



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, December 10, 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 November 12, 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. Oath of Office
The Oath of Office will be administered to Board Appointee-Irma Lopez.
2. Rotation of Chair, Personnel Commission rule 20.100.4
Commissioner Manuel Perez will assume the role of Chair.
3. Classification Review
The Personnel Commission will consider a request submitted by Leonida Fierro, Accounting Specialist III.
4. Information Systems Data Technician-Establishment of New Classification
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.

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

5. **Operations Manager**
The Personnel Commission will consider approving amendments to the job description and salary reallocation.
6. **Eligibility Lists**
The Personnel Commission will review certification of eligibility lists.
7. **Meeting Calendar for 2016**
The Personnel Commission will consider a proposed calendar for meetings to be convened in 2016.

D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. **Annual Report**
The Personnel Commission will review the annual report for the 2014/2015 Fiscal Year.
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, November 12, 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, November 12, 2015, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Rhoads at 3:32 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
 Manuel Perez, Member of the Personnel Commission

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

Guests: Teresa Gern, Director, Certificated Human Resources; Rita Guevara, Employee Benefits Specialist; Esmeralda Hernandez, Human Resources Assistant.

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

ADOPTION OF THE
AGENDA

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

APPROVAL OF
MINUTES

Ms. Hernandez gave her background. Commissioner Castillo moved to approve the recommendation of Ms. Andrea Crouch, Director of Classified Human Resources for the Ventura Unified School District and approve the reclassification request. This will be effective as of September 17, 2015 which is the date the reclassification action would have been brought to the Commission if there was not a delay due to working with an outside agency. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Castillo Y ; Perez Y

COMMENTS BY THE
PUBLIC
ACTION ITEMS
Classification Review

Commissioner Perez moved 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. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y ; Perez Y

Health Assistant-
Establishment of New
Classification

Commissioner Perez moved to approve Personnel Commission rule 70.200.01 Initial Placement as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y ; Perez Y

70.200.01 Initial
Placement (Second
Reading)

REPORTS/OTHER
INFORMATION/DISCUSSION ITEMS
Personnel Actions

The Personnel Commission reviewed the personnel actions of October 21, 2015 and November 4, 2015.

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

Director's Report

Commissioner Castillo reported that he hopes the District and the Personnel Commission will continue to work together.

Report by
Commissioners

There being no further business, the Commission adjourned at 4:17 p.m. The next regular meeting will be held December 10, 2015.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, November 12, 2015 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT

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

To: Dr. Cesar Morales, Superintendent

From: Jonathan Keen, Director, Classified Human Resources

Date: November 12, 2015

Re: Classification Review Recommendation

Background

On or about August 24, 2015 a reclassification request via Position Classification Questionnaire form from Leonida Fierro, Accounting Specialist III in the Finance department, was received by Classified Human Resources. The Position Classification Questionnaire (PCQ) form reflected comments made by Ms. Kathy Beasley, Accountant/Internal Auditor, and Ms. Janet Penanhoat, Director of Finance. 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>	
8/10/15	Employee submitted request for classification review to Ms. Kathy Beasley, Accountant/Internal Auditor.
Approximately 8/24/15 (no date stamp)	Employee paperwork and supervisor response received in the Classified Human Resources Department.
8/15 – 10/15	PCQ reviewed. Duties indicated by employee compared to duties currently included in classification descriptions for Accounting Specialist III and Accounting Specialist IV.
10/19/15	Meeting with Ms. Kathy Beasley, Accountant/Internal Auditor in order to obtain her perspective on the reclassification request and to review duties previously performed and currently performed by employee.

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10/19/15	Meeting with Ms. Fierro to discuss her request and review her duties and clarify information provided on completed PCQ.
11/10/15	Meeting with Ms. Janet Penanhoat, Director of Finance in order to obtain her perspective on the reclassification request and to review duties previously performed and currently performed by the employee.
11/12/15	Recommendation formulated.
11/12/15	Report submitted to Superintendent's office.
12/1/15	Deadline for response from Superintendent's office.
12/10/15 or 1/14/16	Report taken to Personnel Commission (12/10 date dependent on early response from Superintendent's office and CSEA waiving 15-day notice requirement)

Background

On or about August 10, 2015 a reclassification request via Position Classification Questionnaire (PCQ) was submitted by Ms. Leonida Fierro and received by Ms. Kathy Beasley, Accountant/Internal Auditor and Ms. Janet Penanhoat, Director of Finance. The request was reviewed and responded to by the aforementioned management personnel and forwarded to Classified Human Resources.

The Oxnard School District currently has two main bargaining unit classifications in the Finance department: Accounting Specialist III and Accounting Specialist IV. At present time the department houses two Accounting Specialist IV positions (one in Payroll and one in Budget) and six Accounting Specialist III positions (two in Payroll, two in Accounts Payable, one in Accounts Receivable, and one split between Payroll and new items such as leave management for the Affordable Care Act).

Positions within the classification of Accounting Specialist IV are higher level lead positions. Being lead positions, Accounting Specialist IVs may perform a number of the same duties as Accounting Specialist III positions along with additional duties and responsibilities. For example, an Accounting Specialist IV and an Accounting Specialist III in Payroll will perform the same type of payroll processing duties and provide customer service to those with payroll questions, but the Accounting Specialist IV also will serve as a lead to troubleshoot issues, handle all garnishments, and interpret collective bargaining agreements as needed for payroll purposes.

Ms. Fierro has submitted her reclassification request asking to be reclassified to Accounting Specialist IV from her current classification of Accounting Specialist III based on a gradual accretion of duties including training duties.

Methodology

An analysis was performed, based on a review of duties and responsibilities and interviews with the job incumbent and her immediate and departmental supervisors.

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. Fierro.
- **Review of job descriptions:** The job descriptions of Accounting Specialist III and Accounting Specialist IV were reviewed. The distinguishing characteristics among the two classifications were analyzed.
- **Interview with incumbent:** During the month of October, 2015, the Director of Classified Human Resources met with Ms. Fierro in order to clarify and further ascertain her view on what duties she is currently performing. Ms. Fierro stated that she primarily put in for the reclassification because she believes she has been serving in the role of a lead worker and Accounting Specialist IV in regards to staff training. Ms. Fierro stated that she has trained three substitute employees and one permanent employee on how to perform the role of the second Accounting Specialist III working in the Accounts Payable division of the Finance department. Ms. Fierro stated that she has trained these employees by demonstrating the work for them, walking them through different procedures, and allowing them to come to her if they had any questions. Ms. Fierro also stated that the other Accounting Specialist III position assigned to Accounts Payable has been vacant for some time resulting in some additional tasks and an increased workload.

When asked about her routine duties not related to training, Ms. Fierro went over a number of duties which she believed to fall within the scope of an Accounting Specialist IV. The majority of these duties are included on her PCQ.

During the interview, Ms. Fierro was asked a number of questions to help clarify if she was performing work which is unique to the classification of Accounting Specialist IV. These questions were created around the following duties which were deemed as unique and not overlapping with Accounting Specialist III duties.

List of Unique Duties:

- Assists in overseeing the daily operation of an assigned subdivision within the Business Department such as payroll, accounts payable/receivable, budget control, or categorical funds; provides work coordination and coverage for other staff as needed;
- Assists in planning and organizing department functions and providing work coordination of assigned staff; schedules and coordinates workload to meet pre-established due dates and deadlines; may provide input regarding employee performance as requested;
- Assists in reviewing, interpreting, and implementing collective bargaining agreements and any changes in policies, procedures, or laws which pertain to assigned areas of responsibility;
- Completes a variety of employee surveys such as Federal Annual Survey of Government Employment, California Industry Verification Statement, Educational Research Service,

National Survey of Salaries and Wages, and the California Department of Education Salary and Benefits Schedules (Form J-90);

- Consults, advises, and troubleshoots complex issues in order to resolve problems in payroll, budgeting, accounts payable, accounts receivable, and categorical funds;
- Develops salary projections for categorical and general fund personnel and for use in budget preparation; provides direction to support staff involved in formulating a variety of categorical reports;
- Oversees preparation of voluntary payroll deduction input;
- Participates in the training and development of assigned staff; creates desk manuals for assigned functions;
- Prepares quarterly state and federal payroll tax returns and amended returns as needed; prepares federal and state payroll tax deposit for each payroll date;
- Prepares reports and surveys related to assigned functions, including year-end state and Federal reports; gathers and provides information in order to complete reports as appropriate;
- Reviews and monitors department functions continuously to ensure compliance with various Federal and State requirements; assists in reevaluating and refining programs and procedures to enhance the overall operation of the department.

Responses provided by Ms. Fierro during the interview determined that she was not performing the above referenced duties with the possible exception of gathering and providing information to complete reports and potentially participating in the training of new staff.

- **Interview with immediate supervisor:** During the month of October, 2015, the Director of Classified Human Resources met with Ms. Kathy Beasley, immediate supervisor of Ms. Fierro, in order to clarify and further ascertain her view on what duties Ms. Fierro is currently performing. Ms. Beasley provided that Ms. Fierro is a dedicated employee who always does her best, but she does not believe she is working at the level of an Accounting Specialist IV. Ms. Beasley agreed that Ms. Fierro is performing the overlapping duties contained on her PCQ and agreed that Ms. Fierro is not performing the unique Accounting Specialist IV duties as noted above under the interview with Ms. Fierro section.

Ms. Beasley conceded that Ms. Fierro likely did provide general training to new employees in the past under the prior supervision of Ms. Julie Reyes but those duties have since been removed as they may not be appropriate for an Accounting Specialist III. Ms. Beasley contends that "training" provided by Ms. Fierro is not training of new materials or the type of training which leads to employee development. Rather, Ms. Beasley states that the training which Ms. Fierro has provided in the past has been a general overview of how things work in the District and the department. She went on to state that this is the same type of "basic overview training" she would hope any employee would share with someone new to the department and would likely have been performed by the other Accounting Specialist III incumbent in Accounts Payable if Ms. Fierro had left the department.

Ms. Beasley stated that the items Ms. Fierro believes to be completing special reports are actually basic data entry tasks where Ms. Fierro will enter information into a spreadsheet created by Ms.

Beasley which will calculate and relay information needed for reporting. Ms. Beasley stated that she performs the actual reporting functions.

- **Interview with department head:** During the month of November, 2015, the Director of Classified Human Resources met with Ms. Janet Penanhoat, Director of Finance and head of the department in which Ms. Fierro works, in order to clarify and further ascertain her view on what duties Ms. Fierro is currently performing. Ms. Penanhoat agreed that Ms. Fierro is performing the overlapping duties contained on her PCQ and agreed that Ms. Fierro is not performing the unique Accounting Specialist IV duties as noted above under the interview with Ms. Fierro section, with the possible exception of training. Ms. Penanhoat, similar to Ms. Beasley, shared that she does not believe that her definition of training is the same as the definition being used by Ms. Fierro. Ms. Penanhoat stated that she believes training to be something leading to employee development, not “new to the job basics.”

Ms. Penanhoat shared that Ms. Fierro is always punctual and is very dedicated and loyal. She also shared that she does a quality job performing her duties. Ms. Penanhoat stated that she does not believe that the duties performed by Ms. Fierro are at the complexity level of those performed by Accounting Specialist IV positions and stated that Ms. Fierro has never been asked to perform any of the higher level tasks such as salary projections, annual federal/state reporting, delegating work to other staff, troubleshooting advanced problems, implementing collective bargaining provisions, or organizing department functions.

Ms. Penanhoat stated that any training duties, including job basics for new staff, have been removed from the tasks of Ms. Fierro. She stated that this is not something that will be changing as she wishes for new employees to be trained a certain way which will be carried out by Accountant/Internal Auditor incumbents with assistance and reinforcement from Accounting Specialist IV incumbents.

Findings

- Ms. Fierro has experienced an increase in her workload due to the other Accounting Specialist III position in Accounts Payable being vacant and/or filled with a substitute for a decent amount of time.
- Ms. Fierro has performed some new duties due to the other Accounting Specialist III position in Accounts Payable being vacant and/or filled with a substitute for a decent amount of time. These new duties fall within the class concept of Accounting Specialist III and were previously performed by an Accounting Specialist III incumbent.
- The majority of duties indicated by Ms. Fierro on both her PCQ and during her interview are duties that overlap between the classifications of Accounting Specialist III and Accounting Specialist IV. These duties therefore are not found to be at a higher level.
- The duties indicated by Ms. Fierro to support her case for reclassification primarily relate to new employee training. This is a task which happens infrequently. As such, it cannot be argued that there has been a gradual accretion of duties over a period of two or more years.

- The “new” duties noted on Ms. Fierro’s PCQ are not necessarily new duties as much as they are changes to how the same duties are performed.
- It is a management prerogative to remove higher level duties which are being performed by lower level staff and place them more appropriately with other employees in order to nullify a potential reclassification action. While there is debate on the actual definition of “training” in this sense, all duties which could be perceived as training and leadership such as that expected from an Accounting Specialist IV have since been removed.

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 new duties which still fall within the same class concept and job description are not grounds for a reclassification. While there appears to be little doubt that Ms. Fierro’s position has increased in workload over the last year, there has not been a definitive change in the duties being performed or a significant increase in the level of responsibility. Additionally, any duties related to training which could potentially be seen as helping the case for a reclassification have been removed by management.

Status of Incumbent

The incumbent, Leonida Fierro, has not gradually accreted new duties which are outside of the scope of her current classification over a course of two or more years. Any duties which could be perceived to be outside of the scope of her current classification have been removed by management, as is its prerogative. It is therefore not appropriate for the position she currently holds to be reclassified from Accounting Specialist III to Accounting Specialist IV based on the duties currently being performed.

Recommendation

It is recommended that, effective December 10, 2015 or January 14, 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. Leonida Fierro.

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.

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<input checked="" type="checkbox"/> I agree with the recommendation	<input type="checkbox"/> I disagree with the recommendation for the reasons indicated in the space below.
Signature: <u><i>Cesar Morales</i></u> Dr. Cesar Morales, Superintendent	Date: <u>11-17-15</u>
Comments: <i>I agree with denying reclassification</i>	

August 10, 2015

TO WHOM IT MAY CONCERN:

REQUEST FOR RE-CLASSIFICATION

I would like to take this opportunity to ask for a re-class to an Accounting Specialist IV from my current position of Accounting Specialist III. My reasons are outlined below:

In the Accounting Specialist III job description it states that the difference between the III and the IV are the following:

- a) Training of assigned staff and provide input of the performance of the employee.
 - b) Calculate miscellaneous taxes
 - c) Prepares the annual report
 - d) Maintain various records
 - e) Performs complex technical duties.
-
- a) I have trained the following employees: Lisette Solis (sub), Elvira Barajas (sub), Susan Houlden (staff), Debra Sandefur (sub) and hopefully the incoming person to replace Susan Houlden due to her retirement.
 - b) I have been doing the quarterly report for the fuel tax and have submitted them to the California State Board of Equalization.
 - c) I am in charge of preparing the Durham allocation utility costs to be reported annually for reimbursements.
 - d) I am in charge of processing Journal Entries. I maintain various filing in an organized system to alleviate the lengthy research for audit purposes.
 - e) I have been assigned to do the Accountability for construction projects and have met required deadline.

This Fiscal Year 2014-2015 was the second time I closed the books in the AP Department as the only Key personnel of the Department. The other time was in Fiscal Year 2010-2011.

Listed below are some additional duty requirements that are listed in the Accounting Specialist IV description that I also perform:

- 1) Serve as liaison between District and auditors, contractors, and vendors
- 2) Operate office equipment;
- 3) Knowledgeable of accounting and financial record keeping principles and procedures as they relate to accounts payable;
- 4) Work independently with zero to minimal supervision;
- 5) I have 8 years of experience, performing in Accounts Payables
- 6) Insure that implementation of District policies and procedures are always followed; and troubleshoot financial problems and questions.

I am a very dedicated person. I get along good with my peers. I am trustworthy, confident and comfortable with my job duties. I'm always punctual and I take a great deal of pride in the performance of my job.

Thank you for your considerations.

Respectfully Yours:



LEONIDA FIERRO – ACCOUNTING SPECIALIST III



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

Fierro _____ Leonida _____ M _____
Last Name First Name M.I.

Work Site: Budget

Department: Accounts Payable

Phone Ext.: 2471

Classification: Accounting Specialist III

Immediate Supervisor: Kathy Beasley

Hours of Work: From: 8:00 To: 5:00

Lunch Hour: From: 11:30 To: 12:30

Breaks: From: 10:00 To: 10:15, From: 3:00 To: 3:15

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 %
Open mail, stamp date invoices, Sort in alpha order, send them for approval by department. When invoices comes back, match them with PO's and set them aside for audit. Verify vendor statement for outstanding invoices. Answer the telephone for all vendor inquiries.	X							25
Key in audited invoices and PO's, expense reimbursements, direct pay, if any, in the Escape system. Run report and balance the amount prior to check run. Give report to supervisor for approval to submit. Mail checks out to vendors and employees. File documents accordingly, general fund file, special fund file, project fund file, and employee reimbursement file. Occasionally, I type a request for refund to vendors for returned items after it's been paid	X							25
I audit and verify all construction invoices to be processed. It takes extra steps due to auditable budget code. Scan attachments and attached them to the system prior to sending them to County for approval		X						10
*Prepare and submit quarterly fuel tax to Calif Board of Equalization				X				3
*Prepare monthly log for Durham allocation of utility cost and submit an annual report to supervisor.						X		7
*Trained the following employees and substitutes, Liset Solis, Elvira Barajas, Susan Houlden and Debra Sandefur for AP job. A good training takes 6 months per employee							X	20
Prepare Year End Accounts Payable closing. Boxed old files to send to Archives for storage						X		10

Comments:

(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 %

Comments:

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Kathy Beasley

2. From whom do you receive your assignments?
Kathy Beasley

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 on or more options above, please explain:

Interpret policies, rules and regulations in accordance with the financial record keeping establish for our school district.

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

Personal computer, fax, copier, telephone, typewriter and 10 key calculator

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

No

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 have been the lead Accounting Specialist III in the Accounts Payable department for the last five (5) years. I have been in charge of training new employees and check and monitor their work, also assign the employees daily duties in the Accounts Payable department

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 checked="" type="checkbox"/> Check completed work | <input checked="" type="checkbox"/> Train new employees |
| <input checked="" 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 Please note; I have a Bachelor's Degree in Accounting

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.)

3 to 4 years of related accounting duties

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?

8 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
I am assigned to do the Accountability for Construction projects	March 2015
Process check to American Express for various vendors	April 2015

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

Please see attached accompany letter.
Last Evaluation Report dated August 2, 2011

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

Signature 

Date 8-10-15



Oxnard School District
1051 South A Street Oxnard, Ca 93030 (805) 487-3918

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION REPORT FORM

PERIOD OF REPORT June 2007 TO August 2011 END OF PROBATION _____

Employee's Name Leonida Fierro Position Accounting Specialist III

Location Budget and Finance Date August 2 2011

Check one: 1st probationary 2nd Probationary Annual report Special report

PERFORMANCE EVALUATION will become part of the employee's personnel file, and will be considered in relation to continued employment, attainment of permanent classification, transfer, promotion, and dismissal or other disciplinary action.

Choose one: E—Exceeds District Standards M—Meets District Standards N—Needs Improvement D—Does not meet District Standards

1. JOB KNOWLEDGE The employee possesses and maintains the required job skills. M
Comments: Nida continues to strengthen and increases her abilities to perform her job well.

2. QUALITY OF WORK The employee's work is accurate, neat, well-organized and thorough. E
Comments: Nida has been a great asset to AVP during this transition period of being the only permanent person in the department.

3. QUANTITY OF WORK, WORK HABITS & PRODUCTIVITY The employee works to potential, consistently completes schedules and maintains high productivity. E
Comments: Nida has an outstanding work ethic and does her best to process payments in a timely manner.

4. ATTENDANCE AND PUNCTUALITY The employee is regular in attendance and is punctual. E
Comments: Nida has a good attendance record and is very punctual.

5. ATTITUDE The employee exhibits interest, is cooperative and a successful team worker, and accepts and adapts to change. E
Comments: Nida continues to be a team player. She is respectful and courteous when she deals with District employees and vendors

6. INITIATIVE AND DEPENDABILITY The employee readily accepts responsibility and can be depended on to follow through on work assignments with minimum direction. M
Comments: Nida needs to have more confidence in herself. She is a very dependable employee but at times she doubts her ability and knowledge.

7. SAFETY The employee uses and cares for equipment properly, adheres to District and governmental guidelines for safety procedures, and reports unsafe conditions. When applicable, the employee wears personal protection and uses proper equipment. M
Comments:

8. WORK RELATIONSHIPS The employee is courteous and polite to staff, parents, students and visitors, is cooperative and assists others whenever possible. E
Comments: Nida is a thoughtful and caring person. She strives to maintain good relationships with co-workers.

Additional Comments:

The Addendum to this form must be completed when this evaluation form has a rating of "Needs Improvement" or "Does Not Meet District Standards." Employee must be reevaluated within 30 to 90 calendar days.

DO DO NOT RECOMMEND THAT THIS EMPLOYEE BE CONTINUED IN EMPLOYMENT. (Probationary employees only)

Julie Reyes

Supervisor's Signature

Accountant/Internal Auditor

Position Title

08/02/2011

Date

EMPLOYEE: I have seen this evaluation report, and it has been discussed with me. I understand my signature does not necessarily mean my complete agreement with all factors of the evaluation. (The Unit Member may append comments to this evaluation by submitting them in writing within 30 days to Human Resources.)

J. Fierro

Employee's Signature

Accounting Specialist III

Position Title

08/02/2011

Date

DISTRIBUTION: Human Resources Employee Supervisor

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.

Employee does not train staff. Employee will demonstrate certain tasks as a new employee is learning "the ropes" and/or the computer system.

Employee does not lead the department. All work is based on shared responsibility; the two positions in tandem.

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.

Yes, one other employee, Susan Houlden, Account Asst. III. Susan is currently on an extended sick leave. Nida has had to step in and perform more work of the same type, but nothing at an increased level of responsibility.

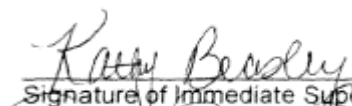
6. Add any duties omitted or information necessary to complete the employee's description of the job.

As Accounts Payable has moved into more electronic functions and payments, we have added the use of American Express to pay Vendor invoices. This has not added more, but rather a new method of doing the same job, paying vendors.

Nida indicated that she does the Accountability Software, which she has been asked to take on in Susan's absence.

Nida is a dedicated, responsible and loyal employee, however, the position she currently holds does not warrant the comprehensive level of an Accounting Assistant IV.

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


Date

(Audit Form - Rev. 06/12)

ACCOUNTING SPECIALIST III

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 an Accountant/Internal Auditor, performs difficult and complex financial and accounting work requiring independent judgment and knowledge of financial procedures in support of an assigned District function such as payroll, categorical funds, accounts payable, accounts receivable, or budget control; and performs a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Accounting Specialist IV classification serves as a lead worker and performs complex financial and accounting record keeping duties for an assigned District function such as payroll, budget control, or categorical funds, provides work coordination and assistance to others at peak work times, provides training and work direction to department staff, and serves as a resource to troubleshoot problems in payroll, accounts payable, accounts receivable, budgeting, and categorical funds.

The Accounting Specialist III classification performs complex financial and accounting clerical duties in support of an assigned District function such as payroll, accounts payable, accounts receivable, budget control, or categorical funds.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Budget & Finance and Accountant/Internal Auditor incumbents.
- May receive technical and work direction from the Position Control Specialist and Accounting Specialist IV incumbents.

ESSENTIAL DUTIES

- Prepares, maintains, and processes financial and accounting records relating to District functions such as payroll, accounts payable, accounts receivable, budget control, or categorical funds; ensures compliance with applicable Federal and State rules, laws, and regulations;
- Maintains journals and ledgers; posts, adjusts, and verifies data; corrects irregularities and balances journals and ledgers; reviews daily reports for accuracy; matches bank deposit slips to the daily report; prepares bank deposits;
- Prepares and maintain various records, files, lists, logs, and cards related to assigned program or function; posts, assembles, and tabulates financial and statistical data; compiles information and data and prepares a variety of financial and statistical reports and summaries related to categorical programs;
- Receives and processes classified or certificated payroll time cards; computes earnings and calculates deductions; corrects, adjusts, and balances payroll; verifies accuracy and completeness of data and documents and submits to County for processing of pay warrants; monitors changes in payroll-related data; prepares changes or corrections as necessary; receives and sorts paychecks for delivery according to established procedures and guidelines;
- Prepares voluntary payroll deduction input; verifies accuracy and completeness of employee directed changes; establishes deductions resulting from employee contractual agreements; reconciles and balances voluntary billing statements with payroll deductions;
- Prepares and processes invoices, billings, purchase orders, requisitions, and similar documents; codes and verifies extensions; matches invoices with claims and statements; encumbers, audits, and inputs for payment;
- Collects and reconciles a variety of payments and fees; contacts parties in order to follow up on uncollected payments;
- Maintains and monitors records and accounts regarding District contracts and agreements; processes payments of developer fees;

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- Processes and distributes checks to vendors and individuals;
- Reconciles and balances monthly bank statements;
- Maintains, verifies, and provides information to other District departments, personnel, and schools, and outside agencies and organizations; responds to inquiries from employees regarding interpretations of laws, rules, regulations, contracts, and other documents governing District payroll, insurance, or related procedures;
- Monitors Tax Sheltered Annuities (TSAs) and IRS Section 125 accounts; verifies compliance with both Federal, State, and District policies;
- Processes expense claims for District personnel;
- Calculates miscellaneous tax payments and processes appropriate tax forms; forwards completed forms to appropriate agencies.

Other Related Duties

- May assist with compiling data to be used in the development, implementation, and monitoring of program budgets;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Practices, procedures, and terminology used in accounting, bookkeeping, invoice auditing, and financial record-keeping;
- Principles and procedures of payroll and financial record keeping and reporting;
- Basic mathematical principles;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Modern office practices, procedures, and equipment;
- Good public relations techniques;
- Proper telephone etiquette;
- Laws, rules, and regulations governing school district accounting and payroll operations.

Ability to:

- Make mathematical calculations quickly and accurately;
- Establish and maintain filing systems;
- Understand and follow both oral and written directions;
- Read, interpret, and follow rules, regulations, policies, and procedures;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machines;
- Perform alphanumeric and 10-key data entry quickly and accurately;
- Establish and maintain effective working relationships;
- Exercise good judgment;
- Maintain confidentiality of privileged information obtained during the course of work;
- Work effectively within established time schedules, with minimal direction, and under tight deadlines;
- Communicate effectively, both orally and in writing.

TRAITS:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Is punctual and follows through;
- Logically grasps and thinks through issues and problems;

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

EMPLOYMENT STANDARDS

Education: Two years (48 semester or 72 quarter units) of college-level coursework including coursework in accounting, business administration, or a closely related field. Additional years of clerical accounting experience may be substituted for the required college coursework on a year for year basis.

Experience: Two years of clerical accounting experience in areas such as accounts payable, accounts receivable, payroll, or a related field. Additional years of college-level coursework in addition to the education requirement above with a major in accounting, business administration, or a closely related field may be substituted for one year of the required experience.

Physical Requirements: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, and with changing priorities and short deadlines.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 21.5

Approved: 8/74

Revised: 2/92, 3/14, 4/15

ACCOUNTING SPECIALIST IV

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 an Accountant/Internal Auditor, performs complex financial and accounting record keeping duties for an assigned District function such as payroll, budget control, or categorical funds, requiring independent judgment and knowledge related to District financial procedures; assists with the implementation of District policies and procedures; assists in trouble-shooting financial problems and questions; trains and provides work direction to department staff, and performs a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Position Control Specialist classification performs complex analytical and technical financial and budgeting work in support of the position control system for all positions in the District; works closely with site and department administrative staff in order to develop and manage site budgets; manages budget updates and calculates site allocations; and creates and/or compiles position allocation, position control, budget, and other related reports as directed.

The Accounting Specialist IV classification serves as a lead worker and performs complex financial and accounting record keeping duties for an assigned District function such as payroll, budget control, or categorical funds, provides work coordination and assistance to others at peak work times, provides training and work direction to department staff, and serves as a resource to troubleshoot problems in payroll, accounts payable, accounts receivable, budgeting, and categorical funds.

The Accounting Specialist III classification performs complex financial and accounting clerical duties in support of an assigned District function such as payroll, accounts payable, accounts receivable, budget control, or categorical funds.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Budget & Finance and Accountant/Internal Auditor incumbents.
- May provide technical and work direction to support staff.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Assists in overseeing the daily operation of an assigned subdivision within the Business Department such as payroll, accounts payable/receivable, budget control, or categorical funds; provides work coordination and coverage for other staff as needed;
- Consults, advises, and troubleshoots in order to resolve problems in payroll, budgeting, accounts payable, accounts receivable, and categorical funds;
- Serves as liaison between department and District personnel and outside agencies; maintains, verifies, and provides information to other District departments, personnel, and schools, as well as outside agencies and organizations; responds to inquiries from employees and the public regarding interpretation of laws, rules, regulations, contracts, and other documents governing District payroll, insurance, or related procedures;
- Assists in reviewing, interpreting, and implementing collective bargaining agreements and any changes in policies, procedures, or laws which pertain to assigned areas of responsibility;
- Participates in the training and development of assigned staff; creates desk manuals for assigned functions;
- Assists in planning and organizing department functions and providing work coordination of assigned staff; schedules and coordinates workload to meet pre-established due dates and deadlines; may provide input regarding employee performance as requested;

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- Reviews and monitors department functions continuously to ensure compliance with various Federal and State requirements; assists in reevaluating and refining programs and procedures to enhance the overall operation of the department;
- Receives and processes classified and/or certificated payroll; computes earnings and calculates deductions; corrects, adjusts, and balances payroll; verifies accuracy and completeness of data and documents and submits to County for processing of pay warrants; monitors changes in payroll-related data; prepares changes or corrections as necessary; receives and sorts paychecks for delivery according to established procedures and guidelines;
- Oversees preparation of voluntary payroll deduction input; verifies accuracy and completeness of employee directed changes; establishes deductions resulting from employee contractual agreements; reconciles and balances voluntary billing statements with payroll deductions; maintains records of all employee authorizations;
- Develops salary projections for categorical and general fund personnel and for use in budget preparation; provides direction to support staff involved in formulating a variety of categorical reports;
- Prepares reports and surveys related to assigned functions, including year-end state and Federal reports; gathers and provides information in order to complete reports as appropriate;
- Prepares and maintains various records, files, lists, logs and cards related to assigned program or function; posts, assembles, and tabulates financial and statistical data; compiles information and data and prepares a variety of financial and statistical reports and summaries related to categorical programs;
- Maintains journals and ledgers; posts, adjusts, and verifies data; corrects irregularities and balances journals and ledgers; reviews daily reports for accuracy; matches bank deposit slips to the daily report; prepares bank deposits;
- Reconciles and balances monthly bank statements;
- Calculates miscellaneous tax payments and processes appropriate tax forms; forwards completed forms to appropriate agencies;
- Prepares quarterly state and federal payroll tax returns and amended returns as needed; prepares federal and state payroll tax deposit for each payroll date;
- Completes a variety of employee surveys such as Federal Annual Survey of Government Employment, California Industry Verification Statement, Educational Research Service, National Survey of Salaries and Wages, and the California Department of Education Salary and Benefits Schedules (Form J-90);
- Monitors Tax Sheltered Annuities (TSAs) and IRS Section 125 accounts; verifies compliance with both Federal, State, and District policies;
- Processes expense claims for District personnel;
- Performs special assignments as directed.

Other Related Duties

- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Principles, procedures, and methods of governmental accounting;
- Principles of budget preparation, control, and analysis;
- Payroll taxes, deductions, retirement programs, and specialized compensation programs;
- Methods and procedures of financial record keeping;
- Pertinent Federal, State and local laws, codes, and regulations pertaining to school financial operations and reporting requirements;
- Modern office practices, procedures, and equipment;
- Practices, procedures, techniques, and terminology used in payroll, accounting, bookkeeping, invoice auditing and financial record-keeping.

Ability to:

- Read, interpret, follow, and explain rules, regulations, policies, and procedures;
- Maintain complex financial records, analyze data, and prepare accurate reports;

- Analyze situations accurately and adopt an effective course of action;
- Maintain confidentiality of privileged information obtained in the course of work;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machines;
- Perform alphanumeric and 10-key data entry quickly and accurately;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner;
- Communicate effectively, both orally and in writing;
- Understand and follow both oral and written directions;
- Make mathematical calculations quickly and accurately;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules, with minimal direction, and under tight deadlines.

Traits:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Two years (48 semester or 72 quarter units) of college-level coursework including coursework in accounting, business administration, or a closely related field. Additional years of clerical accounting experience may be substituted for the required college coursework on a year for year basis.

Experience: Three years of financial or clerical accounting experience in areas such as accounts payable, accounts receivable, payroll, or budget control. Experience in a lead position is desirable. Up to two years of additional college-level coursework with a major in accounting, business administration, or a closely related field may be substituted for the required experience on a year for year basis.

Physical Requirements: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, and with changing priorities and short deadlines.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 23.0

Approved: 6/94

Revised: 9/04, 4/15

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Jonathan Koch
Director, Classified Human Resources

December 10, 2015

TITLE: NEW CLASSIFICATION – Information Systems Data Technician

DESCRIPTION OF AGENDA ITEM:

District administration requested that the Personnel Commission create a new job classification which would be tasked in managing various information and data systems within the District. This new classification will perform duties in the areas of processing, preparing, verification, record-keeping, and reporting of student information, assessment, demographic, and program data and support sites and departments in utilizing data systems effectively.

FISCAL IMPACT:

A salary study of twenty-one school districts with similar positions within the state including nine 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 24.0 (\$4,193 - \$5,094 monthly) on the OSD/CSEA salary schedule. This recommendation, following approval, is subject to negotiations between the District and CSEA, provided that the internal alignment of the position is not changed.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new classification and class description for Information Systems Data Technician and allocate the class to range 24.0 on the OSD/CSEA Salary Schedule.

INFORMATION SYSTEMS DATA TECHNICIAN

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

SUMMARY OF DUTIES

Under the direction of the Chief Information Officer, performs a variety of technical and complex activities involved in the processing, preparation, verification, record-keeping, and reporting of student information, assessment, demographic, and program data; supports sites and departments in utilizing data systems effectively; provides reports and access to educational and program data for school sites and district departments; develops detailed instruction documents/manuals; and compiles and analyzes data in order to assist with the preparation of State mandated student and educational information reports.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Technology Services Technician classification serves as a field technician and performs duties in the installation, support, and repair of computer systems and software, local area networks, and other telecommunication devices.

The Information Systems Data Technician classification performs a variety of technical activities involved in the processing, preparation, verification, record-keeping, and reporting of student information, assessment, demographic, and program data, supports District sites and departments in accessing and utilizing data effectively, and compiles data in order to assist with mandated reporting.

The English Learner Data Technician classification independently performs a wide variety of specialized records management duties involving the audit, verification, and updating of English Learner data in student information systems, generates a variety of standard and complex reports, identifies and resolves data errors and problems based on knowledge gained through experience, and is responsible for scoring the writing portion of the CELDT examination.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Chief Information Officer;
- Positions in this classification have no formal supervisory responsibilities

ESSENTIAL DUTIES

- Establishes, develops, maintains, and updates databases to meet various District data and reporting needs, requests and requirements; verifies and ensures accuracy and integrity of data and reports;
- Imports, scans, exports and uploads a variety of data and information;
- Inputs, formats, processes, and extracts a variety of data in assigned computer systems; establishes and maintains automated records and files; creates macros and pivot tables, develops spreadsheets and generates a variety of computerized reports and documents;
- Ensures accuracy and completeness of input and output data; compares data from a variety of sources and identifies errors and discrepancies; makes corrections, additions, and modifications as needed;
- Designs and updates supplemental fields, lookup keys, and other methods for capturing student assessment, demographic, and program information in a variety of database systems;
- Prepares a variety of narrative and statistical lists, records, and reports related to student information, assessment, demographics, programs, grants, enrollment, curriculum, and assigned projects and activities; formats and generates charts and graphs;
- Researches, compiles, and verifies a variety of data and information; computes statistical information for various federal, State, and District reports (e.g. CELDT, CalPADS) as necessary; resolves a variety of statistical discrepancies; sorts, arranges, and tabulates data according to reporting requirements;
- Advises and assists various departments with meeting data and program needs; provides technical information concerning reports, research, statistics, and related practices, standards, requirements, and procedures;

- Ensures mandated and requested reports related to student information, demographics, programs and assigned activities are completed according to established time lines and requirements; troubleshoots and resolves problems with report queries and macros;
- Receives and evaluates requests for data, statistical analysis and research projects; designs strategies to complete assignments; develops and implements research activities and methods of statistical data collection, analysis, and presentation for assigned projects;
- Trains and provides direction to District staff on the monitoring, maintenance, and distribution of educational data; prepares instructions with step-by-step procedures for data entry and database management; composes memos and instruction documents and manuals to be used by computer operators on a District-wide basis;
- Serves as a liaison between District departments and sites in regards to the access and distribution of data; communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.

Other Related Duties

- Provides recommendations concerning computer system and software enhancements;
- Attends and participates in meetings, conferences, and seminars related to new software and technology to maintain current knowledge of technological advances in the field;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Principles, methods, practices, and procedures of student information systems software;
- Computer and server hardware functions and capabilities;
- Computer, tablet, and mobile device based operating systems;
- Methods, practices, terminology, and procedures and operations used in computer operations;
- Data security standards and practices;
- Principles and practices of good customer service and telephone communication;
- Modern office practices, procedures, and equipment;
- Components, capabilities, and troubleshooting methodologies for information systems and database software;
- Governmental reporting requirements, guidelines, regulations, and procedures associated with reporting of student and other K-12 educational information;
- District data needs and how they relate to various departmental functions.

Ability to:

- Manage data collection, compilation, processing, preparation, verification, and reporting of a variety of student, assessment, demographic, program, and other data;
- Detect and resolve data errors and inaccuracies;
- Use easy to understand terminology when communicating with end users;
- Perform database extractions to compile appropriate representations of information for District and department use;
- Read, interpret, and apply technical information;
- Formulate and express difficult technical concepts clearly and effectively in written and oral presentations;
- Problem solve and troubleshoot simple to complex anomalies in data management systems and relational database systems;
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner;
- Operate a variety of office machines and equipment such as a personal computer and applicable hardware and software, copiers, printers, scanners, calculators, mobile devices, and fax machines;
- Maintain confidentiality of privileged information obtained in the course of work;
- Establish and maintain effective working relationships;
- Work independently and exercise initiative and good judgment;
- Communicate effectively, both orally and in writing;

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- Understand and follow oral and written directions;
- Update and maintain a variety of files and records accurately.

Traits:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is punctual and follows through;
- Logically grasps and thinks through issues and problems;
- Puts safety first for self and others;
- Remains steady under pressure;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Two years (48 semester or 72 quarter units) of college-level coursework or equivalent including a minimum of 12 units of coursework in computer science, management information systems, database management, or a closely related field. Additional experience beyond the required experience indicated below may be substituted for the required education on a year for year basis.

Experience: Two years of experience implementing and maintaining complex relational databases and data systems. Experience working with student information systems is highly desirable.

Special: Possession of an appropriate, valid Driver's License.

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

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

Physical Requirements: Employees in this classification stand, walk, sit, lift/carry up to 25 lbs., use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have color vision or the ability to distinguish shades, speak clearly, hear normal conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and may drive an automobile to conduct work.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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: 24.0

Approved: 12/15

Information Systems Data Technician

Classification Title	Agency	Min Monthly Salary	Max Monthly Salary	
Information Systems Data Specialist	Charter Oak Unified School District	\$4,613	\$6,818	
Education Data Specialist	Santa Monica-Malibu Unified School District	\$4,702	\$6,001	
Specialist, Data Integrity	Berkeley Unified School District	\$4,531	\$5,518	
Lead Student Information Systems Analyst	Ukiah Unified School District	\$3,337	\$5,424	
Information Systems Specialist I	Anaheim Union High School District	\$4,112	\$5,411	
	Oxnard School District (Recommended)	\$4,194	\$5,094	Q3
Database Administrator	Oxnard Union High School District	\$4,165	\$5,075	
Data Analyst	Lynwood Unified School District	\$4,163	\$5,072	
Student Data Specialist	Las Virgenes Unified School District	\$4,005	\$4,963	
Information Systems Analyst	Hart Union High School District	\$4,372	\$4,948	
Student Information System Specialist	Pleasant Valley School District	\$3,997	\$4,862	
Student Data Information Specialist	Santa Paula Unified School District	\$3,995	\$4,855	Median
Student Information Database Admin	Lompoc Unified School District	\$3,946	\$4,799	
Student Data Specialist	Ventura Unified School District	\$3,771	\$4,728	
Data Processing Analyst I	Bassett Unified School District	\$3,601	\$4,614	
Database Technician	Hueneme School District	\$3,691	\$4,275	
Data Support Technician	La Mesa-Spring Valley School District	\$3,149	\$4,025	
Student Information Specialist	Moorpark Unified School District	\$2,947	\$3,952	Q1
Data Control Technician	Pasadena Unified School District	\$3,027	\$3,951	
Data Control Clerk	San Bernardino City Unified School District	\$3,182	\$3,871	
Student Data Systems Specialist	Rio School District	\$2,943	\$3,578	
Data Control Specialist	Ventura County Office of Education	\$2,839	\$3,540	
Mean		\$3,786	\$4,790	
Median		\$3,971	\$4,858	
Quartile 1:		\$3,174	\$4,007	
Quartile 3:		\$4,172	\$5,173	

Ventura County Districts

Network Systems Analyst	Range 32.0
Technology Services Technician	Range 27.0
Information Systems Data Technician	Range 24.0 (Recommended)
Instructional TV Services Coordinator	Range 23.5
Help Desk Support Technician	Range 21.0
Site Technology Technician	Range 17.0

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Jonathan Koch
Director, Classified Human Resources

Date of Meeting:

December 10, 2015

TITLE: REVISED CLASSIFICATION – Operations Manager

DESCRIPTION OF AGENDA ITEM:

District administration requested that the Personnel Commission revise the existing classification of Operations Manager in an effort to reposition it within the Facilities department.

Currently, there exists a classification for Operations Manager within the Oxnard School District. The intent of this classification was to oversee both the Custodial and Grounds functions of the Facilities department as an immediate and front-line supervisor. This classification, however, has been vacant for a number of years with the staff of the Grounds division currently reporting directly to the Assistant Director and Custodial staff reporting to the Custodial Services Manager.

In speaking with District leadership, the goal is to slightly reorganize the department wherein there would be one position overseeing Grounds and another overseeing Custodial work. Both positions would report to the Assistant Director and Director of Facilities. As such, the District has asked that the Operations Manager classification be rebranded to a Grounds Manager and be placed at the same level of the Custodial Services Manager.

Attached you will find recommended revisions to the Operations Manager job description to bring it in line with the new title of Grounds Manager and provide support for what is needed for the desired direction of the Facilities department.

Additionally, you will find a recommendation below to reallocate the salary of the classification from a higher level (due to the previous supervision of Grounds and Custodial) to a level equal with that of the Custodial Services Manager classification.

FISCAL IMPACT:

Since a position in this classification does not currently exist, the full cost of the position will be an added cost to the District budget. That said, the cost will be less than if the position were to be staffed at the current level of Operations Manager.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revised classification description of Operations Manager, approve the title change from Operations Manager to Grounds Manager, and reallocate the classification on the Management Salary Schedule from the range of \$64,232 - \$76,312 to the new range of \$57,791 - \$68,671 (same as Custodial Services Manager).

Oxnard School District

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OPERATIONS GROUNDS MANAGER

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

SUMMARY OF DUTIES

Under the direction of the Director or Assistant Director of Facilities, To plan, organize, direct and control the groundskeeping and custodial functions of the District; to provide technical expertise and assistance in the proper care and cleaning of District sites; and to ensure compliance with District-wide cleaning program; and to perform a variety of other duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Grounds Maintenance Lead classification serves as a lead worker providing technical assistance for the entire grounds maintenance crew, plans, schedules, directs, trains, reviews and monitors the work of grounds staff, ensures proper safety practices, receives, stores, and issues tools and equipment, receives and resolves complaints related to grounds functions, and performs the duties of lower level grounds classifications as needed.

SUPERVISION RECEIVED AND EXERCISED

- **Receives supervision from the Director and/or Assistant Director of Facilities;**
- **Exercises direct supervision over grounds maintenance personnel staff and technical supervision to custodial staff.**

ESSENTIAL DUTIES

- **Reviews and processes work orders in order ~~requests necessary~~ to maintain an effective grounds maintenance program; establishes priorities for grounds staff taking into consideration safety and other concerns; estimates labor and size of crew needed to efficiently complete grounds jobs;**
- **Plans, organizes, Schedule, assigns, and supervises the work of Operations staff, with direct supervision of the grounds staff performing a number of functions including, but not limited to, landscaping, irrigation work, pest removal, and basic construction; prepare performance evaluations; interview and recommend selection of employees; recommend disciplinary action according to District policy.**
- **Interviews, selects, trains, counsels, evaluates, motivates, and recommends discipline as needed for employees assigned to grounds division of the Facilities department;**
- **Supervises planting activities, including propagation and cultivation of cuttings, plants, and shrubs; supervises the application of pesticides, herbicides, and fungicides to District buildings and grounds;**
- **Supervises the installation and/or repair of fences, ~~irrigation systems~~ and concrete and asphalt-concrete paving; ensures proper drainage and elevations; ensures proper grading; schedules and coordinates concrete pours and finishing;**
- **Supervises the installation and/or repair of irrigation systems; interprets construction drawings/plans and prepare layout sketches for irrigation systems;**
- **Makes recommendations regarding staffing and equipment needs in order to maintain a satisfactory level of service; Prepares labor and materials cost estimates for grounds and custodial work;**
- ~~**Consult with site administrators and Custodial Assistant Supervisor in the development of cleaning schedules and the overall cleaning program within the District; coordinate the assignment of custodians for civic center activities. review and approve requisitions for custodial supplies and equipment.**~~
- ~~**Conduct workshops and training sessions for Operations staff.**~~
- **Facilitates planning with school sites to meet grounds needs; meets and confers with school administrators regarding grounds schedules and projects;**

- **Arranges for and/or conducts trainings designed to enhance employee knowledge and skills; ensures grounds staff maintain certifications needed to ensure legal compliance and efficient completion of work;**
- **Determines workload and schedules for equitable distribution of work for Operationsgrounds staff; implements procedures and standards for performance of Operationsgrounds functions; ensures maintenance of Operationsgrounds vehicles and equipment-;**
- **Orders a variety of grounds maintenance and construction equipment and materials;Draft specifications for purchase of custodial and grounds supplies and equipment; tests and evaluates proposed new equipment-;**
- **Makes recommendations for Operationsgrounds budget to the Director of Facilities-;**
- **Establishes, implements, and ensures adherence to work safety policies and procedures; ensures health and safety procedures are observed, conducts safety inspections and takes appropriate action to resolve safety issues; Responds to emergency call-outs as needed and takes appropriate action-;**
- **Meets with outside vendors/contractors to review project statuses and ensure compliance with agreed upon specifications;**
- **Develops and implements preventative maintenance program for assigned areas of responsibility;**
- **Prepares reports related to the District's grounds operation and maintains a variety of forms, files, and records.Operate a computer and modern software to develop, direct and maintain a computerized operations program-**

Other Related Duties

- **Assists in the supervision of other Facilities staff as needed;**
- **Performs related duties and responsibilities as required.**

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- **Operational characteristics, services, and activities of a school district operations-grounds maintenance program-;**
- ~~Methods, materials, and equipment used in an operations function-~~
- **Principles, methods, and techniques used in the installation and repair of irrigation systems including various timing devices, controllers, valves, and heads;**
- **Operational characteristics of motorized grounds maintenance equipment;**
- **Basic principles of operation and care for mechanical and hydraulic systems;**
- **Basic methods, materials, and tools used in gardening and grounds maintenance work;**
- **Health and safety procedures and practices including OSHA and CAL/OSHA regulations-;**
- ~~Techniques for determining work schedules and timetables-~~**Principles of planning, scheduling, directing, reviewing, and monitoring the work of assigned personnel;**
- **Principles of supervision, training and performance evaluation-;**
- **Plants adapted to the climate of Southern California Coastal areas and those adaptive to a school setting-;**
- **Soil conditions, fertilizer, common plant pests and diseases and the methods for their eradication and control-;**
- **Landscaping techniques including irrigation systems, fence construction and paving-;**
- **Pesticides, herbicides and fungicides used in an institutional setting-;**
- **Sources for obtaining landscaping supplies and equipment;**
- **Methods and use of diagnostic and testing equipment;**
- **Methods and techniques of routine and preventative maintenance, repair, and troubleshooting of grounds equipment problems;**
- **Pertinent Federal, State, and local laws, codes, and regulations.**

Ability to:

- **Manage and coordinate the work of grounds maintenance personnel-operations-staff-;**
- **Select, supervise, train, direct, motivate, and evaluate assigned staff-;**
- **Resolve public relations problems effectively;**
- ~~Propagate and cultivate cuttings, plants and shrubs-~~

Oxnard School District

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- Interpret plans and prepare sketches for the installation of irrigation systems, fences, and paving;
- Estimate labor and materials costs for projects;
- ~~Develop schedules to accomplish the goals of the District-wide cleaning programs.~~
- ~~Determine need for and direct the maintenance of Operations vehicles.~~
- ~~Respond to emergency call-outs and take appropriate action.~~
- Operate a variety of office equipment, such as computers and applicable ~~modern~~ hardware and ~~software~~ to ~~develop, direct and maintain a computerized operations program,~~ calculators, copiers, printers, telephones, mobile devices, and fax machines;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner;
- Maintain confidentiality of information obtained during the course of work;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships ~~with those contacted in the course of work;~~
- Work independently with limited supervision;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work **for self and others** to meet schedules and timelines in an environment with constantly changing priorities;
- Communicate **clearly and concisely** effectively, both orally and in writing;
- Observe legal and defensive driving practices;
- Follow good health and safety principles and practices.

Traits:

- Appreciates the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Puts safety first for self and others;
- Remains steady under pressure;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: ~~College level course work with emphasis in industrial maintenance, landscape maintenance, horticulture, arboriculture, and supervision.~~ Graduation from high school or equivalency. Specialized training in industrial and landscape maintenance, irrigations systems, horticulture, or a closely related field is desirable.

Experience: Five years of grounds maintenance experience which includes experience performing or overseeing all of the following: grounds landscaping and maintenance, irrigation systems, and landscape construction and installation. At least two years of the aforementioned experience must have been in a supervisory or lead capacity. ~~progressively responsible experience in an operations function with at least three years in a managerial capacity.~~

Special: A ~~Valid~~ California Department of Food and Agriculture Pest Control Applicator's permit, class A & B, is required and must be obtained by no later than the end of the probationary period.

Possession of ~~or ability to obtain,~~ a valid California ~~d~~Driver's ~~l~~License.

Oxnard School District

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

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

Physical Requirements: Employees in this classification stand, walk, sit, stoop, bend, reach overhead, lift and carry up to 20 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

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

WORK ENVIRONMENT: Employees in this classification work in both office and outside environments, in changing temperatures, including temperatures below 50 degrees and over 90 degrees, dry atmospheric conditions, poorly ventilated areas, wet or damp areas, on uneven or slippery surfaces, with electrical hazards and machinery with moving parts, fumes, allergenic dust, chemicals, odors, toxic materials, in direct contact with the public, students, and District personnel, and drive an automobile to conduct work.

~~Office and field environment; travel from site to site.~~

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

Salary Range: Management Salary Schedule

Approved: 1/86

Revised: 6/92, 12/15 (revised from Operations Manager to Grounds Manager)

Oxnard School District

~~**Board Policy Adopted: January 22, 1986; Revised: June 10, 1992; Reclassification Study: June 25, 1998**~~

~~**Personnel Commission Approved: May 7, 1992; Reclassification Study: February 26, 1998**~~

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:10

Established: 10/22/15

Bus Driver

Rank	Name	Expiration Date
1	Barrios, Debra L	10/22/2016
1	Gonzalez, Jesus M	10/22/2016
1	Lynch, Cynthia M	10/22/2016
1	Magana, Carlos S	10/22/2016
2	Moreno, Tamara D	10/22/2016
3	Zumarraga, Mayela	10/22/2016
4	Peralta, Marta S	10/22/2016
4	Reyes, Michelle C	10/22/2016
5	Gonzales, Maria Isabel	10/22/2016
6	Salinas II, Marco A	10/22/2016
7	Melendrez, Juanita	10/22/2016

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:11

Established: 10/22/15

Cover Bus Driver/Office Assistant

Rank	Name	Expiration Date
1	Beltran, Daniel J	10/22/2016
1	Moreno, Tamara D	10/22/2016
2	Peralta, Marta S	10/22/2016

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type:

Eligibility List No. 14-15:09

Director's Certification:

Established: 11/19/14

Updated (Merged): 8/25/15, 9/10/15,

Paraeducator I

Rank	Name	Expiration Date
1	Aguirre Cayeros, Carmina	8/25/2016
1	Cisneros, Daisy	8/25/2016
1	Gabrielli, Danielle	9/10/2016
2	Meraz, Deseri R	9/10/2016
3	Koressa, Marcel	9/10/2016
3	Montejano, Monica	8/25/2016
4	Jasso, Judy E	8/25/2016
4	Ortiz, Sheena N	10/27/2016
5	Rivera, Andrew	10/27/2016
6	Bernal Pastrano, Jessica	11/19/2015
7	Vazquez, Brenda	11/19/2015
7	Wilson, Karen	10/27/2016
8	Cummings, Natalie	10/27/2016
9	Silva, Ana M	10/27/2016
10	Lee, Claudia B	10/27/2016
11	Kitagawa, Bryan K	10/27/2016
12	Montes, Gladys M	10/27/2016
13	Brisco, Lola	11/19/2015

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

13	Farfan, Diana	10/27/2016
13	Greene, Shawna	11/19/2015
14	Crotts, Matthew	10/27/2016
14	Laveaga, Brianda I	10/27/2016
14	Limon, Giselle	10/27/2016
14	Pina Robles, Mayra	10/27/2016
15	Rivera, Maria D	9/10/2016
16	Aguilera, Martha A	10/27/2016
16	Humphrey, Jamie L	9/10/2016
16	Vargas, Raquel	10/27/2016
17	Higuera, Cinthia	9/10/2016
18	Lopez, Cynthia E	10/27/2016
19	Sandoval, Beatrice Carmona	11/19/2015
20	Hernandez, Guadalupe Maria	9/10/2016
20	Kerissa, Hoda M	9/10/2016
21	Hernandez Vivanco, Regina R	10/27/2016
21	Jensen, Lindsey	11/19/2015
22	Martinez, Guadalupe R	9/10/2016

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:09

Established: 10/21/15

Merged with Eligibility List No. 14-15:35

Site Technology Technician

Rank	Name	Expiration Date
1	Soffer, Jean	10/21/2016
2	Gutierrez, Andrew A	10/21/2016
3	Salgado, Rodrigo	10/21/2016
4	Alnouri, Muhammed Ali	10/21/2016
4	Guzman, Mauricio	1/21/2016



OXNARD SCHOOL DISTRICT

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

To: Interested Persons

From: Jonathan Koch
Director, Classified Human Resources

Date: December 10, 2015

Re: Personnel Commission Meeting Agenda Schedule – January 2016 through December 2016

Below are the Commission meeting dates for 2016. The Commission meetings will convene at **3:30 p.m.** The meeting dates and times are subject to change.

Commission Meeting Date	Available on Website *
Thursday, January 21, 2016	Monday, January 18, 2016
Thursday, February 11, 2016	Monday, February 8, 2016
Thursday, March 10, 2016	Monday, March 7, 2016
Thursday, April 14, 2016	Monday, April 11, 2016
Thursday, May 12, 2016	Monday, May 9, 2016
To Be Determined 5:00 p.m.	Board/Commission Celebration Classified Employees of the Year
Thursday, June 9, 2016	Monday, June 6, 2016
Thursday, July 14, 2016	Monday, July 11, 2016
Thursday, August 11, 2016	Monday, August 8, 2016
Thursday, September 15, 2016	Monday, September 12, 2016
Thursday, October 13, 2016	Monday, October 10, 2016
To Be Determined	Board/Commission Celebration for Retiree Recognition
Thursday, November 10, 2016	Monday, November 7, 2016
Thursday, December 8, 2016	Monday, December 5, 2016

* If a Monday is a holiday, posting will be the preceding Friday.