

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
BOARDROOM
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, February 8, 2024 - 4:00 P.M.

Anyone wishing to submit written material regarding an item on this agenda must submit it in time to be included with the agenda packet. Anyone wishing to speak regarding an item on this agenda must complete a yellow slip identifying the item and hand it to one of the staff members prior to the start of the meeting.

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on January 25, 2024.

C. APPROVAL OF ORDER OF AGENDA ITEMS

D. PUBLIC COMMENTS

Public comment from the audience on agenda and/or non-agenda items (no action may be taken).

E. REPORTS AND DISCUSSION

1. CSEA Report
2. District Report
3. Director's Report

F. OLD BUSINESS – ACTION OR INFORMATION

None

G. NEW BUSINESS – ACTION OR INFORMATION

1. Personnel Commission Review of Job Descriptions
 - Executive Director, Human Resources-Classified
 - HR Analyst-Classified
2. Certification of Eligibility lists:
 - Campus Security Officer - established 1/19/24
 - Child Nutrition Services Satellite Lead - established 1/18/24
3. Personnel Activity Report for January 10, 2024

Information

Action

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

March 14, 2024

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
Classified Human Resources Office
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – JANUARY 25, 2024

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Sanchez-Reyes at 3:14 p.m. <u>Commission Members Present:</u> Karen Harrison, Member (arrived at 3:20 p.m.) Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice-Chair <u>Staff Present:</u> Cynthia Carrillo, Executive Director-Human Resources, Classified
B. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
C. CONVENE TO CLOSED SESSION GC §54954.5, 54957	The Commission adjourned to Closed session at 3:15 p.m. GC§ 54954.5, 54956.9
D. RECONVENE TO PUBLIC SESSION	The meeting was reconvened to public session at 4:20 p.m. No action to report.
E. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSION HARRISON WITH A SECOND BY COMMISSIONER STEIGER, THE MINUTES WERE APPROVED WITH A 3-0 VOTE.
F. PUBLIC COMMENTS	None
G. REPORTS AND DISCUSSION	<u>CSEA Report</u> Vanessa Hernandez, CSEA President Vanessa Hernandez introduced herself as the new CSEA President and also introduced the other new CSEA executive board members that were in attendance to the Personnel Commission. <u>District Report</u> No report was provided. <u>Director's Report</u> Mrs. Carrillo, Executive Director Executive Director Carrillo provided a report on a negotiations session with CSEA on January 24 which went well. She noted that the next negotiations session was scheduled for January 31.

H. OLD BUSINESS 1. Personnel Commission Review of Job Descriptions - Information • Executive Director, Human Resources - Classified • HR Analyst - Classified	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS POSTPONED TO THE NEXT REGULAR MEETING.
I. NEW BUSINESS 1. Establishment of New Class - Mental Health Therapist Associate a. Approval of job specification and salary allocation - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. The salary range for the position was corrected to range 23.50 and the position was placed under the Student Services occupational hierarchy. THE JOB DESCRIPTION AND SALARY ALLOCATION (RANGE 23.50) WAS APPROVED WITH A 3-0 VOTE.
2. Certification of Eligibility Lists - Action	• Grounds Maintenance Worker — established 12/15/23 UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER STEIGER THE ABOVE ELIGIBILITY LIST WAS APPROVED WITH A 2-0 VOTE. COMMISSIONER SANCHEZ-REYES ABSTAINED HER VOTE. • Database Analyst — established 12/18/23 • Instructional Assistant-Bilingual — established 12/8/23 • Instructional Assistant-Special Ed. — established 1/8/24 UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER STEIGER THE ELIGIBILITY LISTS ABOVE WERE APPROVED WITH A 3-0 VOTE.
3. Personnel Activity Report - Information	Approved by consensus.
I. COMMISSION COMMENTS	Commissioner Sanchez-Reyes welcomed CSEA's new executive board. No other comments were made.

J. SCHEDULE NEXT REGULAR MEETING	Thursday, February 8, 2024 at 4:00 p.m.
K. ADJOURNMENT	With no further business, the meeting was adjourned at 4:36 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, January 25, 2024, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 19, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Campus Security Officer Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 19

Number of Applicants Tested 11

Number of Applicants Passing 10

Number of Applicants to be Certified 10

It is recommended that the Eligibility List for Campus Security Officer be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 18, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Child Nutrition Services Satellite Lead** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 05

Number of Applications 08

Number of Applicants Tested 04

Number of Applicants Passing 04

Number of Applicants to be Certified 04

It is recommended that the Eligibility List for **Child Nutrition Services Satellite Lead** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

JANUARY 10, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENT

Ana Nava	Thille	Health Specialist-Bil	8.0/day	12/11/23
Morgan Bruce	D.O.	Administrative Asst. II	8.0/day	12/18/23
Octavio Gonzalez	Webster	Custodian	5.0/day	01/02/24
Maria Barajas	Blanchard	Instructional Assistant-Bil.	5.75/day	01/08/24
Adriana Quiroz	Thille	CNS Assistant I	3.0/day	01/08/24

PROMOTION

Yesenia Garcia Cancino	DO	Database Analyst	8.0/day	12/27/23
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RETIREMENT

Terrie Ramos	McKevett	CNS Site Lead-Elem.	8.0/day	06/05/24
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RESIGNATIONS

Marisol Luna-Lopez	D.O.	Outreach Specialist-Bil.	8.0/day	01/05/24
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SUBSTITUTES

Nancy Becerra		Child Nutrition Services		10/28/23
Giovanni Yzaguirre		Custodian		11/01/23
Octavio Gonzalez		Custodian		11/09/23
Joel Chavez		Custodian		11/13/23
Taylor Rabago		Instructional Assistant		11/17/23
Sonia Regalado		Clerical		11/20/23
Jennifer Laguardia		Instructional Assistant		11/21/23
Javier Solis		Driver		11/21/23
Miguel Garcia		Custodian		12/05/23
Violeta Garza		Instructional Assistant		12/05/23
Veronica Urzua		Clerical		12/14/23

January 10, 2024