

# 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, October 9, 2025**

**3:30 p.m. Regular Meeting**  
**Board 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 Roll Call**

### **A.2 Call Meeting To Order**

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

### **A.4 Approval of Minutes for September 11th, 2025 meeting (Pages 5-12)**

## **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 Appointment of Joint Commissioner (page 13)**

The Personnel Commission will take action to reappoint Commissioner Paul Robinson, pursuant to Personnel Commission Rules & Regulations 20.100.1.

### **C.2 Advanced Step Placement for Jonathan Flores, Irrigation Specialist (Page 14)**

The Personnel Commission will ratify the advanced step placement for Jonathan Flores, Irrigation Specialist

### **C.3 Advanced Step Placement for Gildardo Baltazar Montes, Paraeducator General Education (Page 15)**

The Personnel Commission will ratify the advanced step placement for Gildardo Baltazar Montes, Paraeducator General Education

### **C.4 Advanced Step Placement for Jennie Castro, Paraeducator General Education (Page 16)**

The Personnel Commission will ratify the advanced step placement for Jennie Castro, Paraeducator General Education

### **C.5 Advanced Step Placement for Paola Villegas, Paraeducator General Education (Page 17)**

The Personnel Commission will ratify the advanced step placement for Paola Villegas, Paraeducator General Education

### **C.6 Advanced Step Placement for Grecia Ledesma, Speech Language Pathology Assistant (Page 18)**

The Personnel Commission will ratify the advanced step placement for Grecia Ledesma, Speech Language Pathology Assistant

### **C.7 New Classification - District Chef (Pages 19-25)**

The Personnel Commission will consider the New Classification - District Chef

### **C.8 The Personnel Commission will review revision on Rule 60.100.2 - Duration of**

**Probationary (Second Reading) (Page 26-28)**

The Personnel Commission will review revision on Rule 60.100.2 - Duration of Probationary (Second Reading)

**C.9 Classification Group Placement - District Translator (Pages 29-33)**

The Personnel Commission will consider the Classification Group Placement - District Translator

**C.10 Annual Report 2024 - 2025 (page 34)**

The Personnel Commission will consider approving the annual report for the 2024-2025 Fiscal Year, pursuant to Personnel Commission Rules & Regulations 20.400.3.

**C.11 Eligibility Lists (Pages 35-39)**

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 (Page 40-45)**

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

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, September 11, 2025**

**3:30 p.m. Regular Meeting**  
**Board 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, September 11, 2025 in the Board 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; Jena Becker, Human Resources Analyst; Mireya Rosales, Administrative Assistant

Guests: Dr. Scott Carroll, Assistant Superintendent of Human Resources; Allison Cordes, Director of Certificated Human Resources; Jason Corona, Director of Child Nutrition Services; Luisa Muñoz, Child Nutrition Worker; Ritchel Schultz, Health Care Technician; Victor Centeno, CSEA President; Jerry Tejada, CSEA Vice President , Ilene Poland, Child Nutrition Services Representative

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

The agenda of Thursday September 11, 2025 was adopted with the correction on item C.10 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 for August 14th, 2025 meeting (Pages 5-12)**

The minutes for August 14th, 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 Ashley Ayala, After School Program Site Coordinator (Page 13)**

The Personnel Commission took action to approve the advanced step placement for Ashley Ayala, After School Program Site Coordinator at Step C of After School Program Site Coordinator 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.2 Advanced Step Placement for Soledad Cruz Ramos, After School Program Site Coordinator (Page 14)**

The Personnel Commission took action to approve the advanced step placement for Soledad Cruz Ramos, After School Program Site Coordinator at Step C of After School Program Site Coordinator 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 Ritichel Schultz, Health Care Technician (Page 15)**

The Personnel Commission took action to approve the advanced step placement for Ritichel Schultz, Health Care Technician at Step D of Health Care 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.4 Advanced Step Placement for Melissa Ambriz, Paraeducator Special Education (Page 16)**

The Personnel Commission took action to approve the advanced step placement for Melissa Ambriz, 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.5 Advanced Step Placement for Shenee Randolph, Paraeducator Special Education (Page 17)**

The Personnel Commission took action to approve the advanced step placement for Shenee Randolph, 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.6 Advanced Step Placement for Estrella Bravo, Paraeducator Special Education (Page 18)**

The Personnel Commission took action to approve the advanced step placement for Estrella Bravo, Paraeducator Special Education at Step C 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.7 Advanced Step Placement for Marisol Cortez, Paraeducator Special Education (Page 19)**

The Personnel Commission took action to approve the advanced step placement for Marisol Cortez, Paraeducator Special Education at Step C 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.8 Advanced Step Placement for David Simmons, Paraeducator Special Education (Page 20)**

The Personnel Commission took action to approve the advanced step placement for David Simmons, Paraeducator Special Education at Step C 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.9 Classification Revision for Avid Tutor (Pages 21-24)**

The Personnel Commission took action to approve the revisions to the AVID Tutor Classification, in order to bring the minimum qualifications and job description into alignment with Education Code.

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

### **C.10 New Classification - District Chef (Pages 25-31)**

The Personnel Commission postpone the items for a later date.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Postpone

Ayes: 2 - Paul Robinson, Denis O'Leary

Nays: 1 - Ernest Morrison

Motion Result: Passed

### **C.11 Eligibility Lists (Pages 32-36)**

The eligibility lists of Irrigation Specialist, Library Media Technician, Paraeducator - General Education, Speech Language Pathology Assistant, 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 D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

**D.1 The Personnel Commission will review revision on Rule 60.100.2 - Duration of Probationary (First Reading) (Page 37-39)**

The Personnel Commission reviewed the revisions to Ruel 60.100.2, Duration of Probationary. Proposed changes align Commission Rules with Education Code 45197(e) regarding vacation vesting and clarify probationary requirements to ensure consistence with Districts' collective Bargaining agreement.

**D.2 Personnel Actions (Page 40-44)**

The Personnel Commission reviewed the Personnel Actions of August 20, 2025.

**D.3 Report by CSEA**

Victor Centeno, CSEA President, expressed his gratitude to Human Resources for onboarding a new Irrigation Specialist. He acknowledged that this is a difficult position to fill and wanted to commend the team for their efforts. Mr. Centeno also reported that CSEA is currently working with Dr. Scott Carroll, Assistant Superintendent of Human Resources, on three Memoranda of Understanding (MOU's). He noted that he is pleased with the progress being made in these discussions..

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

Dr. Scott Carroll, did not present a report in order to allow time for the next presenter.

**D.5 Director's Report**

Dr. Adalberto Fuentes, noted that a study session with Superintendent Dr. DeGenna is planned for next month. He also expressed interest in holding a study session on the methodology of Classification and Compensation, in order to provide the public with a clearer understanding of the work being done. He concluded by stating that the Annual Report will be shared at the next meeting.

**D.6 Report by Commissioners**

All three Commissioners did not present a report in order to allow time for the next presenter.

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

**Section F: CLOSED SESSION**

**F.1 Pursuant to Section 54956.9 and 54957 of the Government Code the Commission will consider a Personnel matter concerning:**

The Commission convened into close session at 5:01 p.m.

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

The Commission reconvened at 6:18 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 6:19 pm.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

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 September 11, 2025.

Signed:

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Chair of the Personnel Commission

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **Appointment of Joint Commissioner**

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Pursuant to Education Code 45245–45246 and Personnel Commission Rule 20.100.1, the Governing Board’s appointee and the classified employees’ appointee shall jointly appoint the third commissioner. The appointee will serve a three-year term beginning December 1, 2025, and concluding November 30, 2028.

### **RECOMMENDATION:**

It is recommended that the Personnel Commission take action regarding the joint appointment of a Personnel Commissioner. Should the Board’s appointee and the classified employees’ appointee reach agreement, the Commission will announce the appointee for the term 2025 to 2028. If no agreement is reached, the matter will be referred to the State Personnel Board Executive Officer, in accordance with law.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **Advanced Step Placement for Jonathan Flores, Irrigation Specialist**

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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 Operations Service Center department for the Irrigation Specialist position. Jonathan Flores 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: Over 8 years of related experience.
- Education: Some college coursework and an Irrigation Technician Certificate.

The minimum qualifications for the classification are:

- Experience: Three years of increasingly responsible irrigation system maintenance and repair.
- Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in irrigation system maintenance and repair or a related field.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step D of the Irrigation Specialist classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **Advanced Step Placement for Gildardo Baltazar Montes, Paraeducator General 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 for a Paraeducator General Education position. Gildardo Baltazar Montes 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: Over 5 years related experience.
- Education: Bachelor's in Psychology.

The minimum qualifications for the Paraeducator General Education classification are:

- Experience: Some experience working with school-age children in an organized educational, health, childcare, or other structured setting is highly 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 General Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **Advanced Step Placement for Jennie Castro, Paraeducator General 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 for a Paraeducator General Education position. Jennie Castro 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 experience working with children.
- Education: Master's degree in Educational Counseling and a Pupil Personnel Services Credential.

The minimum qualifications for the Paraeducator General Education classification are:

- Experience: Some experience working with school-age children in an organized educational, health, childcare, or other structured setting is highly 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 General Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **Advanced Step Placement for Paola Villegas, Paraeducator General 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 for a Paraeducator General Education position. Paola Villegas 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 working with children.
- Education: Teaching Credential and in master's Program in Educational Leadership.

The minimum qualifications for the Paraeducator General Education classification are:

- Experience: Some experience working with school-age children in an organized educational, health, childcare, or other structured setting is highly 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 General Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **Advanced Step Placement for Grecia Ledesma, 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. Grecia Ledesma 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: Over a year of experience working as a SLPA.
- Education: B.A. in Communications Disorders and Sciences Emphasis
- License and Certificates: Certified Occupational Therapist License & National Board of Occupational Therapy Certification.
- This would be considered a hard to fill recruitment.

The minimum qualifications for the classification are:

- Education: Associate degree from a SLPA program
- 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 the Speech Language Pathology Assistant classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **New Classification - District Chef**

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The Director of Child Nutrition Services met with the Director of Classified Human Resources and discussed the need for a District Chef classification to support District-wide catering operations, the District food truck, and special food delivery services in alignment with District initiatives.

The purpose of the position is to plan, coordinate, and lead the District's catering operations, ensuring the preparation and delivery of high-quality, nutritionally balanced meals for District events, meetings, and special programs. The District Chef also oversees the operation of the District food truck, ensures compliance with federal, state, and local regulations, and upholds food safety and sanitation standards while providing functional direction to assigned staff

Staff conducted a compensation study on comparable positions with similar duties and qualification requirements and conducted an internal equity analysis. Based on these findings, staff determined that range 22 (\$30.94–\$37.61) on the CSEA salary schedule is appropriate for the position.

#### **FISCAL IMPACT:**

Fiscal impact \$98,762.92, and will be paid from the Cafeteria Fund.

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the new job classification and recommended salary range 22 (\$30.94–\$37.61) for the District Chef classification.

#### **ADDITIONAL MATERIALS:**

**Attached:** [District Chef - JD \(002\).pdf](#)  
[CSEA 25-26 Schedule District Chef.pdf](#)



# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

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## ***JOB DESCRIPTION***

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### **District Chef**

#### **Purpose of Position**

Under the direction of the Director or Assistant Director of Child Nutrition Services, plans, coordinates, and leads the District's catering operations, ensuring the preparation and delivery of high-quality, nutritionally balanced meals for District events, meetings, and special programs. Oversees the operation of the District food truck and coordinates special food delivery services in alignment with District initiatives. Ensures compliance with federal, state, and local regulations while upholding food safety and sanitation standards.

#### **Supervision**

- Receives supervision from the Director or Assistant Director of Child Nutrition Services.
- Provides functional and technical work direction to assigned staff.
- This position has no formal supervisory responsibilities.

#### **Essential Functions**

*Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.*

- Plans, coordinates, and leads catering operations for District meetings, events, and special programs, ensuring meals are prepared, packaged, and presented to high-quality standards.
- Designs, tests, and standardizes recipes and menus for catering and special events in alignment with nutritional guidelines and customer preferences.
- Oversees operation of the District food truck, including menu planning, scheduling, logistics, and compliance with applicable health and safety regulations.
- Coordinates and participates in the preparation, delivery, and service of meals for special programs, including community home deliveries in designated circumstances.
- Provides functional and technical direction to assigned staff during catering events, food truck operations, and meal deliveries.
- Monitors food quality, portion control, and presentation standards across school sites, catering, and food truck services.
- Trains and mentors staff on food preparation, presentation, food safety, and customer service practices.
- Maintains catering, food truck, and delivery equipment, ensuring proper cleaning, servicing, and safe operation.
- Monitors inventory, orders supplies, and manages food and non-food items to support catering and mobile food operations.
- Coordinates catering event logistics, including staffing assignments, schedules, transportation, and setup/breakdown of catering service areas.
- Maintains accurate records related to menus, production, deliveries, sales, and compliance reporting.

- Ensures compliance with federal, state, and local regulations, including USDA guidelines, HACCP protocols, and District food safety and sanitation policies.
- Performs related duties as assigned.

## **Minimum Qualifications**

### Knowledge of:

- Culinary techniques and terminology used in large-scale food preparation and catering.
- Principles of menu planning, recipe standardization, and food presentation for diverse audiences.
- USDA school nutrition program requirements, including meal pattern compliance and HACCP food safety protocols.
- Safe food handling, storage, and sanitation practices.
- Commercial kitchen, catering, and mobile food equipment maintenance.
- Inventory management and cost-control practices related to food service operations.

### Skills in:

- Food preparation, serving, and storage.
- Computing required food quantities for menus.
- Customer service.
- Time management and prioritization.
- Verbal and written communication.

### Ability to:

- Analyze problems, develop solutions, and adjust plans as needed.
- Learn how to use new kitchen equipment and appliances.
- Utilize a computer, copier, and learn applicable software.
- Establish cooperative relationships with students, parents, and staff.
- Work independently and collaboratively as part of a team.

### Education and Experience

An Associate's degree or equivalent in culinary arts, nutrition, food service management, or a related field; and three years of increasingly responsible experience in large-scale food preparation, catering, or institutional food service, including experience providing functional direction to staff.

### Licenses and Other Requirements

A valid California driver's license and a valid Food Safety Manager Certificate (e.g., ServSafe) at time of hire or obtained by the end of probationary period. Must maintain insurability by the District's liability insurance carrier.

### Physical Requirements

Ability to lift, carry, push, and pull objects weighing up to 50 pounds; stand for extended periods of time; bend, stoop, and reach; perform repetitive hand and arm motions; hearing and speaking to

exchange information; and dexterity of hands and fingers to operate kitchen equipment. Vision abilities required include close vision, color vision, and depth perception.

Working Environment

Work is performed primarily in a commercial kitchen, catering, and mobile food service environment. Exposure to heat, cold, noise, and cleaning chemicals. Requires flexibility to adjust schedule and work outside normal working hours, including evenings, weekends, holidays, and overtime, as needed to support District events, catering operations, and special initiatives. Drives a District vehicle, including the food truck, to various locations. May be required to drive in inclement weather.

**FLSA Status:** Non-Exempt

**Approval Date:**



**2025-2026 Active Classifications w/Salary Ranges**

**Oxnard School District**

**RANGE CHILD NUTRITION SERVICES**

- 22 District Chef
- 17 Child Nutrition Services Operations Specialist
- 16 Child Nutrition Cafeteria Coordinator
- 10 Child Nutrition Worker II (Cook)
- 7 Child Nutrition Worker

**RANGE CLERICAL SUPPORT**

- 20 Attendance Accounting Specialist II
- 19 District Testing & Assessment Coordinator
- 18 District Textbook Coordinator
- 17 Administrative Assistant
- 17 School Office Manager
- 16 English Learner Data Technician
- 16 Special Education Data Technician
- 15 Attendance Accounting Specialist I
- 15 Facilities Support Services Specialist
- 14 District Translator
- 13 Attendance Accounting Technician
- 13 Facilities Technician
- 13 Intermediate School Secretary
- 13 Office Assistant III
- 13 Secretary
- 12 District Office Receptionist
- 11 Library/Media Technician
- 10 Translator
- 8 Health Assistant
- 8 Language Assessment Technician (Spanish Bilingual)
- 8 Office Assistant II
- 7 Records Assistant

**RANGE COMMUNITY RELATIONS**

- 31 Mental Health Clinician
- 22 District Community Liaison
- 22 Outreach Specialist
- 22 Parent Support Liaison
- 22 Interpreter/Community Support Liaison-Trilingual
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- 18 After School Program Site Coordinator
- 17 Family Liaison

**RANGE FISCAL**

- 22 Position Control Specialist
- 21 Senior Payroll Technician
- 20 Accounting Specialist IV
- 18 Payroll Technician
- 17 Accounting Specialist III

**RANGE HUMAN RESOURCES**

- 22 Credential Technician
- 20 Risk Management Specialist
- 16 Human Resources Technician
- 13 Human Resources Assistant

**RANGE INSTRUCTIONAL SUPPORT**

- 43 School Occupational Therapist
- 29 Music Instructor
- 29 Arts Instructor
- 26 Speech-Language Pathology Assistant
- 19 Paraeducator - Hearing Impaired (Sign Language)
- 18 Health Care Technician
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- 5 Instructional Assistant - Special Ed. (RSP)
- 5 Instructional Physically Handicapped Assistant
- 4 Paraeducator - General Education

**RANGE MAINTENANCE/OPERATIONS**

- 25 Grounds Maintenance Lead
- 22 Electrician
- 21 Heating, Ventilation, & Air Conditioning Technician
- 21 Plumber
- 20 Locksmith
- 18 Facilities Materials Specialist
- 18 Grounds Maintenance Specialist
- 18 Irrigation Specialist
- 17 Maintenance Worker II
- 13 Grounds Equipment Operator
- 13 Lead Custodian
- 11 Security/Maintenance Worker (N)
- 10 Grounds Maintenance Worker I
- 8 Custodian

**RANGE PURCHASING/GRAPHICS/WAREHOUSE**

- 20 Buyer
- 19 Reprographics Coordinator
- 15 Reprographics Technician
- 14 Shipping/Receiving Clerk/Delivery Driver
- 10 Warehouse Worker/Delivery Driver
- 8 Instructional Materials Warehouse Attendant/Driver

**RANGE TECHNOLOGY**

- 38 Network Systems Analyst
- 32 Information Technology Project Coordinator
- 32 Site Technology Coordinator
- 28 Information Technology Support Specialist
- 28 Technology Services Technician
- 22 Information Systems Data Technician

**RANGE TRANSPORTATION**

- 21 Vehicle & Equipment Mechanic
- 19 Transportation Router/Scheduler
- 15 Transportation Dispatcher/Scheduling Assistant
- 14 Bus Driver/Mechanic Assistant
- 13 Bus Driver
- 13 Cover Bus Driver/Office Assistant
- 6 Transportation Driver

**RANGE OTHER**

- 1 Campus Assistant

**RANGE EXEMPT**

- \$16.50 AVID Tutors



(effective 07/01/2025)

	Step A	Step B	Step C	Step D	Step E
Range 1	\$ 3,211.99	\$ 3,372.59	\$ 3,541.22	\$ 3,718.29	\$ 3,904.20
Range 2	\$ 3,295.08	\$ 3,459.83	\$ 3,632.82	\$ 3,814.46	\$ 4,005.19
Range 3	\$ 3,375.19	\$ 3,543.95	\$ 3,721.15	\$ 3,907.20	\$ 4,102.57
Range 4	\$ 3,458.27	\$ 3,631.19	\$ 3,812.74	\$ 4,003.38	\$ 4,203.55
Range 5	\$ 3,547.29	\$ 3,724.65	\$ 3,910.89	\$ 4,106.43	\$ 4,311.75
Range 6	\$ 3,628.89	\$ 3,810.33	\$ 4,000.85	\$ 4,200.89	\$ 4,410.93
Range 7	\$ 3,720.87	\$ 3,906.91	\$ 4,102.26	\$ 4,307.37	\$ 4,522.74
Range 8	\$ 3,811.37	\$ 4,001.94	\$ 4,202.03	\$ 4,412.14	\$ 4,632.74
Range 9	\$ 3,904.84	\$ 4,100.08	\$ 4,305.08	\$ 4,520.34	\$ 4,746.35
Range 10	\$ 3,999.79	\$ 4,199.78	\$ 4,409.76	\$ 4,630.25	\$ 4,861.77
Range 11	\$ 4,103.64	\$ 4,308.82	\$ 4,524.26	\$ 4,750.47	\$ 4,988.00
Range 12	\$ 4,200.07	\$ 4,410.08	\$ 4,630.58	\$ 4,862.11	\$ 5,105.21
Range 13	\$ 4,305.41	\$ 4,520.68	\$ 4,746.71	\$ 4,984.05	\$ 5,233.25
Range 14	\$ 4,409.26	\$ 4,629.72	\$ 4,861.21	\$ 5,104.27	\$ 5,359.48
Range 15	\$ 4,523.50	\$ 4,749.67	\$ 4,987.16	\$ 5,236.51	\$ 5,498.34
Range 16	\$ 4,628.83	\$ 4,860.27	\$ 5,103.29	\$ 5,358.45	\$ 5,626.37
Range 17	\$ 4,747.52	\$ 4,984.90	\$ 5,234.14	\$ 5,495.85	\$ 5,770.64
Range 18	\$ 4,860.27	\$ 5,103.29	\$ 5,358.45	\$ 5,626.37	\$ 5,907.69
Range 19	\$ 4,989.35	\$ 5,238.81	\$ 5,500.76	\$ 5,775.79	\$ 6,064.58
Range 20	\$ 5,103.58	\$ 5,358.76	\$ 5,626.70	\$ 5,908.04	\$ 6,203.44
Range 21	\$ 5,231.17	\$ 5,492.73	\$ 5,767.37	\$ 6,055.74	\$ 6,358.53
Range 22	\$ 5,363.21	\$ 5,631.38	\$ 5,912.94	\$ 6,208.59	\$ 6,519.02
Range 23	\$ 5,501.19	\$ 5,776.25	\$ 6,065.06	\$ 6,368.31	\$ 6,686.73
Range 24	\$ 5,631.75	\$ 5,913.33	\$ 6,209.00	\$ 6,519.45	\$ 6,845.42
Range 25	\$ 5,769.72	\$ 6,058.21	\$ 6,361.12	\$ 6,679.17	\$ 7,013.13
Range 26	\$ 5,909.18	\$ 6,204.64	\$ 6,514.87	\$ 6,840.61	\$ 7,182.64
Range 27	\$ 6,061.99	\$ 6,365.09	\$ 6,683.34	\$ 7,017.51	\$ 7,368.39
Range 28	\$ 6,208.87	\$ 6,519.31	\$ 6,845.28	\$ 7,187.54	\$ 7,546.92
Range 29	\$ 6,363.16	\$ 6,681.32	\$ 7,015.39	\$ 7,366.15	\$ 7,734.46
Range 30	\$ 6,510.04	\$ 6,835.54	\$ 7,177.32	\$ 7,536.18	\$ 7,912.99
Range 31	\$ 6,680.65	\$ 7,014.68	\$ 7,365.42	\$ 7,733.69	\$ 8,120.37
Range 32	\$ 6,833.46	\$ 7,175.14	\$ 7,533.89	\$ 7,910.59	\$ 8,306.12
Range 33	\$ 7,012.98	\$ 7,363.63	\$ 7,731.81	\$ 8,118.40	\$ 8,524.32
Range 34	\$ 7,177.66	\$ 7,536.54	\$ 7,913.37	\$ 8,309.04	\$ 8,724.49
Range 35	\$ 7,360.14	\$ 7,728.15	\$ 8,114.56	\$ 8,520.28	\$ 8,946.30
Range 36	\$ 7,533.72	\$ 7,910.41	\$ 8,305.93	\$ 8,721.22	\$ 9,157.29
Range 37	\$ 7,731.04	\$ 8,117.59	\$ 8,523.47	\$ 8,949.65	\$ 9,397.13
Range 38	\$ 7,910.56	\$ 8,306.08	\$ 8,721.39	\$ 9,157.46	\$ 9,615.33
Range 39	\$ 8,113.81	\$ 8,519.50	\$ 8,945.47	\$ 9,392.75	\$ 9,862.39
Range 40	\$ 8,305.19	\$ 8,720.45	\$ 9,156.48	\$ 9,614.30	\$ 10,095.02
Range 41	\$ 8,520.32	\$ 8,946.33	\$ 9,393.65	\$ 9,863.33	\$ 10,356.50
Range 42	\$ 8,719.12	\$ 9,155.07	\$ 9,612.83	\$ 10,093.47	\$ 10,598.14
Range 43	\$ 8,946.11	\$ 9,393.41	\$ 9,863.09	\$ 10,356.24	\$ 10,874.05
Range 44	\$ 9,155.30	\$ 9,613.06	\$ 10,093.71	\$ 10,598.40	\$ 11,128.32

**Employee Anniversary Increments:**

Anniversary increments in the amount of \$111.25 shall be added to the monthly compensation of full-time classified employees at the beginning of the 7th, 10th, 15th, 20th, 25th and 30th years of service. This formula yields the following dollar values which shall be added to the monthly compensation of classified employees:

7 years of service:	\$111.25
10 years of service:	\$222.50
15 years of service:	\$333.75
20 years of service:	\$445.00
25 years of service:	\$556.25
30 years of service:	\$667.50

**Night Shift Pay Differential:**

Unit members who regularly work more than fifty (50) percent of their assigned duty time after six (6) p.m. will be compensated by an additional five (5) percent pay differential.

**Bilingual Stipend:**

Positions which have been designated as bilingual and for which there is not a specific minimum requirement of bilingual skill for all incumbents of the class shall receive a stipend of three (3) percent.

**Classified Substitute Pay:**

Classified substitutes will be paid at Step A of the salary range of the classification they will be working. Retiree substitutes will be paid at the step and range they retired from if substituting within the same classification.

**AVID Tutor (exempt) \$16.50 per hour**



(effective 07/01/2025)

	Step A	Step B	Step C	Step D	Step E
Range 1	\$ 18.53	\$ 19.46	\$ 20.43	\$ 21.45	\$ 22.52
Range 2	\$ 19.01	\$ 19.96	\$ 20.96	\$ 22.01	\$ 23.11
Range 3	\$ 19.47	\$ 20.45	\$ 21.47	\$ 22.54	\$ 23.67
Range 4	\$ 19.95	\$ 20.95	\$ 22.00	\$ 23.10	\$ 24.25
Range 5	\$ 20.47	\$ 21.49	\$ 22.56	\$ 23.69	\$ 24.88
Range 6	\$ 20.94	\$ 21.98	\$ 23.08	\$ 24.24	\$ 25.45
Range 7	\$ 21.47	\$ 22.54	\$ 23.67	\$ 24.85	\$ 26.09
Range 8	\$ 21.99	\$ 23.09	\$ 24.24	\$ 25.46	\$ 26.73
Range 9	\$ 22.53	\$ 23.65	\$ 24.84	\$ 26.08	\$ 27.38
Range 10	\$ 23.08	\$ 24.23	\$ 25.44	\$ 26.71	\$ 28.05
Range 11	\$ 23.68	\$ 24.86	\$ 26.10	\$ 27.41	\$ 28.78
Range 12	\$ 24.23	\$ 25.44	\$ 26.72	\$ 28.05	\$ 29.45
Range 13	\$ 24.84	\$ 26.08	\$ 27.39	\$ 28.75	\$ 30.19
Range 14	\$ 25.44	\$ 26.71	\$ 28.05	\$ 29.45	\$ 30.92
Range 15	\$ 26.10	\$ 27.40	\$ 28.77	\$ 30.21	\$ 31.72
Range 16	\$ 26.71	\$ 28.04	\$ 29.44	\$ 30.91	\$ 32.46
Range 17	\$ 27.39	\$ 28.76	\$ 30.20	\$ 31.71	\$ 33.29
Range 18	\$ 28.04	\$ 29.44	\$ 30.91	\$ 32.46	\$ 34.08
Range 19	\$ 28.79	\$ 30.22	\$ 31.74	\$ 33.32	\$ 34.99
Range 20	\$ 29.44	\$ 30.92	\$ 32.46	\$ 34.09	\$ 35.79
Range 21	\$ 30.18	\$ 31.69	\$ 33.27	\$ 34.94	\$ 36.68
Range 22	\$ 30.94	\$ 32.49	\$ 34.11	\$ 35.82	\$ 37.61
Range 23	\$ 31.74	\$ 33.33	\$ 34.99	\$ 36.74	\$ 38.58
Range 24	\$ 32.49	\$ 34.12	\$ 35.82	\$ 37.61	\$ 39.49
Range 25	\$ 33.29	\$ 34.95	\$ 36.70	\$ 38.53	\$ 40.46
Range 26	\$ 34.09	\$ 35.80	\$ 37.59	\$ 39.47	\$ 41.44
Range 27	\$ 34.97	\$ 36.72	\$ 38.56	\$ 40.49	\$ 42.51
Range 28	\$ 35.82	\$ 37.61	\$ 39.49	\$ 41.47	\$ 43.54
Range 29	\$ 36.71	\$ 38.55	\$ 40.47	\$ 42.50	\$ 44.62
Range 30	\$ 37.56	\$ 39.44	\$ 41.41	\$ 43.48	\$ 45.65
Range 31	\$ 38.54	\$ 40.47	\$ 42.49	\$ 44.62	\$ 46.85
Range 32	\$ 39.42	\$ 41.40	\$ 43.47	\$ 45.64	\$ 47.92
Range 33	\$ 40.46	\$ 42.48	\$ 44.61	\$ 46.84	\$ 49.18
Range 34	\$ 41.41	\$ 43.48	\$ 45.65	\$ 47.94	\$ 50.33
Range 35	\$ 42.46	\$ 44.59	\$ 46.82	\$ 49.16	\$ 51.61
Range 36	\$ 43.46	\$ 45.64	\$ 47.92	\$ 50.32	\$ 52.83
Range 37	\$ 44.60	\$ 46.83	\$ 49.17	\$ 51.63	\$ 54.22
Range 38	\$ 45.64	\$ 47.92	\$ 50.32	\$ 52.83	\$ 55.47
Range 39	\$ 46.81	\$ 49.15	\$ 51.61	\$ 54.19	\$ 56.90
Range 40	\$ 47.92	\$ 50.31	\$ 52.83	\$ 55.47	\$ 58.24
Range 41	\$ 49.16	\$ 51.61	\$ 54.20	\$ 56.90	\$ 59.75
Range 42	\$ 50.30	\$ 52.82	\$ 55.46	\$ 58.23	\$ 61.14
Range 43	\$ 51.61	\$ 54.19	\$ 56.90	\$ 59.75	\$ 62.74
Range 44	\$ 52.82	\$ 55.46	\$ 58.23	\$ 61.15	\$ 64.20

**Employee Anniversary Increments:**

Anniversary increments in the amount of \$111.25 shall be added to the monthly compensation of full-time classified employees at the beginning of the 7th, 10th, 15th, 20th, 25th and 30th years of service. This formula yields the following dollar values which shall be added to the monthly compensation of classified employees:

7 years of service:	\$0.64
10 years of service:	\$1.28
15 years of service:	\$1.93
20 years of service:	\$2.57
25 years of service:	\$3.21
30 years of service:	\$3.85

**Night Shift Pay Differential:**

Unit members who regularly work more than fifty (50) percent of their assigned duty time after six (6) p.m. will be compensated by an additional five (5) percent pay differential.

**Bilingual Stipend:**

Positions which have been designated as bilingual and for which there is not a specific minimum requirement of bilingual skill for all incumbents of the class shall receive a stipend of three (3) percent.

**Classified Substitute Pay:**

Classified substitutes will be paid at Step A of the salary range of the classification they will be working. Retiree substitutes will be paid at the step and range they retired from if substituting within the same classification.

**AVID Tutor (exempt) \$16.50 per hour**

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **Revision of Rule 60.100.2 - Duration of Probationary (Second Reading)**

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**Background:** Recent inquiries from newly hired classified managers raised questions regarding the use of vacation during their one-year probationary period. Upon review, the Director of Classified Human Resources found that the current Personnel Commission Rules address probationary periods for classified employees but do not include specific provisions for management or confidential employees.

To provide clarity and ensure alignment with *Education Code*, Rule 60.100.2 has been revised to:

- Clarify that management and confidential employees are subject to a one-year probationary period before attaining permanency.
- Specify that vacation benefits may begin accruing upon hire; however, consistent with Education Code § 45197(e), earned vacation shall not become a vested right nor be available for use until the completion of six (6) months of continuous employment with the District.
- Confirm that the six-month vacation vesting period does not confer permanent status, which remains contingent on successful completion of the full probationary period.
- Align the completion of probationary language with the current Collective Bargaining Agreement (CBA) to ensure consistency across the District.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission reviews the revisions to Rule 60.100.2, Duration of Probationary, for second reading. The proposed changes align Commission rules with *Education Code* 45197(e) regarding vacation vesting and clarify probationary requirements to ensure consistency with the District's collective bargaining agreement.

### **ADDITIONAL MATERIALS:**

**Attached:** [PC Item Probationary Period Updates 9.11.25.pdf](#)

## PERSONNEL COMMISSION RULES & REGULATIONS

### 60.100 Probationary Period

#### 60.100.1 Intent of Probationary Period

The initial probationary period is the last part of the selection process. Consequently, persons appointed from eligibility lists must successfully complete their probationary period in order for them to be considered both permanent and selected. Employees may be released at any time during their probationary period without cause. Until the successful completion of their initial probationary period, persons shall serve at the pleasure of their appointing authority.

#### 60.100.2 Duration of Probationary

- A. A new employee appointed from an appropriate eligibility list shall serve a probationary period of six months or 130 days (whichever is longer) in one class before attaining permanency in the classified service. Employees in classifications designated by the Personnel Commission as management or confidential shall serve a probationary period of one (1) year (260 working days) in paid status prior to attaining permanent status.

**Commented [FA1]:** Management Probationary Period

A new employee who accepts a position in another classification prior to attaining permanency in the classified service must serve a full probationary period in the new classification. Similarly, a permanent employee who is promoted, demoted, or transferred into a different classification must also serve a probationary period in the new classification before attaining permanency in that class.

Credit toward completion of the probationary period shall be granted only for service in a regular position within the classification. Such credit shall include all time in paid status, including sick leave and paid holidays, and shall exclude time spent on unpaid leaves of absence.

**Commented [FA2]:** Alignment with CBA

- B. For management or confidential employees, vacation benefits may begin accruing upon hire. However, vacation shall not become a vested right nor be available for use until the employee has completed six (6) months of continuous employment with the District. The six-month vacation vesting period shall not be interpreted as conferring permanent status. Completion of the full probationary period remains a separate requirement for permanency in the classification.

**Commented [FA3]:** Vacation usage per education code Ed. Code 45197(e)

#### 60.100.3 Rights of Probationary Employees

- A. A new employee who resigns in good standing during the initial probationary period shall, upon request, have his/her name restored in proper rank to the eligibility list. Such action shall not extend the life of either the eligibility list or the period of eligibility of the resigning employee. If such employee is subsequently rehired, he/she shall commence a new probationary period.
- B. A new employee who is dismissed during an initial probationary period shall be notified in writing of the action taken. The person so dismissed shall not have the right of appeal.
- C. An employee who has attained permanent status in the Classified Service, and who has been promoted to a higher classification, accepted voluntary demotion through the transfer process, or voluntarily transferred from a related class on the same salary range who does not successfully complete a six (6) month probationary period in the new classification, may be returned during the probationary period to a position in his/her former class which is equivalent to the one held prior to the promotion. If a vacant position does not exist, the employee shall displace the least senior employee, by hours in class, in the classification formerly held with the same number of hours per

## PERSONNEL COMMISSION RULES & REGULATIONS

### 60.100 Probationary Period

#### 60.100.1 Intent of Probationary Period

The initial probationary period is the last part of the selection process. Consequently, persons appointed from eligibility lists must successfully complete their probationary period in order for them to be considered both permanent and selected. Employees may be released at any time during their probationary period without cause. Until the successful completion of their initial probationary period, persons shall serve at the pleasure of their appointing authority.

#### 60.100.2 Duration of Probationary

- A. A new employee appointed from an appropriate eligibility list shall serve a probationary period of six months or 130 days (whichever is longer) in one class before attaining permanency in the classified service. Employees in classifications designated by the Personnel Commission as management or confidential shall serve a probationary period of one (1) year (260 working days) in paid status prior to attaining permanent status.

Commented [FA1]: Management Probationary Period

A new employee who accepts a position in another classification ~~before prior~~ to attaining permanency in the classified service, must serve a full probationary period ~~of six months or 130 days (whichever is longer)~~ in the new classification ~~before attaining permanency with the District.~~ ~~A. Similarly, a permanent employee who has been is promoted, demoted, or transferred from a related class on the same salary range shall into a different classification must also~~ serve a probationary period ~~of six months (130 working days)~~ in the new ~~class~~classification before attaining permanency in that class.

~~Credit toward completion of probation shall be granted only for service in regular positions in the class after appointment from an appropriate eligibility list and shall include all approved vacation and paid holidays.~~

Commented [FA2]: Alignment with CBA

~~Credit toward completion of probation shall not include any sick leave or other paid or unpaid leave of absence, including PNS, industrial illness or accident leave, military leave with or without pay, vacation (promotional only), jury duty or any time worked in other capacities, as follows: (1) overtime; (2) temporary service in another classification; (3) subbing off track; (4) working in "extra help" assignments; (5) service in "limited term" or other temporary assignments.~~

~~For those classes designated by the Commission as supervisory, management or administrative, the probationary period shall be one year (260 working days) granted only for service in a regular position within the classification. Such credit shall include all time in paid status and subject to the same inclusions and exclusions outlined in 60.100.2.A, including sick leave and paid holidays, and shall exclude time spent on unpaid leaves of absence.~~

- For  
B. management or confidential employees, vacation benefits may begin accruing upon hire. However, vacation shall not become a vested right nor be available for use until the employee has completed six (6) months of continuous employment with the District. The six-month vacation vesting period shall not be interpreted as conferring permanent status. Completion of the full probationary period remains a separate requirement for permanency in the classification.

Commented [FA3]: Vacation usage per education code Ed. Code 45197(e)

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **Classification Group Placement - District Translator**

---

District Translators submitted a salary study request and also asked that their classification group placement be reviewed. After review, staff determined that their current salary placement is appropriate and at market; therefore, no recommendation was made for a salary range adjustment.

However, staff did evaluate the request for a change in their current classification group. District Translators are currently placed in the Clerical Support classification group. Upon further review of their job description and essential duties, staff identified stronger alignment with the Community Relations classification group.

### **Rationale for Classification Group Placement**

District Translators serve as critical liaisons between the District and families who are speakers of a designated second language. Their role extends beyond clerical functions and directly supports family engagement, communications, and relationship-building with stakeholders across the District. Key functions that demonstrate this alignment include:

- **Facilitating communication and engagement:** Translating a wide variety of sensitive and complex materials (board policies, Individual Education Plans, complaints, press releases, newsletters) and interpreting at meetings, hearings, and parent conferences.
- **Supporting families and students:** Assisting parents, students, and staff by providing explanations, promoting understanding, and developing rapport to overcome linguistic and cultural barriers
- **Community-facing responsibilities:** Serving as interpreters at community and District events, greeting and assisting members of the public, and ensuring accessibility of District information to non-English speaking families.
- **Partnership with staff and specialists:** Supporting psychologists, speech therapists, and other professionals to ensure equitable services for students while maintaining confidentiality and cultural sensitivity.

These functions align closely with the Community Relations group, which emphasizes direct interaction with families, stakeholders, and the community, rather than the primarily internal focus of the Clerical Support group.

### **FISCAL IMPACT:**

There is no fiscal impact associated with the update in classification group placement.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission approve the updated classification group placement of the District Translator classification from the Clerical Support group to the Community Relations classification group.

**ADDITIONAL MATERIALS:**

**Attached:** [CSEA 25-26 Schedule Updated 10.9.25.pdf](#)



2025-2026 Active Classifications w/Salary Ranges

Oxnard School District

**RANGE CHILD NUTRITION SERVICES**

- 22 District Chef
- 17 Child Nutrition Services Operations Specialist
- 16 Child Nutrition Cafeteria Coordinator
- 10 Child Nutrition Worker II (Cook)
- 7 Child Nutrition Worker

**RANGE CLERICAL SUPPORT**

- 20 Attendance Accounting Specialist II
- 19 District Testing & Assessment Coordinator
- 18 District Textbook Coordinator
- 17 Administrative Assistant
- 17 School Office Manager
- 16 English Learner Data Technician
- 16 Special Education Data Technician
- 15 Attendance Accounting Specialist I
- 15 Facilities Support Services Specialist
- 13 Attendance Accounting Technician
- 13 Facilities Technician
- 13 Intermediate School Secretary
- 13 Office Assistant III
- 13 Secretary
- 12 District Office Receptionist
- 11 Library/Media Technician
- 8 Health Assistant
- 8 Language Assessment Technician (Spanish Bilingual)
- 8 Office Assistant II
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(effective 07/01/2025)

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Range 4	\$ 3,458.27	\$ 3,631.19	\$ 3,812.74	\$ 4,003.38	\$ 4,203.55
Range 5	\$ 3,547.29	\$ 3,724.65	\$ 3,910.89	\$ 4,106.43	\$ 4,311.75
Range 6	\$ 3,628.89	\$ 3,810.33	\$ 4,000.85	\$ 4,200.89	\$ 4,410.93
Range 7	\$ 3,720.87	\$ 3,906.91	\$ 4,102.26	\$ 4,307.37	\$ 4,522.74
Range 8	\$ 3,811.37	\$ 4,001.94	\$ 4,202.03	\$ 4,412.14	\$ 4,632.74
Range 9	\$ 3,904.84	\$ 4,100.08	\$ 4,305.08	\$ 4,520.34	\$ 4,746.35
Range 10	\$ 3,999.79	\$ 4,199.78	\$ 4,409.76	\$ 4,630.25	\$ 4,861.77
Range 11	\$ 4,103.64	\$ 4,308.82	\$ 4,524.26	\$ 4,750.47	\$ 4,988.00
Range 12	\$ 4,200.07	\$ 4,410.08	\$ 4,630.58	\$ 4,862.11	\$ 5,105.21
Range 13	\$ 4,305.41	\$ 4,520.68	\$ 4,746.71	\$ 4,984.05	\$ 5,233.25
Range 14	\$ 4,409.26	\$ 4,629.72	\$ 4,861.21	\$ 5,104.27	\$ 5,359.48
Range 15	\$ 4,523.50	\$ 4,749.67	\$ 4,987.16	\$ 5,236.51	\$ 5,498.34
Range 16	\$ 4,628.83	\$ 4,860.27	\$ 5,103.29	\$ 5,358.45	\$ 5,626.37
Range 17	\$ 4,747.52	\$ 4,984.90	\$ 5,234.14	\$ 5,495.85	\$ 5,770.64
Range 18	\$ 4,860.27	\$ 5,103.29	\$ 5,358.45	\$ 5,626.37	\$ 5,907.69
Range 19	\$ 4,989.35	\$ 5,238.81	\$ 5,500.76	\$ 5,775.79	\$ 6,064.58
Range 20	\$ 5,103.58	\$ 5,358.76	\$ 5,626.70	\$ 5,908.04	\$ 6,203.44
Range 21	\$ 5,231.17	\$ 5,492.73	\$ 5,767.37	\$ 6,055.74	\$ 6,358.53
Range 22	\$ 5,363.21	\$ 5,631.38	\$ 5,912.94	\$ 6,208.59	\$ 6,519.02
Range 23	\$ 5,501.19	\$ 5,776.25	\$ 6,065.06	\$ 6,368.31	\$ 6,686.73
Range 24	\$ 5,631.75	\$ 5,913.33	\$ 6,209.00	\$ 6,519.45	\$ 6,845.42
Range 25	\$ 5,769.72	\$ 6,058.21	\$ 6,361.12	\$ 6,679.17	\$ 7,013.13
Range 26	\$ 5,909.18	\$ 6,204.64	\$ 6,514.87	\$ 6,840.61	\$ 7,182.64
Range 27	\$ 6,061.99	\$ 6,365.09	\$ 6,683.34	\$ 7,017.51	\$ 7,368.39
Range 28	\$ 6,208.87	\$ 6,519.31	\$ 6,845.28	\$ 7,187.54	\$ 7,546.92
Range 29	\$ 6,363.16	\$ 6,681.32	\$ 7,015.39	\$ 7,366.15	\$ 7,734.46
Range 30	\$ 6,510.04	\$ 6,835.54	\$ 7,177.32	\$ 7,536.18	\$ 7,912.99
Range 31	\$ 6,680.65	\$ 7,014.68	\$ 7,365.42	\$ 7,733.69	\$ 8,120.37
Range 32	\$ 6,833.46	\$ 7,175.14	\$ 7,533.89	\$ 7,910.59	\$ 8,306.12
Range 33	\$ 7,012.98	\$ 7,363.63	\$ 7,731.81	\$ 8,118.40	\$ 8,524.32
Range 34	\$ 7,177.66	\$ 7,536.54	\$ 7,913.37	\$ 8,309.04	\$ 8,724.49
Range 35	\$ 7,360.14	\$ 7,728.15	\$ 8,114.56	\$ 8,520.28	\$ 8,946.30
Range 36	\$ 7,533.72	\$ 7,910.41	\$ 8,305.93	\$ 8,721.22	\$ 9,157.29
Range 37	\$ 7,731.04	\$ 8,117.59	\$ 8,523.47	\$ 8,949.65	\$ 9,397.13
Range 38	\$ 7,910.56	\$ 8,306.08	\$ 8,721.39	\$ 9,157.46	\$ 9,615.33
Range 39	\$ 8,113.81	\$ 8,519.50	\$ 8,945.47	\$ 9,392.75	\$ 9,862.39
Range 40	\$ 8,305.19	\$ 8,720.45	\$ 9,156.48	\$ 9,614.30	\$ 10,095.02
Range 41	\$ 8,520.32	\$ 8,946.33	\$ 9,393.65	\$ 9,863.33	\$ 10,356.50
Range 42	\$ 8,719.12	\$ 9,155.07	\$ 9,612.83	\$ 10,093.47	\$ 10,598.14
Range 43	\$ 8,946.11	\$ 9,393.41	\$ 9,863.09	\$ 10,356.24	\$ 10,874.05
Range 44	\$ 9,155.30	\$ 9,613.06	\$ 10,093.71	\$ 10,598.40	\$ 11,128.32

**Employee Anniversary Increments:**

Anniversary increments in the amount of \$111.25 shall be added to the monthly compensation of full-time classified employees at the beginning of the 7th, 10th, 15th, 20th, 25th and 30th years of service. This formula yields the following dollar values which shall be added to the monthly compensation of classified employees:

- 7 years of service: \$111.25
- 10 years of service: \$222.50
- 15 years of service: \$333.75
- 20 years of service: \$445.00
- 25 years of service: \$556.25
- 30 years of service: \$667.50

**Night Shift Pay Differential:**

Unit members who regularly work more than fifty (50) percent of their assigned duty time after six (6) p.m. will be compensated by an additional five (5) percent pay differential.

**Bilingual Stipend:**

Positions which have been designated as bilingual and for which there is not a specific minimum requirement of bilingual skill for all incumbents of the class shall receive a stipend of three (3) percent.

**Classified Substitute Pay:**

Classified substitutes will be paid at Step A of the salary range of the classification they will be working. Retiree substitutes will be paid at the step and range they retired from if substituting within the same classification.

**AVID Tutor (exempt) \$16.50 per hour**



(effective 07/01/2025)

	Step A	Step B	Step C	Step D	Step E
Range 1	\$ 18.53	\$ 19.46	\$ 20.43	\$ 21.45	\$ 22.52
Range 2	\$ 19.01	\$ 19.96	\$ 20.96	\$ 22.01	\$ 23.11
Range 3	\$ 19.47	\$ 20.45	\$ 21.47	\$ 22.54	\$ 23.67
Range 4	\$ 19.95	\$ 20.95	\$ 22.00	\$ 23.10	\$ 24.25
Range 5	\$ 20.47	\$ 21.49	\$ 22.56	\$ 23.69	\$ 24.88
Range 6	\$ 20.94	\$ 21.98	\$ 23.08	\$ 24.24	\$ 25.45
Range 7	\$ 21.47	\$ 22.54	\$ 23.67	\$ 24.85	\$ 26.09
Range 8	\$ 21.99	\$ 23.09	\$ 24.24	\$ 25.46	\$ 26.73
Range 9	\$ 22.53	\$ 23.65	\$ 24.84	\$ 26.08	\$ 27.38
Range 10	\$ 23.08	\$ 24.23	\$ 25.44	\$ 26.71	\$ 28.05
Range 11	\$ 23.68	\$ 24.86	\$ 26.10	\$ 27.41	\$ 28.78
Range 12	\$ 24.23	\$ 25.44	\$ 26.72	\$ 28.05	\$ 29.45
Range 13	\$ 24.84	\$ 26.08	\$ 27.39	\$ 28.75	\$ 30.19
Range 14	\$ 25.44	\$ 26.71	\$ 28.05	\$ 29.45	\$ 30.92
Range 15	\$ 26.10	\$ 27.40	\$ 28.77	\$ 30.21	\$ 31.72
Range 16	\$ 26.71	\$ 28.04	\$ 29.44	\$ 30.91	\$ 32.46
Range 17	\$ 27.39	\$ 28.76	\$ 30.20	\$ 31.71	\$ 33.29
Range 18	\$ 28.04	\$ 29.44	\$ 30.91	\$ 32.46	\$ 34.08
Range 19	\$ 28.79	\$ 30.22	\$ 31.74	\$ 33.32	\$ 34.99
Range 20	\$ 29.44	\$ 30.92	\$ 32.46	\$ 34.09	\$ 35.79
Range 21	\$ 30.18	\$ 31.69	\$ 33.27	\$ 34.94	\$ 36.68
Range 22	\$ 30.94	\$ 32.49	\$ 34.11	\$ 35.82	\$ 37.61
Range 23	\$ 31.74	\$ 33.33	\$ 34.99	\$ 36.74	\$ 38.58
Range 24	\$ 32.49	\$ 34.12	\$ 35.82	\$ 37.61	\$ 39.49
Range 25	\$ 33.29	\$ 34.95	\$ 36.70	\$ 38.53	\$ 40.46
Range 26	\$ 34.09	\$ 35.80	\$ 37.59	\$ 39.47	\$ 41.44
Range 27	\$ 34.97	\$ 36.72	\$ 38.56	\$ 40.49	\$ 42.51
Range 28	\$ 35.82	\$ 37.61	\$ 39.49	\$ 41.47	\$ 43.54
Range 29	\$ 36.71	\$ 38.55	\$ 40.47	\$ 42.50	\$ 44.62
Range 30	\$ 37.56	\$ 39.44	\$ 41.41	\$ 43.48	\$ 45.65
Range 31	\$ 38.54	\$ 40.47	\$ 42.49	\$ 44.62	\$ 46.85
Range 32	\$ 39.42	\$ 41.40	\$ 43.47	\$ 45.64	\$ 47.92
Range 33	\$ 40.46	\$ 42.48	\$ 44.61	\$ 46.84	\$ 49.18
Range 34	\$ 41.41	\$ 43.48	\$ 45.65	\$ 47.94	\$ 50.33
Range 35	\$ 42.46	\$ 44.59	\$ 46.82	\$ 49.16	\$ 51.61
Range 36	\$ 43.46	\$ 45.64	\$ 47.92	\$ 50.32	\$ 52.83
Range 37	\$ 44.60	\$ 46.83	\$ 49.17	\$ 51.63	\$ 54.22
Range 38	\$ 45.64	\$ 47.92	\$ 50.32	\$ 52.83	\$ 55.47
Range 39	\$ 46.81	\$ 49.15	\$ 51.61	\$ 54.19	\$ 56.90
Range 40	\$ 47.92	\$ 50.31	\$ 52.83	\$ 55.47	\$ 58.24
Range 41	\$ 49.16	\$ 51.61	\$ 54.20	\$ 56.90	\$ 59.75
Range 42	\$ 50.30	\$ 52.82	\$ 55.46	\$ 58.23	\$ 61.14
Range 43	\$ 51.61	\$ 54.19	\$ 56.90	\$ 59.75	\$ 62.74
Range 44	\$ 52.82	\$ 55.46	\$ 58.23	\$ 61.15	\$ 64.20

**Employee Anniversary Increments:**

Anniversary increments in the amount of \$111.25 shall be added to the monthly compensation of full-time classified employees at the beginning of the 7th, 10th, 15th, 20th, 25th and 30th years of service. This formula yields the following dollar values which shall be added to the monthly compensation of classified employees:

7 years of service:	\$0.64
10 years of service:	\$1.28
15 years of service:	\$1.93
20 years of service:	\$2.57
25 years of service:	\$3.21
30 years of service:	\$3.85

**Night Shift Pay Differential:**

Unit members who regularly work more than fifty (50) percent of their assigned duty time after six (6) p.m. will be compensated by an additional five (5) percent pay differential.

**Bilingual Stipend:**

Positions which have been designated as bilingual and for which there is not a specific minimum requirement of bilingual skill for all incumbents of the class shall receive a stipend of three (3) percent.

**Classified Substitute Pay:**

Classified substitutes will be paid at Step A of the salary range of the classification they will be working. Retiree substitutes will be paid at the step and range they retired from if substituting within the same classification.

**AVID Tutor (exempt) \$16.50 per hour**

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** October 09, 2025

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

### **Annual Report 2024 - 2025**

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Pursuant to Personnel Commission Rules & Regulations 20.400.3 Annual Report:

- A. The Director of Classified Personnel shall prepare, as required by Education Code 45266, an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Trustees.
- B. The report shall be prepared for Commission approval as soon after each fiscal year as possible and no later than a meeting in November. The report shall cover Commission activities for the preceding fiscal year.

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the annual report for 2024-2025 as presented pursuant to Personnel Commission Rules & Regulations 20.400.3.



Recruitment Type: Dual Certification

Eligibility List No. 25-26:05;

Director's Certification:

24-25:125

Established: 9/11/2025

### Child Nutrition Worker II (Cook)

Rank	Candidate ID	Expiration Date
<b>Promotional</b>		
1	47908470	9/11/2026
2	63054379	9/11/2026
<b>Open</b>		
1	56635060	7/11/2026
2	60603020	7/11/2026
3	648089	7/11/2026
4	63668948	9/11/2026
4	59336225	7/11/2026

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: Open/Promotional

Eligibility List No.: 25-26:16

Director's Certification:

Established: 9/16/2025



### Senior Payroll Technician

Rank	Candidate ID	Expiration Date
<b>Promotional List</b>		
1	64059548	9/16/2026
1	32954125	9/16/2026

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.

Recruitment Type: Dual Certification

Eligibility List No.:25-26:23

Director's Certification:

Established: 9/25/2025



### Risk Management Specialist

Rank	Candidate ID	Expiration Date
1	10328304	9/25/2026
2	58779704	9/25/2026
3	57065	9/25/2026
4	3853790	9/25/2026

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. 25-26:10;  
24-25:96

Director's Certification:



Established: 9/29/2025

## Speech Language Pathology Assistant

Rank	Candidate ID	Expiration Date
1	17508177	9/23/2026
2	48285358	9/23/2026
3	62494521	5/7/2026
3	46872287	8/14/2026
3	21207163	9/29/2026

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. 25-26:26;  
24-25:134; 24-25:117;  
24-25:75; 24-25:28

### Mental Health Clinician

Rank	Candidate ID	Expiration Date
1	28828557	9/30/2026
1	1224944	9/30/2026
1	35272097	9/30/2026
1	61100256	7/17/2026
1	17750783	5/15/2026
1	12996497	9/30/2026
1	62132698	2/12/2026
1	8882653	7/17/2026
1	62640608	9/30/2026
2	64381927	9/30/2026
2	40384630	9/30/2026
3	24543883	7/17/2026

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.

**New Hires**

Ambriz, Melissa	Paraeducator Special Education, Special Education 5.75 hrs./183 days	08/18/2025
Ayala, Ashley C	After School Program Site Coordinator, Enrichment & Special Programs, 8 hrs./245 days	08/18/2025
Bravo, Estrella	Paraeducator Special Education, Special Education 5.75 hrs./183 days	08/18/2025
Murillo, Heidye A	Campus Assistant, Lopez Academy 5.75 hrs./180 days	08/19/2025
Randolph, Sheene M	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	08/18/2025
Sandrock, Jessica A	Paraeducator Special Education, Pupil Services 5.75 hrs./183 days	08/18/2025
Serrato, Carmina C	Bus Driver, Transportation 8hrs./183 days	08/18/2025
Simmons, David S	Paraeducator Special Education, Special Education 5.75 hrs./183 days	08/18/2025
Smith, Chloe R	Paraeducator Special Education, Frank Academy 5.75 hrs./183 days	08/18/2025
Valencia Barajas, Cindy	After School Program Site Coordinator, Enrichment & Special Programs, 8 hrs./245 days	08/07/2025

**Limited Term/Substitutes**

Ortiz, Lesly	Paraeducator (Substitute)	08/18/2025
Sandrock, Jessica A	Paraeducator (Substitute)	08/05/2025
Vega, Amanda A	Clerical (Substitute)	08/01/2025

**Promotions**

Alvarez, Katy	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Curren School 5 hrs./185 days	08/14/2025
Arevalo, Yesenia	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Harrington School 5 hrs./185 days	08/14/2025
Duran, Hilda	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, McKinna School 6 hrs./185 days	08/14/2025
Espino, Cecilia A	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Curren School 5.5 hrs./185 days	08/14/2025
Lucero, Rachel T	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Elm School 5 hrs./185 days	08/14/2025
Mendez, Maria A	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Rose Avenue School 5.5 hrs./185 days	08/14/2025

Ochoa, Juana F	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Rose Avenue School 5.5 hrs./185 days	08/14/2025
Perez, Amy R	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Ritchen School 5 hrs./185 days	08/14/2025
Shauer, Morgan L	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Child Nutrition Services 5 hrs./185 days	08/14/2025
Vargas, Angelica F	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Curren School 5 hrs./185 days	08/14/2025
Villagomez, Erika	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Child Nutrition Services 5.5 hrs./185 days	08/14/2025
Wofford, Aimee M	Speech Language Pathology Assistant, McKinna School 8 hrs./183 days Paraeducator Special Education, Fremont Academy 5.75 hrs./183 days	08/18/2025

**Administrative Transfer**

12760	Paraeducator Special Education, Frank Academy 5.75 hrs./183 days	08/18/2025
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**Transfers**

Born, Cecilia B	Paraeducator General Education, Soria School 8 hrs./183 days	08/18/2025
Castañeda, Sonia L	Paraeducator General Education, Elm School 6 hrs./183 days	08/18/2025
Chavez, Nina	Paraeducator Special Education, Curren School 5.75 hrs./183 days	08/18/2025
Coria, Crystal Q	Paraeducator Special Education, Marshall School 5.75 hrs./183 days	08/18/2025
Edwards, Ashley A	Paraeducator Special Education, Driffill School 5.75 hrs./183 days	08/18/2025
Fernandez Ramirez, Itzel D	Paraeducator General Education, Chavez School 8 hrs./183 days	08/19/2025
Maldonado, Perla J	Paraeducator General Education, Marina West/McAuliffe Schools 6 hrs./183 days	08/18/2025

**Resignations**

Arellano, Adriana I	Paraeducator Special Education, Driffill School 5.75 hrs./183 days	08/07/2025
Flores Santillan, Kimberly	Campus Assistant, Lopez Academy 5.75 hrs./180 days	08/04/2025
Rangel, Serena R	Paraeducator General Education, Pupil Services 5.75 hrs./183 days	08/07/2025

**Resignations (cont.)**

Renteria Kenia A	Paraeducator Special Education, Marshall School 5.75 hrs./183 days	08/11/2025
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**Retirements**

Gonzales, Ophelia D	Campus Assistant, Curren School 5.75 hrs./180 days	07/31/2025
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**New Hires**

Arevalo Navarro, Ernesto	Custodian, Facilities 8 hrs./245 days	08/29/2025
Cortez, Marisol I	Paraeducator Special Education, McAuliffe School 5.75 hrs./183 days	08/20/2025
Decierdo, Sofia	Paraeducator Special Education, Fremont Academy 5.75 hrs./183 days	08/18/2025
Garcia, Julian A	Custodian, Marshall School 4 hrs./245 days	08/25/2025
Gonzalez Lopez, Anacelia	Custodian, Kamala School 5 hrs./245 days	09/02/2025
Rivas, Ivan	Custodian, Brekke School 5 hrs./245 days	08/28/2025
Rivera Jr, Lisandro J	Custodian, Facilities 8 hrs./245 days	08/28/2025
Toledano, Jose M	Custodian, Facilities 8 hrs./245 days	08/29/2025

**Limited Term/Substitutes**

Arellano, Adriana I	Paraeducator (Substitute)	08/18/2025
Ayala, Ashley C	After School Program Site Coordinator (Substitute)	08/07/2025
Gutierrez, Jessica P	Clerical (Substitute)	08/25/2025
Leal, Carolyn I	Campus Assistant (Substitute)	08/18/2025
Wade, Brittany H	Paraeducator (Substitute)	08/20/2025

**Transfers**

Macumba Iribarren, Linda S	Transportation Driver, Transportation 8 hrs./183 days	09/02/2025
Regalado, Juan M	Maintenance Worker II, Maintenance 8 hrs./245 days	09/02/2025

**Resignations**

Ancona Michelle	Paraeducator Special Education, Ritchen School 5.75 hrs./183 days	08/17/2025
Ellis, Douglas M	Paraeducator Special Education, Special Education 8 hrs./183 days	08/15/2025
Fernandez Lemus, Maria	Transportation Driver, Transportation 8 hrs./183 days	08/13/2025
Paredes Hernandez, Irlanda	Paraeducator Special Education, Frank Academy 5.75 hrs./183 days	08/14/2025
Silvia, Ana Maria	Child Nutrition Worker, Child Nutrition Services 5 hrs./185 days	08/13/2025
Torres, Ricardo A	Senior Payroll Technician, Budget and Finance 8 hrs./245 days	09/01/2025
Vega, Angelica U	Language Assessment Technician, Enrollment Center 5.5 hrs./245 days	09/01/2025

**New Hires**

Baltazar Montes, Gildardo	Paraeducator General Education, Elm School 6 hrs./183 days	09/02/2025
Brown, Dominic C	Paraeducator General Education, Lemonwood School 6 hrs./183 days	09/02/2025
Cabral, Aurora	Paraeducator General Education, Harrington School 6 hrs./183 days	09/02/2025
Camarena, Alexis K	Paraeducator General Education, Lemonwood School 6 hrs./183 days	09/02/2025
Castellanos, Gia A	Paraeducator General Education, Sierra Linda School 6 hrs./183 days	09/02/2025
Castro, Jennie F	Paraeducator General Education, McKinna School 6 hrs./183 days	09/02/2025
Escobar, Cassandra	Campus Assistant, Lemonwood School 5.75 hrs./180 days	09/11/2025
Gomez, Luiz C	Custodian, Marina West School 5 hrs./245 days	09/05/2025
Gonzalez, Natalie A	Campus Assistant, Curren School 5.75 hrs./180 days	08/25/2025
Gonzalez Lopez, Anacelia	Custodian, Kamala School 5 hrs./245 days	09/02/2025
Jackson, Robert W	Custodian, Facilities 8 hrs./245 days	09/05/2025
Jacobo, Guadalupe	Paraeducator General Education, Pupil Services 5.75 hrs./183 days	09/15/2025
Ledesma, Grecia	Speech Language Pathology Assistant, San Miguel School 8 hrs./183 days	09/02/2025
Mendez, Jordan N	Paraeducator General Education, McKinna School 6 hrs./183 days	09/02/2025
Miller, Jerry L	Campus Assistant, Lopez Academy 5.75 hrs./180 days	08/26/2025
Perez, Kaleah N	Paraeducator General Education, Marina West School 6 hrs./183 days	08/26/2025
Perez, Marina	Paraeducator General Education, Elm School 6 hrs./183 days	09/03/2025
Placencia, Amy I	Paraeducator General Education, Sierra Linda School 6 hrs./183 days	09/02/2025
Prado, Ricardo D	Paraeducator General Education, Elm School 6 hrs./183 days	09/08/2025
Ramirez, Wendy	Paraeducator General Education, Sierra Linda School 6 hrs./183 days	09/02/2025
Rangel, Crystal M	Paraeducator General Education, Rose Avenue School 6 hrs./183 days	09/02/2025
Serena Leyva, Adrian	Custodian, Facilities 8 hrs./245 days	09/15/2025
Tandingan, Rachel J	Paraeducator General Education, Brekke School 6 hrs./183 days	09/02/2025
Tena-Ortiz, Itzel	Paraeducator General Education, Rose Avenue School 4 hrs./183 days	09/02/2025
Vaca-Boyd, Jasmine R	Paraeducator General Education, Fremont Academy 5.75 hrs./183 days	09/02/2025
Villegas, Paola	Paraeducator General Education, McKinna School 6 hrs./183 days	09/02/2025

**Limited Term/Substitutes**

Alcantar, Trinity Z	Paraeducator (Substitute)	08/27/2025
Arroyo, Guadalupe	Paraeducator (Substitute)	09/05/2025
Bowles, Allison M	Paraeducator (Substitute)	09/05/2025
Calderon, Elvia A	Paraeducator (Substitute)	09/05/2025
Cardenas, Jazlyn	Paraeducator (Substitute)	09/05/2025
Carrillo, Tereze	Paraeducator (Substitute)	09/08/2025
Castro, Jennie F	Paraeducator (Substitute)	08/18/2025
Duran, Itzel T	Paraeducator (Substitute)	09/05/2025
Griffin, Kaylah L	Campus Assistant (Substitute)	08/28/2025
Larios-Cervantes, Jassmine	Paraeducator (Substitute)	09/09/2025
Perez, Kaleah N	Paraeducator (Substitute)	08/18/2025
Tena-Ortiz, Itzel	Paraeducator (Substitute)	08/28/2025
Vargas, Sirena N	Paraeducator (Substitute)	09/05/2025

**Probation Release**

13074	Campus Assistant - 5.75 hrs./180 days	09/08/2025
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**Resignations**

De Loera, Candelaria N	Risk Management Specialist, Risk Management 8 hrs./245 days	09/05/2025
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