**

**Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive school district child nutrition program;
- Procedures and equipment used in the storage, preparation, and serving of food in large quantities;
- Menu preparation, food values, proper food combinations and economical substitutions in accordance -with nutritional requirements and governmental standards;
- Principles and practices of effective supervision, training, and performance evaluation;
- Principles and technical practice of food service operations in a large institutional setting with multiple work sites;
- Techniques for determining work schedules and timetables;
- Health and safety procedures and practices including OSHA and CAL/OSHA regulations;
- Cooking measurements and terminology;
- Federal and state regulations and standards related to food service preparation and operations within a large public school organization.

**Ability to:**

- Supervise, train, direct, motivate, and evaluate staff;
- Resolve public relations problems effectively;
- Operate a variety of office equipment, such as computers and 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;
- Prepare clear and concise records;
- Communicate effectively, both orally and in writing;
- Follow good health and safety principles and practices.

**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;
- Logically grasps and thinks through issues and problems;
- Promotes goals and leads by example;
- Puts safety first for self and others;
- Remains steady under pressure;



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- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

### **EMPLOYMENT STANDARDS**

**Education:** An Associate's degree or equivalent from an accredited college or university with major course work in institution management, food and nutrition, dietetics, hotel and restaurant management, business or public administration, or other closely related field. Two years of supervisory or coordinating/lead food service experience in addition to the experience indicated below may be substituted for the required degree/college coursework.

**Experience:** Four years of experience in large quantity food preparation, distribution, and/or service. At least two years of the experience must have been in a supervisory or coordinating/lead capacity.

**Special:** Possession of a valid California driver's license.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

In accordance with the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), incumbents must complete 10 hours of continuing education per school year from training options available on the United States Department of Agriculture Professional Standards website (<http://professionalstandards.nal.usda.gov>)

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 in both office and kitchen/cafeteria environments, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat and cold, with exposure to heavy machinery and sharp objects, with exposure to cleaning agents, and drive an automobile to conduct work.

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

Management ~~Salary Schedule~~ ~~Responsibility Ratio: 0.5530~~

Approved: 4/93

Revised: 10/94, 2/98, 3/13, 4/16

### **CHILD NUTRITION CAFETERIA COORDINATOR**

*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 Child Nutrition Services, plans, organizes, and coordinates the self-contained child nutrition operation at an assigned school; trains and directs performance of assigned staff; maintains a variety of records and prepares reports; and performs a variety of tasks relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

The Child Nutrition Cafeteria Coordinator classification coordinates a self-contained child nutrition operation at an assigned school site, oversees and participates in the preparation and serving of all meals, trains and directs the performance of assigned staff, ensures proper food safety and sanitation, and maintains responsibility for the day to day operations of the kitchen and cafeteria.

The Child Nutrition Worker classification performs duties in the preparation and serving of meals, assists in maintaining kitchens and cafeterias in a clean and sanitary condition, and performs related tasks as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director and Assistant Director of Child Nutrition Services;
- Provides technical and work direction to Child Nutrition Workers.
- Positions in this classification have no formal supervisory responsibilities.

#### **ESSENTIAL DUTIES**

- Plans, organizes, and leads the self-contained child nutrition operation of an assigned school cafeteria in accordance with District procedures and food safety and sanitation requirements; performs a variety of food service duties as needed to ensure timely preparation and serving of food in accordance with fixed timetables;
- Supervises and participates in the preparation, cooking, sale, and serving of breakfast, lunches and/or a la carte lunches to students and staff; operates a variety of equipment, machines, and kitchen tools used in a school cafeteria including, but not limited to, slicer, chopper, mixer, oven, and related appliances; operates computerized Point of Sale (POS) terminal and other applicable software;
- Adjusts cafeteria preparation and serving schedules in accordance with school schedules and directives from administrative staff;
- Supervises portion control, wrapping, arranging, and storage of foods to ensure efficient use of foods and supplies;
- Trains and directs the performance of assigned staff; assigns and delegates duties to kitchen and cafeteria personnel;
- Maintains the cafeteria facility in a clean, safe, and sanitary condition; scours and cleans sinks, carts, work tables and counters; ensures that kitchen equipment is kept in good work condition; initiates requests for repair or replacement of equipment as needed;
- Prepares a variety of reports and records including inventory, sales, requisitions, daily reports, and production sheets; maintains updated class lists;
- Performs or supervises the counting of cash and the preparation of cash receipts; collects and bags money;
- Assists with free and reduced lunch applications as needed and directed;
- Confers with the Director of Child Nutrition Services and other department staff regarding cafeteria needs, conditions, and menu changes;
- Schedules and directs inventory of food, supplies, and equipment; monitors stock levels;
- Estimates and requisitions food quantities needed; receives, inspects and confirms the quantity and quality of food and supplies delivered at time of delivery; ensures proper storage of food and supplies; implements proper food rotation using first-in/first-out method;
- Opens, closes, and secures kitchen facilities;

- Participates in staff development activities and managers' meetings.

**Other Related Duties**

- May perform calculations to convert and standardize cooking measurements used in recipes;
- May increase and decrease recipes to yield desired quantities;
- May prepare sack lunches for field trips according to requests from District staff; prepares food for special events and activities as requested;
- Performs related duties and responsibilities as required.

**KNOWLEDGE, ABILITIES, AND TRAITS**

**Knowledge of:**

- Rules and regulations governing subsidized child nutrition programs;
- Principles of training and providing effective work direction;
- Principles and methods of quantity food preparation, serving, and storage;
- Cooking methods/procedures for a variety of main dishes and hot food items including meats, vegetables, gravies, etc.;
- Methods of computing food quantities required by weekly or monthly menus;
- Maintenance and operation of standard cafeteria appliances;
- Sanitation and food safety procedures required by State and Federal law and District regulations;
- Principles of nutrition and menu planning;
- Standard weights and measurements used in cooking;
- Principles and procedures of record keeping;
- Interpersonal skills using tact, patience, and courtesy;
- Basic mathematical principles.

**Ability to:**

- Lead, organize, and review the work of others;
- Estimate food quantities and requisition proper amounts for economical food service;
- Operate a variety of kitchen appliances in a safe and efficient manner;
- Perform basic food preparation activities such as chopping, dicing, slicing, etc.;
- Operate a variety of office machines and equipment such as a personal computer and applicable hardware and software, copiers, printers, and calculators;
- Read recipes and measure food items accurately;
- Follow sanitary and food safety standards required in food handling;
- Operate a variety of kitchen appliances, equipment and machinery in a safe and sanitary manner;
- Make arithmetic calculations quickly and accurately;
- Plan and organize work for self and others to meet schedules and time lines;
- Work independently with minimal direction;
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner;
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships.

**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;

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- Promotes goals and leads by example;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

#### **EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or equivalency. Additional coursework or training in nutrition, quantity food preparation, safety and sanitation, or a closely related field is desirable.

**Experience:** Three years of large quantity and high volume food preparation experience in a commercial, restaurant, or institutional setting; lead or supervisory experience is desirable.

**Special:** A valid and current Food Safety Certificate approved by the State of California is required and must be obtained within the probationary period.

In accordance with the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), incumbents must complete a certain number of hours of continuing education per school year from training options available on the United States Department of Agriculture Professional Standards website (<http://professionalstandards.nal.usda.gov>) as follows:  
Employees working over 20 hours per week: 6 hours of annual continuing education/training  
Employees working less than 20 hours per week: 4 hour of annual continuing education/training

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 for prolonged periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 50 lbs. or over 50 lbs. with assistance, use fingers and wrists and/or hands repetitively in a slicing or twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work inside a kitchen and cafeteria environment, with changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects, with exposure to cleaning agents, and in direct contact with students.

**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: 18.5

Approved: 6/79

Revised: 2/82, 10/86, 2/98, 12/13

### **CHILD NUTRITION WORKER**

*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 direction of the Director of Child Nutrition Services, performs a variety of duties related to child nutrition programs; assists in the preparation and serving of meals; maintains food service facilities in a clean and sanitary condition; collects money and make change; and performs a variety of duties relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

*The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar. All classifications are listed in order from highest to lowest.*

The Child Nutrition Cafeteria Coordinator classification coordinates a self-contained child nutrition operation at an assigned school site, oversees and participates in the preparation and serving of all meals, trains and directs the performance of assigned staff, ensures proper food safety and sanitation, and maintains responsibility for the day to day operations of the kitchen and cafeteria.

The Child Nutrition Worker classification performs duties in the preparation and serving of meals, assists in maintaining kitchen areas and kitchen and cafeteria equipment in a clean and sanitary condition, and performs related tasks as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director and Assistant Director of Child Nutrition Services;
- Receives technical and work direction from the Child Nutrition Cafeteria Coordinator;
- Positions in this classification have no formal supervisory responsibilities.

#### **ESSENTIAL DUTIES**

- Participates in the preparation and cooking of a wide variety of food items needed for student and staff breakfasts, lunches, a la carte sales, special events, and any other Child Nutrition programs; washes, slices, chops, and prepares fruits and vegetables; grates cheese; slices meat; prepares fruit cups; assembles and prepares a variety of sandwiches and wraps; heats various food items including frozen foods;
- Sets up and disassembles serving areas and steam tables;
- Sets up serving lines and serves food to students and staff;
- Operates a point-of sale computer terminal to sell meals and food items; collects money and makes change from a cash box/drawer; sells a la carte and snack items without point-of-sale computer terminal as needed; may bag and prepare money for shipment to District office;
- Count trays, milk, and other food items as assigned;
- Maintains work areas in a clean and sanitary condition; washes and scours kitchen tables, benches, and dining areas; cleans kitchen utensils and equipment; sweeps and mops food preparation and storage areas and kitchen floors; cleans up spills and throws away trash;
- Receives, checks, and stocks deliveries; ensures food items and supplies are stored properly;
- Assists with monthly inventory as directed.

#### **Other Related Duties**

- Performs related duties and responsibilities as required.

#### **KNOWLEDGE, ABILITIES, AND TRAITS**

##### **Knowledge of:**

- Sanitation and safety practices related to cooking and serving food;
- Maintenance and operation of standard kitchen appliances;



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- Standard weights and measurements used in cooking;
- Interpersonal skills using tact, patience, and courtesy;
- Basic mathematical principles.
- Principles and methods of quantity food preparation, serving, and storage.

**Ability to:**

- Perform a variety of duties related to food preparation and food service;
- Maintain food service facilities in a clean and sanitary condition;
- Collect money and make change quickly and accurately;
- Operate a variety of kitchen equipment and appliances including, but not limited to, refrigerators, ovens, shredders, choppers, slicers, mixers, steam tables, warmers, pots, pans, and utensils in a safe and efficient manner;
- Perform basic food preparation activities such as chopping, dicing, slicing, etc.;
- Read recipes and measure food items accurately;
- Follow sanitary and safety standards required in food handling;
- Efficiently use a computerized point-of-sale terminal once trained;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous and timely manner;
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate effectively, both orally and in writing;
- Understand and follow both oral and written directions;
- Establish and maintain effective working relationships.

**Traits:**

- Appreciates and respects the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

**EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or equivalency is desirable.

**Experience:** One year of food handling and preparation experience is desirable.

**Special:** A valid and current Food Safety Certificate approved by the State of California is desirable.

In accordance with the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), incumbents must complete a certain number of hours of continuing education per school year from training options available on the United States Department of Agriculture Professional Standards website (<http://professionalstandards.nal.usda.gov>) as follows:

Employees working over 20 hours per week: 6 hours of annual continuing education/training

Employees working less than 20 hours per week: 4 hour of annual continuing education/training

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 for prolonged periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 40 lbs. or over 40 lbs. with assistance, use fingers and wrists



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and/or hands repetitively in a slicing or twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work inside a kitchen and cafeteria environment, with changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects, with exposure to cleaning agents, and in direct contact with students.

**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:** 13.5

**Approved:** 6/79

**Revised:** 4/15

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 15-16:18

Established: 3/11/16

**Adaptive Technology Specialist**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Contreras-Giron, Karen	3/11/2017

**OXNARD SCHOOL DISTRICT**



**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 14-15:09

Director's Certification:

Established: 11/19/14

Updated (Merged): 8/25/15, 9/10/15,  
 10/27/15, 3/23/16

**Paraeducator I**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Hernandez, Stephanie A	3/23/2017
1	Postas, Lisa L	3/23/2017
1	Shafiei, Maryam	3/23/2017
2	Dean, Kathryn L	3/23/2017
3	Montejano, Monica	8/25/2016
4	Ortiz, Sheena N	10/27/2016
5	Davis, Dayna N	3/23/2017
5	Leonardo, Ashley E	3/23/2017
6	Lee, Claudia B	10/27/2016
7	Farfan, Diana	10/27/2016
8	Crotts, Matthew	10/27/2016
8	Galvan, Jose A	3/23/2017
9	Rivera, Maria D	9/10/2016
10	Lopez, Cynthia E	10/27/2016
11	Hernandez, Guadalupe M	9/10/2016
11	Rivera, Maria Soledad	3/23/2017
12	Martinez, Guadalupe R	9/10/2016
13	Ramirez, Rosemary	3/23/2017

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

Jonathan Koch  
Director, Classified Human Resources

**Date of Meeting:**

April 14, 2016

**TITLE: First Reading – Personnel Commission Budget 2016/17**

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**DESCRIPTION OF AGENDA ITEM:**

Education Code Section 45253 provides that the Personnel Commission shall prepare an annual budget for its own office and hold a public hearing. The public hearing shall be held not later than May 30<sup>th</sup> of each year.

Attached is the proposed budget. A justification for all expenses in the budget has also been attached.

**RECOMMENDATION:**

No official action is to be taken at this time. The Commission shall give direction on the formulation of a final budget draft which will be brought back for an open hearing and adoption at the regularly scheduled meeting in May.

**ANNUAL FINANCIAL AND BUDGET REPORT  
 FISCAL YEAR 2016-2017**

		2015-2016 Budgeted Amount <i>(dollars only)</i>	2016-2017 Proposed Budget <i>(dollars only)</i>
<b>2000</b>	<b>CLASSIFIED SALARIES*<sup>1</sup></b>		
2300	Administrative Personnel	\$211,792	\$211,774
	Commission Members <sup>2</sup>	\$3,600	\$3,600
2400	Clerical & Other Office	\$227,996	\$236,817
2900	Other	\$0	\$0
<i>Subtotal</i>		\$443,388	\$448,590
<b>3000</b>	<b>EMPLOYEE BENEFITS*</b>		
3100	Certificated Employees Retirement	\$0	\$0
3200	PERS	\$50,400	\$58,443
3300	OASDI & Medicare	\$32,545	\$34,260
3400	Health & Welfare Benefits <sup>3</sup>	\$87,915	\$91,511
3500	SUI	\$213	\$224
3600	Worker's Compensation	\$16,286	\$12,472
3800	PERS Reduction <i>(PERS Reduction is no longer valid in 2014/15)</i>	\$0	\$0
3900	Other Benefits	\$20,422	\$22,665
<i>Subtotal</i>		\$207,781	\$219,575
<b>4000</b>	<b>SUPPLIES</b>		
4300	Other Supplies	\$2,000	\$2,000
	Literature, Periodicals	\$0	\$0
	Office Supplies	\$4,000	\$4,000
	Examinations Purchase	\$0	\$0
	Printing & Forms	\$3,600	\$3,600
	Other	\$0	\$0
4400	Non-Capitalized Equipment	\$1,800	\$1,800
<i>Subtotal</i>		\$11,400	\$11,400

\* It is understood that the District agrees that monies budgeted for salaries and employee benefits will be adjusted upward or downward depending on actual wages, benefit rates, etc. which may change over the course of the fiscal year and are not yet concretely known as of the time of this budget being presented and adopted.

<sup>1</sup> Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

<sup>2</sup> Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

<sup>3</sup> Group medical benefits cannot be provided to former Personnel Commission members.

		2015-2016 Budgeted Amount <i>(dollars only)</i>	2016-2017 Proposed Budget <i>(dollars only)</i>
<b>5000</b>	<b>SERVICES &amp; OTHER OPERATING EXPENSES</b>		
5200	<b>Travel &amp; Conference Expense</b>		
	Mileage (Local)	\$750	\$750
	Expense Allowance	\$1,250	\$2,000
	Conference	\$4,250	\$6,250
5300	<b>Dues &amp; Membership</b>		
		\$2,626	\$3,100
5500	<b>Utilities &amp; Housekeeping Services</b>		
	Electricity	\$0	\$0
	Heat	\$0	\$0
	Water	\$0	\$0
	Other	\$0	\$0
5600	<b>Rentals, Leases &amp; Repairs</b>		
	Leasing of Equipment	\$0	\$0
	Equipment Maintenance Contracts	\$700	\$700
	Other	\$500	\$500
5800	<b>Other Services &amp; Operating Expenses</b>		
	Advertising	\$2,000	\$2,000
	Salary Classification Surveys	\$0	\$0
	Physical Examination	\$0	\$0
	Fingerprinting	\$0	\$0
	Other Recruitment Expense	\$0	\$0
	Legal Expenses	\$2,000	\$2,000
	Contracted Testing	\$0	\$0
	Contracted Personnel Services	\$27,000	\$18,270
	Other	\$0	\$0
5900	<b>Communications</b>		
	Telephone/Fax	\$0	\$0
	Postage	\$0	\$0
	Other	\$0	\$0
<b>Subtotal</b>		<b>\$41,076</b>	<b>\$35,570</b>



		2015-2016 Budgeted Amount <i>(dollars only)</i>	2016-2017 Proposed Budget <i>(dollars only)</i>
<b>6000</b>	<b>EQUIPMENT</b>		
6400	<b>New Equipment</b>		
	Office Furniture	\$0	\$0
	Office Equipment	\$0	\$0
	Other	\$0	\$0
6500	<b>Equipment Replacement</b>	\$0	\$0
<i>Subtotal</i>		\$0	\$0

FUND	BALANCE		
	<b>Designated for Personnel Commission</b>	\$703,645	\$715,135

**2016-2017 Personnel Commission/Classified Human Resources Budget Justification**

<p>Classified Salaries</p>	<p>All staff is budgeted at the top salary step for their classifications. This is due to the fact that the Ventura County Superintendent of Schools approves the Commission’s budget on an annual basis following input from the Board of Trustees. At any time in the future prior to the adoption of a Budget, the Board of Trustees may make a recommendation to the County Superintendent to not approve the Commission’s budget as submitted. If this occurs the likely result is the Commission receiving the exact funding as it received in the prior year.</p> <p>If the Commission’s budget does not reflect the top salary step placement for all positions, it is possible that this funding would not be approved on a yearly basis and thus wage increases due to step advancement would be required to be cut from the Commission’s non-personnel budget.</p> <p>The above being true, it is understood by the Commission that any money allocated in this area which is not currently going towards actual salaries is expected to be returned to the District’s general fund at the end of the fiscal year and not used in other areas. Exception may of course be made for extreme or emergency circumstances.</p> <p>For the 2016/17 year the budget reflects a slight increase in the clerical and office staff category due to a mid-year reclassification of a Human Resources Assistant position to a Human Resources Technician position during 2015/16.</p> <p>Salary increases have not yet been negotiated and determined for 2016/17 so this budget is being put through with a notation that salary and benefits will be adjusted to their true amounts.</p>
<p>2300: Administrative Personnel</p>	<p>The Director, Classified Human Resources is paid out of this account and is tasked with overseeing all Personnel Commission and Classified Human Resources activities and supervising Classified Human Resources staff.</p> <p>The Senior Human Resources Analyst is paid out of this account and is tasked with overseeing the recruitment and testing functions along with other Classified Human Resources duties.</p> <p>Additionally, the wages for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of the Personnel Commissioners. It is expected that the actual total may be slightly less, but a buffer has been built in to account for unforeseen special meetings and disciplinary appeal hearings.</p>
<p>2400: Clerical &amp; Other Office</p>	<p>All non-management staff is paid out of this line. Current staff consists of:</p>

	<p>1 Administrative Secretary                  The Administrative Secretary provides clerical support for the Classified Human Resources function and alleviates the Director of Classified Human Resources of administrative detail.</p> <p>3 Human Resources Technicians                  The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the department and manage the high volume workflow of employee evaluations, records, assignments, and staffing including transfers which related to both classified and exempt employees. Positions in this classification are also expected to assist with Commission functions regarding test proctoring as and application screening as needed.</p> <p>This account is recommended to be increased to cover increased salary costs for a Human Resources Assistant position which was reclassified to Human Resources Technician mid 2015/16.</p>
2900: Other	<p>No amount is budgeted for substitutes or extra help. The department continues to function with as small of a crew as possible, despite an increasing workload which has led to Certificated Human Resources adding three new staff members. The Classified Human Resources office functions with substitute and additional help only when absolutely necessary. It is forecasted that this will continue and the non-personnel budget can cover the cost if necessary.</p>

Employee Benefits	Associated with department employees and Personnel Commissioners. As of the current time we have not received information regarding benefit rates for 2016/17. Much like the salaries section, this is being put through with a notation that the budget will be adjusted to reflect actual rates including any increases.
3200: PERS	Associated with department employees and Personnel Commissioners.
3300: OASDI/Medicare	Associated with department employees and Personnel Commissioners.
3400: Health & Welfare Benefits	Associated with department employees and Personnel Commissioners.
3500: SUI	Associated with department employees and Personnel Commissioners.
3600: Worker's Compensation	Associated with department employees and Personnel Commissioners.
3800: PERS Reduction	This area is not valid and no longer required, therefore this account has been adjusted to reflect a zero balance.
3900: Other Benefits (includes CSEA Arc and Retiree Benefits)	Associated with department employees and Personnel Commissioners.

<p>4300: Materials &amp; Supplies</p>	<p>This account provides funding for all office supplies necessary for the regular office duties of the Commission/Classified Human Resources department.</p> <p>This is also the account that provides for the cost of lunches for interview panel members, which can vary depending on the number of interview panels held over the course of the year.</p> <p>Lastly, the budgeted amount covers expenses of a recurring nature for copier charges and publications recharges.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
<p>4400: Non-Capitalized Equipment</p>	<p>An amount equivalent to approximately two computers has been built into the budget for the 2014-15 year. It is expected that the department will need to replace two computers every year which would put our computers on approximately a 3 year replacement cycle.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
<p>5200: Travel &amp; Conference</p>	<p>Personnel Commissioners and staff typically attend a few conferences and symposiums per year. One conference typically attended in the CSPCA Annual Conference which is typically a three or four-day conference with an associated cost of approximately \$350 per individual plus room &amp; board. The locations of these conferences are to be determined, as is the actual cost. The CSPCA conference typically totals about \$3,500 or more with reimbursement for travel and expenses.</p> <p>The Classified Human Resources department currently has one new Commissioner and is soon expecting one new staff member. As such, it is expected that both will attend the Merit Academy during the upcoming year at a cost of \$500 tuition each, plus other expenses. Additionally, it is anticipated that the new staff member will attend a number of conferences/symposiums during the year.</p> <p>This account also covers all mileage reimbursement expenses for Commission employees and allows for mileage reimbursement to interview panel members/raters from outside districts/agencies.</p> <p>This account shows <u>an increase of \$2,750</u> from the previous year's budget to allow for more staff involvement in conferences, allow for the two newcomers to attend the Merit Academy, and for other professional development.</p>
<p>5300: Dues &amp; Memberships</p>	<p>The department has three ongoing memberships which require annual dues: Cooperative Organization for the Development of Employee Selection Procedures (CODESP), and California School Personnel Commissioners Association (CSPCA), and Personnel Commissioners Association of Southern California (PCASC).</p>

	<p>This account shows an <u>increase</u> of \$474 from the previous year's budget due to increased membership dues.</p>
<p>5600: Rentals, Leases &amp; Repairs</p>	<p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron).</p> <p>A small amount for repairs has been budgeted in case any are needed on current equipment.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
<p>5800: Professional/Consulting Services</p>	<p>The Commission is tasked with holding disciplinary appeals following actions taken by the Board of Trustees. These appeal hearings are held by an independent hearing officer who charges consulting fees. While the number of hearings is impossible to forecast, history has shown that the consulting fees typically fall below the amount budgeted (\$5,000).</p> <p>Another use for this account is advertising and other recruitment expenses. The Commission only uses these services for recruitment which are inherently difficult, such as those for School Occupational Therapist. As such an amount of \$2,000 has been added.</p> <p>Out of this account is also an ongoing cost for computerized testing and integration with our current applicant tracking software. The ongoing cost for the software licensing and integration is \$2,000.</p> <p>An amount of \$2,000 is in place for contingencies where a conflict of interest is declared between the District and the Commission. In these instances the Commission would need to retain its own legal services. It is hoped and anticipated that these funds will not be used and will be returned to the District's general fund at the close of the fiscal year.</p> <p>An amount of \$11,270 has been added to the budget due to the Commission budget needing to take on the cost of the NeoGov Insight Applicant Management System. For the past nine years, the District used this system for both certificated and classified Human Resources and paid the cost out of the General Fund. As of July 1, 2016 the District has decided it will no longer use the system for Certificated Human Resources and was planning to discontinue the software license agreement. Based on current practices and needs, ending the agreement with NeoGov would effectively cripple the work of the Personnel Commission and Classified Human Resources department. The responsibilities of the Classified Human Resources office require the performance of tasks which are much more technical in nature than those of the Certificated Human Resources office. As such, a more</p>

	<p>robust software is needed to meet the demands of the department. Removing the current NeoGov system would result in undue hardship on Classified Human Resources staff and result in a need to hire a minimum of one additional full-time staff member at the Analyst (or higher) level in order to maintain close to the same level of efficiency.</p> <p>Lastly, an amount of \$20,000 has been removed from the budget as the money was budgeted in case the District wished to move forward with phase 1 of a District-wide classification and compensation study. At the present time the District has stated that it does not have interest in such an undertaking and would not be able to cover the costs of implementing the findings of such a large-scale study. As such, this money (which was seen as a short-term increase to the Commission budget) has been removed. This item may be discussed again in the future.</p> <p>This account shows a <u>reduction of \$8,730</u> from the previous year's budget.</p>
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CLASSIFIED PERSONNEL ACTIONS

March 16, 2016

New Hire

Bhatia, Pavan	Director of Facilities, Position #7354 Facilities 8.0 hrs./246 days	03/01/2016
De La Hoya, Susy	Paraeducator III, Position #7241 Pupil Services 5.75 hrs./183 days	02/11/2016
Garcia de Ruiz, Claudia	Paraeducator III, Position #7242 Pupil Services 5.75 hrs./183 days	02/16/2016
Kitagawa, Bryan	Paraeducator I, Position #7167 Brekke 4.0 hrs./183 days	02/24/2016
Limon, Giselle	Paraeducator I (B), Position #7280 Haydock 5.0 hrs./183 days	02/16/2016
Montes, Gladys	Paraeducator I, Position #7260 Soria 5.0 hrs./183 days	02/29/2016
Roque, Yosis	Paraeducator III, Position #7341 Pupil Services 5.75 hrs./183 days	02/17/2016
Wilson, Karen	Paraeducator I, Position #7191 Rose Ave. 4.0 hrs./183 days	02/23/2016

Exempt

Lucas, Yessenia	Campus Assistant	02/09/2016
Nunez, Nicholas	Campus Assistant	02/29/2016
Mendez, Vanessa	Campus Assistant	02/18/2016

Limited Term

Celedon, Eduardo	Paraeducator	02/04/2016
McCulloch, Ashley	Paraeducator	02/16/2016

Resignation

Zamarripa, Jovana	Paraeducator II, Position #6519 Pupil Services 5.75 hrs./183 days	03/04/2016
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Retirement

Zambrano, Johnny	Grounds Maintenance Specialist, Position #1036 Facilities 8.0 hrs./246 days	03/03/1980-03/31/2016
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