



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, March 10, 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 February 11, 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. Grounds Maintenance Specialist (*page 5*)
The Personnel Commission will consider approving amendments to the job description.
2. Locksmith (*page 9*)
The Personnel Commission will consider approving amendments to the job description.
3. Facilities Purchasing Specialist (*page 13*)
The Personnel Commission will consider approving amendments to the job description, title change, and salary reallocation.
4. EMS/HVAC Lead (*page 17*)
The Personnel Commission will consider approving amendments to the job description, title change, and salary reallocation.

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. Eligibility Lists (*page 21*)
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 23*)
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, February 11, 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, February 11, 2016, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Perez at 3:30 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

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

Guests: Matt DeGennaro; Paul DeGennaro; Officer Estrada; Ilene Poland, CSEA Job Steward; Dr. Jesus Vaca, Assistant Superintendent of Human Resources and Support Services, 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 2-0. Perez Y ; Rhoads 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 2-0. Perez Y ; Rhoads Y

APPROVAL OF
MINUTES

COMMENTS BY THE
PUBLIC
ACTION ITEMS

Commissioner Rhoads moved to deny the appeal of disqualification from examination for the classification of Senior Human Resources Analyst. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y ; Rhoads Y

Exam Appeal

Commissioner Rhoads moved to approve the eligibility lists of Grounds Manager, Paraeducator II, Paraeducator III, Intermediate School Secretary, and Secretary. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y ; Rhoads Y

Eligibility Lists

REPORTS/OTHER
INFORMATION/DISCUSSION ITEMS
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of January 20, 2016 and February 3, 2016.

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), District Translator (Limited Term), Health Assistant, Information Systems Data Technician, Office Assistant (Temporary/Substitute), Paraeducator (Temporary/Substitute), Paraeducator I, Paraeducator II, Paraeducator III, Paraeducator-Hearing Impaired (sign language), Preschool Assistant (B), School Occupational Therapist, Senior Human Resources Analyst, Site Technology Technician, Speech-Language Pathology Assistant. He summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Ms. Poland reported that Mr. Koch was doing a great job.

Report by CSEA

Ms. Poland read a report from Dr. Vaca. It was reported that Mandated Reporter training will be scheduled soon. She also reported that staff had an opportunity to attend the Super Star Conference held at VCOE.

Report by Assistant
Superintendent, Human
Resources and Support
Services

There being no further business, the Commission adjourned at 4:55 p.m. The next regular meeting will be held March 10, 2016.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

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.

Date

Chair, Personnel Commission

GROUNDS MAINTENANCE 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 Grounds Manager, To performs a variety of technical grounds maintenance duties including the maintenance and repair of playground equipment, surfacing, and automated and manual irrigation systems; ~~to performs~~ basic grounds maintenance duties; tree trimming and maintenance and landscape construction; ~~to performs~~ minor construction duties on school grounds, buildings, and landscaped areas; repairs and maintains fences and gates; and ~~to performs~~ a variety of technical duties relative to 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, maintains and repairs playground equipment, responds to emergency grounds calls regarding safety hazards, and operates motorized power grounds equipment 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 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 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.
- May exercise technical and work direction over grounds maintenance workers I's.
- Positions in this classification have no formal supervisory responsibilities.

WORK DIRECTION RECEIVED AND EXERCISED

- May provide technical work direction to Grounds Maintenance Workers.

ESSENTIAL DUTIES

- Assembles, and installs, repairs, and performs routine maintenance on playground equipment and surfacing;
- Installs, repairs, and maintains fences and gates; performs welding work as needed;
- Install and repair chain link fence.
- Performs various concrete work; designs, constructs, and/or modifies various existing concrete structures; mixes, pours, and finishes new concrete structures; performs routine maintenance on concrete and asphalt;
- Performs minor carpentry work/woodwork needed for grounds and construction purposes, including design/creating and installing wood structures such as concrete forms sandboxes;
- Performs tree pruning on District wide trees in order to meeting the cultural and growth characteristics of the trees;
- Performs tree care maintenance tasks, such as fertilization, proper staking, and proper planting techniques;

- Performs a variety of preventive maintenance and repair work on automatic and manually operated irrigation systems to ensure proper operation as needed;
- ~~Adjusts and performs major and minor repairs on control clocks and sprinkler heads; maintains lines and sprinkler heads clear of debris;~~
- ~~Repairs and/or Replaces and perform major and minor repair irrigation mainlines, master valves, flow sensors, on valves, wires, pressure reducing valves, strainers, lateral lines, sprinklers, and related equipment; repair and/or replace broken or leaking lines; trace and locate damaged wires.~~
- Responds to emergency grounds calls regarding safety hazards; ~~as related to irrigation, tree trimming and landscape construction.~~
- ~~Operates a variety of motorized power grounds equipment and machinery such as riding mowers, tractors, push mowers, power sweepers, dump trucks, skip loaders, and jack hammers as assigned to ensure proper upkeep of District sites and grounds; Operate tractor, dump truck, bucket truck, skiploader, and other larger motorized equipment.~~
- ~~Operate a variety of tools and equipment utilized in groundskeeping such as trencher, jackhammer, cement mixer, chain and other power saws and various small hand and power tools.~~
- ~~Prepare and maintain records and reports related to daily work activities.~~
- ~~Perform lead duties and assign work on various major projects requiring work direction and guidance Prepares and maintains repair, maintenance, and supply records for as assigned tasks; orders and obtains supplies and materials as needed;~~
- ~~Performs general pest (bees, rodents, etc.) removal as trained and taking into account all applicable safety concerns;~~
- Ensures compliance and adherence to safety rules and regulations; performs general grounds clean-up at the job site.

Other Related Duties

- ~~Performs operator's maintenance on a District vehicle as necessary;~~
- ~~Provides work direction and guidance to grounds personnel assigned to assist on larger projects;~~
- ~~May train and provide work direction and guidance to other personnel in the operation of motorized power grounds equipment as assigned;~~
- ~~Performs related duties and responsibilities as required assigned.~~

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- ~~Operational characteristics of irrigation systems and components;~~
- ~~Basic welding techniques;~~
- ~~Principles, methods, and techniques used in the installation and repair of sprinkler irrigation systems including various timing devices, controllers, valves, and heads;~~
- ~~Operational characteristics of motorized grounds maintenance equipment;~~
- ~~Basic principles of operation and care for mechanical and hydraulic systems;~~
- ~~Methods and techniques of wire tracing;~~
- ~~Principles and practices of computerized sprinkler box, time controls, valves, piping, and sprinkler heads~~
- ~~Concrete and masonry techniques and methods;~~
- ~~Basic methods and techniques of installing and maintaining chain link, playground equipment and related structures~~
- ~~Basic Carpentry techniques and methods~~
- ~~Basic methods and techniques of assembling, installing and inspecting playground equipment~~
- ~~Arboriculture as it relates to standard tree trimming practices in the landscape industry;~~
- ~~Proper planting, staking and general maintenance care of trees;~~
- ~~Principles of lead supervision and training.~~
- ~~Basic mathematical principles;~~
- ~~Health and safety regulations and procedures;~~
- ~~Principles and practices of record keeping~~

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- Methods and techniques of routine maintenance and repair of grounds maintenance equipment and tools, trucks, and tractors;
- Principles and procedures of record keeping-;
- Pertinent Federal, State and local laws, codes and regulations regarding water conservation and playground equipment.

Ability to:

- ~~Perform a variety of installation maintenance and repair work on district sprinklers and irrigation systems.~~
- ~~Trace and locate damaged wires.~~
- ~~Perform concrete and masonry repair.~~
- Assemble and install playground equipment
- ~~Install and maintain chain link fence~~
- Provide maintenance to trees, including proper planting, staking and fertilization
- Read, understand, and work from material safety data sheets, schematics, blueprints, shop drawings, and sketches;
- Operate trucks, large power mowers, tractors, power sweepers, dump trucks, skip loaders, mowers, and other large motorized vehicles and equipment as assigned-;
- Operate a variety of tools and equipment utilized in groundskeeping such as trencher, jackhammer, cement mixer, chain and other power saws and various small hand and power tools;
- ~~Perform manual labor.~~
- Understand and follow safety procedures-;
- Train personnel in the safe use of large and small motorized equipment;
- 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.~~
- 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.~~ 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-;
- Operate a computer and basic work-related software.
- ~~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.

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EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency. Specialized training in irrigations systems and pest removal is desirable.

~~Equivalent to the completion of the twelfth grade supplemented by specialized training in tree pruning and care, and/or irrigation system maintenance and repair and/or landscape construction.~~

Experience: Three years of increasingly responsible grounds maintenance experience which includes experience in all of the following: the combined three functions or one year experience in each of the three functions: grounds landscaping and maintenance, tree pruning and care, irrigation systems maintenance, and landscape construction.

Special: Possession of, or ability to obtain, an appropriate, valid dDriver's HLicense.

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 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 or scaffolding, 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.

~~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.~~

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 9, 2000~~

~~Personnel Commission Approved: July 13, 2000~~

Salary Range: 22.0

Approved: 7/00

Revised: 3/16

LOCKSMITH

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 Maintenance Manager, ~~To~~ performs skilled journey-level duties in the installation, maintenance, and repair of locks and controlling devices on all relevant District property including lockers, doors, windows, ~~and~~ cabinets, and vehicles; ~~to~~ maintains master key system; ~~to~~ makes and duplicates keys; and ~~to~~ performs a variety of technical tasks relative to assigned area of responsibility.

Incumbents in this classification ensure District locks and controlling devices are installed and properly maintained and District personnel are provided with the means for appropriate access in order to ensure safe and secure conditions at school sites and other District properties which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Locksmith classification performs skilled journey-level locksmith work in the installation, maintenance, and repair of locks and controlling devices on all relevant District property; maintains the master key system and needed combinations and codes; makes new and duplicate keys; provides work direction and training to other maintenance personnel, and plans and estimates costs for projects.

The Maintenance Worker II classification performs semi-skilled to skilled maintenance, repair, and construction tasks in the upkeep of District facilities; and performs semi-skilled to skilled functions in one or more of the maintenance trades under the guidance of a journeyman-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

- Installs, repairs, opens, and removes locks and other controlling devices for all relevant District property including lockers, doors, windows, cabinets, and vehicles; clears keyways of obstructions; repairs, replaces, and alters tumblers, springs, and other parts; disassembles and assembles padlocks, door and safe locks, and other locks as required.
- Maintains routine records, lists, and files, such as records of safe combinations and electronic lock access codes, as required; changes ~~lock~~ combinations regularly to ensure security.
- Monitors and maintains locks and controlling devices in good working condition.
- Operates key-cutting machines; in order to make or duplicate new keys as required.
- Operates a variety of equipment, tools, and machines such as micrometers, various saws, drills, planers and hand tools; maintain and service relevant equipment, tools, and machines as necessary.
- Replaces, repairs, and adjusts other building hardware, such as panic bars, latches, hinges, door joints, and window hardware.
- Reads and interprets sketches, drawings, and blueprints; performs work to specified standards.
- ~~Coordinate activities and provide assistance to other maintenance personnel as necessary.~~
- Provides for proper materials as necessary to accomplish work orders; prepares and maintain records including labor, materials, and work orders completed; ~~Estimates~~ time, materials, and equipment required for assigned jobs; prepare reports as required.
- Orders and picks up material as needed; ~~operate and perform operator's maintenance on a district vehicle~~; utilize and maintain tools and equipment.

- Operates and -performs operator's maintenance on a district vehicle as necessary;
- Provide work direction and guidance to ~~others~~ maintenance personnel as assigned to assist on larger projects;
- Performs ~~general~~ clean-up at job site; observes and implements proper safety practices.
- ~~maintain records of work performed and parts used.~~
- ~~Perform general clean up at job site; observe and implement proper safety practices.~~

Other Related Duties

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

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Operational characteristics of a variety of locking devices including electronic locking/controlling devices;
- Methods, materials, and equipment used in the locksmith craft;
- Methods and techniques of performing maintenance and repair on locking devices;
- ~~Principles of lead supervision and training.~~
- Regulations governing locking devices in a public school environment;
- Principles and practices of master key inventory and program administration;
- Applicable District security requirements;
- Principles and procedures of good record-keeping;
- Health and safety regulations;
- Basic mathematical principles;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Methods and techniques of storing equipment, materials, and supplies;
- Safe working methods and procedures.

Ability to:

- ~~Install, repair, open and remove locks; clear keyways of obstructions; repair, replace and alter tumblers, springs and other parts; disassemble and assemble padlocks, door and safe locks and other locks as required.~~
- Operate a variety of hand and power tools and equipment;
- Read and interpret sketches, drawings, and blueprints;
- Maintain routine records;
- 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.~~
- Plan and organize work for self and others;
- Communicate clearly and concisely effectively, both orally and in writing;
- ~~Operate and perform operator's maintenance on a District vehicle.~~
- Observe legal and defensive driving practices. Safely operate a motor vehicle;
- Follow good health and safety principles and practices.
- Operate a computer and basic work-related software.

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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 locksmith maintenance and repair or a related field.~~ Graduation from high school or evidence of equivalent educational proficiency.

Experience: One of the following:

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

~~Three years of increasingly responsible locksmith maintenance and repair experience.~~

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

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WORK ENVIRONMENT: ~~Employees in this classification work both inside and 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, 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, 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: 23.0

Approved: 8/79

Revised: 10/86, 4/92, 3/16

~~Oxnard School District~~

~~Board Policy Adopted: August 13, 1979; Reclassification Study: September 24, 1986; Revised: April 29, 1992; Reclassification Study: June 25, 1998~~

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

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 ~~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;
- ~~Inspects~~ 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.

Oxnard School District

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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

EMS/HVAC LEAD ENERGY MANAGEMENT SYSTEMS TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY OF DUTIES

Under the direction of the Maintenance manager, programs and performs routine diagnostics and maintenance on automated building heating, ventilating, air conditioning, and refrigeration (HVACR) control systems; investigates, troubleshoots and resolves control system inadequacies or problems; ~~to~~ monitors the Energy Management System (EMS) computers; plans and records the preventive maintenance of all heating, ventilation, air condition, and refrigeration (HVAC) equipment; ~~to~~ inspects and reports on the condition of the Thermal Energy Storage (TES) systems and related equipment and facilities; ~~to plan, assign, train, review and monitor the work of the HVAC Technicians and other assigned personnel;~~ provides technical support to HVACR personnel; ~~installs, maintains, services, repairs, and replaces HVACR equipment as necessary and directed;~~ and ~~to~~ performs a variety of ~~technical duties~~ tasks relative to assigned area of responsibility.

Incumbents in this classification ensure the proper functioning of Energy Management Systems directly related to the proper functioning of heating, ventilating, air conditioning, and refrigeration systems within the District in order to ensure a safe and comfortable school environment which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The EMS/HVAC Lead performs the duties required by the position and plans, schedules, directs, trains, reviews and monitors the work of the HVAC Technicians and other assigned personnel.

The Energy Management Systems Technician classification performs skilled work in the programming, troubleshooting, maintenance, and repair of automated building heating, ventilating, air conditioning, and refrigeration control systems; provides technical support and guidance to HVAC Technicians in regards to EMS; and provides assistance or fills in for HVAC Technicians as needed and directed.

The Heating, Ventilating, and Air Conditioning (HVAC) Technician classification performs skilled mechanical and electrical work in the inspection, installation, alteration, servicing, and repair of heating, ventilating, air conditioning, and refrigeration systems.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Maintenance Manager and the Director of Facilities.
- May provide technical direction to HVAC Technician positions.
- May provide technical and work direction to Maintenance Worker I & II positions.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Performs routine diagnostics and maintenance on automated building HVACR control systems; adjusts program changes as necessary.
- Investigates and reports on control system inadequacies or problems and proposes and/or makes modifications to resolve ~~issues~~ same.
- Prepares and maintains reports, logs, and other documentation relative to the operation of the overall control systems.
- Inspects and ~~or~~ troubleshoots control systems to determine needs for preventive maintenance, routine repairs, or emergency repairs; ~~resolves issues as appropriate;~~
- Installs additions to computerized control systems including wiring, circuit boards, and programming.
- Provides technical assistance to ~~the~~ District heating, ventilating and air conditioning mechanics ~~HVAC personnel;~~ and provides basic information to school personnel ~~on~~ regarding the use and function of energy management systems ~~information.~~

- ~~Plan, review and monitor the work of assigned personnel; schedule and assign sequencing of maintenance work requests in accordance with established schedules and specific assignments by supervisor; m~~Maintain systems, components, fixtures, and equipment in appropriate working condition; performs work according to manufacturer's specifications, departmental guidelines, trade practices, blueprints, shop drawings and schematics-;
- Checks temperatures and adjust thermostats of air conditioning equipment, furnaces, boilers, and related equipment; performs physical electronic repairs as needed-;
- Performs electrical, electronic, mechanical, and computer testing of thermal energy system equipment; diagnoses mechanical, electronic, electrical and computer program problems with thermal energy systems; reports defective parts in unit equipment and controls; reprograms thermal energy storage and/or energy management system as necessary to correct problems-;
- ~~Answer telephones to r~~Receives complaints and concerns regarding heating and/or cooling ~~complaints from a variety of sources systems throughout the District~~; keeps a comprehensive log of service calls; make rational decisions on a course of action to correct the reported deficiencies-;
- Installs, maintains, services, repairs, and replaces HVACR equipment as necessary and directed;
- ~~Maintain proficiency at current level and r~~Regularly updates knowledge base through attendance at appropriate training sessions or seminars, reading related publications, and by contact with others in this discipline-;
- Performs general clean-up at job sites; observes and implements proper safety practices-;
- Operates and perform operator's maintenance on a district vehicle as necessary-;
- ~~Maintain inventory of materials needed by the HVAC unit personnel; provide for proper materials as necessary to accomplish work orders; p~~Prepares and maintain records including labor, materials, and work orders completed; prepare reports as required-;

Other Related Duties

- Provides assistance in various other areas of maintenance as required; performs semi-skilled ~~to skilled~~ maintenance repair and construction work in the basic trades; perform physical electronic repairs.
- May provide work direction and guidance to maintenance workers personnel assigned to assist on larger projects-;
- Performs other related duties and responsibilities as assigned required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Operational characteristics of electrical and electronic control systems and computer energy management systems-;
- Principles and procedures of maintenance and repair for heating, ventilating, ~~and~~ air conditioning, and refrigeration systems-;
- Methods and techniques of preventive maintenance, ~~breakdown~~ repair, and trouble-shooting of facilities-related electronic or computer problems-;

~~Principles of planning, scheduling, directing, reviewing and monitoring the work of assigned personnel-~~

- Methods and use of diagnostic and testing equipment-;
- ~~Technical aspects of field or specialty-~~
- Materials safety data sheets-;
- Proper handling, use, and storage of basic hand tools-;
- ~~Principles and practices of h~~Health and safety regulations-;
- Advanced mathematics principles-;
- Principles and procedures of good record keeping-;
- ~~Applicable laws, codes, regulations, and requirements-~~
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Test, inspect, and check for the proper operation of heating, ventilating, and air conditioning equipment-;

- Operate a computer and all relevant software and hardware in systems—electronic systems equipment—~~or computer equipment.~~
- ~~Plan, schedule, direct, review and monitor the work of assigned personnel.~~
- Read, understand, and work from blueprints, technical shop drawings, and schematics.
- Interpret and apply information contained in materials safety data sheets.
- 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 privileged information obtained in 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.
- Operate and perform operator's maintenance on a District Safely operate a motor vehicle.
- ~~Observe legal and defensive driving practices.~~
- ~~Follow good health and safety principles and practices.~~
- ~~Work independently with limited supervision.~~
- ~~Maintain a variety of records and reports.~~

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;
- Logically grasps and thinks through issues and problems;
- 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 evidence of equivalent educational proficiency. Equivalent to the completion of the twelfth grade supplemented by college level course work in a specialized training in HVAC and thermal energy systems or a related field; demonstrated knowledge of energy management systems, especially the Landis & Staefa Insight energy system and Zeta Engineering Corp. Building Intelligence system, and working knowledge of heating, ventilating, and air conditioning and refrigeration systems.

Experience: One of the following:

- 1) Completion of a formal HVAC apprenticeship program or approved HVAC training/educational program
- ↳2) Three years of increasingly responsible journey-level experience in the maintenance and repair of HVAC and thermal energy equipment including experience programming and troubleshooting computerized energy management control systems.

Special: Possession of, or ability to obtain, an appropriate, valid dDriver's lLicense.

Oxnard School District

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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 both inside and 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, 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 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: 27,024.0

Approved: 7/00

Revised and title change from EMS/HVAC Lead to Energy Management Systems Technician: 3/16

~~Oxnard School District~~

~~Board Policy Adopted: August 9, 2000~~

~~Personnel Commission Approved: July 13, 2000~~

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:26

Established: 2/22/16

Child Nutrition Worker

Rank	Name	Expiration Date
1	Rodriguez Gaytan, Edmundo	8/22/2016
2	Preciado, Christian	8/22/2016
3	Garcia Mancini, Leonor P	8/22/2016
4	Guzman, Salvador	8/22/2016
5	Arroyo, Martha L	8/22/2016
6	Lozano, Maria A	8/22/2016
6	Medrano, Evangelina	8/22/2016
7	Romero, Letty	8/22/2016
7	Vergara, Brigitte	8/22/2016
8	Larios, Joanna	8/22/2016
9	Cortez, Silvia	8/22/2016

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 14-15:29

Established: 3/4/16

Senior Human Resources Analyst

Rank	Name	Expiration Date
1	Demian, Pierre N	3/4/2017
2	Keys, Danielle R	3/4/2017

CLASSIFIED PERSONNEL ACTIONS

Exempt

Barrera, Evelyn	Campus Assistant	02/01/2016
Garcia Espinoza, Jazmine	Campus Assistant	01/11/2016
Gonzales, Charlette	Campus Assistant	01/11/2016
Gonzalez, Renata	Campus Assistant	01/15/2016
Gonzalez, Stephanie	Campus Assistant	01/25/2016
Moreno, Ascension	Campus Assistant	01/15/2016
Perez Guzman, Patricia	Campus Assistant	12/01/2015
Roa, Monica	Campus Assistant	01/11/2016
Romero, Sandra	Campus Assistant	12/08/2015
Salazar, Alex	Campus Assistant	01/06/2016
Smith, Sarah	Campus Assistant	02/02/2016
Tomasino, Idalia	Campus Assistant	01/11/2016
Velazques Salazar, Jennifer	Campus Assistant	01/11/2016

Limited Term

Duarte, Andrea M	Paraeducator	01/25/2016
Tellez, Teresa	Child Nutrition Worker	01/25/2016
Yepez, Bibiana	Child Nutrition Worker	01/25/2016

Increase in Hours

Camarena, Angie	Paraeducator II (B), Position #2231	01/27/2016
	Pupil Services 5.75 hrs./183 days	
Iyam, Onnegadon S	Paraeducator II (B), Position #2231	01/25/2016
	Pupil Services 5.0 hrs./183 days	
Lopez, Sandy	Paraeducator III, Position #1937	02/01/2016
	Pupil Services 5.75 hrs./183 days	
Saenz, Mary J	Paraeducator III, Position #1937	01/21/2016
	Pupil Services 5.0 hrs./183 days	
	Paraeducator II (B), Position #2229	
	Pupil Services 5.75 hrs./183 days	
	Paraeducator II (B), Position #2229	
	Pupil Services 5.0 hrs./183 days	
	Paraeducator III, Position #2608	
	Pupil Services 5.75 hrs./183 days	
	Paraeducator III, Position #2608	
	Pupil Services 5.5 hrs./183 days	

Transfer

Cachu, Blanca	Child Nutrition Worker, Position #1827	01/25/2016
	Ramona 5.5 hrs./185 days	
Cerda, Pilar	Child Nutrition Worker, Position #2393	01/25/2016
	Soria 5.0 hrs./185 days	
	Child Nutrition Worker, Position #1830	
	Marshall 5.0 hrs./185 days	
	Child Nutrition Worker, Position #2678	
	Soria 5.0 hrs./185 days	

Extended Leave of Absence

Rodarte, Maribel	Child Nutrition Worker, Position #2679	02/01/2016-05/01/2016
	Soria 5.0 hrs./185 days	

CLASSIFIED PERSONNEL ACTIONS

Exempt

Alejandro, Rosaicela	Campus Assistant	12/08/2015
Garcia Jr., Robert	Campus Assistant	02/06/2016
Espinoza, Eduardo	Campus Assistant	02/03/2016
Lopez, Brandi	Campus Assistant	02/05/2016
Valencia, Claudia	Campus Assistant	02/01/2016

Limited Term

Gonzalez, Eric	Custodian	02/10/2016
Salas, Benito	Custodian	02/17/2016
Tellez, Teresa	Custodian	02/10/2016

Resignation

Saucedo, Bellinda	Intermediate School Secretary (B), Position #6244 Lemonwood 8.0 hrs./192 days	01/20/2016
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