

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, April 18, 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 March 14, 2024 (Pages 5-10)**

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 Aron Cowen, After School Program Site Coordinator (Page 11)**
The Personnel Commission will ratify the advanced step placement for Aron Cowen, After School Program Site Coordinator
- C.2 Advanced Step Placement for Raudel Flores, Mental Health Manager (Page 12)**
The Personnel Commission will ratify the advanced step placement for Raudel Flores, Mental Health Manager
- C.3 Advanced Step Placement for Kayla English, School Occupational Therapist (Page 13)**
The Personnel Commission will ratify the advanced step placement for Kayla English, School Occupational Therapist
- C.4 Advanced Step Placement for Rebecca Torres, Paraeducator Special Education (Page 14)**
The Personnel Commission will ratify the advanced step placement for Rebecca Torres, Paraeducator Special Education
- C.5 Advanced Step Placement for Jose Vazquez, Paraeducator Special Education (Page 15)**
The Personnel Commission will ratify the advanced step placement for Jose Vazquez, Paraeducator Special Education
- C.6 Advanced Step Placement for Paul Stermer, Paraeducator Special Education (Page 16)**
The Personnel Commission will ratify the advanced step placement for Paul Stermer, Paraeducator Special Education
- C.7 Advanced Step Placement for Rose Anne Galera, Paraeducator Special Education (Page 17)**
The Personnel Commission will ratify the advanced step placement for Rose Anne Galera, Paraeducator Special Education

- C.8 Advanced Step Placement for Jazlyn Cardenas, Paraeducator Special Education (Page 18)**
The Personnel Commission will ratify the advanced step placement for Jazlyn Cardenas, Paraeducator Special Education
- C.9 Advanced Step Placement for Janecy Hernandez, Paraeducator Special Education (Page 19)**
The Personnel Commission will ratify the advanced step placement for Janecy Hernandez, Paraeducator Special Education
- C.10 Advanced Step Placement for Stephanie Becerra, Paraeducator Special Education (Page 20)**
The Personnel Commission will ratify the advanced step placement for Stephanie Becerra, Paraeducator Special Education
- C.11 Advanced Step Placement for Yesenia Sierra, Paraeducator Special Education (Page 21)**
The Personnel Commission will ratify the advanced step placement for Yesenia Sierra, Paraeducator Special Education
- C.12 Information Technology Manager (Page 22)**
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
- C.13 Eligibility Lists (Pages 23-24)**
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 25)**
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

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

MINUTES
REGULAR MEETING
Thursday, March 14, 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

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, March 14, 2024 in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman O'Leary at 3:31 p.m.

A.2 Roll Call

Commissioners: Denis O'Leary, Chair 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: Victor Centeno, Shipping/Receiving Clerk/Delivery ; Adriana Manzer, Attendance Accounting Technician; Emily Gonzalez, Mental Health Clinician; Brandy Hurd, Paraeducator Special Education; Victoria Saadati, Human Resources Technician.

A.3 Adoption of the Agenda

The agenda of Thursday March 14, 2024 was adopted as presented

Mover: Ernest Morrison

Secunder: Paul Robinson

Moved To: Adopt

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

Motion Result: Passed

A.4 Approval of Minutes February 8 & 20, 2024 (Pages 4-13)

The minutes of February 08th & 20th, 2024 were approved with the amendment to add the title Past CSEA President to a guest's name.

Mover: Paul Robinson

Secunder: Ernest Morrison

Moved To: Approve as Amended

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

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No comments were given.

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Adriana Manzer, Attendance Accounting Technician (Page 14)

The Personnel Commission took action to approve the advanced step placement for Vanessa Flores, Paraeducator Special Education at Step B 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.2 Advanced Step Placement for Emily Gonzalez, Mental Health Clinician (Page 15)

The Personnel Commission took action to approve the advanced step placement for Emily Gonzalez, Mental Health Clinician at Step C of the Mental Health Clinician 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 Brandy Hurd, Paraeducator Special Education (Page 16)

The Personnel Commission took action to approve the advanced step placement for Brandy Hurd, 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.4 Advanced Step Placement for Anna Maestas, Paraeducator Special Education (Page 17)

The Personnel Commission took action to approve the advanced step placement for Anna Maestas, Paraeducator Special Education at Step B 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.5 Advanced Step Placement for Kimberly Cano, Paraeducator Special Education (Page 18)

The Personnel Commission took action to approve the advanced step placement for Kimberly Cano, 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.6 Advanced Step Placement for Vanessa Flores, Paraeducator Special Education (Page 19)

The Personnel Commission took action to approve the advanced step placement for Vanessa Flores, Paraeducator Special Education at Step B 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.7 Eligibility Lists (Pages 20-28)

The eligibility lists of Transportation Driver, Paraeducator-Hearing Impaired, Paraeducator Special Education, Grounds Maintenance Worker I, HVAC Technician, Child Nutrition Worker, and School Occupational Therapist 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 (Pages 29-35)

D.2 Report by CSEA

D.3 Report by Assistant Superintendent, Human Resources

D.4 Director's Report

D.5 CSPCA Attendees Report

D.6 Report by Commissioners

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

No comments were given.

Section F: CLOSED SESSION

The Commission convened into closed session at 4:52 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 5:57 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 5:58 p.m.

Mover: Paul Robinson

Seconder: 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
March 14, 2024.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Aron Cowen, After School Program Site Coordinator

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 Enrichment and Special Programs department for the After School Program Site Coordinator position. Aron Cowen 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:

- Education: Master's Degree in Counseling.
- Experience: 20+ years of related experience.
- This would be considered a hard to fill position.

The minimum qualifications for the classification are:

- Education: Equivalent to the completion of an Associate degree.
- Experience: Two years of increasingly responsible experience working with school aged children, families, and community.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step C of the After School Program Site Coordinator classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Raudel Flores, Mental Health Manager

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 Pupil Services department for the Mental Health Manager position. Raudel Flores was selected for the position by the hiring authority and is being recommended to start at Step 3 on the classified management salary schedule based on the following:

- Experience: Over 24 years related experience.
- Education: M.A. in Clinical Psychology with emphasis in Latino Mental Health & LMFT License

The minimum qualifications for the classification are:

- Experience: Three years of experience working with students or families in a social services or educational environment.
- Education: Master's degree in Marriage & Family Therapy, Social Work, or closely related field. Possession of an LMFT, LCSW, or LPCC.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step 3 of the Mental Health Manager classification on the classified management salary schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Kayla English, School Occupational Therapist

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 of School Occupational Therapist in the Special Education department. Kayla English 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: About 3 years' experience related to the School Occupational Therapist position.
- Education: Master's Degree in Occupational Therapy specialized in school occupational therapy.
- License and Certificates: Certified Occupational Therapist License & National Board of Occupational Therapy Certification.
- This would be considered a hard to fill recruitment.

The minimum qualifications for the classification are:

- Education: A Bachelor's Degree in Occupational Therapy.
- Experience: Experience working with students with a variety of disabilities in an educational setting is desirable.
- License and Certificates: Certified Occupational Therapist License & National Board of Occupational Therapy Certification.

RECOMMENDATION:

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Rebecca Torres, 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. Rebecca Torres 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: Almost 3 years of experience working as a behavioral interventionist.
- Education: A.A. Degree
- 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: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Jose Vazquez, 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. Jose Vazquez 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 experience working with children with disabilities.
- Education: B.A. Degree in Psychology.
- 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: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Paul Stermer, 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. Paul Stermer 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 experience working as a paraeducator.
- Education: B.A. Degree in Business Administration.
- 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: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Rose Anne Galera, 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. Rose Anne Galera 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: About 2 years of experience working with children.
- Education: B.A. Degree in Health Science with minor in Psychology.
- 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: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Jazlyn Cardenas, 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. Jazlyn Cardenas 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: Over 3 years of experience working with children.
- Education: H.S. Diploma with some college coursework.
- 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: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Janecy 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. Janecy Hernandez 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: Over 7+ years of related experience.
- Education: A.A. Degree 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 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: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Stephanie Becerra, 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. Stefanie Becerra 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: 3 years of related experience.
- Education: H.S. Diploma and Registered Behavior Technician Certificate.
- 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: April 18, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Yesenia Sierra, 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. Yesenia Sierra 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: Over 3 years of experience working with children.
- Education: A.A. with emphasis in Child Development
- 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: April 18, 2024

Agenda Section: Section C: Action Items

New Classification - Information Technology Manager

Staff met with the Chief Information Officer and discussed the need for an Information Technology Manager classification.

The purpose of this position is to provide services to support school sites, and district departments with the evaluation of new technologies, planning, management, and implementation of system integration and security. Coordinates and maintains systems, networks, and servers, and manages and grows a team of technical professionals.

FISCAL IMPACT:

Based on the compensation market analysis, this position is being allocated \$103,578 to \$123,056 on the Management Salary Schedule.

RECOMMENDATION:

Staff Recommends that the Personnel Commission take action to approve the new job classification of Information Technology Manager at \$103,578 to \$123,056 on the Classified Management Salary Schedule.

Recruitment Type: Dual Certification

Eligibility List No.: 23-24:125

Director's Certification:

Established: 3/14/24



Adaptive Technology Specialist

Rank	Candidate ID	Expiration Date
1	23862143	3/14/2025

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 23-24:122; 23-24:39

23-24:21

Established: 4/5/2024

After School Program Coordinator

Rank	Candidate ID	Expiration Date
1	47349264 (B)	9/22/2024
2	13893113 (B)	10/27/2024
3	33564223	4/5/2025
4	23367234(B)	4/5/2025

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.

New Hires

Duran, Alma R.	Payroll Technician, Position #9175 Budget & Finance 8.0 hrs./ 246 days	03/04/2024
English, Kayla A.	School Occupational Therapist, Position #2865 Special Education Department 8.0 hrs/ 202 days	03/06/2024
Narog, Emily G.	Mental Health Clinician, Position #12172 Ramona 8.0 hrs./220 days	02/26/2024
Orozco, Dolores Y.	Campus Assistant, Position #10559 Ritchen 5.0 hrs./180 days	02/22/2024
Orozco, Gerardo	Child Nutrition Worker, Position #129 Child Nutrition Services 5.0 hrs./185 days	03/04/2024
Rojano Cortez, Andrew L.	Campus Assistant, Position #7827 Frank 5.25 hrs./180 days	02/26/2024
Verduzco, Sarah M.	Assistant Director of CNS, Position #2873 Child Nutrition Services 8.0 hrs./261 days	03/04/2024

Limited Term/Substitutes

Bernal, Jose M.	Custodian (Substitute)	03/04/2024
Edmonson, Baylee C.	Paraeducator (Substitute)	02/12/2024
Essaghzadeh, Marina	Campus Assistant (Substitute)	02/22/2024
Mendez, Karla	Paraeducator (Substitute)	02/20/2024
Murray, Judy E.	Paraeducator (Substitute)	02/14/2024
Navarrete, Yovani	AVID Tutor	02/27/2024
Sandoval Carrillo, Koral	Campus Assistant (Substitute)	03/01/2024
Vega, Alexis S.	Paraeducator (Substitute)	03/01/2024
Wilson, Christy A.	Child Nutrition Worker (Substitute)	02/24/2024
Zirate, Daniel	AVID Tutor	02/27/2024

Medical Layoffs

11775	Child Nutrition Worker, Position #2847 Lopez 4.5 hrs./185 days	02/13/2024
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Resignations

Baez, Diana D.	Paraeducator-Special Education, Position #10965 Special Education 5.75 hrs./183 days	02/26/2024
Martinez, Melissa	Paraeducator-General Education, Position #2574 Frank 5.5 hrs./183 days	03/08/2024

Retirement

Vargas De Bravo, Maria De La Luz	Campus Assistant, Position #2979 Elm 5.0 hrs./180 days	02/29/2024
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