

PERSONNEL COMMISSION
MEETING AGENDA – April 17, 2024
(Meeting Location: Board Room)

A. CALL TO ORDER - 4:30 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- March 20, 2024 Regular Meeting

D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next Regular PC Meeting: May 22, 2024

F. ACTION AGENDA ITEMS

1. Resolution Recognizing VUSD Education Support Professionals' Day: May 7, 2024
2. Reclassification of Position: Payroll Technician to Payroll Coordinator and Revision of Classification Specification: Payroll Coordinator

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.

3. Request to Revise Classification Specification and Modify Salary Range
Placement: Human Resources Supervisor
4. Approval of Revised Classification Specification: Student Data Technician
5. Approval of Revised Classification Specification: Student Data Specialist II
6. Approval of Revised Classification Specification: Bus Driver Dispatcher
7. Presentation of Preliminary Budget for 2024-2025 and Setting of Date for
Public Hearing

G. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

H. COMMISSION COMMENTS — No official action will be taken.

I. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

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MINUTES
March 20, 2024

- CALL TO ORDER A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on March 20, 2024. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Reina Murillo, Human Resources Analyst, Confidential; and Belen Gonzalez, Human Resources Supervisor.
- ADOPTION OF AGENDA On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the March 20, 2024 Personnel Commission meeting was adopted by a vote of 2-0. (Ayes – 2/ Walker, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the February 17, 2024 Personnel Commission meeting were approved as presented by a vote of 2-0. (Ayes – 2/ Walker, Stallings; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM E1 VESPA REPORT
Ms. Nadia Herrera, VESPA Representative reported:
- 1) VESPA is excited to watch with anticipation the NEA conference to see if President Carol Peek has been as ESP of the Year by NEA. Carol has been nominated as one of the Top 5 finalist for ESP of the Year by NEA. A zoom link was shared with members so they can watch the event.
 - 2) VESPA is happy to announce the results of the elections held in the beginning of March
 - a. President : Carol Peek is elected for another term
 - b. Secretary: Nadia Herrera, newly elected
 - 3) VESPA announced they have selected two new members, Maria Castano & Kris Dilger, to serve on the negotiations team, as they have two outgoing members Jackie Lopez (Co-Chief Negotiator) and Mike McBride. VESPA would also expressed their gratitude to the outgoing members for their service.
- ITEM E2 DIRECTOR'S REPORT
Ms. Crouch reported
- We would like to congratulate Carol Peek on being re-elected as VESPA President for another two-year term, as well as Nadia Herrera as the new VESPA Secretary .
 - Classified HR is gearing up for summer school, and recruitment will be opening when we return from Spring break
 - Classified HR is starting to prep for year-end activities which include classified work calendars, excess vacation notification, reasonable assurance, and the annual retiree celebration event
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- The next regular Board of Education Meeting will be held April 16th
 - Board Holiday, Friday, March 29th, and Spring Break – No School – April 1st – 5th
- ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.
- ITEM E4 Next Regular PC Meeting: April 17, 2024
- ITEM F1 REVIEW/READING OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, CHAPTER 220 – PROFESSIONAL GROWTH (REQUEST TO APPROVE IN ACCORDANCE WITH PCRR SECTION 20.2.7, #6)

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the proposed changes in accordance with PCRR Section 20.2.7, #6 which allows for approval upon a first reading. (Ayes – 2/ Walker, Stallings; Nay 0; Abstain 0)

PERSONNEL TRANSACTIONS REPORT

ITEM G1

On a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the Personnel Transactions Report by a vote of 2-0. (Ayes – 2/Walker, Stallings; Nay 0; Abstain 0)

COMMISSION COMMENTS

ITEM H

ADJOURNMENT

On a motion by Mr. Walker seconded by Ms. Stallings, MSCU to adjourn the meeting at 4:44 p.m. (Ayes – 2/ Walker, Stallings; Nay 0; Abstain 0)



**RESOLUTION OF COMMENDATION
STAFF APPRECIATION WEEK
VUSD EDUCATION SUPPORT PROFESSIONALS' DAY**

WHEREAS, school employees provide the invaluable support network of services to the students and schools of the Ventura Unified School District; and

WHEREAS, Classified school employees are responsible for those activities of the school district that support the instructional programs and make it possible for the teachers to teach and the students to learn in a clean, safe, healthy and high performing environment; and

WHEREAS, many Classified school employees serve as paraprofessionals and instructional specialists in classrooms and other educational environments providing students with the individual attention and support needed to succeed academically, socially, and emotionally in our District, servicing TK-12 students, child development programs, English learners, individuals with exceptional needs, and parent education; and

WHEREAS, a team of health services employees play a significant role in supporting the health and educational success of children and youth by promoting wellness and providing care for all of our students to stay healthy, safe and ready to learn; and

WHEREAS, numerous Classified school employees perform essential technical, business and accounting, human resources, communications, technology, clerical and administrative support functions at district offices and school sites creating a smooth operating educational environment; and

WHEREAS, a number of Classified school employees perform maintenance, custodial and groundskeeping services ensuring the school buildings and surrounding areas are clean, safe, and well-maintained for the students and, thus, protect the public's investment in our school facilities; and

WHEREAS, many other Classified school employees serve as child nutrition service workers furnishing students with nutritional meals and snacks enabling them to focus their attention on learning; and

WHEREAS, a large group of Classified school employees provide transportation services bringing students safely to and from school and other school related activities; and

WHEREAS, purchasing, warehouse, and publications staff ensure our schools and departments have the supplies and materials needed to support teaching, learning and public service on a daily basis; and

WHEREAS, teams of Classified school employees provide campus supervision, responsible for monitoring students, before, during and after school hours, supporting a safe environment on our school campuses; and

WHEREAS, Classified Management employees guide and cultivate effective and efficient structures and systems that support positive student outcomes, grow and develop high-quality school employees, and build community partnerships and support; and

WHEREAS, through their professionalism and expertise Classified school employees contribute to the establishment and promotion of a positive environment for learning and always strive for excellence in all their many jobs; and

WHEREAS, the Personnel Commission of the Ventura Unified School District is proud to be the body responsible for the administration of Classified employee policies and procedures;

NOW THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Ventura Unified School District hereby recognizes the professionalism and wishes to honor the contributions of the Classified employees of the Ventura Unified School District and recognizes the week of **May 6 – 10, 2024 as Staff Appreciation Week** in the Ventura Unified School District; and honors all Classified employees on **VUSD Education Support Professionals' Day on Tuesday, May 7th**.

ADOPTED, this 17th day of April, 2024.

Cathi Stallings, Chair

Anne Campbell, Member

John Walker, Member



RECLASSIFICATION REQUEST REPORT

Employee Name: Kerry Hornback

Current Classification: Payroll Technician

Site/Department: Fiscal Services
Payroll Department

Assignment: 8.00 hours/day, 12-months

Position #: 1091

Supervisor: Diana Ellis
Accounting Supervisor

Background

A reclassification request to review the Payroll Technician position, including a completed position information questionnaire was submitted by Diana Ellis, Accounting Supervisor. The incumbent, Mr. Hornback, is currently assigned to work in the Payroll Department within the Fiscal Services division. Mr. Hornback is supervised by Ms. Ellis, Accounting Supervisor and Mr. Joey Burnell, Director of Fiscal Services. Mr. Hornback has worked in this classification (and in this position) since February 4, 2019.

Ms. Ellis' statement was reviewed by her immediate supervisor, Mr. Burnell. Both are in agreement that Mr. Hornback's duties appear to be more in alignment with the duties performed by a Payroll Coordinator as the duties are more complex, and for over two years have required Mr. Hornback to serve as a lead to not only employees assigned to the Payroll Department, but also as a lead resource to departments and school sites across the district.

The career ladder for the payroll and fiscal services positions within the Accounting job category is summarized below as defined in the job descriptions:

- Fiscal Technician I – performs a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing.
 - Fiscal Technician II – performs a variety of technical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, purchasing and payroll.
 - Payroll Technician - performs a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner.
 - Accountant - performs a variety of complex and technical accounting duties in support of assigned program accounts and functions; reviews, evaluates, maintains and adjusts assigned funds, budgets and accounts; prepares, audits, reconciles and maintains a variety of financial, statistical and budgetary records, reports and statements.
 - Payroll Coordinator - oversees and performs a variety of advanced technical payroll accounting activities involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial and payroll records to assure District employees are paid in an accurate and

timely manner; performs complex payroll calculations and processes, verifies and updates records with a variety of payroll data; and trains and provides work direction and guidance to assigned personnel.

- Senior Accountant - performs a variety of professional accounting duties involved in the development, preparation, review, analysis, maintenance and adjustment of various District budgets, funds and accounts; prepares and maintains a variety of financial and statistical data, records, reports and statements; and trains and provides technical direction and guidance to accounting personnel, as well as school site and department personnel as needed

Methodology

An analysis was performed based on a review of duties and responsibilities, and interviews with the incumbent, and his immediate supervisor.

The job audit consisted of the following steps:

- Review of the completed position information questionnaire.
- Conducted an in-person interview with the incumbent and his immediate supervisor to review and discuss his responsibilities and the information provided in the completed position information questionnaire. Discussed in detail the tasks outlined that had been added to his position over the past two years which they felt justified a higher classification. Those duties included increased responsibility for: performing complex payroll calculations and processes, serving as the primary technical resource to district personnel concerning payroll functions, and training and providing work direction and guidance to assigned personnel within the Payroll Department.
- Reviewed the job descriptions for Payroll Technician and Payroll Coordinator.
- Reviewed the established career ladders for classifications within the Accounting job category.

Findings

- It is evident that over the past two (2) years, the incumbent has experienced a gradual accretion of duties while employed as a Payroll Technician.
- Over the years, the position has grown in complexity, requiring an in-depth knowledge of federal, state and local payroll law compliance requirements, including PERS and STRS legislation and reporting requirements. The incumbent serves as a lead balancing all pay cycles on a monthly basis. He provides daily guidance and instruction to payroll staff, department and school site personnel, and serves as the main support to all employees to resolve payroll related questions/issues. He is responsible for auditing and reconciling errors when payroll is being posted as well as communicating with the County Office of Education to resolve reporting issues and errors. He coordinates the processing of all timesheets, ensuring approvals are completed and that proper account codes are allocated. Lead responsibility is also exercised for all leave reconciliation. As a result, the type of responsibilities the incumbent currently performs are no longer at the Payroll Technician level.
- The majority of the duties the incumbent performs fall within the essential duties of a Payroll Coordinator.

Recommendation

It is recommended that the Payroll Technician position assigned to the Payroll Department/Fiscal Services (position #1091) be reclassified to Payroll Coordinator. It is recommended that the incumbent, Kerry Hornback, be reclassified with the position based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective May 1, 2024.

It is also recommended that the classification specification for Payroll Coordinator be revised as presented to reflect updated minimum qualifications.

Study completed by:



Andrea Crouch, Director of Classified Human Resources

Dated: March 22, 2024

Attachments: Payroll Technician classification specification
Payroll Coordinator classification specification



For the future of every student

CLASS TITLE: PAYROLL COORDINATOR

BASIC FUNCTION:

Under the direction of the Director-Budget & Finance **of Fiscal Services or designee**, oversee and perform a variety of advanced technical payroll accounting activities involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial and payroll records to assure District employees are paid in an accurate and timely manner; perform complex payroll calculations and processes, verify and update records with a variety of payroll data; and train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in a variety of advanced technical payroll accounting activities to assure District employees are paid in an accurate and timely manner; receive, review, verify, prepare and process various payroll records and documents.

Review and close regular and supplemental payrolls; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data processed by Payroll Technicians.

Assure payroll timelines are met, maintain payroll controls, and assure proper procedures, policies, rules and regulations are applied to payroll activities. Check payrolls for compliance with rules, regulations and policies; compare, audit and reconcile payroll reports and printouts with timesheets and payroll records to assure accuracy of payments.

Assign duties, train, and provide work direction and guidance to designated personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations; assist employees with processing payroll as needed.

Serve as a technical resource to District personnel concerning payroll functions; respond to inquiries and provide detailed and technical information concerning related salaries, deductions, leave, transactions, practices, standards, records, issues, laws, regulations, policies and procedures. Research and respond to questions regarding district payroll policies and procedures or payroll data; prepare correspondence. Communicate with outside agencies to exchange information and resolve issues or concerns.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to payroll functions; assist with modifying systems and activities to meet requirements. Coordinate, document, and explain the implementation of new legislation, changes in labor agreements, and software changes to Payroll Technicians.

Coordinate auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits and taxes; oversee and participate in the coding and application of voluntary deductions; assure proper authorizing signatures, coding and accuracy of payroll adjustments. Maintain and update automated and manual payroll records in accordance with the Districts record retention policy.

Process a variety of special payroll transactions such as retroactive pay, garnishments, lost warrants and overtime; follow up on and resolve outstanding warrants or warrant cancellations. Assure that employee retirement, benefit, and other voluntary deduction information is accurately maintained and payments to providers are accurate and timely.

Prepare and reconcile comprehensive federal and state quarterly and annual reports of earnings, tax withholding, unemployment insurance, social security, retirement for W-2 reporting, and various other accounts for state and federal agencies. Coordinate the distribution and processing of annual W-2 forms.

Reconcile voluntary deduction billings and ensure timely payment to vendors.

Coordinate with district management and staff to assess needed improvements and efficiencies in payroll processing; conduct district-wide training/workshops in appropriate payroll procedures.

Coordinate paycheck distribution and electronic funds transfer; process manual checks; deposit federal and state withholding taxes; initiate collection procedures for overpayments, including those for small claims court appearances.

Troubleshoot and make software system set-up changes as needed.

Operate a variety of office equipment including a calculator, copier, ~~fax machine~~, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation and processing.

Methods, procedures and terminology used in technical payroll and accounting work.

Verification and processing of payroll records and reports.

Payroll policies and procedures.

Tax withholding, voluntary deductions and employee benefits.

Applicable laws, codes, regulations, policies and procedures.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Data control procedures and data entry operations.

Human relations and language skills to convey personal and technical information to all levels of staff, to train and provide work direction to payroll and non-payroll staff, and to facilitate problem solving.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Math skills to perform complex payroll calculations and conversions.

ABILITY TO:

Oversee and participate in a variety of advanced technical payroll accounting activities to assure District employees are paid in an accurate and timely manner.

Train and provide work direction and guidance to assigned personnel.

Monitor, audit, adjust and reconcile payroll data.

Identify, investigate and resolve financial errors and discrepancies.
Prepare and evaluate comprehensive accounting reports and statements.
Review, process, evaluate and verify a variety of financial information.
Establish and maintain cooperative and effective working relationships with others.
Ensure the confidentiality of private information.
Work independently with little direction.
Meet schedules and time lines.
Maintain accurate financial and statistical records.
Type or input data at an acceptable rate of speed.
Compare numbers and detect errors efficiently.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Perform mathematical calculations quickly and accurately.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school or equivalent, supplemented by college level course work in accounting or related field and five years payroll, accounting or related experience.~~

Requires any combination of education, training and/or experience equivalent to graduation from high school supplemented by college level course work in accounting or related field, and three years progressively responsible payroll experience. Some experience in a lead capacity desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.

Approved by Personnel Commission:

04/20/2016

04/17/2024 – Proposed revisions to PC for review and approval



For the future of every student

CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Director-Budget & Finance, perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner; prepare and process regular and supplemental payrolls; process, calculate, verify and update records with a variety of payroll data.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical payroll accounting duties in accordance with established policies and procedures; assure District employees are paid in an accurate and timely manner; receive, review, verify, prepare and process various payroll records and documents.

Review and process employee time sheets; calculate and input time information, pay rates, salary adjustments and overtime pay; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments; request and obtain signatures and additional information as needed.

Process regular and supplemental payrolls; input, code and adjust timesheet, employee and other payroll information in an assigned computer system; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data.

Establish and maintain detailed permanent payroll records for District personnel; process and update records with pay rates, deductions, contributions, tax withholdings, tax shelter annuities, vacation and sick leave, and other data and information.

Calculate, assemble, match, code, sort, review, verify and post a variety of payroll data such as hours, tax information, leave, days worked and work assignment; balance, reconcile and submit payrolls for check processing; identify and resolve payroll issues and discrepancies.

Review and audit payroll data, records and reports for accuracy and completeness; compare and reconcile forms, statements, records, reports, lists, spreadsheets, time cards and other financial documents; identify errors and make appropriate corrections and adjustments.

Serve as an informational resource to employees concerning assigned payroll functions; respond to inquiries and provide detailed information concerning related salaries, deductions, leave, taxes, paychecks, transactions, issues, practices, policies and procedures.

Compile information and prepare and maintain a variety of records and reports related to employee information, taxes, retirement, employment, leave and assigned duties

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Receive, sort, process and distribute paychecks and mail as assigned; duplicate, sort, file and distribute payroll materials as necessary; prepare, distribute and respond to a variety of correspondence.

Process a variety of special payroll transactions such as retroactive pay, garnishments, lost warrants and overtime; follow up on and resolve outstanding warrants or warrant cancellations.

Monitor and adjust data and information related to employee usage of leave.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation and processing.

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Verification and processing of payroll records and reports.

Payroll policies and procedures.

Data control procedures and data entry operations.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Arithmetic computations.

ABILITY TO:

Perform a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner.

Process employee time information and related documents for payrolls.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive accounting reports and statements.

Review, process, evaluate and verify a variety of financial information.

Monitor, audit, adjust and reconcile payroll data.

Identify, investigate and resolve financial errors and discrepancies.

Type or input data at an acceptable rate of speed.

Compare numbers and detect errors efficiently.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Learn tax withholdings, voluntary deductions and employee benefits.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform arithmetic calculations quickly and accurately.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in accounting or related field and two years payroll, accounting or related experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Approved by Personnel Commission: 09/19/2007

FISCAL SERVICES CAREER LADDER

Accounting Job Categories

210

Fiscal Technician I

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing; process, audit and verify accuracy of various financial forms, documents and transactions

230

Fiscal Technician II

Performs a variety of technical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, purchasing and payroll

230

Payroll Technician

Performs a variety of technical payroll accounting duties to assure District employees are paid in an accurate and timely manner

250

Accountant

Performs a variety of complex and technical accounting duties in support of assigned program accounts and functions; reviews, evaluates, maintains and adjusts assigned funds, budgets and accounts; prepares, audits, reconciles and maintains a variety of financial, statistical and budgetary records, reports and statements

250

Payroll Coordinator

Performs a variety of advanced & complex technical payroll accounting activities involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial and payroll records to assure District employees are paid in an accurate and timely manner; verifies and updates records with a variety of payroll data; trains & provides work direction assigned personnel

275

Senior Accountant

Performs a variety of professional accounting duties involved in the development, preparation, review, analysis, maintenance and adjustment of various District budgets, funds and accounts; prepares and maintains a variety of financial and statistical data, records, reports and statements; and trains and provides technical direction and guidance to accounting personnel

Next career progression would be management positions such as Purchasing Supervisor, Accounting Supervisor and/or Director, Fiscal Services


Ventura Unified
SCHOOL DISTRICT



#VUSDgreatplacetowork



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: April 17, 2024

Subject: Request to Revise Classification Specification and
Modify Salary Range Placement (PCRR 170.1)
Human Resources Supervisor

According to Personnel Commission Rule and Regulation 170.1.8 the Commission Shall Determine Salary Range Placement: “The Personnel Commission shall determine the salary range placement of every position and classification within the Classified Service of the District pursuant to its obligation to set reasonable relationships between and amongst the various classifications. The Commission may make modifications to the range placement as part of its statutory obligations only after consultations with the District Administration and any exclusive bargaining agent that might represent impacted employees...”

Background

The Personnel Commission is responsible for establishing the relationships between and amongst classes. (PCRR 170.1.7 and Education Code Sections 45256, 45260, 45261 and 45268) It is charged with the responsibility of ensuring that compensation and pay practices are operated in a fair, equitable and consistent manner.

A study was conducted of the Human Resources Supervisor position to evaluate its current responsibilities and alignment within the classified management job category. This is a single-incumbent classification. The essential duties as currently listed in the job description were analyzed and compared to the duties currently being performed by the incumbent. The function, essential duties, knowledge, skills and abilities were also compared to similar classified management positions, with a focus on the Accounting Supervisor and Purchasing Supervisor positions.

District Administration has been consulted regarding the need for this study and findings in accordance with PCRR 170.1.

Evaluation

Over the past two-and-a half years, the incumbent has experienced a gradual accretion of duties in the role as Human Resources Supervisor. During this time, the position has been tasked with a greater level of responsibility for overall supervision of the department, as well as district-wide human resources functions. In addition, over the past two years, the Business Services and Human Resources divisions have been working closely together to manage and develop more efficient position control structures and systems to ensure accurate staffing and budgeting district-wide; the Human Resources Supervisor serves as the lead for classified position control.



The study also revealed that the Human Resources Supervisor duties mirror several key areas of responsibility that the Accounting Supervisor and Purchasing Supervisor are responsible for, yet the salary placement of the positions are significantly inequitable. The Human Resources Supervisor position is placed at a salary range which is approximately 13% less than the Accounting and Purchasing Supervisor positions. In essence, we have three related classifications, performing the same level and scope of responsibility for their areas of expertise, yet placed at significantly different salary ranges.

Recommendation

It is recommended that the Personnel Commission:

- Establish an equitable salary relationship between for the Human Resources Supervisor position per PCRR 170.1.8, and modify the salary range placement from range M16 (\$6,021 - \$7,516/month) to range M25 (\$6,842 - \$8,539/month) on the management salary schedule. This will bring the HR Supervisor in alignment with the Accounting Supervisor and Purchasing Supervisor positions.
- Revise the classification specification for Human Resources Supervisor as presented to reflect the updated responsibilities and minimum qualifications for the position.

Evaluation completed by:

Andrea Crouch

Andrea Crouch, Director of Classified Human Resources
Ventura Unified School District

Dated: March 28, 2024

Attachments: Classified Management Salary Schedule



For the future of every student

CLASS TITLE: HUMAN RESOURCES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director, Classified Human Resources, supervises, coordinates and organizes the activities and operations of the human resources department including the recruitment, testing, selection, processing, position control and employment and retention of classified employees. The Human Resources Supervisor leads in the delivery of human resource services with specific responsibility for providing information **Provides guidance and direction** to other human resources staff and district employees regarding policies and regulations, addressing a variety of issues and/or providing guidance and specialized support; ~~coordinating recruitment including oversight of staffing and position control; overseeing the maintenance of records, files and databases of personnel actions; and assisting~~ **assists** the Directors of Human Resources in ensuring that personnel functions conform to all applicable regulatory requirements. Supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervises, plans, coordinates and organizes Classified Human Resources operations and activities for the District including the recruitment, screening, testing, selection, processing, employment and retention of classified employees; assists in the administration of the human resources program in compliance with Personnel Commission, Merit System and applicable State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.

Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment and selection, classification and compensation, personnel records, leaves, and any other information related to human resources operations. Assists in assuring compliance with established requirements, laws, codes, regulations, policies and procedures.

Provides consultation to personnel, administrators, applicants and others regarding classified human resources operations and activities; responds to inquiries and provides technical information and guidance concerning related standards, timelines, vacancies, requirements, laws, rules, regulations, processes, policies and procedures; researches and resolves related issues, problems and conflicts. Maintains confidentiality of sensitive and privileged information.

Provides technical information, assistance and recommendations to the Director regarding personnel functions and related activities; assists in the development of policies, procedures and programs. Researches information regarding relevant policies and current practices for the purpose of ensuring compliance with state and federal law, and securing general information for planning and/or responding to requests from a variety of internal and external sources. May present information on a variety of topics.

Works closely with the Director in the development and maintenance of the classification and compensation systems for the classified service; performs studies, conducts surveys, researches and analyzes data, and prepares related recommendations.

Coordinates the recruitment and selection process, as well as a variety of employee transactions; provides related support and guidance to Human Resources support staff as needed. Supervises the processing of

position vacancy requests; supervises the preparation and distribution of job postings and other recruitment information; determines appropriate advertising methods and recruitment resources; oversees the selection and placement of job applicants. Supervises the processing of new classified personnel.

Ensures district staffing requirements are fulfilled within established guidelines, policies, contract provisions, rules and regulations. Monitors and audits personnel actions prepared by staff for the purpose of ensuring consistency with position control and reporting, confirming appropriate approval levels have been secured; and ensuring data accuracy. Coordinates with designated department heads, administration and employees to correct or adjust any related discrepancies.

Monitors and maintains position control. Reviews, analyzes and verifies proper authorization and available funding for position vacancy requests; reconciles computerized personnel data with approved staffing charts for individual sites and departments; identifies and corrects discrepancies; analyzes staffing budgets and assures accuracy and proper Board approval; assures personnel salary schedules are properly updated in response to salary step adjustments; modifies and updates salary schedules in response to negotiation agreements and implement salary changes.

Supports the Human Resources department staff for the purpose of assisting in the performance of their work activities. Supervises and evaluates the performance of assigned staff. Participates in the selection of department staff. Assigns employee duties and reviews work for accuracy, completeness and compliance with established policies and procedures.

Coordinates the professional growth program for classified employees, working with the professional growth committee for represented employees and for management employees. Assists with organizing, planning and implementing classified professional development opportunities; arranges for and may conduct trainings and workshops.

May participate in labor negotiations for classified personnel; provides assistance in collective bargaining, labor relations, and grievance, disciplinary and related matters.

Develops and prepares a wide variety of reports and written materials (i.e. letters, forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information to others.

Interprets a variety of written materials for the purpose of ensuring compliance with regulatory requirements.

Supervises a variety of processes (i.e. employment, recruitment and selection, classification and compensation, records maintenance, leaves, etc.) for the purpose of ensuring efficient processing of applicants and employees in accordance with employment requirements and adhering to legal and/or administrative requirements.

Participates in meetings that involve a range of issues for the purpose of developing recommendations and/or supporting other staff. Serves on various committees as directed.

Operates a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Maintains current knowledge of laws, codes, regulations and pending legislature related to personnel activities; assists in modifying programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Other **related** duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of human resources operations and activities involved in the recruitment, screening, testing, selection, processing and employment of personnel.

Practices and procedures related to personnel.

Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, testing, processing and evaluation of personnel.

Operations, policies and objectives relating to human resources activities.

Techniques and tools used in the development and administration of employee examinations, position classifications and job analysis.

General principles and techniques of labor relations and collective bargaining.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan and organize human resources operations and activities involved in the recruitment, screening, testing, selection, processing and employment of personnel.

Coordinate communications, record-keeping functions, personnel and information to meet personnel needs.

Supervise and evaluate the performance of assigned personnel.

Coordinate the distribution, collection, preparation, processing, review and evaluation of a variety of forms, applications and documents in support of personnel functions.

Provide consultation and technical assistance concerning personnel recruitment, examination, selection and classification.

Monitor, analyze and adjust testing and recruitment activities in response to District needs.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Maintain confidentiality of sensitive and privileged information.

Analyze situations accurately and adopt an effective course of action.

Participate in collective bargaining activities for assigned bargaining units.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate standard office equipment including a computer and assigned software.

Work independently with limited supervision.

Meet schedules and timelines.

Plan and organize work.

Compile information, and prepare and maintain various records, reports and files.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent, supplemented by college level coursework in human resources management, business administration, labor and industrial relations, public administration or related field, and ~~four~~ **six** years increasingly responsible human resources experience including experience in recruitment, selection,

classification and compensation. A Bachelor's degree in a related field is highly desirable. Experience working in an education and/or civil service environment is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission:

02/24/2020

04/17/2024 proposed revisions to PC for review and approval



VENTURA UNIFIED SCHOOL DISTRICT

Classified Human Resources Department
 255 West Stanley Avenue, Suite 100, Ventura, CA 93001
 805.641.5000 ext. 1170

2023-2024 CLASSIFIED MANAGEMENT SALARY SCHEDULE

Range	Classification	Job Code	Work Year
M1	Graphics Supervisor	H11	12-months
M5	Warehouse Supervisor	J06	12-months
M13	Mechanic Shop Supervisor	K11	12-months
M16	FNS, Operations Manager	D03	12-months
M16	Human Resources Supervisor	G02	12 -months
M25	Accounting Supervisor	A06	12-months
M25	Purchasing Supervisor	J03	12-months
M29	Facilities Manager	F10	12-months
M29	Facilities Planner	F04	12-months
M31	Human Resources Manager, Certificated	G07	12-months
M31	Information & Systems Manager	C02	12-months
M31	Network and Systems Manager	C06	12-months
M40	Director, Communications	P02	12-months
M40	Director, Food & Nutrition Services	D01	12-months
M40	Early Childhood Education Coordinator	E04	12-months
M43	Director, Transportation	K02	12-months
M44	Director, Risk Management	F05	12-months
M44	Construction Project Manager	F12	12-months
M53	Director, Facilities	F01	12-months
M55	Director, Fiscal Services	A04	12-months
M59	Bond Program Manager	F11	12-months
M59	Director, Classified Human Resources	G01	12-months
M59	Executive Director, Technology Services	C03	12-months

(Last Update: 10/20/2023)

CalSTRS/CalPERS Compliance Notes: Days noted above for each classification are reflected as follows for the 2023-2024 SY which has (260) total work days available. 12 Month (244 paid, 0 unpaid, 16 holiday)



Ventura Unified School District

Effective January 1, 2024*

Salary Range (M)	Monthly					Salary Range (M)	Monthly				
	Step 1	Step 2	Step 3	Step 4	Step 5		Step 1	Step 2	Step 3	Step 4	Step 5
1	\$4,864	\$5,143	\$5,436	\$5,747	\$6,074	31	\$7,450	\$7,874	\$8,324	\$8,799	\$9,300
2	\$4,935	\$5,216	\$5,514	\$5,828	\$6,160	32	\$7,556	\$7,987	\$8,442	\$8,922	\$9,432
3	\$5,005	\$5,290	\$5,592	\$5,910	\$6,248	33	\$7,664	\$8,101	\$8,563	\$9,050	\$9,567
4	\$5,076	\$5,365	\$5,671	\$5,995	\$6,336	34	\$7,774	\$8,218	\$8,686	\$9,180	\$9,703
5	\$5,149	\$5,442	\$5,752	\$6,079	\$6,426	35	\$7,885	\$8,334	\$8,809	\$9,311	\$9,842
6	\$5,222	\$5,519	\$5,834	\$6,168	\$6,519	36	\$7,999	\$8,455	\$8,936	\$9,446	\$9,984
7	\$5,297	\$5,599	\$5,918	\$6,255	\$6,612	37	\$8,113	\$8,574	\$9,064	\$9,580	\$10,127
8	\$5,373	\$5,678	\$6,002	\$6,343	\$6,705	38	\$8,228	\$8,698	\$9,193	\$9,717	\$10,271
9	\$5,449	\$5,760	\$6,088	\$6,435	\$6,800	39	\$8,347	\$8,822	\$9,326	\$9,856	\$10,417
10	\$5,527	\$5,843	\$6,176	\$6,528	\$6,900	40	\$8,465	\$8,946	\$9,457	\$9,996	\$10,565
11	\$5,607	\$5,926	\$6,265	\$6,623	\$6,999	41	\$8,586	\$9,075	\$9,592	\$10,139	\$10,717
12	\$5,688	\$6,013	\$6,356	\$6,717	\$7,100	42	\$8,709	\$9,204	\$9,730	\$10,285	\$10,870
13	\$5,770	\$6,099	\$6,446	\$6,814	\$7,203	43	\$8,833	\$9,337	\$9,869	\$10,431	\$11,026
14	\$5,853	\$6,186	\$6,539	\$6,912	\$7,304	44	\$8,960	\$9,471	\$10,010	\$10,581	\$11,185
15	\$5,936	\$6,275	\$6,632	\$7,009	\$7,408	45	\$9,088	\$9,606	\$10,154	\$10,732	\$11,344
16	\$6,021	\$6,365	\$6,728	\$7,111	\$7,516	46	\$9,218	\$9,742	\$10,298	\$10,884	\$11,506
17	\$6,108	\$6,456	\$6,823	\$7,211	\$7,622	47	\$9,350	\$9,883	\$10,447	\$11,042	\$11,671
18	\$6,195	\$6,549	\$6,923	\$7,316	\$7,734	48	\$9,484	\$10,024	\$10,596	\$11,200	\$11,838
19	\$6,284	\$6,642	\$7,021	\$7,421	\$7,844	49	\$9,620	\$10,167	\$10,747	\$11,360	\$12,007
20	\$6,374	\$6,737	\$7,122	\$7,527	\$7,956	50	\$9,757	\$10,313	\$10,902	\$11,522	\$12,179
21	\$6,465	\$6,834	\$7,223	\$7,636	\$8,070	51	\$9,897	\$10,460	\$11,057	\$11,687	\$12,353
22	\$6,557	\$6,930	\$7,326	\$7,744	\$8,186	52	\$10,039	\$10,610	\$11,214	\$11,853	\$12,529
23	\$6,650	\$7,030	\$7,430	\$7,853	\$8,302	53	\$10,182	\$10,762	\$11,375	\$12,024	\$12,709
24	\$6,744	\$7,129	\$7,535	\$7,964	\$8,418	54	\$10,326	\$10,916	\$11,537	\$12,196	\$12,891
25	\$6,842	\$7,232	\$7,643	\$8,079	\$8,539	55	\$10,475	\$11,073	\$11,703	\$12,373	\$13,076
26	\$6,940	\$7,336	\$7,753	\$8,196	\$8,663	56	\$10,625	\$11,230	\$11,872	\$12,548	\$13,263
27	\$7,039	\$7,441	\$7,864	\$8,312	\$8,785	57	\$10,776	\$11,391	\$12,039	\$12,726	\$13,451
28	\$7,139	\$7,547	\$7,977	\$8,432	\$8,913	58	\$10,930	\$11,555	\$12,211	\$12,909	\$13,646
29	\$7,241	\$7,654	\$8,091	\$8,551	\$9,039	59	\$11,087	\$11,720	\$12,387	\$13,093	\$13,839
30	\$7,345	\$7,764	\$8,206	\$8,674	\$9,169	60	\$11,246	\$11,886	\$12,564	\$13,281	\$14,037

*On 02/13/24, BOE approved a 4% increase retroactive to 7/1/23 and an additional 2% increase effective January 1, 2024 for active employees as of the date of Board ratification.

Longevity is calculated as a percentage of current range and step as follows


After completion of:

- 9 Years of Service: 3.15%
- 14 Years of Service: 6.13%
- 19 Years of Service: 9.20%
- 24 Years of Service: 12.36%
- 29 Years of Service: 15.51%

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (BP 0410)



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: April 17, 2024

Subject: Approval of Revised Classification Specification
Student Data Technician

The Ventura Unified School District is planning recruitment efforts to fill the vacant Student Data Technician. In preparation of filling this position, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to job description.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Student Data Technician as presented.

Attachment: proposed classification specification for Student Data Technician



For the future of every student

CLASS TITLE: STUDENT DATA TECHNICIAN

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students; utilize an assigned computer system to input and update student data and information, maintain automated records and generate a variety of computerized reports and documents.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Compile, assemble, review, prepare and maintain a variety of student data; input, update and modify student, grades, courses and a variety of other data and information in an assigned computer system; establish and maintain student and various other automated records and files.

Utilize an assigned computer system to generate a variety of documents and reports such as report cards, progress reports, quarter and semester reports, and student transcripts; initiate queries, compile information and manipulate data as appropriate; assure accuracy of input and output data.

Establish and maintain cumulative student records and files; prepare and maintain a variety of records and reports and update files with data and information related to students, addresses, transcripts, schedules, classes, registration, enrollment, courses, behavior and grades.

Register new students; receive, review and input records, registration forms and transcripts for new students; verify student information as needed; process student transfers and withdrawals; maintain and update enrollment data and information.

Receive, process and respond to student transcript and record requests according to established policies and procedures; generate, prepare and distribute official and unofficial student transcripts and records for student applications, GPA verifications, drops and other needs.

Prepare, print, distribute, compile, assemble and process a variety of reports and lists related to students, grades, GPA, probation, enrollment and eligibility status, graduation requirements, behavior and other requested information; input and process grade change reports.

Generate, duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various forms, paperwork and materials related to student registration, enrollment, grades and assigned activities; develop, maintain and update registration guides as directed.

Serve as an informational resource concerning student grades, information, records, reports and assigned activities; respond to inquiries and provide information concerning related data, processes, practices, requirements, policies and procedures; assist staff and faculty with reporting issues.

Receive, screen and process requests for course changes, counselor appointments and other student counseling functions.

Prepare, develop and update master schedule information in accordance with established standards and

procedures as assigned; process and implement scheduling changes and corrections as needed

Communicate with District personnel, outside agencies, students and the public to exchange information and resolve issues or concerns; contact others to request and verify data, documents and information as needed.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Receive, sort and review printing, data, document and reporting requests; develop, maintain and notify staff and faculty of reporting schedules and time lines for grades, registration and other data.

Perform other duties as assigned that support the overall objective of the position.

OTHER DUTIES:

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods and procedures of operating computers and peripheral equipment.
Computerized student information systems and related software applications.
Record-keeping and report preparation techniques.
General student enrollment, registration and grade reporting procedures and requirements.
Data control procedures and data entry operations.
Methods of collecting and organizing data and information.
Record retrieval and storage systems.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students.
Utilize an assigned computer system to input and update student data and information, maintain automated records and generate a variety of computerized reports and documents.
Assemble, organize and prepare data for records and reports.
Type or input data at an acceptable rate of speed.
Review and verify input and output data to assure accuracy.
Respond to requests for student records and transcripts.
Generate report cards, progress reports, quarter and semester reports, and student transcripts.
Establish and maintain student records and files.
Compile and verify data and prepare reports.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the~~

knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and three years experience involving data processing, record-keeping and reporting including work with student records and enrollment functions.

Any combination of education, training, and/or experience equivalent to a high school diploma or equivalent and two years experience involving data processing, record-keeping and reporting including work with student records and enrollment functions.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:


09/19/2007

Revised:

Proposed revisions to the PC on 04/17/2024



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: April 17, 2024

Subject: Approval of Revised Classification Specification
Student Data Specialist II

The Ventura Unified School District is planning recruitment efforts to fill the vacant Student Data Specialist II. In preparation of filling this position, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to job description.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Student Data Specialist II as presented.

Attachment: proposed classification specification for Student Data Specialist II



For the future of every student

CLASS TITLE: STUDENT DATA SPECIALIST II

BASIC FUNCTION:

Under the direction of a designated Technology Services Manager, perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between District personnel, administrators, vendors and various outside agencies. Provide technical support for student assessment tests; and work with the Educational Services Division to streamline processes.

DISTINGUISHING CHARACTERISTICS

A Student Data Specialist II is the third level in a three tier career ladder specializing in student data processing and management. A Student Data Technician serves at a high school and performs a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students. The Student Data Specialist positions serve at the district level and perform a variety of technical, specialized and complex computerized activities and coordinate data processing, analysis and reporting functions on District systems that serve district-wide programs and services. The Student Data Specialist I is assigned to a particular department in comparison to the Student Data Specialist II which is assigned to the Technology Services Department and serves as a lead to the student data positions, as well as a liaison to all District sites and departments, County Office, and other outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical and complex activities involved in the processing, preparation, verification, record-keeping and reporting of assessment, demographic and program data; establish, develop, maintain and update databases to meet various District data and reporting needs, requests and requirements; verify and assure accuracy and integrity of data and reports.

Work with the Student Assessment Department and the Educational Services Division to streamline processes through automation.

Input, process, format and extract a variety of data in an assigned computer system; establish and maintain automated records and files; create queries and macros, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy and completeness of input and output data; import, scan, export and upload a variety of data and information.

Prepare a variety of narrative and statistical lists, records and reports related to student assessment, test results, demographics, programs, grants, enrollment, curriculum, Title I and assigned projects and activities; format and generate charts and graphs; compare data and identify errors and discrepancies; make corrections, additions and modifications as needed.

Develop, prepare, maintain and produce reports for district and school personnel providing insight into longitudinal and short-term trends. Data includes, but is not restricted to, data inherent in the District's student information system, student assessment and testing, District's employee management system,

and local, State and Federal reporting systems (i.e. CALPADS, CBEDS).

Provide technical support for student assessment tests; prepare Pre-ID data files and other data and information for assessment tests; prepare, develop, format and update answer sheets and various other materials for assessment tests; assure answer sheets are aligned with State standards.

Provide technical training and assistance to District personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving network, database, login and other technology issues; refer complex problems to other personnel as needed.

Research, compile and verify a variety of data and information; compute statistical information for various Federal, State and District reports as necessary; resolve a variety of statistical discrepancies; sort, arrange and tabulate data according to reporting requirements.

Advise and assist various departments with meeting data and program needs; provide technical information concerning reports, research, statistics, and related practices, standards, requirements and procedures.

Assist with coordinating various student assessment tests; serve as a liaison between the District and the State concerning assessment tests and related data and materials as directed.

Assure mandated and requested reports related to student assessment, demographics, programs and assigned activities are completed according to established timelines and requirements; troubleshoot and resolve problems with report queries and macros.

Receive and evaluate requests for data, statistical analysis and research projects; design strategies to complete assignments; develop and implement research activities and methods of statistical data collection, analysis and presentation for assigned projects.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software; provide recommendations concerning computer system and software enhancements.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Attend and participate in various meetings; present materials, reports and information concerning student assessment tests, demographics and programs.

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and techniques involved in the processing, preparation, verification, record-keeping and reporting of statistical data.

Data collection, information systems and statistical software.

~~Visual Studio, C#, Transactional SQL, SQL Server Management Studio, Powershell, and~~ Microsoft Excel

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Principles, methods and procedures of operating computers and peripheral equipment.
Record retrieval and storage systems.
Data control procedures and data entry operations.
Report writing and statistical record-keeping techniques.
Data verification and clean-up procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Statistical and mathematical computations.

ABILITY TO:

Perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District.
Utilize an assigned computer system to input, update, format and extract data, maintain automated records, and generate a variety of statistical reports and documents.
Review and verify input and output data to assure accuracy.
Assemble, organize and prepare data for records and reports.
Provide technical support for student assessment tests.
Serve as a technical resource concerning assigned projects, reports and related computer operations and data.
Type or input data at an acceptable rate of speed.
Detect and resolve errors and inaccuracies in data output reports.
Interpret findings and analyze data, and provide related recommendations.
Compile and verify data, and prepare reports.
Maintain accurate statistical records.
Establish and maintain cooperative and effective working relationships with others.
Perform mathematical and statistical computations with speed and accuracy.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training and/or experience equivalent to graduation from high school, supplemented by college-level coursework in statistics, data processing or related field and two years of experience involving the processing, verification, recordkeeping and reporting of statistical data, including work with computer databases and software applications. Experience with Structured Query Language (SQL) and working with Excel required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.

Approved by Personnel Commission: 09/19/2007
Revised: 01/15/2014
Revised: 08/09/2017
Revised: 09/20/2017
Revised: 01/19/2022
Revised: 04/19/2023
Revised: [Proposed revisions to the PC on 04/17/2024](#)

DATA Systems & Analysis Career Ladder



215

Student Data Technician

Perform a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students; utilize an assigned computer system to input and update student data and information, maintain automated records and generate a variety of computerized reports and documents.

250

Student Data Specialist I

Perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for an assigned department of the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems

260

Student Data Specialist II

Perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between District personnel, administrators, vendors and various outside agencies.

275

Database/Network System Analyst

Perform a variety of specialized duties involved in the installation, configuration, operation, development, maintenance and repair of the Student Information System (SIS), District networks, and related equipment, hardware, software, databases and applications; provide technical support, training and assistance to SIS and network system users; administer, evaluate and modify network and database systems to assure proper operation and meet the data processing needs of the District.

290

Information Systems Project Coord.


Perform a variety of specialized duties involved in the development of processes, and the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting of District data. Serve as a liaison and coordinate data processing, analysis and reporting functions on District systems between District personnel, administrators, vendors and various outside agencies. Provide guidance and direction in support of the members of the data team.

Next career progression would be management positions such as Information Systems Manager and/or Executive Director, Technology Services

TECHNOLOGY SERVICES



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: April 17, 2024

Subject: Approval of Revised Classification Specification
Bus Driver Dispatcher

The Ventura Unified School District is planning recruitment efforts to fill the vacant Bus Driver Dispatcher. In preparation of filling this position, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to job description.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Bus Driver Dispatcher as presented.

Attachment: proposed classification specification for Bus Driver Dispatcher



For the future of every student

CLASS TITLE: BUS DRIVER DISPATCHER

BASIC FUNCTION

Under the direction of the Director of Transportation, provides day-to-day logistics support in optimizing bus service needs, determining the availability of school bus drivers, and dispatching buses and drivers on a timely basis. Receives, logs, and dispatches radio communications to school bus drivers. May transport students to and from school, and to/from other sites within designated route(s) and to ensure the safety of student passengers while riding in a school bus.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Facilitates bus service by dispatching buses during regularly scheduled bus operations and when bus operations are interrupted by mechanical breakdown, accident, obstruction of traffic flow, and other situations affecting compliance with established time schedules. Receives, transmits and monitors radio communications between/among bus drivers and transportation office; relaying messages between parents/schools/transportation department and drivers.

Reviews requests for regular and special bus trips for proper authorization and to assure that requirements are met, schedules and dispatches buses, coordinates parking, provides time and mileage estimates for special trips and processes billing (i.e. field trips, white fleet, etc.)

In accordance with established rules, regulations and department procedures, coordinates and assigns bus drivers to routes and field trips, substitute stand-by and on-call driver assignments, and extra duty as needed. Calls substitutes in the absence of regular bus drivers.

Receives emergency communications and notifies appropriate agencies.

Posts and maintains boards for drivers who request field trips and/or extra hours. Inputs driver hours onto appropriate rosters. Inputs daily logs, transportation requests and vehicle mileage into computer. Maintains daily logs and accurate records including radio communication, vehicle breakdown, accident and check in/out logs. Compiles information and prepares and maintains various records and reports.

Performs routing of school buses or other vehicles to various locations to pick up students, including but not limited to special education and general education routes, field trips and other activities requiring the transportation of students. Makes van reservations.

Responds to telephone calls from school sites and parents concerning student eligibility for school bus transportation, late arrival of buses, and related matters. Locates parents or other designated responsible person and/or dispatches school vehicle to alternate drop-off when responsible person is not available to receive students at normal drop-off site.

Drives a school bus or other transportation vehicle within a prescribed route(s) in accordance with time schedules, picking up and discharging students at designated stops, as needed.

As needed when driving a school bus may transport students and teachers on field trips to various

locations following routes as directed; escort students across streets; maintain order and proper discipline of student passengers according to District policy; enforces bus riding rules and issues written bus citations to students regarding bus discipline problems.

May conduct safety and operational inspection of buses prior to starting route; reports needed mechanical repairs; services buses with fuel.

Performs periodic safety drills as required by law.

Perform other duties as assigned that support the overall objective of the position.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Methods, practices and procedures applicable to the dispatching of student transportation vehicles.

The provisions of the California State Motor Vehicle Code, the California State Education code, and District policies and requirements relative to the operation of vehicles used in the transport of students.

Emergency procedures to be followed in the event of bus accidents, injured or ill drivers or students, disabled school buses, natural disasters or other medical emergencies.

General methods and practices for the development of bus routes and schedules.

Proper record keeping functions.

First aid practices, procedures, and techniques.

Safe driving practices.

The operation of a dispatching radio unit and proper radio protocol.

Proper English usage.

Customer service practices and telephone etiquette.

ABILITY TO:

Operate a two-way radio system.

Deal with tense situations calmly and pleasantly; understand and resolve issues, complaints and problems quickly and effectively.

Effectively assign bus drivers to designated routes and special trips in accordance with established procedures

Understand and follow both oral and written instruction in an independent manner.

Establish and maintain accurate and current records and files and prepare reports.

Effectively communicate in oral and written forms.

Read and interpret road maps effectively.

Operate standard office equipment, including computers and related software

Drive a school bus safely and efficiently.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Exercise good judgment and caution while driving.

Effectively interpret and apply State, Federal and District regulations, codes, and requirements associated with the transport of students.

Meet the physical requirements necessary to safely and effectively perform required duties.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school (or equivalent) and sufficient training and experience to demonstrate the knowledge and abilities listed above.~~ **Any combination of education, training, and/or experience equivalent to a high school diploma or equivalent, and one year experience as a bus driver and/or dispatcher.**

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B commercial driver’s license with passenger, school bus and air brake endorsements.

Valid California Special Driver Certificate.

Valid First Aid Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Office, school bus and outdoor environment.

Exposure to fumes, dust, odors, oil/grease and gases.

Driving a vehicle to conduct work.

Approved by Personnel Commission: 05/18/2005
Revised: 09/17/2008
Revised: 04/17/2019
Revised: **Proposed revisions to the PC on 04/17/2024**

**Classified Human Resources
PERSONNEL COMMISSION**

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2024-2025**

	2023-2024 Budgeted Amount <i>(dollars only)</i>	2024-2025 Proposed Budget <i>(dollars only)</i>
2000 CLASSIFIED SALARIES ¹		
2300 Administrative Personnel	\$263,321	\$284,999
Commission Members ²	\$2,700	\$2,700
2400 Clerical & Other Office	\$284,288	\$349,492
2900 Other	\$0	\$0
Subtotal	\$550,309	\$637,191
3000 EMPLOYEE BENEFITS		
3100 Certificated Employees Retirement	\$0	\$0
3200 PERS	\$145,034	\$177,139
3300 OASDI & Medicare	\$41,927	\$48,745
3400 Health & Welfare Benefits ³	\$176,148	\$203,676
3500 SUI	\$1,109	\$3,186
3600 Workers' Compensation	\$11,565	\$13,445
3800 PERS Reduction <i>(no longer valid in 2014/15)</i>	\$0	\$0
3900 Other Benefits	\$0	\$0
Subtotal	\$375,783	\$446,191
4000 SUPPLIES		
4300 Other Supplies	\$7,500	\$8,500
Literature, Periodicals	\$0	\$0
Office Supplies	\$0	\$0
Examinations Purchase	\$0	\$0
Printing & Forms	\$0	\$0
Other	\$500	\$500
4400 Non-Capitalized Equipment	\$1,000	\$1,000
Subtotal	\$9,000	\$10,000
5000 SERVICES AND OTHER OPERATING EXPENSES		
5200 Travel & Conference Expenses		
Mileage (Local)	\$5,750	\$5,750
Expense Allowance	\$4,000	\$4,000
Conference	\$4,000	\$4,000
5300 Dues & Membership	\$1,200	\$1,200
5500 Utilities & Housekeeping Services		
Electricity	\$0	\$0
Heat	\$0	\$0
Water	\$0	\$0
Other	\$0	\$0
5600 Rentals, Leases & Repairs		
Leasing Equipment	\$0	\$0
Equipment Maintenance Contracts	\$0	\$0
Other	\$8,600	\$8,600

5800 Other Services & Operating Expenses

Advertising	\$4,000	\$4,000
Salary Classification Surveys	\$0	\$0
Physical Examination	\$10,000	\$10,000
Fingerprinting	\$20,000	\$20,000
Other Recruitment Expense	\$2,500	\$2,500
Legal Expenses	\$0	\$0
Contracted Testing	\$0	\$0
Contracted Personnel Services	\$23,300	\$38,500
Other	\$500	\$500

5900 Communications

Telephone/Fax	\$0	\$0
Postage	\$0	\$0
Other	\$0	\$0

Subtotal	\$83,850	\$99,050
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6000 EQUIPMENT**6400 New Equipment**

Office Furniture	\$0	\$0
Office Equipment	\$0	\$0
Other	\$0	\$0

6500 Equipment Replacement

Subtotal	\$0	\$0
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FUND BALANCE

Designated for Personnel Commission	\$1,018,942	\$1,192,432
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¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director

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

³ Group medical benefits cannot be provided to former Personnel Commission members



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date:04/17/2024

New Hires

Last Name	First Name	Job Class Description	Date
Nunez	Vianca	Paraeducator III	04/08/24

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Burnell	Joseph	Dir., Fiscal Services	03/19/2024 (Promotion)
Gomez	Leticia	Paraeducator After School (3rd Position)	03/28/2024 (Promotion)
Ricardez	Gloria	Paraeducator III	03/25/2024 (Promotion)

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Morrish	Christopher	After School Paraed Liaison	03/12/24
Lopez	Rita	Attendance Technician	03/12/24
Morales	Manuel	Board Cert. Behavior Analyst	03/16/24
Delgado	Monica	Bus Driver	03/14/24
Delgado	Eric	Bus Driver	03/26/24
Maciel	Frank	Bus Driver	03/12/24
Montano	Alexandria	Bus Driver	03/28/24
Camarillo	Chelsea	Campus Supervisor	03/26/24
Campa	Samuel	Campus Supervisor	03/15/24
Cano	David	Campus Supervisor	03/13/24
Cardenas	Leisea	Campus Supervisor	03/26/24
Negrete	Misael	Campus Supervisor	03/13/24
Quiroz	Alfonso	Campus Supervisor	03/16/24
Wagner	Sharon	Campus Supervisor	03/14/24
Ortiz	Sarah	Child Nutr Assist I	03/13/24
Strohman	Julie	Child Nutr Assist I	03/13/24
Gonzalez	Gina	Child Nutr Assist III	03/19/24
Kaiser	Karen	Child Nutr Assist III	03/16/24

Leventhal	Crystal	Child Nutr Assist III	03/22/24
Domme	Bonnie	Child Nutr Mgr-Elementary	03/23/24
Pulido	Caroline	College/Career Technician	03/15/24
Montgomery	Danielle	Custodian	03/13/24
Dallamora	Carolyn	Early Childhood Educ Coord.	03/14/24
Sexton	Bethenea	Educ. Sign Lang. Interpreter	03/12/24
Cortez	Victoria	Executive Assistant (Conf)	03/20/24
Valencia	Santos	Grounds Equipment Operator	03/13/24
Garcia	Xander	Grounds Maintenance Worker I	04/05/24
Herrera	Rene	Grounds Maintenance Worker I	04/02/23
Hernandez Bello	Alfredo	Grounds Maintenance Worker II	03/16/24
Koulakoff	Nina	Health Technician	03/13/24
EspinozaMontero	Abigail	Para- After School	03/14/24
Isaac De Sanchez	Maria Merced	Para- After School	03/12/24
Johnson	Zachary	Para- After School	03/16/24
Matehuala	Rebeca	Para- After School	03/15/24
Hamilton Redding	Mary Lori	Paraeducator After School	03/27/24
Asaad	Eliana	Paraeducator After School (2nd Position)	03/14/24
Carpenter	Ana	Paraeducator After School (2nd Position)	03/22/24
Chan	Junko	Paraeducator After School (2nd Position)	03/13/24
Conchas	Guadalupe	Paraeducator After School (2nd Position)	03/15/24
Fierros	Erika	Paraeducator After School (2nd Position)	03/19/24
Gonzalez	Stephany	Paraeducator After School (2nd Position)	03/22/24
Hanjoyo	Yuni	Paraeducator After School (2nd Position)	03/09/24
Leon	Susana	Paraeducator After School (2nd Position)	03/26/24
Lovato	Katie	Paraeducator After School (2nd Position)	03/28/24
Parlow	Dita	Paraeducator After School (2nd Position)	03/12/24
Ramos	Stephanie	Paraeducator After School (2nd Position)	03/13/24
Smith	Jamie	Paraeducator After School (2nd Position)	03/21/24
Urick	Lourdes	Paraeducator After School (2nd Position)	03/19/24
Wells	Jaclyn	Paraeducator After School (2nd Position)	03/19/24
BanderasSolorio	Naivi	Paraeducator I	03/27/24
Diaz	Viviana	Paraeducator I - Site	03/14/24
Pulido	Letty	Paraeducator I - Site	03/26/24
Rodriguez	Jasmine	Paraeducator I - Site	03/19/24
Rosbacher	Elizabeth	Paraeducator I - Site	03/15/24
Ruiz	Carolina	Paraeducator I - Site	03/28/24
Maldonado	Angelica	Paraeducator I - TK	03/14/24
Beg	Nancy	Paraeducator II	03/19/24
Cetino	Andrea	Paraeducator II	03/30/24
Gamino	Celeste	Paraeducator II	03/21/24
Gramada	Daniela	Paraeducator II	03/12/24
Lopez	Constance	Paraeducator II	03/29/24
Melgarejo	Carolina	Paraeducator II	03/16/24
SantaLucia	AprilMayon	Paraeducator II	03/29/24
Vizzo	Jessica	Paraeducator II	03/28/24

Fillner	Danielle	Paraeducator III	03/15/24
Nunez	Guadalupe	Paraeducator III	03/14/24
Ricardez	Gloria	Paraeducator III	03/13/24
Robledo	Enrique	Planning & Compliance Spec	03/15/24
Calles	Phillip	Trades Maintenance Worker II	03/12/24
Gomez Castro	Oscar	Trades Maintenance Worker II	04/05/24

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Miesbach	Emily	Campus Supervisor	04/01/24
Nelson	Casey	Campus Supervisor	04/01/24
Pasten	Anthony	Campus Supervisor	04/01/24
Miesbach	Emily	Campus Support Asst	04/01/24
Pasten	Anthony	Campus Support Asst	04/01/24
Nunez	Michael	Child Nutr Asst II	04/01/24
Diaz	Eileen	Custodian	04/01/24
Murillo	Armando	Custodian	04/01/24
Alvarez	Angel	HR Assistant	04/01/24
Vreeland	Laurine	HR Assistant	04/01/24
Caldwell	Warren	Music Coach III	04/01/24
Lee	Jayden	Music Coach III	04/01/24
Perez	Mia	Music Coach III	04/01/24
Tischhauser	Jacob	Music Coach III	04/01/24
Venegas	Samantha	Music Coach III	04/01/24
Cooper	Scott	Music Coach VIII	04/01/24
Garcia Trejo	Laura	Paraeducator I	04/01/24
Morones	Angelica	SSA II	04/01/24

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Gomez	Leticia	Paraeducator After School	3/28/2024
Avila	Sandra	Elementary School Services Assistant	2/9/2024
Riddle	Holly	Paraeducator After School	2/12/2024

Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Date

Separation from Service

Last Name	First Name	Job Class Description	Date
Allen	Norma	Health Technician	04/08/24
Wilkinson	Joanna	Paraeducator II	04/04/24

Austin	Lena	PE Equipment Attendant	04/08/24
Lewman	Abigail	Cert Speech and Lang Path Asst	03/14/24

Leave of Absence

Last Name	First Name	Job Class Description	Date
Morris	Christopher	After Schl Paraed Liaison	04/08/24 - 06/13/24 Paid Parental/Bonding Leave
Youtz	Marcie	Bus Driver	02/14/24 - 06/13/24 Unpaid Leave
Strickland	Gary	Custodian	03/27/24 - 06/18/24 Unpaid Leave
Benitez	Sandybelle	Paraeducator II	03/30/24 - 06/13/24 Unpaid Leave
Valles	Alyssa	Paraeducator II	03/18/24 - 04/07/24 Unpaid Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Zavala	Taylor	Certified SLPA	02/26/2024: Reinstatement probationary to new classification
Ertman	Nicola	Senior Office Asst	02/14/2024: Change in Hours --6 hrs/day to 8 hrs/day;same classification;same location

Working Out of Class

Last Name	First Name	Job Class Description	Date
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Vacancy Coverage

Hamilton Redding	Mary	After School Paraeducator Liaison-E48	3/1;4-8;12-15;18-22;25-28/2024
Moreno	Carlos	Athletic Equip Attnd-S47	February: 2/1-2;5-9;12-13;15;20-23;26-29/2024
Hughes	Ryan	Bond Program Manager- F11	3/4-8;11-15;18-22;25-28/2024
Diaz	Nichte	Child Nutr Assist II-D62	2/1-2;5-9;12-15;20-23;26-29/2024 * Position Filled (3/01/24)
Slamkowski	Mary	Child Nutr Assist II-D62	2/1-2;5-9;12-15;20-23;26-29/2024
Leventhal	Crystal	Child Nutr Mgr-Elementary-D38	February: 2/20-23;26-29/2024 March:3/1;4-8;11-15;18-22;25-28/2024
Marquez	Raquel	Child Nutr Mgr-Elementary-D38	2/1-2;5-9;12-15;20-23;26-29/2024
MendozaLopez	Pedro	Custodial Trainer - Coordinator-F36	3/1;4-8;11-15;18-22;25-28/2024
Burnell	Joseph	Director of Fiscal Services-A04	3/1;4-8;11-15;18/2024 * Position Filled (3/19/24)
Salazar	Maria	Elem School Services Asst-B59	3/1;4-8;11-15;18-22;25-28/2024
Danebrock	Sharilyn	Information Systems Project Coordinator- C24	February: 2/1-2;5-9;12-15;20-22;26-29/2024 March:3/1;4-8/2024 * Position Filled (3/11/24)
Salazar	Maria	Office Assistant-B61	2/1-2;5-9;12-15;20-23;26-29/2024

Covering for EE who is WOC

Lopez	Alexia	Child Nutr Assist II-D62	2/1-2;5-9;12-14;20-23;26/2024
ReyesdeRamirez	Margaret	Child Nutr Assist II-D62	February: 2/12-14;20-23;26-29/2024 March: 3/1;4-8;11-15;18-22;25-27/2024
Malach	Phuong-Lan	Child Nutr Assist III-D61	February: 2/12-14;20-23;26-29/2024 March: 3/1;4-8;11-15;18-22;25-28/2024

Covering for EE who is on LOA

Last Name	First Name	Job Class Description	Date
Lopez	Alexia	Child Nutr Assist II-D62	3/12-15;19-22;26-28/2024
Lopez	Maria J.	School Adm. Assistant III-B35	February: 2/1-2;5-9;12-15;20-23;26-29/2024

Limited Term Assignment/Extra Help

Other Reasons

Last Name	First Name	Job Class Description	Date
Bejar	Liseth	Child Developmt Site Leader-E25	2/6/2024
Garcia	Linda	Child Developmt Site Leader-E25	3/9/2024
Guillen	Bernadette	Child Developmt Site Leader-E25	3/1;4;11;15;28/2024
Casarez	Nora	Child Nutr Assist II-D62	2/12-13/2024
Casarez	Nora	Child Nutr Assist III-D61	2/5-7/2024
Hernandez	Maria	Child Nutr Assist III-D61	2/1-2;5/2024
Adams	Claire	Child Nutr Mgr-Elementary-D38	Februrary: 2/20/2024
Alvarez	Heather	Child Nutr Mgr-Elementary-D38	3/21/2024
DiazHernandez	Susana	Child Nutr Mgr-Elementary-D38	2/13;20-23/2024
Flores	Yezenia	Child Nutr Mgr-Elementary-D38	February: 2/20-23;26-29/2024
Longines	Carmen	Child Nutr Mgr-Elementary-D38	February: 2/6-7/2024
Lopez	Maria	Child Nutr Mgr-Elementary-D38	3/8;14;28/2024
Mendez-Olague	Herlinda	Child Nutr Mgr-Elementary-D38	2/13-14/2024
Rivas	Theresa	Child Nutr Mgr-Elementary-D38	February: 2/2;5-9;12;21/2024
Kaiser	Karen	Child Nutr Mgr-Secondary-D36	3/7/2024
Wilkinson	Brad	Director, Transportation-K02	February: 2/26-29/2024
Herrera Jr.	Rene	Grounds Maintenance Worker II-F64	3/5/2024
Limenos	James	Grounds Maintenance Worker II-F64	3/15;19/2024
Thayer	Rick	Grounds Maintenance Worker II-F64	3/6/2024
Estavillo	Angela	Head Custodian I-F38	3/15/2024
Sweatt	Charles	Head Custodian II-F37	3/5-8;11-13;21-22;28/2024
Arzate	Arturo	Lead Custodian-F42	3/4-8;11-12/2024
Lassich	Shari	Lead Custodian-F42	3/14;19;28/2024
Burnell	Matt	Lead Grounds Maint Worker-F43	3/7/2024
Beg	Nancy	Paraeducator III-E69	3/11;13/2024

Aparicio	Emerald	School Adm. Assistant III-B35	3/7/2024
Davis	Michael	Warehouse Supervisor-J06	3/6-8/2024