

# 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, December 11, 2025**

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

**REGULAR MEETING**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

### **A.1 Call Meeting To Order**

### **A.2 Roll Call**

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

### **A.4 Approval of Minutes for November 13th, 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 Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4 (Page 13)**

Ernest Morrison will assume the role as chair and Paul Robinson will serve the role as vice-chair.

### **C.2 Meeting Calendar for 2026 (Pages 14-15)**

The Personnel Commission will consider a proposed calendar for meetings to be convened in 2026.

### **C.3 Advanced Step Placement for Maria Longoria Delgado, Health Care Technician (Page 16)**

The Personnel Commission will ratify the advanced step placement for Maria Longoria Delgado, Health Care Technician

### **C.4 Advanced Step Placement for Blanca Magaña, Language Assessment Technician (Page 17)**

The Personnel Commission will ratify the advanced step placement for Blanca Magaña, Language Assessment Technician

### **C.5 Advanced Step Placement for Ryan DeBoni, Maintenance Worker II (Page 18)**

The Personnel Commission will ratify the advanced step placement for Ryan DeBoni, Maintenance Worker II

### **C.6 Advanced Step Placement for Marisela Piña, Mental Health Clinician (Page 19)**

The Personnel Commission will ratify the advanced step placement for Marisela Piña, Mental Health Clinician

### **C.7 Advanced Step Placement for Kimberly Baltazar, Paraeducator Special Education (Page**

20)

The Personnel Commission will ratify the advanced step placement for Kimberly Baltazar, Paraeducator Special Education

**C.8 Advanced Step Placement for Maria Barranco, Paraeducator Special Education (Page 21)**

The Personnel Commission will ratify the advanced step placement for Maria Barranco, Paraeducator Special Education

**C.9 Advanced Step Placement for Imelda Flores De Barron, Paraeducator Special Education (Page 22)**

The Personnel Commission will ratify the advanced step placement for Imelda Flores De Barron, Paraeducator Special Education

**C.10 Advanced Step Placement for Ana Ambriz, Secretary (Page 23)**

The Personnel Commission will ratify the advanced step placement for Ana Ambriz, Secretary

**C.11 Advanced Step Placement for Jazmin Mendez, Speech Language Pathology Assistant (Page 24)**

The Personnel Commission will ratify the advanced step placement for Jazmin Mendez, Speech Language Pathology Assistant

**C.12 Eligibility Lists (Pages 25-31)**

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 Report by CSEA**

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

**D.2 Report by Assistant Superintendent, Human Resources**

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

**D.3 Director's Report**

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

**D.4 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 Reconvene to open session and report out of closed session.**

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

**F.2 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:**

- Public Employee Evaluation: Director, Classified Human Resources.

**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, November 13, 2025**

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

**REGULAR MEETING**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

### **A.1 Call Meeting To Order**

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, November 13, 2025 in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Robinson at 3:33 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; Jenna Becker, Human Resources Analyst; Mireya Rosales, Administrative Assistant

Guests: Dr. Anabolena DeGenna, Superintendent; Dr. Scott Carroll, Assistant Superintendent of Human Resources; Allison Cordes, Director of Certificated Human Resources; Jason Ingram, Child Nutrition Coordinator; Jerry Tejada, CSEA Vice President, Lisa Towery, Labor Relations Representative

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

The agenda of Thursday November 13, 2025 was adopted as presented

Mover: Denis O'Leary

Secunder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

### **A.4 Approval of Minutes for October 9th, 2025 meeting (Pages 4-11)**

The minutes of November 13, 2025 were approved as presented, with grammar corrections noted by Commissioner Robinson.

Mover: Paul Robinson

Secunder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

### **A.5 Study Session with Superintendent - Connection, Care, and Continued Achievement**

The Superintendent delivered a presentation outlining the Board and Superintendent goals for

the current school year, along with a review of the District's Strategic Plan.

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

### **Section C: ACTION ITEMS**

#### **C.1 Advanced Step Placement for Omar Gastelum, Campus Assistant (Page 12)**

The Personnel Commission took action to approve the advanced step placement for Omar Gastelum, Campus Assistant at Step C of Campus Assistant 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 Sidney Myers, Library Media Technician (Page 13)**

The Personnel Commission took action to approve the advanced step placement for Sidney Myers, Library Media Technician at Step C of Library Media 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.3 Advanced Step Placement for Janet Hulum, Library Media Technician (Page 14)**

The Personnel Commission took action to approve the advanced step placement for Janet Hulum, Library Media Technician at Step E of Library Media 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 Cristobal Bello, Paraeducator Special Education (Page 15)**

The Personnel Commission took action to approve the advanced step placement for Cristobal

Bello, 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.5 Advanced Step Placement for Daniel Chavez, Payroll Technician (Page 16)**

The Personnel Commission took action to approve the advanced step placement for Daniel Chavez, Payroll Technician at Step C of Payroll 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.6 Advanced Step Placement for Cristina Garibay, Payroll Technician (Page 17)**

The Personnel Commission took action to approve the advanced step placement for Cristina Garibay, Payroll Technician at Step D of Payroll 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.7 Advanced Step Placement for Yadira Infante, Risk Management Specialist (Page 18)**

The Personnel Commission took action to approve the advanced step placement for Yadira Infante, Risk Management Specialist at Step C of Risk Management Specialist 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 Blanca Gaytan, Speech Language Pathology Assistant (Page**

19)

The Personnel Commission took action to approve the advanced step placement for Blanca Gaytan, Speech Language Pathology Assistant at Step B of Speech Language Pathology Assistant 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 Eligibility Lists (Pages 20 - 38)**

The eligibility lists of Maintenance Worker II, Administrative Assistant, School Office Manager, Payroll Technician, Child Nutrition Worker, Child Nutrition Worker II (Cook), Secretary, Office Assistant III, Intermediate School Secretary, Information Systems Data Specialist, Paraeducator - Special Education, Campus Assistant, Language Assessment Technician (Spanish Bilingual Required), Speech Language Pathology Assistant, were approved as presented

Mover: Ernest Morrison

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

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

### **D.1 Personnel Actions (Page 39-41)**

The Personnel Commission reviewed the Personnel Actions of October 15, and November 5, 2025.

### **D.2 Report by CSEA**

Mr. Jerry Tejada, CSEA Vice President, reported that negotiations are ongoing and that the team is currently refining the language in several articles, including Article 24 (Safety), Transfers, and Layoffs. While no layoffs are anticipated, CSEA would like to ensure the language is clear and comprehensive. They are awaiting the release of the budget before beginning work on additional articles, such as Article 9 (Pay & Allowances) and Article 13 (Health & Welfare Benefits).

He also noted that nominations for the CSEA Executive Board and Representative positions will take place in November. Ms. Lisa, Labor Relations Representative, thanked Commissioner Morrison for inquiring about CSEA member input referenced in the report presented by Dr. DeGenna

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

Dr. Scott Carroll, Assistant Superintendent of Human Resources, thanked CSEA for supporting the rollout of the OSD Code of Conduct with Students. He shared that the goal is to train all district staff. The Code is thorough and focuses on two main points: keeping students safe and protecting employees by outlining how to work appropriately with students and parents.

Dr. Carroll also mentioned that the Leadership Academy is going well. There are two sessions left in the current group, and planning has already begun for the spring group.

### **D.4 Director's Report**

Dr. Adalberto Fuentes, Director of Classified Human Resources, reviewed the eligibility list and talked about the challenges in filling certain positions. He mentioned last year's goal of visiting every school site as background for his recent visit to Elm School, where he met with Ms. Jessica Glass to talk about the site's needs and how his department can better support them. He also met with each member of his team to look at ways to streamline their work and improve service.

Dr. Fuentes shared that the department is focusing on helping sites during the first hour of the day by providing substitute coverage and keeping sites informed of efforts to fill vacancies. He thanked Commissioner Morrison for attending the last Board meeting where he and Dr. Carroll presented on the recruitment process as well as the Personnel Commission Annual Report. He also mentioned that registrations for the CSPCA Conference are complete, and the conference will be held in March in San Diego

### **D.5 Report by Commissioners**

Commissioner O'Leary thanked everyone and expressed his appreciation for all they do.

Commissioner Morrison spoke about the importance of making sure everyone feels like part of the team. He emphasized building a culture focused on strong customer service and creating a sense of pride in our schools, our students, and the overall environment.

Commissioner Robinson acknowledged the work of Dr. Fuentes and his team. He noted the positive impact of their efforts and said he sees things moving in a good direction.

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

### **Section F: CLOSED SESSION**

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

The Commission Convened into closed session at 5:34 p.m.

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

The Commission reconvened at 6:31 p.m. into open session and reported no action was taken in closed session.

**Section G: ADJOURNMENT**

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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 November 13, 2025.

Signed:

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Chair of the Personnel Commission

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4**

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Pursuant to Personnel Commission Rule 20.100.4, the Personnel Commission officers will rotate chairs every year.

In December 2024, the Personnel Commission approved the following officer roles:

- Commissioner Robinson – Chair
- Commissioner – Morrison Vice Chair
- Commissioner O'Leary – Member

The new officer roles will be as listed:

- Commissioner Morrison – Chair
- Commissioner – Robinson Vice Chair
- Commissioner O'Leary – Member

The Oath of Office will be administered for the Committee Appointed, Mr. Ernest Morrison. Mr. Morrison will serve a term from December 1, 2025 to December 1, 2026

### **RECOMMENDATION:**

Staff recommends that the Personal Commission take action to approve the rotation of chair as presented.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Meeting Calendar for 2026**

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The Personnel Commission will consider the proposed calendar for meetings to be convened in 2026. The regularly scheduled Commission meetings occur on the second Thursday of every month at 3:30pm.

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the Personal Commission Meeting Calendar for 2026 as presented.

#### **ADDITIONAL MATERIALS:**

**Attached:** [PC Meeting Schedule 2026.pdf](#)



# OXNARD SCHOOL DISTRICT

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

To: Interested Persons

From: Classified Human Resources

Date: November 13, 2025

Re: Personnel Commission Meeting Agenda Schedule – January 2026 through December 2026

Below are the Commission meeting dates for 2026. The Commission meetings will convene at **3:30 p.m.** The meeting dates and times are subject to change.

| <b>Commission Meeting Date</b> | <b>Available on Website *</b>                               |
|--------------------------------|---|
| Thursday, January 15, 2026     | Monday, January 12, 2026                                    |
| Thursday, February 12, 2026    | Monday, February 9, 2026                                    |
| Thursday, March 12, 2026       | Monday, March 9, 2026                                       |
| Thursday, April 9, 2026        | Monday, April 6, 2026                                       |
| Thursday, May 14, 2026         | Monday, May 11, 2026  |
| Thursday, June 11, 2026        | Monday, June 8, 2026  |
| Thursday, July 9, 2026         | Monday, July 6, 2026  |
| Thursday, August 13, 2026      | Monday, August 10, 2026                                     |
| Thursday, September 10, 2026   | Monday, September 7, 2026                                   |
| Thursday, October 8, 2026      | Monday, October 5, 2026                                     |
| <i>To Be Determined</i>        | <i>Board/Commission Celebration for Retiree Recognition</i> |
| Thursday, November 12, 2026    | Monday, November 9, 2026                                    |
| Thursday, December 10, 2026    | Monday, December 7, 2026                                    |

\* If a Monday is a holiday, posting will be the preceding Friday.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Advanced Step Placement for Maria Longoria Delgado, Health Care Technician**

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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 the Health Care Technician position for the Pupil Services department. Maria Longoria Delgado was selected for the position by the hiring authority and is being recommended to start at Step B of the classified salary schedule based on the following:

- Experience: Over 3 years of experience as an LVN.
- Education: Licensed Vocational Nurse.

The minimum qualifications are:

- Experience: Experience equivalent to six months working in acute care coupled with some clerical background is preferred.
- Education: Licensed as a Vocational Nurse or Registered Nurse in California.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step B of the Health Care Technician classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Advanced Step Placement for Blanca Magaña, Language Assessment Technician**

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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 the Language Assessment Technician. Blanca Magaña was selected for the position by the hiring authority and is being recommended to start at Step C of the classified salary schedule based on the following:

- Experience: Less than one year of experience as a Language Assessment Technician (Extra Help). Has many years of experience in a separate field performing clerical and customer service duties.
- Education: Graduation from high school or equivalent.

The minimum qualifications are:

- Experience: One year of clerical experience. Experience administering individual assessments or tests is desirable.
- Education: Graduation from high school or equivalent.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step C of the Language Assessment Technician classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Advanced Step Placement for Ryan DeBoni, Maintenance Worker II**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Operations Service Center department for the Maintenance Worker II position. Ryan DeBoni 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 directly related experience.
- Education: Some college coursework.

The minimum qualifications for the classification are:

- Experience: One year of experience performing a variety of semi-skilled maintenance and facilities repair work.
- Education: Graduation from high school or evidence of equivalent educational proficiency.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step D of the Maintenance Worker II classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Advanced Step Placement for Marisela Piña, Mental Health Clinician**

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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 Mental Health Clinician position. Marisela Piña 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: 6 months of working as a MFT trainee.
- Education: M.A. Marriage & Family Therapy, M.A. in Psychology, and has an Associate Marriage and Family Therapist (AMFT).

The minimum qualifications for the classification are:

- Experience: Working with students or families in a social services or educational environment is desirable.
- Education: Master's degree in Marriage & Family Therapy, Social Work, or closely related field. Possession of an AMFT, ACSW, or APCC.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step B of the Mental Health Clinician classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Advanced Step Placement for Kimberly Baltazar, Paraeducator Special Education**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Kimberly Baltazar 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 1 year of related experience.
- Education: Bachelor's in Kinesiology.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
  - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
  - Attainment of an Associate of Arts degree or higher degree; or
  - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Advanced Step Placement for Maria Barranco, Paraeducator Special Education**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Maria Barranco 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: About 1 years of related experience.
- Education: B.A. in Early Childhood Studies.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
  - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
  - Attainment of an Associate of Arts degree or higher degree; or
  - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Advanced Step Placement for Imelda Flores De Barron, Paraeducator Special Education**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Imelda Flores De Barron 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 2 years of related experience.
- Education: Associates degree in Child Development.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
  - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
  - Attainment of an Associate of Arts degree or higher degree; or
  - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Advanced Step Placement for Ana Ambriz, Secretary**

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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 Secretary position. Ana Ambriz was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Experience: Over 3 years of related experience
- Education: AA and BA in Business Administration.

The minimum qualifications for the classification are:

- Experience: Two years of clerical experience.
- Education: Graduation from high school or equivalent.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step C of the Secretary classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** December 11, 2025

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

### **Advanced Step Placement for Jazmin Mendez, 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. Jazmin Mendez 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 8 years of experience working as a SLPA.
- Education: SLPA License and in the second year of a Master's in School Psychology.
- 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 for at Step E of the Speech Language Pathology Assistant classification on the Classified Salary Schedule.



Recruitment Type: Dual Certification

Eligibility List No. 25-26:31

Director's Certification:

Established: 11/13/2025

### Paraeducator General Education

| Rank | Candidate ID | Expiration Date |
|------|--------------|-----------------|
| 1    | 64517704 (B) | 11/13/2026      |
| 2    | 62725325 (B) | 11/13/2026      |
| 3    | 60016579     | 11/13/2026      |
| 4    | 51783949     | 11/13/2026      |
| 5    | 8182926      | 11/13/2026      |
| 6    | 61757312     | 11/13/2026      |
| 6    | 59557547 (B) | 11/13/2026      |
| 7    | 62270062 (B) | 11/13/2026      |
| 8    | 64521673     | 11/13/2026      |

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. 25-26:41;  
24-25:122; 24-25:114;  
24-25:79

Director's Certification:

Established: 11/14/2025

## After School Program Site Coordinator

| Rank | Candidate ID | Expiration Date |
|------|--------------|-----------------|
| 1    | 61690438     | 5/14/2026       |
| 2    | 43090042     | 11/14/2026      |
| 3    | 29641371     | 3/12/2026       |
| 4    | 52479190     | 5/14/2026       |
| 5    | 48793364     | 11/14/2026      |
| 6    | 36913047     | 11/14/2026      |
| 7    | 29138887     | 7/15/2026       |
| 8    | 49431145     | 5/14/2026       |
| 9    | 33976437     | 7/15/2026       |
| 10   | 24605614     | 7/15/2026       |

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. 25-26:33

Director's Certification:

Established: 11/7/2025

## Paraeducator - Hearing Impaired (Oral Speech)

| Rank | Candidate ID | Expiration Date |
|------|--------------|-----------------|
| 1    | 38335446     | 11/7/2026       |



Recruitment Type: Dual Certification

Eligibility List No. 25-26:42;  
25-26:24; 24-25:120;  
24-25:106; 24-25:132

Director's Certification:

Established: 11/18/2025

## Paraeducator - Special Education

| Rank | Candidate ID | Expiration Date |
|------|--------------|-----------------|
| 1    | 9521895      | 11/18/2026      |
| 2    | 49993389     | 10/3/2026       |
| 2    | 32767330     | 11/18/2026      |
| 2    | 41905318     | 10/3/2026       |
| 3    | 29774408     | 6/10/2026       |
| 4    | 50280994     | 10/3/2026       |
| 4    | 59122723     | 11/18/2026      |
| 5    | 59818205     | 11/18/2026      |
| 5    | 56734185     | 11/18/2026      |
| 6    | 59151784     | 10/3/2026       |
| 6    | 30820797     | 11/18/2026      |
| 6    | 64606486     | 11/18/2026      |
| 7    | 50108242     | 4/16/2026       |
| 8    | 26063034     | 11/18/2026      |
| 8    | 59240854     | 11/18/2026      |
| 8    | 59891470     | 10/3/2026       |
| 9    | 55279063     | 7/21/2026       |
| 10   | 20354859     | 7/21/2026       |

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. 25-26:43;

24-25:78; 24-25:51

Director's Certification:

Established: 11/6/2025

### Health Care Technician (LVN)

| Rank | Candidate ID | Expiration Date |
|------|--------------|-----------------|
| 1    | 45996616     | 11/6/2026       |
| 1    | 64998550     | 11/6/2026       |
| 1    | 53532749     | 1/16/2026       |
| 1    | 60229706     | 11/25/2025      |
| 1    | 49337649     | 3/25/2026       |
| 1    | 16617560     | 11/6/2026       |
| 1    | 47280733     | 2/19/2026       |
| 1    | 4322042      | 11/25/2025      |
| 1    | 55460219     | 11/6/2026       |
| 1    | 64423680     | 11/6/2026       |
| 1    | 61637485     | 3/11/2026       |
| 1    | 56313306     | 3/25/2026       |
| 2    | 61163548     | 3/25/2026       |

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. 25-26:32

Director's Certification:

Established: 11/24/2025

### Special Education Data Techician

| Rank | Candidate ID | Expiration Date |
|------|--------------|-----------------|
| 1    | 48753887     | 11/24/2026      |
| 2    | 6200479      | 11/24/2026      |
| 3    | 47236759     | 11/24/2026      |
| 3    | 33306279     | 11/24/2026      |
| 4    | 64666231     | 11/24/2026      |

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. 25-26:38

Director's Certification:

Established: 11/24/2025

### Grounds Maintenance Worker I

| Rank | Candidate ID | Expiration Date |
|------|--------------|-----------------|
| 1    | 49908461     | 11/24/2026      |
| 2    | 46336891     | 11/24/2026      |

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.