



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, November 12, 2015
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 October 15, 2015

B. COMMENTS BY THE PUBLIC

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

C. ACTION ITEMS

1. Classification Review
The Personnel Commission will consider a request submitted by Esmeralda Hernandez, Human Resources Assistant.
2. Health Assistant-Establishment of New Classification
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.
3. 70.200.01 Initial Placement (Second Reading)
The Personnel Commission will review revision to PC Rule 70.200.1 Initial Placement.

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
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, October 15, 2015
3:30 p.m. Oxnard Room of the ESC
 1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, October 15, 2015, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The special meeting was called to order by Commissioner Rhoads at 3:31 p.m.

CALL TO ORDER

A roll call of the Commission was conducted. In attendance were:

ROLL CALL

Edward M. Castillo, Chair of the Personnel Commission
 Jan Rhoads, Vice Chair of the Personnel Commission
 Manuel Perez, Member of the Personnel Commission

Jonathan Koch, Director of Classified Human Resources

Guests: Teresa Gern, Director, Certificated Human Resources; Jabbar Wofford, CSEA President.

Commissioner Perez moved to approve the agenda of Thursday, October 15, 2015 as presented. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y ; Perez Y

ADOPTION OF THE
AGENDA

Commissioner Perez moved to approve the minutes of Thursday, August 6, 2015 as presented. Commissioner Rhoads seconded and the motion carried. The vote was as follows 2-0. Rhoads Y ; Perez Y

APPROVAL OF
MINUTES

Ms. Gern introduced herself and spoke regarding her background.

COMMENTS BY THE
PUBLIC
ACTION ITEMS

Commissioner Perez moved to approve the eligibility lists for Accounting Specialist III, District Textbook Coordinator, District Translator, Library Media Technician, Office Assistant II, Paraeducator I, Paraeducator II, Paraeducator III, Preschool Assistant (B), Preschool Teacher (B), Site Technology Technician, and Speech-Language Pathology Assistant, as presented. Commissioner Rhoads seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Rhoads Y ; Perez Y

Eligibility Lists

Staff and Commissioners reviewed Personnel Commission rule 70.200.01 Initial Placement.

REPORTS/OTHER
INFORMATION/DISCUSSION ITEMS
70.200.01 Initial Placement (first reading)

The Personnel Commission reviewed the personnel actions of August 5, 2015; August 26, 2015; September 2, 2015; September 16, 2015; and October 7, 2015.

Personnel Actions

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

Director's Report

Mr. Wofford welcomed Ms. Gern to the Oxnard School District. He also reported that the CSEA dance will be held at the Four Points Sheraton on Saturday, October 16, 2015.

Report by CSEA

Commissioner Castillo asked that the staff receive information for the upcoming conference.

Report by
Commissioners

There being no further business, the Commission adjourned at 4:21 p.m. The next regular meeting will be held November 12, 2015.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, October 15, 2015 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):
Jonathan Koch
Director, Classified Human Resources

Date of Meeting:
November 12, 2015

TITLE: Appeal of Salary Placement

DESCRIPTION OF AGENDA ITEM:

On May 29, 2015 a reclassification request was received by Esmeralda Hernandez, Human Resources Assistant in the Classified Human Resources department. This request was reviewed, and due to the sensitive nature of the request, arrangements were made for the study to be conducted by an outside agency. The intent of the external study was to remove any potential bias, either against or in support of the request.

After a brief search and reaching out to a number of local Merit Districts, Ventura Unified School District volunteered to perform the study. The study was ultimately conducted by Andrea Crouch, Director of Classified Human Resources for the Ventura Unified School District.

A recommendation from Ms. Crouch was received on November 6, 2015 and was provided to the Office of the Superintendent for informational purposes. This item is now being provided to the Personnel Commission for action on the reclassification request.

RECOMMENDATION:

It is recommended that the Personnel Commission take action to accept the recommendation of Ms. Andrea Crouch, Director of Classified Human Resources for the Ventura Unified School District and approve the reclassification request submitted by Ms. Esmeralda Hernandez.

It is also recommended that the Commission take action to order the reclassification effective as of September 17, 2015 which is the date the reclassification action would have logically been brought to the Commission if there was not a delay due to working with an outside agency.

RECLASSIFICATION REQUEST REPORT

School District: Oxnard School District
Employee Name: Esmeralda Hernandez
Current Position: Human Resources Assistant
Site/Department: Classified Human Resources Department
Requested Position: Human Resources Technician

Background

A Position Classification Questionnaire (PCQ) was completed and submitted by Esmeralda Hernandez, Human Resources Assistant.

Ms. Hernandez's current classification is Human Resources Assistant, assigned to work in the Classified Human Resources Department. She has held this classification for approximately six years. The duties of a Human Resources Assistant, as summarized in the job description, include: performing a wide variety of technical clerical duties related to certificated or classified human resources; contacting substitutes and processing paper flow; maintaining records and files and preparing reports.

Methodology

An analysis was performed, based on a review of duties and responsibilities, and interviews with the incumbent and her supervisor, as well as a Human Resources Technician incumbent.

The job audit consisted of the following steps:

- Review of the completed Position Classification Questionnaire submitted by the incumbent.
- Meeting with Jonathan Koch, Director of Classified Human Resources, (incumbent's immediate supervisor). Reviewed Ms. Hernandez's reclassification request, and discussed the current duties being performed by incumbent. Verified that Ms. Hernandez is performing the duties as described on the PCQ.
- Conducted an on-site job review at Oxnard School District, Classified Human Resources Department, and in-person interview with incumbent to review and discuss her responsibilities and the information she provided on the completed PCQ.
- Conducted an in-person interview with a Human Resources Technician job incumbent to gather information regarding the duties she performs in her position. Information was

analyzed and compared to the duties performed by Ms. Hernandez in her position as Human Resources Assistant.

- Reviewed the District's Human Resources Assistant and Human Resources Technician job descriptions, and analyzed the distinguishing characteristics among the two classifications.

Findings

- During the past five years, incumbent has experienced a gradual accretion of duties.
- As outlined in the job description, the Human Resources Assistant performs a variety of clerical duties in support of the recruitment and employment processes within the District.
- The incumbent has taken on numerous duties and responsibilities which have exceeded the scope of essential duties as outlined in the Human Resources Assistant job description. Rather than simply performing the clerical tasks related to recruitment and employment processes, she is performing technical and administrative activities associated with recruitment, selection and employment.
- The majority of the duties the incumbent performs fall within the essential duties of a Human Resources Technician position.

The incumbent evaluates bilingual skills, schedules applicant interviews, notifies applicants of next steps in the employment process, responds to letters and phone calls regarding the employment process, maintains eligible lists, processes personnel transactions, and explains District programs, policies and procedures. Specific examples include:

- Responsible for the recruitment, selection and employment of Campus Assistants. Required to follow the collective bargaining agreement which dictates transfer rights and requirements for this group of employees, schedules interviews, manages step increases, tracks seniority, maintains position control and enters assignment information in the Escape HR/PR system, and communicates with applicants.
- Responsible for the recruitment, selection and employment of AVID Tutors. Although this is a group of exempt employees, incumbent is responsible for managing lists and sending to sites, new hire processing and position control in Escape.
- Enters HRA's in Escape to track recruitments.
- Sends out offer letters to new hires.
- Assists with Spanish proficiency tests. Assists Director with proctoring exams.
- Performs her work using District/department designated software programs (i.e. NeoGov, IVisions, Escape, SmartFind)

She is also responsible for:

- Preparing new hire packages; conducting new employee orientation; and processing employment paperwork (i.e. HRA's, change of assignment, resignations, etc.)
- Assisting in the recruitment, screening and placement of substitute employees, (Campus Assistants and Custodians are assigned to incumbent).
- Maintaining and monitoring the seniority system for Campus Assistants.
- Providing employment verifications and processing unemployment claims for assigned groups.

- Coordinating the Professional Growth program according to the collective bargaining agreement and District policies and procedures. Manages the application process, verifies eligibility per established criteria, assesses hours/points, analyzes the data to make recommendations which are then submitted to the Assistant Superintendent for final determination, and prepares and sends out the notification letters to the employees.
- The incumbent performs her job assignments without close supervision, and is required to apply and interpret District policies, practices and procedures when completing her responsibilities on a daily basis. The current work performed by the incumbent is more difficult and complex than the duties performed by a Human Resources Assistant.

Recommendation

It is recommended that the Human Resources Assistant position be reclassified to Human Resources Technician. It is recommended that the incumbent, Esmeralda Hernandez, be reclassified with the position based on a gradual accretion of duties, according to the policies and procedures as established by the Oxnard School District.

Study completed by:

Dated:

Andrea Crouch

November 4, 2015

Andrea Crouch

Director, Classified Human Resources

VENTURA UNIFIED SCHOOL DISTRICT



255 W. Stanley Avenue • Ventura, CA 93001

805.641.5000, ext. 1170

andrea.crouch@venturausd.org

MAY 29 2015 PM 4:39



PERSONNEL COMMISSION

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

Hernandez Esmeralda R
Last Name First Name M.I.

Work Site: District Office

Department: Classified Human Resources

Phone Ext.: 2073

Classification: Human Resources Assistant

Immediate Supervisor: Jonathan Koch

Hours of Work: From: 8:30 am To: 5:30 pm

Lunch Hour: From: 1:00 pm To: 2:00pm

Breaks: From: 10 To: 10:15 , From: 3:30 To: 3:45

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 %
Process applications							X	11
Campus Assistant Transfers							X	5
updating Campus Assistant and Sub Custodian Escape employee information							X	5
updating Smartfind employee information							X	5
Help new employees with paperwork requirements and filling out the new employee package.							X	2.5
Proctoring							X	2.5
updating employment packets							X	5
Professional Growth							X	2
Filing various forms/ Prepare New Hire packets								5
Process HRA's for various changes								5
Employee of the year								2

Comments:

Proctoring - will be at the analyst or directors request (this includes administering the spanish oral exam). When Exams are administered.

(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 %
Screen employment applications							X	2.5
Greet customers and give information on current job openings. Assist them when they need help on directions on how to apply on-line.							X	5
Audit I-9 Form							X	5
Process Permanent Positions							X	5
Testing and employment processing activities							X	5
Assist staff with variety of technical and administrative activities associated with recruitment, selection and placement.							X	5
Scheduling applicant interviews, notifying applicants of next steps in employment process.							X	5
Explain district programs, policies and procedures to employees, applicants and the public.							X	5
Creating and maintaining a number of reports							X	2.5
Provide training and guidance to lower-level staff, as assigned. With smartfind and NeoGov.							X	5
Serve as an examination proctor and administer the exam, serve as a backup in the testing process							X	5

Comments:

Screen employment applications - Upon request from the Analyst or Director.

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Jonathan Koch

2. From whom do you receive your assignments?
Jonathan Koch

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: Emails

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:

I interpret policies, rules and regulations of the Oxnard School District
Personnel Commission.

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

Computer, calculator, fax, multi phone line, scanner. Ivisions, NeoGov, Smartfind and Escape.

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

Fingerprinting will require a certificate, which I already completed and it's on file.

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.

Campus Assistants/subs (196) and Sub Custodians (32) AVID Tutors (16)

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 checked="" 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 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 Diploma

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.)

Three years of increasingly responsible human resources experience

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

6 years

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

1/4/2010

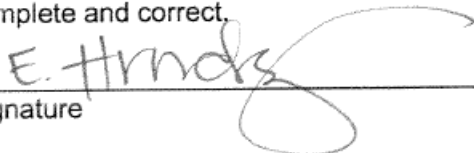
13. Please list any duties or tasks that are "new" or have been added to your job below. Next to each duty, please list an approximate date when you started performing the duty.

Task	Start Date
Variety of technical clerical duties related to recruitment and employment process.	5/10/09
Contact and assign appropriately qualified substitutes.	6/1/10
Prepare materials (lists, reports, forms)	6/1/10
Receive and Process employment applications and employment verifications.	8/1/10
Prepare testing materials, schedule candidate interviews, proctor examinations	10/2/11
Input and maintain variety of personnel records including, attendance, terminations, professional growth, payroll, fingerprint clearances, TB clearance, transfers, resignations.	10/2/11
Processes and provides orientation to employment candidates selected for hire, assists new employees in the completion of new hire paperwork.	12/1/11
Data entry , duplicating materials, date stamping, logging documents received and opening and routing mail (record keeping)	1/7/12
Provide training and guidance to lower-level staff, as assigned.	2/2/12
Scheduling applicant interviews, notifying applicants of next steps in employment process.	2/2/12
HRA Process Permanent Positions	9/1/2014

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

Over the last few years I feel my duties have increased much more and fits the H.R. Technician description. I have learned District , PC Rules, Classified H.R. policies and procedures. Also Labor contract provisions. I have handled complaints involving situations that are highly sensitive and confidential. My skills have help resolve many problems.

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


Signature

5/29/2015
Date

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Jonathan Koch
Director, Classified Human Resources

Date of Meeting:

November 12, 2015

TITLE: NEW CLASSIFICATION – Health Assistant

DESCRIPTION OF AGENDA ITEM:

District administration requested that the Personnel Commission create a new classification for a Health Assistant for the Pupil Services department. Commission staff worked with Pupil Services in order to develop the new classification presented in this item.

The intent of the new classification is to enable the creation of a series of positions to be housed at our school sites in order to assist with the day-to-day health needs of both our Special Education and General Education students. Currently, some schools have no dedicated health personnel while others are pulling Paraeducators and employees in other classifications away from their regular duties to provide assistance.

Incumbents in the new Health Assistant classification will be housed in a school office and be responsible for maintaining student medical records, notifying parents, and attending to the basic medical needs (Basic First Aid, CPR, etc.) of the students at the school site. They will also be asked to perform more specialized health care procedures such as gastrostomy tube feeding and catheterization following training which will be provided by the District. None of the duties to be performed by this classification require the incumbent to hold a nursing license.

It is recommended that positions in this classification be part of the CSEA bargaining unit.

FISCAL IMPACT:

A salary study of twenty-six school districts with similar positions within the state including seven within Ventura County has been conducted (attached). In order to be competitive in the marketplace and maintain correct internal alignment, salary placement is being recommended at range 17.0 (equal to that of Office Assistant II - \$2,980 - \$3,621 monthly based on a full-time employee) on the OSD/CSEA salary schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new classification and class description for Health Assistant and allocate the class to range 17.0 on the OSD/CSEA Salary Schedule.

HEALTH ASSISTANT

*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 Principal or other school-site administrator, administers basic first aid and assists students who are ill or injured in accordance with State laws and District regulations; delivers specialized health care procedures and medical treatments not requiring a nursing license to students with special needs on an as-needed basis; assists with health screenings; prepares and maintains student health records, files, and reports; and performs a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Health Care Technician classification performs a variety of specialized health care procedures and medical treatments including those requiring a minimum of a Licensed Vocational Nurse (LVN) license, conducts health screenings, and provides clerical support as needed to one or more school health offices as needed.

The Health Assistant classification administers basic first aid and assists students who are ill or injured, delivers specialized health care procedures and medical treatments not requiring a nursing license on an as-needed basis, and provides primary clerical support for a school health office.

The Office Assistant II classification performs a variety of clerical functions in support of an assigned school or department including, filing, data entry, typing various documents, maintaining records and inventories, scheduling appointments, and providing assistance to staff and the public.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Principal or other school-site administrator;
- Receives technical and work direction from a School Nurse and the Nursing/Health Coordinator.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Performs basic first aid procedures for ill or injured children according to established procedures;
- Administers medication as prescribed by a physician and in accordance with established guidelines;
- Responds to emergencies and serious health-related situations by administering first aid, cardiopulmonary resuscitation (CPR), or other appropriate action; notifies school administrators, nursing staff, parents, and/or paramedics as appropriate and as soon as possible;
- Performs specialized health care procedures such as tracheostomy care, gastrostomy tube (g-tube) feeding and care, catheterization, colostomy and/or ileostomy care, and oxygen administration on an as-needed basis;
- Screens student symptoms to identify illness; contacts nursing staff for assistance as appropriate;
- Assists students with personal physical needs; assists with toileting, diapering, menstrual cycle needs; assists students requiring wheelchairs or other orthopedic equipment;
- Assist students with diabetic management tasks such as carbohydrate counting, blood sugar testing, and treatment of low blood sugar;
- Prepares, records, and maintains a variety of health related records and files including immunization and other confidential student health and emergency records in accordance with HIPPA regulations; ensures that students have complete health records; follows up with parents and nursing staff as appropriate to ensure complete and accurate records;
- Maintains school health office in a clean, orderly, and safe condition; cleans sinks and equipment; cleans linens as necessary;
- Provides assistance to students, staff, and the general public in order to ensure student's success; answers telephones and takes messages; makes phone calls to request, provide, or verify information as appropriate; maintains log of students visiting the health office;

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- Performs a variety of clerical duties including, but not limited to, filing, data entry, duplicating materials, and date stamping and logging documents received;
- Prepares correspondence, forms, notices, and referrals as appropriate; initiates and completes accident and incident reports in accordance with HIPPA regulations;
- Maintains supply and material inventories for the health office; orders health office supplies and materials according to established procedures.

Other Related Duties

- Assists nursing staff with health screenings;
- Assists nursing staff with documentation of possible child abuse cases;
- For positions with bilingual designations, translates a variety of written materials from English to a second language and from that language into English; interprets and facilitates communication between staff and non-English speaking members of the public; attends various meetings to translate and interpret as needed;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Current first aid and CPR principles and practices and health and safety precautions;
- District and community emergency medical resources;
- Accepted methods and principles of personal hygiene;
- Specialized medical procedures such as tracheostomy care, gastrostomy tube (g-tube) feeding and care, catheterization, colostomy and/or ileostomy care, and oxygen administration
- School office terminology, practices, and procedures;
- School rules and guidelines;
- Modern office practices, procedures, and equipment;
- Principles and procedures of record keeping;
- Good public relations techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Pertinent Federal, State and local laws, codes and regulations;
- Proper telephone etiquette;
- Health and safety regulations and basic first aid procedures;

Ability to:

- Understand and correctly implement specialized medical procedures as trained;
- Establish and maintain filing systems;
- Work effectively within established time schedules and with minimal direction;
- Operate a variety of office machines and equipment such as a personal computer and applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machines;
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner;
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate effectively, both orally and in writing;
- Understand and follow both oral and written directions;
- Establish and maintain effective working relationships;
- Read, interpret, and follow rules, regulations, policies, and procedures.

Traits:

- Appreciates and respects the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;

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- Effectively manages one's own time, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Is punctual and follows through;
- Logically grasps and thinks through issues and problems;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency.

Experience: One year of clerical experience OR one year of experience providing health related services including First Aid. Experience working with community health service organizations or experience providing health care services to school-aged children is highly desirable. Completion of a medical training program or internship may substitute for the required experience.

Special: A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate must be obtained during the probationary period.

A valid Cardiopulmonary Resuscitation Certificate must be obtained during the probationary period.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

Physical Requirements: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 50 lbs. or over 50 lbs. with assistance, use both hands simultaneously, push/pull students of varying weights in wheelchairs, speak clearly, hear normal conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, but may be required to work outside or in a classroom environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to wetness, urine, feces, strong odors, air and blood-borne pathogens and germs, and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with students and the public.

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: 17.0

Approved: 11/15

Revised:

70.200.1 Initial Placement

All new regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. Initial placement will normally be the first step of the salary range. However, a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission. In determining the appropriateness of an advanced placement request, the Director of Classified Human Resources shall base his decision on the following factors:

1. Additional education at the college level which is directly related to the classification and beyond the established requirement for entry into the class. Credit for one step may be given for two years or greater of additional directly related education.
2. Experience in a related position equivalent to/higher than the classification to which the selected candidate has been assigned. Credit for one step may be given for two years or greater of experience in a similar or higher level related position outside of the District.
3. Evidence that the salary received by the selected candidate from his most recent employer is greater than the first step of the salary range of the class. A selected candidate may be given credit for multiple steps based on evidence of an equal or greater recent salary. In no circumstances shall the initial placement exceed the top step of the salary range for the class.

This section does not pertain to employees upon promotion. Please refer to Rule 70.200.3 for salary placement following promotion.

Original:

70.200.1 Initial Placement

A. All new regular employees shall be paid in accordance with the salary range established for the class. The hiring rate will be the first step of the salary range. However, for those positions where recruitment efforts have indicated difficulty in attracting qualified candidates at the first step of the salary range, an accelerated initial placement may be recommended by the Director of Classified Personnel, subject to approval by the Board of Trustees. Under no circumstances shall the initial placement be above Step D of the appropriate range established for the class. Determination of recruitment difficulty and evaluation of the candidate's additional qualifying experience and education shall be the responsibility of the Director of Classified Personnel.

CLASSIFIED PERSONNEL ACTIONS

New Hire

Aguilar, Vanessa	Paraeducator I, Position #7176 Kamala 3.0 hrs./183 days	10/02/2015
Bedolla, Guadalupe	Paraeducator II (B), Position #2699 Ed. Services 5.75 hrs./183 days	09/28/2015
Bravo, Sarah	Paraeducator I, Position #7173 Elm 2.0 hrs./183 days	10/05/2015
Cruz, Samantha	Paraeducator I, Position #7170 Curren 4.0 hrs./183 days	10/07/2015
Hall, Brandon	Paraeducator I, Position #7192 Rose Ave. 2.0 hrs./183 days	10/01/2015
Martinez, Josue	Paraeducator I, Position #7187 Ramons 4.0 hrs./183 days	09/28/2015
Medina, Iliana	Paraeducator I, Position #7275 Elm 2.0 hrs./183 days	09/29/2015
Mendoza, Alejandro	Paraeducator I, Position #7180 Marina West 4.0 hrs./183 days	10/06/2015
Rivera, Georgina	Paraeducator I, Position #7178 Lemonwood 4.0/183 days	10/5/2015
Rodriguez, Joshua	Paraeducator I, Position #7167 Brekke 4.0 hrs./183 days	10/06/2015
Serratos, Osvaldo	Paraeducator I, Position #7171 Driffill 4.0 hrs./183 days	09/28/2015
Valles, Alyssa M.	Paraeducator I, Position #7195 Soria 4.0 hrs./183 days	10/06/2015
Wilson, Luke	Paraeducator I, Position #7179 Marina West 4.0 hrs./183 days	10/05/2015

Exempt

Almanza, Adelaida	AVID Tutor	09/16/2015
Cordero, Stephanie	Campus Assistant	09/18/2015
Faulk, Irma	Campus Assistant	08/19/2015
Garcia Rodriguez, Jamie	Campus Assistant	08/19/2015
Leal, Carolyn	Campus Assistant	09/24/2015
Lopez, Abraham	Custodian	09/23/2015
Macdonald, Elizabeth	Campus Assistant	09/28/2015
Preciado, Josefina	Campus Assistant	10/01/2015
Sellers, Paul	Custodian	09/23/2015
Serratos, Adrian H	Campus Assistant	09/01/2015
Serratos, Stephanie	Campus Assistant	09/01/2015
Servin, Christian	Campus Assistant	09/04/2015
Yamino, Michelle	Campus Assistant	09/01/2015
Yanez, Gilbert	AVID Tutor	09/16/2015

Limited Term

Brisco, Lola	Paraeducator	09/21/2015
DelRio, Naomi Monica	Paraeducator	09/30/2015
Frost, Roshni	Child Nutrition Worker	10/08/2015
Matthews, Gayle	Child Nutrition Worker	10/08/2015
Montejano, Monica	Paraeducator	09/28/2015
Padilla, Transito	Paraeducator	09/28/2015
Pulido, Daniel	Paraeducator	09/28/2015
Quintero, Roselle	Paraeducator	09/28/2015

Promotion

Sisemore, Theresa Speech Language Pathology Assistant, Position #6343 09/27/2015
Pupil Services 8.0 hrs./183 days
Adaptive Technology Specialist, Position #2891
Pupil Services 5.75 hrs./183 days

Increase in Hours

Avalos, Manuel Child Nutrition Worker, Position #6550 09/28/2015
Fremont 5.5 hrs./185 days
Child Nutrition Worker, Position #6550
Fremont 5.0 hrs./185 days
Pisors, Dani Library Media Technician, Position #8142 09/28/2015
McKinna 5.0 hrs./190 days
Library Media Technician, Position #8142
McKinna 4.0 hrs./190 days

Transfer

Cabrera, Karina Office Assistant II (B), Position #7226 09/28/2015
Lemonwood 5.0 hrs./203 days
Office Assistant II (B), Position #5424
Driffill 5.0 hrs./203 days
Garcia, Antonio Child Nutrition Worker, Position #2853 09/28/2015
Sierra Linda 5.0 hrs./185 days
Child Nutrition Worker, Position #2140
Curren 6.5 hrs./203 days
Garibay, Christina Administrative Assistant (B), Position #560 10/12/2015
English Learner Services 8.0 hrs./246 days
School Office Manager (B), Position #2241
Haydock 8.0 hrs./215 days
Ingram, Jason Child Nutrition Worker, Position #7278 10/01/2015
Curren 5.0 hrs./185 days
Child Nutrition Worker, Position #2139
Curren 4.5 hrs./185 days
Pennington, Sam Custodian, Position #499 10/05/2015
Driffill 8.0 hrs./246 days
Custodian, Position #6673
Elm 4.0 hrs./246 days
Vazquez, Maria D. Paraeducator II (B), Position #2305 10/05/2015
Pupil Services 5.75 hrs./183 days
Paraeducator II (B), Position #2260
Pupil Services 5.0 hrs./183 days

Resignation

Alvarez Vega, Alma Preschool Assistant, Position #2582 10/14/2015
San Miguel 3.0 hrs./183 days
Jones, Cynthia Paraeducator III, Position #1628 10/09/2015
Pupil Services 5.75 hrs./183 days
Kossman, Maribeth Site Technology Technician, Position #2508 09/30/2015
Harrington 8.0 hrs./192 days
Magana, Consuelo Preschool Assistant (B), Position #2894 10/14/2015
Ed. Services 3.0 hrs./183 days
Rodriguez, Geni Adaptive Technology Specialist, Position #949 10/02/2015
Pupil Services 6.75 hrs./183 days
Sanchez, Analuisa Intermediate School Secretary (B), Position #6709 10/14/2015
Driffill 8.0 hrs./192 days

CLASSIFIED PERSONNEL ACTIONS

New Hire

Barker, Lisa	Paraeducator I, Position #7189 Ritchen 4.0 hrs./183 days	10/19/2015
Bustamante, RosaMaria	Paraeducator III, Position #2000 Pupil Services 5.75 hrs./183 days	10/12/2015
Contreras-Giron, Karen	Paraeducator I, Position #7183 McAuliffe 2.0 hrs./183 days	09/30/2015
Cobarruvias, Bianca	Paraeducator I, Position #7186 McKinna 4.0 hrs./183 days	10/12/2015
Ferrer Munson, Rafael	Paraeducator I, Position #7259 Special Ed. 8.0 hrs./183 days	10/26/2015
Flores, Leonela	Paraeducator I, Position #7194 Sierra Linda 3.0 hrs./183 days	10/14/2015
Guzman Becerra, Maria	Preschool Assistant (B), Position #1553 Ed. Services 3.0 hrs./183 days	10/19/2015
Hernandez, Guadalupe	Paraeducator II, Position #6733 Pupil Services 5.75 hrs./183 days	10/19/2015
Lopez Jr., Juan	Paraeducator I, Position #7185 McKinna 4.0 hrs./183 days	10/08/2015
Padilla, Transito	Paraeducator I, Position #7267 McAuliffe 2.0 hrs./183 days	10/13/2015
Schouten, Sarah	Paraeducator I, Position #7193 Sierra Linda 4.0 hrs./183 days	10/09/2015
Trevisan, Heidi	Library Media Technician, Position #635 McAuliffe 5.0 hrs./190 days	10/12/2015
Villalobos, Veronica	Paraeducator I, Position #7191 Rose Ave. 4.0 hrs./183 days	10/14/2015
Warrick, Roderick	Site Technology Technician, Position #7132 Kamala 5.0 hrs./192 days	10/09/2015
Zavala, Casey	Paraeducator I, Position #7181 Soria 4.0 hrs./183 days	10/12/2015

Exempt

Barrera, Robert	Campus Assistant	10/15/2015
Espinoza, Ulyses	Campus Assistant	10/02/2015
Fitz, Daniel	Campus Assistant	10/05/2015
Flores, David	Campus Assistant	10/02/2015
Madrigal, Alejandra	Campus Assistant	10/20/2015
Marron, Silvia	Campus Assistant	10/09/2015
Nunez, Sergio	Campus Assistant	10/14/2015
Raya, Cristina	Campus Assistant	10/08/2015
Viveros, Stephany	Campus Assistant	10/14/2015

Limited Term

Banales, Patty	Child Nutrition Worker	09/29/2015
Bautista, Nayeli	Paraeducator	09/25/2015
Chavez, Vanessa	Paraeducator	10/13/2015
Contreras Zavala, Nancy	Paraeducator	09/29/2015
DelRio, Naomi Monica	Clerical	09/30/2015
Delsi, Randy	Child Nutrition Worker	09/27/2015
Escola Recendiz, Melanie	Paraeducator	09/28/2015
Gamino, Celeste	Paraeducator	09/30/2015
Ortiz, Maria	Paraeducator	10/09/2015
Partida, Terrie	Paraeducator	10/16/2015
Quezada, Alicia	Paraeducator	10/20/2015

Rodriguez, Krystal	Clerical	09/17/2015
Smith, Sarah	Child Nutrition Worker	10/14/2015
Tirado, Vanessa	Paraeducator	10/08/2015
Velasquez, Rosario	Child Nutrition Worker	10/01/2015

Promotion

Barrera, Leticia	Outreach Specialist (B), Position #2686 Ritchen 8.0 hrs./180 days NfL Family Liaison, Position #2432 Ed. Services 6.0 hrs./180 days	10/26/2015
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Transfer

Mariscal, Krystal	Paraeducator II, Position #7243 Pupil Services 5.75 hrs./183 days Paraeducator II, Position #2760 Ed. Services 5.75 hrs./183 days	10/19/2015
Najera, Sandra	Preschool Assistant (B), Position #2666 San Miguel 3.0 hrs./183 days Preschool Assistant (B), Position #945 Rose Ave. 3.0 hrs./183 days	10/26/2015
Sides, Griselda	Paraeducator II (B), Position #973 Pupil Services 5.75 hrs./183 days Paraeducator II (B), Position #6783 Pupil Services 5.75 hrs./183 days	10/12/2015

Leave of Absence

Tanedo, Melinda	Paraeducator II, Position #2195 Pupil Services 5.75 hrs./183 days	09/30/2015-11/30/2015
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Retirement

Gomez, Efren	Custodian, Position #1477 8.0 hrs./246 days	12/24/2015
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