

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, December 18, 2025 - 4:00 P.M.

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

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on November 13, 2025.

C. APPROVAL OF ORDER OF AGENDA ITEMS

D. PUBLIC COMMENTS

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

E. REPORTS AND DISCUSSION

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

F. OLD BUSINESS – ACTION OR INFORMATION

None

G. NEW BUSINESS – ACTION OR INFORMATION

- | | |
|--|---------------|
| 1. Recognition of Personnel Commissioner, Jeff Steiger | Action |
| 2. Election of Chair | Action |
| 3. Election of Vice-Chair | Action |
| 4. Scheduling of Regular Meetings | Action |
| 5. Annual Report 2024-2025 – Draft | Action |
| 6. Certification of Eligibility Lists: | Action |
| • After School Program Leader | |
| • Instructional Assistant-Extensive Support Needs | |
| • Instructional Assistant-Special Education | |
| • Specialized Health Care Technician/Licensed Vocational Nurse | |

7. Personnel Activity Report for November 12, 2025

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

January 15, 2026

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – NOVEMBER 13, 2025

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:00 p.m. <u>Commission Members Present:</u> Karen Harrison, Chair Jeff Steiger, Vice-Chair <u>Commission Member Absent:</u> Tommie Sanchez-Reyes, Member <u>Staff Present:</u> Gregg Robinson, Director-Classified Human Resources Sonia Bautista, Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER HARRISON, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER HARRISON, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> CSEA President, Vanessa Hernandez, provided an update on the elections for the new CSEA executive board taking effect on January 1, 2026. She also expressed encouragement for employees to participate in the professional growth program to increase salary compensation. <u>District Report</u> No report provided. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson updated the commission on recruitments; provided information on the Personnel Commission/Classified HR newsletter, and noted that the annual report will be provided next month. He also recognized staff with special thanks to Edith Boarman on her new role as the substitute placement clerk.

F. OLD BUSINESS	None
G. NEW BUSINESS	
1. Salary Study - Director-Child Nutrition Services	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. Director Robinson reviewed information and provided details on the salary study for the Director-Child Nutrition Services position. THE ITEM WAS APPROVED WITH A 2-0 VOTE TO REASSIGN THE POSITION TO RANGE TO 323 ON THE CLASSIFIED MANAGEMENT SALARY SCHEDULE.
2. Certification of Eligibility Lists - Action: ● Associate Mental Health Therapist ● Custodian ● Instructional Assistant ● Instructional Assistant-Bilingual ● Instructional Assistant-Extensive Support Needs ● Instructional Assistant-Special Education ● Mental Health Supervisor ● Specialized Health Care Technician/LVN ● Restorative Justice Facilitator	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. AFTER A BRIEF DISCUSSION, THE ELIGIBILITY LISTS WERE APPROVED WITH A 2-0 VOTE.
H. COMMISSION COMMENTS	None.
I. SCHEDULE NEXT REGULAR MEETING	December 11, 2025 at 4:00 p.m.
J. ADJOURNMENT	With no further business, the meeting was adjourned at 4:28 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, November 13, 2025, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT

Classified Human Resources

PERSONNEL COMMISSION

DRAFT

Annual Report 2024-2025

Current Recruitments:
<https://www.schooljobs.com/careers/santapaulausd/>
Website:
www.santapaulausd.org

Classified Employment Activity	2023-2024	2024-2025
RFP's Processed	421	425
New Hires – Probationary	64	67
New Hires – Substitutes	96	52
New Hires – AVID	23	18
New Hires – Student	11	18
Promotions	15	18
Changes in Assignments	41	16
Reinstatements	3	2
Limited Term	162	128
Summer School/ESY	135	181
Leaves of Absence	4	18
Exhaustion of Leave	1	1
Resignations	36	33
Retirements	11	19
Layoffs	0	61
Separations	3	4
Positions Abolished	0	14
Fingerprints Completed	127	99
New Positions Added	29	29

Other Classified Activities	2023 - 2024	2024 - 2025
Number of:		
Substitute Absences Filled	2,811	3,803

New Positions Approved by the Board of Trustees During the 2024-25 School Year	
Position Classification	Number of Positions Established
After School Program Leader	2
Board Certified Behavior Analyst	2
Campus Supervision Assistant	1
Child Nutrition Services Assistant I	1
Community Schools Outreach Coordinator - Bilingual	9
Custodian	1
Instructional Assistant – After School Program	7
Instructional Assistant – Extensive Support Needs	1
Instructional Assistant – Special Education	1
Parent Liaison - Bilingual	1
Payroll Technician	2
Preschool Coordinator	1

NUMBER OF NEW POSITIONS ADDED IN 2024-2025

Total Number of New Positions Added: 29

Total Number of New Classifications Created: 5

NUMBER OF NEW POSITIONS ADDED IN 2023-2024

Total Number of New Positions Added: 29

PERSONNEL COMMISSIONERS

Karen Harrison, Chair

Joint Appointee – Term Expires December 1, 2028

Tommie Sanchez-Reyes, Vice Chair

CSEA Appointee – Term Expires December 1, 2027

Jeff Steiger, Member

District Appointee – Term Expires December 1, 2025

**Classified Human Resources
Personnel Commission Office**

201 S. Steckel Drive
Santa Paula, CA 93060
805-933-8889

PERSONNEL COMMISSION STAFF

Gregory Robinson

Director, Classified Human Resources

Sonia Bautista

HR Analyst-Classified

Alexis Gonzales

HR Assistant-Classified

Edith Boarman

Substitute Placement Clerk-Classified

Contact us at: classifiedhr@santapaulausd.org

RECRUITMENTS POSTED DURING THE 2024-2025 SCHOOL YEAR

Accounting Technician
After School Program Leader (Bilingual)
ASB Accounting Technician
Associate Mental Health Therapist (2)
Board Certified Behavior Analyst (BCBA)
Campus Supervision Assistant
Chief Business Officer
Child Nutrition Services Assistant I (2)
Child Nutrition Services Site Lead-Elementary
Community Schools Outreach Coordinator – Bilingual
Computer Technician
Director, Budget & Finance
Director - Technology
Early Education Teacher
Executive Assistant - Confidential
Human Resources Analyst - Certificated
Human Resources Assistant
Instructional Assistant - After School Program (3)
Instructional Assistant Extensive Support Needs (3)
Instructional Assistant Extensive Support Needs – Bilingual
Instructional Assistant – Special Education (2)
Instructional Assistant – Special Education - Bilingual
Library/Media Specialist
Network Technician
Network Technician (Limited Term)
Network & Systems Manager
Occupational Therapist
Parent Liaison - Bilingual
Payroll Technician
Preschool Coordinator
Resource Services Specialist - PE
School Administrative Assistant I
School Administrative Assistant I - Bilingual
School Office Assistant
School Office Assistant - Bilingual
Senior Accountant
Specialized Health Care Technician/LVN
Student Store Clerk
Child Nutrition Services Assistant Substitute

Classified Recruitment Data	2022- 2023	2023- 2024	2024- 2025
Number of Recruitments Posted	58	55	46
Total Number of Hits on Posted Recruitments	29,825	29,210	27,664
Total Applications Received	495	998	851
Promotional Applications Received	45	133	68
Outside Applications Received	450	865	783
Number of Written Examinations	29	36	30
Number of Oral Examinations	38	43	42
Total Number of Applicants Certified as Eligibles	236	377	190

CLASSIFIED EMPLOYEE DATA

**Regular
Employees
2024-2025**
386

2023-2024
378

**Substitute
Employees
2024-2025**
131

2023-2024
116

**AVID Tutors
2024-2025**
26

2023-2024
23

**Student
Workers
2024-2025**
28

2023-2024
29

**Total Classified
Employees
2024-2025**
571

2023-2024
546

*It is amazing
what you can
accomplish if you
do not care who
gets the credit.
-Harry S.
Truman*

*Thank you to the
Classified Human
Resources Team
for all of their
hard work!*



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 5, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

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

Recruitment type: Open and Promotional

Number of District employees that applied 02

Number of Applications 19

Number of Applicants Passing Screening 10

Number of Applicants meeting ESSA requirements/written exam 08

Number of Applicants Passing Qualification Interview 03

Number of Applicants to be Certified 03

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 4, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Extensive Support Needs** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 12

Number of Applicants Passing Screening 10

Number of Applicants Meeting ESSA requirements/written 08

Number of Applicants Passing Qualification Interview 04

Number of Applicants to be Certified 04

It is recommended that the Eligibility List for **Instructional Assistant-Extensive Support Needs** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 4, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant- Special Education** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 12

Number of Applicants Passing Screening 10

Number of Applicants Meeting ESSA requirements/written 08

Number of Applicants Passing Qualification Interview 04

Number of Applicants to be Certified 04

It is recommended that the Eligibility List for **Instructional Assistant- Special Education** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 9, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Specialized Health Care Technician/Licensed Vocational Nurse (LVN)** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 06

Number of Applicants Passing Screening 03

Number of Applicants Passing Qualification Interview 03

Number of Applicants to be Certified 03

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

NOVEMBER 12, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTIONS

Lynda Barrera	Webster	CNS Asst. II	5.5/day	10/06/25
Johanna Valdovinos	Isbell	After School Program Leader	5.5/day	10/08/25
Maribel Lizama	Blanchard	CNS Asst. II	5.5/day	10/14/25

PROBATIONARY ASSIGNMENTS

Crystal Carrillo	Webster	CNS Asst. I	5.5/day	10/06/25
Sarah Vazquez	D.O.	Accounting Attendance Spec.	8.0/day	10/15/25
Eduardo Hernandez	Glen City	Instructional Asst.-Aspire	3.5/day	10/27/25
Joseph Moreno	Isbell	Instructional Asst.-Aspire	3.5/day	10/27/25
Daisy Sumaya	DO	Assoc. Mental Health Ther.	8.0/day	10/27/25
Jezabelle Montes	Grace Thille	Instructional Asst.-Aspire	3.5/day	10/31/25
Jessie Mora	SPHS	Campus Security Officer	5.75/day	10/31/25

CHANGE IN ASSIGNMENT

Charles Lewis	Roving	Custodian	8.0/day	08/01/25
John Barker	Blanchard	Custodian	8.0/day	08/01/25
Joseph Miranda-Hernandez	SPHS	Custodian	8.0/day	08/01/25

RELEASED FROM PROBATION

162175762025	09/30/25
116073092025	10/07/25

SUBSTITUTES

Anthony Barrios	Custodian	10/01/25
Caralyn Garcia	CNS	10/03/25
Destiny Segovia	Instructional Assistant	10/06/25

November 12, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
Braden Young		CNS		10/06/25
Gary Acevedo		Grounds Maintenance		10/15/25
Rachel Hildebrandt		Instructional Assistant		10/15/25
Zulema Rodriguez		Instructional Assistant		10/15/25
Daisy Rubio		Instructional Assistant		10/15/25
Isaac Saucedo		Grounds Maintenance		10/16/25
Nathania Covarrubias		Instructional Assistant		10/27/25
Sofia Ramirez		Instructional Assistant		10/27/25