

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES OFFICE

201 S. Steckel Drive
Santa Paula, CA 93060
Wednesday, November 20, 2024 - 4:00 P.M.

Anyone wishing to submit written material regarding an item on this agenda must submit it in time to be included with the agenda packet. Anyone wishing to speak regarding an item on this agenda must complete a yellow slip identifying the item and hand it to one of the staff members prior to the start of the meeting.

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on October 10, 2024.

C. APPROVAL OF ORDER OF AGENDA ITEMS

D. PUBLIC COMMENTS

Public comment from the audience on agenda and/or non-agenda items (no action may be taken).

E. REPORTS AND DISCUSSION

1. CSEA Report
2. District Report
3. Director's Report

F. OLD BUSINESS – ACTION OR INFORMATION

1. Revision of Merit System Rule 16.1.1 “Holidays” – 2nd Reading **Action**
It is recommended the Personnel Commission approve the 2nd Reading of the revision to Merit System Rule 16.1.1.
2. Revision of Merit System Rule 13.1.3.1 “Probationary Employees” – 2nd Reading **Action**
It is recommended the Personnel Commission approve the 2nd Reading of the revision to Merit System Rule 13.1.3.1.

G. NEW BUSINESS – ACTION OR INFORMATION

1. Revision of job description – Campus Supervision Assistant **Action**
It is recommended that the Personnel Commission approve the recommendations as presented.
2. Revision of job description – Human Resources Analyst-Certificated **Action**
It is recommended that the Personnel Commission approve the recommendations as presented.

3. Certification of Eligibility Lists:

Action

- Campus Supervision Assistant
- Instructional Assistant-Special Education
- Instructional Assistant-Severely Disabled

4. Personnel Activity Report for October 23, 2024

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

December 12, 2024

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
Classified Human Resources Office
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – OCTOBER 10, 2024

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Sanchez-Reyes at 4:02 p.m. <u>Commission Members Present:</u> Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice-Chair <u>Commission Members Absent:</u> Karen Harrison, Member <u>Staff Present:</u> Gregg Robinson, Director-Classified Human Resources Sonia Bautista, Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY CHAIR STEIGER, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> Vanessa Hernandez, CSEA President CSEA President, Vanessa Hernandez, was absent. <u>District Report</u> Vanessa Donahue, Director-Certificated Human Resources Mrs. Donahue provided additional information on PARS and retirement information workshops and streamlining RFP and other standard district form processes. <u>Director's Report</u> Director Robinson noted working alongside Certificated Human Resources with relaying PARS information and workshops for classified employees; involvement with streamlining the RFP process for classified employees; provided information on professional growth meetings, including application reviews, and percentage increases; and assisting with the professional development day for classified staff which included Vector Solutions training modules for all classified staff.

F. OLD BUSINESS None	
G. NEW BUSINESS 1. Revision of Merit System Rule 16.1.1 “Holidays” - 1st Reading - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION. AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE TO INCLUDE JUNETEENTH ON THE HOLIDAY LIST.
2. Revision of Merit System Rule 13.1.3.1 , “Probationary Employees” - 1st Reading - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION. Discussion included information on updating rules to align with collective bargaining agreement changes in regards to probationary employee evaluations. THE ITEM WAS APPROVED WITH A 2-0 VOTE.
3. Approval of initial salary step placement for Speech & Language Pathology Assistant at step 5 - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS APPROVED WITH A 2–0 VOTE. Information on recruitment difficulties for the Speech & Language Pathology Assistant were noted on the agenda.
4. Certification of Eligibility Lists - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ELIGIBILITY LISTS LISTED BELOW WERE APPROVED WITH A 2-0 VOTE. • Associate Mental Health Therapist • Instructional Asst.-After School Program
5. Personnel Activity Report for September 25, 2024 - Action	Approved by consensus.
H. COMMISSION COMMENTS	Chair Sanchez-Reyes thanked staff for their support.
I. SCHEDULE NEXT REGULAR MEETING	November 14, 2024 at 4:00 p.m.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:19 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, October 10, 2024, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

MERIT SYSTEM RULES

16.1.1 HOLIDAYS FOR CLASSIFIED EMPLOYEES:

All classified employees shall be entitled to the following paid holidays, provided that the employee is in a paid status during any portion of the workday immediately preceding or succeeding the holiday, subject to eligibility provisions of this rule:

- a. Independence Day
- b. Labor Day
- c. Veteran's Day
- d. Thanksgiving Day
- e. Friday after Thanksgiving Day
- f. Christmas Eve
- g. Christmas Day
- h. New Year's Eve
- i. New Year's Day
- j. Martin Luther King, Jr. Day
- k. Lincoln's Day
- l. Washington's Day
- m. Friday of Spring Recess
- n. Memorial Day
- o. Juneteenth (June 19)**

Reference: EC§ 45203, 45260 and 45261

MERIT SYSTEM RULES

- 13.1.3.1 **Probationary Employees:** Employees designated as probationary shall be evaluated at the end of the ~~third~~ **second** and ~~fifth~~ **fourth** months of service. For persons in positions designated as supervisory or administrative by the Commission, performance evaluations shall take place at the end of the sixth and eleventh month of service.

Reference EC §45260 and 45261

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SUPERVISION ASSISTANT

BASIC FUNCTION:

Under general supervision of site administration, assists school staff in the safety and well-being of students during morning, noontime eating and recess/break activity. Through meaningful playground and lunch area supervision, students are afforded the opportunity to safely enjoy group interaction and exercise.

REPRESENTATIVE DUTIES

Supervise and monitor students before and after school, during lunch and at recess in all areas on campus assigned.

Assist students by providing examples of appropriate behavior, a friendly attitude and general guidance.

Work collaboratively with all staff to monitor and ensure discipline and safety protocols are being maintained by students.

Communicate incidents and inappropriate behavior of students to site administrators and/or classroom teacher(s).

Assist with onsite traffic control, bus drop off and student pick up.

Reinforce the District and school rules and regulations pertaining to student activities, advise students regarding violation of rules and inappropriate behaviors.

Encourage and promote courtesy among children.

Maintain a harmonious atmosphere on campus.

Assure the health and safety of students by following health and safety practices and regulations.

Assist with the proper disposal of trash. Clean up spills, may wipe tabletops between meal periods, and provide additional assistance as needed to maintain a clean and safe environment.

Ensure safety rules are followed by all students.

Assist students by resolving minor conflicts on campus.

Report unauthorized activities and persons on school campus to appropriate authority.

Report potential or recurring disciplinary problems to office staff and/or classroom teacher(s). Report students requiring further disciplinary action to office staff and/or classroom teacher(s).

Report all student injuries to the health office immediately.

OTHER DUTIES:

Perform other related duties as assigned.

Campus Supervision Assistant

Page 2

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Playground safety rules.

Basic principles of first aid.

Interpersonal skills using tact, patience and courtesy.

Standards of courtesy to be observed by students.

ABILITY TO:

Maintain a positive and safe playground environment.

Communicate effectively.

Understand and work within scope of authority.

Establish and maintain working relationships with the public, staff, subordinates, and administrators.

Be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of district personnel, students, parents and the communities served by the district.

Maintain consistent, punctual and regular attendance.

Develop and maintain effective interpersonal relations using tact, patience and courtesy.

Maintain reliable, punctual and regular attendance.

Understand and carry out written and oral instructions.

Handle all matters in a tactful, courteous, and confidential manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Prior to competing the probationary period, the employee will successfully complete a valid First Aid and CPR certifications issued by an authorized agency.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.

Ability to see to monitor student activities.

Hearing and speaking to exchange information.

Physical agility and stamina.

Walking and running.

BOARD APPROVED: 11/14/18

P.C. APPROVED: 02/12/19

REVISED: 11/20/24

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES ANALYST-CERTIFICATED

BASIC FUNCTION:

Under the direction of the **Executive** Director of Human Resources, perform a variety of complex and professional human resources functions in the recruitment, selection and compensation of certificated employees, **and the benefits administration of all employees**; prepare certificated personnel reports for the Board of Education meetings; ensure compliance with laws, rules, regulations, Human Resources policies and collective bargaining unit contracts; maintain confidentiality of sensitive and privileged information; provide training, work direction and guidance to assigned Human Resource department personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex and specialized human resources functions in the recruitment, selection and compensation of certificated employees, **and the benefits administration of all employees**; assist in the development and implementation of employee selection procedures; ensure compliance with District and State rules and regulations, Human Resources policies, and collective bargaining unit contracts.

Coordinate and perform complete recruitment processes involving advertising, interviewing and selecting certificated employees; prepare job announcements and place advertisements in various media including the District website; forward announcements/correspondence to other departments, agencies and identified members of the public; confer with applicants concerning job vacancies, qualification requirements and related information.

Assist in administering employee benefits by processing enrollments, changes, and terminations within benefits systems; respond to general benefits inquiries from employees regarding coverage, eligibility, and enrollment; support open enrollment setup and provide administrative support; maintain and update benefits records in HR systems; prepare reports related to benefits enrollment and participation as required.

Provide assistance, advice and information to applicants, District employees and certificated personnel concerning current laws and requirements pertaining to a variety of credentials issued by the Commission on Teacher Credentialing (CTC). Provide technical support for the application and maintenance of teacher credentials; evaluate transcripts and records to determine eligibility for credentials and salary placement; advise out-of-state applicants regarding credentialing. Monitor certificated credential authorizations, board authorizations, supplementary authorizations, and legal assignments; evaluate credential applications; recommend applicants for first-time 30-Day substitute teaching permits.

Provide training, work direction and guidance to assigned Human Resource department personnel; oversee assigned personnel communication released to administration, other personnel and the public. Oversee and participate in the screening and processing of employee applications to ensure candidates meet minimum qualification guidelines; coordinate the assembly of application and interview packets;

verify eligibility and background information of applicants; verify Department of Justice (DOJ) and FBI fingerprint and Tuberculosis clearances as directed.

Oversee the review and evaluation of job applications; schedule employment interviews and arrange interview locations; select panelists; explain rating sheets and interview questions to panelists. Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, re-employment, seniority, compensation, **benefits enrollment** and assigned personnel functions; provide **Executive** Director with technical reports relating to District certificated personnel; input employee data in assigned human resources software program; process a variety of forms and applications.

Serve as liaison between unions, employees, supervisors, administrators and outside agencies; provide technical information regarding policies, procedures, laws, codes, rules, regulations and the administration of certificated human resources programs; provide reports to the County and State as requested including demographic detail information.

Assists the **Executive** Director in providing staffing, wage and salary data required for budget preparation and negotiations.

Provide technical information and administrative assistance to the **Executive** Director of Certificated Human Resources and other administrators regarding certificated personnel, assigned functions and related activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Calculate and determine appropriate salary placement for certificated employees, analyze credentials and transcripts to assure proper salary schedule and placement; process salary adjustments; prepare and process employee information for payroll; process pay holds as assigned.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Explain and apply District rules and procedures, State credentialing laws, and collective bargaining language; verify employment to outside organizations as requested.

Obtain daily and long-term substitutes as requested for certificated positions; maintain records of teachers with their assigned position control number, seniority and credential expiration date, create and maintain early retirement agreements, class assignments, extra duty stipends, sign-up substitute teachers for certificated positions and maintain records for payroll purposes.

Process personnel action forms for employment, leave of absences, transfers, retirements, terminations, and changes in salary, longevity, leaves, layoffs, re-employment and other personnel actions as assigned.

Compose a variety of correspondence including forms, special projects, legal documents, Board agendas and resolutions and other materials; receive and respond to e-mails.

Receive and respond to unemployment information requests from District's unemployment insurance carrier; process and send annual reasonable assurance letters to affected employees. Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Participate in other department activities including professional growth program, staffing projects for upcoming school years, preparing identification badges and providing orientations to new employees as directed; assist the **Executive** Director with annual reports and budget preparation; confer with administration regarding employee issues/concerns.

Attend and participate in a variety of meetings and professional development as assigned; represent the department at County meetings, workshops, conferences, recruitment fairs and other activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, practices, methods and terminology used in public personnel administration, including credentialing, selection, recruitment, **and compensation, and benefits administration.**

Various governmental guidelines and regulations relating to personnel selection.

Current laws, codes, and rules related to assigned personnel functions.

Operations, policies and objectives relating to human resources activities.

Occupations and their requirements.

Organizational operations, policies and objectives.

Record-keeping and report preparation techniques.

Proper English usage, grammar, spelling, punctuation and vocabulary.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Research methods.

ABILITY TO:

Perform a variety of complex and specialized human resources functions in the recruitment, examination, selection, classification **and compensation, and benefits administration** of certificated employees.

Apply, explain and ensure compliance with rules, regulations, policies and procedures.

Ensure proper and current credentials of certificated personnel.

Coordinate the interviewing and selection process of applicants.

Participate in the screening and processing of new personnel according to established procedures.

Maintain current knowledge of laws, rules and regulations related to personnel activities.

Compose correspondence and written materials independently.

Operate a variety of office equipment including a computer and assigned software.

Analyze situations and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Plan and organize work.

Graduation from high school or its equivalent and any combination equivalent to: two years of college-level course work in a related field and four years of increasingly responsible human resources experience involving recruitment, selection of certificated personnel or credentialing activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Ability to see to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Lifting, carrying, pushing or pulling light objects as assigned by the position.

DATE WRITTEN: 10/02/2018

BOARD APPROVED: 10/10/18

P.C. APPROVED: 10/18/18

REVISED: 11/20/24



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 25, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Campus Supervision Assistant** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	02
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Number of Applications	06
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Number of Applicants Passing Screening	06
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Number of Applicants Passing Qualification/Examination	02
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Number of Applicants to be Certified	02
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It is recommended that the Eligibility List for **Campus Supervision Assistant** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 25, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Special Education** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	02
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Number of Applications	16
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Number of Applicants Passing Screening	16
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Number of Applicants Passing Qualification/Examination	08
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Number of Applicants to be Certified	08
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It is recommended that the Eligibility List for **Instructional Assistant-Special Education** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 25, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Severely Disabled** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	02
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Number of Applications	06
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Number of Applicants Passing Screening	06
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Number of Applicants Passing Qualification/Examination	02
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Number of Applicants to be Certified	02
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It is recommended that the Eligibility List for **Instructional Assistant-Severely Disabled** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

October 23, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Jennifer Mitchell	SPHS	CNS Asst. I	5.5/day	09/30/24
Trinidad Rodriguez	Webster	Instructional Asst.-SD	5.5/day	10/03/24
Monica Ferrer	SPHS/RHS	CNS Asst. I	5.5/day	10/07/24
Patricia Troncoso	SPHS	CNS Asst. I	4.0/day	10/07/24
Natali Mendez	McKevett	CNS Asst. I	3.0/day	10/16/24
Yatzi Paula	Thille	Inst. Asst.-Bilingual	3.0/day	10/16/24

PROMOTIONS

Maria Gonzalez	Blanchard	Instructional Asst.-ASP	4.0/day	10/15/24
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CHANGE IN ASSIGNMENT

Isaiah Thompson	Glen City	Campus Supervision Asst.	5.5/day	09/16/24
Daniel Romo	Glen City	Custodian	5.0/day	09/23/24
Stephanie Alonzo	Webster	Instructional Asst.-ASP	3.1/day	10/01/24
Sabrina Kohr	Glen City	Instructional Asst.-SD	6.0/day	10/03/24
Rayna Chias	Glen City	CNS Asst. I	5.5/day	10/07/24

RESIGNATIONS

Morgan Bruce	D.O.	Admin. Asst. II	8.0/day	10/09/24
Aileen Vega	BW	Instructional Asst.-SD	5.0/day	10/15/24
Leonel Mendoza	Blanchard	Instructional Asst.-Sp. Ed.	5.0/day	10/25/24

PAID ADMINISTRATIVE LEAVE

103769882024				09/27/24
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INCREASE IN HOURS

Pos. #1360	Bedell	Child Nutrition Serv. Asst. I	3.0-5.5	10/24/24
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October 23, 2024

CLASSIFIED PERSONNEL ACTIVITY REPORT

October 23, 2024

Page 2

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES

Natalie Garcia Hernandez				10/03/24
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STUDENT WORKERS

Giovanna Ruiz				09/01/24
Veronica Montelongo				09/26/24
Isabella Ruiz				09/26/24
Daisy Camarillo				09/27/24
Lilly Lopez				09/27/24
Keyla Sanchez				10/03/24
Adam Villa				10/15/24