

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, October 9, 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 September 11, 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. Certification of Eligibility Lists:

Action

- After School Program Leader
- Campus Security Officer
- Campus Supervision Assistant
- Child Nutrition Services Assistant II
- Instructional Assistant-After School Program
- Substitute Placement Clerk

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

November 13, 2025

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – SEPTEMBER 11, 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> Vanessa Hernandez, CSEA President Ms. Hernandez thanked Commissioner Sanchez-Reyes for attending the CSEA meeting last June recognizing classified employee retirees. Ms. Hernandez also provided information as to CSEA's activities including collective bargaining agreement surveys, executive board elections and retirement information sessions. <u>District Report</u> No report provided. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson outlined the summer school work performed by staff, the eligibility lists established to fill various positions for the new school year, current recruitments, and noted congratulations to Gabby Hernandez, our former substitute placement clerk as she was promoted to School Administrative Assistant I.

F. OLD BUSINESS	None
G. NEW BUSINESS 1. Establishment of New Class - Mental Health Supervisor - a. Approval of job specification and salary allocation - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. There was discussion among the Commissioners and the Director regarding the new position and the proposed allocated salary. THE ITEM WAS APPROVED WITH A 2-0 VOTE AND TO APPROVE THE JOB DESCRIPTION AND ALLOCATE THE SALARY RANGE TO 324 ON THE CLASSIFIED MANAGEMENT SALARY SCHEDULE.
2. Certification of Eligibility Lists: ● Community Schools Outreach Coordinator -Bilingual ● Director-Budget & Finance ● Early Education Teacher ● Instructional Assistant - Extensive Support Needs ● Instructional Assistant - Special Education ● Office Assistant ● Payroll Technician ● Preschool Coordinator ● School Administrative Assistant I ● School Office Assistant ● Senior Accountant ● Student Store Clerk - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
3. Personnel Activity Reports for June 11, July 30, and August 27, 2025 - Information	Approved by consensus.
H. COMMISSION COMMENTS	Commissioners credited HR staff for their work.
I. SCHEDULE NEXT REGULAR MEETING	October 9, 2025 at 4:00 p.m.

J. CONVENE TO CLOSED SESSION PUBLIC EMPLOYEE PERFORMANCE EVALUATION G.C. 54954.5, 54957	The meeting convened to closed session at 4:23 p.m.
K. RECONVENE TO PUBLIC SESSION	The meeting reconvened to public session at 4:40 p.m.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:40 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, September 11, 2025, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 9, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the After School Program Leader Eligibility List has been completed.

Recruitment type:	<u>Promotional Only</u>
Number of District employees that applied	05

Number of Applications	05
Number of Applicants Passing Screening	03
Number of Applicants Passing Qualification Interview	02
Number of Applicants to be Certified	02

It is recommended that the Eligibility List for After School Program Leader be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 3, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Campus Security Officer Eligibility 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	24
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Number of Applicants Passing Screening	11
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Number of Applicants Passing Written Examination	06
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Number of Applicants Passing Qualification Interview	05
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Number of Applicants to be Certified	05
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It is recommended that the Eligibility List for Campus Security Officer be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 25, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Campus Supervision Assistant** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 44

Number of Applicants Passing Screening 38

Number of Applicants Passing Written/Qualification 22

Number of Applicants to be Certified 22

It is recommended that the Eligibility List for **Campus Supervision Assistant** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 22, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Child Nutrition Services Assistant II** Eligibility List has been completed.

Recruitment type:	<u>Promotional Only</u>
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Number of District employees that applied	03
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Number of Applications	04
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Number of Applicants Passing Screening	03
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Number of Applicants Passing Qualification Interview	03
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Number of Applicants to be Certified	03
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It is recommended that the Eligibility List for **Child Nutrition Services Assistant II** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 1, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-After School Program** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	03
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Number of Applications	40
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Number of Applicants Passing Screening	27
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Number of Applicants Passing Written/ESSA	24
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Number of Applicants Passing Qualification Interview	12
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Number of Applicants to be Certified	12
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It is recommended that the Eligibility List for **Instructional Assistant-After School Program** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 16, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Substitute Placement Clerk (Bilingual) Eligibility 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	26
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Number of Applicants Passing Screening	22
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Number of Applicants Passing Written	09
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Number of Applicants Passing Qualification Interview	07
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Number of Applicants to be Certified	07
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It is recommended that the Eligibility List for Substitute Placement Clerk (Bilingual) be certified as presented.