

# 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, October 10, 2024**

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

**REGULAR MEETING**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

### **A.1 Call Meeting To Order**

### **A.2 Roll Call**

### **A.3 Adoption of the Agenda**

### **A.4 Approval of Minutes September 12th, 2024 (pgs. 4-10)**

## **Section B: COMMENTS BY THE PUBLIC**

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

## **Section C: ACTION ITEMS**

### **C.1 Advanced Step Placement for Rocio Orozco, Paraeducator Special Education (pg. 11)**

The Personnel Commission will ratify the advanced step placement for Rocio Orozco, Paraeducator Special Education

### **C.2 Advanced Step Placement for Iván Barragán, Paraeducator Special Education (pg. 12)**

The Personnel Commission will ratify the advanced step placement for Iván Barragán, Paraeducator Special Education

### **C.3 Advanced Step Placement for Alexis Bejar, Paraeducator Special Education (pg. 13)**

The Personnel Commission will ratify the advanced step placement for Alexis Bejar, Paraeducator Special Education

### **C.4 Advanced Step Placement for Abraham Diaz, Technology Services Technician (pg. 14)**

The Personnel Commission will ratify the advanced step placement for Abraham Diaz, Technology Services Technician

### **C.5 Advanced Step Placement for Maria Torres, Secretary (pg. 15)**

The Personnel Commission will ratify the advanced step placement for Maria Torres, Secretary

### **C.6 Advanced Step Placement for Mayra Alonzo, Office Assistant II (pg. 16)**

The Personnel Commission will ratify the advanced step placement for Mayra Alonzo, Office Assistant II

### **C.7 Eligibility Lists (pages. 17-28)**

The Personnel Commission will review certification of eligibility lists.

### **C.8 Assistant Director of Facilities (Pages 29-32)**

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

**C.9 Annual Report 2023 - 2024 (page 33)**

The Personnel Commission will consider approving the annual report for the 2023-2024 Fiscal Year, pursuant to Personnel Commission Rules & Regulations 20.400.3.

**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 (pg. 34-36)**

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

**D.2 Report by CSEA**

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

**D.3 Report by Assistant Superintendent, Human Resources**

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

**D.4 Director's Report**

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

**D.5 Report by Commissioners**

The Commissioners will report on issues concerning Commission administration.

**Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission

**Section F: CLOSED SESSION**

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

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

- Public Employee Evaluation: Director, Classified Human Resources.

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

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

**Section G: ADJOURNMENT**

# OXNARD SCHOOL DISTRICT

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**THE PERSONNEL COMMISSION**  
SUPPORTING EDUCATION THROUGH MERIT

**PERSONNEL COMMISSION MEMBERS**

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

**MINUTES**  
**REGULAR MEETING**  
**Thursday, September 12, 2024**

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

## **REGULAR MEETING**

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## **Section A: ORDER OF BUSINESS**

### **A.1a Call Meeting To Order**

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, September 12, 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 3:35 p.m.

### **A.2 Roll Call**

Commissioners: Denis O'Leary, Chairman of the Personnel Commission; Ernest Morrison, Vice Chair of the Personnel Commission; Dr. Adalberto Fuentes, Director, Classified Human Resources; Tanya Ventura, Human Resource Analyst; Mireya Rosales, Administrative Assistant  
Guests: Dr. Natalia Torres, Assistant Superintendent of Human Resources; Victor Centeno, CSEA Vice President; Imelda Navarro, Paraeducator Special Education; Erin M Gorospe, Accounting Manager/Internal Auditor

### **A.3 Adoption of the Agenda**

The agenda of Thursday September 12, 2024 was adopted as presented

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

### **A.4 Approval of Minutes August 8th, 2024 (pgs. 4-13 )**

The minutes of August 12th, 2024 were approved as presented.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

## **Section B: COMMENTS BY THE PUBLIC**

No Public comments made.

## **Section C: ACTION ITEMS**

### **C.1 Advanced Step Placement for Kiley Lumley, Paraeducator Special Education (pg. 14)**

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

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

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

**C.2 Advanced Step Placement for Carolina Lopez, Paraeducator Special Education (pg. 15)**

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

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

**C.3 Advanced Step Placement for Breanna Webb, Paraeducator Special Education (pg. 16)**

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

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

**C.4 Advanced Step Placement for Imelda Navarro, Paraeducator Special Education (pg. 17)**

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

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

**C5. Advanced Step Placement for Jessica Rodriguez, Speech Language Pathology Assistant**

**(pg. 18)**

The Personnel Commission took action to approve the advanced step placement for Jessica Rodriguez, Speech Language Pathology Assistant at Step B of Speech Language Pathology Assistant classification on the CSEA Classified Salary Schedule.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

**C.6 Advanced Step Placement for Krystal Camarena, Office Assistant II (pg. 19)**

The Personnel Commission took action to approve the advanced step placement for Krystal Camarena, Office Assistant II at Step E of Office Assistant II classification on the CSEA Classified Salary Schedule.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

**C.7 Advanced Step Placement for Marlana McCoy, Health Care Technician (pg. 20)**

The Personnel Commission took action to approve the advanced step placement for Marlana McCoy, Health Care Technician at Step C of Health Care Technician classification on the CSEA Classified Salary Schedule.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

**C.8 Advanced Step Placement for Erin Gorospe, Accounting Manager/Internal Auditor (pg. 21)**

The Personnel Commission took action to approve the advanced step placement for Erin Gorospe, Accounting Manager/Internal Auditor at Step three of Accounting Manager/Internal Auditor classification on the CSEA Classified Salary Schedule.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

### **C.9 Eligibility Lists (pgs. 22-31)**

The eligibility lists of Office Assistant II , Director of Purchasing, Accounting Manager/Internal Auditor, Bus Driver Transportation Driver, Health Care Technician, Paraeducator Special Education, After School Program Coordinator were approved as presented.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

## **Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

### **D.1 Personnel Actions (pg. 32-36)**

The Personnel Commission reviewed the Personnel Actions of August 21 and September 4, 2024.

### **D.2 Report by CSEA**

Victor Centeno - CSEA Vice President mentioned he attended a Spirit of Trust Training sponsored by Dr. Ana DeGenna, Superintendent he enjoyed the experience and obtained useful tools.

### **D.3 Report by Assistant Superintendent, Human Resources**

Dr. Natalia Torres in the HR department mentioned working on creating some professional development For classified staff, giving some new employees the opportunity to receive training when they start. Also working on creating a classified staff survey for all classified employees and ensure that the training and development opportunities offered during staff development days meet the needs and interest of the employees. Shared a few of the topics and learning experience regarding the debrief on the Earthquake from the morning.

Commented on a few concerns with the facility team about ongoing issues, and how a mediator was brought in to help address them; they're focused on supporting the staff through this process.

### **D.4 Director's Report**

Dr. Adalberto Fuentes reported on the 16 active recruitments, expressing his excitement about the Music Instructor position. He shared his experiences from the back to school night events; and also noted that the training on toileting was eye-opening allowing him to hear the employee's concerns. He's currently working on an overview of the Merit System with



Principals which he believes will be informative to both seasoned and new principals. He concluded by mentioning that both Tanya Ventura, Human Resource Analyst and himself will be attending the Neogov Conference in the first week of October.

#### **D.5 Report by Commissioners**

Denis O'Leary, Chairman Shared the meetings with Dr. Ana DeGenna are going well.

### **Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

#### **Section F: CLOSED SESSION**

The Commission convened into closed session at 4:18 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 5:03 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 5:03 p.m.

Mover: Ernest Morrison

Secunder: Denis O'Leary

Moved To: Adopt

Ayes: 2 - Ernest Morrison, Denis O'Leary

Motion Result: Passed

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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  
September 12, 2024.

Signed:

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Chair of the Personnel Commission

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** October 10, 2024

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Rocio Orozco, Paraeducator Special Education**

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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. Rocio Orozco was selected for the position by the hiring authority and is being recommended to start at Step B on the classified salary schedule based on the following:

- Experience: 3 years working with students.
- Education: B.A. in Archeology & Biological Anthropology.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- 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:** October 10, 2024

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Iván Barragán, Paraeducator Special Education**

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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. Iván Barragán 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: Less than a year working with students.
- Education: Master's degree in Education.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- 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:** October 10, 2024

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Alexis Bejar, Paraeducator Special Education**

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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. Alexis Bejar was selected for the position by the hiring authority and is being recommended to start at Step E on the classified salary schedule based on the following:

- Experience: Over 12 years of experience as a sped paraeducator.
- Education: High School Diploma.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- 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 E of the Paraeducator Special Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** October 10, 2024

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Abraham Diaz, Technology Services Technician**

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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. Abraham Diaz was selected for the position by the hiring authority and is being recommended to start at Step B of the classified salary schedule based on the following:

- Experience: 6 years of relevant experience.
- Education: High School Diploma.

The minimum qualifications are:

- Education: Two years of college-level coursework in computer science, management information systems, or a closely related field. Additional experience beyond the required experience indicated below may be substituted for the required education on a year for year basis.
- 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 B of the Technology Services Technician classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** October 10, 2024

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Maria Torres, Secretary**

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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 Secretary position. Maria Torres was selected for the position by the hiring authority and is being recommended to start at Step D on the classified salary schedule based on the following:

- Experience: 8 years of related experience.
- Education: High School Diploma.

The minimum qualifications for the classification are:

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

### **RECOMMENDATION:**

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

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** October 10, 2024

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Mayra Alonzo, Office Assistant II**

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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 an Office Assistant II position. Mayra Alonzo was selected for the position by the hiring authority and is being recommended to start at Step E on the classified salary schedule based on the following:

- Experience: Over 13 years of clerical experience.
- Education: H.S. and a Business Administration Certificate.

The minimum qualifications for the classification are:

- Experience: One year of clerical experience.
- Education: Graduation from high school or equivalent.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step E of the Office Assistant II classification on the Classified Salary Schedule.



Recruitment Type: Dual Certification

Eligibility List No.: 23-24:185

Director's Certification:

24-25:13

Established: 09/16/24



## Shipping/Receiving Clerk/Delivery Driver

Rank	Candidate ID	Expiration Date
1	59339311	9/16/2025
2	1823467	9/16/2025
3	58686253	7/31/2025
4	49908461	7/31/2025

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: Open/Promotional

Director's Certification:

Eligibility List No.:  
 24-25:17  
 23-24:154; 23-24:36  
 Established: 09/23/24

## School Office Manager

Rank	Candidate ID	Expiration Date
<b>Promotional</b>		
1	26691985 (B)	9/23/2025
2	15098636 (B)	9/23/2025
3	27487490 (B)	9/23/2025
4	19725076 (B)	5/30/2025
5	21091647 (B)	5/30/2025
6	40534287 (B)	5/30/2025
<b>Open</b>		
1	31470865 (B)	9/23/2025
2	28400870 (B)	5/30/2025
3	24597073 (B)	9/23/2025
4	26817508 (B)	9/23/2025
5	24875034 (B)	5/30/2025
6	9719668 (B)	10/17/2024

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



Recruitment Type: Open/Promotional

Director's Certification:

Eligibility List No.:  
 24-25:17;  
 23-24:154; 23-24:36;  
 Established: 09/24/24

## Administrative Assistant

Rank	Candidate ID	Expiration Date
Promotional List		
1	26691985 (B)	9/24/2025
1	30247296 (B)	9/24/2025
1	20893631(B)	5/30/2025
2	15098636 (B)	9/24/2025
3	27487490 (B)	9/24/2025
4	26634869 (B)	5/30/2025
5	4958913 (B)	5/30/2025
6	21091647 (B)	5/30/2025
7	40534287 (B)	5/30/2025
Open List		
1	31470865 (B)	9/24/2025
1	3858915 (B)	10/17/2024
2	30694725 (B)	10/17/2024
2	55220164 (B)	10/17/2024
3	28400870 (B)	5/30/2025
4	13893113 (B)	10/17/2024
4	24597073 (B)	9/24/2025

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. (B) indicates Spanish Bilingual qualified.

**OXNARD SCHOOL DISTRICT****PERSONNEL COMMISSION**

5	26817508 (B)	9/24/2025
6	24875034 (B)	5/30/2025
7	44502610 (B)	10/17/2024
8	56081455 (B)	5/30/2025
9	9719668 (B)	10/17/2024
10	40312483 (B)	10/17/2024

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

Recruitment Type: Dual Certification

Eligibility List No.: 24-25:20

Director's Certification:

Established: 09/26/24



## Music Instructor

<b>Rank</b>	<b>Candidate ID</b>	<b>Expiration Date</b>
1	55078978	9/26/2025
2	47924272	9/26/2025

Recruitment Type: Dual Certification

Eligibility List No.: 24-25:23

Director's Certification:

Established: 10/4/24



**Buyer**

<b>Rank</b>	<b>Candidate ID</b>	<b>Expiration Date</b>
1	5987884	10/4/2025
2	50552200	10/4/2025
3	29296485	10/4/2025
4	25899076	10/4/2025

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.:  
24-25:26; 24-25:12;  
23-24:56; 23-24:39;

Established: 10/4/24

### After School Program Coordinator

Rank	Candidate ID	Expiration Date
1	13893113 (B)	10/27/2024
2	21867438	12/7/2024
3	38890211	10/4/2025
4	59198849	8/29/2025
4	32827004	8/29/2025

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.:  
24-25:22; 23-24:119;

Director's Certification:

Established: 10/04/2024



## Child Nutrition Worker

Rank	Candidate ID	Expiration Date
1	56635060	02/29/25
2	27648003	10/4/2025
3	21140071	10/4/2025
3	21140071	10/4/2025
4	59223415	10/4/2025
5	26503418	10/4/2025
5	42458299	10/4/2025
6	59222205	10/4/2025
6	59336225	10/4/2025
7	59249615	10/4/2025
8	56858704	02/29/25
9	58470483	10/4/2025
10	59455115	10/4/2025

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.:

24-25:35

24-25:15; 23-24:176;

23-24:150; 23-24:80

Established: 10/04/24

## Health Care Technician (LVN)

Rank	Candidate ID	Expiration Date
1	59637348	9/17/2025
1	30462911	4/30/2025
1	49337649	12/19/2024
1	57921416	8/13/2025
1	36330491	10/4/2025
1	23421114	9/17/2025
1	59503583	9/5/2025
1	58353625	6/18/2025
2	14144525	6/18/2025
2	49071231	6/18/2025

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.:  
 24-25:29; 23-24:165;  
 Established: 10/4/2024

## Paraeducator - Hearing Impaired (Oral Speech)

Rank	Candidate ID	Expiration Date
1	59599593	10/4/2025
2	30705870	10/4/2025
3	58023565	6/7/2025
4	50826494	6/7/2025

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



Recruitment Type: Dual Certification

Eligibility List No.:

Director's Certification:

24-25:32

24-25:10; 23-24:179;

Established: 10/4/2024

## Paraeducator Special Education

Rank	Candidate ID	Expiration Date
1	27763914	10/4/2025
1	58127389	10/4/2025
2	49711196	10/4/2025
2	32383975	10/4/2025
2	33306279	8/30/2025
3	52617041	8/30/2025
3	59618157	10/4/2025
3	50307496	10/4/2025
3	29785646	8/30/2025
4	32889301	10/4/2025
4	34269530	8/30/2025
4	59740825	10/4/2025
4	58184712	10/4/2025
4	57351936	10/4/2025
4	59747654	10/4/2025
5	48120261	10/4/2025
6	4153212	10/4/2025
6	39903378	10/4/2025

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**OXNARD SCHOOL DISTRICT****PERSONNEL COMMISSION**

6	59279577	8/30/2025
6	38222698	7/15/2025
6	52223667	10/4/2025
6	59166415	8/30/2025
7	59059587	8/30/2025
7	57438499	7/15/2025
7	49482241	10/4/2025
7	55608111	10/4/2025
7	57549232	7/15/2025
7	58375416	8/30/2025
8	53874501	8/30/2025
8	58210063	8/30/2025
8	39756222	10/4/2025
8	59726975	10/4/2025
9	31271630	7/15/2025
10	59702181	10/4/2025
11	59240854	8/30/2025

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

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** October 10, 2024

**Agenda Section:** Section C: Action Items

### **New Classification - Assistant Director of Facilities**

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Staff met with the Assistant Superintendent, Business & Fiscal Services and Director of Facilities and discussed the need for an Assistant Director of Facilities classification.

The purpose of this position is to support the District's operation activities by planning, inspecting, and coordinating the work of maintenance, grounds, and construction. Manages the District's energy and utility program. Assistants with budget development and monitoring, policy maintenance, and special projects.

#### **FISCAL IMPACT:**

Based on the compensation market analysis, this position is being allocated \$114,311 to \$135,813 on the Management Salary Schedule.

#### **RECOMMENDATION:**

Staff Recommends that the Personnel Commission take action to approve the new job classification of Assistant Director of Facilities at \$114,311 to \$135,813 on the Classified Management Salary Schedule.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Assistant Director Facilities - JD.pdf](#)



# OXNARD SCHOOL DISTRICT

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

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## JOB DESCRIPTION

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### Assistant Director of Facilities

**Range:** \$114,311 - \$135,813

#### Purpose of Position

Supports the District's operation activities by planning, inspecting, and coordinating the work of maintenance, grounds, and construction. Manages the District's energy and utility program. Assists with budget development and monitoring, policy maintenance, and special projects.

#### Supervision

- Receives general oversight from Director of Facilities or designee.
- Supervises the work of assigned staff.

#### 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.*

- Plans and coordinates the maintenance activities of school sites, grounds, and facilities.
- Inspects construction, repair work, projects, equipment, work orders, daily maintenance, and supplies by staff or contractors.
- Manages the District's energy and utility conservation programs by monitoring usage, identifying inefficiencies, and implementing strategies to reduce consumption and costs, while promoting sustainability and compliance with environmental regulations.
- Researches and recommends cost-effective solutions, equipment upgrades, and innovative technologies to enhance facility operations, energy efficiency, and sustainability.
- Interprets building plans, blueprints, schematics, and specifications.
- Ensures compliance with workplace safety and health standards.
- Supervises, trains, and evaluates the work of assigned staff.
- Collaborates with personnel and external agencies to plan and execute projects, exchange information, and resolve issues or concerns.
- Works in partnership with administrative staff to determine district-wide facility-related needs.
- Recommends and implements policies and procedures to meet the district's goals and objectives.
- Ensures infrastructure capacity meets existing and future requirements.
- Participates and attends meetings, staff development, and training.
- Develops and delivers presentations and training material to staff.
- Assists with preparing the annual department budget.
- Analyze financial data to develop budgets, forecast expenditures, and identify cost-saving opportunities, ensuring efficient allocation of resources and alignment with departmental goals.
- Develops and maintains computerized maintenance programs and systems.
- Serves as the Director of Facilities as necessary.
- Performs related duties as assigned.

## **Knowledge, Skills, and Abilities**

### Knowledge of:

- Basic concepts and principles of architecture, planning and engineering.
- Standard construction methods, terminology, materials, equipment, and practices.
- Safety practices and procedures of authority having jurisdiction including OSHA and CALOSHA regulations.
- Laws and regulations relating to construction, custodial, building, grounds maintenance, and requirements.

### Skills in:

- Analyzing situations, identifying problems, and recommending solutions.
- Verbal and written communication.
- Time management and prioritization.
- Public speaking and content presentation.

### Ability to:

- Establish cooperative working relationships with District staff, outside agencies, and vendors.
- Read, interpret, apply, and explain rules and regulations.
- Work independently with limited supervision.
- Learn and incorporate new skills, techniques, and industry trends.
- Maintain confidentiality and discretion with sensitive information.
- Use tact, patience, and courtesy.

## **Minimum Qualifications**

### Education and Experience

A Bachelor's degree from a recognized college or university in construction management, engineering, architecture, or closely related field. Three years of experience working in institutional or large facilities maintenance. At least two years of that experience must have been in a supervisory or lead 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 Requirement

Must have a valid California Driver's license.

### Physical Requirements

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

Working Environment

Employees in this classification works in an office, field environment, construction site with frequent interruptions, with changing priorities, and short deadlines. Required to drive a vehicle to various sites to conduct work.

DRAFT

**FLSA Status:** Exempt

**Approval Date:**



## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** October 10, 2024

**Agenda Section:** Section C: Action Items

### **Annual Report 2023 - 2024**

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Pursuant to Personnel Commission Rules & Regulations 20.400.3 Annual Report:

- A. The Director of Classified Personnel shall prepare, as required by Education Code 45266, an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Trustees.
- B. The report shall be prepared for Commission approval as soon after each fiscal year as possible and no later than a meeting in November. The report shall cover Commission activities for the preceding fiscal year.

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the annual report for 2023-2024 as presented pursuant to Personnel Commission Rules & Regulations 20.400.3.

**New Hires**

Azcorra, Adam	Paraeducator - General Education, 6 hrs./183 days	08/26/2024
Barron Jr., Silviano	Paraeducator - Special Education, 5.75 hrs./183 days	08/22/2024
Cervantes, Frances G	Paraeducator - Special Education, 5.75 hrs./183 days	08/22/2024
Davis, Owen N	Paraeducator - Special Education, 5.75 hrs./183 days	08/22/2024
Garcia Pintor, Jaqueline	Paraeducator - Special Education, 8 hrs./183 days	08/22/2024
Gutierrez, Noemi	Paraeducator - General Education, 6 hrs./183 days	08/26/2024
Granados, Lorena	Paraeducator - Special Education, 5.75 hrs./183 days	08/14/2024
Heiner, Anyssa O	Bus Driver, 6 hrs./246 days	08/14/2024
Lozano, Aileen G	Paraeducator - Special Education, 5.75 hrs./183 days	08/22/2024
Maldonado, Perla J	Paraeducator - General Education, 5.75 hrs./183 days	08/15/2024
Martinez, Guadalupe	Paraeducator - General Education, 6 hrs./183 days	08/14/2024
Navarro, Imelda L	Paraeducator - Special Education, 5.75 hrs./183 days	08/14/2024
Osuna, Samuel	Paraeducator - Special Education, 5.75 hrs./183 days	08/22/2024
Ramirez, Ernesto	Custodian – 8 hrs./246 days	08/15/2024
Segura, Elizabeth Q	Speech Language Pathology Assistant, 8 hrs./183 days	08/19/2024
Webb, Breanna C	Paraeducator - Special Education, 5.75 hrs./183 days	08/22/2024

**Limited Term/Substitutes**

Ambriz, Jasmine T	Paraeducator (Substitute)	08/26/2024
Bañales, Victoria P	Campus Assistant (Substitute)	08/26/2024
Cervantes, Alyssa B	Paraeducator (Substitute)	08/21/2024
Frontuto, Lydia J	Clerical (Substitute)	09/03/2024
Kaufman, Adriana I	Paraeducator (Substitute)	08/21/2024
Lucio, Jessie B	Campus Assistant (Substitute)	09/03/2024
Mercado, Cristina	Campus Assistant (Substitute)	08/26/2024
Nagel, Gunner J	Paraeducator (Substitute)	08/21/2024
Orozco Anguiano, Lilia	Paraeducator (Substitute)	08/28/2024
Paz, John L	Paraeducator (Substitute)	08/22/2024
Perez, Alondra	Campus Assistant (Substitute)	09/03/2024
Rodriguez Flores, Jesus	Paraeducator (Substitute)	08/21/2024
Torres Lopez, Guadalupe	Paraeducator (Substitute)	08/21/2024

**Promotions**

Amezcuca, Javier M	Bus Driver, 8 hrs./183 days	08/21/2024
	Transportation Driver, 5.5 hrs./183 days	
Reyes, Melissa	Director of Purchasing 8 hrs./246 days	08/21/2024
	Buyer, 8 hrs./183 days	

**Transfers**

Chavez, Nina	Campus Assistant, 5.75 hrs./180 days	08/15/2024
Clark, Sally A	Child Nutrition Worker, 5 hrs./185 days	08/22/2024
Cortez, Hannah R	Campus Assistant, 5.75 hrs./180 days	08/15/2024
Estrella, Alexander E	Campus Assistant, 5.75 hrs./180 days	08/15/2024
Ortiz, Gabriela	Campus Assistant, 5.75 hrs./180 days	08/15/2024
Real, Summer K	Child Nutrition Cafeteria Coordinator 8 hrs./189 days	08/08/2024
Rodriguez Gaytan, Edmundo	Child Nutrition Cafeteria Coordinator 8 hrs./189 days	08/08/2024

**Transfers (cont.)**

Torres Garcia, Sanjuana	Paraeducator - General Education 8hrs./183	09/03/2024
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**Increase in Hours**

Alfaro, Noelia V	Campus Assistant, 5.75 hrs./180 days	08/15/2024
Herrera, Maria	Campus Assistant, 5.75 hrs./180 days	08/15/2024
Magdaleno, Maria	Campus Assistant, 5.75 hrs./180 days	08/15/2024
Orozco, Dolores Y	Campus Assistant, 5.75 hrs./180 days	08/15/2024
Perez, Julia	Campus Assistant, 5.75 hrs./180 days	08/15/2024

**Probation Release**

11364	Library Media Technician, 5 hrs./190 days	08/22/2024
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**Resignations**

Albert, Ann M	Campus Assistant, 5.75 hrs./180 days	09/06/2024
Alonso, Isabel	Campus Assistant, 5.75 hrs./180 days	08/14/2024
Babarian, Taleen	Paraeducator (Substitute)	08/23/2024
Briggs, Amanda K	Paraeducator III 5.75 hrs./183 days	06/30/2024
Estrada, George M	Paraeducator Special Education, 5.75 hrs./183 days	07/31/2024
Eusebio Morales, Osvaldo D	Paraeducator (Substitute)	08/20/2024
Flores, Vanessa M	Paraeducator Special Education, 5.75 hrs./183 days	08/02/2024
Miranda, Angel	Paraeducator (Substitute)	08/23/2024
Montiel, Natalie	Paraeducator Special Education, 5.75 hrs./183 days	09/02/2024
Nellessen, Erik E	Paraeducator (Substitute)	08/16/2024
Rodriguez, Deborah C	Child Nutrition Worker 5 hrs./185 days	10/31/2024
Rosales, Yesenia	Paraeducator (Substitute)	08/23/2024
Tardiff, Tyler D	Paraeducator (Substitute)	08/23/2024
Torres, Kiyanna D	Paraeducator (Substitute)	08/27/2024
Zeider, Lori L	Paraeducator Special Education, 5.75 hrs./183 days	08/05/2024

**New Hires**

Camarena, Krystal K	Office Assistant II, 8 hrs./203 days	09/09/2024
Fernandez, Mariela	Mental Health Clinician, 8 hrs./221 days	09/03/2024
Gorospe, Erin M	Accounting Manager/Internal Auditor 8 hrs./246 days	09/11/2024
Hernandez, Simon R	Custodian, 8 hrs./246 days	09/12/2024
Ibarra Diaz, Pamela G	School Office Manager, 8 hrs./210 days	09/03/2024
Prado Mares, Gabriela	School Occupational Therapist, 8 hrs./203 days	09/09/2024
Rivera, Ixayali C	Paraeducator – General Education, 8 hrs./183 days	08/29/2024
Vega Osornio, Jacob	Paraeducator - General Education, 8 hrs./183 days	08/30/2024

**Limited Term/Substitutes**

Hernandez, Maria D	Clerical (Substitute)	09/09/2024
Jimenez, Inez V	Campus Assistant (Substitute)	09/06/2024
Jimenez, Isaac	Campus Assistant (Substitute)	09/10/2024
Lopez, Yazmin	Paraeducator (Substitute)	09/09/2024

**Promotions**

Gonzalez, Patricia M	Attendance Accounting Specialist I, 8 hrs./246 days	09/09/2024
	Attendance Accounting Technician, 8 hrs./210 days	

**Transfers**

Ahumada, Luz E	Campus Assistant, 5.75 hrs./180 days	08/15/2024
Castaneda, Sonia L	Paraeducator – General Education, 6 hrs./183 days	09/23/2024
Chavez, Nina	Campus Assistant, 5.75 hrs./180 days	09/16/2024
Lopez, Ana S	Paraeducator – General Education, 6 hrs./183 days	09/03/2024
Magdaleno, Berta C	Health Care Technician, 7 hrs./183 days	08/29/2024
Viveros, Wendy	Secretary, 8 hrs./246 days	09/23/2024

**Resignations**

Hall, Andrea	Health Care Technician 8 hrs./183 days	09/06/2024
Limon, Giselle	Health Assistant, 5.75 hrs./180 days	09/10/2024
Lucero, Deserie	Child Nutrition Worker, 5 hrs./185 days	09/05/2024
Ramirez, Melani	Secretary, 8 hrs./246 days	09/20/2024
Tellez, Teresa A	Child Nutrition Worker, 5 hrs./185 days	09/10/2024

**Retirement**

Camarena, Celina	Office Assistant II, 8 hrs./246 days	09/06/2024
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