



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, January 21, 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 December 10, 2015

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. Set Date for Appeal Hearing
The Personnel Commission will set a hearing date for an appeal for disqualification from an examination-Senior Human Resources Analyst.
2. Eligibility Lists
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
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.

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

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

E. ADJOURNMENT



OXNARD SCHOOL DISTRICT MINUTES

Thursday, December 10, 2015
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, December 10, 2015, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Perez at 3:30 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 Lopez, Member of the Personnel Commission

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

Guests: Rosaelia Ambriz, CSEA Clerical Representative, Kathy Beasley, Accountant/Internal Auditor, Leonida Fierro, Accounting Specialist III; Teresa Gern, Director, Certificated Human Resources; Rita Guevara, Employee Benefits Specialist; Susan Littell, Accounting Specialist III; Janet Penanhoat, Director of Finance; Dalia Valenzuela, Administrative Assistant; Ginny Whitt, CSEA Recording Secretary; Jabbar Wofford, CSEA President.

Commissioner Perez moved to approve the agenda of Thursday, December 10, 2015 as presented. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Perez Y; Rhoads Y

ADOPTION OF THE
AGENDA

Commissioner Rhoads moved to approve the minutes of Thursday, November 12, 2015 as presented. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Castillo Y; Perez Y

APPROVAL OF
MINUTES

Commissioner Lopez read and signed the Oath of Office.

COMMENTS BY THE
PUBLIC
ACTION ITEMS
Oath of Office

Commissioner Rhoads moved for Commissioner Perez to assume the position as Chair. Commissioner Perez moved to appoint Commissioner Rhoads as Vice Chair. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Perez Y; Rhoads Y; Lopez Y

Rotation of Chair

The Commissioners and staff discussed the reclassification request submitted by Ms. Fierro. Ms. Fierro spoke on her background at the Oxnard School District. Mr. Koch explained that he recommended that the Personnel Commission take action to deny the request for reclassification as the employee's current responsibilities and duties fall within the job description. Ms. Penanhoat and Ms. Beasley clarified the duties in Accounts payable department. Commissioner Perez moved to deny the request submitted by Ms. Fierro. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Perez Y; Rhoads Y; Lopez A

Classification Review

Commissioner Perez moved to approve the new classification and class description for Information Systems Data Technician and allocate the class to range 24.0 on the OSD/CSEA Salary Schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Perez Y ; Rhoads Y ; Lopez Y

Information Systems
Data Technician-
Establishment of New
Classification
Operations Manager

Commissioner Rhoads moved to approve the revised classification description of Operations Manager, approve the title change from Operations Manager to Grounds Manager, and reallocate the classification on the Management Salary Schedule from range \$64,232-\$76,312 to the new range of \$57,791-\$68,671. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Perez Y ; Rhoads Y ; Lopez Y

Commissioner Perez moved to approve the eligibility lists of Bus Driver, Cover Bus Driver/Office Assistant, Paraeducator I, and Site Technology Technician. Commissioner Rhoads seconded and the motion carried. The vote was as follows 3-0. Perez Y ; Rhoads Y ; Lopez Y

Eligibility Lists

Commissioner Perez moved to approve the Meeting Calendar for 2016. Commissioner Rhoads seconded and the motion carried. The vote was as follows 3-0. Perez Y ; Rhoads Y ; Lopez Y

Meeting Calendar for
2016

REPORTS/OTHER
INFORMATION/DISC
SSION ITEMS

The Personnel Commission reviewed the Annual Report for the 2014/2015 Fiscal Year.

Annual Report

Mr. Koch gave an update on the current recruitments for Adaptive Technology Specialist, Bus Driver (Temporary/Substitute), Child Nutrition Worker (Temporary/Substitute), Custodian (Temporary/Substitute), Director of Facilities, Intermediate School Secretary, Library Media Technician, Office Assistant (Temporary/Substitute), Paraeducator (Temporary/Substitute), Paraeducator I, Paraeducator II, Paraeducator III, Paraeducator-Hearing Impaired (sign language), Preschool Assistant, School Office Manager, Secretary, and Senior Human Resources Analyst. He summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Mr. Wofford welcomed Ms. Lopez. He introduced Ms. Whitt as the new recording secretary for CSEA.

Report by CSEA

Commissioner Lopez spoke on her background. Commissioner Rhoads wished everyone a Happy Holiday.

Report by
Commissioners

There being no further business, the Commission adjourned at 5:13 p.m. The next regular meeting will be held January 21, 2015.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, December 10, 2015 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

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CLASSIFIED PERSONNEL ACTIONS

December 9, 2015

New Hire

Aguirre Cayeros, Carmina	Paraeducator II, Position #2235 Pupil Services 5.75 hrs./183 days	11/02/2015
Aparicio, Bianna D.	Child Nutrition Worker, Position #7291 McAuliffe 3.0 hrs./185 days	11/16/2015
Beltran, Daniel	Cover Bus Driver/Office Assistant, Position #580 Transportation 6.0 hrs./203 days	11/30/2015
Cedillo, Yesenia H.	Office Assistant II, Position #5424 Driffill 5.0 hrs./192 days	11/16/2015
Flores, Marcella	Office Assistant II (B), Position #1983 Marshall 5.0 hrs./203 days	11/30/2015
Fountain, Genesis	District Textbook Coordinator, Position #2300 Ed. Services 7.0 hrs./246 days	11/09/2015
Gonzales, Jesus M	Bus Driver, Position #1292 Transportation 8.0 hrs./183 days	11/16/2015
Gutierrez Perez, Juan C	District Translator, Position #7157 Special Ed. 8.0 hrs./246 days	11/05/2015
Guzman, Edith	Intermediate School Secretary (B), Position #7016 Lemonwood 8.0 hrs./192 days	10/26/2015
Herrera, Cindy	Child Nutrition Worker, Position #7292 McKinna 3.0 hrs./185 days	11/19/2015
Maldonado, Maria	NfL Family Liaison (B), Position #6405 NfL 6.0 hrs./180 days	10/26/2015
Mendoza, Alberto	Paraeducator I, Position #7263 Soria 5.0 hrs./183 days	10/29/2015
Mildenhall, Julia	Library Media Technician, Position #2199 Sierra Linda 5.0 hrs./190 days	11/05/2015
Navarro, Imelda	Preschool Assistant (B), Position #2577 Sierra Linda 3.0 hrs./183 days	10/27/2015
Ortega, Benjamin	Site Technology Technician, Position #2513 Rose Ave. 8.0 hrs./192 days	10/19/2015
Sanchez, Briana	Child Nutrition Worker, Position #2054 Itinerant 5.0 hrs./185 days	11/16/2015
Velasquez, Rosario	Child Nutrition Worker, Position #7277 Fremont 5.0 hrs./185 days	11/16/2015
Zamarripa, Juan	Custodian, Position #6673 Elm 4.0 hrs./246 days	11/09/2015

New Hire correction

Ferrer Munson, Rafael	District Translator, Position #7259 Special Ed. 8.0 hrs./246 days	10/26/2015
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Exempt

Ayala, Alicia	Campus Assistant	10/01/2015
Gonzalez, Andrea	AVID Tutor	10/28/2015
Luna, Ivan	AVID Tutor	10/02/2015
Montesinos, Melissa	Campus Assistant	11/04/2015
Shoemaker, Carolyn	Campus Assistant	11/05/2015
Tellez, Olivia	Campus Assistant	11/05/2015
Torres, Andres	Campus Assistant	10/20/2015
Vargas, Janessa	Campus Assistant	11/02/2015

Limited Term

Balderrama, Deanna	Clerical	10/20/2015
Espinoza, Melissa	Clerical	10/08/2015
Cummings, Natalie	Paraeducator	11/02/2015
Laveaga, Brianda	Paraeducator	10/29/2015
Martinez, Gabriela	Paraeducator	11/09/2015
Ortiz, Jade	Paraeducator	11/04/2015
Paez, Laura	Paraeducator	10/26/2015
Quinn, Emily	Paraeducator	11/04/2015
Romero, Letty	Child Nutrition Worker	10/02/2015

Reclassification

Hernandez, Esmeralda	Human Resources Technician (B), Position #2388 Personnel Commission 8.0 hrs./246 days Human Resources Assistant (B), Position #2388 Personnel Commission 8.0 hrs./246 days	09/17/2015
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Promotion

Colmenares, Roberto	Paraeducator II, Position #7240 Pupil Services 5.75 hrs./183 days Instructional Assistant PH, Position #483 Special Education 5.5 hrs./183 days	11/04/2015
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Increase in Hours

Escalante, Angela	Paraeducator I, Position #1104 Chavez 4.0 hrs./183 days Paraeducator I, Position #1104 Chavez 3.0 hrs./183 days	11/16/2015
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Transfer

Benavides, Leticia	Preschool Assistant (B), Position #949 Rose Ave. 3.0 hrs./183 days Preschool Assistant (B), Position #1234 San Miguel 3.0 hrs./183 days	11/09/2015
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Transfer Continued

Born, Cecilia	Preschool Assistant (B), Position #2894 Elm 3.0 hrs./183 days	10/26/2015
Cabrera, Karina	Preschool Assistant (B), Position #2660 Driffill 3.0 hrs./183 days Office Assistant II (B), Position #7266 Lemonwood 5.0 hrs./203 days	9/28/2015
De La Rosa, Leticia	Office Assistant II (B), Position #5424 Driffill 5.0 hrs./192 days Preschool Assistant (B), Position #2664 Rose Ave. 3.0 hrs./183 days	11/03/2015
Flores, Janet	Preschool Assistant (B), Position #2657 Ritchen 3.0 hrs./183 days Paraeducator I (B), Position #2243 Frank 5.5 hrs./183 days	11/08/2015
James, Rakena	Paraeducator I (B), Position #7226 McKinna 5.0 hrs./183 days Library Media Technician, Position #2526 Soria 8.0 hrs./192 days	11/23/2015
Magana, Beatris	Library Media Technician, Position #1039 Marina West 5.0 hrs./190 days Facilities Secretary (B), Position #5 Facilities 8.0 hrs./246 days	11/09/2015
Ramirez, Rocio	Secretary (B), Position #1357 Special Education 8.0 hrs./246 days Office Assistant II (B), Position #1212 Fremont 6.0 hrs./203 days	11/16/2015
	Office Assistant II (B), Position #2909 NfL 4.0 hrs./203 days	
<u>Released during Probation</u>		
7486	Child Nutrition Worker, Position #2768 Fremont 5.0 hrs./185 days	10/23/2015
8502	Custodian, Position #6449 Lemonwood 4.0 hrs./246 days	11/04/2015
<u>Resignation</u>		
Hurtado, Patricia	Paraeducator I, Position #7191 Rose Ave. 4.0 hrs./183 days Credential Technician (B), Position #6777 Certificated HR 8.0 hrs./246 days	09/09/2015
Villalobos, Veronica		11/20/2015
<u>Retirement</u>		
Magallanes, Yolanda	Child Nutrition Worker, Position #1827 Ramona 5.5 hrs./185 days	08/30/2000-12/17/2015