

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
REGULAR MEETING
Thursday, June 13, 2024

3:30 p.m. Regular Meeting
Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

REGULAR 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

A.4 Approval of Minutes May 9th, 2024 & May 21st, 2024 (Pages 4-14)

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 for Sarah Vazquez, Payroll Technician (Page 15)

The Personnel Commission will ratify the advanced step placement for Sarah Vazquez, Payroll Technician

C.2 Advanced Step Placement for Denielle Bentz, Paraeducator Special Education (Page 16)

The Personnel Commission will ratify the advanced step placement for Denielle Bentz, Paraeducator Special Education

C.3 Advanced Step Placement for Andrea Hernandez, Paraeducator Special Education (Page 17)

The Personnel Commission will ratify the advanced step placement for Andrea Hernandez, Paraeducator Special Education

C.4 Advanced Step Placement for Julissa Villanueva, Paraeducator Special Education (Page 18)

The Personnel Commission will ratify the advanced step placement for Julissa Villanueva, Paraeducator Special Education

C.5 Advanced Step Placement for Leyla Platz, Human Resources Assistant (Page 19)

The Personnel Commission will ratify the advanced step placement for Leyla Platz, Human Resources Assistant

C.6 Advanced Step Placement for Ivana Manriquez, Health Care Technician (Page 20)

The Personnel Commission will ratify the advanced step placement for Ivana Manriquez, Health Care Technician

C.7 Job Description Revision for Director of Purchasing (Page 21-25)

The Personnel Commission will consider revisions to the Director of Purchasing job description.

C.8 Eligibility Lists (Page 26-45)

The Personnel Commission will review certification of eligibility lists.

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

D.1 Personnel Actions (Page 46-50)

The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.

D.2 Report by CSEA

CSEA may report on Human Resources issues of interest to the Personnel Commission.

D.3 Report by Assistant Superintendent, Human Resources

The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the Personnel Commission.

D.4 Director's Report

The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.

D.5 Report by Commissioners

The Commissioners will report on issues concerning Commission administration.

Section E: 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 F: CLOSED SESSION

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

F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:

- Public Employee Evaluation: Director, Classified Human Resources.

F.2 Reconvene to open session and report out of closed session.

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

Section G: ADJOURNMENT

OXNARD SCHOOL DISTRICT

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THE PERSONNEL COMMISSION
SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

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

MINUTES
SPECIAL MEETING
Tuesday, May 21, 2024

3:30 p.m. Special Meeting
Oxnard Room 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

The Personnel Commission of the Oxnard School District met for a regular meeting on Tuesday, May 21, 2024 in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Vice Chairman Morrison at 3:30 p.m.

A.2 Roll Call

Commissioners: Ernest Morrison, Vice Chair of the Personnel Commission; Paul Robinson, Member of the Personnel Commission Staff; Dr. Adalberto Fuentes, Director, Classified Human Resources; Tanya Ventura, Human Resources Analyst; Fabian Lopez-Rivera, Administrative Assistant

Guests: Dr. Natalia Torres, Assistant Superintendent of Human Resources; Dr. Scott Carroll, Director, Certificated Human Resources; Lisa Towery, CSEA Labor Relations Representative; Victor Centeno, CSEA Vice President

A.3 Adoption of the Agenda

The agenda of Tuesday May 21, 2024 was adopted as presented

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Denis O'Leary

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No comments were made.

Section C: ACTION ITEMS

C.1 Public Hearing on Budget for Fiscal Year 2024-2025 (Pages 3-9)

The Personnel Commission approved the proposed budget for Fiscal Year 2024-2025 as presented.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Denis O'Leary

Motion Result: Passed

C.2 New Classification Music Instructor (Pages 10-13)

The Personnel Commission took action to approve the establishment of the new classification, salary placement and job description.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Denis O'Leary

Motion Result: Passed

C.3 New Classification Arts Instructor (Pages 14-17)

The Personnel Commission took action to approve the establishment of the new classification, salary placement and job description.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Denis O'Leary

Motion Result: Passed

C.4 Job Description Revision for Director of Purchasing (Pages 18-24)

The Personnel Commission took action to approve the revisions to the job description.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Denis O'Leary

Motion Result: Passed

C.5 Job Description Revision for Paraeducator Special Education (Pages 25-29)

The Personnel Commission took action to approve the revisions to salary placement and job description.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Denis O'Leary

Motion Result: Passed

Section D: ADJOURNMENT

There being no further business, the Commission adjourned at 4:29 p.m.

Mover: Paul Robinson

Secunder: Ernest Morrison

Moved To: Adjourn

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Denis O'Leary

Motion Result: Passed

Dr. Adalberto Fuentes
Director, Classified Human Resources and
Secretary to the Personnel Commission

By our signature below, given on this _____ day of _____, 20____, the
Personnel Commission of the Oxnard School District approves the Minutes of the Special Meeting of
May 21, 2024.

Signed:

Chair of the Personnel Commission

OXNARD SCHOOL DISTRICT

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THE PERSONNEL COMMISSION
SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

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

MINUTES
REGULAR MEETING
Thursday, May 9, 2024

3:30 p.m. Regular Meeting
Portable 403 of the ESC
1051 South A Street, Oxnard, CA 93030

REGULAR 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

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, May 9, 2024 in the Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman O'Leary at 3:32 p.m.

A.2 Roll Call

Commissioners: Denis O'Leary, Chairman of the Personnel Commission; Ernest Morrison, Vice Chair of the Personnel Commission; Paul Robinson, Member of the Personnel Commission
Staff: Dr. Adalberto Fuentes, Director, Classified Human Resources; Tanya Ventura, Human Resources Analyst; Fabian Lopez-Rivera, Administrative Assistant

Guests: Dr. Natalia Torres, Assistant Superintendent of Human Resources; Victor Centeno, CSEA Vice President

A.3 Adoption of the Agenda

The agenda of Thursday May 9, 2024 was adopted as presented

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Adopt

Ayes: 1 - Denis O'Leary

Motion Result: Passed

A.4 Approval of Minutes April 18, 2024 (Pages 4-11)

The minutes of April 18, 2024 were approved as presented.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 1 - Denis O'Leary

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No comments were made.

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Kiara Lazaro, Paraeducator Special Education

The Personnel Commission took action to approve the advanced step placement for ,
Paraeducator Special Education at Step B of the Paraeducator Special Education classification
on the Classified Salary Schedule.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

C.2 Advanced Step Placement for Javier Munguia, Paraeducator Special Education

The Personnel Commission took action to approve the advanced step placement for ,
Paraeducator Special Education at Step C of the Paraeducator Special Education classification
on the Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

C.3 Advanced Step Placement for Claudia Marcela Chavez, District Translator

The Personnel Commission took action to approve the advanced step placement for Claudia
Marcela Chavez , District Translator at Step C of the District Translator classification on the
Classified Salary Schedule.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

C.4 Advanced Step Placement for Christian Ruiz, Technology Services Technician

The Personnel Commission took action to approve the advanced step placement for Cristian
Ruiz, Technology Services Technician at Step C of the Technology Services Technician
classification on the Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

C.5 Eligibility Lists (Pages 16-27)

The eligibility lists of Paraeducator Special Education, Bus Driver, Payroll Technician, Director of Communication & Public Engagement, Mental Health Clinician, School Occupational Therapist, Health Care Technician (LVN), Custodian, & Human Resources Assistant were approved as presented

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1 Personnel Actions (Page 28-30)

D.2 Public Hearing on Budget for Fiscal Year 2024-2025 (Page 31-37)

D.3 Report by CSEA

D.4 Report by Assistant Superintendent, Human Resources

D.5 Director's Report

D.6 Report by Commissioners

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

No public comments were made.

Section F: CLOSED SESSION

The Commission convened into closed session at 4:27 p.m.

F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:

F.2 Reconvene to open session and report out of closed session.

The Commission reconvened at 5:47 p.m. into open session and reported no action was taken in closed session.

Section G: ADJOURNMENT

There being no further business, the Commission adjourned at 5:48 p.m.

Mover: Paul Robinson

Secunder: Ernest Morrison

Moved To: Adjourn

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

Dr. Adalberto Fuentes
Director, Classified Human Resources and
Secretary to the Personnel Commission

By our signature below, given on this _____ day of _____, 20____, the
Personnel Commission of the Oxnard School District approves the Minutes of the Regular Meeting of
May 9, 2024.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: June 13, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Sarah Vazquez, Payroll Technician

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 at the Business and Fiscal Services department for the Payroll Technician position. Sarah Vazquez was selected for the position by the hiring authority and is being recommended to start at Step B of the classified salary schedule based on the following:

- Experience: Over 2 years of Payroll experience at a school district.
- Education: B.A. in Business/Human Resources Management.

The minimum qualifications are:

- Experience: Two years of payroll experience.
- Education: Graduation from high school supplemented by college-level course work.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of the Payroll Technician classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: June 13, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Denielle Bentz, Paraeducator Special Education

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 in the Special Education department for the Paraeducator Special Education position. Denielle Bentz was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Experience: 5 years of experience working with children.
- Education: A.A. in Medical Assisting
- This would be considered a hard to fill recruitment.

The minimum qualifications for the classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is required.
- Education: Graduation from high school or equivalent and one of the following:
 - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
 - Attainment of an Associate of Arts degree or higher degree; or
 - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step C of the Paraeducator Special Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: June 13, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Andrea Hernandez, Paraeducator Special Education

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 in the Special Education department for the Paraeducator Special Education position. Andrea Hernandez was selected for the position by the hiring authority and is being recommended to start at Step B on the classified salary schedule based on the following:

- Experience: 2 years of related experience.
- Education: B.A. in Sociology.
- This would be considered a hard to fill recruitment.

The minimum qualifications for the classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is required.
- Education: Graduation from high school or equivalent and one of the following:
 - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
 - Attainment of an Associate of Arts degree or higher degree; or
 - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: June 13, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Julissa Villanueva, Paraeducator Special Education

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 in the Special Education department for the Paraeducator Special Education position. Julissa Villanueva was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Experience: 2 years of related experience.
- Education: M.A. in Counseling.
- This would be considered a hard to fill recruitment.

The minimum qualifications for the classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is required.
- Education: Graduation from high school or equivalent and one of the following:
 - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
 - Attainment of an Associate of Arts degree or higher degree; or
 - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step C of the Paraeducator Special Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: June 13, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Leyla Platz, Human Resources Assistant

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 in the Human Resources department for the Human Resources Assistant position. Leyla Platz was selected for the position by the hiring authority and is being recommended to start at Step D of the classified salary schedule based on the following:

- Experience: 20+ years of human resources experience.
- Education: Bachelor's degree.

The minimum qualifications for the classification are:

- Experience: Two years of clerical experience.
- Education: Graduation from high school.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step D of the Human Resources Assistant classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: June 13, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Ivana Manriquez, Health Care Technician

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 for the Health Care Technician position for the Pupil Services department. Ivana Manrique was selected for the position by the hiring authority and is being recommended to start at Step B of the classified salary schedule based on the following:

- Experience: 4 years of experience as a Licensed Vocational Nurse.
- Education: Licensed Vocational Nurse and AA in Nursing.

The minimum qualifications are:

- Experience: Experience equivalent to six months working in acute care coupled with some clerical background is preferred.
- Education: Licensed as a Vocational Nurse or Registered Nurse in California.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of the Health Care Technician classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: June 13, 2024

Agenda Section: Section C: Action Items

Job Description Revision for Director of Purchasin

The Director of Classified Human Resources and the Director of Purchasing reviewed and revised the job description to reflect the current role and responsibilities of the position.

FISCAL IMPACT:

No change is to be made.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revised job description.

ADDITIONAL MATERIALS:

Attached: [Director of Purchasing.pdf](#)



OXNARD SCHOOL DISTRICT

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

JOB DESCRIPTION

Director of Purchasing

Salary Range: \$109,918 - \$130,589

Purpose of Position

Administers District-wide procurement of services, equipment, and supplies. Oversees the operations of the Warehouse, ~~and~~ Graphics, ~~and~~ Archives department. ~~Maintains the District's Archives according to current laws and regulations.~~ Supports the District's mission by implementing District-wide goals relative to the most effective and integrated methods for carrying out day-to-day and long-term procurement activities.

Supervision

- Receives general oversight from the Assistant Superintendent, Business & Fiscal Services, or designee.
- Provides direct supervision to the Purchasing, Warehouse, ~~and~~ Graphics, ~~and~~ Archives department.

Essential Functions

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

- Manages and coordinates organization-wide support services that include purchasing, warehousing and distribution, contract administration, graphics services, and records retention.
- Develops business plans and programs that ensure and enforce compliance with laws, codes, policies, and procedures.
- Evaluates and authorizes requisitions, purchase orders, contracts, bids, and budgetary expenditures.
- Monitors budget allocations, expenditures, fund balances, and related financial activities to ensure allocations are accurate, revenues are recorded, and expenses are within fiscal budget limits.
- Prepares District-wide agreements for Board approval by working with staff and service providers to secure the required documents.
- Negotiates with vendors for the purpose of meeting state and department purchasing requirements.
- Assists external auditors by providing purchasing procedures, contracts, purchase orders, and requisitions.
- Initiates bidding process by preparing specifications in collaboration with various departments to secure items or services including construction and contract documents.
- Supervises and evaluates purchasing, warehouse, ~~and~~ graphics, ~~and~~ archives staff.
- Contacts vendors for the purpose of verifying information or responding to inquiries.
- Collaborates with internal staff and external parties for the purpose of implementing and maintaining services.
- Compiles data from a wide variety of sources (e.g., request for proposals, bids, invoices, purchase orders, etc.) for the purpose of analyzing issues, ensuring compliance with a variety of policies and procedures, or monitoring program components.
- Manages a wide variety of program components such as computerized purchasing, fixed asset inventory systems, and computerized inventory of warehouse stock.

- Prepares a variety of reports related to purchase orders, requisitions, change notices, and bids.
- Maintains documents, files, and records to provide up-to-date reference and audit trail for compliance.
- Facilitates meetings such as vendor presentations, pre-bid conferences, and informational meetings with staff.
- Participates in a variety of meetings, conferences, and workshops to stay current with procurement best practices.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Legal procurement requirements and regulations.
- Bidding principles, practices, and procedures.
- Contract preparation and administration.
- Accounting, bookkeeping, and retention principles.
- Budget preparation and administration.
- Warehouse and inventory management practices.

Skills in:

- Interpreting and preparing contract specifications.
- Contract negotiations and implementation.
- Time management and prioritization.
- Public speaking and content presentation.
- Verbal and written communication.

Ability to:

- Establish cooperative working relationships with District staff, outside agencies, and vendors.
- Read, interpret, apply, and explain contracts language.
- Work independently with limited supervision.
- Learn and incorporate new skills, techniques, and industry trends.
- Maintain confidentiality and discretion with sensitive information.
- Operate a car to assess sites based on purchasing needs.

Minimum Qualifications

Education and Experience

A Bachelor's degree with major coursework in Finance, Business, Public Administration, or closely related field. Four years of experience responsible for contract administration, procurement of services and equipment, and financial analysis. At least one year in a lead, supervisory or management capacity.

Alternate variations of education and experience that demonstrate the capacity to perform the essential functions may be considered by the Personnel Commission.

Licenses and Other Requirements

Must have a valid California Driver's license.

Physical Requirements

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, and carry up to 25lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

Working Environment

Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities, and short deadlines. Required to drive an automobile to conduct work, and have direct contact with administration, staff, vendors, and other members of the public.

FLSA Status: Exempt

Approval Date:

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.23-24:164; 23-24:157
 23-24:144; 23-24:134
 23-24:140

Paraeducator - Special Education

Rank	Candidate ID	Expiration Date
1	57862723	5/14/2025
2	52152039	5/14/2025
2	57949475	5/30/2025
2	49091170	5/14/2025
2	50474316	5/14/2025
3	51018650	5/30/2025
3	56034570	4/15/2025
3	56823171	4/15/2025
3	54510164	5/30/2025
3	32565334	5/30/2025
3	43636762	5/14/2025
4	52617041	4/15/2025
4	54200892	4/15/2025
4	57737400	5/14/2025
4	57300150	5/14/2025
4	53624321	5/30/2025
4	41712733	5/14/2025
4	56796101	5/14/2025
4	57925914	5/30/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

4	24264970	5/14/2025
4	40531687	4/15/2025
5	46422955	5/30/2025
5	40263102	5/14/2025
5	33125181	5/14/2025
5	39776132	5/30/2025
5	57952854	5/30/2025
5	57889176	5/14/2025
6	26277154	4/15/2025
6	55028023	5/14/2025
6	51574431	4/15/2025
6	48549929	5/14/2025
6	57922436	5/14/2025
6	56411549	5/14/2025
6	49222460	5/14/2025
7	57723909	5/14/2025
7	37595206	5/14/2025
7	57623782	5/14/2025
7	43273131	5/30/2025
8	50616027	5/14/2025
9	509293122	5/14/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No.: 23-24:152

Director's Certification:

Established: 05/08/2024



District Translator (Spanish)

Rank	Candidate ID	Expiration Date
1	34079888	5/8/2025



Recruitment Type: Dual Certification

Eligibility List No.23-24:166

Director's Certification:

23-24:66

Established: 05/29/24

Accounting Specialist III

Rank	Candidate ID:	Expiration Date
1	15468207	5/29/2025
1	57637704	5/29/2025
2	50901712	5/29/2025
2	6285746	11/29/2024
3	56097795	5/29/2025
4	21582793	5/29/2025
4	57004839	5/29/2025
5	26528189	11/29/2024
5	26528189	5/29/2025
6	8046062	5/29/2025
6	5346450	5/29/2025
7	10572293	5/29/2025
8	56873751	5/29/2025
8	47483599	11/29/2024
8	37823601	11/29/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.



Recruitment Type: Dual Certification

Eligibility List No.:
23-24:153; 23-24:15

Director's Certification:

Established: 05/10/2024

Accounting Specialist IV

Rank	Candidate ID	Expiration Date
1	57637704	5/10/2025
2	37085628	5/10/2025
3	6285746	8/30/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:
23-24:156; 23-24:75
Established: 05/08/24

Mental Health Manager

Rank	Candidate ID	Expiration Date
1	7362687	5/8/2025
1	54049754	5/8/2025
1	55740112	12/12/2024
1	29154557	12/12/2024
1	1053777	12/12/2024
1	57870693	5/8/2025
1	42181356	12/12/2024
1	42260379	5/8/2025
1	26946824	12/12/2024
1	36449296	5/8/2025
2	33163299	5/8/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No.23-24:158

Director's Certification:

23-24:106; 23-24:52

Established: 05/14/24



Transportation Driver

Rank	Candidate ID:	Expiration Date
1	56497464	2/7/2025
2	48782729	11/15/2024
2	57862185	5/14/2025
3	56579988	2/7/2025
4	55553970	2/7/2025
5	54349390	5/14/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No.: 23-24:161

Director's Certification:

Established: 05/28/24



Executive Assistant - Educational Services

Rank	Candidate ID	Expiration Date
1	3388365	5/28/2025
2	2328675	5/28/2025
3	51802889	5/28/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 23-24:147
 23-24:120; 23-24:19;
 22-23:164;
 Established: 05/17/2024

School Occupational Therapist

Rank	Candidate ID	Expiration Date
1	45258769	5/17/2025
1	28194434	3/1/2025
2	56684963	2/1/2025
2	57123742	4/30/2025
2	54129454	7/10/2024
2	54151221	7/10/2024
2	55091208	9/13/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No. 23-24:148

Director's Certification:

Established: 05/17/24



Speech Language Pathology Assistant

Rank	Candidate ID	Expiration Date
1	50926345	5/17/2025

Recruitment Type: Open/Promotional

Eligibility List No.: 23-24:154

Director's Certification:

23-24:36; 22-23:160

Established: 05/30/24



Administrative Assistant

Rank	Candidate ID	Expiration Date
Promotional List		
1	20893631(B)	5/30/2025
2	3233278 (B)	7/3/2024
2	26634869 (B)	5/30/2025
2	37530940 (B)	5/30/2025
3	4958913 (B)	5/30/2025
3	38914193 (B)	7/3/2024
4	21091647 (B)	5/30/2025
5	40534287 (B)	5/30/2025
Open List		
1	4287046 (B)	7/3/2024
2	3858915 (B)	10/17/2024
3	23761280 (B)	5/30/2025
4	8949143 (B)	5/30/2025
5	30694725 (B)	10/17/2024
5	55220164 (B)	10/17/2024
6	28400870 (B)	5/30/2025
7	13893113 (B)	10/17/2024
8	24875034 (B)	5/30/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

9	44502610 (B)	10/17/2024
10	56081455 (B)	5/30/2025
11	9719668 (B)	10/17/2024
12	40312483 (B)	10/17/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Open/Promotional

Director's Certification:



Eligibility List No.:
23-24:154; 23-24:36
Established: 05/30/24

School Office Manager

Rank	Candidate ID	Expiration Date
Promotional		
1	26634869 (B)	5/30/2025
1	37530940 (B)	5/30/2025
2	4958913 (B)	5/30/2025
3	3308817 (B)	5/30/2025
3	19725076 (B)	5/30/2025
4	21091647 (B)	5/30/2025
5	40534287 (B)	5/30/2025
Open		
1	23761280 (B)	5/30/2025
2	8949143 (B)	5/30/2025
3	28400870 (B)	5/30/2025
4	13893113 (B)	10/17/2024
5	24875034 (B)	5/30/2025
6	56081455 (B)	5/30/2025
7	9719668 (B)	10/17/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Promotional/Open



Eligibility List No. 23-24:162; 23-24:35

Established: 06/04/2024

Director's Certification:

Attendance Accounting Technician

Rank	Candidate ID	Expiration Date
Promotional List		
1	35978453 (B)	6/4/2025
2	26691985 (B)	6/4/2025
3	45808830 (B)	10/20/2024
Open List		
1	36582084 (B)	6/4/2025
2	50678619 (B)	6/4/2025
2	13893113 (B)	10/20/2024
3	29611823 (B)	6/4/2025
4	41699771 (B)	6/4/2025
5	8949143 (B)	6/4/2025
6	26354475 (B)	10/20/2024
7	40312483 (B)	10/20/2024
8	29055659 (B)	10/20/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No. :23-24:151; 23-24:50

Director's Certification:

Established: 06/03/24



Secretary

Rank	Candidate ID	Expiration Date
1	50678619 (B)	6/3/2025
2	34246697 (B)	6/3/2025
3	4958913 (B)	6/3/2025
4	48261291 (B)	6/3/2025
5	50725054 (B)	6/3/2025
6	26691985 (B)	6/3/2025
7	2810540 (B)	6/3/2025
8	55964229 (B)	6/3/2025
9	15098636 (B)	11/15/2024
10	29611823 (B)	6/3/2025
11	22851575 (B)	11/15/2024
12	45036200 (B)	6/3/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No. :23-24:151; 23-24:50

Director's Certification:

Established: 06/03/2024



Office Assistant III

Rank	Candidate ID	Expiration Date
1	4958913 (B)	6/3/2025
2	50678619 (B)	6/3/2025
3	34246697 (B)	6/3/2025
4	2810540 (B)	6/3/2025
5	48261291 (B)	6/3/2025
6	26691985 (B)	6/3/2025
7	50725054 (B)	6/3/2025
7	26824289 (B)	11/15/2024
7	55445059 (B)	11/15/2024
8	55964229 (B)	6/3/2025
8	55220164 (B)	11/15/2024
9	15098636 (B)	11/15/2024
10	29611823 (B)	6/3/2025
11	22851575 (B)	11/15/2024
12	22098490 (B)	11/15/2024
13	45036200 (B)	6/3/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No. : 23-24:151; 23-24:50

Director's Certification:

Established: 06/03/24



Intermediate School Secretary

Rank	Candidate ID	Expiration Date
1	4958913 (B)	6/3/2025
2	50678619 (B)	6/3/2025
3	34246697 (B)	6/3/2025
4	2810540 (B)	6/3/2025
5	48261291 (B)	6/3/2025
6	26691985 (B)	6/3/2025
7	50725054 (B)	6/3/2025
7	55445059 (B)	11/15/2024
8	55964229 (B)	6/3/2025
8	55220164 (B)	11/15/2024
9	15098636 (B)	11/15/2024
10	29611823 (B)	6/3/2025
11	22851575 (B)	11/15/2024
12	22098490 (B)	11/15/2024
13	45036200 (B)	6/3/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No.: 23-24:167

Director's Certification:

Established: 06/6/2024



Accounting Manager/ Internal Auditor

Rank	Candidate ID:	Expiration Date
1	5583212	6/6/2025
2	57042491	6/6/2025
3	22344562	6/6/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:
 23-24:165;
 Established: 6/7/2024

Paraeducator - Hearing Impaired (Oral Speech)

Rank	Candidate ID	Expiration Date
1	58023565	6/7/2025
2	50826494	6/7/2025

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No.:
23-24:155; 22-23:154

Director's Certification:

Established: 05/21/2024



Office Assistant II

Rank	Candidate ID	Expiration Date
1	50678619 (B)	5/21/2025
2	35978453 (B)	5/21/2025
3	8949143 (B)	5/21/2025
4	30459447 (B)	5/21/2025
4	28400870 (B)	5/21/2025
5	39644427 (B)	5/21/2025
6	36582084 (B)	5/21/2025
7	29611823 (B)	5/21/2025
8	48084321 (B)	6/22/2024
9	24875034 (B)	5/21/2025
9	4732628 (B)	6/22/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

New Hires

Marin, Maria	Transportation Driver, Position #8705 Transportation 5.5 hrs./183 days	04/29/2024
Ruiz, Vanessa M.	Mental Health Clinician, Position #12174/12175 Pupil Services 8.0 hrs./220 days	05/06/2024
Vazquez, Sarah E.	Payroll Technician, Position #9175 Budget & Finance 8.0 hrs./246 days	05/20/2024

Limited Term/Substitutes

Davalos, Elissa M.	Paraeducator (Substitute)	04/11/2024
Garcia, Salomon	Paraeducator (Substitute)	04/15/2024
Lee, Angela R.	Paraeducator (Substitute)	04/29/2024
Pacheco, Karisa	Paraeducator (Substitute)	04/15/2024
Mendoza Ruiz, Yessenia M.	Paraeducator (Substitute)	04/15/2024
Zavala, Ezequiel	Paraeducator (Substitute)	04/17/2024

Corrections

Fuentes, Andrea	Paraeducator (Substitute)	04/15/2024 04/08/2024
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Promotions

Chinas, Mayte B.	Secretary, Position #10202 Equity Family and Community Engagement 8.0 hrs./246 days Office Assistant II, Position #10625 Marshall 8.0 hrs./202 days	05/06/2024
Naranjo, Antonio	Outreach Specialist, Position #12213 Pupil Services 8.0 hrs./180 days Intermediate School Secretary, Position #6245 Curren 8.0 hrs./191 days	05/06/2024
Romero, Margarita C.	After School Program Site Coordinator, Position #11704 Enrichment & Specialized Programs 8.0 hrs./246 days Child Nutrition Worker, Position #185 Harrington 5.0 hrs./185 days	04/29/2024

Transfers

Aguirre, Alexis	Paraeducator Special Education, Position #2682 Rose 5.75 hrs./183 days Paraeducator Special Education, Position #10594 Special Education 5.75 hrs./183 days	04/29/2024
Feliciano, Justin M.	Custodian, Position #2399 Soria 8.0 hrs./246 days Custodian, Position #6448 Driffill 4.0 hrs./246 days	04/22/2024

Transfers (cont.)

Marquez, Alicia V.	Paraeducator Special Education, Position #10858/10862 Curren/Lemonwood 5.75 hrs./ 183 days Paraeducator Special Education, Position #7493 Curren 5.75 hrs./ 183 days	04/29/2024
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Voluntary Demotions

Farin, Janice M.	Accounting Specialist III, Position #1593 Budget & Finance 8.0 hrs./246 days Accounting Specialist IV, Position #10657 Budget & Finance 8.0 hrs./246 days	04/22/2024
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Released From Probation

12517	Paraeducator Special Education, Position #8542 Curren 5.75 hrs./183 days	04/09/2024
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New Hires

Amezcuca, Veronica D.	Paraeducator Special Education, Position #9210 Kamala 5.75 hrs./183 days	05/20/2024
Bentz, Denielle	Paraeducator Special Education, Position #10967 McAuliffe 5.75 hrs./183 days	05/08/2024
Cordero, Anita L.	Paraeducator Special Education, Position #12267 Ritchen 8.0 hrs./183 days	05/20/2024
Cruz, Paloma	Attendance Accounting Technician, Position #358 Lemonwood 8.0 hrs./209 days	05/13/2024
Duncan, Jessica O.	Paraeducator Special Education, Position #6374 Driffill 5.75 hrs./183 days	05/13/2024
Fuentes, Andrea	Paraeducator Special Education, Position #977 McAuliffe 5.75 hrs./183 days	05/20/2024
Gutierrez, Almareli	Paraeducator Special Education, Position #9202 Special Education 5.75 hrs./183 days	05/20/2024
Munoz, Paul M.	Custodian, Position #10472 Custodial Services 8.0 hrs./246 days	05/07/2024
Orejel, Rafael L.	Paraeducator Special Education, Position #1956 San Miguel 5.75 hrs./183 days	05/08/2024
Vazquez, Sarah E.	Payroll Technician, Position #9175 Budget & Finance 8.0 hrs./246 days	05/20/2024
Villanueva, Julissa	Paraeducator Special Education, Position #9214 Frank 5.75 hrs./183 days	05/08/2024
Zuniga, Paul A.	Paraeducator Special Education, Position #9776 San Miguel 5.75./183 days	05/20/2024

Limited Term/Substitutes

Bejar, Alexis	Paraeducator (Substitute)	04/29/2024
Camacho, Victoriana I.	Paraeducator (Substitute)	05/17/2024
Mendez, Yessica	Paraeducator (Substitute)	05/20/2024
Quezada, Alicia	Paraeducator (Substitute)	04/08/2024
Vasquez, Josue M.	Paraeducator (Substitute)	05/14/2024
Villagomez, Celine D.	Clerical (Substitute)	05/06/2024
Villagomez, Celine D.	Campus Assistant (Substitute)	05/06/2024

Layoffs

Pamatz, Alejandra	Preschool Teacher, Position #10898 Brekke 6.0 hrs./183 days	06/30/2024
Perez, Angela M.	Preschool Teacher, Position #10884 Rose Ave 6.0 hrs./183 days	06/30/2024

In Lieu of Layoffs

McKnight, Ana Luisa	Administrative Assistant, Position #2125 Pupil Services 8.0 hrs./246 days Administrative Assistant, Position #11251 Budget & Finance 8.0 hrs./246 days	07/01/2024
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Medical Layoffs

3755 Paraeducator III, Position #1913 05/06/2024
Brekke 5.75 hrs./183 days

Probation Releases

3090 Outreach Specialist, Position #2709 05/20/2024
Lopez 8.0 hrs./180 days

Resignations

Camacho, Victorianna I Paraeducator Special Education, Position #6172 05/14/2024
Driffill 5.75 hrs./183 days
Celis, Karla Child Nutrition Worker, Position #2176 05/06/2024
Frank 5.5 hrs./185 days
Frias Perez, Veronica Child Nutrition Worker, Position #2054 05/24/2024
Kamala 5.5 hrs./185 days
Ruckstuhl, Brenda M. Library Media Technician, Position #2519 06/17/2024
Harrington 5.0 hrs./189 days

Retirement

Ahumada, Sharon Campus Assistant, Position #7271 06/15/2024
Lemonwood 5.75 hrs./180 days
Camarena, Rosy R. Office Assistant II, Position #10620 06/30/2024
Harrington 8.0 hrs./202 days
Castilla, Angel Custodian, Position #1483 06/30/2024
Chavez 8.0 hrs./246 days
Chavez, Beatriz Preschool Teacher, Position #10876 06/14/2024
Ritchen 6.0 hrs./183 days
Delgado, Yolanda Instructional Assistant RSP, Position #407 06/14/2024
McKinna 5.0 hrs./183 days
Flores, Rosio Preschool Teacher, Position #10877 06/30/2024
Ramona 6.0 hrs./183 days
Franz, Lisa A. Director of Purchasing, Position #1106 06/29/2024
Purchasing 8.0 hrs./246 days
Garrido Hernandez, Araceli Attendance Accounting Technician, Position #1502 06/30/2024
Brekke 8.0 hrs./209 days
Gonzales, Dario Lead Custodian, Position #914 06/30/2024
Rose Ave 8.0 hrs./ 246 days
Hernandez, Arcelia Paraeducator II, Position #6173 06/14/2024
Harrington 5.75 hrs./183 days
Ladines, Virginia Q. Child Nutrition Worker, Position #2395 06/14/2024
Sierra Linda 5.5 hrs./185 days
Lemos, Sara Paraeducator II, Position #671 06/14/2024
Special Education 5.75 hrs./183 days
Leon, Julio C. Custodian, Position #39 06/28/2024
Facilities 8.0 hrs./246 days
Nava, Lorraine D. Paraeducator II, Position #7237 06/30/2024
Ritchen 5.75 hrs./183 days

Retirement (cont.)

Peraza, Jennie J.	Administrative Assistant, Position #2125 Pupil Services 8.0 hrs./246 days	06/28/2024
Perez, Maria	Campus Assistant, Position #3047 Lemonwood 5.75 hrs./185 days	06/15/2024
Pina, Louis	Custodian, Position #1299 Custodial Services 8.0 hrs./246 days	06/29/2024
Rabago, Rosario	School Office Manager, Position #1150 Driffill 8.0 hrs./214 days	06/29/2024
Ramirez, Maria Elena	Paraeducator II, Position #6782 Kamala 5.75 hrs./183 days	06/14/2024
Rivera, Alfonso D.	Lead Custodian, Position #1074 Marina West 8.0 hrs./246 days	06/28/2024
Sanchez, Martha P.	Paraeducator II, Position #6580 Rose Ave 5.75 hrs./183 days	06/14/2024
Spence, Danita Y.	Technology Services Technician, Position #516 Information Technology 8.0 hrs./246 days	06/28/2024
Teran, Alfred	Lead Custodian, Position #80 McAuliffe 8.0 hrs./246 days	06/30/2024
Valenzuela-Arenas, Dalia	Executive Assistant-Educational Services, Position #1128 Educational Services 8.0 hrs./246 days	06/30/2024