

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • (805) 385-1501



**THE PERSONNEL COMMISSION**  
SUPPORTING EDUCATION THROUGH MERIT

**PERSONNEL COMMISSION MEMBERS**

**Mr. Denis O'Leary**, Chair  
**Mr. Ernest Morrison**, Vice Chair  
**Mr. Paul Robinson**, Member

**AGENDA**  
**SPECIAL MEETING**  
**Tuesday, February 20, 2024**

**3:30 p.m. Special Meeting**  
**Portable 402 of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

**SPECIAL MEETING**

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

## **Section A: ORDER OF BUSINESS**

### **A.1 Call Meeting To Order**

### **A.2 Roll Call**

### **A.3 Adoption of the Agenda**

## **Section B: COMMENTS BY THE PUBLIC**

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

## **Section C: ACTION ITEMS**

### **C.1 Advanced Step Placement Correction for Anthony Torres, Accounting Specialist III (Page 3)**

The Personnel Commission will ratify the advanced step placement for Anthony Torres, Accounting Specialist III

## **Section D: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission

## **Section E: CLOSED SESSION**

The Personnel Commission will convene to closed session for the following items:

### **E.1 Pursuant to Section 54957 of the Government Code, the Personnel Commission will consider a personnel matter concerning:**

- Public Employee Evaluation: Director, Classified Human Resources.

### **E.2 Reconvene to open session and report out of closed session.**

The Personnel Commission will report on any action taken in closed session.

## **Section F: ADJOURNMENT**

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** February 20, 2024

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Anthony Torres, Accounting Specialist III**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy Finance Department for the Accounting Specialist III position. Anthony Torres was selected for the position by the hiring authority and is being recommended to start at Step ~~B~~ C of the classified salary schedule based on the following:

- Experience: 4 years of related experience.
- Education: ~~Bachelor's degree.~~ Master's Degree in Accounting.

The minimum qualifications for the classification are:

- Experience: Two years of clerical accounting experience.
- Education: Two years of college-level coursework in accounting or business administration.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Anthony Torres at Step ~~B~~ C of the Accounting Specialist III classification on the Classified Salary Schedule.