

PERSONNEL COMMISSION
MEETING AGENDA – August 21, 2024
(Meeting Location: Board Room)

A. CALL TO ORDER - 4:30 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- July 31, 2024

D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next PC Meeting: Special Meeting, September 25, 2024

F. ACTION AGENDA ITEMS

1. Commission's Joint Appointment to the Personnel Commission:
Announcement of Intended Appointee
2. Approval of Revised Classification Specification: Grounds Maintenance Worker I

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.

3. Approval of New Classification Specification and Salary Allocation:
Senior Construction Project Manager

G. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

H. COMMISSION COMMENTS — No official action will be taken.

I. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

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For the future of every student

MINUTES
July 31, 2024

CALL TO ORDER A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on July 31, 2024. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.

Present: Commissioners Campbell, Stallings, and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Reina Murillo, Human Resources Analyst, Confidential; and Belen Gonzalez, Human Resources Supervisor.

ADOPTION OF AGENDA On a motion by Mr. Walker, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the July 31, 2024 Personnel Commission meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)

APPROVAL OF MINUTES On a motion by Ms. Campbell, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the May 22, 2024 Personnel Commission meeting were approved as presented by a vote of 2-0. (Ayes – 2/ Campbell, Stallings; Nay 0; Abstain 1/ Walker)

PUBLIC COMMENTS NONE

ITEM E1 VESPA REPORT

1) None at this time

ITEM E2 DIRECTOR'S REPORT

Ms. Crouch reported

- We have now concluded the June and July summer sessions, as well as the week of August enrichment.
- All Principals and the majority of School Administrative Assistants have now returned back to work.
- As Classified prepares for the first day of school the focus at this time will be working with each school site, as well as the Special Education Department and ELOP to ensure positions are filled, or subs are in place by the start of school.
- The Annual School Administrative Assistants' meeting will be held on August 2nd
- There have been several changes in Principals as well as School Administrative Assistants which include:
 - FTHS: Principal, Courtney Johnson
 - PHS: Principal, Russell Gibbs
 - Anacapa MS: SAA III, Angela Foley
 - Balboa MS: SAA III, Claudia Mendoza
 - Cabrillo MS: Principal, Dr. Lars Nygren and SAA III, Jessica Wright
 - DATA MS: Principal, Clara Ortiz and SAA III, TBD at this time
 - Elmhurst Elementary: Principal, Bret Klopfenstein
 - Poinsettia Elementary: SAA I, Rosa Keigwin
 - Portola Elementary: Principal, Laura Kubler
 - Sheridan Way Elementary: SAA I, TBD at this time
 - VACE: Principal/Director, Dr. Scott McNutt


Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- Next regular Board of Education meeting - Tuesday, August 6th
- The Annual Celebrate! event will take place on Tuesday, August 13th, the day before school starts, in Larabee stadium at VHS
- The first day of school is Wednesday, August 14th

- ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.
- ITEM E4 Appointment of Joint Appointee to the Personnel Commission – Anticipated Timeline for Appointment for term beginning December 1, 2024 through December 1, 2027.
The Personnel Commission reviewed the timeline for the appointment of the joint appointee, and discussed plans for the announcement of its intended appointee.
- ITEM E5 Next Regular PC Meeting: August 21, 2024
- ITEM F1 RATIFICATION OF EXCESS VACATION CARRYOVER APPROVALS
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU), the Personnel Commission ratified the six (6), approved vacation carryover requests as presented by a vote of 3-0. (Ayes – 3/Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM F2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: Bus Driver
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to approve the revised classification specification for Bus Driver as presented, by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM H COMMISSION COMMENTS
There were no Commission comments.
- ITEM I CLOSED SESSION
On a motion by Ms. Campbell, seconded by Mr. Walker the meeting moved to closed session at 5:05p.m. to discuss:
1. Public Employee Performance Evaluation pursuant to Government Code §54957 (b)
 Title: Director, Classified Human Resources
The meeting returned to Open session at 6:29pm. The Commission reported that no action was taken in closed session.
- ADJOURNMENT On a motion by Mr. Walker and seconded by Ms. Campbell, MSCU to adjourn the meeting at 6:30 p.m. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: August 21, 2024

Subject: **Personnel Commission – Joint Appointee**
Announcement of Intended Appointee - Term of Office: Dec. 1, 2024 – Dec. 1, 2027

John Walker was initially appointed as the Joint Appointee in June 2020 to finish out the term of the Commission’s previous appointee, Mr. Ed Lacey (through December 1, 2021), and then was reappointed to a new three-year term effective December 1, 2021 through December 1, 2024.

Mr. Walker previously served as a VUSD Board of Education Member for 29 years, 1989 - 2018. In addition, after retiring from his 34 year career with Verizon, Mr. Walker went on to serve as the Classified Human Resources Director for Ojai Unified School District, and in post-retirement continues to assist their Personnel Commission. VUSD is grateful for the experience Mr. Walker brings to his role as a Personnel Commissioner, as well as the history and connection he has with the District.

In preparation for the appointment of the Personnel Commission’s Joint Appointee for the term beginning December 1, 2024 through December 1, 2027, the following timeline is being presented regarding the appointment process.




California Education Code §45246 requires that the appointee of the governing board and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint no later than September 30. In accordance with our PCRR’s, after 30 days, and within 45 days after the announcement, the Personnel Commission must hold an open hearing in which the public, employees, and employee organizations may express their views on the qualifications of each candidate. After the hearing, the two appointees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

As such, the following timeline is recommended for the appointment of the Personnel Commission’s Joint Appointee:

Date	Action
August 21, 2024 (Regular PC Meeting)	Announcement of Intended Appointee to the Personnel Commission The Personnel Commission intends to announce the re-appointment of John Walker as its Joint Appointee.
September 25, 2024 (Special PC Meeting)	Public Hearing & Final Approval of Appointee (to be held after 30 days and within 45 days of August 21 st meeting date/Announcement)
December 1, 2024 (noon)	Three (3) year term begins effective at noon on December 1, 2024 through noon on December 1, 2027



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: August 21, 2024

Subject: Approval of Revised Classification Specification
Grounds Maintenance Worker I

The Ventura Unified School District is planning recruitment efforts to fill a vacant Grounds Maintenance Worker I position. In preparation of filling this position, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to clarify the minimum qualifications for the position.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Grounds Maintenance Worker I as presented.

Attachment: proposed classification specification for Grounds Maintenance Worker I



For the future of every student

CLASS TITLE: GROUNDS MAINTENANCE WORKER I

BASIC FUNCTION:

Under the direction of the Facilities Manager, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

DISTINGUISHING CHARACTERISTICS:

The Grounds Maintenance Worker I classification is the entry-level classification in the series. Incumbents perform general grounds maintenance tasks and assist in major maintenance projects as assigned. The Grounds Maintenance Worker II is the advanced-level classification in the series and performs the more complex grounds maintenance duties including irrigation and grounds construction work. Incumbents assume lead responsibility over designated work projects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; maintain grounds areas in a clean, orderly and safe condition.

Plant, cultivate, trim, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks, asphalt, driveways and other assigned areas; remove leaves, dirt and grass clippings; empty waste receptacles.

Perform general grounds cleanup, including picking up and removing paper, trash and debris from grounds areas, parking lots, playgrounds, athletic fields and other assigned areas; clear storm drains as needed.

Operate a variety of power-driven equipment such as mowers, tractors, blowers, chainsaws, edgers, trimmers, sprayers, skip loaders, weed whips and other equipment used in grounds work; utilize standard gardening and maintenance hand tools; drive a vehicle to conduct work.

Assist with major maintenance projects as assigned; adjust and make minor repairs to sprinkler systems as required.

Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as cleaning parts, lubricating and changing oil.

Apply pest control methods to eradicate weeds, insects, rodents and other pests according to established procedures as assigned.

Inspect school grounds, play equipment and other assigned areas; identify, resolve and report safety issues and hazards to appropriate personnel; respond to emergency grounds maintenance needs as requested; identify and report vandalism and maintenance and repair needs.

Move and arrange furniture, equipment and supplies as required; haul and transport supplies, materials and equipment for assigned projects and activities; raise and lower flags as assigned.

Prepare and lay out fields for athletic activities and special events; mark and line athletic fields as assigned.

Cut down and remove trees as assigned.

Maintain routine records related to assigned activities as required.

Perform other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and grounds maintenance work.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Operation of hand and power tools and equipment used in ground maintenance.

Basic methods and materials used in controlling weeds and other pests.

Basic record-keeping techniques.

Health and safety regulations.

ABILITY TO:

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Apply specialized chemicals to control and eradicate weeds and other pests as assigned.

Operate and maintain hand and power tools and other equipment used in grounds maintenance.

Maintain routine records related to work performed.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination of education, training and experience that provides the required knowledge and ability to perform the essential duties of the position. Some experience performing a variety of grounds maintenance and beautification gardening duties highly desirable.~~

Any combination of education, training and experience equivalent to six months of professional grounds maintenance or landscaping experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil, grease and gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment.

Walking or standing for extended periods of time.
Seeing to perform gardening and grounds work.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.
Heavy physical labor.

HAZARDS:

Exposure to chemicals used in pest control and weed abatement.
Working around and with machinery having moving parts.
Working on ladders.

Approved by Personnel Commission:
Revised:


09/19/2007

02/15/2023

08/21/2024 proposed revisions to PC for review and approval



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: August 21, 2024

Subject: Approval of New Classification Specification and Salary Allocation
Senior Construction Project Manager

EVALUATION AND JUSTIFICATION FOR CLASSIFICATION:

At the Regular Board of Education meeting held on August 6, 2024 the Board approved a new Senior Construction Project Manager position needed to staff the Bond Office as a result of the growth of our bond projects.

A meeting was held with Ahsan Mirza, Assistant Superintendent of Business Services and Ryan Hughes, Bond Program manager to discuss the evolving needs to manage the bond and related projects and activities. A Senior Construction Project Manager is needed for the overall management and oversight of projects as well as supervision of assigned staff, consultants, contractors and outside agencies. This position will also be responsible for developing requests for proposals, requests for quotes and project documents for architects, engineers, consultants and contractors.

The Senior Construction Project Manager will be responsible for: Under the direction of the Bond Program Manager, identifies, plans, coordinates, and facilitates highly complex, multi-disciplinary, multi-phase architectural and engineering projects and reviews in connection with capital construction, improvement and remodeling. Develops RFP/RFQ and Project Documents for architects, engineers, consultants and contractors. Oversees and conducts feasibility studies that include engineering and architectural aspects, research for funding sources, and community acceptance. Directs and supervises the work of Construction Project Manager(s), outside consultants and contractors, and other agencies. Employment is for the duration of the bond-funded construction program only.

Classified Human Resources surveyed school districts within the County and closely surrounding districts to compare like positions. There were very few comparable positions to a Senior level position, as the majority of districts only had Construction Project Manager level positions. Attached are the salary survey results. In addition, HR conducted a job evaluation in which the function, essential duties, knowledge, skills and abilities of the proposed classification were compared against existing classification specifications to ensure internal alignment was maintained.

RECOMMENDATION:

It is therefore recommended that the Personnel Commission approve the attached classification specification as presented and allocate it to salary range M52 on the Classified Management Salary Schedule (\$122,880 - \$153,360 annually / \$10,240 - \$12,780/month).

Attachment: Senior Construction Project Manager proposed classification specification and salary survey results



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CLASS TITLE: SENIOR CONSTRUCTION PROJECT MANAGER

BASIC FUNCTION:

Under the direction of the Bond Program Manager, identifies, plans, coordinates, and facilitates highly complex, multi-disciplinary, multi-phase architectural and engineering projects and reviews in connection with capital construction, improvement and remodeling. Develops RFP/RFQ and Project Documents for architects, engineers, consultants and contractors. Oversees and conducts feasibility studies that include engineering and architectural aspects, research for funding sources, and community acceptance. Directs and supervises the work of Construction Project Manager(s), outside consultants and contractors, and other agencies. Employment is for the duration of the bond-funded construction program only.

DISTINGUISHING CAREER FEATURES:

The Senior Construction Project Manager is a senior-level professional and leadership position that combines large-scale project management with planning, engineering and architecture. The Senior Construction Project Manager has more responsibility for oversight of projects as well as direction and supervision of assigned staff, consultants, contractors and outside agencies. The Construction Project Manager is also a senior-level professional and leadership position that also requires advanced knowledge of engineering and architectural design principles, practices, and procedures; estimating and project accounting; construction methods and the principles, methods and practices of construction project management.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Identifies, plans, coordinates, and facilitates all aspects of project conceptualization, design, development, and implementation including preliminary technical research and feasibility analysis, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results.

Develops requests for proposals and requests for quotes (RFP/RFQ) and project documents for architects, engineers, consultants and contractors.

Coordinates and integrates multi-phase design, development, and construction work-in-progress with state agencies, as well as with interest groups, neighborhood associations, other stakeholders, and the public.

Works with outside architects, engineers, construction firms, and agencies to develop construction action plans and construction specifications that comply with the District's architectural and engineering standards, and themes.

Contributes to, and otherwise prepares project cost estimates and schedules. Develops and or reviews engineering specifications to comply with the District's standards and project goals.

Oversees, conducts, and/or audits seismic, load bearing, and other structural and environmental computations. Approves, as part of a multidisciplinary team, plans, costs, and engineering change notices. Develops project schedules and work sequences, and sets up, manages, and participates in progress and quality reviews. Establishes internal and external communications schedules.

Plans and develops community-based participation including techniques and processes to inform and explain project objectives and answer questions from the public, media and other agencies.

Prepares for and makes presentations to community or other interest groups, including the District's Board of Education. Develops performance reports, correspondence, and other documents in connection with projects.

Resolves problems associated with projects. Works with a variety of people to solve technical, legal, and logistical problems, including those that are unanticipated.

Supervises and prepares facility plans that include analysis and allocation of space and relocation of services to facilitate construction. Conducts research of facility capabilities. Receives information about growth projections and classroom needs. Prepares projections for space requirements.

Prepares and monitors intergovernmental agreements, right-of-way, easement agreements that are necessary to enable construction. Prepares periodic internal and external reports, such as those required by the state.

Maintains complete project files including drawings, proposals, contracts, work-in-progress reviews, inspections, and communications.

Supervises, counsels, evaluates and motivates assigned staff; recommends hires, transfers, reassignment, and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established requirements and procedures; plans, coordinates, arranges and conducts training activities for assigned personnel.

In the absence of the Bond Program Manager chairs all planning, design and construction meetings. Provides input, recommendations and direction related to planning, design and construction to architects, engineers, consultants and contractors for Bond related projects.

Other related duties as assigned that support the overall objective of the department.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of school facilities planning

Construction methods, practices, characteristics, and costs including the methods of basic trades

Laws, codes, and regulations pertaining to public facilities construction

Principles and practices of management and supervision

Principles and practices of construction project management

Principles of contract management

Principles and practices of budget preparation and management

Principles and practices of report preparation

Principles and procedures of records management

Software applications used in building construction management

Interpersonal skills using tact, patience, and courtesy.

Effective oral communication to speak in public, conduct meetings, and make presentations.

ABILITY TO:

Plan, organize, and manage multi-disciplinary construction projects

Interpret, apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction

Read and interpret construction documents, including blueprints, plans, and specifications

Estimate scope of work, including cost, labor, materials, and supplies

Supervise, coordinate, and evaluate the work of others

Manage multiple assignments simultaneously

Plan and organize work to meet changing priorities and deadlines

Analyze situations and adopt effective courses of action

Learn and apply new information, skills, and technology

Establish and maintain effective working relationships with district personnel, architects, engineers, community members, construction contractors, and others encountered in the course of work

Exercise initiative and independence of judgment and action

Develop and maintain records and reports

Communicate clearly and concisely, both orally and in writing

Operate office equipment, including computers and supporting word processing, spreadsheet, email, database, and specialized applications and systems

Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios

Understand and follow oral and written instructions.

Work independently while establishing and maintaining appropriate project deadlines.

Travel to various locations and work flexible hours.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent a Bachelor's degree from an accredited university or college and three years experience in construction and/or project management. Two years of the aforementioned experience must include training, leading, or supervising others. A Bachelor degree in Business Administration, Engineering, Architecture, Facilities Planning/Management, Construction Management or closely related field is desired. Experience in school district or public sector construction is desired.

OR

An Associate's degree from an accredited university or college and seven years experience in construction and/or project management, including two years of experience training, leading, or supervising others. An associate in Business Administration, Engineering, Architecture, Facilities Planning/Management, Construction Management or closely related field is desired. Experience in school district or public sector construction is desired.

OR

A high school diploma or equivalent and eleven years experience in construction and/or project management, including two years of experience training, leading, or supervising others. Experience in school district or public sector construction is desired.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.

A California Professional Engineer or Architect Certificate is desired.

A Project Management Certificate is desired.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed primarily in an indoor environment where minimal safety considerations exist. Work is performed occasionally outdoors where safety considerations exist from moving equipment, environmental factors (e.g. temperature, rain, wind, dust), and noise extremes.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Chemical fumes.

Working at heights.

Approved by Personnel Commission:

08/21/2024 proposed description to PC for review and approval

Ventura Unified School District
 Classified Human Resources
 PERSONNEL COMMISSION

Salary Survey for Senior Construction Project Manager

Data as of 08-2024

Districts Surveyed within the Tri-Counties area		SENIOR CONSTRUCTION PROJECT MANAGER		
District	County	Title	on Salary Range	on Salary Range
Fillmore Unified	Ventura	Bond/Facilities Project Manager <i>(equivalent to Bond Program) Manager)</i>	\$145,258	\$177,399
Simi Valley Unified	Ventura	Construction Project Manager <i>(lower level position)</i>	\$124,102	\$150,846
Conejo Valley Unified	Ventura	Project Manager <i>(lower level position)</i>	\$113,448	\$148,344
Santa Paula Unified	Ventura	Facilities and Construction Manager <i>(lower level position)</i>	\$121,394	\$142,009
Ojai Unified	Ventura	Bond Project Manager <i>(lower level position)</i>	\$105,896	\$126,516
Briggs School District	Ventura	N/A		
Carpinteria Unified School District	Santa Barbara	N/A		
Hueneme Elementary School District	Ventura	N/A		
Las Virgenes Unified	Los Angeles (participates)	N/A		
Lompoc Unified School District	Santa Barbara	N/A		
Mesa Union School District	Ventura	N/A		
Moorpark Unified	Ventura	N/A		
Mupu Elementary School District	Ventura	N/A		
Oak Park Unified	Ventura	N/A		
Ocean View Elementary	Ventura	N/A		
Oxnard Elem School District	Ventura	N/A		
Oxnard Union High	Ventura	N/A		
Pleasant Valley School District	Ventura	N/A		
RioSchool District	Ventura	N/A		
Santa Barbara County Education Office	Santa Barbara	N/A		
Santa Barbara Unified School District	Santa Barbara	N/A		
Somis Union Elementary School District	Ventura	N/A		
Ventura County Office of Education	Ventura	N/A		
Ventura County School Business Authority	Ventura	N/A		
Ventura Unified School District	Ventura	N/A		
William S. Hart Union	Los Angeles (participates)	N/A		

Average Salary <i>(Annually)</i>	\$122,020	\$149,023
<i>(Monthly)</i>	\$10,168	\$12,419

Median Salary <i>(Annually)</i>	\$121,394	\$148,344
<i>(Monthly)</i>	\$10,116	\$12,362

RECOMMENDED

Ventura Unified School District	\$122,880	\$153,360
Classified management (M52)	\$10,240	\$12,780



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date:08/21/2024

New Hires

Last Name	First Name	Job Class Description	Date
Leon	Kiara	After School Paraed Liaison	08/12/24
Rodriguez	Leticia	Associate	08/01/24
Taylor	Damian	Associate	08/01/24
Quiroz	Angel	Athletic Equipment Attendant	08/13/24
Reischl	Madison	Behavior Support Assistant	08/13/24
Zeider	Lori	Behavior Support Assistant	08/13/24
Ford	Yreka	Bus Driver	08/13/24
Ruiz	Mayra	Bus Driver	08/13/24
Trammel	Nathan	Bus Driver	08/13/24
Urias	Noelle	Bus Driver	08/13/24
Kasamis	Shawna	Child Nutr Mgr-Elementary	08/09/24
Barillas	Yuridia	Clinical Supervisor	08/09/24
Ayala	Sarah	CTE WrkBsd Learning Liaison	08/01/24
Martinez	Joseph	Head Custodian I	08/07/24
Bustos	Thomas	Para- After School	08/12/24
Patino	Antonio	Para- After School	08/12/24
Patino Gaona	Cristina	Para- After School	08/13/24
Claudio	Valerie	Paraeducator II	08/13/24
Ferras	Jewel	Paraeducator II	08/13/24
Graham	Claire	Paraeducator II	08/13/24
Hermosillo	Aracely	Paraeducator II	08/13/24
Hudson	Sara	Paraeducator II	08/13/24
Ledesma	Brandon	Paraeducator II	08/13/24
Limon Porter	Marina	Paraeducator II	08/13/24
Messina	Matthew	Paraeducator II	08/13/24
Randall	Veronica	Paraeducator II	08/13/24
Rodriguez	Janice	Paraeducator II	08/13/24
Torres	Maria	Paraeducator II	08/13/24
Troncoso	Anahi	Paraeducator II	08/13/24
Villano	Hailey	Paraeducator II	08/13/24

Arroyo	Jennifer	Paraeducator III	08/13/24
Gomez	Yasmin	Paraeducator III	08/13/24
Hummingbird	Karissa	Paraeducator III	08/13/24
Lumley	Kiley	Paraeducator III	08/13/24
Miranda	Angel	Paraeducator III	08/13/24
Morehead	Lauren	Paraeducator III	08/13/24
Reyes	Eva	School Services Assistant I	08/12/24
Arellanes	Candace	School Services Assistant II	07/24/24
Carpinteyro	Michelle	School Services Assistant II	07/30/24
Miesbach	Emily	School Services Assistant II	08/05/24
Rosales	Jasmin	School Services Assistant II	07/30/24
Denny	Kayla	School Services Asst II - Site	08/14/24

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Howard	Julie	After School Paraeducator Liaison	08/12/24
Lee	Kanya	Child Nutr Mgr-Elementary	08/09/24
Felix Sierra	Henrietta	Clinical Supervisor	08/01/24
Campa	Samuel	Paraeducator II	08/13/24
Munoz	Holli	Paraeducator II	08/14/24
Fierros	Juanita	School Adm. Assistant III	08/09/24
Valdez	Carla	Student Data Technician	07/30/24

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Lopez Beltran	Juan Carlos	Custodian	07/10/24
Servin	Rosa	Custodian	07/11/24
Matthews	Lauri	Fiscal Technician I	07/23/24
Munoz	Holli	Paraeducator I	08/13/24
Hackett	David	Purchasing Specialist	07/16/24

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Dixon	Breeanna	Campus Support Assistant	08/13/24
Quinonez	Christopher	Custodian	08/01/24
Rivera	Amanda	Paraeducator II	08/16/24

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Cannistraci	Cynthia	Paraed-Aftr Schl	7/18/2024
Gramada	Daniela	Paraed-Aftr Schl	8/12/2024

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Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Date

Separation from Service

Last Name	First Name	Job Class Description	Date
Cramer	Matthew	Bus Driver	08/02/24
BanderasSolorio	Naivi	Campus Support Assistant	07/31/24 (1 of 2 positions)
Gutierrez	Elizabeth	Campus Support Assistant	08/12/24 (1 of 2 positions)
Moreno	Lorraine	Educational Sign Language Interpreter	08/05/24
Cazares	Maira	Paraeducator II	6/30/2024 (To accept work with Certificated)
Chloe	Seller	Paraeducator II	06/13/24
Diaz	Blake	Paraeducator II	07/31/24 (To accept work with Certificated)
Romia	Nahla	Paraeducator II	07/15/24 (To accept work with Certificated)
Seiler	Chloe	Paraeducator II	07/26/24
Thue	Mary	Paraeducator III	08/06/24

Leave of Absence

Last Name	First Name	Job Class Description	Date
Grajeda	Jessica	Certified SLPA	05/31/24 - 06/13/24 Paid Parental/Bonding Leave
Grajeda	Jessica	Certified SLPA	08/13/24 - 09/23/24 Paid Parental/Bonding Leave
Flores	Karen	Elementary School Services Asst	08/14/24 - 09/30/24 Unpaid Leave
Marostica	Deborah	Health Technician	06/15/24 - 07/31/24 Unpaid Leave
Garcia	Kathleen	Paraeducator II	08/14/24 - 06/05/25 Unpaid Leave (To work with Certificated)
Mora	Thea	Paraeducator II	08/13/24 - 06/05/25 Unpaid Leave (To work with Certificated)
Prado	Anai	Paraeducator II	08/13/24 - 06/05/25 Unpaid Leave (To work with Certificated)
VanNoy	Amanda	School Services Asst. II	08/05/24 - 10/25/24 Paid Parental/Bonding Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Reynolds	Demetria	After School Paraeducator Liaison	08/12/2024: Change in Hours --24 hrs/week to 8 hrs/day;same classification;same location; Resigned 2nd position (Paraeducator I -
Barnum	Kathryn	Braille Transcriber	08/13/2024: reinstatement @ Itinerant/Special Education (Promotion)
Gonzales	Lewis	Custodian	08/05/2024: Change in Location Portola to Balboa; same hours;same classification
Leon	Michael	Custodian	08/05/2024: Change in Location Balboa to DATA; same hours;same classification
Rodriguez	Oscar	Custodian	08/05/2024: Change in Location Ventura to Portola; same hours;same classification

EspinozaMontero	Abigail	Paraed-Aftr Schl	08/12/2024: Change in Hours --6 hrs/day to 8 hrs/day;same classification;same location
IsaacDeSanchez	Maria Merced	Paraed-Aftr Schl	08/12/2024: Change in Hours --6 hrs/day to 8 hrs/day;same classification;same location
Matehuala	Daniela	Paraed-Aftr Schl	08/12/2024: Change in Hours --21 hrs/week to 32.5 hrs/week;same classification;same location
Anderson	Sidia	Paraeducator II	08/13/2024: Change in Hours & location --35 hrs/week @ Itinerant/Special Education to 28.75 hrs/day @Cabrillo;same
Base	Janice	Paraeducator II	08/13/2024: Change in Hours & location --28.75 hrs/week @ Balboa to 29 hrsweek @ Buena;same classification
Groeneveld	Sharon	Paraeducator II	08/13/2024: Change in Location E.P. Foster to Poinsettia; same hours;same classification
McAlpine	Shawna	Paraeducator II	08/13/2024: Change in Location JSerra to Balboa; same hours;same classification
Morales	Raylene	Paraeducator II	08/13/2024: Change in Position only, same classification, same timebase & location
Burciaga	Crystal	Paraeducator III	07/01/2024: Change in Location Balboa to Elmhurst; same hours;same classification

Working Out of Class

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Vacancy Coverage						
Viado	Joanna	Fiscal Specialist-B44C	July	3;5	2024	<i>*Position Filled 7/8/2024</i>
Covering for EE who is WOC						
Last Name	First Name	Job Class Description	Date			
Covering for EE who is on LOA						
Last Name	First Name	Job Class Description	Date		Year	
Ayala	Carly	Paraeducator III-E69	May	24'28-31	2024	
Ayala	Carly	Paraeducator III-E69	June	3-7;10-13	2024	
Limited Term Assignment/Extra Help						
Other Reasons						
Last Name	First Name	Job Class Description	Month	Date	Year	
Garcia	Alex	Lead Grounds Maint Worker-F43	July	17-198	2024	
Roche	Christopher	Head Custodian II-F37	July	3-Feb	2024	
Sweatt	Charles	Head Custodian II-F37	July	8	2024	
Wilkinson	Brad	Director, Transportation-K02	July	15-19	2024	
Aguilar	Victor	Head Custodian II-F37	July	5	2024	
Lassich	Shari	Head Custodian II-F37	July	9-11;25-26	2024	
Lassich	Shari	Lead Custodian-F42	July	12;22	2024	