

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
SPECIAL MEETING
Tuesday, May 13, 2025

3:30 p.m. Special Meeting
Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

SPECIAL 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

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 Public Hearing on Budget for Fiscal Year 2025-2026 (Pages 3-9)

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

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

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

E.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:

- Public Employee Evaluation: Director, Classified Human Resources.

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

The Commission will report on any action taken in closed session.

Section F: CLOSED SESSION

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

Section G: ADJOURNMENT

**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 be 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. An additional \$500 has been added in case of increased costs to the conference.</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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