

OXNARD SCHOOL DISTRICT

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



THE PERSONNEL COMMISSION
SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

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

AGENDA
SPECIAL MEETING
Tuesday, 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

A.2 Roll Call

A.3 Adoption of the Agenda

Section B: COMMENTS BY THE PUBLIC

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

Section C: ACTION ITEMS

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

The Personnel Commission will review the proposed budget for Fiscal Year 2024-2025.

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

The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.

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

The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.

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

The Personnel Commission will consider the establishment of the newly revised job descriptions, while maintaining the current allocation on the Classified Management Salary Schedule.

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

The Personnel Commission will consider the establishment of the revised minimum qualifications and salary increase.

Section D: ADJOURNMENT

**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 be 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>

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 21, 2024

Agenda Section: Section C: Action Items

New Classification Music Instructor

This new classification is grant funded and was requested by the Director of Certificated Human Resources. The goal of the grant and classification is to support students to develop artistic literacy through authentic processes that artists engage in, such as creating, performing, and responding, and highlight an inquiry-based approach.

The Music Instructor is responsible for delivering instruction and preparing music lesson plans in one or more specialized areas (e.g., musical instrument, vocal performance, music technology, music theory & composition, etc.). The Music instructor will develop curriculum in a variety of capacities following the California Arts Standards. The California Arts Standards are designed to create a progression of student learning in the arts, developing each student's autonomy, technical artistic skills, and personal artistic voice.

FISCAL IMPACT:

Based on the compensation market analysis, this position is being allocated at range 29 on the Classified Salary Schedule.

RECOMMENDATION:

Staff Recommends that the Personnel Commission take action to approve the new job classification of Music Instructor at Range 29 on the Classified Salary Schedule.

ADDITIONAL MATERIALS:

Attached: [Music Instructor.pdf](#)



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JOB DESCRIPTION

Music Instructor

Purpose of Position

The Music Instructor is responsible for delivering instruction and preparing music lesson plans in one or more specialized areas (e.g., musical instrument, vocal performance, music technology, music theory & composition, etc.). The Music instructor will develop curriculum in a variety of capacities following the California Arts Standards process of creating (Cr), performing/producing/presenting (Pr), responding (Re), and connecting (Cn). The California Arts Standards are designed to create a progression of student learning in the arts, developing each student's autonomy, technical artistic skills, and personal artistic voice. This position demands a profound grasp of artistic methodologies and educational fundamentals to nurture student creativity, skill refinement, and a passion for the arts.

Supervision

- Receives oversight from site Principal or designee.
- No formal supervisory responsibilities.

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.

- Develops lesson plans, presentations, exercises, activities, and feedback processes related to music to enable students to:
 - Generate and conceptualize artistic ideas and work (Cr).
 - Organize and develop artistic ideas and work (Cr).
 - Define and complete artistic work (Cr).
 - Select, analyze, and interpret artist work for presentation (Pr).
 - Develop and refine artistic techniques and work for presentation (Pr).
 - Convey meaning through the presentation of artistic work (Pr).
 - Perceive and analyze artistic work (Re).
 - Interpret intent and meaning in artistic work (Re).
 - Apply criteria to evaluate artistic work (Re).
 - Synthesize and relate knowledge and personal experiences to make art (Cn).
 - Relate artistic ideas and works with societal, cultural, and historical context to deepen understanding (Cn).
- Establishes classroom rules to monitor and control student behavior.
- Provides technical assistance in the operation, adjustment, and maintenance of specialized equipment.
- Communicates with parents regarding student progress, behavior, or related matters.
- Plans, coordinates, and oversees student performances and exhibitions.
- Partners with community organizations and agencies for student exhibitions and performances.
- Arranges materials, supplies, and equipment for instructional activities.
- Orders and maintain supplies and equipment, ensuring adequate supply for instructional use.

- Promotes a safe and orderly learning environment by ensuring cleanliness in the classroom.
- Maintains a variety of student records and reports.
- Performs clerical duties such as filing, copying, and inputting information into systems.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- California Arts Standards.
- Specialized area in music.
- Musicology and ethnomusicology.
- Methods and practices of instruction.
- Documentation methods and record keeping.

Skills in:

- Operation of specialized music instrument or equipment.
- Public speaking and content presentation.
- Verbal and written communication.
- Time and classroom management.

Ability to:

- Use sound judgment, patience, and courtesy with students.
- Be sensitive to culturally and linguistically diverse backgrounds.
- Establish cooperative relationships with students, parents, and staff.
- Work independently and collaboratively as part of a team.
- Learn and use technology and computer software applications.
- Drive automobile to deliver instruction at various school sites.

Minimum Qualifications

Education and Experience

A Bachelor's degree in Music, Visual & Performing Arts, or closely related field. Two years of professional experience in a music environment. One year of experience teaching students in an educational environment is highly desirable.

Physical Requirements

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, and carry up to 50 lbs., 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 in the classroom and other indoor and outdoor learning environments. Required to drive an automobile to conduct work, and have direct contact with students, parents, and other members of the public.

FLSA Status: Non-Exempt

Approval Date:

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 21, 2024

Agenda Section: Section C: Action Items

New Classification -Arts Instructor

This new classification is grant funded and was requested by the Director of Certificated Human Resources. The goal of the grant and classification is to support students to develop artistic literacy through authentic processes that artists engage in, such as creating, performing, and responding, and highlight an inquiry-based approach.

The Arts Instructor is responsible for delivering instruction and preparing visual arts lesson plans in one or more specialized area (e.g., drawing, painting, illustration, photography, ceramics, sculpturing, graphic design, animation, film, etc.). The Arts Instructor will develop curriculum in a variety of capacities following the California Arts Standards. The California Arts Standards are designed to create a progression of student learning in the arts, developing each student's autonomy, technical artistic skills, and personal artistic voice.

FISCAL IMPACT:

Based on the compensation market analysis, this position is being allocated at Range 29 on the Classified Salary Schedule.

RECOMMENDATION:

Staff Recommends that the Personnel Commission take action to approve the new job classification of Arts Instructor at Range 29 on the Classified Salary Schedule.

ADDITIONAL MATERIALS:

Attached: [Arts Instructor.pdf](#)



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JOB DESCRIPTION

Arts Instructor

Purpose of Position

The Arts Instructor is responsible for delivering instruction and preparing visual arts lesson plans in one or more specialized area (e.g., drawing, painting, illustration, photography, ceramics, sculpturing, graphic design, animation, film, etc.). The Arts Instructor will develop curriculum in a variety of capacities following the California Arts Standards process of creating (Cr), performing/producing/presenting (Pr), responding (Re), and connecting (Cn). The California Arts Standards are designed to create a progression of student learning in the arts, developing each student's autonomy, technical artistic skills, and personal artistic voice. This position demands a profound grasp of artistic methodologies and educational fundamentals to nurture student creativity, skill refinement, and a passion for the arts.

Supervision

- Receives oversight from site Principal or designee.
- No formal supervisory responsibilities.

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.

- Develops lesson plans, presentations, exercises, activities, and feedback processes in visual arts to enable students to:
 - Generate and conceptualize artistic ideas and work (Cr).
 - Organize and develop artistic ideas and work (Cr).
 - Define and complete artistic work (Cr).
 - Select, analyze, and interpret artist work for presentation (Pr).
 - Develop and refine artistic techniques and work for presentation (Pr).
 - Convey meaning through the presentation of artistic work (Pr).
 - Perceive and analyze artistic work (Re).
 - Interpret intent and meaning in artistic work (Re).
 - Apply criteria to evaluate artistic work (Re).
 - Synthesize and relate knowledge and personal experiences to make art (Cn).
 - Relate artistic ideas and works with societal, cultural, and historical context to deepen understanding (Cn).
- Establishes classroom rules to monitor and control student behavior.
- Provides technical assistance in the operation, adjustment, and maintenance of specialized equipment.
- Communicates with parents regarding student progress, behavior, or related matters.
- Plans, coordinates, and oversees student performances and exhibitions.
- Partners with community organizations and agencies for student exhibitions and performances.
- Arranges materials, supplies, and equipment for instructional activities.
- Orders and maintain supplies and equipment, ensuring adequate supply for instructional use.

- Promotes a safe and orderly learning environment by ensuring cleanliness in the classroom.
- Maintains a variety of student records and reports.
- Performs clerical duties such as filing, copying, and inputting information into systems.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- California Arts Standards.
- Specialized area in visual arts.
- Art history and culture.
- Methods and practices of instruction.
- Documentation methods and record keeping.

Skills in:

- Operation of specialized tools or equipment.
- Public speaking and content presentation.
- Verbal and written communication.
- Time and classroom management.

Ability to:

- Use sound judgment, patience, and courtesy with students.
- Be sensitive to culturally and linguistically diverse backgrounds.
- Establish cooperative relationships with students, parents, and staff.
- Work independently and collaboratively as part of a team.
- Learn and use technology and computer software applications.
- Drive automobile to deliver instruction at various school sites.

Minimum Qualifications

Education and Experience

A Bachelor's degree in Fine & Studio Arts, Design & Applied Arts, Visual & Performing Arts, or closely related field. Two years of professional experience in a visual arts environment. One year of experience teaching students in an educational environment is highly desirable.

Physical Requirements

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, and carry up to 50 lbs., 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 in the classroom and other indoor and outdoor learning environments. Required to drive an automobile to conduct work, and have direct contact with students, parents, and other members of the public.

FLSA Status: Non-Exempt

Approval Date:

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 21, 2024

Agenda Section: Section C: Action Items

Job Description Revision for Director of Purchasing

A classification and compensation study were conducted for the Director of Purchasing classification which was last updated in August 2002. The compensation study showed the classification appropriately aligned with the market. The job description was revised to reflect the current role and responsibilities.

FISCAL IMPACT:

No change is to be made.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the newly revised job description, while maintaining the current allocation on the Classified Management Salary Schedule.

ADDITIONAL MATERIALS:

Attached: [DIRECTOR OF PURCHASING.pdf](#)
[Director of Purchasing 5.15.24.pdf](#)

DIRECTOR OF PURCHASING

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Definition

To plan, organize and direct the purchasing, graphic services, records retention and warehouse operations for the District; perform other related duties as assigned; and to perform a variety of other duties relative to assigned area of responsibility.

Distinguishing Characteristics

- Received supervision from the Assistant Superintendent, Business and Fiscal Services.
- Exercises supervision over the purchasing, graphics, records retention and warehouse personnel

Essential Function Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plan, organize, coordinate and direct the work of the Purchasing, Warehouse, Graphic Services and Archives (records retention) staff; establish policies, systems and procedures.
2. Supervise maintenance of computerized purchasing and fixed asset inventory systems, including computerized inventory of warehouse stock; schedule and supervise physical inventories.
3. Supervise, train, and evaluate the District's purchasing staff; organize, prepare, advertise and bid annual contracts for services and supplies; supervise the distribution of supplies, furniture and equipment; organize and supervise the sale of obsolete supplies and equipment.
4. Supervise and evaluate the District's warehouse manager; directing the maintenance of warehouse stock by developing or recommending specifications, advertising for bids or quotations and recommending the low responsible bidder; supervise preparation, maintenance and distribution of warehouse stock catalog.
5. Supervise the District's graphic services department; coordinate and evaluate District's graphic services operations and staff.
6. Supervise the operation of the District's record retention and microfilming archive department; evaluate record retention staff.
7. Train, supervise, and evaluate staff; assign and review the work of staff.
8. Coordinate the preparation of construction contract documents with District personnel; initiate advertisements for bids for contracts; contact contractors; mail bid packages; review documents and forms submitted by contractor for accuracy and completion; prepare bid reports; maintain files to track the activity and progress payments of all contacts; oversee contract litigation.
9. Prequalify bidders; receive bids and recommends acceptance of lowest responsible bids or quotations; prepare bid summary sheets and maintain for public records.
10. Assign approved requisitions for quotations or bids; approve purchase orders for payment; develop specifications or assist a department by ensuring that their specifications are complete and usable.

11. Interview vendors regarding aspects of purchasing operations such as type or price of materials required; evaluate specifications, bids, quotations, and complaints and observe demonstration of new products; maintain vendor catalogues, purchase orders and related files and documents; establish open charge accounts with local vendors.
12. Arrange equipment maintenance contracts, supervise maintenance of equipment control records.
13. May supervise the distribution, delivery and posting of mail received from all sources including the US Postal Service, UPS Service and Federal Express.
14. Operate a computer and modern software to develop, direct and maintain a computerized purchasing program.
15. Perform related duties and responsibilities as required.

Qualifications

Knowledge of:

- Pertinent Federal, State and local laws, code and regulations, including public contract code and *Uniform Public Construction Cost Accounting Act*;
- Operational characteristics, services and activities of a comprehensive school district purchasing program.
- Governmental purchasing, warehousing and record retention principles and practices.
- Types of supplies, materials and equipment commonly used in a modern school district.
- Sources of supplies, commodity markets, marketing practices, commodity pricing methods and discounts.
- Construction contracts.
- Principles and practices of budget preparation and administration.
- Prequalification and bid processing.
- Principles of supervision, training and performance evaluation of employees subject to *Government Code* or *Education Code* provisions.
- Bidding principles, practices and procedures.
- Computer hardware and software used in the purchasing and contracts process.

Ability to:

- Plan, organize, direct and coordinate the work of purchasing, warehouse, publications, and records retention staff.
- Select, supervise, train and evaluate staff.
- Direct the operations of all phases of a school district's purchasing, graphics, warehousing and records retention programs.
- Interpret and explain laws, rules and regulations affecting school district purchasing operations.
- Test and evaluate supplies and equipment.
- Prepare clear specifications in accordance with established procedure and format.
- Prepare and present oral and written reports.
- Prepare and administer large and complex budget.
- Operate a computer and modern software to develop, direct and maintain a computerized purchasing program.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Operate and perform operator's maintenance on a District vehicle.
- Observe legal and defensive driving practices.
- Follow good health and safety principles and practices.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years experience purchasing in business or government or acceptable equivalent combination of education and experience, including two years of supervisory experience.

Training: Graduation from an accredited college or university with a major in business management, public administration or a related discipline.

Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Working Conditions

Environmental Conditions: Office environment.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; operate a computer and keyboard; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically, bend and stoop.

OXNARD SCHOOL DISTRICT

Board Policy Adopted: June 11, 1979; Revised: April 11, 1990; November 6, 2002

Personnel Commission Approved: August 29, 2002



OXNARD SCHOOL DISTRICT

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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 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 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.
- 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.
- Supervises and evaluates purchasing, warehouse, and graphics 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:

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 21, 2024

Agenda Section: Section C: Action Items

Job Description Revision for Paraeducator Special Education

Based on the classification and compensation study, the Paraeducator – Special Education minimum qualifications and compensation are being revised to align with the market. The minimum qualifications are being revised from 1 year of required experienced to 1 year of desired experience. The hourly minimum to maximum would be increase from \$21.12 – 25.69 to \$23.27 to \$28.31.

FISCAL IMPACT:

Based on the compensation market analysis, this position is being allocated at range 12 on the Classified Salary Schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the newly revised job description and increase in salary.

ADDITIONAL MATERIALS:

Attached: [Paraeducator - Special Education MQ Revisions Red Line.pdf](#)

PARAEDUCATOR – SPECIAL EDUCATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition

Under general supervision, provides instruction to individual or small groups of students in subject-matter areas to reinforce lessons to special education students; may assist speech therapists in assessing and providing services; may provide services to students with specialized behavioral and health needs; may provide assistance with personal hygiene; monitors and records student behavior and performance; may work one-on-one with and supervise an assigned student that has learning, emotional, physical and/or behavioral disabilities; may support small group and whole group instruction in collaboration with the special education or general education teacher; completes paperwork and creates classroom materials as needed for instruction and behavioral support; and performs related duties as assigned.

Distinguishing Characteristics Among Related Classes

The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar.

The Paraeducator – General Education classification works under direction of a teacher or other certificated employee and assists in providing instructional reinforcement, preparing instructional materials and maintaining a safe and clean learning environment. This position is generally assigned to classrooms working with the general student population or TK/K classes.

The Paraeducator – Special Education classification works under direction of a teacher or other certificated employee and assists in providing instructional reinforcement, preparing instructional materials, and maintaining a safe and clean learning environment. This classification is generally assigned to work with students having special needs including: learning needs, behavioral and social-emotional needs, and physical limitations. This classification may be assigned to work with students having disabling conditions, including cognitive, behavior, and/or significant medical impairments. Students may require daily hygiene support. Incumbents are expected to assist classroom teachers by working with assigned students, in various subject matter areas, who are working on specific goals and objectives based upon their identified unique needs documented in the student's Individual Education Plan (IEP). Some positions may be assigned to support students one-on-one.

Supervision Received and Exercised

Receives supervision from site administrator; may receive supervision from the Director of Special Education, Manager of Special Education, or designee. Receives technical and work direction from the classroom teacher. No supervision is exercised.

Duties and Responsibilities

Essential responsibilities and duties may include, but are not limited to, the following:

1. Reinforce instruction for a classroom, and individual or small groups of students as directed by the teacher.
2. Under the direction of a teacher and in conformity with students' IEP goals and objectives, follows and implements associated treatment plans and protocols.
3. Assist individual or small groups with academic skills; listen to and reinforce instruction to individual in reading, spelling, math, social studies and other subjects.

4. Provide services to students with specialized needs; assist students who require personal and health care; may provide assistance with personal hygiene and other needs.
5. Observe and control behavior of students inside or outside of classroom according to approved procedures; report progress regarding student performance and behavior to teacher; assist students by providing proper examples, emotional support, friendly attitude, and general guidance.
6. Assist in lifting pupils in and out of wheelchairs, braces, and other orthopedic equipment; ensure all assistance is provided in a safe manner; assist in positioning pupils and in rendering various forms of personal care, such as toileting and diapering; assist children in dressing, bathing, and grooming as needed.
7. Assist children in and out of buses; accompany or assist children to and from school buses and in moving to and from activities on the school site.
8. May perform other duties as trained, to assist physically handicapped children such as suctioning to clear air passages, gastrostomy tube feeding, catheterization, colostomy and ileostomy care, oxygen administration and flow monitoring, emergency care, and other related forms of personal health care.
9. May assist students and teachers in the use of instructional software and related peripherals.
10. Prepare materials for classroom and instructional use and set up work areas, displays, and exhibits; operate a variety of educational equipment as needed.
11. Confer with teachers concerning programs and materials to meet students' needs.
12. Ensure the health and safety of students by following all health and safety rules; conduct general clean-up of work site.
13. Perform a variety of clerical duties such as preparation of instructional materials, administer, correct and record test results; take roll, maintain student profiles and other records of students as requested; maintain confidential student records and files.
14. Assists in maintaining a clean and orderly learning environment.
15. If assigned to the Infant Program, may travel to and interpret for non-English speaking parents/family members.
16. For positions designated bilingual, translate a variety of written materials from English to a second language and from that language into English; interpret and facilitate communication between staff and non-English speaking students and parents.
17. Perform CPR and First Aid as required.
18. Perform related duties and responsibilities as required.

Qualifications

Knowledge of:

- General needs, behavior, physical limitations, special needs, and emotional problems of students who may require personal or health care
- Behavior management techniques
- Methods and techniques of safely lifting and moving children with physical limitations
- Personal hygiene practices
- Health and safety and basic first aid techniques, including CPR
- Child guidance principles and practices as they relate to children with physical limitations
- Safe practices in school and playground settings
- Basic principles and practices of child development and child guidance

Ability to:

- Reinforce instruction to individuals or small groups of students as directed by the teacher
- Maintain confidentiality for the privacy and dignity of physically handicapped children
- Safely lift children in and out of school buses, wheel chairs, braces, and other orthopedic equipment

- Maintain emotional control in difficult situations
- Efficiently and effectively react to emergencies
- Serve as a role model, provide emotional support, and maintain a friendly attitude
- Perform routine clerical duties and maintain records
- Work independently with minimal direction
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner
- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of work
- React calmly under stressful situations and emergencies
- If assigned to the Infant Program, travel to multiple sites within the work day

Education and Experience

Consistent with the Every Student Succeeds Act of 2015, No Child Left Behind Act of 2001, and other related legislation, paraprofessionals working in a program supported with Title I funds must meet the following standards:

Education: The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
2. Attainment of an Associate of Arts degree or higher degree; or
3. 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.

Experience: One year of experience working with school-age children with special needs in an organized educational, health, childcare, or other structured setting is desirable.

Special Requirements, License or Certificate, as required by the individual assignment/position:

- Possession of, or ability to obtain, a valid California Driver's license.
- Possession of, or ability to obtain, a CPR and first aid certificate.
- Some positions in this classification may require bilingual certification and/or a special assessment of the ability to communicate clearly in English and/or Spanish.

Working Conditions

Environmental Conditions: Classroom environment; subject to traveling from site to site; indoor and outdoor recreational facilities; toilet, clean, diaper, and feed children with limitations.

Physical Conditions: Essential functions may require maintaining physical condition necessary for lifting and providing personal hygiene assistance and other duties related to the specific limitations of the children; sitting, walking, or standing for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically, bend and stoop.

Appointment

In accordance with Education Code Section 45301, an employee appointed to this classification must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 12