

OXNARD SCHOOL DISTRICT

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



THE PERSONNEL COMMISSION SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

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

AGENDA REGULAR MEETING Thursday, March 13, 2025

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 February 13, 2025 (Pages 5-12)

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 Natalie Quintana, Office Assistant II (Page 13)

The Personnel Commission will ratify the advanced step placement for Natalie Quintana, Office Assistant II.

C.2 Advanced Step Placement for Lupita Mendoza, Office Assistant II (Page 14)

The Personnel Commission will ratify the advanced step placement for Lupita Mendoza, Office Assistant II.

C.3 Advanced Step Placement for Brenda Maldonado, Office Assistant II (Page 15)

The Personnel Commission will ratify the advanced step placement for Brenda Maldonado, Office Assistant II.

C.4 Salary Reallocation – Child Nutrition Worker & Child Nutrition Cafeteria Coordinator (Pages 16-17)

The Personnel Commission will consider the salary reallocation to the Child Nutrition Worker & Child Nutrition Cafeteria Coordinator

C.5 New Classification – Child Nutrition Worker II (Cook) (Pages 18-22)

The Personnel Commission will consider the New Classification – Child Nutrition Worker II (Cook)

C.6 Group Reclassification – Paraeducator Special Education (Pages 23-24)

The Personnel Commission will consider Group Reclassification – Paraeducator Special Education

C.7 New Classification – Expanded Learning Specialist (Pages 25-26)

The Personnel Commission will consider the New Classification – Expanded Learning Specialist

C.8 Classification Revision – Irrigation Specialist (Pages 27-30)

The Personnel Commission will consider revisions to the Irrigation Specialist

- C.9 Classification Revision – Information Technology Project Coordinator (Pages 31-35)**
The Personnel Commission will consider revisions to Information Technology Project Coordinator
- C.10 Classification Revision – Network Systems Analyst (Pages 36-39)**
The Personnel Commission will consider revisions to the Network Systems Analyst
- C.11 Classification Revision – Shipping/Receiving Clerk/Delivery Driver (Pages 40-43)**
The Personnel Commission will consider revisions to the Shipping/Receiving Clerk/Delivery Driver
- C.12 Eligibility Lists (Pages 44-53)**
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 Personnel Actions (Pages 54-57)**
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.
- D.2 Report by CSEA**
CSEA may report on Human Resources issues of interest to the Personnel Commission.
- D.3 Report by Assistant Superintendent, Human Resources**
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the Personnel Commission.
- D.4 Director's Report**
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
- D.5 Report by Commissioners**
The Commissioners will report on issues concerning Commission administration.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

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

Section F: CLOSED SESSION

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

- F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:**
- Public Employee Evaluation: Director, Classified Human Resources.
- F.2 Reconvene to open session and report out of closed session.**
The Commission will report on any action taken in closed session.

Section G: ADJOURNMENT

OXNARD SCHOOL DISTRICT

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THE PERSONNEL COMMISSION
SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

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

MINUTES
REGULAR MEETING
Thursday, February 13, 2025

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, February 13, 2025 in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Robinson at 3:30 p.m.

A.2 Roll Call

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

Guests: Dr. Scott Carroll, Acting Assistant Superintendent of Human Resources; Lisa Towery, Labor Relations Representative; Victor Centeno, CSEA President; Jerry Tejeda, CSEA Vice President; Edie Nelson, Position Control Specialist

A.3 Adoption of the Agenda

The agenda of Thursday February 13, 2025 was adopted as presented

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

A.4 Approval of Minutes January 9, 2025 (Pages 4-9)

The minutes of January 9, 2025 were approved as presented.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No Public comments made.

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Maria Chavez, After School Program Site Coordinator

(Page 10)

The Personnel Commission took action to approve the advanced step placement for Maria Chavez, After School Program Coordinator at Step C of After School Program Coordinator classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

C.2 Advanced Step Placement for Daniel Nuñez, Music Instructor (Page 11)

The Personnel Commission took action to approve the advanced step placement for Daniel Nuñez, Music Instructor at Step B of Music Instructor classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

C.3 Advanced Step Placement for Marc Anthony Perez, Music Instructor (Page 12)

The Personnel Commission took action to approve the advanced step placement for Marc Anthony Perez, Music Instructor at Step B of Music Instructor classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

C.4 Advanced Step Placement for Jasmine Arellano, Paraeducator Special Education (Page 13)

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

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

C.5 Advanced Step Placement for Victoria Gonzalez, Paraeducator Special Education (Page 14)

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

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

C.6 Advanced Step Placement for Gabriela Reyes, Paraeducator Special Education (Page 15)

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

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

C.7 Advanced Step Placement for Giselle Villa Garcia, Paraeducator Special Education (Page 16)

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

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

C.8 Advanced Step Placement for Elise Rivera, Paraeducator Special Education (Page 17)

The Personnel Commission took action to approve the advanced step placement for Elise Rivera, Paraeducator Special Education at Step C of the Paraeducator Special Education

classification on the Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

C.9 Human Resources Analyst - Salary Range Reallocation (Page 18)

The Personnel Commission took action to approve the salary range reallocation to the position of Human Resources Analyst.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Denis O'Leary

Nays: 1 - Paul Robinson

Motion Result: Passed

C.10 Eligibility Lists (Pages 19-29)

The eligibility lists of Human Resources Analyst, Health Care Technician (LVN), Office Assistant II, Director of Facilities, Speech Language Pathology Assistant, Paraeducator Special Education, After School Program Site Coordinator, Bus Driver, Mental Health Clinician, were approved as presented.

Mover: Ernest Morrison

Seconder: Denis O'Leary

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 (Pages 30-32)

The Personnel Commission reviewed the Personnel Actions of January 15, and February 5, 2025.

D.2 Report by CSEA

Victor Centeno, CSEA President, reported that on February 5th, they had a negotiations meeting with the District and he felt this was one of the best negotiations he has been a part of; the small setting and willingness from both sides helped get so much done.

D.3 Report by Assistant Superintendent, Human Resources

Dr. Scott Carroll, shared he agrees with Victor Centeno CSEA President in regards to the negotiation meeting. He feels CSEA and District had an incredibly productive session and knows that both sides should get the credit for working on getting things done that benefit the employees. He also wanted to give kudos to the Personnel Commission Team, who has continued to keep up with the requests to create new positions and new classifications and make changes, he wanted to credit the team for doing a great job of recruiting and hiring.

D.4 Director's Report

Dr. Adalberto Fuentes, will continue to make recommendations on positions that are below market and will keep advocating for CSEA. Mention that it has been ongoing with new positions, the After School program keeps growing and new positions have been added and continue to recruit. He shared some of the difficulties recruiting for some positions. Dr. Fuentes mentioned with the political climate, some met with the Districts legal team regarding the President's order on DEI and the conflict with Executive Law or California Law that states you need gender-neutral restrooms, more info will be shared with them. He also brought up an email sent by VCOE regarding retired annuitants and the ability to sub on a day-to-day basis; they are tightening up on the interpretation of what they can do. Retirees are only able to pick up extra help assignments and not replace anyone who is absent. For the Assistant Superintendent for Business, we are planning to collaborate with School Services, which has a larger network and recruit that way. He finalize the Directors' Report by sharing the Reason for the Leaves, and mentioned it's a small study, but it does give you a little glimpse.

D.5 Report by Commissioners

Mr. Dennis O'Leary, mentioned he has been distributing red cards, (immigration rights) a how to respond. Between a trustee and he, they purchased and printed 40,000 cards and are almost done distributing them. He was happy to share that he was a various demonstrations, and was asked if he had been at the one on at night where they had burned the flag, but the next day he was told they had been computer generated.

Mr. Ernest Morrison comment on how impressed he has been by CSEA and how it takes care of it's members, and the lengths they are willing to go to; mentioned we may not always agree, but it's certain that we are all here for the same reason. There is nothing that can happen in the Oxnard School District that can not be worked out.

Mr. Paul Robinson, is looking forward to receiving detailed information on strengthening the conversation relations with all segments and continue to reinforce the right path.

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 close session at 5:32 p.m.

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

The Commission reconvened at 6.26 p.m. into open session and reported no action was taken in close session.

Section G: ADJOURNMENT

There being no further business, the Commission adjourned at 6:26 pm.

Mover: Denis O'Leary

Secunder: Ernest Morrison

Moved To: Approve

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

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 February 13, 2025.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Natalie Quintana, 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. Natalie Quintana 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 two years of related experience.
- Education: AA 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 B of the Office Assistant II classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Lupita Mendoza, 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. Lupita Mendoza 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 3 years of related experience.
- Education: AA 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 C of the Office Assistant II classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Brenda Maldonado, 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. Brenda Maldonado 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 14 years of related experience.
- Education: High School Diploma.

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: March 13, 2025

Agenda Section: Section C: Action Items

Salary Reallocation – Child Nutrition Worker & Child Nutrition Cafeteria Coordinator

The Director of Classified Human Resources met with the Director of Child Nutrition Services to discuss his department's Child Nutrition Services positions and their compensation compared to the market. The Child Nutrition Services Department is self-sufficient and does not incur funds from the District's General Fund. The Director of Child Nutrition Service has received ongoing increased funding due to the additional services provided to the universal meals program and the expanded services of the Expanded Learning Opportunity Program.

Staff conducted a compensation study with comparable positions to determine the appropriate placement. The Child Nutrition Worker is currently on range 3 (\$19.09-\$23.21) and it is recommended to be placed on range 7 (\$21.05-\$25.58). The Child Nutrition Cafeteria Coordinator is currently on range 11 (\$23.21-\$28.21) and it is recommended to be placed on range 16 (\$26.18-\$31.82).

CSEA included specific provisions and concurred with the District. CSEA has requested to move forward to the Personnel Commission, pending 610 ratification.

FISCAL IMPACT:

Fiscal impact is \$303,319.26 paid with Cafeteria Fund.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve salary reallocation for the Child Nutrition Worker from range 3 to 7 and the Child Nutrition Cafeteria Coordinator from range 11 to 16 on the Classified Salary Schedule.

ADDITIONAL MATERIALS:

Attached: [CSEA 24-25 Classifications Updated 3.13.25.pdf](#)



2024-2025 Active Classifications w/ Salary Ranges

Oxnard School District

RANGE CHILD NUTRITION SERVICES

- 17 Child Nutrition Services Operations Specialist
- 16 Child Nutrition Cafeteria Coordinator
- 10 Child Nutrition Worker II (Cook)
- 7 Child Nutrition Worker

RANGE CLERICAL SUPPORT

- 20 Attendance Accounting Specialist II
- 19 District Testing & Assessment Coordinator
- 18 District Textbook Coordinator
- 17 Administrative Assistant
- 17 School Office Manager
- 16 English Learner Data Technician
- 16 Special Education Data Technician
- 15 Attendance Accounting Specialist I
- 15 Facilities Support Services Specialist
- 14 District Translator
- 13 Attendance Accounting Technician
- 13 Facilities Technician
- 13 Intermediate School Secretary
- 13 Office Assistant III
- 13 Secretary
- 12 District Office Receptionist
- 11 Library/Media Technician
- 10 Translator
- 8 Health Assistant
- 8 Language Assessment Technician (Spanish Bilingual)
- 8 Office Assistant II
- 7 Records Assistant

RANGE COMMUNITY RELATIONS

- 31 Mental Health Clinician
- 22 District Community Liaison
- 22 Outreach Specialist
- 22 Parent Support Liaison
- 22 Interpreter/Community Support Liaison-Trilingual
- 19 Special Education Service Coordinator
- 18 After School Program Site Coordinator
- 17 Family Liaison

RANGE FISCAL

- 22 Position Control Specialist
- 21 Senior Payroll Technician
- 20 Accounting Specialist IV
- 18 Payroll Technician
- 17 Accounting Specialist III

RANGE HUMAN RESOURCES

- 22 Credential Technician
- 20 Risk Management Specialist
- 16 Human Resources Technician
- 13 Human Resources Assistant

RANGE INSTRUCTIONAL SUPPORT

- 43 School Occupational Therapist
- 29 Music Instructor
- 29 Arts Instructor
- 26 Speech-Language Pathology Assistant
- 19 Paraeducator - Hearing Impaired (Sign Language)
- 18 Health Care Technician
- 12 Paraeducator - Special Education
- 9 Adaptive Technology Specialist
- 9 Paraeducator - Hearing Impaired (Oral Speech)
- 9 Registered Behavior Technician
- 7 Expanded Learning Specialist
- 6 Infant Program Assistant
- 5 Instructional Assistant - Special Ed. (RSP)
- 5 Instructional Physically Handicapped Assistant
- 4 Paraeducator - General Education

RANGE MAINTENANCE/OPERATIONS

- 25 Grounds Maintenance Lead
- 22 Electrician
- 21 Heating, Ventilation, & Air Conditioning Technician
- 21 Plumber
- 20 Locksmith
- 18 Facilities Materials Specialist
- 18 Grounds Maintenance Specialist
- 18 Irrigation Specialist
- 17 Maintenance Worker II
- 13 Grounds Equipment Operator
- 13 Lead Custodian
- 11 Security/Maintenance Worker (N)
- 10 Grounds Maintenance Worker I
- 8 Custodian

RANGE PURCHASING/GRAPHICS/WAREHOUSE

- 20 Buyer
- 19 Reprographics Coordinator
- 15 Reprographics Technician
- 14 Shipping/Receiving Clerk/Delivery Driver
- 10 Warehouse Worker/Delivery Driver
- 8 Instructional Materials Warehouse Attendant/Driver

RANGE TECHNOLOGY

- 38 Network Systems Analyst
- 32 Information Technology Project Coordinator
- 28 Information Systems Support Specialist
- 28 Technology Services Technician
- 22 Information Systems Data Technician

RANGE TRANSPORTATION

- 21 Vehicle & Equipment Mechanic
- 19 Transportation Router/Scheduler
- 15 Transportation Dispatcher/Scheduling Assistant
- 14 Bus Driver/Mechanic Assistant
- 13 Bus Driver
- 13 Cover Bus Driver/Office Assistant
- 6 Transportation Driver

RANGE OTHER

- 1 Campus Assistant

RANGE EXEMPT

- \$16.50 AVID Tutors

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

New Classification for Child Nutrition Worker II (Cook)

The Director of Classified Human Resources met with the Director of Child Nutrition Services and discussed the need for a Child Nutrition Worker II (Cook) classification to ensure consistency in the quality of food and to provide a promotional path to internal employees to the Child Nutrition Cafeteria Coordinator position.

The purpose of the position is to lead the cooking of meals following District policies and procedures. Ensures proper food safety and proper kitchen and cafeteria sanitation. Performs cashier duties in the sale of food items to students and staff for child nutrition programs and events. Supports the Child Nutrition Services Coordinator with day-to-day operations.

Staff conducted a compensation study on comparable positions with similar duties and qualification requirements and determined that range 10 on the CSEA salary schedule (\$22.62-\$27.50) is appropriate for the position.

CSEA has reviewed and concurred with the District and has requested to move forward to the Personnel Commission pending 610 ratification.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new job classification and recommended salary range 10 for the Child Nutrition Worker II (Cook) classification.

ADDITIONAL MATERIALS:

Attached: [Child Nutrition Worker II \(Cook\) - JD.pdf](#)

[CSEA 24-25 Classifications Updated 3.13.25.pdf](#)



OXNARD SCHOOL DISTRICT

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

JOB DESCRIPTION

Child Nutrition Worker II (Cook)

Purpose of Position

Leads the cooking of meals following District policies and procedures. Ensures proper food safety and proper kitchen and cafeteria sanitation. Performs cashier duties in the sale of food items to students and staff for child nutrition programs and events. Supports the Child Nutrition Services Coordinator with day-to-day operations.

Distinguishing Characteristics

- The Child Nutrition Worker is the entry-level classification, providing basic and routine food service preparation and serving activities.
- The Child Nutrition Worker II (Cook) is the journey-level classification, providing the more technical food service activities such as cooking.
- The Child Nutrition Services Coordinator is the advanced-level classification, overseeing the food service preparation and maintaining a variety of records and preparing reports.

Supervision

- Receives supervision from the Director and Assistant Director of Child Nutrition Services.
- Provides technical work direction to the Child Nutrition Workers.
- This position has no formal supervisory responsibilities.

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.

- Leads the child nutrition staff in the cooking of a wide variety of food items (e.g., breakfast, lunches, supper, snacks, etc.) for a variety of child nutrition programs and events.
- Evaluates food for flavor, appearance, and temperature before serving students and staff.
- Weighs, measures, mixes, cuts, and/or substitutes ingredients based on recipes as needed.
- Prepares and assembles food items such as fruits, vegetables, cheese, meats, sandwiches, wraps, soups, and salads by operating a variety of kitchen equipment.
- Implements proper food rotation using first-in and first-out method.
- Operates kitchen equipment and appliances including, but not limited to, refrigerators, ovens, shredders, choppers, slicers, mixers, steam tables, warmers, pots, pans, and utensils.
- Performs recipe modifications, conversions, and calculations.
- Sets up serving lines, organizes and disassembles serving areas, and serves food to students and staff.
- Operates a computer to sell meals and food items and input student meal counts.
- Collects money and makes change from a cash box/drawer.
- Conducts recipe analysis in collaboration with the Child Nutrition Services Management team.

- Washes and scrubs kitchen tables.
- Cleans kitchen utensils and equipment.
- Maintains work areas in a clean and sanitary condition.
- Sweeps and mops food preparation, storage areas, and kitchen floors.
- Supports with the adjustment of serving schedules in accordance with school schedules and directives from administrative staff.
- Assists with the preparation of a variety of reports and records including inventory, sales, requisitions, daily reports, class lists, and production sheets.
- Maintain accurate count of food usage for meal forecasting and general planning needs.
- Estimates food quantities and submits requisitions to ensure the operation of food services.
- Receives and inspects the quantity and quality of food and supplies delivered at time of delivery.
- Receives, checks, and stocks deliveries and ensures food items and supplies are stored properly.
- Assists with monthly inventory including counting trays, milk, or other food items.
- Provides information and assistance to parents, the public, and other staff members in a helpful, courteous, and timely manner.
- Prepares money for shipment to District office.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Regulations governing subsidized child nutrition programs.
- Principles and procedures of record keeping.
- Kitchen sanitation and safety practices.
- Maintenance and operation of kitchen appliances.
- Standard weights and measurements for cooking.
- Basic mathematics.

Skills in:

- Food preparation, serving, and storage.
- Computing required food quantities for menus.
- Customer service.
- Time management and prioritization.
- Verbal and written communication.

Ability to:

- Understand and follow both oral and written directions.
- Learn how to use new kitchen equipment and appliances.
- Utilize a computer, copier, and learn applicable software.
- Establish cooperative relationships with students, parents, and staff.
- Work independently and collaboratively as part of a team.
- Maintain confidentiality of privileged information.

Minimum Qualifications

Education and Experience

Graduation from high school or equivalency. Two years of large quantity and high-volume food preparation experience in a commercial, restaurant, or institutional setting.

Licenses and Other Requirements

A valid and current Food Safety Certificate approved by the State of California is required and must be obtained within the probationary period.

In accordance with the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), incumbents must complete a certain number of hours of continuing education per school year. Training options available on the United States Department of Agriculture Professional Standards website.

- Employees working over 20 hours per week: 6 hours of annual continuing education/training
- Employees working less than 20 hours per week: 4 hours of annual continuing education/training

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

Physical Requirements

Employees in this classification stand for prolonged periods of time, walk, sit, stoop/bend, reach overhead, lift, and carry up to 50 lbs. or over 50 lbs. with assistance, use fingers and wrists and/or hands repetitively in a slicing or twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

Working Environment

Employees in this classification work inside a kitchen and cafeteria environment, with changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects, with exposure to cleaning agents, and in direct contact with students.

FLSA Status: Non-Exempt

Approval Date:



2024-2025 Active Classifications w/ Salary Ranges

Oxnard School District

RANGE CHILD NUTRITION SERVICES

- 17 Child Nutrition Services Operations Specialist
- 16 Child Nutrition Cafeteria Coordinator
- 10 Child Nutrition Worker II (Cook)
- 7 Child Nutrition Worker

RANGE CLERICAL SUPPORT

- 20 Attendance Accounting Specialist II
- 19 District Testing & Assessment Coordinator
- 18 District Textbook Coordinator
- 17 Administrative Assistant
- 17 School Office Manager
- 16 English Learner Data Technician
- 16 Special Education Data Technician
- 15 Attendance Accounting Specialist I
- 15 Facilities Support Services Specialist
- 14 District Translator
- 13 Attendance Accounting Technician
- 13 Facilities Technician
- 13 Intermediate School Secretary
- 13 Office Assistant III
- 13 Secretary
- 12 District Office Receptionist
- 11 Library/Media Technician
- 10 Translator
- 8 Health Assistant
- 8 Language Assessment Technician (Spanish Bilingual)
- 8 Office Assistant II
- 7 Records Assistant

RANGE COMMUNITY RELATIONS

- 31 Mental Health Clinician
- 22 District Community Liaison
- 22 Outreach Specialist
- 22 Parent Support Liaison
- 22 Interpreter/Community Support Liaison-Trilingual
- 19 Special Education Service Coordinator
- 18 After School Program Site Coordinator
- 17 Family Liaison

RANGE FISCAL

- 22 Position Control Specialist
- 21 Senior Payroll Technician
- 20 Accounting Specialist IV
- 18 Payroll Technician
- 17 Accounting Specialist III

RANGE HUMAN RESOURCES

- 22 Credential Technician
- 20 Risk Management Specialist
- 16 Human Resources Technician
- 13 Human Resources Assistant

RANGE INSTRUCTIONAL SUPPORT

- 43 School Occupational Therapist
- 29 Music Instructor
- 29 Arts Instructor
- 26 Speech-Language Pathology Assistant
- 19 Paraeducator - Hearing Impaired (Sign Language)
- 18 Health Care Technician
- 12 Paraeducator - Special Education
- 9 Adaptive Technology Specialist
- 9 Paraeducator - Hearing Impaired (Oral Speech)
- 9 Registered Behavior Technician
- 7 Expanded Learning Specialist
- 6 Infant Program Assistant
- 5 Instructional Assistant - Special Ed. (RSP)
- 5 Instructional Physically Handicapped Assistant
- 4 Paraeducator - General Education

RANGE MAINTENANCE/OPERATIONS

- 25 Grounds Maintenance Lead
- 22 Electrician
- 21 Heating, Ventilation, & Air Conditioning Technician
- 21 Plumber
- 20 Locksmith
- 18 Facilities Materials Specialist
- 18 Grounds Maintenance Specialist
- 18 Irrigation Specialist
- 17 Maintenance Worker II
- 13 Grounds Equipment Operator
- 13 Lead Custodian
- 11 Security/Maintenance Worker (N)
- 10 Grounds Maintenance Worker I
- 8 Custodian

RANGE PURCHASING/GRAPHICS/WAREHOUSE

- 20 Buyer
- 19 Reprographics Coordinator
- 15 Reprographics Technician
- 14 Shipping/Receiving Clerk/Delivery Driver
- 10 Warehouse Worker/Delivery Driver
- 8 Instructional Materials Warehouse Attendant/Driver

RANGE TECHNOLOGY

- 38 Network Systems Analyst
- 32 Information Technology Project Coordinator
- 28 Information Systems Support Specialist
- 28 Technology Services Technician
- 22 Information Systems Data Technician

RANGE TRANSPORTATION

- 21 Vehicle & Equipment Mechanic
- 19 Transportation Router/Scheduler
- 15 Transportation Dispatcher/Scheduling Assistant
- 14 Bus Driver/Mechanic Assistant
- 13 Bus Driver
- 13 Cover Bus Driver/Office Assistant
- 6 Transportation Driver

RANGE OTHER

- 1 Campus Assistant

RANGE EXEMPT

- \$16.50 AVID Tutors

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

Group Reclassification – Paraeducator Special Education

The District and CSEA identified that the Paraeducator II, Paraeducator III, and Instructional Assistant – Special Ed (SH) were performing the same work as the Paraeducator Special Education classification which is at a higher salary range. Both parties agreed that these positions should all be reclassified to the Paraeducator Special Education classification.

The Personnel Commission staff reviewed the classifications and also support the group reclassification to Paraeducator Special Education which would move the Paraeducator II from range 6 to 12, the Paraeducator III from range 7 to 12, and the Instructional Assistant – Special Ed (SH) from range 7 to 12.

CSEA included specific provisions and concurred with the District. CSEA has requested to move forward to the Personnel Commission, pending 610 ratification.

FISCAL IMPACT:

Fiscal impact is \$329,951.24 paid out of Special Education Funds – General Fund.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve group reclassification to Paraeducator Special Education which would move the Paraeducator II from range 6 to 12, the Paraeducator III from range 7 to 12, and the Instructional Assistant – Special Ed (SH) from range 7 to 12.

ADDITIONAL MATERIALS:

Attached: [CSEA 24-25 Classifications Updated 3.13.25.pdf](#)



2024-2025 Active Classifications w/ Salary Ranges

Oxnard School District

RANGE CHILD NUTRITION SERVICES

- 17 Child Nutrition Services Operations Specialist
- 16 Child Nutrition Cafeteria Coordinator
- 10 Child Nutrition Worker II (Cook)
- 7 Child Nutrition Worker

RANGE CLERICAL SUPPORT

- 20 Attendance Accounting Specialist II
- 19 District Testing & Assessment Coordinator
- 18 District Textbook Coordinator
- 17 Administrative Assistant
- 17 School Office Manager
- 16 English Learner Data Technician
- 16 Special Education Data Technician
- 15 Attendance Accounting Specialist I
- 15 Facilities Support Services Specialist
- 14 District Translator
- 13 Attendance Accounting Technician
- 13 Facilities Technician
- 13 Intermediate School Secretary
- 13 Office Assistant III
- 13 Secretary
- 12 District Office Receptionist
- 11 Library/Media Technician
- 10 Translator
- 8 Health Assistant
- 8 Language Assessment Technician (Spanish Bilingual)
- 8 Office Assistant II
- 7 Records Assistant

RANGE COMMUNITY RELATIONS

- 31 Mental Health Clinician
- 22 District Community Liaison
- 22 Outreach Specialist
- 22 Parent Support Liaison
- 22 Interpreter/Community Support Liaison-Trilingual
- 19 Special Education Service Coordinator
- 18 After School Program Site Coordinator
- 17 Family Liaison

RANGE FISCAL

- 22 Position Control Specialist
- 21 Senior Payroll Technician
- 20 Accounting Specialist IV
- 18 Payroll Technician
- 17 Accounting Specialist III

RANGE HUMAN RESOURCES

- 22 Credential Technician
- 20 Risk Management Specialist
- 16 Human Resources Technician
- 13 Human Resources Assistant

RANGE INSTRUCTIONAL SUPPORT

- 43 School Occupational Therapist
- 29 Music Instructor
- 29 Arts Instructor
- 26 Speech-Language Pathology Assistant
- 19 Paraeducator - Hearing Impaired (Sign Language)
- 18 Health Care Technician
- 12 Paraeducator - Special Education
- 9 Adaptive Technology Specialist
- 9 Paraeducator - Hearing Impaired (Oral Speech)
- 9 Registered Behavior Technician
- 7 Expanded Learning Specialist
- 6 Infant Program Assistant
- 5 Instructional Assistant - Special Ed. (RSP)
- 5 Instructional Physically Handicapped Assistant
- 4 Paraeducator - General Education

RANGE MAINTENANCE/OPERATIONS

- 25 Grounds Maintenance Lead
- 22 Electrician
- 21 Heating, Ventilation, & Air Conditioning Technician
- 21 Plumber
- 20 Locksmith
- 18 Facilities Materials Specialist
- 18 Grounds Maintenance Specialist
- 18 Irrigation Specialist
- 17 Maintenance Worker II
- 13 Grounds Equipment Operator
- 13 Lead Custodian
- 11 Security/Maintenance Worker (N)
- 10 Grounds Maintenance Worker I
- 8 Custodian

RANGE PURCHASING/GRAPHICS/WAREHOUSE

- 20 Buyer
- 19 Reprographics Coordinator
- 15 Reprographics Technician
- 14 Shipping/Receiving Clerk/Delivery Driver
- 10 Warehouse Worker/Delivery Driver
- 8 Instructional Materials Warehouse Attendant/Driver

RANGE TECHNOLOGY

- 38 Network Systems Analyst
- 32 Information Technology Project Coordinator
- 28 Information Systems Support Specialist
- 28 Technology Services Technician
- 22 Information Systems Data Technician

RANGE TRANSPORTATION

- 21 Vehicle & Equipment Mechanic
- 19 Transportation Router/Scheduler
- 15 Transportation Dispatcher/Scheduling Assistant
- 14 Bus Driver/Mechanic Assistant
- 13 Bus Driver
- 13 Cover Bus Driver/Office Assistant
- 6 Transportation Driver

RANGE OTHER

- 1 Campus Assistant

RANGE EXEMPT

- \$16.50 AVID Tutors

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

New Classification – Expanded Learning Specialist

The Director of Classified Human Resources met with the Director of Enrichment and Special Programs and discussed the need for an Expanded Learning Specialist classification to support the after-school program.

The purpose of the position is to support the overall activities of students in the after-school program. This includes assisting in the planning and implementation of academic, recreational, and enrichment activities. Supervises students by managing behavior and promoting a safe, caring, and engaging learning environment.

Staff conducted a compensation study on comparable positions with similar duties and qualification requirements and determined that range 7 on the CSEA salary schedule (\$21.05-\$25.58) is appropriate for the position.

CSEA has reviewed and concurred with the District and has requested to move forward to the Personnel Commission pending 610 ratification.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new job classification and recommended salary range for the Expanded Learning Specialist classification.

ADDITIONAL MATERIALS:

Attached: [CSEA 24-25 Classifications Updated 3.13.25.pdf](#)



2024-2025 Active Classifications w/ Salary Ranges

Oxnard School District

RANGE CHILD NUTRITION SERVICES

- 17 Child Nutrition Services Operations Specialist
- 16 Child Nutrition Cafeteria Coordinator
- 10 Child Nutrition Worker II (Cook)
- 7 Child Nutrition Worker

RANGE CLERICAL SUPPORT

- 20 Attendance Accounting Specialist II
- 19 District Testing & Assessment Coordinator
- 18 District Textbook Coordinator
- 17 Administrative Assistant
- 17 School Office Manager
- 16 English Learner Data Technician
- 16 Special Education Data Technician
- 15 Attendance Accounting Specialist I
- 15 Facilities Support Services Specialist
- 14 District Translator
- 13 Attendance Accounting Technician
- 13 Facilities Technician
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- 13 Office Assistant III
- 13 Secretary
- 12 District Office Receptionist
- 11 Library/Media Technician
- 10 Translator
- 8 Health Assistant
- 8 Language Assessment Technician (Spanish Bilingual)
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RANGE COMMUNITY RELATIONS

- 31 Mental Health Clinician
- 22 District Community Liaison
- 22 Outreach Specialist
- 22 Parent Support Liaison
- 22 Interpreter/Community Support Liaison-Trilingual
- 19 Special Education Service Coordinator
- 18 After School Program Site Coordinator
- 17 Family Liaison

RANGE FISCAL

- 22 Position Control Specialist
- 21 Senior Payroll Technician
- 20 Accounting Specialist IV
- 18 Payroll Technician
- 17 Accounting Specialist III

RANGE HUMAN RESOURCES

- 22 Credential Technician
- 20 Risk Management Specialist
- 16 Human Resources Technician
- 13 Human Resources Assistant

RANGE INSTRUCTIONAL SUPPORT

- 43 School Occupational Therapist
- 29 Music Instructor
- 29 Arts Instructor
- 26 Speech-Language Pathology Assistant
- 19 Paraeducator - Hearing Impaired (Sign Language)
- 18 Health Care Technician
- 12 Paraeducator - Special Education
- 9 Adaptive Technology Specialist
- 9 Paraeducator - Hearing Impaired (Oral Speech)
- 9 Registered Behavior Technician
- 7 Expanded Learning Specialist
- 6 Infant Program Assistant
- 5 Instructional Assistant - Special Ed. (RSP)
- 5 Instructional Physically Handicapped Assistant
- 4 Paraeducator - General Education

RANGE MAINTENANCE/OPERATIONS

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- 21 Heating, Ventilation, & Air Conditioning Technician
- 21 Plumber
- 20 Locksmith
- 18 Facilities Materials Specialist
- 18 Grounds Maintenance Specialist
- 18 Irrigation Specialist
- 17 Maintenance Worker II
- 13 Grounds Equipment Operator
- 13 Lead Custodian
- 11 Security/Maintenance Worker (N)
- 10 Grounds Maintenance Worker I
- 8 Custodian

RANGE PURCHASING/GRAPHICS/WAREHOUSE

- 20 Buyer
- 19 Reprographics Coordinator
- 15 Reprographics Technician
- 14 Shipping/Receiving Clerk/Delivery Driver
- 10 Warehouse Worker/Delivery Driver
- 8 Instructional Materials Warehouse Attendant/Driver

RANGE TECHNOLOGY

- 38 Network Systems Analyst
- 32 Information Technology Project Coordinator
- 28 Information Systems Support Specialist
- 28 Technology Services Technician
- 22 Information Systems Data Technician

RANGE TRANSPORTATION

- 21 Vehicle & Equipment Mechanic
- 19 Transportation Router/Scheduler
- 15 Transportation Dispatcher/Scheduling Assistant
- 14 Bus Driver/Mechanic Assistant
- 13 Bus Driver
- 13 Cover Bus Driver/Office Assistant
- 6 Transportation Driver

RANGE OTHER

- 1 Campus Assistant

RANGE EXEMPT

- \$16.50 AVID Tutors

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

Classification Revision – Irrigation Specialist

The Director of Classified Human Resources met with the Chief Information Officer, currently working out of class for the Assistant Superintendent of Business and Fiscal Services, to review the Irrigation Specialist job description. It was determined that the backflow duties were not essential for the position. There for the minimum requirement of the Device Tester's Certification should be removed from the job. The Personnel Commission has also had difficulties recruiting for the position given the current minimum qualifications.

CSEA has reviewed and concurred with the District and has requested to move forward to the Personnel Commission pending 610 ratification.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the job classification revision of the Irrigation Specialist.

ADDITIONAL MATERIALS:

Attached: [IRRIGATION SPECIALIST Job Description Revision.pdf](#)

IRRIGATION SPECIALIST

*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.*

Definition

To perform a variety of maintenance and repair work to automated and manual irrigation systems; to perform backflow prevention device testing; and to perform a variety of technical duties relative to assigned area of responsibility.

Supervision Received and Exercised

- Receives supervision from the Grounds Manager, Director of Facilities or designee.
- May exercise technical and work direction over grounds maintenance workers.

Essential and Marginal Function Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform a variety of preventive maintenance and repair work on automatic and manually operated irrigation systems to assure proper operation.
2. Adjust and perform major and minor repairs on control clocks and sprinkler heads; maintain lines and sprinkler heads clear of debris; rebuild sprinklers, valves and related equipment.
3. Replace and perform major and minor repair on valves; repair and/or replace broken or leaking lines; trace and locate damaged wires.
4. Perform backflow prevention device testing; ensure all testing complies with mandated rules and regulations; install and repair backflow devices.
5. Design and install irrigation systems for school grounds areas; read blueprints and sketches; ensure all work is conducted in accordance with guidelines.
6. Order and maintain inventory of parts and materials for sprinkler repair work.
7. Prepare and maintain records and reports related to daily work activities.
8. Operate District vehicles such as trucks, tractors and dump trucks.
9. Operate a variety of tools and equipment used in the repair and maintenance of irrigation systems including small hand tools.
10. Perform lead duties and assign work on various major projects requiring work direction and guidance as assigned.
11. Observe and implement proper safety practices; perform general clean-up at work site.
12. Respond to emergency calls for irrigation systems and repairs.
13. Perform related duties as assigned.

Qualifications

Knowledge of:

- Operation characteristics of irrigation systems and components
- Principles, methods and techniques used in the installation and repair of sprinkler systems.
- Methods and techniques of wire tracing.
- Principles of lead supervision and training.
- Methods and practices of watering requirements for lawns, trees, plants, and various types of soil.
- Methods and techniques of testing backflow prevention devices and repairs.
- Principles and practices of computerized sprinkler box, time controls, valves, piping and sprinkler heads.
- Methods and techniques of diagnostic irrigation equipment malfunction.
- Health and safety regulations.
- Basic mathematical principles.
- Principles and procedures of record keeping.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Perform a variety of installation maintenance and repair work on district sprinklers and irrigation systems.
- Work from blueprints, shop drawings and sketches.
- Perform backflow prevention device testing and repair.
- Trace and locate damaged wires.
- Operate a variety of tools and equipment.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Lift up to 70 lbs.
- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Operate and perform operator's maintenance on a District vehicle.
- Observe legal and defensive driving practices.
- Follow good health and safety principles and practices.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible irrigation system maintenance and repair experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in irrigation system maintenance and repair or a related field.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- ~~Possession of, or ability to obtain, a valid Limited Backflow Device Tester's Certificate within twelve months following date of employment and maintain license during course of employment.~~

Working Conditions

Environmental Conditions: Outside environment; subject to traveling from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; exposure to herbicides, pesticides, and fertilizers.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, crawling, climbing, pushing, pulling, walking, standing or sitting for prolonged periods of time; work on uneven or slippery surfaces; operating motorized equipment or vehicles; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically.

OXNARD SCHOOL DISTRICT

Board Policy Adopted: June, 1980; Reclassification Study: September 24, 1986; February 26, 1992;
Reclassification Study: June 25, 1998

Personnel Commission Approved: Reclassification Study: October 23, 1986; Revised: February 6, 1992;
Reclassification Study: February 26, 1998; Revised: July 14, 2022

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

Classification Revision – Information Technology Project Coordinator

The Director of Classified Human Resources met with the Chief Information Officer to review the Information Technology Project Coordinator job description. An essential responsibility of the job is to maintain confidentiality and discretion with sensitive information which was not included in the job description.

CSEA has reviewed and concurred with the District and has requested to move forward to the Personnel Commission pending 610 ratification.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the job classification revision of the Information Technology Project Coordinator.

ADDITIONAL MATERIALS:

Attached: [IT Project Coordinator Revision.pdf](#)

INFORMATION TECHNOLOGY PROJECT COORDINATOR

*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 direction of the Chief Information Officer, performs a variety of duties involved in the coordination, planning, installation, configuration, operation, maintenance, and repair of future ready learning environments, to include, digital display systems, audio & video systems, and camera and security systems. Provide support to principals, teachers and other site and district personnel, performing functions independently. The Information Technology Project Coordinator performs specialized activities and is responsible for administering, maintaining, and assuring smooth and efficient functioning of district Information Technology projects and related systems. Oversees and coordinates District Information Technology projects in support of creating future ready learning environments. Performs a variety of duties as they relate to their assigned area of responsibility.

Incumbents in this classification perform a wide scope of complex duties and responsibilities in the coordination and tracking of projects, which may involve the exercise of independent judgement and a combination of contract administration, administrative analysis, and space management.

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 Information Technology Project Coordinator plans, coordinates, and oversees information technology systems technology projects District-wide; monitors and evaluates the progress of projects; collects data; conducts studies; reads and interprets blue prints; and prepares reports. Serves as a liaison between Information Technology Services and other departments to coordinate project activities. Incumbents may oversee the work and serve as a lead to clerical and Information Technology support staff.

The Site Technology Coordinator classification oversees, participates, and supports the use of technology at school sites; coordinates the workflow of assigned personnel, assists in the resolution of more complex troubleshooting, the position performs the general tasks of the technician staff, including but not limited to, installation, configuration, diagnosis, repair of computer workstation, mobile devices, and peripheral equipment as needed.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Chief Information Officer.
- Provides technical work guidance and assistance to District building contractors, sub-contractors, vendors, and Site Technology Technicians.
- Communicates and coordinates with personnel and various outside agencies to plan and complete projects, exchange information and resolve issues or concerns.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Plan, coordinate and oversee technology projects District-wide; assure compliance with applicable laws, codes, rules and regulations;
- Projects may include learning spaces, digital display systems, audio & video systems, camera and security systems and coordinating low voltage systems installation, maintenance, and troubleshooting with facilities staff;
- Confer with end-users, administrators and Information Technology personnel in order to develop and determine project objectives and the scope and depth of project activities;
- Conduct site inspections with vendors and District staff; interpret blue prints to determine what resources are required for projects; develop cost projections for equipment, personnel, services and contract proposals; create project plans and schedule work;

- Coordinate support activities and services for successful completion of projects; monitor the completion of project phases; identify and resolve issues delaying progress or delivery of products and services; advise administration of financial status of projects and issues affecting completion of projects;
- Obtain estimates for service from outside vendors, submit estimates for approval;
- Prepare and negotiate contracts in conjunction with District contract management personnel for the delivery of technology equipment and services from vendors, review the work of vendors;
- Identify scope of proposed work; create overall project plan to schedule work implementation; oversee and inspect work in progress; review invoices for payment;
- Install, setup, configure, modify and maintain digital display systems, audio & video systems, camera and security systems to assure the smooth functioning of district learning environments; respond to user requests for service; install, replace, upgrade and update systems, and/or component as needed;
- Serve as member of committees and attend special conferences to evaluate new developments and strategies affecting project objectives and results;
- Conduct special studies and evaluations of problem areas affecting information services and technology as directed;
- Provide technical expertise and information to the Chief Information Officer or his/her designee, regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Chief Information Officer of unusual trends or problems and recommend appropriate corrective action;
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues;
- Attend and participate in a variety of meetings related to assigned activities; prepare and deliver oral presentations as requested;
- Maintain a variety of records and files related to assigned activities;
- Train and provide work direction and guidance to assigned support staff; schedule, assign and review the work of support staff;
- May be subject to work mandatory overtime to assist in the operations of a television broadcasting system for airing Board of Education meetings and District special events;
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to inspect work and visit sites.

Other Related Duties

- Provide recommendations concerning computer system and software enhancements;
- Attend and participate in meetings, conferences, and seminars related to new software and technology to maintain current knowledge of technological advances in the field;
- Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Data processing and computer systems capabilities including hardware, software and networking components; and how they are combined to deliver service;
- Techniques and methodologies of project management, and Information Systems construction management;
- Methods and techniques of developing business process models and determining best practices;
- Components, capabilities, and troubleshooting methodologies for information systems and database software;
- Principles and practices of government purchasing and contract administration;
- Writing skills to prepare clear and concise specifications;
- Applicable laws, codes, rules, and regulations;
- Microsoft Project software;
- Mathematical computations;
- Oral and written communication skills;
- Data security standards and practices;
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Develop project management standards, including procedures, checklists, and forms. Assure compliance with applicable laws, codes, rules, and regulations;
- Coordinate support activities and services for successful completion of projects;
- Conduct investigations, determine methodologies, and obtain the data necessary to evaluate complex problems and issues and recommend solutions;
- Analyze situations accurately and adopt an effective course of action; Comprehend and follow directions given verbally and in writing;
- Prepare and present oral and written reports and recommendations clearly, concisely, and logically;
- Prepare detailed project plans and documentation;
- Prepare and interpret statistical computations, charts, and graphs;
- Ability to read and interpret blue prints;
- Communicate effectively both orally and in writing;
- Establish and maintain highly effective customer-focused working relationships with users, including administrators, teachers, other District and site staff, vendors, parents and others encountered in the course of work;
- Plan and organize work, meet schedules and timelines; Meet schedules and time lines;
- Be motivated to produce high quality work product; and maintain a work pace appropriate to the position.
- **Maintain confidentiality and discretion with sensitive information.**

EMPLOYMENT STANDARDS

Education: A Bachelor's Degree from an accredited college or university in business administration, computer science or a closely related field. Additional experience beyond the required experience indicated below may be substituted for the required education on a year for year basis.

Experience: Three years of experience involving independent analysis and evaluation of information technology systems projects, preferably in a public agency.

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, lift/carry up to 25 lbs. without assistance or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have color vision or the ability to distinguish shades, speak clearly, hear normal conversation, and see small details.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, at construction sites, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat and cold, with potential exposure to heavy machinery, with irregular hours including nights and weekends, with frequent interruptions, with changing priorities and short deadlines, may be exposed to electrical hazards and high temperatures, and may drive an automobile to conduct work.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 29.0

Approved: 7/2019

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

Classification Revision – Network Systems Analyst

The Director of Classified Human Resources met with the Chief Information Officer to review the Network Systems Analyst job description. An essential responsibility of the job is to maintain confidentiality and discretion with sensitive information which was not included in the job description.

CSEA has reviewed and concurred with the District and has requested to move forward to the Personnel Commission pending 610 ratification.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the job classification revision of the Network Systems Analyst.

ADDITIONAL MATERIALS:

Attached: [Network Systems Analyst Revision.pdf](#)

NETWORK SYSTEMS ANALYST

*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 Chief Information Officer or designee, administers and configures all servers necessary to the operation of the District; writes and maintains scripts and Structured Query Language (SQL) to automate business processes; coordinates and maintains complex database systems and the Voice over Internet Protocol (VoIP) system; performs highly technical duties in configuring complex servers and ensuring a high level of service and security to the District's users; creates domain name structure, log-in accounts, and associated security and access control; configures, upgrades and maintains system operation and security of all databases and servers in the District; oversees the technology support work order system; and performs other related duties as required. Monitors and maintains network equipment. Assist with implantation and design of network infrastructure, WAN, and LTE.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Network Systems Analyst classification administers and configures all servers and database systems necessary to the operation of the District, upgrades and ensures system operation, and oversees the security of all databases and servers within the District.

The Technology Services Technician classification serves as a field technician and performs duties in the installation, support, and repair of computer systems and software, local area networks, and other telecommunication devices.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision and work direction from the Chief Information Officer or designee.
- Provides technical work direction and assistance to Technology Services Technicians. Positions in this classification have no formal supervisory responsibilities

ESSENTIAL DUTIES

- Installs, configures, and maintains District Office and site based servers including, but not limited to, VoIP, servers related to Student Information Systems, database/application servers, web servers, email servers, proxy servers, caching engines, data warehousing, and other servers necessary to the operation of the District;
- Defines and maintains standards relating to database design and use;
- Designs and performs tasks involving complex database queries; installs, configures, and maintains supporting software components such as reporting tools, etc.;
- Designs, installs and administers new security systems and methods; creates and maintains security rights on network resources;
- Maintains and administers the firewall and authentication systems; monitors for network intrusions and security breaches;
- Develops and implements maintenance and administration procedures for critical server and network systems;
- Develops and implements maintenance and administration procedures for critical network switches and routers;
- Directs and participates in analysis, evaluation, testing, training and other activities to ensure the smooth, efficient, and proper integration of hardware and software technologies for District information technology infrastructure;
- Directs system-level data integrity, backup, data recovery and security; ensures data and hardware integrity;
- Documents system access privileges;
- Ensures maximum reliability and availability of network systems;
- Oversees the maintenance and operation of the technology support work order system;
- Prepares and maintains a variety of records, documentation, and reports related to assigned system activities, operations, and projects;

- Advises and assists Information Technology staff in the diagnosis and correction of complex software and hardware problems;
- Coordinates repair and support issues and activities between users, vendors, and the department.

Other Related Duties

- Recommends and implements changes to accomplish increased system productivity and efficiency;
- Evaluates new hardware, software, operating systems, procedures and techniques;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- TCP/IP networks, routing, and switching;
- VoIP technology;
- Relational database management systems, methodologies, and techniques;
- Related computer hardware and multi-user operating systems;
- Strong knowledge of data relationship and normalization;
- Strong working knowledge of SQL, Oracle, Windows, Linux, and Unix;
- Web, e-mail, and proxy server operating procedures;
- Principles, practices and methods of systems and network administration and maintenance, including procedures for establishing network connectivity;
- Advanced methods, principles, practices and techniques for troubleshooting and determining the causes of server system errors and failures;
- Data backup including recovery techniques and disaster recovery plans;
- Design, configuration, and implementation of security protocols on servers;
- Appropriate procedures to identify performance issues and potential security breaches.

Ability to:

- Configure, maintain, manage and tune the operations of complex systems to achieve optimal technical performance, security and user support;
- Communicate clearly and effectively, both orally and in writing;
- Diagnose problems in complex network systems;
- Read, interpret and apply technical information;
- Formulate and express difficult technical concepts clearly and effectively in written and oral presentations;
- Establish and maintain effective working relationships;
- Monitor, analyze, and forecast system resource demand and plan for future growth;
- Understand and follow oral and written directions;
- Apply new developments in network systems analysis and related equipment and technologies according to District need;
- Analyze and evaluate information processing problems, plans, procedures, and requirements related to database administration.
- **Maintain confidentiality and discretion with sensitive information.**

Traits:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is punctual and follows through;
- Logically grasps and thinks through issues and problems;
- Puts safety first for self and others;
- Remains steady under pressure;
- Stays focused and has a good work ethic;

- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: An Associate's degree from an accredited college or university with a major in computer science, management information systems, or a closely related field. Additional experience of the nature noted below may be substituted for up to two years of the required education on a year-for-year basis.

Experience: Four years of experience in the design, troubleshooting, and management of complex network and servers systems.

Special: Possession of a valid, Class C, California Driver 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, lift/carry up to 25 lbs. without assistance or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have color vision or the ability to distinguish shades, speak clearly, hear normal 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 be exposed to electrical hazards and high temperatures, and may drive an automobile to conduct work.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 32.0

Approved: 12/12
Revised 11/12/2020

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 13, 2025

Agenda Section: Section C: Action Items

Classification Revision – Shipping/Receiving Clerk/Delivery Driver

The Director of Classified Human Resources reviewed the license/certification requirements of the Shipping/Receiving Clerk/Delivery Driver. An essential responsibility of the job is to operate a forklift and that certification was not listed under license or certificates required on the job description. The current incumbent in the position agreed that the forklift requirement is necessary to perform the job and should be included in the job description.

CSEA has reviewed and concurred with the District and has requested to move forward to the Personnel Commission pending 610 ratification.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the job classification revision of the Shipping/Receiving Clerk/Delivery Driver

ADDITIONAL MATERIALS:

Attached: [SHIPPING-RECEIVING CLERK-DELIVERY DRIVER Revisions.pdf](#)

SHIPPING/RECEIVING CLERK/DELIVERY DRIVER

*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.*

Definition

To perform a variety of clerical duties in support of shipping and receiving; to receive and process incoming materials; to monitor and maintain inventory records; to transport various supplies and equipment from warehouse to school sites, and to perform a variety of duties relative to assigned area of responsibility.

Supervision Received and Exercised

Receives general supervision from the Warehouse Manager.

Essential Function Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform a variety of warehouse functions including receiving goods, stocking, issuing stock, filling and delivering stores and child nutrition orders, and processing shipments for delivery.
2. Inspect shipments of materials, equipment and supplies received to assure compliance with purchase order specifications; identify and report shortages, damaged goods or other discrepancies.
3. Distribute incoming shipments according to established procedures; mark and shelve stock items; prepare purchase order items for delivery by routes.
4. Receive and process book orders and returned books from EMC; prepare consumable book orders; box discarded textbooks; inventory the book barn.
5. Maintain stock inventory and warehouse in a safe, clean and orderly condition; participate in warehouse inventory.
6. Receive telephone calls and provide information related to warehoused items and activities as required.
7. Prepare items for delivery quickly and accurately; load and unload stock items.
8. Make deliveries as required; load and unload trucks for delivery.
9. Operate a variety of machines and equipment such as fork lift, stock chaser, rolling stock ladders, hand trucks and carts, trailers and pallet jacks.
10. Perform duties of Warehouse Worker/Delivery Driver as needed.
11. Act in the capacity of warehouse manager in his/her absence.
12. Operate motor vehicles such as trucks and vans.
13. Operate a personal computer and peripheral equipment, using modern software; operate a variety of other machines and equipment.

14. Help maintain storage, inventory and disposal of obsolete furniture and equipment according to District guidelines.
15. Perform related duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Principles and procedures of warehousing operations.
- Methods and techniques of inventory maintenance.
- Methods and techniques of storing equipment, materials and supplies.
- Methods and techniques of shipping and receiving.
- Principles and procedures of record keeping.
- Modern office procedures, methods or materials and equipment including computers.
- Basic mathematical principles.

Ability to:

- Perform materials receipt and distribution activities.
- Operate equipment as necessary for successful job performance.
- Understand and follow oral and written directions.
- Monitor and maintain inventory.
- Transport and deliver goods and materials to locations on designated route.
- Work independently with minimal direction.
- Operate a personal computer and peripheral equipment, using modern software.
- Operate a keyboard at a corrected speed of 30 words per minute.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of privileged information obtained in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lift up to 50 lbs. and up to 100 lbs. assisted.
- Operate and perform operator's maintenance on District vehicles.
- Observe legal and defensive driving practices.
- Follow good health and safety principles and practices.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of general warehouse experience and one year of increasingly responsible shipping and receiving experience.

Training: Equivalent to the completion of the twelfth grade.

Licenses or Certificate

Possession of an appropriate, valid driver's license. **Requires a valid forklift operator's certificate (employee must fulfill certification requirement within their probationary period of employment).**

Working Conditions

Environmental Conditions: Warehouse environment; subject to traveling from site to site; exposure to computer screens, heat, cold.

Physical Conditions: Essential functions may require maintaining physical condition necessary for heavy lifting, climbing, extreme heat and cold and potential safety hazards; working with heavy equipment and supplies; operating motorized equipment or vehicle; operate a computer and keyboard; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone and computer keyboard; reach horizontally and vertically, bend and stoop.

Oxnard School District

Board Policy Adopted: June 25, 1998; Revised: September 28, 2005

Personnel Commission Approved: February 26, 1998

Recruitment Type: Dual Certification

Eligibility List No. 24-25:74;

24-25:71; 24-25:64;

Director's Certification:

Established: 2/20/2025



Paraeducator Special Education

Rank	Candidate ID	Expiration Date
1	32549452	1/23/2026
2	21391649	2/20/2026
2	53692871	2/20/2026
3	44910829	2/20/2026
3	12317375	2/20/2026
3	9521895	1/2/2026
3	50108242	11/18/2025
3	53389172	2/20/2026
4	61207339	2/20/2026
4	8518672	1/23/2026
4	53930623	1/23/2026
4	56201128	1/23/2026
5	53874501	2/20/2026
5	52748269	2/20/2026
5	50011833	2/20/2026
5	60731824	1/23/2026
5	60463729	1/23/2026
6	61222563	2/20/2026

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**

6	56689590	1/23/2026
7	46644206	2/20/2026
8	31571069	1/23/2026
8	59166427	1/2/2026
9	20944248	2/20/2026
9	57833750	2/20/2026
10	50715126	2/20/2026

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. 24-25:82;
 23-24:125
 Established: 2/12/25

Adaptive Technology Specialist

Rank	Candidate ID	Expiration Date
1	41414194	2/12/2026
2	23862143	3/14/2025

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.: 24-25:75

24-25:28: 23-24:142

Established: 2/12/2025

Mental Health Clinician

Rank	Candidate ID	Expiration Date
1	54139182	4/23/2025
1	38719072	2/6/2026
1	16153081	4/23/2025
1	17750783	10/4/2025
1	23574766	10/4/2025
1	49613216	2/6/2026
1	57473180	4/23/2025
1	57558656	4/23/2025
1	24104217	4/23/2025
1	58353558	2/12/2026
1	53335055	2/12/2026
1	57864800	10/4/2025
1	45819486	2/12/2026
2	43149781	10/4/2025
2	47610101	4/23/2025
3	3155570	4/23/2025
4	57543459	4/23/2025
4	38551329	2/6/2026

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OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

4	52875780	10/4/2025
4	57621753	4/23/2025

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Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:24-25:78
 24-25:51; 24-25:35;
 23-24:176

Established: 2/27/25

Health Care Technician (LVN)

Rank	Candidate ID	Expiration Date
1	30462911	4/30/2025
1	41251337	2/19/2026
1	53532749	1/16/2026
1	60229706	11/25/2025
1	59182439	2/27/2026
1	4163355	1/27/2026
1	47280733	2/19/2026
1	30034479	10/29/2025
1	4322042	11/25/2025
1	60124916	10/29/2025
1	60021326	10/21/2025
1	51821446	10/9/2025
1	61190149	2/19/2026
1	58353625	6/18/2025
2	6127714	2/19/2026
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

Eligibility List No. 24-25:87;

Director's Certification:

24-25:53; 24-25:03

Established: 3/5/2025



Campus Assistant

Rank	Candidate ID	Expiration Date
1	48237301	3/5/2026
1	61361053	3/5/2026
1	50715126	3/5/2026
1	18698290	3/5/2026
1	32840883	3/5/2026
1	57391067	3/5/2026
1	59787056	3/5/2026
1	36557406	3/5/2026
1	36945742	3/5/2026
1	51949317	3/5/2026
2	27582478	3/5/2026
2	2562306	3/5/2026
2	61380248	3/5/2026
2	55372158	11/20/2025
2	61339133	3/5/2026
2	61494422	3/5/2026
2	52688525	3/5/2026
2	54210821	3/5/2026

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**

2	61356239	3/5/2026
2	58056078	3/5/2026
2	55550734	3/5/2026
2	61331089	3/5/2026
2	54489763	3/5/2026
3	61349836	3/5/2026
3	61349836	3/5/2026
3	61340754	3/5/2026
3	43498460	3/5/2026
3	61430984	3/5/2026
3	60036856	11/20/2025
3	55585578	11/20/2025
3	12363663	3/5/2026
4	58705542	7/26/2025
4	55906928	3/5/2026
4	59781786	3/5/2026
4	58470483	7/26/2025
5	53123426	3/5/2026
5	53684652	7/26/2025
5	61426152	3/5/2026
6	52761423	3/5/2026
6	55906928	3/5/2026
7	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. 24-25:93;

24-25:76

Established: 03/7/2026

Bus Driver

Rank	Candidate ID:	Expiration Date
1	61724075	3/7/2026
2	50478434	2/6/2026
3	21150258	3/7/2026

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.

New Hires

Alfaro, Eduardo	Custodian, Brekke School 5 hrs./246 days	01/24/2025
Arellano, Adriana I	Paraeducator – Special Education, Driffill School 5.75 hrs./183 days	01/28/2025
Gallegos, Jorge L	Custodian, Lopez Academy 5 hrs./246 days	01/28/2025
Garcia, Agustin J	Custodian, Harrington School 6 hrs./246 days	01/29/2025
Lopez, Giselle	Paraeducator – General Education, Lopez Academy 5.75 hrs./183 days	01/29/2025

Exempt

Cervantes, Jasmine	AVID Tutor (Substitute)	01/24/2025
Lopez, Julianna S	AVID Tutor (Substitute)	01/13/2025

Limited Term/Substitutes

Gonzalez, Victoria S	Paraeducator (Substitute)	01/21/2025
Martinez Valencia, Alberto	Transportation Driver (Substitute)	01/08/2025
Miller, Marie R	Clerical (Substitute)	01/21/2025
Rosales, Lizbeth	Clerical (Substitute)	01/22/2025

Promotion

Montano Sergio	Transportation Driver, Transportation Department 8 hrs./183days Campus Assistant, Chavez School 5.75 hrs./183 days	02/03/2025
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Transfers

Vanegas, Veronica	Paraeducator - General Education, Lemonwood School 8 hrs./183 days	02/03/2025
Buenrostro, Yadira	Paraeducator – General Education, Lemonwood School 6 hrs./183 days	02/06/2025

Probation Release

12903	Custodian, Lemonwood School 8 hrs./246 days	01/31/2025
11537	Attendance Accounting Technician, Curren School 8 hrs./210 days	01/24/2025

Resignations

Cazares, Maritza G	After School Program Site Coordinator Enrichment and Special Programs, 8 hrs./246 days	01/31/2025
Ortiz, Gabriela	Campus Assistant, Lemonwood School 5.75 hrs./180 days	01/24/2025
Preciado, Karla G	Paraeducator – Special Education, Driffill School 5.75 hrs./183 days	01/29/2025
Sansenbach, Kelsey E	Speech-Language Pathology Assistant, Curren School 8 hrs./183 days	02/03/2025

Retirements

Avalos, John C	Lead Custodian, Brekke School 8 hrs./246 days	01/31/2025
Pangilinan, Elizabeth A	Child Nutrition Worker, Kamala School 5.5 hrs./ 185 days	01/31/2024

New Hires

Arellano Maria G	Child Nutrition Worker, Itinerant 5 hrs./185 days	02/05/2025
Ceja, Blanca R	Child Nutrition Worker, Itinerant 5 hrs./185 days	02/18/2025
Gil, Aurora E	Child Nutrition Worker, Itinerant 5 hrs./185 days	02/07/2025
Gonzalez, Victoria S	Paraeducator – Special Education, Harrington School 5.75 hrs./183 days	02/03/2025
Hernandez-Vasquez, Jose M	Custodian, Marina West School 5 hrs./246 days	02/11/2025
Lopez, Daniel	Transportation Driver, Transportation Department 8 hrs./183days	02/10/2025
Lopez, Eveanna	Child Nutrition Worker, Elm School 5 hrs./185 days	02/13/2025
Mendoza, Lupita	Office Assistant, Harrington, School 8 hrs./183 days	02/11/2025
Plascencia, Yasuka M	Child Nutrition Worker, Itinerant 5 hrs./185 days	02/21/2025
Rodriguez Flores, Jesus	Paraeducator – General Education, Curren School 8 hrs./183 days	02/12/2025
Romero, Alexiz A	Paraeducator – Special Education, Lopez Academy 5.75 hrs./183 days	02/10/2025

Limited Term/Substitutes

Cazares, Maritza G	Clerical (Substitute)	02/03/2025
Jabat, Marie A	Clerical (Substitute)	02/05/2025
Ladines, Virginia Q	Child Nutrition Worker (Substitute)	01/13/2025
Peraza, Itzel A	Clerical (Substitute)	02/10/2025
Quintana, Natalie C	Clerical (Substitute)	02/03/2025
Rivas Saucedo, Sergio	Custodian (Substitute)	01/30/2025
Rodriguez, Nicolemarie E	Custodian (Substitute)	01/30/2025
Romero, Alexiz A	Paraeducator (Substitute)	02/04/2025
Vega, Alejandra	Paraeducator (Substitute)	02/13/2025

Promotion

Espinoza, Jessica M	School Office Manager, Lemonwood School 8 hrs./215days Office Assistant II, Sierra Linda School 8 hrs./203 days	02/11/2025
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Administrative Transfer

Garcia, Sarah O	Child Nutrition Worker, Itinerant 5 hrs./185 days	02/24/2025
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Transfers

Covarrubias, Leticia	Child Nutrition Worker, Harrington School 5 hrs./185 days	02/12/2025
Gutierrez, Noemi	Paraeducator – General Education, Marina West School 8 hrs./183 days	02/24/2025
Quintana, Nichole V	Child Nutrition Worker, Brekke School 5.5 hrs./185 days	02/18/2025

Transfers (cont.)

Ragis, James P	Child Nutrition Worker, Ritchen School 5 hrs./185 days	02/12/2025
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Voluntary Demotion

Reyes, Miguel A	Paraeducator – General Education, Lemonwood School 6 hrs./183 days	02/19/2025
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Medical Layoffs

6889	Child Nutrition Worker, Driffill School 5.5 hrs./185 days	02/26/2025
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11779	Paraeducator – General Education, Chavez School 6 hrs./183 days	02/13/2025
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Resignations

Leon, Ricardo C	Information Technology Manager, Information Technology 8 hrs./246 days	02/28/2025
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Perez, Mark A	Music Instructor, Marshall School 8 hrs./183 days	02/24/2025
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Uriarte Perez, Melissa S	Paraeducator – Special Education, San Miguel School 5.75 hrs./183 days	02/11/2025
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