

# 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, June 12, 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 May 8th and Special meeting on May 13th, 2025 (Pages 4-15)**

## **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 Karen Zambrano-Ruiz, Office Assistant II (Page 16)**

The Personnel Commission will ratify the advanced step placement for Karen Zambrano-Ruiz, Office Assistant II.

### **C.2 Advanced Step Placement for Karla Magaña, Paraeducator Special Education (Page 17)**

The Personnel Commission will ratify the advanced step placement for Karla Magaña, Paraeducator Special Education.

### **C.3 Advanced Step Placement for Adalilia Severiano, Speech Language Pathology Assistant (Page 18)**

The Personnel Commission will ratify the advanced step placement for Adalilia Severiano, Speech Language Pathology Assistant

### **C.4 Advanced Step Placement for Oscar Medina, Information Technology Manager (Page 19)**

The Personnel Commission will ratify the advanced step placement for Oscar Medina, Information Technology Manager

### **C.5 Reclassification - Martha Gutierrez, Secretary (Page 20-21)**

The Personnel Commission will consider the reclassification request submitted by Martha Gutierrez, Secretary

### **C.6 Eligibility Lists (Pages 22-32)**

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 Personnel Actions (Pages 33-35)**

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

**D.2 Report by CSEA**

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

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

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

**D.4 Director's Report**

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

**D.5 Report by Commissioners**

The Commissioners will report on issues concerning Commission administration.

**Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

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

**Section F: CLOSED SESSION**

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

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

- Public Employee Evaluation: Director, Classified Human Resources.

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

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

**Section G: ADJOURNMENT**

# OXNARD SCHOOL DISTRICT

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**THE PERSONNEL COMMISSION**  
**SUPPORTING EDUCATION THROUGH MERIT**

**PERSONNEL COMMISSION MEMBERS**

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

**MINUTES**  
**REGULAR MEETING**  
**Thursday, 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**

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, May 8, 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; Mireya Rosales, Administrative Assistant.

Guests: Dr. Scott Carroll, Assistant Superintendent of Human Resources; Patty Nuñez, Director of Fiscal Services; Maribel Zambrano, Human Resources Technician; Esmeralda Hernandez, Human Resources Technician; Erica Mata, Human Resources Technician.

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

The agenda of Thursday May 8th, 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 April 10, 2025 (Pages 5-11)**

The minutes of April 10, 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 Dolores Apodaca, Child Nutrition Worker (Page 12)**

The Personnel Commission took action to approve the advanced step placement for Dolores Apodaca, Child Nutrition Worker at Step C 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 Claudia Marrufo, Child Nutrition Worker (Page 13)**

The Personnel Commission took action to approve the advanced step placement for Claudia Marrufo, 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.3 Advanced Step Placement for Morgan Shauer, Child Nutrition Worker (Page 14)**

The Personnel Commission took action to approve the advanced step placement for Morgan Shauer, Child Nutrition Worker at Step E of the Child Nutrition Worker 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 Mark Bennett, Director of Facilities (Page 15)**

The Personnel Commission took action to approve the advanced step placement for Mark Bennett, Director of Facilities at Step 3 of the Management Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

**C.5 Advanced Step Placement for Fabiola Morales, Office Assistant II (Page 16)**

The Personnel Commission took action to approve the advanced step placement for Fabiola Morales, Office Assistant II at Step C of the 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.6 Advanced Step Placement for Jacqueline Cho, Office Assistant II (Page 17)**

The Personnel Commission took action to approve the advanced step placement for Jacqueline Cho, Office Assistant II at Step D of the 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.7 Advanced Step Placement for Yvette Peña, Office Assistant II (Page 18)**

The Personnel Commission took action to approve the advanced step placement for Yvette Peña, Office Assistant II at Step E of the 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.8 Advanced Step Placement for Rae Herrera, Office Assistant II (Page 19)**

The Personnel Commission took action to approve the advanced step placement for Rae Herrera, Office Assistant II at Step E of the 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.9 Advanced Step Placement for Marie Antoniette Jabat, Office Assistant II (Page 20)**

The Personnel Commission took action to approve the advanced step placement for Marie Antoniette Jabat, Office Assistant II at Step E of the 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.10 Advanced Step Placement for Margaret Alice Love, Office Assistant II (Page 21)**

The Personnel Commission took action to approve the advanced step placement for Margaret Alice Love, Office Assistant II at Step E of the 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.11 Advanced Step Placement for Laura Ann Tougas, Paraeducator Special Education (Page 22)**

The Personnel Commission took action to approve the advanced step placement for Laura Ann Tougas, Paraeducator Special Education at Step E of the 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.12 Advanced Step Placement for Thinh Trinh, Technology Services Technician (Page 23)**

The Personnel Commission took action to approve the advanced step placement for Thinh Trinh, Technology Services Technician at Step E of the Technology Services Technician 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.13 Eligibility Lists (Pages 24-32)**

The eligibility lists of Office Assistant II, Information Technology Manager, Lead Custodian, Speech Language Pathology Assistant, Music Instructor, Bus Driver, Paraeducator - Special Education, s Material, were approved as presented.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

## **Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

### **D.1 Public Hearing on Budget for Fiscal Year 2025-2026 (Pages 33-39)**

Note to increase the amount for the conference line 5200 by \$500, and discussed the amount set for Human Resources Classified staff to attend trainings.

### **D.2 Personnel Actions (Pages 40-42)**

The Personnel Commission reviewed the Personnel Actions from May 7, 2025.

### **D.3 Report by CSEA**

No Report

### **D.4 Report by Assistant Superintendent, Human Resources**

Dr. Scott Carroll, Assistant Superintendent in the Human Resources department, was happy to announce that CSEA is going through ratification, and if it passes, they will be on the next Board Agenda. He also mentioned that CSEA will have the biggest benefits cap for next year. Dr. Carroll, gave an update on the hiring process for the CBO, congratulated the team on the recruitment and Patty Nunez, Director of Fiscal Services for all the work during this time. He ended by congratulating the Classified Team on their hard work filling positions, and getting the job done.

### **D.5 Director's Report**

Dr. Adalberto Fuentes, Director of Classified Human Resources, shared some numbers and is very optimistic in bringing down the vacancy ratio, his latest report has a 6% vacancy ratio. He is excited about the CBO interviews coming up and happy to have the position filled, very grateful to both Patty Nuñez, Director of Fiscal Services, and David Hubbard, Chief Information Officer, for their support. He mentioned a few job fairs attended by the team, and

shared the benefits of branding the Oxnard School District, along with showing our support for such causes as the Aut2Run event. At one of the fairs Erica Mata, Human Resources Technician, was able to connect with someone at the college, and got information and so a collaboration is forming; the Ventura College has a SLPA program and will be working on helping our staff get a certificate. There was a survey sent out to the classified staff asking what trainings they would be interested in, and they are working on providing them. An invitation was shared to the Commissioners to attend the OSD Creates at Oxnard College on May 29th, and also the New Employee Orientation on June 11th.

#### **D.6 Report by Commissioners**

Commissioner Denis O'Leary did not have anything to report.

Commissioner Ernest Morrison reflected on the year we have had and said it's extremely gratifying and the team work is reflected.

Commissioner Paul Robinson believes the more training given, less stress, and better prepared to help our staff. He mentioned he is also looking forward to the Retiree Celebration in June.

### **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 4:49 p.m.

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

The Commission reconvened at 5:40 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 5:41 pm.

Mover: Denis O'Leary

Secunder: Ernest Morrison

Moved To: Adjourn

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

Motion Result: Passed

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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 May 8, 2025.

Signed:

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Chair of the Personnel Commission

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**PERSONNEL COMMISSION MEMBERS**

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

**MINUTES**  
**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**

The Personnel Commission of the Oxnard School District met for a special meeting on Tuesday, May 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 4:32 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; Mireya Rosales, Administrative Assistant  
Guests: Dr. Scott Carroll, Assistant Superintendent of Human Resources; Ilene Poland CSEA, CNS Representative; Maribel Zambrano, Human Resources Technician; Esmeralda Hernandez, Human Resources

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

The agenda for Tuesday, May 13th, 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

## **Section B: COMMENTS BY THE PUBLIC**

Maribel Zambrano, and Esmeralda Hernandez, both Human Resources Technicians, wanted to thank the consideration for the money allocated for conferences.

## **Section C: ACTION ITEMS**

### **C.1 Adoption Hearing on Budget for Fiscal Year 2025-2026 (Pages 3-9)**

The Personnel Commission approved the proposed Budget for Fiscal Year 2025-2026 as amended  
Mover: Denis O'Leary  
Seconder: Ernest Morrison  
Moved To: Adopt  
Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary  
Motion Result: Passed

**Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

**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 closed session at 3:49 p.m.

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

The Commission reconvened at 4:17 p.m. into open session and reported no action was taken in closed session.

**Section G: ADJOURNMENT**

There being no further business, the Commission adjourned at 6:07 p.m.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Adjourn

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

Motion Result: Passed

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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 Special Meeting of May 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:** June 12, 2025

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

### **Advanced Step Placement for Karen Zambrano-Ruiz, Office Assistant II**

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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 an Office Assistant II position. Karen Zambrano-Ruiz 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: 10 years of related experience.
- Education: High School Diploma.

The minimum qualifications for the classification are:

- Experience: One year of clerical experience.
- Education: Graduation from high school or equivalent.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step E of the Office Assistant II classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** June 12, 2025

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

### **Advanced Step Placement for Karla Magaña, 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. Karla Magana 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: About 4 years of experience as a behavior technician.
- Education: Bachelor's Degree in psychology; working on her 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 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:** June 12, 2025

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

### **Advanced Step Placement for Adalilia Severiano, Speech Language Pathology Assistant**

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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 of Speech Language Pathology Assistant in the Special Education department. Adalilia Severiano 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: A month of experience working as a SLPA trainee and 3 years of experience as a Special Education Paraeducator.
- License and Certificates: Certified Speech-Language Pathology And Audiology And Hearing Aid Dispensers Board of the California Department of Consumer Affairs.
- This would be considered a hard to fill recruitment.

The minimum qualifications for the classification are:

- Experience: Six months of experience working with individuals with speech and language disabilities in a structured environment is desired.
- License and Certificates: Speech-Language Pathology Assistant License through the Speech-Language Pathology & Audiology & Hearing Aid Dispensers Board of the California Department of Consumer Affairs.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of Speech Language Pathology Assistant classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** June 12, 2025

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

### **Advanced Step Placement for Oscar Medina, Information Technology Manager**

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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 Information Technology department for the Information Technology Manager position. Oscar Medina 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 12 years of IT experience including 4 years in a management role.
- Education: Master's degree in Information Technology Management.

The minimum qualifications for the classification are:

- Experience: Four years of experience in the support of infrastructure/system, including independent analysis and evaluation of information technology solutions, preferably in a public agency. At least one year in a lead, supervisory or management capacity.
- Education: A Bachelor's degree with major coursework in Computer Information Systems/Computer Science, Management Information Systems, or closely related field.

### **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:** June 12, 2025

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

### **Reclassification - Martha Gutierrez, Secretary**

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Martha Gutierrez, currently classified as a Secretary in the Transportation Department, submitted a reclassification request for consideration to the Administrative Assistant classification. As part of the standard process, she completed the Position Classification Questionnaire on March 28, 2025. Her supervisor, Rita Galvan, completed the supervisor section on April 11, 2025. Ms. Gutierrez has served as a Secretary since 2019 and reports a gradual accretion of higher-level duties occurred between 2019 and 2021, which she has continued to perform since then.

Following submission, the Director of Classified Human Resources proceeded with the following activities:

- Review of the Position Classification Questionnaire
- Interview with the supervisor to validate and clarify job functions
- Job description analysis comparing current duties with both Secretary and Administrative Assistant classifications
- Desk audit with the Ms. Gutierrez on May 15, 2025, to verify the performance of duties
- Review analysis with David Hubbard, Chief Information Officer, currently working out of classification for the Assistant Superintendent of Business & Fiscal Services
- Review analysis with Superintendent, Dr. Ana DeGenna

The Director of Classified Human Resources determined that the nature of Mrs. Gutierrez duties – particularly those involving independent coordination of interdepartmental operations, budget documentation, program oversight, and executive-level scheduling – demonstrate a scope and complexity beyond the expectations of the Secretary role.

### **FISCAL IMPACT:**

The total fiscal impact is \$9,045.64 including fringe benefits.

### **RECOMMENDATION:**

Based on the analysis of job functions and classification standards, staff recommends that the Personnel Commission approve the reclassification of Ms. Gutierrez from Secretary (Range 13) to Administrative Assistant (Range 17) on the Classified Salary Schedule. The duties currently performed reflect broader

scope, complexity, and autonomy than those described in the Secretary classification and are consistent with the responsibilities outlined in the Administrative Assistant classification.

Recruitment Type: Dual Certification

Eligibility List No. 24-25:101

Director's Certification:

Established: 5/9/2025



## Outreach Specialist

Rank	Candidate ID	Expiration Date
1	26824289 (B)	5/9/2026
2	3233278 (B)	5/9/2026
3	48202166 (B)	5/9/2026
4	47364132 (B)	5/9/2026
5	43834914 (B)	5/9/2026
6	62082905 (B)	5/9/2026
7	3308437 (B)	5/9/2026
7	43769614 (B)	5/9/2026
8	56837923 (B)	5/9/2026
9	27067212 (B)	5/9/2026
10	38436991 (B)	5/9/2026
11	42819392 (B)	5/9/2026

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: Promotional/Open

Eligibility List No. 23-24:162

Director's Certification:

24-25:107

Established: 5/2/2026



## Attendance Accounting Technician

Rank	Name	Expiration Date
<b>Promotional</b>		
1	26691985 (B)	6/4/2025
2	40534287 (B)	5/2/2026
3	43262667 (B)	5/2/2026
<b>Open</b>		
1	43621200 (B)	5/2/2026
2	50678619 (B)	6/4/2025
3	55463573 (B)	5/2/2026
3	21887411 (B)	5/2/2026
3	26817508 (B)	5/2/2026
4	57925786 (B)	5/2/2026
5	29611823 (B)	6/4/2025
6	60874814 (B)	5/2/2026
7	23935918 (B)	5/2/2026
8	49579671 (B)	5/2/2026
8	50593204 (B)	5/2/2026
8	9823251 (B)	5/2/2026

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	52942637 (B)	5/2/2026
9	55035448 (B)	5/2/2026
9	50393839 (B)	5/2/2026
10	52428613 (B)	5/2/2026
11	41819533 (B)	5/2/2026
12	37899801 (B)	5/2/2026

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. 24-25:110;  
 24-25-106; 24-25: 94;  
 24-25:74  
 Established: 5/5/2025

### Paraeducator Special Education

Rank	Name	Expiration Date
1	62356680	5/5/2026
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	62364241	5/5/2026
4	56788185	4/16/2026
4	44557619	5/5/2026
5	5534748	4/16/2026
6	46196158	4/16/2026
7	62125235	5/5/2026
7	50108242	4/16/2026
7	59039169	4/16/2026
7	50183496	3/21/2026
8	29175285	3/21/2026

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**OXNARD SCHOOL DISTRICT****PERSONNEL COMMISSION**

8	39304501	4/16/2026
8	49597670	4/16/2026
8	25894979	5/5/2026
8	62087891	4/16/2026
9	26379513	4/16/2026
9	50827204	5/5/2026
9	58486396	4/16/2026
10	59861485	4/16/2026
10	50700222	5/5/2026
10	39732534	4/16/2026
11	50715126	2/20/2026
11	60750850	4/16/2026

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Recruitment Type: Dual Certification

Eligibility List No.23-24:166;

Director's Certification:

23-24:66

Established: 5/6/2025



## Accounting Specialist III

Rank	Candidate ID:	Expiration Date
1	57637704	5/29/2025
2	52151035	5/6/2026
3	21582793	5/29/2025
3	57004839	5/29/2025
4	26528189	5/29/2025
5	8046062	5/29/2025
5	5346450	5/29/2025
6	10572293	5/29/2025
7	56873751	5/29/2025
8	57469767	5/6/2026

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: Promotional/Open

Director's Certification:



Eligibility List No. 24-25:112;

24-25:99

Established: 5/6/2025

### Facilities Materials Specialist

Rank	Name	Expiration Date
Promotional		
1	51834610	3/27/2026
2	6946533	3/27/2026
Open		
1	37461639	5/6/2026
2	62337587	5/6/2026
3	2326819	5/6/2026

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 24-25:124;  
24-25:103; 24-25: 93;  
Established: 5/27/2025

**Bus Driver**

<b>Rank</b>	<b>Candidate ID:</b>	<b>Expiration Date</b>
1	20294998	5/27/2026
2	50478434	2/6/2026
3	21150258	3/7/2026
4	62853902	5/28/2025
5	62118502	4/24/2026

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Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 24-25:114;  
24-25:79; 24-25:12  
Established: 5/14/2025

### After School Program Site Coordinator

Rank	Candidate ID	Expiration Date
1	61690438	5/14/2026
2	29641371	3/12/2026
3	62432160	5/14/2026
4	52479190	5/14/2026
5	47272268	5/14/2026
6	49431145	5/14/2026
7	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.:24-25:96;

23-24:148

Established: 5/7/2025

### 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	62494521	5/7/2026
3	50926345	5/17/2025
3	21416147	5/7/206
3	20512174	1/27/2026

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Recruitment Type: Dual Certification

Eligibility List No. 24-25:116;  
24-25:61

Director's Certification:

Established: 5/23/2025



**Custodian**

<b>Rank</b>	<b>Candidate ID</b>	<b>Expiration Date</b>
1	9834750	5/23/2026
2	35737692	5/23/2026
2	48337799	12/18/2025
3	62619402	5/23/2026
4	1029123	5/23/2026
4	14599085	5/23/2026
5	43763139	12/18/2025
6	53549467	5/23/2026
6	43366321	5/23/2026
7	25964517	12/18/2025
7	60427432	12/18/2025
8	50541729	12/18/2025
8	60214613	12/18/2025
9	55092144	12/18/2025
10	51273110	12/18/2025
11	48244445	12/18/2025
12	48303119	12/18/2025
12	60526783	12/18/2025

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**New Hires**

Ceballos, Isaiah G	Campus Assistant, Marshall School 5.75 hrs./180 days	04/22/2025
Cervantes, Deysi	Paraeducator – Special Education, McAuliffe School 5.75 hrs./183 days	05/01/2025
Conchas Fernandez, Patricia	Campus Assistant, Lopez Academy 4 hrs./180 days	04/22/2025
Cortez, Citllali C	Paraeducator – General Education, Chavez School 6 hrs./183 days	04/22/2025
DeWitt, Joy N	Paraeducator – Special Education, Lopez Academy 5.75 hrs./183 days	04/28/2025
Gonzalez Lopez, Alma L	Health Care Technician, Ritchen School 7 hrs./183 days	04/22/2025
Lopez Rodriguez, Vivian N	Campus Assistant, Curren School 5.75 hrs./180 days	04/22/2025
Medina Silva, Oscar	Information Technology Manager, Information Technology 8 hrs./245 days	05/19/2025
Navarro, Deysi	Mental Health Manager, Special Education 8 hrs./245 days	05/23/2025
Rodriguez, Leylany	After School Program Site Coordinator, Enrichment and Special Programs, 8 hrs./245 days	05/02/2025
Sotelo, Julian M	Paraeducator – Special Education, Lopez Academy 5.75 hrs./183 days	05/14/2025
Tougas, Laura A	Paraeducator – Special Education, Frank School 5.75 hrs./183 days	04/22/2025

**Limited Term/Substitutes**

Aguñiga, Genesis S	Custodian (Substitute) Grounds and Maintenance (Substitute) Warehouse (Substitute)	04/23/2025 04/23/2025 04/23/2025
Aguirre Morales, Manuel S	Custodian (Substitute) Grounds and Maintenance (Substitute) Warehouse (Substitute)	04/23/2025 04/23/2025 04/23/2025
Bogan, Randi A	Paraeducator (Substitute)	04/22/2025
Dale, Sharon A	Child Nutrition Worker (Substitute)	04/23/2025
Davila, Leilani N	Paraeducator (Substitute)	04/16/2025
Godinez, Riley J	Custodian (Substitute) Grounds and Maintenance (Substitute) Warehouse (Substitute)	04/23/2025 04/23/2025 04/23/2025
Gonzalez Lopez, Anacelia	Custodian (Substitute) Grounds and Maintenance (Substitute) Warehouse (Substitute)	04/23/2025 04/23/2025 04/23/2025
Lopez, Osmar M	Paraeducator (Substitute)	04/22/2025
Lopez, Veronica A	Clerical (Substitute)	04/29/2025
Magana, Jaqueline	Child Nutrition Worker (Substitute)	04/23/2025
Mallama Zuleta, Angelina	Custodian (Substitute) Grounds and Maintenance (Substitute) Warehouse (Substitute)	04/23/2025 04/23/2025 04/23/2025
Moricz, Anna	Paraeducator (Substitute)	04/22/2025
Pastrano, Danny L	Custodian (Substitute) Grounds and Maintenance (Substitute) Warehouse (Substitute)	04/23/2025 04/23/2025 04/23/2025

Perez, Aiden N	Custodian (Substitute)	04/23/2025
	Grounds and Maintenance (Substitute)	04/23/2025
	Warehouse (Substitute)	04/23/2025
Perez, Ivan A	Custodian (Substitute)	04/23/2025
	Grounds and Maintenance (Substitute)	04/23/2025
	Warehouse (Substitute)	04/23/2025
Quintanilla, Fernanda I	Paraeducator (Substitute)	04/22/2025
Santana, Angelina A	Paraeducator (Substitute)	04/30/2025
Tapia, Melissa R	Paraeducator (Substitute)	04/28/2025
Tran, Raymond	Paraeducator (Substitute)	04/22/2025
Winter, Jadzia	Music Instructor (Substitute)	04/22/2025

**Promotions**

Moreno Jr. Nick	Lead Custodian, Soria School	05/12/2025
	8 hrs./245 days	
	Custodian, Lemonwood School	
	8 hrs./245 days	

**Transfers**

Homokay, Rebekah J	Paraeducator – Special Education, Brekke School	04/22/2025
	5.75 hrs./183 days	
Partida, Terrie A	Paraeducator – Special Education, Marina West School	05/08/2025
	5.75 hrs./183 days	
Robles, Nathalie	Paraeducator – Special Education, Chavez School	04/22/2025
	5.75 hrs./183 days	

**Voluntary Demotion**

Garcia, Ignacio O	Paraeducator – General Education, Lemonwood School	05/05/2025
	6 hrs./183 days	

**Termination**

13066	Custodian	04/25/2025
	5 hrs./245 days	

**Resignations**

Bales, Valentina	Paraeducator – General Education, Ramona School	05/09/2025
	6 hrs./183 days	
Boyzo, Gabriel P	Campus Assistant, Frank School	04/25/2025
	5.75 hrs./180 days	
Montano, Sergio	Office Assistant II Rose Avenue School	05/16/2025
	8 hrs/ 203 days	
Perez, Alondra T	Campus Assistant, Rose Avenue School	04/23/2025
	5.75 hrs./180 days	
Roman, Fernando A	Maintenance Worker II, Maintenance Department	05/14/2025
	8hrs. 245 days	

**Deceased**

Smith, Aaron C	Custodian, Frank School	04/28/2025
	8 hrs./245 days	

**New Hires**

Ahumada, Gustavo D	Custodian, Elm School 5 hrs./245 days	05/19/2025
Garcia, Alejandro	Paraeducator – Special Education, McAuliffe School 5.75 hrs./183 days	05/14/2025

**Exempt**

Hernandez, Meredith J	AVID Tutor (Substitute)	05/12/2025
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**Limited Term/Substitutes**

Clark, Angela J	Child Nutrition Worker (Substitute)	05/13/2025
Garcia, Isabela	Paraeducator (Substitute)	05/12/2025
Guzman, Richard	Paraeducator (Substitute)	05/05/2025
Luna, Emily A	Paraeducator (Substitute)	05/12/2025
Oseguera, Fabian H	Custodian (Substitute)	04/23/2025
	Grounds and Maintenance (Substitute)	04/23/2025
	Warehouse (Substitute)	04/23/2025
Rodriguez Gonzalez, Ma Irene	Child Nutrition Worker (Substitute)	05/13/2025

**Resignations**

Gonzalez, Anahi	Health Care Technician, Pupil Services 8hrs./ 183 days	05/16/2025
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