



SANTA PAULA UNIFIED SCHOOL DISTRICT

Classified Human Resources

PERSONNEL COMMISSION

Annual Report

2023-2024

Current Recruitments:
<https://www.schooljobs.com/careers/santapaulausd/>
 Website:
www.santapaulausd.org

Classified Employment Activity	2022-2023	2023-2024
RFP's Processed	381	421
New Hires – Probationary	87	64
New Hires – Substitutes	34	96
New Hires – AVID	15	23
New Hires – Student Workers	22	11
Promotions	20	15
Changes in Assignments	115	41
Reinstatements	0	3
Limited Term	114	162
Summer School/ESY	137	135
Leaves of Absence	7	4
Exhaustion of Leave	1	1
Resignations	33	36
Retirements	11	11
Layoffs	0	0
Separations	3	3
Positions Abolished	0	0
Fingerprints Completed	68	127
New Positions Added	53	29

New Positions Approved by the Board of Trustees During the 2023-2024 School Year	
Position Classification	Number of Positions Established
Administrative Assistant II	1
Associate Mental Health Therapist	5
Campus Supervision Assistant	1
Child Nutrition Services Assistant I	2
Child Nutrition Services Satellite Lead	1
Custodian	1
Early Education Teacher	1
Instructional Assistant-Bilingual	9
Instructional Assistant-SD	2
Instructional Assistant-Special Education	5
School Office Assistant	1

Other Classified Activities	2022 - 2023	2023 - 2024
Number of:		
Substitute Absences Filled	--	2,811
W/C Claims Processed	40	21
UE Claims Processed	56	22

NUMBER OF NEW POSITIONS ADDED IN 2023-2024
 Total Number of New Positions Added: 29
 Total Number of New Classifications Created: 1
NUMBER OF NEW POSITIONS ADDED IN 2022-2023
 Total Number of New Positions Added: 53

PERSONNEL COMMISSIONERS
Karen Harrison, Chair
 Joint Appointee – Term Expires December 1, 2026
Jeff Steiger, Vice Chair
 District Appointee – Term Expires December 1, 2025
Tommie Sanchez-Reyes, Member
 CSEA Appointee – Term Expires December 1, 2027

**Classified Human Resources
 Personnel Commission Office**
 201 S. Steckel Drive
 Santa Paula, CA 93060
 805-933-8889

PERSONNEL COMMISSION STAFF
Greggory Robinson
 Director, Classified Human Resources
Sonia Bautista
 HR Analyst-Classified
Renee Vasquez
 HR Assistant-Classified
Alexis Gonzales
 HR Assistant-Classified
Gabby Hernandez
 Substitute Placement Clerk-Classified

Contact us at: classifiedhr@santapaulausd.org

**RECRUITMENTS POSTED DURING THE
2023-2024 SCHOOL YEAR**

Administrative Assistant II
After School Program Leader
Associate Mental Health Therapist
Attendance Technician (Bilingual)
Campus Security Officer
Campus Supervision Assistant
Chief Business Officer
Child Nutrition Services Assistant I (3)
Child Nutrition Services Satellite Lead
Child Nutrition Services Site Lead-Elementary
Computer Technician
Custodian (2)
Custodian Substitute (2)
Data Services Specialist
Database Analyst
Early Education Teacher
Grounds Maintenance Worker (2)
Instructional Assistant - After School Program (2)
Instructional Assistant - After School Program Substitute (2)
Instructional Assistant – Bilingual (2)
Instructional Assistant - Severely Disabled (3)
Instructional Assistant - Severely Disabled Bilingual
Instructional Assistant - Special Education (2)
Instructional Assistant - Special Education Substitute
Instructional Assistant – Speech
Lead Custodian (2)
Lead Licensed Vocational Nurse (LVN)/Registered Nurse (RN)
Library/Textbook Technician
Network Technician
Network & Systems Manager (2)
Occupational Therapist
Outreach Specialist – Bilingual
Resource Services Specialist-Physical Education
School Administrative Assistant I (Bilingual)
School Office Assistant (Bilingual) (2)
Sous Chef
Speech and Language Pathology Assistant

**CLASSIFIED
EMPLOYEE
DATA**

**Regular
Employees**

**2023-2024
378**

2022-2023
345

**Substitute
Employees**

**2023-2024
116**

2022-2023
70

AVID Tutors

**2023-2024
23**

2022-2023
16

**Student
Workers**

**2023-2024
29**

2022-2023
22

**Total Classified
Employees**

**2023-2024
546**

2022-2023
453

*“Coming together
is a beginning;
keeping together is
progress; working
together is
success.”
-Henry Ford*

*Thank you to the
Classified Human
Resources Team for
all of their hard work!*

Classified Recruitment Data	2022-2023	2023-2024
Number of Recruitments Posted	58	55
Total Number of Hits on Posted Recruitments	29,825	29,210
Total Applications Received	495	998
Promotional Applications Received	45	133
Outside Applications Received	450	865
Number of Written Examinations	29	36
Number of Oral Examinations	38	43
Total Number of Applicants Certified as Eligibles	236	377