

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, May 8, 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 April 10, 2025 (Pages 5-11)**

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 Dolores Apodaca, Child Nutrition Worker (Page 12)**
The Personnel Commission will ratify the advanced step placement for Dolores Apodaca, Child Nutrition Worker.
- C.2 Advanced Step Placement for Claudia Marrufo, Child Nutrition Worker (Page 13)**
The Personnel Commission will ratify the advanced step placement for Claudia Marrufo, Child Nutrition Worker.
- C.3 Advanced Step Placement for Morgan Shauer, Child Nutrition Worker (Page 14)**
The Personnel Commission will ratify the advanced step placement for Morgan Shauer, Child Nutrition Worker.
- C.4 Advanced Step Placement for Mark Bennett, Director of Facilities (Page 15)**
The Personnel Commission will ratify the advanced step placement for Mark Bennett, Director of Facilities.
- C.5 Advanced Step Placement for Fabiola Morales, Office Assistant II (Page 16)**
The Personnel Commission will ratify the advanced step placement for Fabiola Morales, Office Assistant II.
- C.6 Advanced Step Placement for Jacqueline Cho, Office Assistant II (Page 17)**
The Personnel Commission will ratify the advanced step placement for Jacqueline Cho, Office Assistant II.

C.7 Advanced Step Placement for Yvette Peña, Office Assistant II (Page 18)

The Personnel Commission will ratify the advanced step placement for Yvette Peña, Office Assistant II.

C.8 Advanced Step Placement for Rae Herrera, Office Assistant II (Page 19)

The Personnel Commission will ratify the advanced step placement for Rae Herrera, Office Assistant II.

C.9 Advanced Step Placement for Marie Antoniette Jabat, Office Assistant II (Page 20)

The Personnel Commission will ratify the advanced step placement for Marie Antoniette Jabat, Office Assistant II.

C.10 Advanced Step Placement for Margaret Alice Love, Office Assistant II (Page 21)

The Personnel Commission will ratify the advanced step placement for Margaret Alice Love, Office Assistant II.

C.11 Advanced Step Placement for Laura Ann Tougas, Paraeducator Special Education (Page 22)

The Personnel Commission will ratify the advanced step placement for Laura Ann Tougas, Paraeducator Special Education.

C.12 Advanced Step Placement for Think Trinh, Technology Services Technician (Page 23)

The Personnel Commission will ratify the advanced step placement for Think Trinh, Technology Services Technician.

C.13 Eligibility Lists (Pages 24-32)

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 Public Hearing on Budget for Fiscal Year 2025-2026 (Pages 33-39)

The Personnel Commission will review the proposed budget for Fiscal Year 2025-2026.

D.2 Personnel Actions (Pages 40-42)

The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.

D.3 Report by CSEA

CSEA may report on Human Resources issues of interest to the Personnel Commission.

D.4 Report by Assistant Superintendent, Human Resources

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

D.5 Director's Report

The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.

D.6 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, 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

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, April 10, 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 Resources Analyst

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

A.3 Adoption of the Agenda

The agenda of Thursday April 10, 2025 was adopted as presented

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

A.4 Approval of Minutes March 13, 2025 (Pages 4-11)

The minutes of March 13, 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

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Lupe Rodriguez, Child Nutrition Worker (Page 12)

The Personnel Commission took action to approve the advanced step placement for Lupe Rodriguez, Child Nutrition Worker at Step E of the Child Nutrition Worker 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 Laila Pascua, Health Care Technician (Page 13)

The Personnel Commission took action to approve the advanced step placement for Laila Pascua, Health Care Technician at Step E of Health Care Technician 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.3 Advanced Step Placement for Genevieve Lavigne-Westerholm, Paraeducator Special Education (Page 14)

The Personnel Commission took action to approve the advanced step placement for Genevieve LaVigne-Westerholm, Paraeducator Special Education at Step B of Paraeducator Special Education 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 Itzanamei Cuellar, Paraeducator Special Education (Page 15)

The Personnel Commission took action to approve the advanced step placement for Itzanamei Cuellar, Paraeducator Special Education at Step C of Paraeducator Special Education 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.5 Advanced Step Placement for Nathalie Robles, Paraeducator Special Education (Page 16)

The Personnel Commission took action to approve the advanced step placement for Nathalie Robles, Paraeducator Special Education at Step C of Paraeducator Special Education 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.6 Advanced Step Placement for Jazmine Garcia, Paraeducator Special Education (Page 17)

The Personnel Commission took action to approve the advanced step placement for Jazmine Garcia, Paraeducator Special Education at Step D of Paraeducator Special Education 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.7 Advanced Step Placement for Marilu Mancilla, Paraeducator Special Education (Page 18)

The Personnel Commission took action to approve the advanced step placement for Marilu Mancilla, Paraeducator Special Education at Step E of Paraeducator Special Education 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.8 Eligibility Lists (Pages 19-28)

The eligibility lists of Transportation Driver, After School Program Site Coordinator, Child Nutrition Worker, Music Instructor, Technology Services Technician, Director, of Facilities, Health Care Technician, Paraeducator - Special Education, Paraeducator - General Education, Facilities Materials Specialist, were approved as presented.

Mover: Ernest Morrison

Secunder: 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 29-31)

The Personnel Commission reviewed the Personnel Actions of March 19 and April 2, 2025.

D.2 Report by CSEA

Lisa Towery, Labor Relations Representative for CSEA, said the negotiations have been moving along, and the collaboration between the District and CSEA has been going very well. Negotiations should conclude by April 23rd, and we will be ready to sign off on an exciting agreement.

D.3 Report by Assistant Superintendent, Human Resources

Dr. Scott Carroll Assistant Superintendent in the Human Resources department, agrees with Ms. Towery that negotiations have been moving along very smoothly in great part to the collaboration from both parties. Dr. Carroll also wanted to share that at the last board meeting, Ms. Alison Cordes was appointed Director of Certificated Human Resources.

D.4 Director's Report

Dr. Fuentes, Director of Classified Human Resources, shared 2 of the team members, Layla Platz, Human Resource Assistant, and Mireya Rosales, Administrative Assistant, are both in the Merit Academy, and have started to ask questions and learn more about the role of the Personnel Commission. He mentioned he was able to attend an Open House at Lopez Academy and got to witness the effort the kids had put into their performance. The team has continued attending job fairs and pointed out the opportunity we have of recruiting at a time when others are letting go of their employees. Dr. Fuentes also discussed the benefits of the Test Genius program and how it will speed up the recruitment process. He ended his report by thanking Commissioner Robinson for approving his attendance at the CASBO conference and taking the opportunity to personally recruit for the CBO position. He expressed his thanks to Jerry Tejada, Reprographics Coordinator, for the flyers he finished so promptly and the ones he will be distributing at the conference.

D.5 Report by Commissioners

Commissioner Denis O'Leary shared his experience at the CSPCA Annual Conference and mentioned a few of the workshops he attended, which were very informative.

Commissioner Paul Robinson also shared it was a great experience to attend the Conference, and was just a little disappointed with the weather, but described the sessions as enjoyable.

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 4:22 p.m.

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

The Commission reconvened at 5:17 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 5:19 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 April 10, 2025.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Dolores Apodaca, Child Nutrition Worker

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. Dolores Apodaca 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: Some Culinary college coursework.

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 at Step C of the Child Nutrition Worker classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Claudia Marrufo, Child Nutrition Worker

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

- Experience: Over 10 years of experience in the restaurant industry.
- Education: Associates Degree.

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 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: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Morgan Shauer, Child Nutrition Worker

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. Morgan Shauer 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 17 years of experience in the food industry.
- Education: Bachelor of Science; Culinary Arts & Restaurant Management Certificate.

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 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: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Mark Bennett, Director of Facilities

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 Facilities department for the Director of Facilities position. Mark Bennett was selected for the position by the hiring authority and is being recommended to start at Step three of the management classified salary schedule based on the following:

- Experience: Over 20 years of Facilities Management experience.
- Education: Bachelor's degree in Economics.

The minimum qualifications for the classification are:

- Experience: Five years of experience in the construction, maintenance, operations and repair of large buildings, including at least two years of supervisory experience is desired.
- Education: Graduation from an accredited four-year college or university with a major in Planning, Public Administration, Engineering, Architecture, Business Administration or a related discipline.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step three on the Management Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Fabiola Morales, 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. Fabiola Morales 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: Bachelor's in Psychology.

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: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Jacqueline Cho, 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. Jacqueline Cho 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: 6 years of related experience.
- Education: Associates in Sociology.

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 D of the Office Assistant II classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Yvette Peña, 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. Ivette Peña 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: 5 years of related experience.
- Education: Bachelor's in Healthcare 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 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: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Rae Herrera, 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. Rae Herrera 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 9 years of related experience
- Education: Bachelor's in Fine Arts

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: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Marie Antoniette Jabat, 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. Marie Antoniette Jabat 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 9 years of related experience.
- Education: Bachelor's in Physical Therapy.

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: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Margaret Alice Love, 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. Margaret Alice Love 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 25 years of related experience.
- Education: Some college coursework.

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: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Laura Ann Tougas, Paraeducator Special Education

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

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Laura Ann Tougas 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 5 years of experience as a Special Education Paraeducator.
- Education: Master's in Special Education.

The minimum qualifications for the Paraeducator Special Education classification are:

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

RECOMMENDATION:

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: May 08, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Thinh Trinh, Technology Services Technician

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

Personnel Commission staff recently filled a vacancy at the Information Technology department for the Technology Services Technician position. Thinh Trinh 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: 13 years of relevant experience.
- Education: Bachelor's in Computer Information Systems.

The minimum qualifications are:

- Education: Two years of college-level coursework in computer science, management information systems, 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: Two years of experience in the installation, operation, and maintenance of computer workstations, servers, server systems, peripherals, local area networks, and related equipment.

RECOMMENDATION:

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

Recruitment Type: Dual Certification

Eligibility List No. 24-25:97;

Director's Certification:

24-25:73

Established: 4/16/2025



Office Assistant II

Rank	Candidate ID	Expiration Date
1	60662450	1/17/2026
1	57925786 (B)	4/16/2026
2	51273110	1/17/2026
3	60614809 (B)	4/16/2026
4	56234534	1/17/2026
5	54749740 (B)	4/16/2026
5	50593204 (B)	4/16/2026
5	48291476 (B)	4/16/2026
6	23935918 (B)	4/16/2026
6	40535605	1/17/2026
6	59829357	1/17/2026
7	61838661 (B)	4/16/2026
7	56369636 (B)	4/16/2026
8	30533238 (B)	4/16/2026
8	48430748 (B)	4/16/2026
8	6455722 (B)	4/16/2026
9	36815531 (B)	4/16/2026
9	15235650 (B)	1/17/2026

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.: 24-25:98;

23-24:168

Established: 4/10/2025

Information Technology Manager

Rank	Candidate ID	Expiration Date
1	13825789	4/10/2026
2	61237705	4/10/2026
3	19056260	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: Promotional Only

Eligibility List No. 24-25:100

Director's Certification:

Established: 4/17/2025



Lead Custodian

Rank	Candidate ID	Expiration Date
1	54310340	4/17/2026
2	24854959	4/17/2026
3	54396760	4/17/2026
4	58683356	4/17/2026
5	48333771	4/17/2026
6	46336891	4/17/2026
7	20618282	4/17/2026
7	54302139	4/17/2026
7	18456451	4/17/2026
7	15990492	4/17/2026
8	55405048	4/17/2026
8	54471396	4/17/2026
9	61950274	4/17/2026
10	10808143	4/17/2026

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.:24-25:96;
 23-24:148
 Established: 4/10/2025

Speech Language Pathology Assistant

Rank	Candidate ID	Expiration Date
1	27389750	4/4/2026
1	19938651	4/10/2026
2	57179860	4/10/2026
3	58759462	7/22/2025
3	50926345	5/17/2025
3	20512174	1/27/2026

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.: 24-25:91

Director's Certification:

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

Director's Certification:



Eligibility List No. 24-25:103;
24-25: 93; 24-25:76
Established: 04/24/2025

Bus Driver

Rank	Candidate ID:	Expiration Date
1	50478434	2/6/2026
2	21150258	3/7/2026
3	62118502	4/24/2026

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. 24-25:106;
 24-25:94; 24-25:74;
 24-25:64
 Established: 4/16/2025

Paraeducator - Special Education

Rank	Candidate ID	Expiration Date
1	56079885	4/16/2026
1	39825339	4/16/2026
2	21391649	2/20/2026
3	48202166	3/21/2026
3	59351695	4/16/2026
3	55497335	4/16/2026
3	61275717	3/21/2026
4	56788185	4/16/2026
5	5534748	4/16/2026
6	46196158	4/16/2026
7	50108242	4/16/2026
7	59039169	4/16/2026
7	50183496	3/21/2026
8	29175285	3/21/2026
8	39304501	4/16/2026
8	49597670	4/16/2026
8	62087891	4/16/2026
8	43009785	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.

OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

8	58374807	4/16/2026
9	26379513	4/16/2026
9	58486396	4/16/2026
9	59166427	1/2/2026
10	20944248	2/20/2026
10	59861485	3/21/2026
10	39732534	4/16/2026
11	50715126	2/20/2026
11	60750850	4/16/2026

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.

**SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2025-26 FISCAL YEAR**

			2024-25 Current Budget	2025-26 Proposed Budget
2000	CLASSIFIED SALARIES			
	2300	Administrative Personnel		
		Commission Members		
	2400	Clerical & Other Office		
	2900	Other		
<i>Subtotal</i>				
3000	EMPLOYEE BENEFITS			
	3100	STRS		
	3200	PERS		
	3300	OASDI & Medicare		
	3400	Health & Welfare Benefits		
	3500	SUI		
	3600	Worker's Compensation		
	3900	Other Benefits		
<i>Subtotal</i>				
4000	SUPPLIES			
	4300	Other Supplies		
		Literature, Periodicals		
		Office Supplies		
		Examinations Purchase		
		Printing & Forms		
		Other		
	4400	Non-Capitalized Equipment		
<i>Subtotal</i>				

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

**SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2025-26 FISCAL YEAR**

		2024-25 Current Budget	2025-26 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)		
	Other		
	Conference		
5300	Dues & Membership		
5500	Utilities & Operating Expenses		
	Electricity		
	Heat		
	Water		
	Other		
5600	Rentals, Leases & Repairs		
	Leasing of Equipment		
	Equipment Maintenance Contracts		
	Other		
5800	Other Services & Operating Expenses		
	Advertising		
	Salary Classification Surveys		
	Physical Examination		
	Fingerprinting		
	Other Recruitment Expense		
	Legal Expenses		
	Contracted Testing		
	Contracted Personnel Services		
	Other		
5900	Communications		
	Telephone/Fax		
	Postage		
	Other		
Subtotal			

SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2025-26 FISCAL YEAR

		2024-25 Current Budget	2025-26 Proposed Budget
6000	EQUIPMENT		
	6400 New Equipment		
	Office Furniture		
	Office Equipment		
	Other		
	6500 Equipment Replacement		
	<i>Subtotal</i>		
Total Budget Designated for Personnel Commission			

2025-2026 Personnel Commission/Classified Human Resources Budget Justification

Classified Salaries	<p>All staff are budgeted based on the District Fiscal Services' projected salary on July 1, 2025. It is understood any wage increases/decreases will be adjusted to the Personnel Commission staff as it is negotiated and approved.</p> <p>Any money allocated in this area which is not currently going towards actual salaries is expected to be returned to the District's general fund at the end of the fiscal year and not used in other areas. Exception may of course be made for extreme or emergency circumstances.</p>
2300: Administrative Personnel	<p>The Director, Classified Human Resources is paid out of this account (Step 3 on Management Salary for 2025-2026) and is tasked with overseeing all Personnel Commission and Classified Human Resources activities and supervising Classified Human Resources staff.</p> <p>Additionally, the wages for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of the Personnel Commissioners. It is expected that the actual total may be slightly less, but a buffer has been built in to account for unforeseen special meetings and disciplinary appeal hearings.</p>
2400: Clerical & Other Office	<p>All non-management staff is paid out of this line. Current staff consists of:</p> <p>Two Human Resources Analyst The Human Resources Analyst performs tasks related to overseeing the recruitment and testing functions, performing classification and compensation studies, and overseeing the Classified Human Resources transactions and activities including reports.</p> <p>Three Human Resources Technicians The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the department and manage the high-volume workflow of employee evaluations, records, assignments, and staffing including transfers which related to both classified and exempt employees. Positions in this classification are also expected to assist with Commission functions regarding test proctoring as and application screening as needed.</p> <p>One Administrative Assistant, who support the office and the Director of Classified Human Resources.</p>

	\$10,000 has been added to this line for overtime hours as needed for the upcoming year. This can used for attendance at the PC meetings, attending job fairs outside of regular hours, high onboarding seasons, etc.
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Employee Benefits	Associated with department employees and Personnel Commissioners. All increases in the 3000 accounts are due to increases in insurance and related rates.
3200: PERS	Associated with department employees and Personnel Commissioners.
3300: OASDI/Medicare	Associated with department employees and Personnel Commissioners.
3400: Health & Welfare Benefits	Associated with department employees and Personnel Commissioners.
3500: SUI	Associated with department employees and Personnel Commissioners.
3600: Worker’s Compensation	Associated with department employees and Personnel Commissioners.
3900: Other Benefits	Associated with department employees and Personnel Commissioners.

4300: Materials & Supplies	<p>This account provides funding for all office supplies necessary for the regular office duties of the Commission/Classified Human Resources department. An increase of \$2,500 to support with additional resources for recruitment fairs, new employee orientations, and onboarding.</p> <p>This is also the account that provides for the cost of lunches for interview panel members, which can vary depending on the number of interview panels held over the course of the year.</p>
4400: Non-Capitalized Equipment	Similar to 2024-25, an amount equivalent to approximately two computers has been built into the budget for the 2025-26 year. It is expected that the department will need to replace two computers every year which would put our computers on approximately a 3-year replacement cycle.

5200: Travel & Conference	<p>Personnel Commissioners and staff attend the CSPCA Annual Conference which is a three-day event. The 2025 CSPCA conference with six attendees totaled to about \$17,500 which includes reimbursement for travel and expenses.</p> <p>To date, the Personnel Commission department has not provided structured training or development opportunities for its staff, creating a critical need to invest in resources that will strengthen employee skills, leadership capabilities, and workplace satisfaction. The proposed \$3,000 allocation per team member (total \$21,000) for professional development (conferences or trainings) is essential to support the continuous growth, engagement, and retention of our department's staff.</p>
5300: Dues & Memberships	<p>The department has three ongoing memberships which require annual dues: California School Personnel Commissioners Association (CSPCA) at \$1,100, Personnel Commissioners Association of Southern California (PCASC) at \$100, and \$80 for membership to the Personnel Testing Council of Southern California (PTC-SC) for two staff members at \$40/membership.</p>
5600: Rentals, Leases & Repairs	<p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron). A small amount for repairs has been budgeted in case any are needed on current equipment.</p>

<p>5800: Professional/Consulting Services</p>	<p>This account is used recruitment service expenses. The Commission only uses these services for recruitments which are inherently difficult.</p> <p>An advertising amount of \$10,000 has been allotted for difficult to fill positions.</p> <p>Other recruitment expenses include \$3,000 for graphic orders for flyers, copies, and publication charges.</p> <p>In case it is necessary, an amount of \$10,000 is in place for legal expenses where a conflict of interest is declared between the District and the Commission. In these instances, the Commission would need to retain its own representation. It is hoped and anticipated that these funds will not be used and will be returned to the District’s general fund at the close of the fiscal year.</p> <p>Contracted testing includes \$5,600 for a new system called Test Genius, which allows the department to provide online testing and proctoring. This system will revamp the amount of time spent on scheduling, setting up rooms, and scoring exams.</p> <p>An amount of \$20,300 is included in the budget for the NeoGov Insight Applicant Tracking System, and \$2,700 for Cooperative Organization for the Development of Employee Selection Procedures (CODESP).</p> <p>An amount of \$2,000 has been added to the account for any other contracted services need that may come up in the next year.</p>
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New Hires

Apodaca, Dolores R	Child Nutrition Worker, Child Nutrition Services - Itinerant 5 hrs./185 days	04/22/2025
Angeles Ramirez, Alicia S	Child Nutrition Worker, Child Nutrition Services - Itinerant 5 hrs./185 days	04/23/2025
Bennett, Mark B	Director of Facilities, Facilities 8hrs./261 days	04/28/2025
Carpinteyro, Julissa A	Office Assistant II, Brekke School 8 hrs./203 days	03/21/2025
Colmenero, Ashley N	Office Assistant II, Chavez/Lemonwood Schools 8 hrs./203 days	03/21/2025
Cuellar, Itzanamei	Paraeducator – Special Education, Pupil Services - Itinerant 5.75 hrs./183 days	03/24/2025
Fernandez Lemus, Maria	Transportation Driver, Transportation Department 8 hrs./183 days	03/28/2025
Gonzalez, Anahi	Health Care Technician, Pupil Services 8 hrs./183 days	04/01/2025
Gonzalez, Giancarlo	Technology Services Technician, Information Technology 8 hrs./221 days	04/21/2025
Jabat, Marie A	Office Assistant II, Curren School 8 hrs./203 days	03/21/2025
Ibarra Diaz, Pamela G	Office Assistant II, McAuliffe/McKinna Schools 8 hrs./203 days	03/21/2025
Lavigne-Westerholm, Genevieve	Paraeducator – Special Education, Ritchen School 5.75 hrs./183 days	04/01/2025
Lopez, Roxanne V	Office Assistant II, Fremont School 8 hrs./203 days	03/21/2025
Love, Margaret A	Office Assistant II, Ritchen School 8 hrs./203 days	03/21/2025
Marquez, Miguel De Jesus	Paraeducator – General Education, McAuliffe School 6 hrs./183 days	04/01/2025
Marrufo, Claudia	Child Nutrition Worker, Lopez School 5 hrs./185 days	04/22/2025
Martinez, Karina	Child Nutrition Worker, Child Nutrition Services - Itinerant 5.5 hrs./185 days	04/22/2025
Martinez Valencia, Alberto	Transportation Driver, Transportation 8 hrs./183 days	03/21/2025
Montano, Sergio	Office Assistant II, Rose Avenue School 8 hrs./203 days	03/21/2025
Peraza, Itzel A	Office Assistant II, Frank School 8 hrs./203 days	03/21/2025
Quintana, Natalie C	Office Assistant II, Harrington School 8 hrs./203 days	03/21/2025
Rangel, Serena R	Paraeducator – General Education, Pupil Services- Itinerant 5.75 hrs./183 days	04/22/2025
Shauer, Morgan L	Child Nutrition Worker, Child Nutrition Services - Itinerant 5 hrs./185 days	05/05/2025
Torres, David J	Paraeducator – Special Education, Pupil Services- Itinerant 5.75 hrs./183 days	03/17/2025
Trinh, Think N	Technology Services Technician, Information Technology 8 hrs./221 days	04/23/2025

Limited Term/Substitutes

Alvarado, Bryan	Campus Assistant (Substitute)	03/17/2025
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Burciaga, Angel R	Custodian (Substitute)	04/16/2025
<u>Limited Term/Substitutes (cont)</u>		
Burciaga, Angel R	Grounds and Maintenance (Substitute)	04/16/2025
Burciaga, Angel R	Warehouse (Substitute)	04/16/2025
Campa, Ramiro D	Paraeducator (Substitute)	04/07/2025
Campa, Ramiro D	Custodian (Substitute)	04/07/2025
Casimiro, Maithe Z	Campus Assistant (Substitute)	03/20/2025
Ceballos, Isaiah G	Campus Assistant (Substitute)	03/24/2025
Chavez, Daniel	Clerical (Substitute)	03/18/2025
Cordoba, Jacob E	Paraeducator (Substitute)	04/09/2025
Cordoba, Jacob E	Custodian (Substitute)	04/09/2025
Davila, Leilani	Paraeducator (Substitute)	04/16/2025
Escobar, Cassandra	Campus Assistant (Substitute)	04/01/2025
Garcia, Susana N	Campus Assistant (Substitute)	03/20/2025
Gomez, Alissa E	Campus Assistant (Substitute)	03/17/2025
Lavigne-Westerholm, Genevieve	Paraeducator (Substitute)	03/26/2025
Lucio, Destiny	Campus Assistant (Substitute)	04/03/2025
Morales Morales, Maria G	Custodian (Substitute)	04/08/2025
Morales Morales, Maria G	Ground and Maintenance (Substitute)	04/08/2025
Morales Morales, Maria G	Warehouse (Substitute)	04/08/2025
Murillo, Heidye A	Campus Assistant (Substitute)	03/17/2025
Olavarrieta, Nancy	Campus Assistant (Substitute)	03/17/2025
Saucedo, Isaac	Custodian (Substitute)	04/10/2025
Vazquez Guzman, Salvador	Paraeducator (Substitute)	04/14/2025
Zavala, Gloria E	Campus Assistant (Substitute)	03/17/2025

Promotions

Tellez, Cristina V	Office Assistant II, Marina West School 8 hrs./203 days Paraeducator II, Marina West School 5.75 hrs./183 days	03/21/2025
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Transfers

Arteaga, Vanessa M	Paraeducator – Special Education, Ritche School 8 hrs./183 days	03/24/2025
Hernandez, Brian C	Custodian, McKinna School 8 hrs./245 days	04/14/2025
Marron, Cesar	Custodian, Lemonwood School 8 hrs./245 days	03/31/2025
Zufolo, Tess D	Paraeducator – Special Education, Special Education Department 8 hrs./183 days	04/01/2025

Termination

12399	Facilities Department 8 hrs./245 days	03/05/2025
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Resignations

Narog, Emily G	Mental Health Clinician, Pupil Services	05/02/2025
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8 hrs./221 days

Resignations (cont.)

Reyes, Miguel A

Paraeducator – General Education, Lemonwood School
6 hrs./183 days

04/04/2025

Retirement

Bañales, Ismael M

Instructional Assistant SH, Ritchen School
8 hrs./183 days

01/10/2025

Johnson, Anthony J

Accounting Specialist III, Budget and Finance
8hrs./245 days

04/30/2025