



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING  
AGENDA

Thursday, July 9, 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 May 27, 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. Eligibility Lists  
The Personnel Commission will review certification of eligibility lists.
2. Classification Review  
The Personnel Commission will consider a request submitted by Melissa Reyes, Purchasing Specialist.
3. Appeal of Salary Placement  
The Personnel Commission will consider a request submitted by Bonnie Rasband, Accounting Specialist IV.

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

#### **D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

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

1. Personnel Actions  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
2. Director's Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
3. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources and Support Services  
The Assistant Superintendent, Human Resources, may report on human resources issues of interest to the District.
5. Report by Commissioners  
The Commissioners will report on issues concerning Commission administration.

#### **E. ADJOURNMENT**



# OXNARD SCHOOL DISTRICT MINUTES

Wednesday, May 27, 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 Wednesday, May 27, 2015, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The special meeting was called to order by Commissioner Castillo at 3:34 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: Rosaelia Ambriz, Testing & Assessment Analyst; Mary Bollington, job applicant; Rita Guevara, Employee Benefits Specialist; Jabbar Wofford, CSEA President

Commissioner Perez moved to approve the agenda of Wednesday, May 27, 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

The Commissioners and staff discussed the proposed budget. Commissioner Perez moved to approve the proposed budget for Fiscal Year 2015-2016, as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y ; Perez Y

ACTION ITEMS  
Budget-Public Hearing  
and Approval

The Commission convened into closed session at 3:45 p.m. They reconvened at 4:22 p.m. It was reported that a decision was made to deny the exam appeal. Commissioner Castillo encouraged the appellant to reapply. The vote was as follows 2-0. Castillo Y ; Perez Y

Closed Session

There being no further business, the Commission adjourned at 4:24 p.m. The next regular meeting will be held June 11, 2015.

ADJOURNMENT

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*Jonathan Koch, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Wednesday, May 27, 2015 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*

Minutes of Wednesday, May 27, 2015

July 9, 2015

**OXNARD SCHOOL DISTRICT**



**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 14-15:32

Director's Certification:

Established: 6/1/15

**Accounting Specialist III**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Donovan, Theresa J	6/1/2016
2	Barron, Teresa A	6/1/2016
3	Ford, Griffin M	6/1/2016
4	Michaels, Chad A	6/1/2016
5	Johnson, Anthony	6/1/2016
6	Pfeifer, Linda	6/1/2016

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 14-15:33

Established: 5/29/15

**Accounting Specialist IV**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Rasband, Bonnie K	5/29/2016
2	Barron, Teresa A	5/29/2016
3	Johnson, Anthony	5/29/2016
4	Khair, Amir N	5/29/2016
5	Amezcuca, Daisy	5/29/2016
5	Michaels, Chad A	5/29/2016
6	Greenlaw, Zara R	5/29/2016
7	Gonzalez, Melissa A	5/29/2016
8	Stein, Lawrence P	5/29/2016
8	Villalino, John	5/29/2016

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 14-15:26

Established: 5/21/15

**Administrative Assistant**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Medina, Amparo C	5/21/2016
2	Guzman, Edith	5/21/2016
2	Whitt, Virginia L (B)	5/21/2016
3	Marquez, Dulce Michelle	5/21/2016
3	Willey, Marissa	5/21/2016
4	Paz, Lorena D (B)	5/21/2016
4	Pulido Jr, Raul	5/21/2016
5	Alonso , Susana B	5/21/2016

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 14-15:31

Established: 5/27/15

**Chief Information Officer**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Minott-Mitchell, Valerie	5/27/2016
2	Hipp, Jack M	5/27/2016
3	Kranzler, Thomas	5/27/2016
3	Patten, John J	5/27/2016
4	Wood, Robert	5/27/2016
5	Way, Phillip J	5/27/2016

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Open

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 14-15:34

Established: 6/15/15

**Child Nutrition Worker**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Orjuela, Laura C	12/15/2015
2	Tellez, Teresa A	12/15/2015
3	Andersen, Kimberly M	12/15/2015
4	Bedolla, Jose L	12/15/2015
5	Facenda, George	12/15/2015
5	Ingram, Jason	12/15/2015
5	Velasquez, Rosario Y	12/15/2015
6	Gonzalez, Audry	12/15/2015
7	Aparicio, Bianna D	12/15/2015
7	Garcia, Alejandra	12/15/2015
7	Sanchez, Brianacarmen S	12/15/2015
8	Summerford, Mico	12/15/2015
9	Alfarao, Daniel M	12/15/2015
9	Herrera, Cindy	12/15/2015
9	Juarez, Celene M	12/15/2015
10	Wileman, Brianna M	12/15/2015
11	Marra, Fabian A	12/15/2015
12	del Aguila, Gloria	12/15/2015



**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

12	Luna, Gilbert	12/15/2015
13	Barajas, Andrew	12/15/2015

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 14-15:40

Established: 7/1/15

**Health Care Technician**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Fick, Shauna L	7/1/2016
1	Ramos, Linda I	7/1/2016
2	Leon, Rebecca L	7/1/2016
3	Boulton, Kara	7/1/2016
4	Elbo, Winnie June R	7/1/2016
5	Ingersoll, Frances Eisen D	7/1/2016
6	Lang, Kerri Leigh	7/1/2016

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 14-15:36

Established: 5/21/15

**Outreach Specialist**

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



# OXNARD SCHOOL DISTRICT

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

JUN 15 2015 PM 12:17

To: Dr. Cesar Morales, Superintendent

From: Jonathan Koch, Director, Classified Human Resources

Date: June 9, 2015

Re: Classification Review Recommendation

## **Background**

On April 14, 2015 a reclassification request via Position Classification Questionnaire form from Melissa Reyes, Purchasing Specialist in the Purchasing Services Department, was received by Classified Human Resources. The Position Classification Questionnaire (PCQ) form reflected comments made by Lisa Franz, Director of Purchasing. 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 applicable dates:

<b><u>Date</u></b>	
4/13/15	Employee submitted request for classification review to Lisa Franz, Director of Purchasing. There is no date indicating receipt of the document but the employee dated her portion 4/13/15.
4/14/15	Employee paperwork and supervisor response received in the Classified Human Resources Department.
4/15 – 6/4/15	PCQ reviewed and informal job observations and interviews conducted. Duties indicated by employee compared to duties currently included in classification descriptions for Purchasing Specialist and Buyer.
6/8/15	Meeting with Ms. Franz, Director of Purchasing in order to obtain her perspective on the reclassification request.
6/8/15	Meeting with Ms. Reyes to discuss her request.
6/8/15	Recommendation formulated.
6/9/15	Report submitted to Superintendent's office.

7/8/15	Deadline for response from Superintendent's office.
7/9/15 or 8/13/15	Report taken to Personnel Commission (allowing for 15-day notice to CSEA if not waived – dependent on date of response from Superintendent's office)

**Basis of Recommendation**

On or about April 13, 2015 (no date stamp indicating receipt was found on the document) a reclassification request via Position Classification Questionnaire (PCQ) was submitted by Ms. Melissa Reyes and received by Ms. Lisa Franz, Director of Purchasing. The request was reviewed and responded to by Ms. Franz and forwarded to Classified Human Resources. The request was received by Classified Human Resources staff on April 14, 2015 and subsequently reviewed by the Director of Classified Human Resources.

On a few occasions over the course of the month of May, the Director, Classified Human Resources observed Ms. Reyes performing her regular job duties. The Director also talked with a number of employees in other departments who interact with the Purchasing department and Ms. Reyes. All observations and employee accounts stand behind the assertion Ms. Reyes is performing a job very similar in scope to that being currently performed by the Buyer incumbent and represented in the Buyer class description. Some duties do overlap with the Purchasing Specialist class description, but are also contained in the Buyer class description.

On June 8, 2015, the Director, Classified Human Resources met with Ms. Franz in order to clarify and further ascertain her viewpoint on the reclassification request. Ms. Franz stated that it is her position that the work currently being done by Ms. Reyes is in line with the class description of Buyer. Ms. Franz stated that there is a current individual in the department holding a position in the classification of Buyer and Ms. Reyes is performing the same duties as this other employee. Ms. Franz went on to state that the duties of Ms. Reyes have grown gradually since she assumed her role as the Purchasing Specialist in 2005. At the time the Purchasing department had more staff and roles were more clearly defined. Over the years the Purchasing department has lost both a Senior Buyer and a Purchasing Assistant and the work being performed has gradually become more equally distributed to the point where both the Purchasing Specialist (Ms. Reyes) and the Buyer are performing the same duties.

Also on June 8, 2015, the Director, Classified Human Resources met with Ms. Reyes to discuss her reclassification request. Ms. Reyes indicated that she started in the Purchasing Specialist position in 2006 and that her role was different at that moment in time as compared to now. Ms. Reyes stated that over approximately the last three years she has gradually taken on additional duties and responsibilities. What once consisted of occasionally helping with Buyer-level duties has become performing those duties on a regular basis and in a near 50/50 split with the current Buyer incumbent. Ms. Reyes also stated that with the addition of the Escape software system in late 2013/early 2014, she has been asked to perform many of the same software based data-entry, reporting, and maintenance as the Buyer incumbent.

In order for a reclassification to be appropriate it must be shown that there has been a gradual accretion of duties outside of the current classification description and class concept over a period of two (2) years or more.

Per her PCQ, approximately 90% of the duties currently being performed by Ms. Reyes fit the class description of Buyer. These duties have been confirmed by job observation and in a conversation with her immediate supervisor, Ms. Franz. In conversations with Ms. Reyes and Ms. Franz, it has also been determined that these duties were gradually accrued over a period of approximately the last six year, with the majority coming in the last three years. For these reasons it has been concluded that a reclassification is in order if the District wishes for Ms. Reyes to continue to perform her current set of duties.

**Status of Incumbent**

The incumbent, Melissa Reyes, has gradually accreted new duties which are out of her current classification over a course of two or more years. It is therefore appropriate for the employee to be reclassified with her position from Purchasing Specialist to Buyer.

**Recommendation**

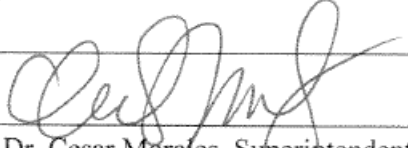
It is recommended that, effective July 9, 2015 or August 13, 2015 (dependent on meeting date at which this recommendation is submitted to the Personnel Commission):

1. The Personnel Commission take action to approve the reclassification request submitted by Ms. Melissa Reyes.

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 July 8, 2015**.

As always, the Board of Trustees has the right to remove the higher level duties from the position in question and have those duties no longer performed by the incumbent. Do note that the effects of such an action could potentially be subject to negotiations with Chapter 272 of the California School Employees Association.

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

✓	I agree with the recommendation	I disagree with the recommendation for the reasons indicated in the space below.
Signature:  Dr. Cesar Morales, Superintendent		Date: <u>6-12-15</u>
Comments:		



PERSONNEL COMMISSION

POSITION CLASSIFICATION QUESTIONNAIRE

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

<u>Reyes</u>	<u>Melissa</u>	<u>V</u>
Last Name	First Name	M.I.

Work Site: Esc/Bus

Department: Purchasing

Phone Ext.: 2413

Classification: Purchasing Specialist

Immediate Supervisor: Lisa Franz

Hours of Work: From: 8 To: 5

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

Breaks: From: 9:45 To: 10:00, From: 3:15 To: 3:30

**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 %
Manage computerized fixed asset inventory system. Involved in disposal/sale of surplus & obsolete equipment		X						10%
Manage and maintain district-wide/site maintenance agreements.				X				2%
Manage district-wide cell phone and land lines telephone accounts and handle all issues, orders/replacements & services.	X							1%
Manage and set up Office Depot Online Ordering accounts and purchase orders, and also everyday office depot orders.	X							10%
Manage Credit Card File (handle all the hotel reservations and any purchases/orders that need to be made with the district credit card.	X							15%
Coordinate and manage supplies for district warehouse inventory. (For Arts & Crafts, Nurses, Custodial, and Athletic Supplies) Maintain computerized inventory of stores items.	X							10%
Manage Qualified List of Contractors application packages for projects from \$30,000-\$185,000 on an ongoing basis.		X						2%
Create monthly Purchase Order Board Reports that go to the Board of Trustees			X					1%
Manage Accountability System for Purchasing- enter all purchase orders and vendors in system for special construction projects	X							1%
Handle all material transfer forms district wide		X						1%
Point of contact for District Office in entering all work orders.	X							1%

**Comments:**

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(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 %
Manage gas cards and any issues/lost replacements cards for the entire district			X					1%
Resolve Discrepancies with orders/vendors/sites and follow through and finalize orders	X							8%
Handle Encumbrance increases and changes to purchase orders	X							9%
Process purchase orders, review for completeness and accuracy, verify pricing; Quote/Bid orders, review and compare quotes/bids and award quotes. Process and expedite purchase orders.	X							20%
Participate in annual warehouse inventory						X		1%
Assist in maintaining vendor files (enter new vendors)	X							2%
Maintain files of Purchase orders, Requisitions, quotes/bids received	X							1%
*Assist with any construction project tasks when needed. (file, fax, mail documents/field contracts/legal ads)							X	1%
**Back-up mail person for mail machine							X	1%
Warehouse Requisitions- Assist sites and departments with any issues/problems	X							1%
Order supplies/paper orders for purchasing department; give out account cards to sites and departments	X							1%

**Comments:**

\* I assist with clerical tasks as needed but not on a daily basis

\*\*Run mail machine when regular mail person is out.

SECTION III - To be completed by the employee.

PLEASE TYPE OR PRINT ALL INFORMATION

1. Who is your immediate supervisor? Lisa Franz
2. From whom do you receive your assignments?  
Daily duties & tasks are done with no instruction. Special assignments and projects from Lisa Franz.
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:  
N/A  
\_\_\_\_\_
5. What tools or equipment do you use in your work?  
Computer, Copier, Fax machine, Po/Acctg Program System Software & Accountability Program Software, & VOIP phone system
6. Does your position require that you hold a license, permit, certificate, or registration? If it does, explain, giving the name and kind.  
N/A  
\_\_\_\_\_

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.

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

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

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

High School Diploma and some college.

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.)

At least 5 years prior purchasing experience.

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?

10 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.

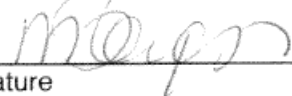
Task	Start Date
Managing the District Credit Card file.	2013
Escape Contact for Training and issues	2013
Colbi Accountability System	2007

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

Overall I feel that I have the same if not more of a work load/duties than the current Buyer.

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

  
 \_\_\_\_\_  
 Signature

4/13/15  
 \_\_\_\_\_  
 Date

SECTION IV – To be completed by the immediate supervisor

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

**PLEASE TYPE OR PRINT ALL INFORMATION**

1. Judgment, planning, analytical ability required.

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

2. Describe how closely the employee is supervised.

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

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

YES  NO

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

Over the past few years Melissa's duties have come more in-line to the current Buyer's duties due to re-configuration of the Purchasing Department and changes in other areas District wide.

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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.

Sheila Navarro, Buyer

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

Melissa is currently performing all the duties of the Buyer classification as well as some that cross over from the Purchasing Specialist. The elimination of the Purchasing Assistant position 2 years ago brought other changes to the office which now brings the 2 positions to an equal status.

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

Lisa A. Franz  
Signature of Immediate Supervisor

4-13-15  
Date

(Audit Form - Rev. 06/12)

## PURCHASING SPECIALIST

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

### **Definition**

To provide assistance for the District's purchasing function; to purchase supplies and services according to District specifications; to assist with the preparation and evaluating of bids; to provide support for District telephone and voice mail systems; and to perform a variety of other duties relative to assigned area of responsibility.

### **Supervision Received and Exercised**

- Receive supervision from Director of Purchasing.
- Receive technical and work direction from the Buyer.

### **Essential Function Statements**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

1. Purchase supplies, materials, goods and services according to District specifications.
2. Assist in the organization and coordination of the bid acceptance and opening process; contact vendors and contractors to invite quotations and bids; assist in the preparation of contractual documents, and in the investigation of contract deviation or noncompliance.
3. Provide maintenance and support for all district telephone systems; act as system administrator for the district office voice mail system.
4. Obtain, verify and provide information related to purchases and related matters to District personnel, vendors and contractors; provide technical information and assistance to District personnel; review requisitions for completeness and accuracy to obtain information related to price, product quality and delivery time lines.
5. Prepare purchase orders for approval and signature of the Director; provide information and resolve problems as appropriate; participate in annual stores inventory.
6. Prepare and maintain computerized fixed asset reports and maintenance contracts; compile information and prepare reports; assist in preparing sales of obsolete furniture and equipment.
7. Provide support to schools and sites with their lease/maintenance agreements for various types of equipment; provide technical support to the purchasing assistant.
8. Operate a personal computer and peripheral equipment, using modern software, including word processing and data input; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier; sort and distribute mail.
9. Perform related duties and responsibilities as assigned.

### Qualifications

#### **Knowledge of:**

- Principles and procedures of purchasing.
- Principles, methods and techniques of purchasing and storing goods, supplies, materials and equipment.
- Purchasing terminology, specification development and bidding procedures.
- Principles and procedures of financial record keeping and reporting.
- Modern office practices, procedures and equipment, including computers.
- English usage, spelling, grammar and punctuation.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic mathematical principles.

#### **Ability to:**

- Interpret and apply laws, rules, regulations and District policies to purchasing functions.
- Make arithmetic calculations quickly and accurately.
- Work independently with minimal direction.
- Operate a personal computer and peripheral equipment, using modern software; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier.
- Operate a keyboard at a corrected rate of 40 words per minute.
- Operate a ten-key calculator with speed and accuracy.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality of privileged information obtained in the course of work.
- Lift 20 pounds.

### Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Three years of increasingly responsible purchasing experience.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college coursework in purchasing or in a related field.

### License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

### Working Conditions

**Environmental Conditions:** Office environment; subject to traveling from site to site; subject to frequent interruptions; exposure to computer screens; extensive use of computer and keyboard.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; 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 and keyboard; lift horizontally and vertically, bend and stoop.

OXNARD SCHOOL DISTRICT

Board Policy Adopted: July 21, 1981; Reclassification Study: September 24, 1986; Reclassification Study:  
June 25, 1998

Personnel Commission Approved: Reclassification Study: October 23, 1986; Reclassification Study: February  
26, 1998



## **BUYER**

*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.*

### **Definitions**

To perform a variety of complex, technical activities in the procurement and purchasing of goods, materials, supplies, services, and equipment; perform the more complex and technical functions of the buying process; prepare and evaluate bids; perform related processing and record keeping functions; perform other related technical and clerical duties as required.

### **Distinguishing Characteristics**

This classification performs technical purchasing tasks and functions. It exercises responsibility for the accurate and timely performance of technical and specialized purchasing functions and support activities. Employees in this classification receive limited supervision within a broad framework of policies and procedures; they provide training direction to departmental staff. This classification requires an in-depth knowledge of the technical and legal aspects of the purchasing functions for a large public organization and the ability to organize and coordinate workflow. This classification assumes responsibility for preparation and evaluation of assigned bids.

### **Supervision Received and Exercised**

Receives supervision from the Director of Purchasing.

### **Essential Function Statements**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

1. Purchase materials, supplies, equipment and services according to District policy and rules, and state and federal laws; research and develop sources of supply and specifications for the goods, materials, services, supplies and equipment used by the District; keep informed of market conditions, and seasonal variations that affect the purchasing program.
2. Act as technical advisor and resource person to District schools and departments regarding purchasing procedures, quality of supplies, goods and equipment, the modification of purchasing specifications, and the standardization of equipment and supplies.
3. Contact vendors and invite quotations and bids after preparing product and service specifications from draft materials supplied by District schools and departments; maintain vendor lists; assign new vendor numbers; maintain current catalogs used within the district.
4. Receive vendor bids and proposals; open, compare and analyze quotations and bids and recommend the award of contracts.
5. Prepare and administer product, service, and construction contracts.

6. Coordinate purchase order activities; place and expedite orders; review all buy-out requisitions for completeness and accuracy; verify information related to price, product quality, service, and delivery; distribute for purchase order processing; perform purchase order entries as needed; resolve purchase order problems and conduct follow-up activities as necessary to finalize purchase order transactions.
7. Coordinate the purchase of the supplies and materials stored in the district warehouse; analyze and maintain computerized inventory of stores; coordinate with warehouse staff to conduct and report annual physical inventory; update the stores catalog annually and communicate changes to all schools and departments.
8. Assist in the management of the computerized fixed asset inventory control system, including preparation of bids for sale/disposal of surplus and obsolete equipment.
9. Initiate and prepare various reports, bids, quotations, services and correspondence as required.
10. Develop and maintain files of purchase orders, requisitions, bids/quotations received, contracts, etc., ensuring all records are in current and usable status and adhering to appropriate retention guidelines.
11. Operate a personal computer and peripheral equipment, using modern software, including word processing, spread sheets, data bases and purchasing data input; operate a variety of modern office machines and equipment such as typewriter, calculator, FAX, and copier.
12. Perform other related duties and responsibilities as required.

### **Qualifications**

#### **Knowledge of:**

- Principles and procedures of evaluating, purchasing and storing goods, materials supplies, and equipment for a public agency.
- Usual and specialized sources of commodities, supplies, services, materials and equipment.
- Appropriate inventory control, accounting, and purchasing data management, storage and retrieval systems.
- Purchasing terminology, specification development and bidding procedures.
- Organization and coordination techniques utilized in the purchasing function.
- Modern office procedures, methods and equipment, including computers.
- Basic sources of goods, supplies, materials, and equipment
- Principles and techniques of providing work direction and training.
- English usage, spelling, grammar and punctuation.
- Pertinent Federal, State and local laws, codes and regulations.

#### **Ability to:**

- Interpret and apply laws, rules, regulations and District policy pertaining to purchasing operation.
- Prepare clear specifications in accordance with established procedures and format.
- Work with data processing methods of ordering and reporting.
- Perform arithmetical calculations with speed and accuracy.
- Understand and follow oral and written directions.
- Operate a personal computer and peripheral equipment, using modern software; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier.
- Operate a keyboard at a corrected rate of 35 words per minute.
- Operate a ten-key calculator with speed and accuracy.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality of privileged information obtained in the course of work.
- Plan and organize work to meet schedules and time lines
- Plan and effectively organize work functions and activities for office personnel.
- Lift 20 pounds.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of responsible technical experience involving purchasing activities, including the coordination and buying of specific commodities, preferably with a public agency, including one year of lead responsibility.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college level course work in purchasing, accounting, business administration or a closely related field.

**Licenses Required**

Valid California Driver's License

**Working Conditions**

**Environmental Conditions:** Office environment; subject to frequent interruptions; exposure to computer screens; extensive use of computer and keyboard.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; 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 and keyboard; lift horizontally and vertically, bend and stoop.

**OXNARD SCHOOL DISTRICT**

Board Policy Adopted: April 13, 1994; Reclassification Study: June 25, 1998; June 26, 2003

Personnel Commission Approved: March 9, 1994; Reclassification Study: February 26, 1998; Revised: May 1, 2003

## **BUYER**

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### **Definitions**

To perform a variety of complex, technical activities in the procurement and purchasing of goods, materials, supplies, services, and equipment; perform the more complex and technical functions of the buying process; prepare and evaluate bids; perform related processing and record keeping functions; perform other related technical and clerical duties as required.

### **Distinguishing Characteristics**

This classification performs technical purchasing tasks and functions. It exercises responsibility for the accurate and timely performance of technical and specialized purchasing functions and support activities. Employees in this classification receive limited supervision within a broad framework of policies and procedures; they provide training direction to departmental staff. This classification requires an in-depth knowledge of the technical and legal aspects of the purchasing functions for a large public organization and the ability to organize and coordinate workflow. This classification assumes responsibility for preparation and evaluation of assigned bids.

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1. Purchase materials, supplies, equipment and services according to District policy and rules, and state and federal laws; research and develop sources of supply and specifications for the goods, materials, services, supplies and equipment used by the District; keep informed of market conditions, and seasonal variations that affect the purchasing program.
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5. Prepare and administer product, service, and construction contracts.

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9. Initiate and prepare various reports, bids, quotations, services and correspondence as required.
10. Develop and maintain files of purchase orders, requisitions, bids/quotations received, contracts, etc., ensuring all records are in current and usable status and adhering to appropriate retention guidelines.
11. Operate a personal computer and peripheral equipment, using modern software, including word processing, spread sheets, data bases and purchasing data input; operate a variety of modern office machines and equipment such as typewriter, calculator, FAX, and copier.
12. Perform other related duties and responsibilities as required.

### **Qualifications**

#### **Knowledge of:**

- Principles and procedures of evaluating, purchasing and storing goods, materials supplies, and equipment for a public agency.
- Usual and specialized sources of commodities, supplies, services, materials and equipment.
- Appropriate inventory control, accounting, and purchasing data management, storage and retrieval systems.
- Purchasing terminology, specification development and bidding procedures.
- Organization and coordination techniques utilized in the purchasing function.
- Modern office procedures, methods and equipment, including computers.
- Basic sources of goods, supplies, materials, and equipment
- Principles and techniques of providing work direction and training.
- English usage, spelling, grammar and punctuation.
- Pertinent Federal, State and local laws, codes and regulations.

#### **Ability to:**

- Interpret and apply laws, rules, regulations and District policy pertaining to purchasing operation.
- Prepare clear specifications in accordance with established procedures and format.
- Work with data processing methods of ordering and reporting.
- Perform arithmetical calculations with speed and accuracy.
- Understand and follow oral and written directions.
- Operate a personal computer and peripheral equipment, using modern software; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier.
- Operate a keyboard at a corrected rate of 35 words per minute.
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**Experience:** Four years of responsible technical experience involving purchasing activities, including the coordination and buying of specific commodities, preferably with a public agency, including one year of lead responsibility.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college level course work in purchasing, accounting, business administration or a closely related field.

**Licenses Required**

Valid California Driver's License

**Working Conditions**

**Environmental Conditions:** Office environment; subject to frequent interruptions; exposure to computer screens; extensive use of computer and keyboard.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; 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 and keyboard; lift horizontally and vertically, bend and stoop.

**OXNARD SCHOOL DISTRICT**

Board Policy Adopted: April 13, 1994; Reclassification Study: June 25, 1998; June 26, 2003

Personnel Commission Approved: March 9, 1994; Reclassification Study: February 26, 1998; Revised: May 1, 2003

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

Jonathan Koch  
Director, Classified Human Resources

**Date of Meeting:**

July 9, 2015

**TITLE: Appeal of Salary Placement**

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**DESCRIPTION OF AGENDA ITEM:**

Article 18.5 (enclosed) of the CSEA/OSD agreement indicates the process which must be followed for initial salary placement upon promotion of a current employee. Article 18.5.1 (enclosed) describes the process by which an employee may appeal the initial salary placement upon promotion if he or she believes he or she is being deprived of an appropriate increase.

On June 25, 2015 the Classified Human Resources office received an appeal of her initial salary placement from Ms. Bonnie Rasband, newly promoted Accounting Specialist IV. Ms. Rasband contends that due to the time of her promotion (June 2015) she will not receive the benefit of at least a 5% increase come July 2015.

Ms. Rasband's salary placement upon promotion to the Accounting Specialist IV position was calculated based on her current salary step in her Accounting Specialist III position (step D). In accordance to the CSEA/OSD agreement, the District must place her on the first step in the higher range which provide her with at least a 5% increase. Based on her salary as of June 2015, that is step D of the new range.

If Ms. Rasband had promoted from Accounting Specialist III to Accounting Specialist IV in July of 2015 instead of June 2015, she would have had already moved to step E within the salary range for Accounting Specialist III. This would have resulted in her placement upon promotion being at step E of the higher range.

In brief, the timing of Ms. Rasband's promotion (June as opposed to July), resulted in her having a net increase of only 2.5% as opposed to a 5%+ increase as of July 2015 based on the language in the CSEA/OSD agreement. The contract allows for the Personnel Commission to overrule this salary placement if it deems so appropriate.

**RECOMMENDATION:**

Due to the timing of her promotion, it is staff's determination that she was deprived of an appropriate increase due to the wording of the CSEA/OSD agreement. It is the belief of staff that this was not the intent of the language in the contract. For this reason, it is recommended that the Commission uphold the appeal of Ms. Rasband and approve placement at Step E of Range 23.0 on the classified salary schedule.

**From:** Rasband, Bonnie K  
**Sent:** Thursday, June 25, 2015 3:23 PM  
**To:** Koch, Jonathan A; Wofford, Jabbar J; Guevara, Rita M  
**Subject:** Salary Placement  
**Importance:** High

HI Jonathan,

I would like to submit a request to the Personnel Commission for an appeal on my salary placement. I was an Accounting Specialist III placed at step D and would have moved to step E in July but when I received a promotion to Accounting Specialist IV in June, I was placed at step D as that would not have increased my salary by the required 5% in July. I feel that this is not fair as I would have been at step E if the hire date into the new position was just a matter of days later. Please submit this as my written request to the Personnel Commission as per article 18, 18.5.1

Thank you for your time and consideration.

Bonnie

Bonnie Rasband  
Lead Payroll  
Payroll Department  
Oxnard School District  
[brasband@oxnardsd.org](mailto:brasband@oxnardsd.org)



18.5 Salary Placement: In determining appropriate salary placement for unit members upon promotion, step placement shall be limited to Steps A through E of the new salary range. Upon promotion to a class allocated to a higher salary range, the unit member will be placed on the first step of the new range which affords the unit member with at least a five percent (5%) increase in salary, not to exceed the top step of that salary range. Upon successful completion of a 130 work day period of probation, the unit member will be advanced another step (5% increase) on the salary schedule if not initially placed on the top step.

18.5.1 However, upon written request (appeal), by a unit member the Personnel Commission may approve a higher salary placement based upon circumstances which would otherwise deprive the unit member of the benefits of an appropriate salary increase. A unit member who is receiving a super maximum (longevity increment) at the time of promotion shall have such increment added to the new salary, regardless of step placement.

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CLASSIFIED PERSONNEL ACTIONS

May 20, 2015

New Hire

Estrada, Ruben	Irrigation Specialist, Position #5842 Facilities 8.0 hrs./246 days	05/18/2015
Hartman, Richard	Custodian, Position #6449 Lemonwood 4.0 hrs./246 days	05/04/2015
Lopez Jr., Samuel	Warehouse Worker Delivery Driver, Position #8634 Warehouse 4.5 hrs./210 days	05/04/2015

Limited Term

Carrillo, Michelle	Clerical	04/27/2015
Cobian-Rosales, Cynthia	Child Nutrition Worker	04/20/2015
Del Razo, Esmeralda	Clerical	04/27/2015
Morales, Monica J.	Paraeducator	05/04/2015
Olivares, Rury	Outreach Specialist	04/13/2015
Valencia, Alejandra	Oureach Specialist	04/13/2015

Exempt

Garcia, Eric	Campus Assistant	05/05/2015
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Transfer

Guerra, Robin	Library Media Technician, Position #2515 Brekke 5.0 hrs./190 days Library Media Technician, Position #2519 Harrington 5.0 hrs./190 days	05/04/2015
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Retirement

Haddenham, Tracy	Site Technology Technician, Position #2506 Elm 8.0 hrs./192 days	06/12/2000-09/01/2015
Mooney, Joan	Paraeducator II, Position #2889 Pupil Services 5.75 hrs./183 days	02/06/1984-04/15/2015

Resignation

Arevalo, Paul A.	Site Technology Technician, Position #2513 Rose Ave. 8.0 hrs./192 days	05/22/2015
Garcia, Veronica	Outreach Specialist (B), Position #1738 Elm 8.0 hrs./180 days	04/22/2015

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CLASSIFIED PERSONNEL ACTIONS

June 3, 2015

New Hire

Ramos, Francisco Site Technology Technician, Position #2947  
Haydock 5.0 hrs./192 days 05/11/2015

Limited Term

Carcamo, Ashley Paraeducator 05/18/2015  
Duran, Jose Custodian 05/13/2015  
Giron, Emma Paraeducator 05/15/2015  
Hunter, Andrea Paraeducator 05/19/2015

Exempt

Aguilar, Tara Campus Assistant 05/18/2015  
Barothy-Langer, Patricia Campus Assistant 05/15/2015  
Cabrera, Arminda Campus Assistant 05/05/2015  
Carcamo, Ashley Campus Assistant 05/18/2015  
Garcia, Eric Campus Assistant 04/23/2015  
Lopez, Lisa Campus Assistant 05/22/2015  
Tena, Rosalinda Campus Assistant 04/27/2015

Promotion

Marron, Cesar Custodian, Position #6448 05/18/2015  
Driffill 4.0 hrs./246 days  
Paraeducator III, Position #2142  
Pupil Services 5.75 hrs.183 days

Increase in Hours

Gomez, Edith Paraeducator III, Position #2225 05/20/2015  
Pupil Services 5.75 hrs./183 days  
Instructional Assistant SDC, Position #2225  
Pupil Services 5.0 hrs./183 days

Transfer

Benesh, Jason Custodian, Position #1365 05/04/2015  
Kamala 8.0 hrs./246 days  
Custodian, Position #6673  
Elm 4.0 hrs./246 days

Return from Leave of Absence

Zinik, Alexandra Paraeducator III, Position #5561 05/22/2015  
Pupil Services 5.75 hrs./183 days

Resignation

Diaz Jr., Cesar Grounds Maintenance Worker I, Position #1173 05/01/2015  
Facilities 8.0 hrs./246 days

CLASSIFIED PERSONNEL ACTIONS

Limited Term

Ontiveros, Marisol	Paraeducator	06/08/2015
Stolworthy, Shelsi	Paraeducator	05/13/2015
Vargas, Raquel	Paraeducator	05/29/2015

Exempt

Albor, Silvia	Campus Assistant	05/08/2015
Bieliski, John	Campus Assistant	05/13/2015
Frausto, Isabel	Campus Assistant	05/11/2015
Lopez White, Gage B.	Campus Assistant	04/22/2015
Magana, Diana	Campus Assistant	05/13/2015
Martinez, Leticia F.	Campus Assistant	04/22/2015
Ontiveros, Marisol	Campus Assistant	06/01/2015

Promotion

Rasband, Bonnie	Accounting Specialist IV, Position #1210 Budget & Finance 8.0 hrs./246 days	06/08/2015
	Accounting Specialist III, Position #846 Budget & Finance 8.0 hrs./246 days	
Rojas Jr., Elias	Maintenance Worker I, Position #1173 Facilities 8.0 hrs./246 days	06/08/2015
	Custodian, Position #2542 Haydock 8.0 hrs./246 days	

Transfer

Aghagbon, Michelle	Site Technology Technician, Position #2506 Elm 8.0 hrs./192 days	08/10/2015
	Site Technology Technician, Position #2198 Sierra Linda 8.0 hrs./192 days	

Voluntary Demotion

Melendez, Maria E.	Paraeducator II (B), Position #1450 Chavez 3.0 hrs./183 days	06/08/2015
	Preschool Teacher (B), Position #925 Rose Ave. 4.0 hrs./183 days	

Released during Probation

6761	Outreach Specialist (B), Position #563 Chavez 8.0 hrs./180 days	05/22/2015
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Resignation

Bennett, Catherine	School Occupational Therapist, Position #2865 Pupil Services 8.0 hrs./203 days	06/19/2015
Castillo, Alejandra	Intermediate School Secretary (B), Position #384 Haydock 8.0 hrs./192 days	06/24/2015
Li, Vivian	School Occupational Therapist, Position #5607 Pupil Services 8.0 hrs./203 days	07/17/2015

Retirement

Gonzales, Hermelinda M.	Instructional Assistant (B), Position #2239 Pupil Services 4.0 hrs./183 days	01/07/1980-06/19/2015
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