

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, November 14, 2024

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

REGULAR MEETING

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

Section A: ORDER OF BUSINESS

A.1 Call Meeting To Order

A.2 Roll Call

A.3 Adoption of the Agenda

A.4 Approval of Minutes October 10th, 2024 (Pages 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 Daniela Torres, After School Program Coordinator (pg. 11)

The Personnel Commission will ratify the advanced step placement for Daniela Torres, After School Program Coordinator

C.2 Advanced Step Placement for Teresita Barrios, Health Care Technician (pg.12)

The Personnel Commission will ratify the advanced step placement for Teresita Barrios, Health Care Technician

C.3 Advanced Step Placement for Hope Reynolds, Health Care Technician (pg. 13)

The Personnel Commission will ratify the advanced step placement for Hope Reynolds, Health Care Technician

C.4 Advanced Step Placement for Jessica Espinoza, Office Assistant II (pg. 14)

The Personnel Commission will ratify the advanced step placement for Jessica Espinoza, Office Assistant II

C.5 Advanced Step Placement for Toby Douglas, Shipping and Receiving Clerk (pg. 15)

The Personnel Commission will ratify the advanced step placement for Toby Douglas, Shipping and Receiving Clerk

C.6 Advanced Step Placement for Alma Duran, Office Assistant II (pg. 16)

The Personnel Commission will ratify the advanced step placement for Alma Duran, Office Assistant II

C.7 Advanced Step Placement for Tyra Trinidad, Library Media Technician (pg. 17)

The Personnel Commission will ratify the advanced step placement for Tyra Trinidad, Library Media Technician

C.8 Eligibility Lists (pages 18-25)

The Personnel Commission will review certification of eligibility lists.

C.9 Assistant Superintendent - Business and Fiscal Services (Pages 26-30)

The Personnel Commission will consider revisions to the Assistant Superintendent - Business and Fiscal Services

C.10 Job Description Revision for Human Resources Analyst (Pages 31-34)

The Personnel Commission will consider revisions to the Human Resources Analyst job description.

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 (Pages 35-38)

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

D.2D 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.4D. 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 Reconvene to open session and report out of closed session.

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

F.2 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:

- Public Employee Evaluation: Director, Classified Human Resources.

Section G: ADJOURNMENT

OXNARD SCHOOL DISTRICT

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



THE PERSONNEL COMMISSION
SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

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

MINUTES
REGULAR MEETING
Thursday, October 10, 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.1 Call Meeting To Order

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, October 10, 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 3:30 p.m

A.2 Roll Call

Commissioners: Denis O'Leary, Chairman of the Personnel Commission; Ernest Morrison, Vice Chair of the Personnel Commission; Paul Robinson, Member of the Personnel Commission Staff; Dr. Adalberto Fuentes, Director, Classified Human Resources; Tanya Ventura, Human Resource Analyst; Mireya Rosales, Administrative Assistant

Guests: Dr. Anabolena DeGenna Superintendent; Dr. Scott Carroll , Director, Certificated Human Resources; Victor Centeno, CSEA Vice President; Maria Torres, Secretary; Mayra Alonzo, Office Assistant II; Juan Hernandez, Facilities; Jabbar Wofford, Facilities.

A.3 Adoption of the Agenda

The agenda of Thursday October 10, 2024 was adopted as presented

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Adopt

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

Motion Result: Passed

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

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

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To:

Ayes: 2 - Ernest Morrison, Denis O'Leary

Abstain: 1 - Paul Robinson

Motion Result:

Section B: COMMENTS BY THE PUBLIC

Dr. Anabolena DeGenna, Superintendent shared the District's Mission and Vision with a packet of the Oxnard Empowers Plan. She highlighted some goals and ongoing implementations, emphasizing that this plan cannot be fully realized within a single school year. She thanked the Commissioners for the opportunity to share the plan and committed to returning and update everyone on the progress and goals achieved. Dr. DeGenna stressed the collaborative effort required from all staff both certificated and

classified to make the plan successful.

Section C: ACTION ITEMS

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

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

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Adopt

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

Motion Result: Passed

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

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

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Adopt

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

Motion Result: Passed

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

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

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Adopt

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

Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Abraham Diaz, Technology Services Technician Step B of Technology Services Technician classification on the CSEA Classified Salary Schedule.

Mover: Paul Robinson
Seconder: Ernest Morrison
Moved To: Adopt
Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary
Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Maria Torres, Secretary at Step D of Secretary classification on the CSEA Classified Salary Schedule.
Mover: Paul Robinson
Seconder: Ernest Morrison
Moved To: Adopt
Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary
Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Mayra Alonzo, Office Assistant II at Step E of Paraeducator Special Education classification on the CSEA Classified Salary Schedule.
Mover: Paul Robinson
Seconder: Ernest Morrison
Moved To: Adopt
Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary
Motion Result: Passed

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

The eligibility lists of Shipping/Receiving Clerk/Delivery Driver, School Office Manager, Administrative Assistant, Music Instructor, Buyer, After School Program, Child Nutrition Worker, Health Care Technician (LVN) , Paraeducator - Hearing Impaired (Oral Speech), Paraeducator Special Education, were approved as presented.
Mover: Paul Robinson
Seconder: Ernest Morrison
Moved To: Adopt
Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary
Motion Result: Passed

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

The Personnel Commission took action to approve the new classification of Assistant Director

of Facilities as presented.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the 2023-2024 Annual Report as presented.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1 Personnel Actions (pg. 34-36)

The Personnel Commission reviewed the Personnel Actions of September 18, and October 2, 2024.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

D.2 Report by CSEA

Victor Centeno - CSEA Vice President shared how the Mediator working with the Facilities department has had a positive impact on reaching a resolution and the morale is improving within the department.

D.3 Report by Assistant Superintendent, Human Resources

Dr. Scott Carroll from the HR department reiterated on how much the Classified HR department has been closing the gap on the vacancies of paraeducators, he is not aware of any teachers in need of a paraeducator. He mentioned he has been talking with some universities and exploring ways to offer a credential program to those interested. Dr. Carroll wanted to express his gratitude to Victor Centeno - CSEA Vice President for his professionalism and support while problem solving.

D.4 Director's Report

Dr. Adalberto Fuentes mentioned he had an overview of the Merit System in a meeting with principals and was able to see how vital the information was to them. He also talked about how excited he is to keep having the New Employee Orientation meetings, this second orientation was well attended. Dr. Fuentes and Tanya Ventura, Human Resource Analyst attended the Neogov conference and commented on the new applications and other features being offered to help with the recruitment process.

D.5 Report by Commissioners

Denis O'Leary, Chairman shared he met with Dr. Anabolena DeGenna and hopes the open communication continues; he also attended the New Employee Orientation and believed to be very informative.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Section F: CLOSED SESSION

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

The Commission convened into closed session at 4:35 p.m.

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

The Commission reconvened at 5:01 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 5:02

Mover: Paul Robinson

Secunder:

Moved To: Adopt

Ayes: 2 - Paul Robinson, Denis O'Leary

Absent: 1 - Ernest Morrison

Motion Result: Passed

Dr. Adalberto Fuentes
Director, Classified Human Resources and
Secretary to the Personnel Commission

By our signature below, given on this _____ day of _____, 20____, the
Personnel Commission of the Oxnard School District approves the Minutes of the Regular Meeting of
October 10, 2024.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: November 14, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Daniela Torres, After School Program Coordinator

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Enrichment and Special Programs department for the After School Program Site Coordinator position. Daniela Torres was selected for the position by the hiring authority and is being recommended to start at Step B on the classified salary schedule based on the following:

- Education: Master's Degree in Education Policy.
- Experience: 3 years of related experience.
- This would be considered a hard to fill position.

The minimum qualifications for the classification are:

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

RECOMMENDATION:

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: November 14, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Teresita Barrios, Health Care Technician

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy for the Health Care Technician position for the Pupil Services department. Teresita Barrios was selected for the position by the hiring authority and is being recommended to start at Step E of the classified salary schedule based on the following:

- Experience: Over 11 years of LVN experience.
- Education: Licensed Vocational Nurse.

The minimum qualifications are:

- Experience: Experience equivalent to six months working in acute care coupled with some clerical background is preferred.
- Education: Licensed as a Vocational Nurse or Registered Nurse in California.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step E of the Health Care Technician classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: November 14, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Hope Reynolds, Health Care Technician

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy for the Health Care Technician position for the Pupil Services department. Hope Reynolds was selected for the position by the hiring authority and is being recommended to start at Step C of the classified salary schedule based on the following:

- Experience: Over 6 years of LVN experience.
- Education: Licensed Vocational Nurse.

The minimum qualifications are:

- Experience: Experience equivalent to six months working in acute care coupled with some clerical background is preferred.
- Education: Licensed as a Vocational Nurse or Registered Nurse in California.

RECOMMENDATION:

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: November 14, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Jessica Espinoza, Office Assistant II

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. Jessica Espinoza 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: Over 7 years of related experience.
- Education: Some college coursework in Business Administration.

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 D of the Office Assistant II classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: November 14, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Toby Douglas, Shipping and Receiving Clerk/Delivery Driver

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Enrichment and Special Programs department for the Shipping and Receiving Clerk/Delivery Driver position. Toby Douglas 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: 20 years of warehouse experience.
- Education: High School Diploma

The minimum qualifications for the classification are:

- Experience: Two years of general warehouse experience and one year of shipping and receiving 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 Shipping and Receiving Clerk/Delivery Driver classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: November 14, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Alma Duran, Office Assistant II

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. Alma Duran 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: 14 years of related experience.
- Education: Bachelor's in Business Administration.

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.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: November 14, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Tyra Trinidad, Library Media Technician

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy for the Library Media Technician position. Tyra Trinidad was selected for the position by the hiring authority and is being recommended to start at Step C of the classified salary schedule based on the following:

- Experience: 3 years of related experience.
- Education: Bachelor's degree in Computer Science/English

The minimum qualifications are:

- Experience: One year of library experience or experience in a closely related field including cataloging, materials processing, and reference work.
- Education: Graduation from high school or equivalent.

RECOMMENDATION:

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:
 24-25:18;
 23-24:180; 23-24:169;
 Established: 10/4/24

Paraeducator - General Education

Rank	Candidate ID	Expiration Date
1	46923055 (B)	10/4/2025
2	57479353	6/7/2025
3	59300420	10/4/2025
4	53792438	7/18/2025
5	27846351	7/18/2025
6	57533613	7/18/2025
7	59308837 (B)	10/4/2025
8	46311555 (B)	10/4/2025
8	52898548	7/18/2025
9	33169389	10/4/2025
9	47429661	7/18/2025
10	57403340	10/4/2025
10	53450961	10/4/2025
11	36132748	10/4/2025
12	3918075	10/4/2025
13	50668628	10/4/2025
13	58186897 (B)	10/4/2025
14	59310853 (B)	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. (B) indicates Spanish Bilingual Qualified.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. :
24-25:24; 23-24:137;
Established: 10/16/24

Custodian

Rank	Candidate ID	Expiration Date
1	36105531	10/16/2025
2	59457494	10/16/2025
3	54917233	10/16/2025
4	9834750	10/16/2025
5	56954845	10/16/2025
6	54292443	10/16/2025
7	30939891	10/16/2025
7	54057532	10/16/2025
7	49785856	5/3/2025
8	50617982	10/16/2025
8	56721601	5/3/2025
9	48264446	10/16/2025
10	59302151	10/16/2025
11	49400830	10/16/2025
11	53524372	10/16/2025
12	45742485	10/16/2025
13	56910762	5/3/2025
13	59487605	10/16/2025

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

OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

14	55304598	10/16/2025
15	48360037	10/16/2025
15	58403307	10/16/2025
15	47968891	5/3/2025

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:
 24-25:25; 23-24:73
 Established: 10/9/24

Health Assistant

Rank	Name	Expiration Date
1	55898591	10/9/2025
2	59632502	10/9/2025
3	35973059	10/9/2025
4	33684152	10/9/2025
5	50500185	10/9/2025
5	33413155	12/18/2024
6	45670110	10/9/2025
6	51526274	10/9/2025
7	58958155	10/9/2025
8	47312445	12/18/2024
9	44467064	10/9/2025
9	39759597	10/9/2025

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.:
24-25:27; 24-25:01;

Established: 10/18/2024

Office Assistant II (Bilingual)

Rank	Candidate ID	Expiration Date
1	48186427 (B)	10/18/2025
2	55279608 (B)	10/18/2025
2	28847917 (B)	10/18/2025
3	43484703 (B)	10/18/2025
4	35500364 (B)	10/18/2025
4	13893113 (B)	8/8/2025
5	59556677 (B)	10/18/2025
6	24003856 (B)	10/18/2025
6	55986249 (B)	10/18/2025
7	17004433 (B)	10/18/2025

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. (B) indicates Spanish Bilingual Qualified.

Recruitment Type: Promotional Only

Eligibility List No. 24-25:33

Director's Certification:

Established: 10/14/24



Information Technology Project Coordinator

Rank	Candidate ID	Expiration Date
1	21470948	10/14/2025
1	14361898	10/14/2025
2	21271026	10/14/2025

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: 11/01/24

Health Care Technician (LVN)

Rank	Candidate ID	Expiration Date
1	30462911	4/30/2025
1	49337649	12/19/2024
1	30034479	10/29/2025
1	57921416	11/1/2025
1	36330491	10/4/2025
1	60124916	10/29/2025
1	59871007	10/17/2025
1	59503583	9/5/2025
1	60021326	10/21/2025
1	51821446	10/9/2025
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.:
 24-25:44;
 24-25:07; 23-24:158
 23-24:106; 23-24:52
 Established: 10/30/24

Transportation Driver

Rank	Candidate ID:	Expiration Date
1	28566224	10/30/2025
2	57010873	8/22/2025
2	30053501	10/30/2025
3	56497464	2/7/2025
4	48782729	11/15/2024
5	31205264	8/22/2025
6	54349390	5/14/2025
6	57803972	8/22/2025

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: November 14, 2024

Agenda Section: Section C: Action Items

Job Description Revision for Assistant Superintendent - Business and Fiscal Services

The Director of Classified Human Resources and Superintendent reviewed and revised the job description to reflect the current role and responsibilities of the position.

FISCAL IMPACT:

No change is to be made.

RECOMMENDATION:

Staff Recommends that the Personnel Commission take action to approve the revised job description.

ADDITIONAL MATERIALS:

Attached: [Assistant Superintendent - Business and Fiscal Services REVISIONS \(002\).pdf](#)

ASSISTANT SUPERINTENDENT, BUSINESS & FISCAL SERVICES

*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.*

SUMMARY OF DUTIES

Under the direction of the Superintendent, coordinates and supervises the activities of the units responsible for the business and financial affairs of the District including Budget & Finance, Child Nutrition, Facilities, Purchasing/Warehouse/Reprographics, and Transportation; serves as technical expert and adviser to the Superintendent on the District's needs, difficulties, and opportunities related to business, finance, property, and material; directs and coordinates the preparation of the District's annual budget for approval and adoption by the Board of Trustees; oversees short- and long-term planning and evaluation of the business and financial affairs of the District; and performs a variety of other duties relative to assigned area of responsibility.

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. All classifications are listed in order from highest to lowest.

The Assistant Superintendent, Business & Fiscal Services is a single position executive-level management classification which provides overall leadership and assumes responsibility for all units under the oversight of the Business & Fiscal Services division including Budget & Finance, Child Nutrition, Facilities, Purchasing/Warehouse/Reprographics, and Transportation.

The Director of Finance is a single position management-level classification responsible for the direct oversight of the Budget & Finance department including accounts payable, accounts receivable, budget control, and payroll functions of the District.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the District Superintendent;
- Provides supervision and work direction to all administrators under the oversight of Business & Fiscal Services and all employees assigned directly to the Business & Fiscal Services office.

ESSENTIAL DUTIES

- Directs, coordinates, supervises, and ensures the efficiency and effectiveness of the operations of all units under the oversight of the Business & Fiscal Services division, inclusive of Budget & Finance, Child Nutrition, Facilities, Purchasing/Warehouse/Reprographics, and Transportation; ensures compliance with local, state, and federal laws relating to school business operations;
- Directs and coordinates the preparation of the District's annual budget for approval and adoption by the Board of Trustees; compiles, analyzes, and consolidates budget information to ensure appropriate budgetary allocations to accomplish District objectives; ensures appropriate budgetary controls;
- Provides leadership and support to units under the oversight of the Business & Fiscal Services division in order to create a high performance environment that supports the District's goals and objectives; works to resolve issues and conflicts within subordinate departments; develops policies and procedures to encourage effective and efficient management;
- Provides assistance and direction to department and school administrators as needed in the preparation, control, and reporting of department and site budgets;
- Provides technical expertise, information, and assistance to the Superintendent and Board of Trustees regarding assigned functions; assists in the formulation and development of District policies, procedures, and programs; advises the Superintendent in the development of comprehensive short- and long-term planning and evaluation of the business and financial affairs of the District;
- Directs activities as may be required to obtain all financial resources available to the District, including investment of District funds not deposited with County Treasurer;
- Recommends necessary changes in the organization of business and financial operating units and in the policies and procedures affecting them;

- Attends meetings of the Board of Trustees; prepares and presents reports regarding the financial and business administration of the District to the Board of Trustees and at other public forums;
- Provides support to District departments as well as internal and external stakeholders in assessing the financial impact of legislation, ballot measures, negotiations, and related matters; conducts analyses of impending legislation with regard to potential financial, procedural, and related implications on the District's programs and operational needs;
- Anticipates, evaluates, and interprets significant national, state, and local trends and developments regarding business and financial matters and makes appropriate recommendations to the Superintendent and Board of Trustees;
- Represents the District at local, state, and national meetings of organizations concerned with business and financial management; serves on District committees as a resource person regarding business and financial matters;
- Establishes relationships and works cooperatively with various community and government groups, including the County Auditor and Controller, County Treasurer, County Office of Education, state departments of education and finance, taxpayers' associations, the Chamber of Commerce, citizen's advisory committees, bond rating organizations, and other interested public groups in order to improve the business and financial operations of the District;
- Responsible for enrollment projections for staffing purposes, budgeting and long-range planning.
- Serves as a member of the District's negotiating team and negotiates with employee groups in regards to wages, working conditions, and other matters of employment;
- Works with District personnel to project student enrollment, building and facilities, energy, and capital equipment needs, and other cost items for district and individual school improvement;
- Responds to requests from auditors, grantor organizations, and governmental organizations; represent the District during audits by public auditors;
- Leads efforts to find and acquire land for new school sites as directed by the Board of Trustees; ensures compliance with the California Environmental Quality Act and other applicable laws and regulations;
- Attends and leads management meetings in order to contribute to the development of teamwork and improved service for all students.

Other Related Duties

- May serve as acting Superintendent when so designated in the absence of the Superintendent;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Current theory, principles, and practice of modern school district business and financial management;
- Principles of program budgeting;
- Principles of personnel administration;
- Attendance accounting laws, rules, and regulations;
- Auditing of K-12 public schools, California School Accounting Manual, and Governmental Accounting Standards (GASB) requirements;
- Budget planning, development, control, and reporting requirements in a public school environment;
- Business administration and collective bargaining laws, rules, and regulations in California;
- Methods, procedures, and planning involved in school district facilities planning and construction projects;
- Food services, maintenance and operations, pupil transportation, and purchasing and warehousing operations;
- Provisions of federal, State and local laws, codes, and regulations including laws and regulations applying to school district financial and business operations;
- Site acquisition and compliance with California Environmental Qualities Act (CEQA) laws and regulations;
- California Standardized Accounting Code System (SACS);
- California Public School Construction Rules and Regulations and Accounting;
- Implementation of developer fees and assessment;
- Negotiation of mitigation agreements with developers.

Ability to:

- Select, supervise, train, direct, motivate, and evaluate staff;
- Plan, direct, make decisions, establish priorities and coordinate a variety of complex technical operations involving efforts of multiple specialized units;
- Analyze situations accurately and adopt an effective course of actions;
- Exercise good and sound judgment;
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities;
- Prepare clear and comprehensive reports;
- Establish and maintain effective working relationships;
- Explain complex technical information clearly and concisely;
- Work effectively with officials and employees of the District, other public agencies, and the public;
- Interpret laws, rules, regulations and policies related to business and financial matters;
- Analyze financial statements and fiscal reports and prepare a complex budget;
- Chair committees and bring consensus on complicated issues;
- Speak effectively before City Council, Board of Supervisors and other public agencies;
- Implement successful conflict resolution with parents, community, and staff;
- Communicate effectively, both orally and in writing;
- Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, scanners, typewriters, calculators, and fax machines;
- Maintain confidentiality of privileged information obtained in the course of work.

Traits:

- Appreciates the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Promotes goals and leads by example;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: A Bachelor's degree required in business administration, finance or related field.

Master's Degree or advanced degree preferred. A Chief Business Official (CBO) certification or training highly desirable.

Experience: Five years of business administration experience, comparable government or private sector experience, and/or administrative experience in a supervisory role in business and/or financial management.

Alternate variations of equal education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process.

Special: Possession of a valid California Driver's License.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

Physical Requirements: Employees in this classification stand, walk, sit, stoop, bend, reach overhead, lift and carry up to 20 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and may drive an automobile to conduct work. On occasion the incumbent may be required to visit construction sites and work in temperatures below 50 degrees and over 90 degrees, dry atmospheric conditions, poorly ventilated areas, wet or damp areas, on uneven or slippery surfaces, and in proximity to electrical hazards and machinery with moving parts, fumes, allergenic dust, chemicals, odors, toxic materials.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate an overall satisfactory performance in order to attain permanent status.

NOTE: If adopted as Senior Management, an incumbent does not attain permanent status.

Salary Range: Management Salary Schedule (if not indicated as Senior Management)
Negotiable (if designated as Senior Management by the Board of Trustees)

Approved: 11/74

Revised: 9/03, 6/08, 6/17, 7/20

Adopted as Classified Senior Management

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: November 14, 2024

Agenda Section: Section C: Action Items

Job Description Revision for Human Resources Analyst

The Director of Classified Human Resources reviewed and revised the job description to reflect the current role and responsibilities of the position.

FISCAL IMPACT:

No change is to be made.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revised job description.

ADDITIONAL MATERIALS:

Attached: [Human Resources Analyst JD Update.pdf](#)



OXNARD SCHOOL DISTRICT

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

JOB DESCRIPTION

Human Resources Analyst

Purpose of Position

Supports in the planning and organization of work for the Personnel Commission (PC). Provides complex and professional human resource services for classified personnel related to recruitment, examination, selection, employee process, classification, and compensation. Serves as a resource to District employees regarding rules and procedures of the PC, board policies, procedures, regulations, and negotiated agreements. Prepares, maintains, and evaluates a variety of personnel files, records, and reports. Assists in ensuring that personnel functions conform with regulations of the Merit System.

Supervision

- Receives supervision from the Director of Classified Human Resources.
- Exercises technical and work supervision to 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.

- Conducts job analysis, classification studies, and compensation studies to ensure accuracy of test materials, classification specifications, and compensation structures.
- Coordinates the recruitment process (e.g., advertising, processing applications, preparing screening criteria, scheduling interviews, administering/evaluating tests, notifying applicants of examination results, etc.) to meet district staffing requirements while complying with established guidelines.
- Develops and maintains a wide variety of personnel materials (e.g., job specifications, test materials, re-employment lists, personnel files, onboarding documents, eligibility lists, handouts, forms, etc.) to support department operations.
- Conducts compensation studies by collecting salary information and comparing job descriptions from benchmark school districts to make recommendations on salary schedule placement.
- Analyzes reclassification requests and makes recommendations following PC rules and CSEA contract.
- Researches confidential information required to manage PC assignments and support District management during negotiation (e.g., reviewing relevant policies and current practices, CalPERS issues, Ed Codes, merit rules, union contract, salary information, and market data, etc.).
- Responds to escalated situations as it relates to applicants and recruitment for the purpose of resolving problems, providing information, or referring to appropriate personnel.
- Communicates with employees, departments, administrators, applicants, outside agencies, and the public to provide information regarding Merit System rules and regulations, district policies, negotiated agreements, requirements, and procedures.
- Trains and supervises the work of PC staff to support with department operations.
- Manages the fingerprinting system process as requested for the purpose of ensuring compliance with HR Technicians, federal, state, and district laws and regulations.

- Serves as the lead for all classified employment services (e.g., respond to inquiries, probation releases, process evaluations and disciplinary measures, position control, layoffs, etc.) to ensure compliance with established rules and regulations.
- Coordinates all events and functions on behalf of the PC to complete activities or deliver services.
- Assists in the development and implementation of employee training to address human resource issues for classified employees in compliance with established guidelines.
- Administers the unemployment claims and participates in hearings as needed.
- Coordinates and prepares for disciplinary hearings by providing information, coordinating material distribution, and supporting the needs of attendees.
- Attends PC meetings, designated workshops, professional conferences, seminars, and committee meetings to maintain current knowledge of personnel trends and practice.
- Serves as backup for Director of Classified Human Resources to support with the performance of work activities and department operation.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices recruitment and selection.
- Test construction and validation.
- Job analysis methodologies.
- Classification and compensation study methodologies.
- Survey development and statistical analysis.
- Applicable laws, codes, rules, and regulations to assigned activities.
- Microsoft Office and Google Workforce applications.

Skills in:

- Compiling, analyzing, and presenting information.
- Preparing comprehensive reports.
- Presenting technical material to non-technical audiences.
- Verbal and written communication.
- Time management and prioritization.

Ability to:

- Work independently with limited supervision.
- Exercise tact and judgment when dealing with complex and sensitive issues.
- Establish cooperative working relationships with staff.
- Read, interpret, apply, and explain rules and regulations.
- Learn and use technology and computer software applications.
- Maintain confidentiality of sensitive and privileged information.

Minimum Qualifications

Education and Experience

A Bachelor's degree in human resources, industrial and organizational psychology, public administration, or related field. Three (3) years of professional human resources experience involving recruitment and selection, test design, or classification and compensation.

A Master's degree in industrial/organizational psychology may be substituted for one (1) year of the required experience. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

Physical Requirements

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, and carry up to 20 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 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:

New Hires

Barroso Araujo, Jessica T	Paraeducator – Special Education, 5.75 hrs./183 days	09/23/2024
Bejar, Alexis T	Paraeducator – Special Education, 5.75 hrs./183 days	09/23/2024
Burga, Kevin R	Paraeducator – Special Education, 5.75 hrs./183 days	09/20/2024
Gomez, Dulce A	Office Assistant II, 8 hrs./246 days	09/23/2024
Hernandez, Simon R	Custodian, 8 hrs./246 days	09/12/2024
Lopez, Yazmin	Paraeducator – Special Education, 5.75 hrs./183 days	09/19/2024
Moreno, Rosa K	Paraeducator – Special Education, 8 hrs./183 days	09/18/2024
Naotala, Ammaree A	Paraeducator – Special Education, 5.75 hrs./183 days	09/23/2024
Nares, Nadia C	Campus Assistant, 5.75 hrs./180 days	09/16/2024
Sandoval-Gonzalez, Cecilia	Paraeducator – Special Education, 5.75 hrs./183 days	09/18/2024
Sarmiento Carrasco, Roberto C	Paraeducator – Special Education, 5.75 hrs./183 days	09/23/2024
Tellez, Alea G	Paraeducator – Special Education, 5.75 hrs./183 days	09/23/2024
Tellez, Daisy	Paraeducator – Special Education, 5.75 hrs./183 days	09/19/2024
Vazquez Estrada, Rigoberto	Paraeducator – Special Education, 8 hrs./183 days	09/19/2024
Vega, Angelica U	Language Assessment Technician 5.5 hrs./246 days	09/19/2024
Villa, Susana	Paraeducator – General Education, 8 hrs./183 days	09/23/2024
Zuniga, Lynette M	Campus Assistant, 5.75 hrs./180 days	09/16/2024

Limited Term/Substitutes

Apodaca, Dolores R	Child Nutrition Worker (Substitute)	09/11/2024
Arroyo, Maria D	Child Nutrition Worker (Substitute)	09/11/2024
Barroso Araujo, Jessica T	Paraeducator (Substitute)	09/13/2024
Hurtado Garcia, Lizbeth	Campus Assistant (Substitute)	09/11/2024
Kessel, Joel	Child Nutrition Worker (Substitute)	09/13/2024
Lopez, Eveanna	Child Nutrition Worker (Substitute)	09/18/2024
Maifea, Kailani L	Paraeducator (Substitute)	09/16/2024
Manzano, Vanesa M	Child Nutrition Worker (Substitute)	09/11/2024
Martinez, Jared K	Paraeducator (Substitute)	09/13/2024
Martinez De Moreno, Ma De Jesus	Child Nutrition Worker (Substitute)	09/18/2024
Naotala, Ammaree A	Paraeducator (Substitute)	09/13/2024
Ortiz, Veronica	Child Nutrition Worker (Substitute)	09/11/2024
Rodriguez, Tamara A	Child Nutrition Worker (Substitute)	09/11/2024
Santana, Rosa M	Child Nutrition Worker (Substitute)	09/11/2024
Sarmiento Carrasco, Roberto C	Paraeducator (Substitute)	09/13/2024
Vasquez Estrada, Rigoberto	Paraeducator (Substitute)	09/18/2024
Wang, Zhen	Child Nutrition Worker (Substitute)	09/11/2024
Yarbrough Abby J	Paraeducator (Substitute)	09/13/2024

Promotions

Gomez, Edith S	Paraeducator – Special Education, 5.75 hrs./183 days Paraeducator II, 5.75 hrs./183 days	09/19/2024
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Resignations

Ayala, Daniel A	Campus Assistant, 5.75 hrs./180 days	09/20/20204
Martinez, Karina	Child Nutrition Worker, 5 hrs./185 days	09/17/2024

Resignations (cont.)

Nembhard, Jacqueline B

After School Program Site Coordinator, 8 hrs./246 days

09/19/2024

New Hires

Alonzo, Mayra J	Office Assistant II, 5.75 hrs./203 days	10/07/2024
Barragan, Ivan M	Paraeducator – Special Education, 5.75 hrs./183 days	10/01/2024
Barrios, Teresita L	Health Care Technician, 8 hrs./183 days	10/14/2024
Castillo, Gerardo	Custodian, 8 hrs./246 days	09/30/2024
Duran, Alma R	Office Assistant II, 8 hrs./246 days	10/17/2024
Herrera, Bobby J	After School Program Site Coordinator, 8 hrs./246 days	10/14/2024
Herrera, Joseph A	Custodian, 8 hrs./246 days	10/15/2024
Maifea, Kailani L	Paraeducator – Special Education, 5.75 hrs./183 days	10/07/2024
Martinez Cruz, Nadia	Paraeducator – Special Education, 5.75 hrs./183 days	09/25/2024
O’Friel, Dana	Paraeducator – Special Education, 5.75 hrs./183 days	10/01/2024
Orozco, Rocio	After School Program Site Coordinator, 8 hrs./246 days	10/01/2024
Perez, Alondra T	Campus Assistant, 5.75 hrs./180 days	10/01/2024
Quezada, Carolina S	Paraeducator – General Education, 6 hrs./183 days	10/02/2024
Ramos, Carla J	Paraeducator – Special Education, 5.75 hrs./183 days	10/07/2024
Reynolds, Hope T	Health Care Technician, 7 hrs./183 days	10/14/2024
Rivas, Christopher	Custodian, 6 hrs./246 days	10/08/2024
Torres, Daniela	After School Program Site Coordinator, 8 hrs./246 days	10/08/2024
Torres, Jazmine	Campus Assistant, 5.75 hrs./180 days	10/02/2024
Torres, Maria G	Secretary, 8 hrs./246 days	10/07/2024
Yarbrough, Abby J	Paraeducator – Special Education, 5.75 hrs./183 days	10/07/2024
Zufolo, Tess D	Paraeducator – Special Education, 5.75 hrs./183 days	10/08/2024

Exempt

Kiorlinski, Chritopher	AVID Tutor (Substitute)	10/03/2024
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Limited Term/Substitutes

Arevalo, Jose Luis	Child Nutrition Worker (Substitute)	09/23/2024
Armenta, Yamila I	Paraeducator (Substitute)	10/14/2024
Barocio, Jorge I	Paraeducator (Substitute)	09/24/2024
Barragan, Ivan M	Paraeducator (Substitute)	09/30/2024
Brown, Dominic C	Paraeducator (Substitute)	10/02/2024
Browning, TreQuawn M	Paraeducator (Substitute)	10/08/2024
Castro De Zabala, Maria A	Child Nutrition Worker (Substitute)	09/23/2024
Cervantes, Deysi	Paraeducator (Substitute)	09/25/2024
Dale, Sharon A	Paraeducator (Substitute)	09/26/2024
Dominguez, Stephanie	Paraeducator (Substitute)	10/01/2024
Flores, Saray	Paraeducator (Substitute)	10/01/2024
Godinez Zamora, Olga X	Child Nutrition Worker (Substitute)	09/23/2024
Luciano, Lizeth	Paraeducator (Substitute)	10/14/2024
Martinez Cruz, Nadia	Paraeducator (Substitute)	09/16/2024
Massion, Andrea	Paraeducator (Substitute)	09/25/2024
Molina, Nayely	Paraeducator (Substitute)	10/14/2024
Montes Caballero, Daniel	Clerical (Substitute)	10/15/2024
Nonamegiven, Murbiyana	Child Nutrition Worker (Substitute)	09/11/2024
Ramos, Carla J	Paraeducator (Substitute)	09/16/2024

Limited Term/Substitutes (cont.)

Santander, Victor A	Transportation Driver (Substitute)	10/01/2024
Sugmad, Elizabeth A	Paraeducator (Substitute)	09/30/2024
Vasquez, Jennifer	Paraeducator (Substitute)	09/26/2024
Zufolo, Tess D	Paraeducator (Substitute)	10/07/2024

Reinstatements

Perez, Luzmila S	Transportation Driver, 5.5 hrs./183 days	10/01/2024
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Promotions

Ambriz, Noemi	Secretary, 8 hrs./246 days	09/23/2024
Canizalez, Usbaldo	Office Assistant II, 8 hrs./246 days After School Program Site Coordinator, 8 hrs./246 days	10/07/2024
Marquez, Miguel De Jesus	Paraeducator II, 5.75 hrs./183 days Attendance Accounting Technician, 8 hrs./210 days Office Assistant II 8 hrs./203 days	09/25/2024

Transfers

Alfaro, Noelia V	Campus Assistant, 5.75 hrs./180 days	10/28/2024
Baca, Julianna V	Paraeducator – Special Education, 8 hrs./183 days	10/15/2024
Compian, Anne M	Paraeducator – Special Education, 8 hrs./183 days	09/30/2024
Culverson, Jean	Campus Assistant, 5.75 hrs./180 days	10/21/2024
Franco, Monique A	Paraeducator – Special Education, 5.75 hrs./183 days	09/30/2024
Govea, Fabiola	Child Nutrition Worker, 5.5 hrs./185 days	09/24/2024

Increase in Hours

Lopez, Monserrat L	Paraeducator – Special Education, 5.75 hrs./183 days	09/27/2024
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Resignations

Canchola, Melissa	Paraeducator – Special Education, 5.75 hrs./183 days	10/11/2024
Durazo, Melina J	Paraeducator – Special Education, 5.75 hrs./183 days	09/16/2024
Garcia de Ruiz, Claudia E	Paraeducator – Special Education, 5.75 hrs./183 days	10/01/2024
Herrera, Bobby J	After School Program Site Coordinator, 8 hrs./246 days	10/18/2024
Lopez, Janessa N	Paraeducator II, 5.75 hrs./183 days	10/09/2024
Neria, Areli	Office Assistant II 8 hrs./203 days	09/25/2024
Pamatz, Aaron	Paraeducator III 5.75 hrs./183 days	10/14/2024
Reyes, Angel E	Paraeducator – Special Education, 5.75 hrs./183 days	10/18/2024
Segura, Elizabeth Q	Speech Language Pathology Assistant, 8 hrs./183 days	10/17/2024
Trejo, Laura G	Paraeducator – Special Education, 5.75 hrs./183 days	09/30/2024