

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, December 12, 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 Approval of Minutes November 14, 2024 (Pages 4-10)

A.3 Adoption of the Agenda

A.4 Roll Call

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 Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4 (Page 11)

Paul Robinson will assume the role as chair and Ernest Morrison will serve the role as vice-chair.

C.2 Meeting Calendar for 2025 (Pages 12-13)

The Personnel Commission will consider a proposed calendar for meetings to be convened in 2025.

C.3 Advanced Step Placement for Ma. Dolores Gamez, Paraeducator Special Education (Page 14)

The Personnel Commission will ratify the advanced step placement for Ma. Dolores Gamez, Paraeducator Special Education.

C.4 Advanced Step Placement for Victoria Perez, Paraeducator Special Education (Page 15)

The Personnel Commission will ratify the advanced step placement for Victoria Perez, Paraeducator Special Education.

C.5 Advanced Step Placement for Jaqueline Tinoco, Paraeducator Special Education (Page 16)

The Personnel Commission will ratify the advanced step placement for Jaqueline Tinoco, Paraeducator Special Education.

C.6 Advanced Step Placement for Alexandra Ruiz, Health Assistant (Page 17)

The Personnel Commission will ratify the advanced step placement for Alexandra Ruiz, Health Assistant.

C.7 Advanced Step Placement for Hugo Rivera, After School Program Site Coordinator (Page 18)

The Personnel Commission will ratify the advanced step placement for Hugo Rivera, After School Program Site Coordinator.

C.8 Advanced Step Placement for Elvia Michel-Horta, Health Care Technician (Page 19)
The Personnel Commission will ratify the advanced step placement for Elvia Michel-Horta, Health Care Technician.

C.9 Advanced Step Placement for Dino Sordilla, Music Instructor (Page 20)
The Personnel Commission will ratify the advanced step placement for Dino Sordilla, Music Instructor.

C.10 Eligibility Lists (Pages 21-31)
The Personnel Commission will review certification of eligibility lists.

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

These items are presented for information or study only, no action will be taken.

D.1 Report by CSEA
CSEA may report on Human Resources issues of interest to the Personnel Commission.

D.2 Report by Assistant Superintendent, Human Resources
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the Personnel Commission.

D.3 Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.

D.4 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

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

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

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: December 12, 2024

Agenda Section: Section C: Action Items

Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4

Pursuant to Personnel Commission Rule 20.100.4, the Personnel Commission officers will rotate chairs every year.

In December 2023, the Personnel Commission approved the following officer roles:

- Commissioner O'Leary – Chair
- Commissioner Morrison– Vice Chair
- Commissioner Robinson– Member

The new officer roles will be as listed:

- Commissioner Robinson – Chair
- Commissioner – Morrison Vice Chair
- Commissioner O'Leary – Member

RECOMMENDATION:

Staff recommends that the Personal Commission take action to approve the rotation of chair as presented.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: December 12, 2024

Agenda Section: Section C: Action Items

Meeting Calendar for 2025

The Personnel Commission will consider the proposed calendar for meetings to be convened in 2025. The regularly scheduled Commission meetings occur on the second Thursday of every month at 3:30pm.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the Personal Commission Meeting Calendar for 2025 as presented.

ADDITIONAL MATERIALS:

Attached: [PC Meeting Schedule 2025.pdf](#)



OXNARD SCHOOL DISTRICT

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

To: Interested Persons

From: Classified Human Resources

Date: December 11, 2024

Re: Personnel Commission Meeting Agenda Schedule – January 2025 through December 2025

Below are the Commission meeting dates for 2025. The Commission meetings will convene at **3:30 p.m.** The meeting dates and times are subject to change.

Commission Meeting Date	Available on Website *
Thursday, January 9, 2025	Monday, January 6, 2025
Thursday, February 13, 2025	Monday, February 10, 2025
Thursday, March 13, 2025	Monday, March 10, 2025
Thursday, April 10, 2025	Monday, April 7, 2025
Thursday, May 8, 2025	Monday, May 5, 2025
Thursday, June 12, 2025	Monday, June 9, 2025
Thursday, July 10, 2025	Monday, July 7, 2025
Thursday, August 14, 2025	Monday, August 11, 2025
Thursday, September 11, 2025	Monday, September 8, 2025
Thursday, October 9, 2025	Monday, October 6, 2025
<i>To Be Determined</i>	<i>Board/Commission Celebration for Retiree Recognition</i>
Thursday, November 13, 2025	Monday, November 10, 2025
Thursday, December 11, 2025	Monday, December 8, 2025

* If a Monday is a holiday, posting will be the preceding Friday.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: December 12, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Ma. Dolores Gamez, Paraeducator Special Education

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. Ma Dolores Gamez 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 10 years of experience as a teacher.
- Education: Master's in Curriculum and Instruction.

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: December 12, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Victoria Perez, Paraeducator Special Education

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

- Experience: Over 4 years of related experience.
- Education: Some college coursework in Early Childhood 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 C of the Paraeducator Special Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: December 12, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Jaqueline Tinoco, Paraeducator Special Education

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. Jaqueline Tinoco 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: About 3 years of related experience.
- Education: Associates degree in Psychology.

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: December 12, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Alexandra Ruiz, Health Assistant

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 Health Assistant position in the Pupil Services Department. Alexandra Ruiz was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Experience: 5 years of related experience.
- Education: Some college work.

The minimum qualifications for the classification are:

- Experience: One year of clerical experience OR one year of experience providing health related services including First Aid.
- 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 Health Assistant classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: December 12, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Hugo Rivera, After School Program Site 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. Hugo Rivera was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Education: Bachelor's in history/educational studies.
- Experience: Over 3 years of experience as a recreational instructor.

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 C 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: December 12, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Elvia Michel-Horta, 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. Elvia Michel-Horta 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 related 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: December 12, 2024

Agenda Section: Section C: Action Items

Advanced Step Placement for Dino Sordilla, Music Instructor

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 Music Instructor position. Dino Sordilla 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: Over a year of directly related experience teaching music to students.
- Education: Bachelor's in Music.
- This would be considered a difficult to fill recruitment.

The minimum qualifications for the classification are:

- Experience: Two years of professional experience in a music environment.
- Education: A Bachelor's degree in Music, Visual & Performing Arts, or closely related field.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step B of the Music Instructor classification on the Classified Salary Schedule.



Recruitment Type: Dual Certification

Eligibility List No. 24-25:43

Director's Certification:

24-25:35; 24-25:26;

24-25:12; 23-24:56

Established: 11/21/24

After School Program Coordinator

Rank	Candidate ID	Expiration Date
1	60039154	11/21/2025
2	50510149	11/21/2025
3	254862424	11/21/2025
4	21867438	12/7/2024
5	47272268	11/21/2025
5	38890211	10/4/2025
6	58655876	11/21/2025
7	14235944	11/21/2025
8	49209920	11/21/2025
9	49705656	11/21/2025
10	59198849	8/29/2025
10	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. 24-25:46; 23-24:151

Director's Certification:

Established: 11/18/2024



Intermediate School Secretary

Rank	Candidate ID	Expiration Date
1	4958913 (B)	6/3/2025
2	50678619 (B)	6/3/2025
3	34246697 (B)	6/3/2025
4	2810540 (B)	6/3/2025
5	48261291 (B)	6/3/2025
6	26691985 (B)	6/3/2025
6	36356536 (B)	11/18/2025
7	50725054 (B)	6/3/2025
8	43621200 (B)	11/18/2025
9	55220164 (B)	6/3/2025
10	53844775 (B)	11/15/2024
10	29611823 (B)	6/3/2025
10	31074414 (B)	11/18/2025
11	49678517 (B)	11/18/2025
11	43262667 (B)	11/18/2025
12	38506811 (B)	11/18/2025
13	45036200 (B)	6/3/2025

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

Eligibility List No. 24-25:46; 23-24:151

Director's Certification:

Established: 11/18/2024



Secretary

Rank	Candidate ID	Expiration Date
1	36356536 (B)	11/18/2025
2	50725054 (B)	6/3/2025
3	43621200 (B)	11/18/2025
4	55220164 (B)	6/3/2025
5	53844775 (B)	11/15/2024
5	29611823 (B)	6/3/2025
5	31074414 (B)	11/18/2025
6	49678517 (B)	11/18/2025
6	43262667 (B)	11/18/2025
7	38506811 (B)	11/18/2025
8	45036200 (B)	6/3/2025

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

Eligibility List No. 24-25:46; 23-24:151

Director's Certification:

Established: 11/18/2024



Office Assistant III

Rank	Candidate ID	Expiration Date
1	4958913 (B)	6/3/2025
2	50678619 (B)	6/3/2025
3	34246697 (B)	6/3/2025
4	2810540 (B)	6/3/2025
5	48261291 (B)	6/3/2025
6	26691985 (B)	6/3/2025
6	36356536 (B)	11/18/2025
7	50725054 (B)	6/3/2025
8	43621200 (B)	11/18/2025
9	55220164 (B)	6/3/2025
10	53844775 (B)	11/15/2024
10	29611823 (B)	6/3/2025
10	31074414 (B)	11/18/2025
11	49678517 (B)	11/18/2025
11	43262667 (B)	11/18/2025
12	38506811 (B)	11/18/2025
13	45036200 (B)	6/3/2025

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.: 24-25:47

24-25:20

Established: 11/20/2024

Music Instructor

Rank	Candidate ID	Expiration Date
1	9260583	11/20/2025
2	55078978	9/26/2025
3	47924272	9/26/2025

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Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.
 24-25:10; 24-25:32;
 24-24:49

Paraeducator Special Education

Rank	Name	Expiration Date
1	58099456	11/18/2025
2	27763914	10/14/2025
2	14235944	11/18/2025
2	2955484	11/18/2025
3	57179860	11/18/2025
4	52617041	8/30/2025
4	60183956	11/18/2025
4	50108242	11/18/2025
4	22200711	10/16/2025
4	59004909	11/18/2025
4	38266529	11/18/2025
5	32889301	10/4/2025
5	34269530	8/30/2025
5	56987895	11/18/2025
5	47287577	11/18/2025
6	4153212	10/4/2025
6	48285892	11/18/2025
6	52223667	10/4/2025

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OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

7	59059587	8/30/2025
7	38686134	11/18/2025
7	49482241	10/4/2025
7	58375416	10/4/2025
8	58210063	8/30/2025
9	58698532	11/18/2025
9	59526202	11/18/2025
10	59702181	10/4/2025
11	53981646	11/18/2025
11	59240854	8/30/2025

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Recruitment Type: Dual Certification

Eligibility List No. 24-25:53;
24-25:03

Director's Certification:

Established: 11/20/24



Campus Assistant

Rank	Candidate ID	Expiration Date
1	30053501	11/20/2025
2	60218901	11/20/2025
3	55372158	11/20/2025
4	55711643	11/20/2025
4	57335372	11/20/2025
4	52256463	7/26/2025
4	18885074	11/20/2025
4	60036856	11/20/2025
4	55585578	11/20/2025
4	58835130	7/26/2025
4	42804385	7/26/2025
4	58196216	7/26/2025
5	58827547	7/26/2025
5	57739029	7/26/2025
5	58705542	7/26/2025
5	58470483	7/26/2025
6	58285612	7/26/2025
6	58575561	7/26/2025

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OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

6	38212778	7/26/2025
6	53684652	7/26/2025
7	55906928	7/26/2025
7	58775789	7/26/2025
8	58722975	7/26/2025

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.:
 24-25:51; 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	60229706	11/25/2025
1	49337649	12/19/2024
1	30034479	10/29/2025
1	60249160	11/25/2025
1	4322042	11/25/2025
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.:24-25:39;
 23-24:178; 23-24:148
 Established: 12/2/2024

Speech Language Pathology Assistant

Rank	Candidate ID	Expiration Date
1	60469648	12/2/2025
2	58759462	7/22/2025
2	54969018	5/17/2025

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