



SANTA PAULA UNIFIED SCHOOL DISTRICT

Classified Human Resources PERSONNEL COMMISSION 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, 2026

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

Greggory 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!*