

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
BOARDROOM
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, June 12, 2025 - 4:00 P.M.

Anyone wishing to submit written material regarding an item on this agenda must submit it in time to be included with the agenda packet. Anyone wishing to speak regarding an item on this agenda must complete a yellow slip identifying the item and hand it to one of the staff members prior to the start of the meeting.

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on May 8, 2025.

C. APPROVAL OF ORDER OF AGENDA ITEMS

D. PUBLIC COMMENTS

Public comment from the audience on agenda and/or non-agenda items (no action may be taken).

E. REPORTS AND DISCUSSION

1. CSEA Report
2. District Report
3. Director's Report

F. OLD BUSINESS – ACTION OR INFORMATION

None

G. NEW BUSINESS – ACTION OR INFORMATION

- | | |
|--|--------------------|
| 1. Recognition of Retirees: Karen Alamillo, Lalo Alvarado, Lisa Christman, Cynthia Cruz, Helen De Los Santos, Susan Delgadillo, Manny Elizarraraz, Anna Forhan, Lupe Garcia, Joyce Garnica, Sabrina Kohr, Marguerite Lopez, Sonia Medina, Estela Montiel, Bertha Quintana, Miguel Reynoso, Donna Rodriguez, Leticia Salazar, Diana Sandoval, Mercedes Vera, Diane Wren | Information |
| 2. Establishment of New Class – School Farm Specialist <ol style="list-style-type: none">a. Approval of job specification and salary allocation | Action |
| 3. Establishment of New Class – Payroll Technician <ol style="list-style-type: none">b. Approval of job specification and salary allocation | Action |
| 4. Transfer of Human Resources Assistant position | Action |
| 5. Approval of Initial Salary Placement for Specialized Health Care Tech./LVN at Step 5 | Action |

- | | |
|--|--------------------|
| 6. Approval of Initial Salary Placement for Board Certified Behavior Specialist Candidate #1 at Step 5 | Action |
| 7. Approval of Initial Salary Placement for Board Certified Behavior Specialist Candidate #2 at Step 5 | Action |
| 8. Certification of Eligibility Lists: | Action |
| <ul style="list-style-type: none">● ASB Accounting Technician● Board Certified Behavior Analyst● Child Nutrition Services Site Lead-Elementary● Computer Technician● Library/Media Specialist● Resource Services Specialist-P.E.● Specialized Health Care Technician/Licensed Vocational Nurse (LVN) | |
| 9. Personnel Activity Report for May 14, 2025 | Information |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

September 11, 2025

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
Boardroom
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – MAY 8, 2025

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:00 p.m. <u>Commission Members Present:</u> Karen Harrison, Chair Tommie Sanchez-Reyes, Member <u>Commission Member Absent:</u> Jeff Steiger, Vice-Chair <u>Staff Present:</u> Gregg Robinson, Director-Classified Human Resources Sonia Bautista, Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER HARRISON, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER HARRISON, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> No report was provided. <u>District Report</u> No report was provided. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson provided information on the grant set to fund the Community School Outreach Coordinator-Bilingual and Parent Liaison-Bilingual positions; reviewed ongoing heavy recruitment; noted reasonable assurance letters were mailed out; relayed that staff was working on summer school positions; and discussed final layoff letters.

F. OLD BUSINESS 1. Public Hearing Annual Budget 2025/2026 - 2nd Reading - Action	Public Hearing opened at 4:07 p.m. UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. There was some discussion on budget items. THE ITEM WAS APPROVED WITH A 2-0 VOTE. Public Hearing closed at 4:10 p.m.
G. NEW BUSINESS 1. Resolution of Commendation for “Classified School Employee Week” - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER HARRISON , THE RESOLUTION OF COMMENDATION FOR CLASSIFIED SCHOOL EMPLOYEE WEEK WAS OPENED. AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
2. Revision to job specification - Board Certified Behavior Analyst - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. There was an amendment related to the degree type under Education and Experience. THE ITEM WAS APPROVED TO AMEND THE DEGREE TYPE UNDER ‘EDUCATION AND EXPERIENCE’ ON THE JOB DESCRIPTION WITH A 2-0 VOTE.
3. Transfer of Human Resources Assistant position - Information	Information was provided to the Personnel Commission regarding a request from senior administration to transfer one Human Resources Assistant position from the Classified Human Resources Department to the Certificated Human Resources Office.
4. Certification of Eligibility Lists: ● Accounting Technician ● Chief Business Officer ● Child Nutrition Services Assistant I ● Network Technician	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION.. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

5. Personnel Activity Report for April 9, 2025 - Information	Approved by consensus.
H. COMMISSION COMMENTS	None
I. SCHEDULE NEXT REGULAR MEETING	September 11, 2025 at 4:00 p.m.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:30 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, May 8, 2025, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT

Committed to Serving Every Student Every Day

Personnel Commission
Karen Harrison, Chair
Tommie Sanchez-Reyes, Vice-Chair
Jeff Steiger

TO: Personnel Commission

FROM: Gregg Robinson, Director of Human Resources

DATE: June 12, 2025

SUBJECT: ESTABLISHMENT OF SCHOOL FARM SPECIALIST

BACKGROUND:

This classification was developed at the request of the Superintendent to provide operational and instructional support for the District's school farm. The School Farm Specialist position is designed to maintain the daily functions of the farm, including horticulture, animal care, equipment maintenance, and infrastructure repair, while also supporting student-centered learning activities tied to agriculture and Career Technical Education pathways. The position plays a key role in sustaining a safe, educational environment that integrates academic learning with real-world agricultural practices.

RECOMMENDATION

It is recommended that the Personnel Commission approve the establishment of the new classification of School Farm Specialist to support the operation and instructional integration of the District's school farm facility. It is further recommended that the classification be placed at Range 16.00, with a monthly salary range of \$4,627.88 – \$5,620.62. This placement ensures appropriate internal alignment between Grounds Maintenance Worker (Range 14.50) and Skilled Maintenance Worker (Range 18.00), recognizing the unique responsibilities and skill set associated with the position.

Based on a salary study of comparable classifications in Fillmore USD, Clovis USD, Madera USD, and Sierra USD, the proposed maximum salary ranks at the 63rd percentile, supporting a competitive and fiscally responsible salary structure.

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL FARM SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations or designee, perform a variety of duties related to the daily operation, maintenance, and care of the District's school farm; support agriculture-related educational activities and student engagement, including the care, monitoring, and handling of small livestock as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform general maintenance and care of the school farm's facilities, equipment, and grounds including horticulture structures and livestock barns.

Prepare soil and assist with planting, fertilizing, and harvesting crops and trees using manual and mechanical methods.

Apply herbicides and pesticides as directed and in accordance with safety regulations.

Maintain and repair irrigation systems including layout, troubleshooting, and scheduling.

Monitor and maintain garden beds, orchard trees, pasture areas, and landscaped learning zones.

Support student learning experiences on the farm by assisting with field trips, garden demonstrations, and outdoor educational activities under staff supervision.

Operate and maintain tractors, utility vehicles, and other farm-related machinery and equipment. Perform general maintenance of fencing, gates, pathways, and other farm infrastructure.

Maintain records related to irrigation schedules, chemical applications, and animal health, and farm maintenance.

Feed, water, and care for livestock including cattle, sheep, swine, and poultry.

Monitor health and wellbeing of animals; report concerns directly to appropriate staff and assist with animal handling as needed; support the maintenance of clean and sanitary conditions in livestock areas.

OTHER DUTIES:

Assist with organizing materials and preparing areas for farm-related activities and special projects.

Assist staff and students during supervised agricultural activities as assigned.

PC Approved:

June 2025

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods and procedures of farm maintenance, crop care, and horticultural practices.
Maintenance and care of horticultural structures, barns, and storage areas.
Safe operation and routine maintenance of farm equipment and tools.
Planting, irrigation, fertilization, and harvesting techniques.
Basic animal care practices and safe handling of livestock.
Health and safety regulations related to agricultural environments.
Basic recordkeeping methods.
Proper handling and storage of agricultural chemicals.
General facility upkeep methods.

ABILITY TO:

Perform daily operations and maintenance of a school farm facility.
Safely care for and monitor the condition of farm animals.
Operate and maintain a variety of farm tools and equipment.
Follow oral and written instructions.
Support educational activities in a non-instructional capacity.
Maintain accurate records and prepare basic reports.
Communicate effectively and work cooperatively with students, staff, and vendors.
Observe and follow safety procedures and respond appropriately to hazards.
Lift and transport heavy objects and perform manual labor outdoors.
Exercise some independent judgment regarding organization of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience in groundskeeping, landscaping, horticulture, or general farm or ranch operations, including work involving crop cultivation and/or animal care.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.
Exposure to seasonal heat and cold or adverse weather conditions.
Exposure to dust, chemicals, agricultural equipment, and farm animals.
Work near moving machinery and uneven terrain.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Ability to see to read a variety of materials and observe crops and animals.
Hearing and speaking to exchange information.

PC Approved:

June 2025

Lifting and carrying feed or supplies related to animal care.
Bending, reaching, and kneeling to clean pens and care for animals.

HAZARDS:

Working with and around machinery with moving parts.
Exposure to herbicides, pesticides, machinery with moving parts, and unpredictable animal behavior.
Uneven surfaces and outdoor environmental hazards.



**SANTA PAULA UNIFIED
SCHOOL DISTRICT**
Committed to Serving Every Student Every Day

Personnel Commission
Karen Harrison, Chair
Tommie Sanchez-Reyes, Vice-Chair
Jeff Steiger

TO: Personnel Commission

FROM: Gregg Robinson, Director of Human Resources

DATE: June 12, 2025

SUBJECT: ESTABLISHMENT OF PAYROLL TECHNICIAN

BACKGROUND:

This classification was developed at the request of the Chief Business Officer in response to the increasing specialization of payroll responsibilities within the Business Services Department. Historically, the Accounting Technician classification encompassed payroll, purchasing, and general accounting duties with the expectation of cross-training across functional areas. However, over time, payroll has become a distinct area requiring dedicated expertise due to expanded compliance demands, regulatory reporting requirements, and year-round processing deadlines.

The Payroll Technician classification reflects this shift by establishing a standalone role specifically focused on technical payroll functions. The job description was developed using data gathered through a desk audit questionnaire conducted with the current Accounting Technicians assigned to payroll, ensuring alignment with the actual scope of duties performed.

RECOMMENDATION

It is recommended that the Personnel Commission approve the establishment of the new classification of Payroll Technician to support specialized payroll processing across the District. It is further recommended that the classification be placed at Range 17.25, with a monthly salary range of \$4,919.29 – \$5,976.25. This placement maintains direct internal alignment with the Accounting Technician classification, consistent with the role's technical level and scope of responsibility.

According to a salary study of comparable classifications across five regional districts, the proposed maximum salary ranks at the 68th percentile, ensuring a competitive and fiscally responsible compensation structure that accurately reflects the specialized nature of the work.

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Business Services Supervisor or designee, perform a variety of technical payroll duties in the preparation, processing, and maintenance of payroll records; ensure accuracy, timeliness, and compliance with applicable district policies, labor contracts and applicable state and federal regulations; audit, reconcile, and process payroll data; provide information and assistance to employees regarding payroll matters.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prepare and process payroll for classified, certificated, substitute, and temporary employees in accordance with established timelines and procedures; calculate pay for overtime, extra duty, adjustments, garnishments, and other pay factors.

Audit, review, and verify timesheets, leave forms, personnel transactions, and payroll documentation to ensure accuracy and compliance with applicable rules, contracts, and regulations.

Maintain, audit, and update employee payroll records including tax status, retirement contributions, direct deposits, and voluntary deductions; input and verify payroll data in the payroll system.

Monitor and post employee leave balances and adjustments; ensure accurate reporting of sick leave, vacation, and other absences in the payroll system.

Prepare, reconcile, and submit payroll-related reports and data to outside agencies such as STRS, PERS, and the County Office of Education; ensure timely and accurate filing of required information.

Respond to employee inquiries regarding payroll matters including earnings, deductions, leave balances, and retirement contributions; research and resolve discrepancies and errors in a timely manner.

Coordinate with Human Resources and site personnel to obtain and verify information related to new hires, separations, and employee status changes affecting payroll.

Reconcile payroll registers and distribution reports; verify the accuracy of payroll fund allocations and assist with payroll journal entries as directed.

Assist with year-end payroll processing including the preparation of W-2 forms and process corrections as needed.

PC Approved:

June 2025

Assist with processing off-cycle checks, corrections, and manual payments as needed.

Maintain payroll-related records and files in accordance with retention schedules and audit requirements.

OTHER DUTIES:

Support the implementation of payroll software updates and conduct testing of new system functionalities.

Provide clerical assistance in compiling data for audits or special payroll reviews.

Assist in researching prior payroll records for internal or external requests.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, and terminology used in technical payroll processing.

Financial and statistical record-keeping techniques.

Applicable federal and state payroll laws and regulations.

District policies and bargaining unit agreements related to payroll.

Data control procedures and data entry operations.

Modern office practices, procedures, and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

Mathematic computations.

ABILITY TO:

Perform a variety of technical payroll duties to process and maintain payroll records.

Maintain accurate financial and statistical payroll records.

Audit, review, and reconcile payroll data and reports.

Calculate and verify earnings, deductions, and benefits.

Understand and apply applicable payroll rules, laws, and procedures.

Operate standard office equipment including a computer and assigned software.

Perform accurate mathematical computations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize tasks, manage time effectively, and meet established deadlines.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent supplemented by college-level course work in accounting or related field and three years of increasingly responsible clerical payroll or

PC Approved:

June 2025

accounting experience, preferably in a school district or other public agency.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Ability to see to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 29, 2025

TO: PERSONNEL COMMISSION
FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the ASB Accounting Technician List has been completed.

Recruitment type:	<u>Open and Promotional</u>
Number of District employees that applied	02

Number of Applications	20
Number of Applicants Passing Screening	13
Number of Applicants Passing Written Examination	08
Number of Applicants Passing Qualification Interview	07
Number of Applicants to be Certified	07

It is recommended that the Eligibility List for ASB Accounting Technician be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 29, 2025

TO: PERSONNEL COMMISSION
FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Board Certified Behavior Analyst** List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 04

Number of Applicants Passing Screening 04

Number of Applicants Passing Qualification Interview 04

Number of Applicants to be Certified 04

It is recommended that the Eligibility List for **Board Certified Behavior Analyst** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 29, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Child Nutrition Services Site Lead - Elementary** List has been completed.

Recruitment type: Promotional Only

Number of District employees that applied 07

Number of Applications 07

Number of Applicants Passing Screening 07

Number of Applicants Passing Qualification Interview 06

Number of Applicants to be Certified 06

It is recommended that the Eligibility List for **Child Nutrition Services Site Lead - Elementary** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 28, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Computer Technician** List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	02
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Number of Applications	27
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Number of Applicants Passing Screening	19
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Number of Applicants Passing Written Examination	13
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Number of Applicants Passing Qualification Interview	11
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Number of Applicants to be Certified	11
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It is recommended that the Eligibility List for **Computer Technician** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 16, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Library/Media Specialist** List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 09

Number of Applications 29

Number of Applicants Passing Screening 19

Number of Applicants Passing Written Examination 12

Number of Applicants Passing Qualification Interview 09

Number of Applicants to be Certified 09

It is recommended that the Eligibility List for **Library/Media Specialist** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 8, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Resource Services Specialist-P.E.** List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	01
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Number of Applications	03
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Number of Applicants Passing Screening	01
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Number of Applicants Passing Qualification Interview	01
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Number of Applicants to be Certified	01
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It is recommended that the Eligibility List for **Resource Services Specialist-P.E.** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 14, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Specialized Health Care Technician/LVN** List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 07

Number of Applicants Passing Screening 03

Number of Applicants Passing Qualification Interview 01

Number of Applicants to be Certified 01

It is recommended that the Eligibility List for **Specialized Health Care Technician/LVN** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

MAY 14, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTION

Daniel Cancino	D.O.	Network Technician	8.0/day	05/06/25
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PROBATIONARY ASSIGNMENTS

Maria G. Rodriguez	Webster	Instructional Asst.-ESN	5.5/day	04/07/25
Junaid Badshah	D.O.	Human Resources Asst.-Cert.	8.0/day	04/28/25
Annalilia Fonseca	D.O	Accounting Technician	8.0/day	04/28/25
Alletta Kriak	D.O.	Executive Asst. (Confidential)	8.0/day	04/28/25

EXHAUSTION OF ALL PAID LEAVES

Lizette Salgado	Glen City	Instructional Asst.-Bil.	3.0/day	04/08/25
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SUBSTITUTES

Elizabeth Tellez		Instructional Asst.		03/21/25
Fernando Galindo		AVID Tutor		03/27/25
Karina Aspera		Clerical		04/25/25

STUDENT WORKERS

Elizabeth Murillo-Gonzalez				04/14/25
Emilia Hernandez				04/23/25
Jordana Vargas				04/23/25
Haku Rodriguez				04/23/25