

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, 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**
- A.2 Roll Call**
- A.3 Adoption of the Agenda**
- A.4 Approval of Minutes April 18, 2024 (Pages 4-11)**

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 Kiara Lazaro, Paraeducator Special Education**
The Personnel Commission will ratify the advanced step placement for Kiara Lazaro, Paraeducator Special Education
- C.2 Advanced Step Placement for Javier Munguia, Paraeducator Special Education**
The Personnel Commission will ratify the advanced step placement for Javier Munguia, Paraeducator Special Education
- C.3 Advanced Step Placement for Claudia Marcela Chavez, District Translator**
The Personnel Commission will ratify the advanced step placement for Claudia Marcela Chavez, District Translator
- C.4 Advanced Step Placement for Christian Ruiz, Technology Services Technician**
The Personnel Commission will ratify the advanced step placement for Christian Ruiz, Technology Services Technician
- C.5 Eligibility Lists (Pages 16-27)**
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 28-30)**
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 Public Hearing on Budget for Fiscal Year 2024-2025 (Page 31-37)**
The Personnel Commission will review the proposed budget for Fiscal Year 2024-2025.
- D.3 Report by CSEA**

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

D.4 Report by Assistant Superintendent, Human Resources

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

D.5 Director's Report

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

D.6 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, 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

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, April 18, 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 3:39 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: Dr. Natalia Torres, Assistant Superintendent of Human Resources; Dr. Scott Carroll, Director, Certificated Human Resources; Victor Centeno, CSEA Vice President; David Hubbard, Chief Information Officer; Luis Garibay Lopez, Site Technology Coordinator; Ricky Leon, Information Technology Coordinator

A.3 Adoption of the Agenda

The agenda of Thursday April 18, 2024 was adopted as presented

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 0 - None

Absent: 1 - Ernest Morrison

Motion Result: Passed

A.4 Approval of Minutes March 14, 2024 (Pages 5-10)

The minutes of March 14, 2024 were approved as presented.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No comments were given.

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Aron Cowen, After School Program Site Coordinator (Page 11)

The Personnel Commission took action to approve the advanced step placement for Aron Cowen, After School Program Site Coordinator at Step C of the Paraeducator Special Education classification on the Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.2 Advanced Step Placement for Raudel Flores, Mental Health Manager (Page 12)

The Personnel Commission took action to approve the advanced step placement for Raudel Flores, Mental Health Manager at Step 3 of the Mental Health Manager classification on the Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.3 Advanced Step Placement for Kayla English, School Occupational Therapist (Page 13)

The Personnel Commission took action to approve the advanced step placement for Kayla English, School Occupational Therapist at Step B of the School Occupational Therapist classification on the Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.4 Advanced Step Placement for Rebecca Torres, Paraeducator Special Education (Page 14)

The Personnel Commission took action to approve the advanced step placement for Rebecca

Torres, Paraeducator Special Education at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.5 Advanced Step Placement for Jose Vazquez, Paraeducator Special Education (Page 15)

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

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.6 Advanced Step Placement for Paul Stermer, Paraeducator Special Education (Page 16)

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

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.7 Advanced Step Placement for Rose Anne Galera, Paraeducator Special Education (Page 17)

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

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.8 Advanced Step Placement for Jazlyn Cardenas, Paraeducator Special Education (Page 18)

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

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.9 Advanced Step Placement for Janecy Hernandez, Paraeducator Special Education (Page 19)

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

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.10 Advanced Step Placement for Stephanie Becerra, Paraeducator Special Education (Page 20)

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

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.11 Advanced Step Placement for Yesenia Sierra, Paraeducator Special Education (Page 21)

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

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.12 Information Technology Manager (Page 22)

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

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

C.13 Eligibility Lists (Pages 23-24)

The eligibility lists of Adaptive Technology Specialist and After School Program Site Coordinator were approved as presented

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1 Personnel Actions (Page 25)

D.2 Report by CSEA

D.3 Report by Assistant Superintendent, Human Resources

D.4 Director's Report

D.5 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 4:36 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 5:21 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 5:22 p.m.

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
April 18, 2024.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 09, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Kiara Lazaro, 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. Kiara Lazaro 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 2 years of experience working as a special education paraeducator.
- Education: B.A. Degree in English/Chicano(a) Studies.
- 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: May 09, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Javier Munguia, 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. Javier Munguia 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 4 years of experience working with children with autism and disabilities.
- Education: B.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 for Javier Munguia 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: May 09, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Claudia Marcela Chavez, District Translator

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 District Translator in the Special Education department. Claudia Chavez 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: B.A. in Modern Languages - Spanish & A.A. in International Business & Language
- Experience: Over 4 years of translation experience.
- This would be considered a hard to fill recruitment.

The minimum qualifications for the classification are:

- Education: Graduation from high school or equivalency.
- Experience: Two years of full-time work experience composing, editing, and translating materials in English and the designated second language and providing consecutive or simultaneous oral interpretations during group meetings and in one-to-one situations.

RECOMMENDATION:

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 09, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Christian Ruiz, Technology Services 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 Information Technology department for the Technology Services Technician position. Christian Ruiz was selected for the position by the hiring authority and is being recommended to start at Step C of the classified salary schedule based on the following:

- Education: A.A. Degree in Network Administration
- Experience: Over 8 years of related experience.

The minimum qualifications are:

- Education: Two years of college-level coursework in computer science, management information systems, or a closely related field.
- Experience: Two years of experience in the installation, operation, and maintenance of computer workstations, servers, server systems, peripherals, local area networks, and related equipment.

RECOMMENDATION:

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 23-24:140; 23-24:134;
23-24:130; 23-24:123; 23-24:112;
23-24:103; 23-24:91

Established: 4/15/2024

Paraeducator - Special Education

Rank	Candidate ID	Expiration Date
1	31618051	4/15/2025
1	26314260	4/15/2025
1	55855557	3/7/2025
2	46153873	4/15/2025
2	56034570	4/15/2025
2	56823171	4/15/2025
2	30966850	3/18/2025
2	43778443	4/15/2025
2	44192115	4/15/2025
2	28957912	4/15/2025
2	46233409	4/15/2025
3	56562025	2/5/2025
3	52617041	4/15/2025
3	21391649	4/15/2025
3	55519911	4/15/2025
3	53346905	2/5/2025
3	54200892	4/15/2025
3	42685590	3/7/2025
3	57273614	4/15/2025

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**

3	54189603	3/18/2025
3	57300150	4/15/2025
3	41853690	3/18/2025
3	17211043	3/7/2025
3	56161072	2/5/2025
3	49496448	4/15/2025
3	40531687	4/15/2025
4	29249460	4/15/2025
4	12192096	3/7/2025
4	42680898	3/18/2025
4	45305284	3/7/2025
4	33413155	3/7/2025
4	45608654	4/15/2025
4	48832781	3/7/2024
4	48130071	3/7/2024
4	37213527	2/5/2025
5	26277154	4/15/2025
5	49358565	4/15/2025
5	51574431	4/15/2025
5	33312774	4/15/2025
5	52316088	12/20/2024
5	43760302	3/7/2025
5	34063877	2/5/2025
5	57456648	4/15/2025

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OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

5	56145783	3/7/2025
6	54294479	4/15/2025
6	49705656	3/18/2025
6	56172114	1/10/2025
6	56100033	1/10/2025
6	32970474	4/15/2025
7	56305774	3/7/2025

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

Director's Certification:



Eligibility List No.
23-24:141; 23-24:47
Established: 04/19/2024

Bus Driver

Rank	Candidate ID:	Expiration Date
1	55349697	10/26/2024
2	52309083	4/19/2025

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.: 23-24:143;

Director's Certification:

23-24:81; 22-23:163

Established: 4/19/2024



Payroll Technician

Rank	Candidate ID	Expiration Date
1	56984045	4/19/2025
2	49891838	4/19/2025
3	5082340	4/19/2025
4	6285746	7/6/2024
5	19104251	1/9/2025
6	24297046	4/19/2025
7	48261291	4/22/2025
8	53494845	7/6/2024
8	43851624	7/6/2024

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: 135

Director's Certification:

Established: 4/17/2024



Director of Communication & Public Engagement

Rank	Candidate ID	Expiration Date
1	57636897	4/17/2025
2	25558175	4/17/2025
3	43712648	4/17/2025
4	57510288	4/17/2025

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.: 23-24:142;

Director's Certification:

23-24:76

Established: 04/23/2024



Mental Health Clinician

Rank	Candidate ID	Expiration Date
1	10104131	12/12/2024
1	54139182	4/23/2025
1	55233891	12/12/2024
1	16153081	4/23/2025
1	38091990	4/23/2025
1	53025871	4/23/2025
1	57473180	4/23/2025
1	38745853	12/12/2024
1	57558656	4/23/2025
1	24104217	4/23/2025
1	40751841	4/23/2025
1	56052835	12/12/2024
1	43149781	12/12/2024
2	41620619	4/23/2025
2	57366649	4/23/2025
2	47610101	4/23/2025
2	55925761	12/12/2024
3	3155570	4/23/2025
4	57543459	4/23/2025

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	29889585	12/12/2024
4	57621753	4/23/2025
4	52753219	12/12/2024

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.: 23-24:147
 23-24:120; 23-24:19;
 22-23:164;
 Established: 04/30/2024

School Occupational Therapist

Rank	Candidate ID	Expiration Date
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

Director's Certification:

Eligibility List No.
23-24:150; 23-24:109;
23-24:80;
Established: 04/30/2024

Health Care Technician (LVN)

Rank	Candidate ID	Expiration Date
1	56830420	2/12/2025
1	30462911	4/30/2025
1	57654144	4/17/2025
1	49337649	12/19/2024
1	12028244	4/30/2025
1	36330491	2/7/2025

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

Director's Certification:



Eligibility List No. :
23-24:137; 23-24:40;
Established: 05/03/24

Custodian

Rank	Candidate ID	Expiration Date
1	26155115	5/3/2025
2	42021727	5/3/2025
3	31103424	5/3/2025
4	9834750	5/3/2025
5	57462575	5/3/2025
5	52354593	5/3/2025
6	49785856	5/3/2025
7	55405048	5/3/2025
8	49425207	11/6/2024
8	39857534	5/3/2025
9	56721601	5/3/2025
10	41773434	5/3/2025
11	56910762	5/3/2025
12	45482294	5/3/2025
12	50228080	5/3/2025
13	47968891	5/3/2025
14	47939013	5/3/2025

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.: 23-24:145

Director's Certification:

Established: 05/03/24



Human Resources Assistant

Rank	Candidate ID	Expiration Date
1	57708769	5/3/2025
2	42108487	5/3/2025
3	57626059	5/3/2025
4	33088635	5/3/2025
5	42706827	5/3/2025
6	50678619	5/3/2025

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.

CLASSIFIED PERSONNEL ACTIONS

May 01, 2024

New Hires

Barboza, Erica	Campus Assistant, Position #6517 Sierra Linda 4.0 hrs./180 days	04/08/2024
Chavez, Claudia M.	District Translator, Position #2299 Special Education 8.0 hrs./246 days	04/15/2024
Conejo Peralta, Maria G.	Custodian, Position #10467 Custodial Services 8.0 hrs./246 days	03/27/2024
Dollison, Kristi J.	After School Program Site Coordinator, Position #11701 Enrichment & Special Programs 8.0 hrs./246 days	04/15/2024
Durazo, Melina J.	Paraeducator Special Education, Position #1936 San Miguel 5.75 hrs./183 days	04/15/2024
Flores, Raudel	Mental Health Manager, Position #12176/12168 Pupil Services 8.0 hrs./246 days	04/09/2024
Gomez-Romero, Brenda	Paraeducator Special Education, Position #9274 San Miguel 5.75 hrs./183 days	04/18/2024
Grant, Jaziah A.	Grounds Maintenance Worker I, Position #10406 Grounds 8.0 hrs./246 days	04/02/2024
Guzman, Julissa	Custodian, Position #10466 Custodial Services 8.0 hrs./246 days	04/01/2024
Hernandez, Andrea V.	Paraeducator Special Education, Position #2102 Driffill 5.75 hrs./183 days	04/18/2024
Jacksper, Daney D.	Paraeducator Special Education, Position #11744 Special Education 5.75 hrs./183 days	04/08/2024
Jamal, Fadi	Paraeducator Special Education, Position #5561 Curren 5.75 hrs./183 days	04/08/2024
Lazaro, Kiara S.	Paraeducator Special Education, Position #2953 Soria 5.75 hrs./183 days	04/08/2024
Marquez, Alicia V.	Paraeducator Special Education, Position #7493 Curren 5.75 hrs./183 days	04/22/2024
Martinez, Karina	Child Nutrition Worker, Position #6626 McKinna 5.0 hrs./185 days	04/08/2024
Munguia, Javier A.	Paraeducator Special Education, Position #9285 Ritchen 5.75 hrs./183 days	04/15/2024
Perez, Sierra G.	Paraeducator Special Education, Position #9254 Special Education 8.0 hrs./183 days	04/08/2024
Rocha, Katya A.	Paraeducator Special Education, Position #10650 Kamala 5.75 hrs./183 days	04/08/2024
Roughley, Laura R.	Paraeducator Special Education, Position #1942 Curren 5.75 hrs./183 days	04/08/2024
Ruiz, Christian A.	Technology Services Technician, Position #9938 Information Technology 8.0 hrs./220 days	04/01/2024
Segura, Mayra	Paraeducator Special Education, Position #2883 Lopez 5.75 hrs./183 days	04/17/2024

New Hires (cont.)

Sierra, Yesenia	Paraeducator Special Education, Position #10649	04/08/2024
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Smith, April R.	Fremont 5.75 hrs./183 days Paraeducator Special Education, Position #10860 Sierra Linda 2.875 hrs./183 days	04/22/2024
Smith, April R.	Paraeducator Special Education, Position #10861 Brekke 2.875./183 days	04/22/2024
Stermer, Paul E.	Paraeducator Special Education, Position #2256 Lopez 5.75 hrs./183 days	04/08/2024
Torres, Briana S.	Paraeducator Special Education, Position #11690 Sierra Linda 5.75 hrs./183 days	04/08/2024
Velasquez Cabrera, Cinthia G.	Paraeducator Special Education, Position #7878 Ritchen 5.75 hrs./183 days	04/08/2024
Zecua, Jasmin	Paraeducator Special Education, Position #10864 McKinna 2.875 hrs./183 days	04/08/2024
Zecua, Jasmin	Paraeducator Special Education, Position #10863 Elm 2.875 hrs./183 days	04/08/2024

Limited Term/Substitutes

Angeles Ramirez, Alicia S.	Child Nutrition Worker (Substitute)	04/03/2024
Bababian, Taleen	Paraeducator (Substitute)	04/08/2024
Balam, Andy U.	Paraeducator (Substitute)	04/15/2024
Barajas Govea, Fabi E.	Paraeducator (Substitute)	04/15/2024
Buenrostro, Ricardo	Child Nutrition Worker (Substitute)	04/15/2024
Burga, Kevin R.	Paraeducator (Substitute)	04/08/2024
Fuentes, Andrea	Paraeducator (Substitute)	04/15/2024
Gonzalez, Pilar	Paraeducator (Substitute)	04/15/2024
Gutierrez, Almareli	Paraeducator (Substitute)	04/17/2024
Gutierrez, Noemi	Paraeducator (Substitute)	04/11/2024
Ibarra, Abigail	Paraeducator (Substitute)	04/10/2024
Nava, Maria G.	Paraeducator (Substitute)	03/18/2024
Santana, Jordi C.	Clerical (Substitute)	04/08/2024
Smith, Jaycin B.	Clerical (Substitute)	04/08/2024
Tirado, Ruben G.	Custodian (Substitute)	04/12/2024

Medical Layoffs

7688	Child Nutrition Worker, Position #1583 Fremont 5.5 hrs./185 days	03/19/2024
9909	Transportation Driver, Position #8706 Transportation 5.5 hrs./183 days	04/17/2024

Released From Probation

10348	After School Program Site Coordinator, Position #11710 Enrichment & Special Programs 8.0 hrs./246 days	04/15/2024
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Resignations

Amaro, Maricela	Accounting Specialist III, Position #5565 Budget & Finance 8.0 hrs./246 days	04/26/2024
Cardenas, Jazlyn	Paraeducator Special Education, Position #2682 Rose Ave 5.75 hrs./183 days	04/11/2024

Mendoza, Alberto	Parent Support Liaison, Position #8547 Equity, Family, Community Engagement 8.0 hrs./246 days	04/30/2024
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Resignations (cont.)

Mendoza, Mariana	Paraeducator General Education, Position #11263 McKinna 6.0 hrs./183 days	04/26/2024
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Navarro, Evangelina	Campus Assistant, Position #3014 Marina West 5.0 hrs./180 days	04/03/2024
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Rodriguez, Maricarmen	Attendance Accounting Technician, Position #358 Lemonwood 8.0 hrs./209 days	04/04/2024
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Vegafox, Keri	Paraeducator Special Education, Position #9290 Ritchen 5.75 hrs./183 days	03/29/2024
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Retirement

Merlo, Edna G.	Campus Assistant, Position #3066 Ritchen 4.167 hrs./180 days	04/08/2024
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**SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR**

			2023-24 Current Budget	2024-25 Proposed Budget
2000	CLASSIFIED SALARIES			
	2300	Administrative Personnel		
		Commission Members		
	2400	Clerical & Other Office		
	2900	Other		
<i>Subtotal</i>				
3000	EMPLOYEE BENEFITS			
	3100	STRS		
	3200	PERS		
	3300	OASDI & Medicare		
	3400	Health & Welfare Benefits		
	3500	SUI		
	3600	Worker's Compensation		
	3900	Other Benefits		
<i>Subtotal</i>				
4000	SUPPLIES			
	4300	Other Supplies		
		Literature, Periodicals		
		Office Supplies		
		Examinations Purchase		
		Printing & Forms		
		Other		
	4400	Non-Capitalized Equipment		
<i>Subtotal</i>				

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 (*Education Code Section 45250*).

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

**SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR**

		2023-24 Current Budget	2024-25 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)		
	Other		
	Conference		
5300	Dues & Membership		
5500	Utilities & Operating Expenses		
	Electricity		
	Heat		
	Water		
	Other		
5600	Rentals, Leases & Repairs		
	Leasing of Equipment		
	Equipment Maintenance Contracts		
	Other		
5800	Other Services & Operating Expenses		
	Advertising		
	Salary Classification Surveys		
	Physical Examination		
	Fingerprinting		
	Other Recruitment Expense		
	Legal Expenses		
	Contracted Testing		
	Contracted Personnel Services		
	Other		
5900	Communications		
	Telephone/Fax		
	Postage		
	Other		
Subtotal			

SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR

		2023-24 Current Budget	2024-25 Proposed Budget
6000	EQUIPMENT		
	6400 New Equipment		
	Office Furniture		
	Office Equipment		
	Other		
	6500 Equipment Replacement		
<i>Subtotal</i>			
Total Budget Designated for Personnel Commission			

2024-2025 Personnel Commission/Classified Human Resources Budget Justification

Classified Salaries	<p>All staff are budgeted based on the District Fiscal Services projected salary on July 1, 2024. It is understood any wage increases/decreases will be adjusted to Personnel Commission staff as it is negotiated and approved.</p> <p>Any money allocated in this area which is not currently going towards actual salaries is expected to be returned to the District's general fund at the end of the fiscal year and not used in other areas. Exception may of course be made for extreme or emergency circumstances.</p>
2300: Administrative Personnel	<p>The Director, Classified Human Resources is paid out of this account (Step 3 on Management Salary for 2024-2025) and is tasked with overseeing all Personnel Commission and Classified Human Resources activities and supervising Classified Human Resources staff.</p> <p>Additionally, the wages for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of the Personnel Commissioners. It is expected that the actual total may be slightly less, but a buffer has been built in to account for unforeseen special meetings and disciplinary appeal hearings.</p>
2400: Clerical & Other Office	<p>All non-management staff is paid out of this line. Current staff consists of:</p> <p>One Human Resources Analyst The Human Resources Analyst performs tasks related to overseeing the recruitment and testing functions, performing classification and compensation studies, and overseeing the Classified Human Resources transactions and activities including reports.</p> <p>Four Human Resources Technicians The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the department and manage the high-volume workflow of employee evaluations, records, assignments, and staffing including transfers which related to both classified and exempt employees. Positions in this classification are also expected to assist with Commission functions regarding test proctoring as and application screening as needed.</p> <p>One Administrative Assistant, who support the office and the Director of Classified Human Resources.</p>

	\$10,000 has been added to this line for overtime hours as needed for the upcoming year. This can used for attendance at the PC meetings, attending job fairs outside of regular hours, high onboarding seasons, etc.
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Employee Benefits	Associated with department employees and Personnel Commissioners. All increases in the 3000 accounts are due to increases in insurance and related rates.
3200: PERS	Associated with department employees and Personnel Commissioners.
3300: OASDI/Medicare	Associated with department employees and Personnel Commissioners.
3400: Health & Welfare Benefits	Associated with department employees and Personnel Commissioners.
3500: SUI	Associated with department employees and Personnel Commissioners.
3600: Worker’s Compensation	Associated with department employees and Personnel Commissioners.
3900: Other Benefits	Associated with department employees and Personnel Commissioners.

4300: Materials & Supplies	<p>This account provides funding for all office supplies necessary for the regular office duties of the Commission/Classified Human Resources department.</p> <p>This is also the account that provides for the cost of lunches for interview panel members, which can vary depending on the number of interview panels held over the course of the year.</p>
4400: Non-Capitalized Equipment	Similar to 2023-24, an amount equivalent to approximately two computers has been built into the budget for the 2024-25 year. It is expected that the department will need to replace two computers every year which would put our computers on approximately a 3-year replacement cycle.

5200: Travel & Conference	<p>Personnel Commissioners and staff attend the CSPCA Annual Conference which is a three-day event. The 2024 CSPCA conference with six attendees totaled to about \$17,400 which includes reimbursement for travel and expenses.</p> <p>The Neogov Annual Conference is a three-day event which provides system training on the recruitment applicant tracking system, guest speakers, and networking. An addition of \$4,100 has been added for two staff members to attend.</p> <p>This account also includes \$1,500 for mileage reimbursement to interview panel members/raters from outside districts/agencies.</p>
5300: Dues & Memberships	<p>The department has three ongoing memberships which require annual dues: California School Personnel Commissioners Association (CSPCA) at \$1,100, Personnel Commissioners Association of Southern California (PCASC) at \$100, and \$80 for membership to the Personnel Testing Council of Southern California (PTC-SC) for two staff members at \$40/membership.</p>
5600: Rentals, Leases & Repairs	<p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron). A small amount for repairs has been budgeted in case any are needed on current equipment.</p>

<p>5800: Professional/Consulting Services</p>	<p>This account is used for advertising and other recruitment expenses. The Commission only uses these services for recruitments which are inherently difficult. The District committed to support the Commission for the FY23/24 school year with a \$21,273 advertising budget. This account is being increased from \$4,000 to 20,000 to ensure we can continue to advertise and hire difficult to fill positions independently.</p> <p>Other recruitment expenses include \$3,000 for graphic orders for flyers, copies, and publication charges.</p> <p>An amount of \$10,000 is in place for contingencies where a conflict of interest is declared between the District and the Commission. In these instances, the Commission would need to retain its own legal services. It is hoped and anticipated that these funds will not be used and will be returned to the District's general fund at the close of the fiscal year.</p>
	<p>An amount of \$20,300 is included in the budget for the NeoGov Insight Applicant and Test Management System and \$2,700 for Cooperative Organization for the Development of Employee Selection Procedures (CODESP).</p> <p>An amount of \$2,000 has been added to the account for any other contracted services need that may come up in the next year.</p>