

# 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, April 10, 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 March13, 2025 (Pages 4-11)**

## **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 Lupe Rodriguez, Child Nutrition Worker (Page 12)**

The Personnel Commission will ratify the advanced step placement for Lupe Rodriguez, Child Nutrition Worker.

### **C.2 Advanced Step Placement for Laila Pascua, Health Care Technician (Page 13)**

The Personnel Commission will ratify the advanced step placement for Laila Pascua, Health Care Technician.

### **C.3 Advanced Step Placement for Genevieve Lavigne-Westerholm, Paraeducator Special Education (Page 14)**

The Personnel Commission will ratify the advanced step placement for Genevieve Lavigne-Westerholm, Paraeducator Special Education.

### **C.4 Advanced Step Placement for Itzanamei Cuellar, Paraeducator Special Education (Page 15)**

The Personnel Commission will ratify the advanced step placement for Itzanamei Cuellar, Paraeducator Special Education.

### **C.5 Advanced Step Placement for Nathalie Robles, Paraeducator Special Education (Page 16)**

The Personnel Commission will ratify the advanced step placement for Nathalie Robles, Paraeducator Special Education.

### **C.6 Advanced Step Placement for Jazmine Garcia, Paraeducator Special Education (Page 17)**

The Personnel Commission will ratify the advanced step placement for Jazmine Garcia, Paraeducator Special Education.

**C.7 Advanced Step Placement for Marilu Mancilla, Paraeducator Special Education (Page 18)**  
The Personnel Commission will ratify the advanced step placement for Marilu Mancilla, Paraeducator Special Education.

**C.8 Eligibility Lists (Pages 19-28)**  
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 29-31)**  
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

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**

## **MINUTES** **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**

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, March 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

Guests: Dr. Anabolena DeGenna, Superintendent; Dr. Scott Carroll, Acting Assistant Superintendent of Human Resources; Alison Cordes, Director, Certificated Human Resources; Victor Centeno, CSEA President; Jerry Tejada, CSEA Vice President; Ilene Poland, Child Nutrition Services Representative; David Hubbard, Chief Information Officer; Jena Flores, Manager of Special Programs; Jason Corona, Director of Child Nutrition Services

### **A.3 Adoption of the Agenda**

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

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

### **A.4 Approval of Minutes February 13, 2025 (Pages 5-12)**

The minutes of February 13, 2025 were approved as presented, with a spelling correction.

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**

## **Section C: ACTION ITEMS**

### **C.1 Advanced Step Placement for Natalie Quintana, Office Assistant II (Page 13)**

The Personnel Commission took action to approve the advanced step placement for Natalie Quintana, Office Assistant II at Step B of Office Assistant II classification on the CSEA Classified Salary Schedule.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Lupita Mendoza, Office Assistant II at Step C of Office Assistant II 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 Brenda Maldonado, Office Assistant II (Page 15)**

The Personnel Commission took action to approve the advanced step placement for Brenda Maldonado, Office Assistant II at Step E of Office Assistant II 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 Salary Reallocation – Child Nutrition Worker & Child Nutrition Cafeteria Coordinator (Pages 16-17)**

The Personnel Commission took action to approve the Salary Reallocation for both Child Nutrition Worker and Child Nutrition Cafeteria Coordinator as presented.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the New Classification for Child Nutrition Worker II.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the Group Reclassification of the Paraeducator II, Paraeducator III, Instructional Assistant Special Education Severely Handicap, to the Paraeducator Special Education as presented.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the New Classification for Expanded Learning Specialist.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve Postponing the item for Classification Revision to the Irrigation Specialist, and will be discussed further.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

**C.9 Classification Revision – Information Technology Project Coordinator (Pages 31-35)**

The Personnel Commission took action to approve the Classification Revision to Information Technology Project Coordinator as presented.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

**C.10 Classification Revision – Network Systems Analyst (Pages 36-39)**

The Personnel Commission took action to approve the Classification Revision to Network Systems Analyst as presented.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

**C.11 Classification Revision – Shipping/Receiving Clerk/Delivery Driver (Pages 40-43)**

The Personnel Commission took action to approve the Classification Revision to Shipping/Receiving Clerk/Delivery Driver as presented.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

**C.12 Eligibility Lists (Pages 44-53)**

The eligibility lists of Paraeducator - Special Education, Adaptive Technology Specialist, Mental Health Clinician, Health Care Technician, Campus Assistant, Bus Driver, 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 D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

### **D.1 Personnel Actions (Pages 54-57)**

The Personnel Commission reviewed the Personnel Actions of February 19, and March 5, 2025.

### **D.2 Report by CSEA**

Mr. Victor Centeno, CSEA President, shared that he is very happy with the progress and advances reached during negotiations and is proud of the open communication shared at those meetings.

### **D.3 Report by Assistant Superintendent, Human Resources**

Dr. Scott Carroll Assistant Superintendent in the Human Resources department was happy to inform that negotiations between the district and CSEA have been very productive, and they have a few more sessions scheduled in already. Dr. Carroll wanted to emphasize that even though approving the items may take only a few minutes, the process of bringing certain items to a close sometimes takes months, but he is very proud of all the great work put into the process. In closing, Dr. Carroll mentioned he is very happy with the New Employee Orientations and feels it is an excellent start for them to learn and familiarize themselves with the District.

### **D.4 Director's Report**

Dr. Fuentes, Director of Classified Human Resources, mentioned the staffing needs that have risen and how the vacancy ratio has not quite diminished with all the new positions, but his staff has been trying to keep up with the demand. He also shared that he attended a Human Resources AI workshop, and he has already started implementing the knowledge he has acquired. Dr. Fuentes and Mireya Rosales visited Lopez Academy and got to meet the staff and learn about their PBIS program and how smoothly it runs during recess time. He also mentioned the New Employee Orientation and is looking for new ways to make them more engaging and fruitful. He expressed how the HR team has been busy with the Spring Assignments, and almost all positions have been filled, and it will be completed shortly. The HR team is fulfilling their Goals set at the beginning of the year and coming up with plans on how to make things better. The search for the new CBO is progressing and moving along. Lastly, the team is attending job fairs and trying to keep the District visible to new candidates.

### **D.5 Report by Commissioners**

Commissioner Denis O'leary shared he was invited to read three books to 3rd grade classrooms and wanted to thank everyone for their service in the District.

Commissioner Ernest Morrison was also invited to read to some Marshall kids and showed them segregation by implementing some rules all the students with black tennis shoes were sent to the corner, and he started reading to his back to them, this obviously had them intrigued and

started the conversation. Harrington School had an African American Speech Expo and the Principal had asked him to gather information on his mother who had been a crossing guard for over 30 years and who was involved in PTA, he prepared and showed up to the Expo with gathered information and her Stop sign, and was surprised with by a student giving a speech on him. He was very impressed with all the pictures presented between speeches of people who came from Oxnard.

Commissioner Paul Robinson is happy to serve the community and enjoys making a difference. He is looking forward to the CSPCA Annual Conference and intends to learn, better understand, and implement all new knowledge.

## **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 5:00 p.m.

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

The Commission reconvened at 5:38 p.m. into open session and reported no action was taken in close session

## **Section G: ADJOURNMENT**

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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 March 13, 2025.

Signed:

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Chair of the Personnel Commission

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 10, 2025

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Lupe Rodriguez, Child Nutrition Worker**

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

Personnel Commission staff recently filled a Child Nutrition Worker position in the Child Nutrition Services Department. Lupe Rodriguez 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: 27 years of experience working at Ventura Unified School District as a Child Nutrition Assistant III.

The minimum qualifications for the classification are:

- Experience: One year of food handling and preparation experience is desirable.
- Education: Graduation from high school or equivalency is desirable.

### **RECOMMENDATION:**

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

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 10, 2025

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Laila Pascua, Health Care Technician**

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

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

- Experience: 19 years of experience as a Licensed Vocational Nurse.
- Education: Bachelor's Degree in Science of Nursing and a Licensed Vocational Nurse.

The minimum qualifications are:

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

### **RECOMMENDATION:**

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

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 10, 2025

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Genevieve Lavigne-Westerholm, Paraeducator Special Education**

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

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Genevieve Lavigne-Westerholm 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: 3 years of experience as a Behavior Technician.
- Education: Associates Degree.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
  - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
  - Attainment of an Associate of Arts degree or higher degree; or
  - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

### **RECOMMENDATION:**

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

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 10, 2025

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Itzanamei Cuellar, Paraeducator Special Education**

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

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Itzanamei Cuellar 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: 2 years of experience as a Behavior Therapist.
- Education: Bachelor's Degree in Psychology.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
  - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
  - Attainment of an Associate of Arts degree or higher degree; or
  - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

### **RECOMMENDATION:**

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

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 10, 2025

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Nathalie Robles, Paraeducator Special Education**

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

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Nathalie Robles 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: 3 years of related experience.
- Education: Bachelor's Degree in Psychology.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
  - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
  - Attainment of an Associate of Arts degree or higher degree; or
  - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

### **RECOMMENDATION:**

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



## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 10, 2025

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Jazmine Garcia, Paraeducator Special Education**

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

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Jazmine Garcia was selected for the position by the hiring authority and is being recommended to start at Step D on the classified salary schedule based on the following:

- Experience: Over 6 years of related experience.
- Education: Associates Degree in Child Development.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
  - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
  - Attainment of an Associate of Arts degree or higher degree; or
  - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step D of the Paraeducator Special Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 10, 2025

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Marilu Mancilla, Paraeducator Special Education**

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

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Marilu Mancilla 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: 9 years of related experience.
- Education: Associates Degree in Child Development.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
  - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
  - Attainment of an Associate of Arts degree or higher degree; or
  - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

### **RECOMMENDATION:**

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 24-25:77;  
24-25:66; 24-25:44;  
24-25:07; 23-24:158

Established: 3/14/25

## Transportation Driver

Rank	Candidate ID:	Expiration Date
1	28566224	10/30/2025
2	42204141	3/14/2026
2	59928069	3/14/2026
3	19950140	3/14/2026
4	32105960	3/14/2026
4	61220045	3/14/2026
5	13557988	12/20/2025
5	57362030	3/14/2026
5	54349390	5/14/2025
5	57803972	8/22/2025
6	50982921	3/14/2026
7	58687721	3/14/2026

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. 24-25:79  
 24-25:72; 24-25:43;  
 24-25:26; 24-25:12  
 Established: 3/12/2025

## After School Program Site Coordinator

Rank	Candidate ID	Expiration Date
1	29641371	3/12/2026
2	8518672	1/28/2026
3	254862424	11/21/2025
4	38890211	10/4/2025
5	58655876	11/21/2025
5	53389172	3/12/2026
6	37097855	3/12/2026
7	29961885	3/12/2026
8	41414194	3/12/2026
9	59198849	8/29/2025

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 24-25:84;  
24-25:22  
Established: 3/11/2025

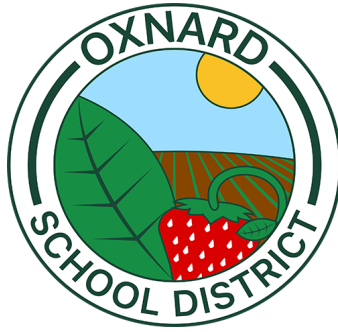
## Child Nutrition Worker

Rank	Candidate ID	Expiration Date
1	20169153	3/11/2026
2	48237301	3/11/2026
2	4840060	3/11/2026
3	648089	3/11/2026
3	12317375	3/11/2026
4	56796128	3/11/2026
5	22167084	3/11/2026
6	48934160	3/11/2026
6	48070048	3/11/2026
7	44541030	3/11/2026
8	58470483	10/4/2025

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 24-25:91  
24-25:88  
Established: 3/26/2025

**Music Instructor**

Rank	Candidate ID	Expiration Date
1	61545371	3/26/2026
2	61427418	3/21/2026

Recruitment Type: Dual Certification

Eligibility List No. 24-25:89

Director's Certification:

Established: 3/14/2025



## Technology Services Technician

Rank	Candidate ID	Expiration Date
1	57870469	3/14/2026
2	25025951	3/14/2026
2	35119224	3/14/2026
2	31608967	3/14/2026
3	16626345	3/14/2026
4	54389650	3/14/2026
4	49247872	3/14/2026
4	37431113	3/14/2026
5	19918903	3/14/2026
6	56169655	3/14/2026
7	37364038	3/14/2026
7	59590382	3/14/2026
7	30507318	3/14/2026
8	43141668	3/14/2026
9	61582806	3/14/2026

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. 24-25:60;

24-25:86

Established: 3/19/2025

**Director of Facilities**

Rank	Name	Expiration Date
1	17823797	3/19/2026
2	548806	3/19/2026
3	30999530	1/22/2026
4	20569538	1/22/2026



Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 24-25:78;  
 24-25:51: 24-25:35;  
 23-24:176  
 Established: 3/25/2025

## Health Care Technician

Rank	Candidate ID	Expiration Date
1	53532749	1/16/2026
1	60229706	11/25/2025
1	49337649	3/25/2026
1	47280733	2/19/2026
1	61740353	3/25/2026
1	30034479	10/29/2025
1	4322042	11/25/2025
1	60124916	10/29/2025
1	61637485	3/11/2026
1	56313306	3/25/2026
2	14144525	6/18/2025
2	61163548	3/25/2026

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 24-25:94;  
 24-25:74; 24-25:71;  
 24-25:85  
 Established: 3/21/2025

## Paraeducator Special Education

Rank	Name	Expiration Date
1	38335446	3/21/2026
2	21391649	2/20/2026
3	48202166	3/21/2026
3	61275717	3/21/2026
4	61207339	2/20/2026
4	56201128	1/23/2026
5	53874501	2/20/2026
5	50011833	2/20/2026
5	50183496	3/21/2026
6	29175285	3/21/2026
6	43009785	3/21/2026
7	59166427	1/2/2026
8	20944248	2/20/2026
8	59861485	3/21/2026
8	57833750	2/20/2026
9	50715126	2/20/2026
9	6144622	3/21/2026

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

Eligibility List No. 24-25:92

Director's Certification:

Established: 3/19/2025



## Paraeducator - General Education

Rank	Name	Expiration Date
1	38335446	3/19/2026
2	59128124	3/19/2026
2	36582084	3/19/2026
2	52112263	3/19/2026
3	61569311	3/19/2026
4	58486396	3/19/2026
5	48527861	3/19/2026
6	25367174	3/19/2026
7	56363584	3/19/2026

Recruitment Type: Promotional only

Director's Certification:



Eligibility List No. 24-25:99

Established: 3/27/2025

**Facilities Materials Specialist**

Rank	Name	Expiration Date
1	51834610	3/27/2026
2	6946533	3/27/2026

**New Hires**

Contreras, Luis	Custodian, McAuliffe School 4 hrs./246 days	02/24/2025
Maldonado, Brenda	Office Assistant II, Frank School 5.75 hrs./203 days	02/20/2025
Pascua, Laila T	Health Care Technician, Pupil Services 8hrs./183 days	03/17/2025
Pereyra, Raymond	Campus Assistant, Lemonwood School 5.75 hrs./180 days	02/24/2025
Ramirez, Mayra	Child Nutrition Worker, Itinerant 5 hrs./185 days	02/24/2025

**Exempt**

Martinez, Daniel J	AVID Tutor (Substitute)	02/21/2025
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**Limited Term/Substitutes**

Gomez, Gloria O	Campus Assistant (Substitute)	10/25/2024
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**Promotion**

Chavez, Nina	Paraeducator – Special Education, Pupil Services 5.75 hrs./183 days Campus Assistant, Curren School 5.75 hrs./180 days	03/10/2025
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**Transfers**

Vargas, Nancy S	Child Nutrition Worker, Itinerant 5.5 hrs./185 days	02/24/2025
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**Leaves of Absence**

Cruz, Paloma	Attendance Accounting Technician, Lemonwood School 8 hrs./210days	04/30/2025
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**Probation Release**

13087	Paraeducator – Special Education, 5.75 hrs./183 days	02/27/2025
13048	Music Instructor 8 hrs./183 days	02/27/2025

**Resignations**

Ortiz-Alcantar, Aurora	Paraeducator – Special Education, Chavez School 5.75 hrs./183 days	02/18/2025
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**New Hires**

Ambriz, Janette R	Campus Assistant, Chavez School 5.75 hrs./180 days	03/04/2025
Avila Ramirez, Maria D	Paraeducator – General Education, Rose Ave. School 4 hrs./183 days	03/12/2025
Berumen Garcia, Maria C	Paraeducator – Special Education, San Miguel School 5.75 hrs./183 days	03/12/2025
Cho, Jacqueline A	Office Assistant II, Soria/Kamala Schools 8 hrs./203 days	03/21/2025
Flores, Miguel I	Child Nutrition Worker, Child Nutrition Services - Itinerant 5 hrs./185 days	03/05/2025
Garcia, Jazmine R	Paraeducator – Special Education, Pupil Services - Itinerant 5.75 hrs./183 days	03/11/2025
Hernandez, Enrique De Jesus	Paraeducator – Special Education, Pupil Services- Itinerant 5.75 hrs./183 days	03/10/2025
Herrera, Rae L	Office Assistant II, Lopez School 8 hrs./203 days	03/21/2025
Mancilla, Marilu	Paraeducator – Special Education, Lopez Academy 5.75 hrs./183 days	03/12/2025
Morales, Fabiola C	Office Assistant II, Drifill School 8 hrs./203 days	03/21/2025
Ortiz, Jocelyne	Paraeducator – Special Education, Pupil Services- Itinerant 5.75 hrs./183 days	03/10/2025
Peña, Yvette	Office Assistant II, Sierra Linda/Ramona Schools 8 hrs./203 days	03/21/2025
Ramos, Carmen L	Paraeducator – Special Education, Soria School 5.75 hrs./183 days	03/17/2025
Robles, Nathalie	Paraeducator – Special Education, McAuliffe School 5.75 hrs./183 days	03/10/2025
Rodriguez, Lupe	Child Nutrition Worker, Child Nutrition Services - Itinerant 5.5 hrs./185 days	03/10/2025
Saucedo, Coraima A	Adaptive Technology Specialist, Marshall School 8 hrs./183 days	03/24/2025
Sosa-Martinez, MiriamAbigail L	Paraeducator – Special Education, Pupil Services- Itinerant 5.75 hrs./183 days	03/17/2025

**Limited Term/Substitutes**

Alfaro, Giselle M	Paraeducator (Substitute)	03/13/2025
Anico, Andrew R	Clerical (Substitute)	02/25/2025
Avila, Avril	Child Nutrition Worker (Substitute)	02/25/2025
Avila Ramirez, Maria D	Paraeducator (Substitute)	02/26/2025
Bello, Cristobal M	Paraeducator (Substitute)	03/05/2025
Duncan, Jasmine C	Clerical (Substitute)	02/25/2025
Garcia, Jazmine R	Paraeducator (Substitute)	03/10/2025
Garcia Benner, Alysha G	Clerical (Substitute)	03/11/2025
Gil-Toraya, Noemi	Clerical (Substitute)	02/25/2025
Hebert, Adam D	Child Nutrition Worker (Substitute)	02/25/2025
Hernandez, Enrique D	Paraeducator (Substitute)	03/06/2025
Leal, Alicia	Clerical (Substitute)	02/25/2025
Mancilla, Marilu	Paraeducator (Substitute)	02/28/2025
Marrufo, Claudia	Child Nutrition Worker (Substitute)	02/25/2025

**Limited Term/Substitutes (cont.)**

Ortiz, Jocelyne	Paraeducator (Substitute)	03/06/2025
Ramirez, Esther N	Clerical (Substitute)	02/25/2025
Ramos, Carmen L	Paraeducator (Substitute)	03/05/2025
Robles, Flor R	Clerical (Substitute)	02/25/2025
Serratos Jr, Adrian H	Clerical (Substitute)	02/27/2025
Solano Martinez, Juana	Clerical (Substitute)	02/25/2025
Sosa-Martinez, MiriamAbigail L	Paraeducator (Substitute)	03/06/2025
Torres Gonzalez, Jesus A	Transportation Driver (Substitute)	01/15/2025
Uriarte Perez, Melissa S	Paraeducator (Substitute)	03/13/2025
Vega, Blanca F	Paraeducator (Substitute)	03/06/2025
Vitela De Aguilera, Maria	Child Nutrition Worker (Substitute)	02/25/2025

**Transfers**

Garcia, Sergio	Lead Custodian, Brekke School 8 hrs./245 days	03/17/2025
Martinez De Moreno, Ma De Jesus	Child Nutrition Worker, Child Nutrition Services - Itinerant 5.5 hrs./185 days	03/10/2025

**Resignations**

Gutierrez, Juan C	Technology Services Technician, Information Services 8 hrs./221 days	03/14/2025
Montano, Sergio	Transportation Driver, Transportation 8 hrs./183 days	03/10/2025
Romero, Alexiz A	Paraeducator – Special Education, Lopez Academy 5.75 hrs./183 days	03/05/2025

**Retirement**

Chavez, Efren	Facilities Materials Specialist, Maintenance 8 hrs./245 days	03/05/2025
Cuevas, Sergio	Custodian, Kamala School 8 hrs./245 days	06/30/2025