



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, May 12, 2016
3:40 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 April 14, 2016

B. COMMENTS BY THE PUBLIC

Public Comment provides the public an opportunity to address the Personnel Commission ("Commission") on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

C. ACTION ITEMS

1. Public Hearing on Budget for Fiscal Year 2016-2017 and Adoption of Budget (*page 3*)
The Personnel Commission will consider the proposed budget for Fiscal Year 2016-2017
2. Classification Review (*page 12*)
The Personnel Commission will consider a request submitted by Martha Diaz.
3. Eligibility Lists (*page 40*)
The Personnel Commission will review certification of eligibility lists.
4. Eligibility List Extension (*page 45*)
The Personnel Commission will consider an extension of the Outreach Specialist eligibility list.

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

D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

These items are presented for information or study only, no action will be taken.

1. Personnel Actions (*page 47*)
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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Jonathan Koch
Director, Classified Human Resources

May 12, 2016

TITLE: Second Reading & Approval – Personnel Commission Budget 2016/17

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 30th of each year.

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

NOTE: Minor adjustments have been made to the Salary/Benefits portion based on updated information from the Business Office. It is still indicated on the budget that salaries and benefits will be adjusted to their actual amounts over the course of the year and that budget revisions will not be needed to account for this.

RECOMMENDATION:

It is recommended that the Personnel Commission review and approve the enclosed budget for the 2016/17 fiscal year after holding an open hearing on the budget.

**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>
2000	CLASSIFIED SALARIES^{*1}			
	2300	Administrative Personnel	\$211,792	\$211,774
		Commission Members ²	\$3,600	\$3,600
	2400	Clerical & Other Office	\$227,996	\$236,817
	2900	Other	\$0	\$0
Subtotal			\$443,388	\$452,191
3000	EMPLOYEE BENEFITS*			
	3100	Certificated Employees Retirement	\$0	\$0
	3200	PERS	\$50,400	\$58,443
	3300	OASDI & Medicare	\$32,545	\$31,851
	3400	Health & Welfare Benefits ³	\$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
Subtotal			\$207,781	\$217,166
4000	SUPPLIES			
	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
Subtotal			\$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.

¹ 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.

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

³ 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>
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	\$750	\$750
	Expense Allowance	\$1,250	\$2,000
	Conference	\$4,250	\$6,250
5300	Dues & Membership	\$2,626	\$3,100
5500	Utilities & Housekeeping Services		
	Electricity	\$0	\$0
	Heat	\$0	\$0
	Water	\$0	\$0
	Other	\$0	\$0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	\$0	\$0
	Equipment Maintenance Contracts	\$700	\$700
	Other	\$500	\$500
5800	Other Services & Operating Expenses		
	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	Communications		
	Telephone/Fax	\$0	\$0
	Postage	\$0	\$0
	Other	\$0	\$0
Subtotal		\$41,076	\$35,570

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

FUND	BALANCE		
	Designated for Personnel Commission	\$703,645	\$716,327

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 & 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 & 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 & 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 & 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 & 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 <u>an increase of \$474</u> from the previous year's budget due to increased membership dues.</p>
<p>5600: Rentals, Leases & 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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OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

To: Personnel Commissioners

From: Jonathan Koch – Director, Classified Human Resources

Date: May 12, 2016

Re: Reclassification Request Response – Document Clarification

In this agenda packet you will find documents related to the reclassification request submitted by Ms. Martha Diaz. Among these documents you will find two memos written in response to Ms. Diaz's request. These memos are dated November 4, 2015 and January 27, 2016, respectively.

The November memo was the original memo forwarded to the Superintendent's Office. After not receiving a response for approximately three months, the Superintendent's Office requested that the memo be resubmitted. The January memo represents this resubmittal which was adjusted to be presented in the new format currently being used for reclassification request response memos. Additionally, a small amount of data was adjusted to reflect additional information obtained from outside agencies following the initial memo submission.

When the memo was returned to the Classified Human Resources Office, the Superintendent had found signed off on the original memo. As such, you will see the January memo included in your packet in order to present the most current information *and* the original memo included to present the information on the opinion/recommendation of the Superintendent.



OXNARD SCHOOL DISTRICT

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To: Dr. Cesar Morales, Superintendent

From: Jonathan Koch, Director, Classified Human Resources

Date: November 4, 2015

Re: Classification Review Recommendation

Background

On July 15, 2015 a reclassification request via Position Classification Questionnaire form from Martha Diaz, District Translator in the Superintendent's Office, was received by Classified Human Resources. The Position Classification Questionnaire (PCQ) form reflected comments made by Dr. Cesar Morales, Superintendent. This request was made in accordance with Personnel Commission Rules & Regulations 30.300.1.

The staff of the Classified Human Resources Department took action on the request and has formulated the recommendations below.

Timeline

The following is a timeline of the process:

<u>Date</u>	
6/24/15	Employee submitted request for classification review to Dr. Cesar Morales, Superintendent.
7/15/15	Employee paperwork and supervisor response received in the Classified Human Resources Department.
7/15 – 9/15	PCQ reviewed and informal job observations and interviews conducted. Duties indicated by employee compared to duties currently included in classification descriptions for District Translator.
8/15	Meeting with Dr. Cesar Morales, Superintendent in order to obtain his perspective on the reclassification request.
8/15	Meeting with Ms. Diaz to discuss her request.
9/15	Research completed on other school districts within the state to determine if it is common practice for multiple Translator classifications (such as Translator vs Senior Translator), and if so, what types of

	duties/responsibilities/competencies differentiate the two classifications.
10/15	Recommendation formulated.
11/4/15	Report submitted to Superintendent's office.
11/24/15	Deadline for response from Superintendent's office.
11/12/15 or 12/10/15	Report taken to Personnel Commission (11/12 date dependent on early response from Superintendent's office and CSEA waiving 15-day notice requirement)

Basis of Recommendation

On or about June 24, 2015 a reclassification request via Position Classification Questionnaire (PCQ) was submitted by Ms. Martha Diaz and received by Dr. Cesar Morales, Superintendent. The request was reviewed and responded to by Dr. Morales and forwarded to Classified Human Resources. The request was received by Classified Human Resources staff on July 15, 2015 and subsequently reviewed by the Director of Classified Human Resources.

The Oxnard School District currently has two translator classifications: Translator and District Translator. The Translator position was inactive for many years and has recently been brought back and used for the District's current Mixteco Translators. The positions in this classification are intended to do primarily verbal interpretation work, clerical tasks, and occasional simple written translation as needed. The current classification of District Translator is intended to be used for more technical and complex translation work. This classification performs both verbal interpretation and complex written translation in support of Special and General Education programs. These positions have primary responsibility for translation of individual education programs, medical documents, legal documents, etc.

During the month of August, 2015, the Director of Classified Human Resources met with Ms. Diaz and the Superintendent in order to clarify and further ascertain their viewpoints on the reclassification request. Ms. Diaz stated that she has been assigned new projects which have required her to work overtime and weekends. She stated that she has been assigned new translation projects including an increased amount of legal and financial documents. Ms. Diaz states in her reclassification request that she has taken on a number of additional assignments as a result of the District's reconfiguration, the introduction of General Obligation Bond measures, and the introduction of the Local Control Funding Formula (LCFF) which have all come with various requirements and associated translation tasks including the translation of financial reports and PowerPoint presentations. Ms. Diaz states in her reclassification paperwork that she believes her job is more difficult than that of the District Translator in Special Education and that her job requirements are different from those of the Mixteco interpreters. The latter part of that statement is correct inasmuch as the Mixteco interpreters belong to the lower classification as described earlier. The first part of the statement will be addressed later in this report.

In meeting with Dr. Morales, he also stated that there has been a heavy workload put on the desk of Ms. Diaz and he believes it has only been able to be accomplished because of Ms. Diaz's skill level and the efficiency in which she performs her work. He also shared that Ms. Diaz will occasionally work overtime. Dr. Morales stated that he can always count on her to get the work done and that the work product is always top quality. He also stated that LCFF and bond measures have brought forth new subject matter

needing translation. It was discussed at this time that this new work was not necessarily more complex or difficult, but that it did require new vocabulary much like I.E.P. or legal translating.

During the months of September and October 2015 data was obtained from various other districts in order to ascertain if it is common practice to have multiple levels of translator classifications, and if so, what duties, responsibilities, and competencies differentiated between the different classifications.

Out of 36 school districts and county offices of education from which data was able to be obtained (Appendix A), only five had more than one classification for individuals performing translation/interpretation work. Out of these five districts, the distinctions between their two levels of classification were as follows:

- 3 districts (Garden Grove USD, Los Angeles USD, Long Beach USD) –
 - Higher level classification supervises the work of other translators, distributes work among translation staff, provides work direction to translation staff, trains new employees, corrects/proofreads the work of other staff. (*Higher level than OSD District Translator*)
 - Lower level classification performs same type of translation work as higher level classification including legal/sensitive/high consequence of error written work. (*Same level as OSD District Translator*)
- 1 district (Hart Union HSD)
 - Higher level classification performs both written and oral translation work and all legal/sensitive/high consequence of error written work. (*Same level as OSD District Translator*)
 - Lower level classification performs primarily oral translation work. May assist with simpler written translation work as needed. Written work checked by higher level classification incumbent. (*Same level as OSD Translator*)
- 1 district (La Mesa Spring Valley SD)
 - Higher level classification serves as district translator performing both written and oral translation work. (*Same level as OSD District Translator*)
 - Lower level classification serves similar to an IA-CELDT in OSD performing duties for language certification and oral translation work for Special Education. Classification does not perform complex written translation work. (*Lower level than OSD District Translator*)

The district most similar to OSD in terms of the classification plan for translator positions is Hart Union High School District. Similar to OSD, a lower level classification is used primarily for verbal interpretation with some simple written translation. The bulk of the translation work and all complex documents and work are handled by the higher level classification. The difference in OSD is that the higher level classification is being used for all Spanish translations (and the lower level for Mixteco) whereas in Hart Union HSD, the lower level classification is also assisting with Spanish work. Similarity in La Mesa Spring Valley SD, the lower level classification is assisting with a vast majority of verbal Special Education Spanish work, thus taking away some of the workload from the higher level District Translator classification.

Outside of the above, the other 31 districts either did not have any dedicated translation staff and used general classified staff who they had certified as being bilingual (Hacienda-La Puente USD, Hueneme SD, Ocean View SD [Huntington Beach], Santa Paula USD, Santa Ynez Valley High SD), or had only a single classification similar to OSD's District Translator. In districts with a District Translator classification, incumbents are expected to be able to perform all translation work including items relating to LCFF, bond measures, legal documents, and individualized education programs, as this is the essence of the job. No other district had a two distinct levels of translator positions which were differentiated based on the complexity of the already complex written work which they were translating (legal, medical, I.E.P., etc.).

Ms. Diaz has submitted her reclassification request asking to be reclassified to a third distinct translator position which would be performing "more complex" translation work and states that she believes her position to be more difficult than the District Translator position in Special Education. To attempt to draw a line between what is "complex" and "more complex" in relation to documents such as those handled by District Translators is a difficult task as they all use specialized vocabulary which is often unique to its field and must be learned. It does not appear that one area is necessarily more difficult than another if an individual has learned the vocabulary and tools needed to translate in that field. For example, I.E.P.s would be just as difficult for someone who specialized in financial documents to translate as financial documents would be for someone who specialized in translating I.E.P.s.

Through review of the PCQ materials and interviews, it appears that Ms. Diaz has in fact been given an increased workload and the subject matter of documents requiring translation have indeed changed to include more documents relating to financial reports, press releases, and other areas which she did not work on previously. This has without a doubt required Ms. Diaz to learn new idioms, terminology, and additional specialized language. This, however, is not different than having to learn specialized medical, legal, or otherwise similar language which is currently used by District Translator incumbents. As such, while Ms. Diaz's workload may be greater and the scope of subject matters that her work covers may currently be broader than that of other District Translators, the duties themselves are not necessarily at a higher level or inherently more difficult. All other District Translators would be expected to perform the same duties and complete the same work if it were assigned to them.

The purpose of the District Translator classification is to translate a wide variety of written materials to and from English and to provide translation of technical terminology used in such documents. Changes in the length of the materials, content of the materials, or in the media format of the materials (such as PowerPoint presentations as opposed to Word documents) are not cause for reclassification.

Additionally, while Ms. Diaz may provide for a "double-check" for the work of other translators, that is seen as something that all District Translator incumbents are expected to do for each other and for lower-level staff on an as-needed basis in order to ensure a top quality work product. The position currently held by Ms. Diaz commonly does not, and is not intended to, supervise, provide work direction, delegate tasks, or train other translator positions.

In synopsis, the only cause for a reclassification is a gradual accretion of duties outside of the current classification description and class concept over a period of two (2) years or more. Changes in workload, changes in technology, or performing the same duties in a different manner or with different subject matter are not grounds for a reclassification. While there appears to be little doubt that Ms. Diaz's

position has increased in workload, has been affected by changes in technology, and covers a broader scope of subject matter than the other current District Translator position, there has not been a definitive change in the duties being performed or a significant increase in the level of responsibility for this position over other current District Translator positions.

It is recommended that the District take a look at the current workload distribution among District Translators now that an additional two have been added to the Special Education department. It has been observed that the District Translator position in the Office of the Superintendent has a high volume workload and could likely benefit from additional help either in the form of a new position or additional hours from a District Translator in the Special Education department once they are fully in compliance with Special Education requirements and are able to assist. It also may warrant consideration to pool the translator positions together and have all translators work on the full range of assignments in order to prevent unequal workloads (both in volume and scope) among job incumbents moving forward as there does currently appear to be an undue burden placed on the position of Ms. Diaz due to the scope (and potentially volume) of work not being distributed evenly.

Although not directly related to the reclassification request, a salary study was also conducted of like classifications in the districts from which information was obtained and has been attached for reference purposes (Appendix B). While slightly below Q3 (or the 75th percentile) among districts surveyed statewide, Oxnard School District is currently the highest paying district in Ventura County.

Status of Incumbent

The incumbent, Martha Diaz, has not gradually accreted new duties which are outside of the scope of her current classification over a course of two or more years. It is therefore not appropriate for the position she currently holds to be reclassified from District Translator to a higher level translator classification based on the duties currently being performed.

Recommendation

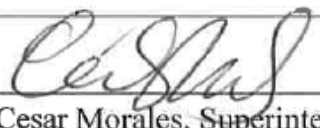
It is recommended that, effective November 12, 2015 or December 10, 2015 (dependent on meeting date at which this recommendation is submitted to the Personnel Commission):

1. The Personnel Commission take action to deny the reclassification request submitted by Ms. Martha Diaz.

Kindly enter your comments and/or concerns in the space below, then sign and date where indicated, and return this form to Tanya Ventura, Administrative Assistant, in my office by **no later than November 24, 2015**.

***Disclaimer:** As always in the case of a recommended reclassification, the Board of Trustees has the right to remove any higher level duties from the position in question and have those duties no longer performed by the incumbent. If the Board intends to take such an action, please indicate such below. Please note that the effects of such an action could potentially be subject to negotiations with Chapter 272 of the California School Employees Association. If such an action is taken, this case will then be monitored to ensure that the duties are removed and either eliminated or properly redistributed.*

Please feel welcome to contact me with any concerns or questions in regards to the recommendation above.
Thank you.

<input checked="checked" type="checkbox"/>	I agree with the recommendation		I disagree with the recommendation for the reasons indicated in the space below.
Signature:  Dr. Cesar Morales, Superintendent		Date: <u>3/11/16</u>	
Comments:			

APPENDIX A – Outside Agencies

Anaheim Union HSD
Bassett USD
Berkeley USD
Briggs SD
Compton USD
Conejo Valley USD
Garden Grove USD
Glendale USD
Hacienda La Puente USD
Hart Union HSD
Hayward USD
Hueneme SD
Huntington Beach Union HSD
La Mesa Spring Valley SD
Lompoc USD
Long Beach USD
Los Angeles COE
Los Angeles USD
Lynwood USD
Moorpark USD
Newport Mesa USD
Ocean View SD (Huntington Beach)
Ocean View SD (Oxnard)
Oxnard Union HSD
Palmdale USD
Pasadena USD
Pleasant Valley SD
Rio SD
Rowland USD
San Bernardino City SD
Santa Monica - Malibu USD
Santa Paula USD
Santa Ynez Valley High SD
Simi Valley USD
Ventura COE
Ventura USD

**APPENDIX B – Salary Survey
 District Translator**

Classification Title	Agency	Min Monthly Salary	Max Monthly Salary	
Translator-Interpreter	Los Angeles Unified School District	\$4,810	\$5,991	
Translator-Interpreter	Hayward Unified School District	\$5,344	\$5,897	
Translator	Berkeley Unified School District	\$4,572	\$5,567	
Language Interpreter/Translator	Los Angeles County Office of Education	\$4,311	\$5,353	
District Translator	Bassett Unified School District	\$3,879	\$4,963	
District Translator	Newport Mesa Unified School District	\$4,009	\$4,912	
Translator/Interpreter	Anaheim Union High School District	\$3,555	\$4,677	
Interpreter/Translator	Huntington Beach Union High School District	\$3,775	\$4,675	
Translator-Interpreter	Garden Grove Unified School District	\$3,659	\$4,458	Q3
Translator-Interpreter	Long Beach Unified School District	\$3,435	\$4,259	
District Translator	Oxnard School District	\$3,448	\$4,194	
District Translator/Interpreter	Pasadena Unified School District	\$3,179	\$4,154	
Spanish Interpreter	Ventura County Office of Education	\$3,293	\$4,105	
District Translator II	Hart Union High School District	\$3,509	\$4,080	
Bilingual Assistant/Translator	Pleasant Valley School District	\$3,283	\$3,990	
Language Translator Interpreter	San Bernardino City Unified School District	\$3,182	\$3,871	Median
District Translator/Interpreter	La Mesa-Spring Valley School District	\$3,002	\$3,829	
Translator - Interpreter	Compton Unified School District	\$3,128	\$3,802	
Interpreter/Translator	Lynwood Unified School District	\$3,093	\$3,772	
Translator-Interpreter	Conejo Valley Unified School District	\$3,027	\$3,701	
District Translator	Ventura Unified School District	\$2,927	\$3,661	
Translator	Santa Monica-Malibu Unified School District	\$2,818	\$3,596	
District Translator	Moorpark Unified School District	\$2,674	\$3,587	
Translator	Rowland Unified School District	\$2,865	\$3,492	
Entry Level Translator (inactive)	Hueneme School District	\$2,813	\$3,425	Q1
Translator/Interpreter	Simi Valley Unified School District	\$2,772	\$3,382	
Translator	Palmdale School District	\$2,744	\$3,337	
Receptionist/Translator	Ocean View School District (Oxnard)	\$2,707	\$3,322	
District Receptionist/Translator	Lompoc Unified School District	\$2,725	\$3,315	
Translator/Interpreter	Glendale Unified School District	\$2,461	\$3,297	
District Translator	Rio School District	\$2,605	\$3,169	
Translator/Interpreter	Briggs Elementary School District	\$1,755	\$2,138	
Mean		\$3,293	\$4,062	
Median		\$3,154	\$3,850	

Ventura County Districts



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

To: Dr. Cesar Morales, Superintendent

From: Jonathan Koch, Director, Classified Human Resources

Date: January 27, 2016

Re: Classification Review Recommendation

Background

On July 15, 2015 a reclassification request via Position Classification Questionnaire form from Martha Diaz, District Translator in the Superintendent's Office, was received by Classified Human Resources. The Position Classification Questionnaire (PCQ) form reflected comments made by Dr. Cesar Morales, Superintendent. This request was made in accordance with Personnel Commission Rules & Regulations 30.300.1.

The staff of the Classified Human Resources Department took action on the request and has formulated the recommendations below.

Timeline

The following is a timeline of the process:

<u>Date</u>	
6/24/15	Employee submitted request for classification review to Dr. Cesar Morales, Superintendent.
7/15/15	Employee paperwork and supervisor response received in the Classified Human Resources Department.
7/15 – 9/15	PCQ reviewed and informal job observations and interviews conducted. Duties indicated by employee compared to duties currently included in classification descriptions for District Translator.
8/15	Meeting with Dr. Cesar Morales, Superintendent in order to obtain his perspective on the reclassification request.
8/15	Meeting with Ms. Diaz to discuss her request.
9/15 – 10/15	Research completed on other school districts within the state to determine if it is common practice for multiple Translator classifications (such as Translator

	vs Senior Translator), and if so, what types of duties/responsibilities/competencies differentiate the two classifications.
10/15	Recommendation formulated.
11/4/15	Recommendation submitted to Superintendent's office.
11/24/15	Deadline for response from Superintendent's office.
1/27/16	Recommendation resubmitted to Superintendent's office (formatting updated to reflect current format taken to PC).
2/11/16 or 3/10/16	Report and recommendation taken to Personnel Commission (2/11 date dependent on response time from Superintendent's office and CSEA waiving 15-day notice requirement)

Background

On or about June 24, 2015 a reclassification request via Position Classification Questionnaire (PCQ) was submitted by Ms. Martha Diaz and received by Dr. Cesar Morales, Superintendent. The request was reviewed and responded to by Dr. Morales and forwarded to Classified Human Resources. The request was received by Classified Human Resources staff on July 15, 2015.

The Oxnard School District currently has two bargaining unit translator classifications: Translator and District Translator. The Translator position was inactive for many years and has recently been brought back and used for the District's current Mixteco Translators. The positions in this classification are intended to do primarily verbal interpretation work, clerical tasks, and occasional simple written translation as needed. The current classification of District Translator is intended to be used for more technical and complex translation work. This classification performs both verbal interpretation and complex written translation in support of Special and General Education programs. These positions have primary responsibility for translation of individual education programs, medical documents, legal documents, etc.

Ms. Diaz has submitted her reclassification request asking to be reclassified to a third distinct, and higher-level, translator classification which does not currently exist within the Oxnard School District. Her request is based on what she believes to be a gradual accretion of more varied and complex translation duties which she believes are more difficult than other translator positions within the District.

Methodology

An analysis was performed, based on a review of duties and responsibilities and interviews with the job incumbent and the Superintendent.

The job audit consisted of the following steps:

- **Review of PCQ:** The Director of Classified Human Resources reviewed the Position Classification Questionnaire submitted by Ms. Diaz.

- **Review of job descriptions (internal):** Oxnard School District's job descriptions for Translator and District Translator were reviewed.
- **Interview with the Superintendent (supervisor of position):** During the month of August, 2015, the Director of Classified Human Resources met with Dr. Cesar Morales, Superintendent, and supervisor of Ms. Diaz, in order to clarify and further ascertain his view on the duties currently being performed by Ms. Diaz. Dr. Morales stated that there has been a heavy workload put on the desk of Ms. Diaz and he believes it has only been able to be accomplished because of Ms. Diaz's skill level and the efficiency in which she performs her work. He also shared that Ms. Diaz will occasionally work overtime. Dr. Morales stated that he can always count on Ms. Diaz to get the work done and that the work product is always top quality. He also stated that LCFF and bond measures have brought forth new subject matter needing translation. It was discussed at this time that this new work was not necessarily more complex or difficult, but that it did require new vocabulary much like I.E.P. or legal translating.
- **Interview with incumbent:** During the month of August, 2015, the Director of Classified Human Resources met with Ms. Diaz in order to clarify and further ascertain her view on the reclassification request. Ms. Diaz stated that she has been assigned new projects which have required her to work overtime and weekends. She stated that she has been assigned new translation projects including an increased amount of legal and financial documents. Ms. Diaz states in her reclassification request that she has taken on a number of additional assignments as a result of the District's reconfiguration, the introduction of General Obligation Bond measures, and the introduction of the Local Control Funding Formula (LCFF) which have all come with various requirements and associated translation tasks including the translation of financial reports and PowerPoint presentations. Ms. Diaz states in her reclassification paperwork that she believes her job is more difficult than that of the District Translator in Special Education and that her job requirements are different from those of the Mixteco interpreters. The latter part of that statement is correct inasmuch as the Mixteco interpreters belong to the lower classification as described earlier. The first part of the statement will be addressed later in this report.
- **Review of similar classifications (external):** During the months of September and October 2015 data was obtained from various other districts in order to ascertain if it is common practice to have multiple levels of translator classifications, and if so, what duties, responsibilities, and competencies differentiated between the different classifications.

Out of 38 school districts and county offices of education from which data was able to be obtained (Appendix A), only five had more than one classification for individuals performing translation/interpretation work. Out of these five districts, the distinctions between their two levels of classification were as follows:

- 3 districts (Garden Grove USD, Los Angeles USD, Long Beach USD) –
 - Higher level classification supervises the work of other translators, distributes work among translation staff, provides work direction to translation staff, trains new employees, corrects/proofreads the work of other staff. (*Higher level than OSD District Translator*)

- Lower level classification performs same type of translation work as higher level classification including legal/sensitive/high consequence of error written work. *(Same level as OSD District Translator)*
- 1 district (Hart Union HSD)
 - Higher level classification performs both written and oral translation work and all legal/sensitive/high consequence of error written work. *(Same level as OSD District Translator)*
 - Lower level classification performs primarily oral translation work. May assist with simpler written translation work as needed. Written work checked by higher level classification incumbent. *(Same level as OSD Translator)*
- 1 district (La Mesa Spring Valley SD)
 - Higher level classification serves as district translator performing both written and oral translation work. *(Same level as OSD District Translator)*
 - Lower level classification serves similar to an IA-CELDT in OSD performing duties for language certification and oral translation work for Special Education. Classification does not perform complex written translation work. *(Lower level than OSD District Translator)*

The district most similar to OSD in terms of the classification plan for translator positions is Hart Union High School District. Similar to OSD, a lower level classification is used primarily for verbal interpretation with some simple written translation. The bulk of the translation work and all complex documents and work are handled by the higher level classification. The difference in OSD is that the higher level classification is being used for all Spanish translations (and the lower level for Mixteco) whereas in Hart Union HSD, the lower level classification is also assisting with Spanish work. Similarity in La Mesa Spring Valley SD, the lower level classification is assisting with a vast majority of verbal Special Education Spanish work, thus taking away some of the workload from the higher level District Translator classification.

Outside of the above, the other 33 districts either did not have any dedicated translation staff and used general classified staff who they had certified as being bilingual (Centinela Valley UHSD, Hacienda-La Puente USD, Hueneme SD, Ocean View SD [Huntington Beach], Santa Paula USD, Santa Ynez Valley High SD), or had only a single classification similar to OSD's District Translator. In districts with a District Translator classification, incumbents are expected to be able to perform all translation work including items relating to LCFF, bond measures, legal documents, and individualized education programs, as this is the essence of the job. No other district had a two distinct levels of translator positions which were differentiated based on the complexity of the already complex written work which they were translating (legal, medical, I.E.P., etc.).

Findings

- Ms. Diaz has experienced an increase in her workload due to new projects being taken on by the District and due to the fact she is the only District Translator not assigned to a specific department (Special Education). The workload for all District Translator positions increased over the past 1-2 years, but this position increased more significantly.
- The subject matter of Ms. Diaz's work has changed to include more documents relating to financial reports, press releases, and other areas which she did not work on previously. This has without a doubt required Ms. Diaz to learn new idioms, terminology, and additional specialized

language. This, however, is not different than having to learn specialized medical, legal, or otherwise similar language which is currently used by District Translator incumbents. As such, while Ms. Diaz's workload may be greater and the scope of subject matters that her work covers may currently be broader than that of other District Translators, the duties themselves are not necessarily at a higher level or inherently more difficult.

- It is not commonplace for Districts within the state to have multiple translator classifications unless one is acting as a lead or supervisor to other employees in the lower-level classification. While Ms. Diaz may provide for a "double-check" for the work of other translators, that is seen as something that all District Translator incumbents are expected to do for each other and for lower-level staff on an as-needed basis in order to ensure a top quality work product. The position currently held by Ms. Diaz commonly does not, and is not intended to, supervise, provide work direction, delegate tasks, or train other translator positions.

In synopsis, the only cause for a reclassification is a gradual accretion of duties outside of the current classification description and class concept over a period of two (2) years or more. Changes in workload, changes in technology, or performing the same duties in a different manner or with different subject matter are not grounds for a reclassification. While there appears to be little doubt that Ms. Diaz's position has increased in workload, has been affected by changes in technology, and covers a broader scope of subject matter due to being the only District Translator not assigned to a specific department (Special Education), there has not been a definitive change in the duties being performed or a significant increase in the level of responsibility for this position.

Other Relevant Information

It is recommended that the District take a look at the current workload distribution among District Translators now that an additional two have been added to the Special Education department. It has been observed that the District Translator position in the Office of the Superintendent has a high volume workload and could likely benefit from additional help either in the form of a new position or additional hours from a District Translator in the Special Education department once they are fully in compliance with Special Education requirements and are able to assist. It also may warrant consideration to pool the translator positions together and have all translators work on the full range of assignments in order to prevent unequal workloads (both in volume and scope) among job incumbents moving forward as there does currently appear to be an undue burden placed on the position of Ms. Diaz due to the scope (and potentially volume) of work not being distributed evenly.

Although not directly related to the reclassification request, a salary study was also conducted of like classifications in the districts from which information was obtained and has been attached for reference purposes (Appendix B). While slightly below Q3 (or the 75th percentile) among districts surveyed statewide, Oxnard School District is currently the highest paying district in Ventura County.

Status of Incumbent

The incumbent, Martha Diaz, has not gradually accreted new duties which are outside of the scope of her current classification over a course of two or more years. It is therefore not appropriate for the position she currently holds to be reclassified from District Translator to a higher level translator classification based on the duties currently being performed.

Recommendation

It is recommended that, effective February 11, 2016 or March 10, 2016 (dependent on meeting date at which this recommendation is submitted to the Personnel Commission):

1. The Personnel Commission take action to deny the reclassification request submitted by Ms. Martha Diaz.

Kindly enter your comments and/or concerns in the space below, then sign and date where indicated, and return this form to Tanya Ventura, Administrative Assistant, in my office as soon as possible.

***Disclaimer:** As always in the case of a recommended reclassification, the Board of Trustees has the right to remove any higher level duties from the position in question and have those duties no longer performed by the incumbent. If the Board intends to take such an action, please indicate such below. Please note that the effects of such an action could potentially be subject to negotiations with Chapter 272 of the California School Employees Association. If such an action is taken, this case will then be monitored to ensure that the duties are removed and either eliminated or properly redistributed.*

Please feel welcome to contact me with any concerns or questions in regards to the recommendation above. Thank you.

I agree with the recommendation	I disagree with the recommendation for the reasons indicated in the space below.
Signature: _____ Dr. Cesar Morales, Superintendent	Date: _____
Comments:	

APPENDIX A – Outside Agencies

Anaheim Union HSD
Bassett USD
Berkeley USD
Briggs SD
Centinela Valley UHSD
Compton USD
Conejo Valley USD
Garden Grove USD
Glendale USD
Hacienda La Puente USD
Hart Union HSD
Hayward USD
Hueneme SD
Huntington Beach Union HSD
La Mesa Spring Valley SD
Lompoc USD
Long Beach USD
Los Angeles COE
Los Angeles USD
Lynwood USD
Moorpark USD
Newport Mesa USD
Ocean View SD (Huntington Beach)
Ocean View SD (Oxnard)
Oxnard Union HSD
Palmdale USD
Pasadena USD
Pleasant Valley SD
Rio SD
Rowland USD
San Bernardino City SD
Santa Monica - Malibu USD
Santa Paula USD
Santa Ynez Valley High SD
Simi Valley USD
Ventura COE
Ventura USD
Vista USD

**APPENDIX B – Salary Survey
 District Translator**

Classification Title	Agency	Min Monthly Salary	Max Monthly Salary	
Translator-Interpreter	Los Angeles Unified School District	\$4,810	\$5,991	
Translator-Interpreter	Hayward Unified School District	\$5,344	\$5,897	
Translator	Berkeley Unified School District	\$4,572	\$5,567	
Language Interpreter/Translator	Los Angeles County Office of Education	\$4,311	\$5,353	
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Translator/Interpreter	Simi Valley Unified School District	\$2,772	\$3,382	
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Receptionist/Translator	Ocean View School District (Oxnard)	\$2,707	\$3,322	
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District Translator	Rio School District	\$2,605	\$3,169	
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Mean		\$3,293	\$4,062	
Median		\$3,154	\$3,850	

Ventura County Districts



POSITION CLASSIFICATION QUESTIONNAIRE

INSTRUCTIONS: You are asked to complete this questionnaire in order to furnish information about your job. Please fill in Sections I, II and III, and have your supervisor fill in Section IV. When the questionnaire is complete, please return it to the Personnel Commission Department.

The statements you make will not be changed by your immediate supervisor, department head or principal. Your completed questionnaire will be reviewed by them and they may make any comments they feel are necessary.

Please denote by an asterisk (*) those duties you are currently performing that you believe are outside the scope of your classification's job description.

SECTION I - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

Martha Díaz L
Last Name First Name M.I.

Work Site: District Office

Department: Superintendent's Office

Phone Ext.: 2033

Classification: Classified

Immediate Supervisor: Dr. Morales/Sylvia Carabajal

Hours of Work: From: 8am To: 5pm

Lunch Hour: From: 1pm To: 2pm

Breaks: From: _____ To: _____, From: _____ To: _____

SECTION II - To be completed by the employee.

DESCRIPTION OF DUTIES

INSTRUCTIONS: Describe the work you do in your own words. Be specific; **do not make general statements**. Tell how often you do each task - every day, week, month or how many times a year. After you have marked how frequently you perform each task, indicate the estimated overall percentage of your time that the task takes. If more space is needed, use additional sheets of paper and attach them to this one.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

SAMPLE:

Task	D	W	M	Q	S	A	O	Overall %
Type vouchers in duplicate to accompany invoices	X							10%
Answer the telephone and give information to vendors.	X							20%
Type letters from rough draft for Mr. Jones.	X							20%
File purchases orders chronologically.		X						10%
*Remove obsolete Vendor folders from file.						X		1%
Compose routine correspondence to vendors.	X							17%
*Miscellaneous duties.	X							17%
Type vendor report.							X	5%

Comments

I type the vendor report on a bi-monthly basis.

PLEASE TYPE OR PRINT ALL INFORMATION

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily **W = Weekly** **M = Monthly** **Q = Quarterly**
S = Semi-Annually **A = Annually** **O = Other (please describe below)**

Task	D	W	M	Q	S	A	O	Overall %
Communicate w/parents & members of the community by phone or in person	X							10%
Translate District written materials: Superintendent letters, newsletters, flyers, new press releases, questionnaires, forms, manuals, Power Points several topics			X					7%
<small>*Translate complex & highly sensitive documents: Caldwell, Flores, Winters, Inc. (Architect Firm) translate OSD Bond Project Website, Powerpoints, Letters & Reports, Uniform Complaint Reports (OSD Legal Firm), Uniform Complaint Procedures, Special Education MOU's & Legal Contracts, Material on Bonds Measure "R" & Measure "M6", State of District Reports & PowerPoints</small>							X	25%
Translate Individual Education Plans (IEP) written documents	X							20%
Translate SSTs forms, SSC minutes, GATE minutes, Measure "R" Bond Oversight Committee minutes			X					8%
*Translate Budget plans, SPSA plans, LCAP plan, Safety plans, Volunteer Forms, School Site Council Training Manual/Bylaws						X		15%
Revised old version of Parent's Guide to the Expulsion Process completed by former District Translator, translated police reports and expulsion hearing statements							X	1%
Translate teacher syllabus, handouts, letters to parents							X	1%
Translate psychological and speech reports, Assistive Technology Assessment, Positive Behavioral plans, Health Emergency plan, 504 plans, Health History questionnaire						X		5%
Translate Board Policies, Resolutions, Board Agenda Outlines			X					8%
Review and grade pre-employment exams for bilingual skills							X	7%

Comments:

1. Special Education MOU's & Legal Contract - Projects consisted of 5 pages long each document. (Translator for Special Education was on vacation).
2. Uniform Complaint Report - Prepared by OSD Legal firm Garcia, Hernandez, Sawhney & Bermudez, LLP and contained legal lingo, project was 25 pages long.
3. Translation of School Safety Plans, Single Plan for Student Achievement (SPSA) plans, School Site Council Bylaws, Budget, LCAP & LCFF Plans are all lengthy documents and include financial/legal material.
4. I grade bilingual exams and depending on the position and number of applicants, I may have from 15 to 20, 25 or 60 exams to grade.
5. 2005-Reviewed old version of Parent's Guide to the Expulsion Process completed by former District Translator. Police reports were translated in the past, as well as the expulsion hearing formats and statements.

(Continued from previous page)

Indicate below the frequency each task is completed. Check the column which is appropriate using the following key:

D = Daily W = Weekly M = Monthly Q = Quarterly
 S = Semi-Annually A = Annually O = Other (please describe below)

Task	D	W	M	Q	S	A	O	Overall %
Interpret at some Board mtgs., School Site Council mtgs. and ELAC.			X					15%
State of the District Address, Superintendent's PAC meeting, GATE, Wellness Collaborative, English Learner Master Plan Committee, LCAP meetings			X					35%
Measure "R" Meetings, Community Meetings			X					25%
Expulsion Hearings, IEPs, Initial Interviews to parents by school psychologists/speech therapists, school nurses, Home Visits							X	10%
Community Panel Interview Process							X	10%
Some Open Houses and Parent/Teacher Conferences						X		5%

Comments:

When I originally was hired in 2005, I participated in all IEPs and expulsion hearings, meetings pertaining to General and Special Education. Beginning 2013-present, I have focused on duties related to General Education and will interpret at IEPs only when the Special Education Translator is absent and when a District Administrator is conducting the IEP meeting. The Special Education Translator was hired in 2011.

Will interpret for DELAC representative at Community Interview Panels (hiring positions for: administrator, director, chief officer, principal, assistant principal.)

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Dr. Morales/Sylvia Carabajal

2. From whom do you receive your assignments?
Superintendent, Assistant Superintendents, Directors, Principals,

3. In what form do you receive your work assignments? (Check all that are applicable.)

Verbal Instructions Rough Draft

Written Instructions Outline Form

Other - Explain:

Detailed Instructions (What to do and how to do it)

Instructed as to the desired objectives; must determine own methods

Work is performed according to established procedure; instructed only in the event of variations

Other - Explain:

4. Are you required to interpret: Policy Rules Regulations

If you selected one or more options above, please explain:

Must interpret the technical meaning of the above to facilitate an accurate understanding & communication in Spanish.

5. What tools or equipment do you use in your work?

Basic computer skills, bilingual dictionaries, glossaries, personal glossaries, electronic listening devices/equipment

6. Does your position require that you hold a license, permit, certificate, or registration? If it does, explain, giving the name and kind.

Yes, Certificate showing competency in translating & interpreting

7. Do you supervise other employees?

YES NO

If you do, give their names and job classification titles. If you supervise more than six employees, group them by title and indicate how many under each title, but do not list their names.

I don't necessarily supervise the Translator for Special Education but when the person was hired I provided the training; and I presently proofread, edit and revise her Spanish translations and assist the person with difficult translation assignments.

8. If you supervise others, check those statements which best describe your supervisory responsibilities. If you do not supervise others, please skip this question.

- | | |
|---|---|
| <input type="checkbox"/> Assign work to employees | <input type="checkbox"/> Complete performance evaluations |
| <input type="checkbox"/> Assist in selection of new employees | <input type="checkbox"/> Recommend disciplinary action |
| <input checked="" type="checkbox"/> Assist employees with difficult assignments | <input type="checkbox"/> Spot check work only |
| <input checked="" type="checkbox"/> Check completed work | <input checked="" type="checkbox"/> Train new employees |
| <input type="checkbox"/> Check work in progress | |

9. What do you believe is the **minimum level** of education needed for the work you are currently doing? (For example: High School Diploma, Bachelor's Degree, etc.)

High School & Bachelor's Degree in Spanish, Translation & Interpretation Certificate

10. What do you believe is the **minimum level and type** of experience needed for the work you are currently doing? (For example: 3 years of clerical, 1 year of working with computers, etc.)

2 years

11. How long have you been employed in your present classification?

10 years

12. How long have you been performing the duties as you have explained them earlier?

15 years

13. Please list any duties or tasks that are "new" or have been added to your job below. Next to each duty, please list an approximate date when you started performing the duty.

Task	Start Date
Attend all Community Meetings	2007-present
Special translation projects have increased as a result of District's Reconfiguration, OSD Facilities Implementation and addition of STEAM Academies, Measure "M6", Measure "R"	2007 - present
Translations for Caldwell, Flores, Winter, Inc. (Financial & Facilities Firm) regarding OSD Bond Project Website (Contained legal & financial lingo)	2011-present
Translations are more difficult. Submissions of LCAP & LCFF plans & Uniform Complaint Reports, Bonds reports which involve financial & legal terminology	2013 -present
Review written IEPs documents translated by Mixteco interpreters; their level of experience is reflected in their work making it very difficult to understand	2014-2015
Trustee By Large Information, General Waiver Application	2015
Translation of Uniform Complaint Report, 25 pages prepared by Garcia, Hernandez, Sawhney & Bermudez, LLP- contained legal lingo	2015
State of the District Address (PowerPoint presentation & Superintendent speech)	2014, 2015

14. Aside from the "new" or added duties listed above, in what others ways do you believe your job has changed?

Please see attached sheet.

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.

Signature 

6-24-15

Date

SECTION IV – To be completed by the immediate supervisor

Check those statements which you believe best apply to this position.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Judgment, planning, analytical ability required.

- Works according to detailed instructions
- Works according to established procedures
- General outline of procedure and desired results given
- Must determine own methods to achieve specified results
- Work is routine or repetitive
- Work is varied or semi-routine
- Requires planning own work
- Requires planning work for others
- Work requires application of rules and regulations
- Work requires application of policy
- Work requires interpretation of rules and regulations
- Work requires interpretation of policy

2. Describe how closely the employee is supervised.

- Work is checked in detail Spot checks
- Work is checked in process Casual observation
- Check completed work Works independently
- Work checked as assistance is required
- Work subject to automatic checks
- Administrative review
- Other:

3. Do you agree with the employee's assessment of their job in Sections II and III?

YES NO

4. Please list any areas in which you do not agree with the employee's assessment of their job. Please list your reasons for disagreeing and any needed clarifying statements.

None

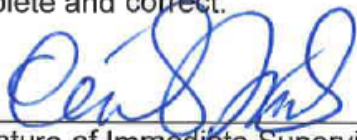
5. Are there other employees performing the same duties in the department? If yes, give name and classification. If more than six, give total number and classification.

No

6. Add any duties omitted or information necessary to complete the employee's description of the job.

N/A

I hereby certify that the statements made above are my own and that to my knowledge they are complete and correct.



Signature of Immediate Supervisor

July 15, 2015

Date

(Audit Form – Rev. 06/12)

July 15, 2015

Attention: Human Resources Department

I am respectfully writing this request for a reclassification from my District Translator title (Range 21.52). At present, I report to Mrs. Sylvia Carabajal, Executive Assistant to the Superintendent and Superintendent's Office. I have reported to Mrs. Carabajal since I began working at the district in 2005. She has fully knowledge of my work and supports my application to request a reclassification to Senior District Translator title.

To prove how my duties have increasingly evolved over the past few years, when I began in 2005, I participated in all meetings ranging from General Education to Special Education (which included: community meetings, school site council, ELAC, open houses, some parent conferences, Individual Education Plans (IEP) meetings, expulsion hearings, GATE mtgs., parent interviews with psychologists, nurses, speech specialists, some board meetings). As far as written translations, I focused as well on materials pertaining to General Education and Special Education such as School Site Council minutes and bylaws, Student Study Team forms, Teacher's syllabus, letters to parents, written IEPs, psychological and speech reports, budget reports, Single Plan Student Achievement plans, School Safety plans, GATE minutes & pamphlets, Board agenda outlines, Board policies, Uniform Complaints.

Over the period and as result of the District's major reconfiguration (Facilities Implementation Program) and addition of the STEAM academies, introduction of the General Obligation Bond-Measure M6 and Measure R, my position as District Translator has gradually evolved. The translations and interpretation assignments now include State of District Address PowerPoints, LCAP & LCFF plans, Power Points regarding General Bond Obligation- Measure R & M6, District's reconfiguration and Facilities Implementation Program OSD Website (Reports created by Caldwell, Flores, Winters, Inc. – financial and facilities consultants), Uniform Complaints Reports (created by Garcia, Hernandez, Sawhney & Bermudez, LLP- OSD legal firm), Oxnard Board and Superintendent protocols, literature regarding By Trustee Areas/General Waiver Application, revisions of other Spanish translator and Mixteco interpreter's translations. Because I majored in Spanish and have acquired knowledge through the interpretation and translation courses that I have personally taken, they have helped me to learn and apply the information and the skills in my daily tasks. I have learned to work under pressure, changing and rigorous deadlines. I have also shared my knowledge of the elements of translation and interpretation and provided training to other Spanish translator working under the Special Education Department.

As of 2012, under direction of the Assistant Superintendent of Educational Services, I was indicated to focus only on assignments that pertained to General Education. Nevertheless, the assignments that I continue to complete are both related to General Education and Special Education. I personally consider that my position as a translator and interpreter implies that I serve as such. I assist the other Spanish translator with difficult translation assignments by proofreading, editing and revising her translations, I have corrected translations completed by both Mixteco interpreters (their level of experience is reflected in their work making it very difficult to comprehend), and I continue to translate written IEPs. Recently and in absence of the Special Education Spanish translator due to vacation, I had to translate MOUs and Special Education contracts.

In addition, the level of degree of my involvement to carry out complex assignments has increased in such that the submissions of special projects have required that I work overtime and weekends. These

special projects require a higher knowledge of technical terminology, such as those for financial, legal, and construction material, depth in knowledge and application of translation concepts to perform my work. I firmly believe that my responsibilities are more difficult than those assigned to the translator under Special Education and different to the requirements expected from the Mixteco interpreters. I feel that my present position warrants a reclassification to a higher title of District Translator along with a corresponding increase in pay range. Furthermore, I respectfully request that you review the assignments, duties and responsibilities that I have been performing for the past few years, being that I have assumed responsibilities at a higher rate and have the requisite education for the title.

Thank you for your consideration of my request. I look forward to your response.

Sincerely,

Martha L. Díaz

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

Rank	Name	Expiration Date
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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:13

Established: 12/16/15

Updated: 2/8/16

Paraeducator II

Rank	Name	Expiration Date
1	Bustamante, Rosie	9/16/2016
1	Chaidez, Lorena	5/9/2017
1	Cruz, Martin	5/9/2017
1	Dohy, Sarah C	1/29/2017
1	Garcia de Ruiz, Claudia E (B)	12/16/2016
1	Gilliam, Kenneth	5/9/2017
1	Llamas, Stephanie	5/9/2017
1	Martinez Weierman, John	5/9/2017
1	Mendoza, Alberto	9/16/2016
1	Olmos, Diana A	2/8/2017
1	Pina, Bobby S	5/9/2017
1	Prado, Margarita (B)	2/8/2017
1	Roque, Yosis I (B)	12/16/2016
1	Rubalcaba, Llajayra Y	5/9/2017
1	Smith, Kayla D	1/29/2017
1	Viveros, Janelli	5/9/2017
1	Wilson, Luke	10/12/2016
2	De La Hoya, Susy (B)	12/16/2016

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:13

Established: 12/16/15

Updated: 2/8/16

Paraeducator II

Rank	Name	Expiration Date
3	Loebe, Laura A	12/16/2016
4	Coad, Kadeem	8/4/2016
5	Jasso, Judy E	8/4/2016
5	Lopez, Maria E (B)	8/4/2016

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

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

Director's Certification:

Established: 12/14/15

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

Merged with Eligibility List No. 14-15:23

Paraeducator III

Rank	Name	Expiration Date
1	Aguirre Cayeros, Carmina	9/16/2016
1	Arias, Ester A (B)	12/14/2016
1	Barragan, Imelda L (B)	2/8/2017
1	Bedolla, Guadalupe	9/16/2016
1	Chaidez, Lorena	5/9/2017
1	Cruz, Martin	5/9/2017
1	Dohy, Sarah C	1/29/2017
1	Farfan, Diana	12/14/2016
1	Gilliam, Kenneth	5/9/2017
1	Hull, Felipe G	2/8/2017
1	Llamas, Stephanie	5/9/2017
1	Lopez, Alejandro R	10/12/2016
1	Martinez Weierman, John	5/9/2017
1	Olmos, Diane A	2/8/2017
1	Pina, Bobby S	5/9/2017
1	Prado, Margarita (B)	2/8/2017
1	Pulido, Daniel (B)	9/16/2016
1	Rubalcaba, Llajayra Y	5/9/2017

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

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

Established: 12/14/15

Director's Certification:

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

Merged with Eligibility List No. 14-15:23

Paraeducator III

Rank	Name	Expiration Date
1	Viveros, Janelli	5/9/2017
1	Wilson, Luke W	10/12/2016
2	Coad, Kadeem M	8/4/2016
3	Lopez, Maria E (B)	8/4/2016
4	Colmenares, Roberto	10/12/2016

Extension of Eligibility List

The following eligibility list is submitted for the Commission's approval for a one year extension: (PC Rules and Regulations 50.100.1)

Eligibility List #14-15:36 Outreach Specialist Extend to 5/21/17

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 14-15:36
Established: 5/21/15

Outreach Specialist

Rank	Name	Expiration Date
1	Bautista, Juan P (B)	5/21/2016
2	Molina, Celia M (B)	5/21/2016
2	Rodriguez, Petula S (B)	5/21/2016
3	Delgado, Carlos R (B)	5/21/2016
3	Serrano, Gabriela M (B)	5/21/2016
4	Jimenez, Marco A (B)	5/21/2016
5	Tomasetti, Noemi (B)	5/21/2016
6	Barrera, Leticia (B)	5/21/2016
6	Campos, Marisol S (B)	5/21/2016
7	Gonzalez, Yolanda (B)	5/21/2016
8	Chavez, Maria G (B)	5/21/2016
8	Delgado, Sandra M (B)	5/21/2016
8	Valencia, Alejandra (B)	5/21/2016
8	Velasco, Jennifer C (B)	5/21/2016
9	Gomez, Guadalupe R (B)	5/21/2016
10	Mejia, Juan Antonio (B)	5/21/2016
11	Cancino, Olivia (B)	5/21/2016
12	Fuentes, Saira (B)	5/21/2016

CLASSIFIED PERSONNEL ACTIONS

New Hire

Arias, Ester A.	Paraeducator II (B), Position #6799 Pupil Services 5.75 hrs./183 days	03/07/2016
Arroyo, Martha	Child Nutrition Worker, Position #2139 Curren 4.5 hrs./185 days	03/21/2016
Farfan, Diana	Paraeducator II, Position #6783 Pupil Services 5.75 hrs./183 days	03/08/2016
Garcia Mancini, Leonor	Child Nutrition Worker, Position #2679 Soria 5.0 hrs./185 days	03/21/2016
Hull, Felipe	Paraeducator II, Position #6767 Pupil Services 5.75 hrs./183 days	03/17/2016
Mello, Tiffany	Secretary (B), Position #1357 Enrollment Center 8.0 hrs./246 days	03/07/2016
Mendez, Concepcion	IA CELDT (B), Position #2439 Ed. Services 5.5 hrs./183 days	04/11/2016
Rivera, Patricia	IA CELDT (B), Position #2435 Ed. Services 5.5 hrs./183 days	03/21/2016
Robles, Mayra P.	Paraeducator I (B), Position #7378 Frank 5.5 hrs./183 days	03/07/2016
Rodriguez Gaytan, Edmundo	Child Nutrition Worker, Position #2768 Fremont 5.0 hrs./185 days	03/21/2016
Smith, Kayla	Paraeducator III, Position #7396 Pupil Services 5.75 hrs./183 days	03/21/2016

Exempt

Gutierrez, Veronica	Campus Assistant	03/07/2016
Juarez, Alfredo	Campus Assistant	03/08/2016
Lopez, Richard	Campus Assistant	03/02/2016
Marron, Rodrigo	Campus Assistant	03/01/2016
Villarreal, Estefania	Campus Assistant	03/07/2016

Limited Term

Banuelos, Antonio	Paraeducator	02/23/2016
Barragan, Imelda L.	Paraeducator	03/14/2016
Basore, Sean	Paraeducator	03/07/2016
Chavez, Jose C.	Custodian	03/10/2016
Conley, Kathleen	Custodian	02/10/2016
Cruz, Pablo	Custodian	03/10/2016
Echenique, Moises	Custodian	03/10/2016
Garcia, Lucrecia M.	Child Nutrition Worker	03/14/2016
Gonzalez, Renata	Paraeducator	03/14/2016
Hecq, Felicity	Paraeducator	03/11/2016
Heidenrich, Julia	Paraeducator	03/01/2016
Hernandez, Eduardo	Paraeducator	03/07/2016
Jimenez, Janelle	Paraeducator	03/14/2016
Koressa, Marcel	Clerical	03/28/2016
Lopez, Veronica	Child Nutrition Worker	03/14/2016
Lozano, Maria Alicia	Child Nutrition Worker	03/28/2016
Magpayo, Petronila	Paraeducator	02/08/2016
Marinez, Martha	Child Nutrition Worker	03/28/2016
Martinez, Frida	Paraeducator	03/21/2016
Orejel, Judith	Clerical	03/14/2016
Pina, Bobby	Paraeducator	02/10/2016
Preciado, Christian	Child Nutrition Worker	03/28/2016
Rivera Garcia, Maria S.	Paraeducator	03/14/2016
Rodriguez, Adrian	Paraeducator	03/02/2016
Rodriguez, Casey S.	Paraeducator	03/14/2016

CLASSIFIED PERSONNEL ACTIONS

Promotion

Ambriz, Marie	School Office Manager (B), Position #2241 Haydock 8.0 hrs./210 days	03/14/2016
	Attendance Accounting Technician (B), Position #2244 Haydock 8.0 hrs./210 days	
Cabrera, Karina	Intermediate School Secretary (B), Position #6244 Lemonwood 8.0 hrs./192 days	03/08/2016
	Office Assistant II (B), Position #7266 Lemonwood 8.0 hrs./203 days	
Grande, Carmen	School Office Manager (B), Position #1820 Marshall 8.0 hrs./210 days	02/01/2016
	Office Assistant II (B), Position #1818 Ramona 6.0 hrs./203	

Transfer

Basaldua, Georgina	Preschool Teacher (B), Position #544 Elm 4.0 hrs./183 days	03/21/2016
	Preschool Teacher (B), Position #1111 Driffill 4.0 hrs./183 days	
Galvan, Yanixsa	Preschool Assistant (B), Position #2665 San Miguel 3.0 hrs./183 days	03/08/2016
	Preschool Assistant (B), Position #2578 Driffill 3.0 hrs./183 days	
Leon, Sandra	NfL Family Liaison, Position #2433 Sierra Linda 6.0 hrs./180 days	02/29/2016
	Paraeducator II (B), Position #1324 & 1325 Pupil Services 5.5 hrs./180 days	
Magallanes, Marisela	Attendance Accounting Technician, Position #2244 Haydock 8.0 hrs./210 days	03/14/2016
	Attendance Accounting Technician, Position #634 Driffill 8.0 hrs./210 days	
Meza, Rosa	Library Media Technician, Position #1039 Marina West 5.0 hrs./190 days	03/14/2016
	Library Media Technician, Position #2523 Ramona 5.0 hrs./190 days	
Roman, Valerie	Child Nutrition Worker, Position #2616 Itinerant 5.5 hrs./185 days	02/22/2016
	Child Nutrition Worker, Position #6408 Lemonwood 5.0 hrs./185 days	
Sanchez, Briana C.	Child Nutrition Worker, Position #2393 Soria 5.0 hrs./185 days	02/22/2016
	Child Nutrition Worker, Position #2054 Soria 5.0 hrs./185 days	
Velasquez, Rosario	Child Nutrition Worker, Position #1287 Rose Ave. 5.0 hrs./185 days	02/22/2016
	Child Nutrition Worker, Position #7277 Fremont 5.0 hrs./185 days	

Voluntary Demotion

Nava, Sonia	NfL Family Liaison, Position #2432 Harrington 6.0 hrs./180 days	02/29/2016
	Preschool Teacher (B), Position #544 Elm 4.0 hrs./183 days	

Return from Leave of Absence

Figueroa, Karina	Attendance Accounting Technician, Position #1836 Ramona 8.0 hrs./210 days	03/14/2016
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CLASSIFIED PERSONNEL ACTIONS

Medical Layoff

8368	Outreach Specialist (B), Position #2563 Lemonwood 8.0 hrs./180 days	03/25/2016
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Resignation

Arellano, Alicia	Child Nutrition Cafeteria Coordinator , Position #1388 Ramona 8.0 hrs./189 days	06/21/2016
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Hernandez, Yvonne	Child Nutrition Worker, Position #2846 Curren 5.0 hrs./185 days	03/24/2016
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Saucedo, Belinda	Intermediate School Secretary (B), Position #6244 Lemonwood 8.0 hrs./192 days	01/20/2016
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Retirement

Boulch, Frank	Locksmith, Position #696 Facilities 8.0 hrs./246 days	04/28/1997-04/29/2016
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Loyola, Romeo	Custodian, Position #2398 Soria 8.0 hrs./246 days	08/25/1997-04/29/2016
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Partida, Amador	Bus Driver, Position #1453 Transportation 8.0 hrs./183 days	08/08/1988-04/29/2016
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Picola, James	Director Child Nutrition Services, Position #108 Child Nutrition 8.0 hrs./246 days	12/01/2000-05/31/2016
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Page 1

May 04, 2016

CLASSIFIED PERSONNEL ACTIONS

New Hire

Barragan, Imelda	Paraeducator II (B), Position #2194 Pupil Services 5.75 hrs./183 days	05/09/2016
Lopez, Alejandro R.	Paraeducator II, Position #7236 Pupil Services 5.75 hrs./183 days	04/14/2016

Limited Term

Cortez, Silvia	Child Nutrition Worker	03/18/2016
Davis, Dayna N.	Paraeducator	04/13/2016
Dean, Kathryn L.	Paraeducator	04/18/2016
Larios, Joanna	Child Nutrition Worker	04/02/2016
Postas, Lisa L.	Paraeducator	04/13/2016
Tellez, Cristina V.	Paraeducator	04/11/2016

Resignation correction

Arellano, Alicia	Child Nutrition Cafeteria Coordinator, Position #1388 Ramona 8.0 hrs./189 days	06/21/2016 04/29/2016
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Resignation

Fraire Miranda, Edgar	Outreach Specialist (B), Position #2688 Marshall 8.0 hrs./180 days	05/06/2016
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FMLA

Rosalez, Jeanette	Child Nutrition Cafeteria Coordinator, Position #1075 Brekke 8.0 hrs./189 days	04/11/2016-06/06/2016
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Retirement

Denley, William R.	Security Maintenance Worker, Position #694 Facilities 8.0 hrs./246 days	07/11/1977-06/30/2016
Magoon, Gail	Assistant to the Physically Handicapped, Position #2251 Special Education 7.0 hrs./183 days	03/30/1990-05/18/2016
Romero, Arthur	Warehouse Worker/Delivery Driver, Position #841 Warehouse 8.0 hrs./246 days	11/15/1989-06/30/2016