

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • (805) 385-1501



**THE PERSONNEL COMMISSION**  
SUPPORTING EDUCATION THROUGH MERIT

**PERSONNEL COMMISSION MEMBERS**

**Mr. Ernest Morrison**, Chair  
**Mr. Denis O'Leary**, Vice Chair  
**Mr. Paul Robinson**, Member

**AGENDA**  
**REGULAR MEETING**  
**Thursday, January 15, 2026**

**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 December 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 Salary Reallocation - Adaptive Technology Specialist & Paraeducator Hearing Impaired (Sign Language) (Pages 13-17)**

The Personnel Commission will consider the Salary Reallocation - Adaptive Technology Specialist & Paraeducator Hearing Impaired (Sign Language)

### **C.2 Job Description and Title Revisions for Maintenance and Operations (Pages 18-48)**

The Personnel Commission will consider the Job Description and Title Revisions for Maintenance and Operations

### **C.3 New Classification - Painter (Pages 49- 52)**

New Classification - Painter

### **C.4 Advanced Step Placement for Brittany Herrera, After School Program Site Coordinator (Page 53)**

The Personnel Commission will ratify the advanced step placement for Brittany Herrera, After School Program Site Coordinator

### **C.5 Advanced Step Placement for Hilda Abonce Ortega, Campus Assistant (Page 54)**

The Personnel Commission will ratify the advanced step placement for Hilda Abonce Ortega, Campus Assistant

### **C.6 Advanced Step Placement for Sandra Godina, Child Nutrition Worker (Page 55)**

The Personnel Commission will ratify the advanced step placement for Sandra Godina, Child Nutrition Worker

### **C.7 Advanced Step Placement for Javier Espinosa, Child Nutrition Worker (Page 56)**

The Personnel Commission will ratify the advanced step placement for Javier Espinosa, Child

Nutrition Worker

**C.8 Advanced Step Placement for Laura Ramirez, Paraeducator Hearing Impaired (Oral Speech) (Page 57)**

The Personnel Commission will ratify the advanced step placement for Laura Ramirez, Paraeducator Hearing Impaired (Oral Speech)

**C.9 Advanced Step Placement for Emma Trottno, Paraeducator Special Education (Page 58)**

The Personnel Commission will ratify the advanced step placement for Emma Trottno, Paraeducator Special Education

**C.10 Advanced Step Placement for Kaitlynn Sanchez, Paraeducator Special Education (Page 59)**

The Personnel Commission will ratify the advanced step placement for Kaitlynn Sanchez, Paraeducator Special Education

**C.11 Advanced Step Placement for Evelyn Silva, Paraeducator Special Education (Page 60)**

The Personnel Commission will ratify the advanced step placement for Evelyn Silva, Paraeducator Special Education

**C.12 Eligibility Lists (Pages 61-64)**

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 Commission Rules Revisions for Chapter 20 (First Reading) (Page 65-91)**

The Personnel Commission will review Rules for Chapter 20 (First Reading)

**D.2 Personnel Actions (Page 92-95)**

The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.

**D.3 Report by CSEA**

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

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

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

**D.5 Director's Report**

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

**D.6 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, 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**

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, December 11, 2025 in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Robinson at 3:32 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

Guests: Dr. Scott Carroll, Assistant Superintendent of Human Resources; Victor Centeno, CSEA President; Porfirio Ramirez, CSEA Vice President, Lisa Towery, Labor Relations Representative

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

The agenda of Thursday December 11, 2025 was adopted 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 November 13th, 2025 meeting (Pages 5-12)**

The minutes of December 13, 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 Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4 (Page 13)**

The Personnel Commission took action to approve the rotation of chair after amending . The Vice Chair will move up to the Chair position and the Member will move to Vice Chair and the Chair will rotate to Member.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the Personnel Commission Meeting Calendar for 2026 after amending the July meeting to coincide with the Retiree Celebration.

Mover: Paul Robinson

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 Maria Longoria Delgado, Health Care Technician (Page 16)**

The Personnel Commission took action to approve the advanced step placement for Maria Longoria Delgado, Health Care Technician at Step B of Library Media Technician classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Blanca Magaña, Language Assessment Technician at Step C of Language Assessment Technician classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Ryan DeBoni, Maintenance Worker II at Step D of Maintenance Worker II classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Marisela Piña, Mental Health Clinician at Step B of Mental Health Clinician classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

**C.7 Advanced Step Placement for Kimberly Baltazar, Paraeducator Special Education (Page 20)**

The Personnel Commission took action to approve the advanced step placement for Kimberly Baltazar, Paraeducator Special Education at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Maria Barranco, Paraeducator Special Education at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Imelda Flores De Barron, Paraeducator Special Education at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Ana Ambriz, Secretary at Step C of the Secretary classification on the Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the advanced step placement for Jazmin Mendez, Speech Language Pathology Assistant at Step E of the Speech Language Pathology Assistant classification on the Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

The Eligibility list of Paraeducator General Education, After School Program Coordinator, Paraeducator Hearing Impaired (Oral Speech), Paraeducator Special Education, Health Care

Technician (LVN), Special Education Data Technician, Grounds Maintenance Worker I, were approved as presented.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

### **D.1 Report by CSEA**

Victor Centeno - CSEA Vice President introduced Porfirio Ramirez, the new CSEA Vice President.

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

Dr. Scott Carroll, Assistant Superintendent of Human Resources, congratulated Commissioner Morrison on his appointment as Chair. He shared that the next Board meeting, scheduled for December 17, will include a budget update, which will help guide the District's future spending decisions. Negotiations will resume following the Governor's budget. He concluded by extending well wishes for the holiday season.

### **D.3 Director's Report**

Dr. Adalberto Fuentes, Director of Classified Human Resources, reviewed active recruitments, including the District Chef position. He highlighted departmental changes to substitute recruitment, including enhanced technician support for substitute coverage during the first hour of the workday. He also noted a continued focus on addressing site needs and increasing engagement and support for our substitutes. He concluded by extending well wishes for the holiday season.

### **D.4 Report by Commissioners**

Commissioner Robinson wished everyone a wonderful holiday season and safe travels.

Commissioner O'Leary extended wishes for health, happiness, love, and safety to all.

Commissioner Morrison expressed gratitude and appreciation for the work done to help students feel supported and comfortable. and wishing you all a Happy Holiday and a Merry Christmas.

## **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 4:24 p.m.

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

The Commission reconvened at 5:29 p.m. into open session and reported no action was taken in closed session.

**Section G: ADJOURNMENT**

There being no further business, the Commission adjourned at 5:30 pm.

Mover: Paul Robinson

Seconder: Denis O'Leary

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 December 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:** January 15, 2026

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

### **Salary Reallocation - Adaptive Technology Specialist & Paraeducator Hearing Impaired (Sign Language)**

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Staff is recommending a salary reallocation for the Paraeducator, Hearing Impaired (Sign Language) and Adaptive Technology Specialist (Braille Interpreters) classifications based on significant recruitment challenges and documented market misalignment.

An official salary review request was submitted by employees in the Adaptive Technology Specialist classification in accordance with Personnel Commission Rules. Separately, the Paraeducator, Hearing Impaired (Sign Language) classification was identified as part of the Personnel Commission's ongoing classification and compensation study as being significantly below market. Both reviews independently reached consistent findings.

#### **Compensation Analysis**

- **Paraeducator – Hearing Impaired (Sign Language):**
  - Current range 19: \$28.79 – \$34.99/hour
  - Market comparison: approximately 18% below market
  - Recommended range 27: \$34.97 – \$42.51/hour
- **Adaptive Technology Specialist (Braille Interpreters):**
  - Current range 9: \$22.53 – \$27.38/hour
  - Market comparison: approximately 19.5% below market
  - Recommended range 18: \$28.04 – \$34.08/hour

The current compensation levels are not competitive and have materially contributed to ongoing vacancies, limiting the District's ability to provide required services to students with specialized needs.

#### **FISCAL IMPACT:**

Paraeducator – Hearing Impaired (Sign Language): \$77,179

Adaptive Technology Specialist (Braille Interpreters): \$33,741.92

Fiscal Impact: \$110,920.92 will be paid from Special Education Fund

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the salary reallocation for the Paraeducator, Hearing Impaired (Sign Language) and Adaptive Technology Specialist (Braille Interpreters) classifications on the Classified Salary Schedule as presented.

**ADDITIONAL MATERIALS:**

**Attached:** [CSEA 25-26 Schedule 1.15.26.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
- 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
- 19 Special Education Service Coordinator
- 18 After School Program Site Coordinator
- 17 Family Liaison
- 14 District Translator

**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
- 27 Paraeducator - Hearing Impaired (Sign Language)
- 26 Speech-Language Pathology Assistant
- 18 Health Care Technician
- 18 Adaptive Technology Specialist
- 12 Paraeducator - Special Education
- 9 Paraeducator - Hearing Impaired (Oral Speech)
- 9 Registered Behavior Technician
- 7 Expanded Learning Specialist
- 6 Infant Program Assistant
- 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 Painter
- 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:** January 15, 2026

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

### **Job Description and Title Revisions for Maintenance and Operations**

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The Director of Classified Human Resources met with the Assistant Superintendent of Business and Fiscal Services and the Director of Facilities to discuss the operational needs of the Maintenance and Operations Department. As a result of these discussions, staff is recommending job description and title revisions to better align classifications with current operational responsibilities and to support effective service delivery at school sites. Employees currently occupying these positions have been informed of the proposed changes and understand the purpose of the revisions and how they are intended to benefit the District. These changes do not impact salary schedules.

#### **Senior Manager, Maintenance & Operations**

**Current Title:** Senior Manager, Maintenance & Operations

**Updated Title:** Senior Manager, Custodial & Grounds Operations

The Senior Manager, Maintenance & Operations classification is being revised to reflect its current and intended scope of responsibility. Under this change, maintenance functions will remain fully assigned to the Maintenance Manager classification, which has undergone a job description revision to reflect modern maintenance operations. This adjustment allows maintenance operations to remain appropriately managed while ensuring focused leadership for custodial and grounds services across school sites.

#### **Custodial Services Manager**

**Current Title:** Custodial Services Manager

**Updated Title:** Custodial Services Supervisor

The Custodial Services Manager classification is revised to Custodial Services Supervisor. The revised title and job description will explicitly reflect hands-on supervisory responsibilities, including field-based oversight, staff guidance, and real-time problem resolution. This adjustment addresses operational needs identified at school sites, where effective custodial services require active supervision rather than office-based management.

#### **Grounds Manager**

**Current Title:** Grounds Manager

**Updated Title:** Grounds Supervisor

Similarly, the Grounds Manager classification is revised to Grounds Supervisor. This change aligns the

title and job description with the expectation of on-site supervision of grounds workers and daily field operations. The revised classification clarifies expectations for field presence, direct supervision, and active oversight of grounds maintenance activities.

The **Maintenance Manager** classification title will not change but the duties have been revised to reflect modern maintenance operations.

**FISCAL IMPACT:**

No fiscal impact.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission approve the proposed job description and title revisions for the Senior Manager, Maintenance & Operations, Maintenance Manager, Custodial Services Manager, and Grounds Manager classifications as presented.

**ADDITIONAL MATERIALS:**

**Attached:** [M&O Salary Schedule and Revised JDs.pdf](#)

**OXNARD SCHOOL DISTRICT  
CLASSIFIED MANAGEMENT SALARY SCHEDULE  
2025-2026**

(effective 07/01/2025)

This Policy and the salary schedules below shall govern the determination of compensation and benefits for all classified management positions of the Oxnard School District.

**Annual Salary:** An annual salary is earned during the period beginning July 1 and ending June 30.

**Method of Payment:** The annual salary will be divided by the number of months in which paid days occur. The total number of months of service will be paid in equal installments starting with the first month in which service occurs.

**Implementation of Salary Schedule:** Except as noted below, initial placement of all new management employees will be to the first step of the appropriate salary schedule for the position. A salary increment shall be granted on each anniversary date to a maximum of the third step. The anniversary date shall be each July 1 after completion of 155 days of paid status in the appropriate position.

<i>Position</i>	<i>Work Year</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>
Chief Information Officer	12 Months	\$ 153,825	\$ 167,670	\$ 182,760
Director of Classified Human Resources Director of Fiscal Services	12 Months	\$ 148,188	\$ 161,525	\$ 176,062
Director of Facilities	12 Months	\$ 135,953	\$ 148,189	\$ 161,526
Director of Communication and Public Engagement	12 Months	\$ 123,593	\$ 134,717	\$ 146,841
MEP Maintenance & Energy Programs Manager	12 Months	\$ 123,058	\$ 134,133	\$ 146,205
Director of Purchasing Mental Health Manager	12 Months	\$ 116,597	\$ 127,091	\$ 138,529
Senior Manager, Custodial & Grounds Operations	12 Months	\$ 112,415	\$ 122,532	\$ 133,560
Director of Child Nutrition Services	12 Months	\$ 110,369	\$ 120,303	\$ 131,130
Human Resources Manager Information Technology Manager Risk Manager	12 Months	\$ 109,871	\$ 119,759	\$ 130,538
Director of Transportation	12 Months	\$ 104,167	\$ 113,542	\$ 123,760
Accounting Manager/Internal Auditor Executive Assistant to the Superintendent Senior Human Resources Analyst Web Content Analyst	12 Months	\$ 93,348	\$ 101,749	\$ 110,907
Enrollment Center Manager	12 Months	\$ 89,679	\$ 97,750	\$ 106,548
Warehouse Manager	12 Months	\$ 82,374	\$ 89,787	\$ 97,868
Custodial Services Supervisor Grounds Supervisor Maintenance Manager	12 Months	\$ 80,700	\$ 87,963	\$ 95,879
Assistant Director of Child Nutrition Services	12 Months	\$ 77,710	\$ 84,704	\$ 92,328

**Anniversary increments:** Shall be added to the salary schedule of all management positions at the beginning of the 6th, 9th, 12th, 15th, 18th, 21st, and 24th years of service. These increments are set at the dollar values shown below. The dollar values for anniversary increments shall automatically adjust based on future salary adjustments.

6th Year:	\$ 1,918
9th Year:	\$ 3,835
12th Year:	\$ 5,753
15th Year:	\$ 7,670
18th Year:	\$ 9,588
21th Year:	\$ 11,504
24th Year:	\$ 13,422

**OXNARD SCHOOL DISTRICT  
CLASSIFIED MANAGEMENT SALARY SCHEDULE  
2025-2026**

**Stipend for Doctorate:** An annual stipend of \$1,000 shall be granted to management staff with an earned doctorate degree.

**Travel Mileage Allowance:** Classified management positions shall receive a yearly stipend of \$750 as a travel mileage allowance, which is provided as part of their duties for attending travel within the district boundaries.

**Credit for Out of District Management Experience:** Classified management personnel will receive one-half longevity credit for management experience in other Local Educational Agencies (LEAs). This credit is only applicable to anniversary increments.

When an employee is promoted to a position offering a higher annual salary maximum, the employee shall be placed on the salary step of that corresponds to a per diem rate increase. The Board of Trustees retains the authority to approve placement up to and including the third step based on acceptable and equivalent prior experience.

**Vacation Days:** Management employees shall be granted additional vacation days based on years of management service to the Oxnard School District as scheduled below:

<b>Management Service</b>	<b>Vacation Days</b>
Years 1-3	22
Years 4-7	23
Years 8-11	24
Years 12-15	25
Years 16+	26

**Health and Welfare Benefits.** Effective July 1, 2025, the District will make an annual contribution of \$16,024 for all Classified Management toward the premium for all group health insurance programs. For the 2025-26 school year, there is a temporary cap increase of \$947, made possible by savings from opt-out funds, for a temporary annual cap of \$16,971

- A. Medical
- B. Dental
- C. Vision
- D. Life

**Health and Welfare Benefits for Retirees:** Classified Managers employed by the District before June 30, 2012, who retire at age 55 or older, shall have their (a) medical, (b) dental, (c) vision, and (d) life insurance premiums covered by the District. Eligibility requires active enrollment in medical, dental, vision, and life insurance plans, along with a minimum of 15 years of service in the California Public School System, including the last eight consecutive years in the Oxnard School District. Throughout the coverage period, dependents of the retired manager will also receive these benefits. Coverage will continue until the retiree reaches age 69. **Classified Managers hired after July 1, 2012,** are not eligible for District-paid retiree benefits.

**Retirement Contribution Benefits:** The District shall provide Classified Management the benefits outlined in Section 414(h)(2) of the Internal Revenue Code regarding the tax treatment of employee retirement contributions made by the Oxnard School District. Details regarding this benefit are provided in Exhibits 7200(F) E and 7200(G) E.

**Professional Organization Membership:** Upon receipt of an annual written request and timely processing of membership by the employee, the District will cover the membership dues of Classified Managers for the Association of California School Administrators (ACSA) or any other appropriate professional organization approved by the Superintendent.

*Board Approved 6/18/2025*



# OXNARD SCHOOL DISTRICT

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## ***JOB DESCRIPTION***

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### **Senior Manager, Custodial & Grounds Operations**

#### **Purpose of Position**

Provides districtwide leadership for custodial and grounds operations to ensure clean, safe, and well-maintained facilities and outdoor environments. Implements Districtwide operational standards and develops procedures and schedules; ensures compliance with safety, environmental, and integrated pest management regulations; and coordinates staffing, resources, and services with site administrators and Facilities leadership to support consistent and efficient operations.

#### **Supervision**

- Receives supervision from the Director of Facilities or designee.
- Provides supervision and administrative direction to the Custodial Services Supervisor, Grounds Supervisor, and assigned staff.

#### **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.*

1. Directs districtwide custodial and grounds programs, including standards, staffing coordination, and operational priorities. **(revised, maintenance removed)**
2. Implements Districtwide custodial and grounds operational standards and develops procedures and schedules to support them. **(revised, maintenance removed)**
3. Oversees custodial and grounds staffing plans, workload distribution, and resource allocation across District sites. **(revised, maintenance removed)**
4. Provides operational direction to the Custodial Services Supervisor and Grounds Supervisor to ensure consistent implementation of District standards and priorities. **(revised, maintenance removed)**
5. Conducts performance evaluations, provides ongoing feedback, and addresses performance issues in accordance with District policies, procedures, and labor agreements. **(clarified)**
6. Monitors program performance through reports and feedback and identifies areas for improvement. **(revised)**
7. Coordinates custodial and grounds support for District events, facility use, emergencies, and special operational needs. **(revised)**
8. Ensures compliance with safety, environmental, chemical-handling, and integrated pest management (IPM) regulations. **(revised, added IPM regulations)**
9. Monitors custodial and grounds budgets and reviews expenditures, staffing needs, equipment requests, and supply usage in accordance with established procedures. **(revised)**
10. Oversees contracted custodial and grounds services and evaluates vendor performance, service quality, and contract compliance. **(revised, removed maintenance)**

11. Collaborates with the Director of Facilities, Maintenance Manager(s), and site leaders to align custodial and grounds operations with facility, safety, and service priorities. **(clarified)**
12. Coordinates training, equipment needs, safety protocols, and operational updates with Supervisors to ensure consistent Districtwide practices. **(clarified)**
13. Reviews and responds to escalated service concerns and operational issues referred by Supervisors. **(clarified)**
14. Participates in Facilities leadership planning, reporting, and operational goal-setting under the direction of the Director of Facilities. **(revised)**
15. Performs related duties as assigned.

## **Minimum Qualifications**

### Knowledge of:

1. Custodial and grounds program management practices.
2. Standards, methods, and equipment used in custodial and grounds operations.
3. Safety, environmental, chemical-handling, and Integrated Pest Management (IPM) regulations.
4. Supervision, training, and performance evaluation principles.
5. Budget monitoring, cost tracking, and contract oversight practices.
6. Work-order, inventory, and management information systems.

### Skills in:

1. Developing and implementing operational standards, procedures, and schedules.
2. Evaluating program performance using data, reports, and operational metrics.
3. Coordinating staffing, resources, and service delivery across sites.
4. Reviewing expenditures and contracted services for compliance and effectiveness.
5. Using computerized systems for scheduling, documentation, and reporting.

### Ability to:

1. Provide leadership, guidance, and operational direction to supervisors.
2. Assess operational needs, recommend improvements, and set program priorities.
3. Coordinate services and resolve escalated operational issues.
4. Communicate clearly in oral and written form.
5. Build and maintain cooperative working relationships.
6. Learn new practices, systems, and technology related to custodial and grounds operations.

### Education and Experience

An Associate's degree or equivalent from an accredited college or university with major coursework in business or public administration, facilities management, or a related field. Two (2) years of additional supervisory experience in custodial services, grounds, and/or maintenance may be substituted for the required degree or college coursework.

Five (5) years of experience in custodial services, grounds, and/or maintenance, including at least two (2) years in a supervisory or lead capacity.

### Licenses and Other Requirements

A valid California driver's license and the ability to be insured under the District's liability insurance program. All licenses, certificates, and other requirements must be valid at the time of employment and maintained throughout employment unless otherwise noted.

### Physical Requirements

Employees in this classification must be able to stand, walk, sit, bend, and reach; lift and carry up to 50 lbs. without assistance; push, pull, and use hands and fingers repetitively. Employees must be able to speak clearly, hear normal voice conversation, and see small details.

### Working Environment

Employees in this classification work in office settings and at school sites in varying indoor and outdoor conditions, including exposure to dust, dirt, cleaning chemicals, and weather variations. Work involves contact with staff, students, and the public and may require driving a vehicle to conduct District business.

**FLSA Status:** Exempt

**Approved:** 1/17

## **SENIOR MANAGER, MAINTENANCE & OPERATIONS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY OF DUTIES**

Under the direction of the Director of Facilities, oversees all aspects of Maintenance and Operations including the maintenance, custodial, and grounds functions of the District; supervises and oversees subordinate managers in the grounds and custodial areas; provides immediate supervision, direction, and technical expertise to maintenance staff; ensures completion of contracted maintenance projects; ensures compliance with safety practices and procedures; and performs a variety of other duties relative to assigned area of responsibility.

This is a single position classification responsible for overseeing all aspects of the Maintenance & Operations programs of the District to ensure school grounds and facilities are kept in a clean, safe, and aesthetically pleasing state which directly supports student learning and achievement.

### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

*The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar. All classifications are listed in order from highest to lowest.*

The Director of Facilities is a single position classification with responsibility for the planning, organizing, coordinating, and directing of the District's facilities, construction, and modernization programs and has formal responsibility for all actions of the Facilities Department including maintenance and operations services. In accordance with policy direction and guidance from the Deputy Superintendent of Business and Fiscal Services, an incumbent is responsible for developing and implementing short and long range plans and strategies for meeting the District's goals and objectives for construction, modernization, and all other aspects of facilities, maintenance, and operations.

The Senior Manager of Maintenance & Operations is a single position classification which has District-wide responsibility for all aspects of maintenance and operations including the supervision of subordinate managers in the areas of grounds and custodial services and ensures completion of day to day and contracted maintenance and construction projects. The incumbent directly manages maintenance services for District including carpentry, electrical work, HVAC repair, locksmith work, painting, and plumbing and monitors other operational services in the areas of grounds and custodial services.

The Grounds Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the upkeep of District grounds including landscaping, irrigation work, pest removal, and basic construction. The incumbent manages grounds services for District sites and functionally supervises and monitors grounds services performed.

The Custodial Services Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the care and cleaning of District offices and school sites. The incumbent manages custodial services for District sites and functionally supervises and monitors custodial services performed.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision and direction from the Director of Facilities.
- Provides direct supervision and work direction to the Custodial Services Manager, Grounds Manager, and all maintenance staff.

### **ESSENTIAL DUTIES**

- Plans and coordinates the District's maintenance and operations program including all maintenance, custodial, and ground activities;

- Supervises, directs, assists, and advises subordinate managers regarding work procedures, schedules, projects, and administrative/operational matters;
- Plans, organizes, assigns, and directly supervises the maintenance and repair of District properties, buildings, and related facilities and equipment;
- Inspects and assesses needs for repair, maintenance, cleaning, and general upkeep of District properties, buildings, equipment, and grounds; estimates labor and materials costs and timelines for maintenance, operations, and custodial projects in order to develop plans and schedules to meet District needs in a cost effective manner;
- Facilitates planning with school sites and District departments to meet maintenance, custodial, and grounds needs; meets and confers with administrators regarding schedules and projects;
- Determines workload and establishes priorities for maintenance and operations staff in order to ensure equitable distribution of work; reviews and approves work orders for staff performing work in the maintenance trades; implements and ensures compliance with maintenance trade work standards;
- Meets with outside vendors/contractors to review project statuses and ensure compliance with agreed upon specifications; meets and confers with present and prospective contractors;
- Develops, oversees; and implements the District's deferred maintenance program;
- Supervise District security staff and oversee security, alarm, and key control systems;
- Manages department communication systems including cell phones, radios, and emergency systems;
- Interviews, selects, trains, counsels, evaluates, motivates, and recommends discipline as needed for employees assigned to maintenance division of the Facilities department; assists subordinate managers in these areas;
- Makes recommendations for maintenance budget to the Director of Facilities; reviews custodial and grounds budget recommendations prior to submission;
- Orders a variety of maintenance equipment and materials; tests and evaluates proposed new equipment; reviews and approves purchase requests according to established guidelines;
- Establishes, implements, and ensures adherence to work safety policies and procedures; conducts safety inspections and takes appropriate action to resolve safety issues and to ensure compliance with local, state, and federal regulations; responds to emergency call-outs as needed and takes appropriate action;
- Assists in evaluating, developing, and implementing departmental systems, policies, and procedures in order to ensure high levels of service and efficiency;
- Coordinates and oversees the placement and movement of relocatable buildings and equipment, coordinates the installation of utilities at relocation site;
- Manages computerized work order system for tracking and planning of maintenance and operations activities;
- Assists in the review and issuance of facilities usage permits and applications under the Civic Center Act.
- Prepares or directs the preparation of a variety of reports related to the District's maintenance and operations functions; maintains a variety of forms, files, and records.

#### **Other Related Duties**

- Assumes responsibility for the operation of the Facilities department in the absence of the Director of Facilities;
- Assists in ensuring compliance with Williams Settlement legislation;
- Assists in the coordination of special events, programs, and facilities related projects as needed;
- May represent the Facilities department at public meetings and meets with various groups to discuss goals, objectives, and methods to improve services;
- Assists in the coordination and implementation of District-wide energy management and sustainability measures;
- Performs related duties and responsibilities as required.

#### **KNOWLEDGE, ABILITIES, AND TRAITS**

##### **Knowledge of:**

- Operational characteristics, services, and activities of a school district maintenance and operations program including maintenance, grounds, and custodial services;
- Current methods, materials, costs, and equipment used in various building construction, maintenance trades, custodial, and grounds activities;

- Principles of preventative and deferred maintenance programs;
- Operational characteristics of motorized grounds maintenance equipment;
- Basic principles of operation and care for mechanical and hydraulic systems;
- Basic methods, materials, and tools used in maintenance work;
- Health and safety procedures and practices including OSHA and CAL/OSHA regulations;
- Principles of planning, scheduling, directing, reviewing, and monitoring the work of assigned personnel;
- Principles of supervision, training and performance evaluation;
- Plants adapted to the climate of Southern California Coastal areas and those adaptive to a school setting;
- Landscaping techniques including irrigation systems, fence construction and paving;
- Sources for obtaining maintenance and operations supplies and equipment;
- Methods and use of diagnostic and testing equipment;
- Methods and techniques of routine and preventative maintenance, repair, and troubleshooting of equipment problems;
- Pertinent Federal, State, and local laws, codes, and regulations including California Public Contract Code and Public Works and Division of State Architect (DSA) rules and regulations.

**Ability to:**

- Manage and coordinate the work of maintenance and operations personnel;
- Select, supervise, train, direct, motivate, and evaluate assigned staff;
- Resolve public relations problems effectively;
- Read, interpret, and prepare working construction plans, drawings, and specifications;
- Estimate labor and materials costs for projects;
- Operate a variety of office equipment, such as computers and applicable hardware and software, calculators, copiers, printers, telephones, mobile devices, and fax machines;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner;
- Maintain confidentiality of information obtained during the course of work;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships;
- Work independently with limited supervision;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work for self and others to meet schedules and timelines in an environment with constantly changing priorities;
- Communicate effectively, both orally and in writing;
- Observe legal and defensive driving practices;
- Follow good health and safety principles and practices.

**Traits:**

- Appreciates the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Puts safety first for self and others;
- Remains steady under pressure;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

**EMPLOYMENT STANDARDS**

**Education:** An Associate’s degree or equivalent from an accredited college or university with major course work in architecture, construction, engineering, planning, business or public administration, or other closely related field.

Additional qualifying experience may be substituted for the education requirement. Two years of additional supervisory experience in the areas of custodial services, grounds, and/or maintenance may be substituted for the required degree/college coursework.

**Experience:** Five years of experience in the areas of custodial services, grounds, and/or maintenance including at least two years of experience performing or overseeing skilled work in a maintenance trade area (carpentry, electrical work, HVAC repair, locksmith work, painting, plumbing, etc.). At least two years of experience must have been in a supervisory or capacity.

**Special:** Possession of a valid California driver's license.  
Ability to be insured, and continue to be insurable, by the District’s liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

**Physical Requirements:** Employees in this classification stand, walk, sit, stoop, bend, reach overhead, lift and carry up to 50 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, climb stairs and ladders as needed, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work in both office and outside environments, in changing temperatures, including temperatures below 50 degrees and over 90 degrees, dry atmospheric conditions, poorly ventilated areas, wet or damp areas, on uneven or slippery surfaces, with electrical hazards and machinery with moving parts, fumes, allergenic dust, chemicals, odors, toxic materials, in direct contact with the public, students, and District personnel, and drive an automobile to conduct work.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

**Salary Range: Management Salary Schedule**

**Approved: 1/17**



# OXNARD SCHOOL DISTRICT

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## ***JOB DESCRIPTION***

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### **Custodial Services Supervisor**

#### **Purpose of Position**

Plans, organizes, and oversees districtwide custodial operations to ensure facilities are clean, safe, and well-maintained. Develops and implements custodial standards, procedures, and training programs that promote efficiency, health, and safety. Coordinates staffing, inspections, and services with site administrators and Maintenance and Operations leadership. Evaluates custodial programs, equipment, and supplies to ensure quality and regulatory compliance, with an emphasis on regular site-based oversight.

#### **Supervision**

- Receives supervision from the Senior Manager of Custodial & Grounds Operations or designee.
- Provides supervision and work direction to assigned custodial personnel.

#### **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.*

1. Plans, organizes, and manages districtwide custodial operations to maintain safe, clean, and functional facilities. **(revised)**
2. Develops and implements custodial standards, procedures, and schedules for all sites. **(revised)**
3. Performs regular site visits to inspect facilities and evaluate cleanliness, safety, and compliance with established standards. **(clarified)**
4. Coordinates custodial staffing, assignments, and substitute coverage with site administrators. **(revised)**
5. Conducts performance evaluations, provides ongoing feedback, and addresses performance issues in accordance with District policies, procedures, and labor agreements. **(clarified)**
6. Provides technical guidance and support to custodial staff and Lead Custodians to ensure consistent custodial practices. **(revised)**
7. Develops and conducts training programs on cleaning methods, equipment operation, and safety practices. **(revised)**
8. Evaluates and recommends custodial products, equipment, and supplies; oversees procurement and monitors inventories and contracted services. **(revised)**
9. Monitors custodial budgets and reviews supply and equipment purchases in accordance with established procedures. **(revised)**
10. Coordinates preventive and periodic cleaning projects, including floors, restrooms, and specialized facilities. **(clarified)**
11. Investigates and resolves custodial service concerns in coordination with site administrators. **(revised)**
12. Responds to emergencies involving vandalism, spills, or facility damage and coordinates cleanup activities. **(revised)**

13. Maintains records and prepares reports related to inspections, personnel, equipment, and operations.  
(revised)
14. Monitors custodial operations and storage areas for compliance with safety, health, and environmental regulations. (clarified)
15. Performs related duties as assigned.

## **Minimum Qualifications**

### Knowledge of:

1. Custodial methods, materials, equipment, and sanitation standards.
2. Safety, health, and environmental regulations.
3. Custodial inspection and quality assurance standards.
4. Hazard communication and safe chemical storage requirements.
5. Supervision, training, and performance evaluation practices.
6. Budgeting, scheduling, and inventory control procedures.
7. Requirements for custodial recordkeeping and reporting.

### Skills in:

1. Planning and organizing custodial operations and schedules.
2. Conducting site inspections for cleanliness, safety, and compliance.
3. Evaluating custodial products, equipment, and contracted services.
4. Preparing and monitoring budgets and requisitions.
5. Using custodial management systems for scheduling, inventory, and reporting.

### Ability to:

1. Conduct site visits and recommend improvements.
2. Train, lead, and evaluate assigned personnel.
3. Assess custodial needs across sites and establish work priorities.
4. Interpret and apply regulations, policies, and procedures.
5. Communicate clearly in oral and written form.
6. Build and maintain cooperative working relationships.
7. Learn new methods, equipment, and procedures related to the position.

## Education and Experience

Graduation from high school or equivalency and four (4) years of experience in custodial operations, including at least two (2) years in a lead or supervisory capacity. Completion of coursework or training in supervision, facilities management, or a related field is desirable.

## Licenses and Other Requirements

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program. All licenses and other requirements must be valid at the time of employment and maintained throughout employment unless otherwise noted.

### Physical Requirements

Employees in this classification must be able to stand and walk for extended periods; lift, carry, push, or pull objects weighing up to 50 lbs.; bend, stoop, kneel, and reach overhead; operate a motor vehicle and custodial equipment as required; and use hands and fingers to operate tools and office equipment. Must have vision sufficient to inspect facilities and read documents, speech to communicate effectively, and hearing to exchange information in person or by phone.

### Working Environment

Employees in this classification work both indoors and outdoors, in offices, classrooms, and custodial facilities. Work involves exposure to cleaning chemicals, dust, fumes, and varying temperatures. Employees in this classification travel between District sites and may work a flexible schedule, including evenings or weekends, and response to emergency callouts as needed.

**FLSA Status:** Exempt

**PC Approved:** 05/07/1992

**Board Approved:** 06/10/1992

**Repealed/Reenacted:** 08/2008

**Re-established:** 08/19/2009

**Revised:** 10/09/2008

**CUSTODIAL SERVICES MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**General Purpose**

Under general direction, plans, organizes, manages and evaluates custodial services for all assigned District sites; functionally supervises, oversees and monitors custodial services and at the assigned sites, is jointly responsible with site administrators for direct management of school site custodial staff; develops and implements District-wide custodial cleaning standards; develops and conducts training programs for all custodial staff; and performs related duties as assigned.

**Distinguishing Characteristics**

Custodial Services Manager has District-wide responsibility for planning, coordinating and managing the care and cleaning of District offices and school sites. The incumbent manages custodial services for District sites and functionally supervises and monitors custodial services performed. The incumbent is jointly responsible with site administrators for supervision of school site custodians. Duties are carried out independently within the framework of established policies, procedures and guidelines to ensure a clean, healthy and safe environment for students and staff. Reviews custodial work performance through conferences, field inspections and analysis of records, reports and completed work orders.

**Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Custodial Services staff; with other district staff, participates in establishing operational plans and initiatives to meet division goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates division functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. In coordination with site administrators, plans the performance of the Custodial Services staff; is jointly responsible with site administrators for establishing performance requirements and personal development targets and for evaluation of those requirements and targets; monitors performance and provides coaching for performance improvement and development; in coordination with site administrators may initiate and take disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's Personnel Commission Rules and labor contract provisions.
3. Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals and core values; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Develops and implements District-wide custodial cleaning standards; maintains and updates custodial policies, procedures and handbooks; develops and conducts training programs for all new regular and substitute custodians; conducts periodic inspections of sites to evaluate implementation and need for corrective action; ensures timely inspection of the cleaning and care of rooms, restrooms, halls, buildings, fixtures and equipment requiring activities such as sweeping, mopping, scrubbing, polishing, dusting, waxing, buffing, disinfecting and related duties.

5. Coordinates periodic detailed cleaning of district facilities including kitchens and equipment; assigns custodians to perform special projects and set up for special events.
6. Assists the Human Resources Department in assigning substitutes to cover vacant positions of custodians and lead custodians due to vacation, illness and other absences.
7. Communicates with District or other staff and administrators to discuss facilities needs, procedures, scheduling and projects; researches and resolves questions, concerns and related issues; inspects District buildings and grounds for needed services; schedules and assigns personnel to meet service needs; plans and coordinates a variety of special projects.
8. Communicates with vendors or others to research, test and evaluate products, equipment and techniques; selects and purchases supplies, equipment and other operations materials; maintains and controls an adequate inventory of materials and equipment.
9. Prepares and maintains a variety of records and reports including schedules, inventories, cost estimates, safety and accident reports, time reports, personnel records and hazardous materials records.
10. Operates a computer and modern software to develop, direct and maintain a computerized custodial program.
11. Responds to theft, vandalism, fire, health and safety issues as they relate to facilities operations for the District.

**Qualifications****Knowledge of:**

1. Methods of planning, organizing, prioritizing, scheduling and coordinating custodial services activities.
2. Requirements for maintaining office and school buildings and grounds in a clean, safe and orderly condition.
3. Applicable federal, state and local laws, codes, regulations and guidelines pertaining to school custodial services.
4. Methods, materials, supplies and equipment used in custodial work.
5. Principles and practices of public administration, including purchasing, budgeting and maintenance of public records.
6. Safety regulations, safe work practices and safety equipment related to the work.
7. Principles, practices and techniques of group process facilitation and conflict resolution.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. District Personnel Commission Rules and labor contract provisions.

**Ability to:**

1. Plan, organize, coordinate, schedule and manage District-wide custodial services programs and services.
2. Select, motivate and evaluate staff and provide for their training and development.
3. Prepare, administer and monitor a division budget.
4. Read, analyze, interpret, apply and explain rules, regulations, policies, procedures and other written documentation such as service manuals.
5. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
6. Analyze situations effectively and adopt appropriate courses of action.
7. Estimate quantity and types of supplies and materials needed.
8. Evaluate the effectiveness of various supplies and equipment.
9. Communicate clearly and effectively, both orally and in writing.
10. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials, using computer programs and software.
11. Exercise sound independent judgment within general policy guidelines.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
13. Establish and maintain effective working relationships with District management, administrators, teachers, staff, vendors, contractors and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of increasingly responsible custodial operations experience, at least two years of which were in a lead or supervisory capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**Physical and Mental Demands**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk; stoop, kneel or bend; climb and balance; and lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:** While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; observe and interpret conditions and situations; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, administrators, teachers, staff, vendors and others encountered in the course of work.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. The employee is frequently required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.

The employee is subject to emergency call-out, after hours and on weekends.

### OXNARD SCHOOL DISTRICT

Board Policy Adopted: June 10, 1992; Reclassification Study: June 25, 1998; Re-established: August 19, 2009

Personnel Commission Approved: May 7, 1992; Reclassification Study: February 26, 1998; Repealed and reenacted August 14, 2008; Revised October 9, 2008



# 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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### **Grounds Supervisor**

#### **Purpose of Position**

Oversees districtwide grounds, landscaping, turf, and irrigation operations to ensure safe and well-maintained outdoor environments. Establishes and implements grounds maintenance standards, schedules, and procedures; ensures compliance with safety, environmental, and integrated pest management regulations; and coordinates projects and services with site administrators and Facilities leadership, with regular field-based oversight at school sites.

#### **Supervision**

- Receives supervision from the Senior Manager of Custodial & Grounds Operations or designee.
- Provides supervision and work direction to assigned grounds maintenance and irrigation personnel.

#### **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.*

1. Plans, organizes, and directs districtwide grounds, landscaping, turf, and irrigation operations. **(revised)**
2. Establishes maintenance standards and schedules and oversees preventive maintenance programs for districtwide grounds and irrigation systems. **(revised)**
3. Develops and implements grounds-specific procedures and work practices for turf, irrigation, horticulture, and other grounds functions. **(revised)**
4. Provides technical guidance and training to grounds staff and Grounds Leads to support safe and consistent work practices. **(revised)**
5. Conducts performance evaluations, provides ongoing feedback, and addresses performance issues in accordance with District policies, procedures, and labor agreements. **(clarified)**
6. Performs regular site visits to evaluate conditions, ensure work quality, and identify maintenance and safety needs. **(clarified)**
7. Coordinates with site administrators and District departments to plan and schedule grounds maintenance and improvement projects. **(revised)**
8. Oversees irrigation system maintenance, repair, and water-management practices. **(revised)**
9. Directs turf, landscape, athletic field, and horticultural maintenance programs. **(revised)**
10. Ensures compliance with safety regulations, environmental requirements, and Integrated Pest Management (IPM) practices. **(clarified)**
11. Estimates labor, materials, and equipment needs and develops work plans to support grounds maintenance activities. **(revised)**
12. Recommends staffing, equipment, and material needs to maintain effective service levels. **(revised)**

13. Monitors grounds budgets and reviews equipment and supply purchases in accordance with established procedures. (clarified)
14. Coordinates and monitors contracted grounds services and evaluates products, equipment, and vendor performance. (revised)
15. Maintains records and reports related to inspections, equipment, inventories, and pesticide use. (revised)
16. Responds to emergencies involving weather impacts, irrigation failures, or hazardous conditions and coordinates corrective actions. (clarified)
17. Performs related duties as assigned.

## **Minimum Qualifications**

### Knowledge of:

1. Grounds, landscaping, turf, and irrigation practices.
2. Integrated Pest Management (IPM) and safe application requirements.
3. Safety, water-use, and environmental regulations.
4. Supervision, training, and evaluation methods.
5. Planning, scheduling, and recordkeeping procedures.

### Skills in:

1. Developing preventive maintenance schedules.
2. Reading plans and technical specifications.
3. Preparing cost estimates and budget reports.
4. Using systems for grounds scheduling and recordkeeping.
5. Assessing site conditions and work quality.

### Ability to:

1. Plan and manage districtwide grounds operations.
2. Train, lead, and evaluate assigned staff.
3. Assess needs and set work priorities.
4. Communicate clearly in oral and written form.
5. Build and maintain cooperative working relationships.
6. Learn new methods, equipment, and procedures related to the position.

## Education and Experience

Graduation from high school or equivalency. Specialized training in landscape maintenance, irrigation systems, horticulture, or a related field is desirable. Five (5) years of experience in grounds maintenance, including work involving landscaping, irrigation systems, and landscape construction and installation. At least two (2) years of this experience must have been in a supervisory or lead capacity.

## Licenses and Other Requirements

A valid California driver's license and the ability to be insured under the District's liability insurance program. A valid California Department of Food and Agriculture Pest Control Applicator's Permit (Class A and B) must be obtained by the end of the probationary period.

All required licenses and certificates must be maintained as a condition of employment.

Physical Requirements

Employees in this classification must be able to stand, walk, sit, bend, and reach overhead; lift and carry up to 50 lbs. without assistance; push, pull, use hands and fingers repetitively, and use both hands simultaneously. Employees must be able to speak clearly, hear normal voice conversation, and see small details.

Working Environment

Employees in this classification work indoors and outdoors in a variety of weather conditions, including extreme heat or cold, on uneven or slippery surfaces, and around machinery, fumes, and chemicals. Work involves direct contact with students, staff, and the public and may require driving a vehicle to conduct District business.

**FLSA Status:** Exempt

**Approved:** 1/86

**Revised:** 6/92, 12/15

## **GROUNDS MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY OF DUTIES**

Under the direction of the Director or Assistant Director of Facilities, plans, organizes, directs and controls the grounds keeping and functions of the District; provides technical expertise and assistance in the proper upkeep of District grounds in a variety of areas including landscaping, irrigation, pest removal, and basic construction; ensures compliance with safety practices and procedures; and performs a variety of other duties relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

*The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar. All classifications are listed in order from highest to lowest.*

The Grounds Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the upkeep of District grounds including landscaping, irrigation work, pest removal, and basic construction. The incumbent manages grounds services for District sites and functionally supervises and monitors grounds services performed.

The Custodial Services Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the care and cleaning of District offices and school sites. The incumbent manages custodial services for District sites and functionally supervises and monitors custodial services performed.

The Grounds Maintenance Lead classification serves as a lead worker providing technical assistance for the entire grounds maintenance crew, plans, schedules, directs, trains, reviews and monitors the work of grounds staff, ensures proper safety practices, receives, stores, and issues tools and equipment, receives and resolves complaints related to grounds functions, and performs the duties of lower level grounds classifications as needed.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director and/or Assistant Director of Facilities.
- Exercises direct supervision over grounds maintenance personnel.

### **ESSENTIAL DUTIES**

- Reviews and processes work orders in order to maintain an effective grounds maintenance program; establishes priorities for grounds staff taking into consideration safety and other concerns; estimates labor and size of crew needed to efficiently complete grounds jobs;
- Plans, organizes, assigns, and supervises the work of grounds staff performing a number of functions including, but not limited to, landscaping, irrigation work, pest removal, and basic construction;
- Interviews, selects, trains, counsels, evaluates, motivates, and recommends discipline as needed for employees assigned to grounds division of the Facilities department;
- Supervises planting activities, including propagation and cultivation of cuttings, plants, and shrubs; supervises the application of pesticides, herbicides, and fungicides to District buildings and grounds;
- Supervises the installation and/or repair of fences and concrete and asphalt-concrete paving; ensures proper drainage and elevations; ensures proper grading; schedules and coordinates concrete pours and finishing;
- Supervises the installation and/or repair of irrigation systems; interprets construction drawings/plans and prepare layout sketches for irrigation systems;
- Makes recommendations regarding staffing and equipment needs in order to maintain a satisfactory level of service; prepares labor and materials cost estimates for grounds work;
- Facilitates planning with school sites to meet grounds needs; meets and confers with school administrators regarding grounds schedules and projects;

- Arranges for and/or conducts trainings designed to enhance employee knowledge and skills; ensures grounds staff maintain certifications needed to ensure legal compliance and efficient completion of work;
- Determines workload and schedules for equitable distribution of work for grounds staff; implements procedures and standards for performance of grounds functions; ensures maintenance of grounds vehicles and equipment;
- Orders a variety of grounds maintenance and construction equipment and materials; tests and evaluates proposed new equipment;
- Makes recommendations for grounds budget to the Director of Facilities;
- Establishes, implements, and ensures adherence to work safety policies and procedures; ensures health and safety procedures are observed, conducts safety inspections and takes appropriate action to resolve safety issues; responds to emergency call-outs as needed and takes appropriate action;
- Meets with outside vendors/contractors to review project statuses and ensure compliance with agreed upon specifications;
- Develops and implements preventative maintenance program for assigned areas of responsibility;
- Prepares reports related to the District's grounds operation and maintains a variety of forms, files, and records.

#### **Other Related Duties**

- Assists in the supervision of other Facilities staff as needed.
- Perform related duties and responsibilities as assigned.

#### **KNOWLEDGE, ABILITIES, AND TRAITS**

##### **Knowledge of:**

- Operational characteristics, services, and activities of a school district grounds maintenance program;
- Principles, methods, and techniques used in the installation and repair of irrigation systems including various timing devices, controllers, valves, and heads;
- Operational characteristics of motorized grounds maintenance equipment;
- Basic principles of operation and care for mechanical and hydraulic systems;
- Basic methods, materials, and tools used in gardening and grounds maintenance work;
- Health and safety procedures and practices including OSHA and CAL/OSHA regulations;
- Principles of planning, scheduling, directing, reviewing, and monitoring the work of assigned personnel;
- Principles of supervision, training and performance evaluation;
- Plants adapted to the climate of Southern California Coastal areas and those adaptive to a school setting;
- Soil conditions, fertilizer, common plant pests and diseases and the methods for their eradication and control;
- Landscaping techniques including irrigation systems, fence construction and paving;
- Pesticides, herbicides and fungicides used in an institutional setting;
- Sources for obtaining landscaping supplies and equipment;
- Methods and use of diagnostic and testing equipment;
- Methods and techniques of routine and preventative maintenance, repair, and troubleshooting of grounds equipment problems;
- Pertinent Federal, State, and local laws, codes, and regulations.

##### **Ability to:**

- Manage and coordinate the work of grounds maintenance personnel;
- Select, supervise, train, direct, motivate, and evaluate assigned staff;
- Resolve public relations problems effectively;
- Interpret plans and prepare sketches for the installation of irrigation systems, fences, and paving;
- Estimate labor and materials costs for projects;
- Operate a variety of office equipment, such as computers and applicable hardware and software, calculators, copiers, printers, telephones, mobile devices, and fax machines;

- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner;
- Maintain confidentiality of information obtained during the course of work;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships;
- Work independently with limited supervision;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work for self and others to meet schedules and timelines in an environment with constantly changing priorities;
- Communicate effectively, both orally and in writing;
- Observe legal and defensive driving practices;
- Follow good health and safety principles and practices.

**Traits:**

- Appreciates the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Puts safety first for self and others;
- Remains steady under pressure;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

**EMPLOYMENT STANDARDS:**

**Education:** Graduation from high school or equivalency. Specialized training in industrial and landscape maintenance, irrigation systems, horticulture, or a closely related field is desirable.

**Experience:** Five years of grounds maintenance experience which includes experience performing or overseeing all of the following: grounds landscaping and maintenance, irrigation systems, and landscape construction and installation. At least two years of the aforementioned experience must have been in a supervisory or lead capacity.

**Special:** A valid California Department of Food and Agriculture Pest Control Applicator's permit, class A & B, is required and must be obtained by no later than the end of the probationary period.

Possession of a valid California Driver's License.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

**Physical Requirements:** Employees in this classification stand, walk, sit, stoop, bend, reach overhead, lift and carry up to 20 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work in both office and outside environments, in changing temperatures, including temperatures below 50 degrees and over 90 degrees, dry atmospheric conditions, poorly ventilated areas, wet or damp areas, on uneven or slippery surfaces, with electrical hazards and

machinery with moving parts, fumes, allergenic dust, chemicals, odors, toxic materials, in direct contact with the public, students, and District personnel, and drive an automobile to conduct work.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: Management Salary Schedule

Approved: 1/86

Revised: 6/92, 12/15 (revised from Operations Manager to Grounds Manager)



# OXNARD SCHOOL DISTRICT

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## **JOB DESCRIPTION**

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### **Maintenance Manager**

#### **Purpose of Position**

Plans, organizes, and directs the maintenance, repair, and renovation of District buildings, facilities, and equipment to ensure safe, functional, and well-maintained learning environments. Oversees preventive and corrective maintenance programs, prioritizes work orders, and coordinates skilled trades and contracted services. Ensures compliance with building, safety, and environmental regulations and supports the long-term preservation of District facilities and assets, including assignment-specific responsibilities related to skilled trades operations and maintenance-related project activities.

#### **Supervision**

- Receives supervision from the Director of Facilities or designee.
- Provides supervision and work direction to assigned maintenance personnel.

#### **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.*

1. Plans, organizes, and directs the maintenance and repair of District buildings, facilities, and equipment. **(revised)**
2. Develops and implements preventive and corrective maintenance programs to ensure operational efficiency and regulatory compliance. **(clarified)**
3. Prioritizes, schedules, and assigns maintenance projects in trades including carpentry, electrical, plumbing, HVAC, painting, welding, and related areas. **(revised)**
4. Conducts performance evaluations, provides ongoing feedback, and addresses performance issues in accordance with District policies, procedures, and labor agreements. **(clarified)**
5. Inspects facilities, systems, and equipment to determine maintenance needs, identify safety concerns, and verify completion of assigned work. **(revised)**
6. Oversees maintenance and repair projects performed by District staff and contractors to ensure work complies with codes, plans, and specifications. **(revised)**
7. Coordinates and monitors contracted maintenance services; participates in vendor selection and evaluates vendor performance, service quality, and contract compliance. **(clarified)**
8. Estimates labor, materials, and equipment needs for maintenance, replacement, and renovation work, and develops project plans and timelines. **(revised)**
9. Coordinates modernization, deferred maintenance, and facilities project support activities with architects, engineers, and other departments. **(clarified)**
10. Oversees procurement and inventory of tools, materials, and supplies used in maintenance operations; reviews product specifications for compliance with District standards. **(revised)**

11. Develops, implements, and monitors safety practices and procedures in accordance with state, federal, and local regulations. **(clarified)**
12. Responds to facility emergencies and resolves urgent maintenance issues. **(revised)**
13. Maintains records, logs, reports, and data related to labor, materials, work orders, inspections, and expenditures. **(revised)**
14. Coordinates required inspections related to fire, safety, environmental compliance, and risk management, and ensures completion of corrective actions. **(clarified)**
15. Monitors maintenance practices, equipment performance, and system conditions to recommend improvements, replacements, or upgrades. **(clarified)**
16. Performs related duties as assigned.

## **Minimum Qualifications**

### Knowledge of:

1. Maintenance management principles and practices.
2. Methods, materials, and tools used in building and equipment maintenance.
3. Building, safety, and fire codes, including Cal/OSHA regulations.
4. Project planning, estimating, and budgeting procedures.
5. Supervision, training, and performance evaluation methods.
6. Work order and inventory systems, including CMMS.
7. Principles of modernization, renovation, and deferred maintenance planning.
8. Requirements for public works contracting and contractor oversight.

### Skills in:

1. Coordinating maintenance and repair projects.
2. Reading and interpreting plans, blueprints, and specifications.
3. Estimating labor, materials, and equipment needs.
4. Using electronic maintenance reporting, scheduling, and project-tracking systems.
5. Managing budgets, purchases, and inventories.

### Ability to:

1. Plan, organize, and direct maintenance operations and staff.
2. Train, lead, and evaluate assigned staff.
3. Assess needs and set work priorities.
4. Build and maintain cooperative working relationships.
5. Communicate clearly in oral and written form.
6. Learn new technology, systems, and practices related to maintenance.

## Education and Experience

Graduation from high school or equivalent. Five (5) years of experience performing skilled work in general building maintenance and repair, including at least two (2) years in a supervisory or lead capacity. Specialized training in one or more of the building maintenance trades is desirable.

### Licenses and Other Requirements

A valid California driver's license and the ability to be insured under the District's liability insurance program. All licenses, certificates, and other requirements must be valid at the time of employment and maintained throughout employment unless otherwise noted.

### Physical Requirements

Employees in this classification must be able to stand, walk, sit, stoop, bend, and reach overhead; lift and carry up to 50 lbs. without assistance; push, pull, and climb stairs and ladders as needed. Employees must be able to use hands and fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details and work areas.

### Working Environment

Employees in this classification work indoors and outdoors at construction and maintenance sites in varying temperatures and weather conditions, and around noise, dust, and fumes. Work involves exposure to equipment and machinery with moving parts and may require working irregular hours, including evenings or weekends. Employees may be required to drive a vehicle to conduct work and interact with administrators, staff, vendors, and inspectors.

**FLSA Status:** Exempt

**Board Adopted:** 8/74

**PC Approved:** 5/92

**Revised:** 06/92, 06/21

## **MAINTENANCE MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY OF DUTIES**

To plan, organize and control the maintenance and repair of District buildings, facilities, and equipment; to perform skilled work in one or more of the maintenance trades as needed to ensure District facilities and equipment are fully operational; to utilize the Computerized Maintenance Management System (CMMS); and to perform a variety of other duties relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

*The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar. All classifications are listed in order from highest to lowest.*

The Maintenance Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the maintenance and repair of District buildings, facilities, and equipment. The incumbent manages maintenance services for District sites and functionally supervises and monitors maintenance services performed.

The Grounds Manager classification is a single position classification which has District-wide responsibility for planning, coordinating, and managing the upkeep of District grounds including landscaping, irrigation work, pest removal, and basic construction. The incumbent manages grounds services for District sites and functionally supervises and monitors grounds services performed.

The Custodial Services Manager classification has District-wide responsibility for planning, coordinating, and managing the care and cleaning of District offices and school sites. The incumbents manage custodial services for District sites and functionally supervises and monitors custodial services performed.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director of Facilities, Senior Manager, Maintenance & Operations or designee.
- Exercises direct supervision of maintenance staff.

### **ESSENTIAL DUTIES**

- Assign, schedule and supervise the maintenance and repair work of District structures and related facilities and equipment; inspect school buildings and equipment for needed repair and maintenance work; respond to emergency site maintenance as required; confer with and advise other management personnel regarding maintenance projects and priorities.
- Schedule, prioritize, and assign work in skilled, semi-skilled, and unskilled maintenance work; carpentry, electrical, painting, plumbing, glazing, welding, conditioned air heating and ventilation g, locksmithing, and audio-visual trades areas; schedule on-call and preventive maintenance personnel; select, train, and evaluate maintenance personnel; arrange time schedules, vacation requests and plan vacation work schedules.
- Perform skilled work in one or more of the above maintenance trades areas; instruct maintenance personnel in the performance of their duties; lead maintenance personnel in major projects; inspect and evaluate work in progress or upon completion.
- Estimate labor and material costs for replacement, repair, alterations, and improvements to building, building systems, and equipment; order materials and supplies; test, select, and purchase of maintenance supplies and equipment.
- Coordinate and supervise the movement of relocatable buildings and trailers utilities; coordinate the installation of utilities at relocation site.
- Consult with architects and engineers; coordinate projects with District maintenance and site personnel and outside contractors, inspect work in progress and upon completion; oversee selected deferred maintenance projects; recommend value engineering.

- Inspect and oversee site security alarm system; inspect site vandalism; prepare cost estimates for repayment; schedule and oversee repairs; oversee preventive maintenance of District truck fleet.
- Plan and coordinate major facilities projects; develop drawings and specifications; request and receive quotes for major work by outside contractors.
- Perform rotating 24/7 emergency duty as first point of contact.
- Maintain a variety of records and prepare reports; review reports on costs of work done, materials used, and labor expended.
- Maintain adequate levels of tools, equipment, and other maintenance supplies.
- Interacts with Fire Marshal, insurance carrier, safety inspectors and Risk Manager to ensure that all safety items related to facilities are corrected.
- Inspect and evaluate work in progress by maintenance project contractors, after work hours and on weekends; respond to emergency site maintenance after hours, holidays, and on weekends.
- Operate a computer to maintain work order system and to utilize modern software to develop, direct and maintain a computerized maintenance program.

### **Other Related Duties**

- Assists in the supervision of other Facilities staff as needed.
- Perform related duties and responsibilities as assigned.

### **KNOWLEDGE, ABILITIES, AND TRAITS**

#### **Knowledge of:**

- Operational characteristics, services, and activities of a school district maintenance program.
- Methods, materials, equipment, and tools used in the repair and maintenance of buildings and equipment.
- Principles and practices of supervision, training, and performance evaluation.
- Principles of budget preparation and control.
- Occupational hazards and standard safety practices.
- Computerized maintenance work-order system and other maintenance computer applications.
- Principles and practices of general building inspection.
- Operation of security alarm systems.
- Pertinent Federal, State, and local laws, code and regulations.

#### **Ability to:**

- Assign, prioritize, schedule and supervise the maintenance and repair work of District structures and equipment.
- Inspect school buildings and equipment for needed repair and maintenance work.
- Respond to emergency site maintenance as required.
- Confer with and advise other management personnel regarding maintenance projects and priorities.
- Manage and coordinate the maintenance staff.
- Select, supervise, train, and evaluate assigned staff.
- Perform skilled work in one or more of the building maintenance trades.
- Read, interpret, and work from drawings and blueprints.
- Prepare clear and concise reports.
- Monitor and control budget expenditures.
- Operate a computer and modern software to develop, direct and maintain a computerized maintenance program.
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.

- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Follow good health and safety principles and practices.

**EMPLOYMENT STANDARDS:**

**Education:** Graduation from high school or equivalency. Specialized training in one or more of the skilled trades is desirable.

**Experience:** Five years of experience performing skilled work in general building maintenance and repair. At least two years of the aforementioned experience must have been in a supervisory or lead capacity.

**Special:** Possession of a valid California driver's license.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

**Physical Requirements:** Employees in this classification stand, walk, sit, stoop, bend, reach overhead, lift and carry up to 50 pounds without assistance, push, pull, use fingers, wrists, and hands repetitively, climb stairs and ladders as needed, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work both inside and outside, at construction sites, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat and cold, with potential exposure to heavy machinery, with irregular hours including nights and weekends, and drive an automobile to conduct work.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

**Salary Range: Appropriate Range on Management Salary Schedule**

Oxnard School District

Board Policy Adopted: August 5, 1974; Revised: June 10, 1992; Reclassification Study: June 25, 1998

Personnel Commission Approved: May 7, 1992; Reclassification Study: February 26, 1998

**Revision Approved:** June 10, 2021

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** January 15, 2026

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

### **New Classification - Painter**

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The Director of Classified Human Resources met with the Assistant Superintendent of Business and Fiscal Services and the Director of Facilities to discuss operational needs within Maintenance and Operations. As a result, staff is recommending the establishment of a Painter classification to support District-wide facility maintenance and preservation.

The Painter classification will perform skilled, journey-level painting and finishing work on District buildings, equipment, and fixtures, including surface preparation, application of coatings, graffiti removal, and striping of parking lots and play areas. The position will be supervised by the Maintenance Manager and have no formal supervisory responsibilities

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 20 (\$29.44–\$35.79) on the CSEA salary schedule is appropriate for the position.

#### **FISCAL IMPACT:**

Fiscal impact \$115,376.66 and will be paid from the General Fund.

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the new job classification and recommended salary range 20 (\$29.44–\$35.79) for the Painter classification.

#### **ADDITIONAL MATERIALS:**

**Attached:** [CSEA 25-26 Schedule 1.15.26.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
- 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
- 19 Special Education Service Coordinator
- 18 After School Program Site Coordinator
- 17 Family Liaison
- 14 District Translator

**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
- 27 Paraeducator - Hearing Impaired (Sign Language)
- 26 Speech-Language Pathology Assistant
- 18 Health Care Technician
- 18 Adaptive Technology Specialist
- 12 Paraeducator - Special Education
- 9 Paraeducator - Hearing Impaired (Oral Speech)
- 9 Registered Behavior Technician
- 7 Expanded Learning Specialist
- 6 Infant Program Assistant
- 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 Painter
- 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:** January 15, 2026

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

### **Advanced Step Placement for Brittany Herrera, After School Program Site Coordinator**

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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 Enrichment and Special Programs department for the After School Program Site Coordinator position. Brittany Herrera 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 with after school programs.
- Education: Master's Degree in Organizational Leadership & Management.

The minimum qualifications for the classification are:

- Experience: Two years of increasingly responsible experience working with school aged children, families, and community.
- Education: Equivalent to the completion of an Associate degree.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step D of the After School Program Site Coordinator classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** January 15, 2026

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

### **Advanced Step Placement for Hilda Abonce Ortega, Campus 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 Campus Assistant position. Hilda Abonce Ortega 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: 16 years working as an Assistant Teacher at Child Development Resources.
- Education: Some college coursework.

The minimum qualifications for the classification are:

- Experience: No experience is required.
- Education: No education is required.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step E of the Campus Assistant position on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** January 15, 2026

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

### **Advanced Step Placement for Sandra Godina, Child Nutrition Worker**

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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 Child Nutrition Worker position in the Child Nutrition Services Department. Sandra Godina 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 experience as a sub-CNS worker at OSD.
- Education: Foreign marketing degree.

The minimum qualifications for the classification are:

- Experience: One year of food handling and preparation experience is desirable.
- Education: Graduation from high school or equivalency is desirable.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of the Child Nutrition Worker classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** January 15, 2026

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

### **Advanced Step Placement for Javier Espinosa, Child Nutrition Worker**

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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 Child Nutrition Worker position in the Child Nutrition Services Department. Javier Espinosa 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 of related experience.
- Education: Some culinary college coursework.

The minimum qualifications for the classification are:

- Experience: One year of food handling and preparation experience is desirable.
- Education: Graduation from high school or equivalency is desirable.

### **RECOMMENDATION:**

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

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** January 15, 2026

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

### **Advanced Step Placement for Laura Ramirez, Paraeducator Hearing Impaired (Oral Speech)**

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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 Hearing Impaired position. Laura Ramirez 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: About 8 years of experience supporting in the classroom.
- Education: Master's in Special Education.

The minimum qualifications for the Paraeducator Hearing Impaired (Oral Speech) classification are:

- Experience: Two years of experience working with hearing impaired students or children in a school, health services, or other instructional environment.
- 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 Hearing Impaired (Oral Speech) classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** January 15, 2026

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

### **Advanced Step Placement for Emma Trottno, 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. Emma Trottno 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: A year and a half as a behavior interventionist.
- Education: Bachelor's in Psychology.

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 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:** January 15, 2026

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

### **Advanced Step Placement for Kaitlynn Sanchez, 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. Kaitlynn Sanchez 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 2 years of related experience.
- Education: Bachelor's in Psychology.

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 at Step C of the Paraeducator Special Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** January 15, 2026

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

### **Advanced Step Placement for Evelyn Silva, 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. Evelyn Silva 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 13 years as a Preschool Teacher.
- Education: Associates of Science 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 at Step E of the Paraeducator Special Education classification on the Classified Salary Schedule.



Recruitment Type: Dual Certification

Eligibility List No. 25-26:62;

Director's Certification:

25-26:45; 25-26:31

Established: 1/6/2026

## Paraeducator General Education

Rank	Candidate ID	Expiration Date
Previous List 25-26:45; 25-26:31		
1	51783949	11/13/2026
1	54465619	12/8/2026
2	64521673	11/13/2026
New List 25-26:62		
1	65197662	1/6/2027
1	18164606	1/6/2027
1	469670	1/6/2027
2	44932749	1/6/2027
3	58627087 (B)	1/6/2027
4	42827581 (B)	1/6/2027
4	52112263	1/6/2027

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. 25-26:57;  
 25-26:42; 25-26:24;  
 24-25:120; 24-25:106;  
 24-25:132  
 Established: 1/5/2026

## Paraeducator - Special Education

Rank	Candidate ID	Expiration Date
1	9521895	11/18/2026
2	65197662	1/5/2027
3	65440969	1/5/2027
3	32767330	11/18/2026
3	26010759	1/5/2027
3	32549452	1/5/2027
4	29774408	6/10/2026
5	46923055	1/5/2027
5	50280994	10/3/2026
5	58627087 (B)	1/5/2027
5	65343641	1/5/2027
5	53471978	1/5/2027
5	59122723	11/18/2026
6	18164606	1/5/2027
6	714600	1/5/2027
6	469670	1/5/2027
6	59818205	11/18/2026
6	56689590	1/5/2027
6	56734185	11/18/2026

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.

**OXNARD SCHOOL DISTRICT****PERSONNEL COMMISSION**

7	59151784	10/3/2026
7	65237337	1/5/2027
7	65475092	1/5/2027
7	42827581 (B)	1/5/2027
7	59186156	1/5/2027
7	30820797	11/18/2026
8	50108242	4/16/2026
9	26063034	11/18/2026
9	43081826	1/5/2027
9	59240854	11/18/2026
9	59891470	10/3/2026
10	55279063	7/21/2026
11	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. 25-26:59

Director's Certification:

Established: 12/23/2025



## Speech Language Pathology Assistant

Rank	Candidate ID	Expiration Date
1	21415147	12/23/2026

## **PERSONNEL COMMISSION AGENDA ITEM**

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

**Date of Meeting:** January 15, 2026

**Agenda Section:** Section D: Reports/Other Information/Discussion Items

### **Revision of Rules for Chapter 20 (First Reading)**

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**Background:** The Commissioners requested that rule 20.100.6 be revised during the December 11, 2025, meeting. The Director of Classified Human Resources took the opportunity to review chapter 20 as a whole to modernize language for clarity, and also align with the CSPCA Model Rules.

To provide clarity and ensure alignment with CSPCA Model Rules:

- 20.100.1 – Added legal eligibility requirements based on CSPCA Model Rules.
- 20.100.2 – Added new section Ethics, Conflicts of Interests, and Impartiality based on CSPCA Model Rules.
- 20.100.3 – Modernized the Appointment Procedures for clarity.
- 20.100.6 – Restructured the order of Chair, Vice Chair, and Member. The Vice Chair shall succeed to the position of Chair.
- 20.200.1 – Included Brown Act reference based on CSPCA Model Rules.
- 20.200.3 – Modernized language for clarity.
- 20.200.5 – Modernized language and structure for clarity.
- 20.200.6 – Modernized language and structure for clarity.
- 20.300 – Modernized language for clarity.
- 20.400 – Retitled section to Administrative Provisions and revised clarity.
- 20.400.4 – Removed OdieDean Wells Humanitarian Award

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission approve the revisions to Chapter 20, Personnel Commission, for first reading. The proposed changes modernize language and align with the CSPCA Model Rules.

### **ADDITIONAL MATERIALS:**

**Attached:** [PC Rules Chapter 20 Revisions Track Changes & Comments.pdf](#)

# PERSONNEL COMMISSION RULES & REGULATIONS

## CHAPTER 20

### THE PERSONNEL COMMISSION

#### 20.100 Organization of Commission

##### 20.100.1 Appointment of Members to Personnel Commission

One member of the Commission shall be appointed by the Governing Board; one member shall be nominated by the classified employees and appointed by the Governing Board; and those two members shall, in turn, appoint the third member, at a public Personnel Commission meeting.

If the two members do not agree upon and announce the name of an intended joint-appointee by September 30, the Executive Officer of the State Personnel Board shall make the appointment.

To be eligible for appointment or reappointment to the Personnel Commission, a candidate shall meet all qualifications set forth in *Education Code* section 45247, including but not limited to:

- A. Be a registered voter;
- B. Be a resident of the school district; and
- C. Be a known adherent to the principles of the merit system.

For purposes of this section, a “known adherent to the principles of the merit system” means a person who, through prior public or private service, has demonstrated support for employment, retention, and advancement based on merit and fitness rather than favoritism.

##### 20.100.2 Ethics, Conflicts of Interest, and Impartiality

Members of the Personnel Commission shall conduct themselves in a manner that preserves the independence, integrity, and impartiality of the merit system.

Commission members shall avoid conflicts of interest and shall comply with all applicable conflict-of-interest laws, including, but not limited to, *Government Code* sections 1090 and 87100 et seq.

A Commission member who has a financial or personal interest in a matter before the Commission, or whose impartiality could reasonably be questioned, shall disclose the potential conflict and shall recuse themselves from participation in discussion, deliberation, and decision-making on that matter.

Commission members shall perform their duties independently and impartially and shall base decisions solely on the merits of each matter and the requirements of law.

##### 20.100.3 Appointment Procedures

- A. Appointment of the Governing Board Appointee
  - 1. Announcement of Intended Appointee: When a vacancy exists for the member appointed by the Governing Board, the Governing Board shall, no later than September 30, publicly announce the name of the person it intends to appoint or reappoint.
  - 2. Public Hearing: Within thirty (30) days of the public announcement, the Governing Board shall hold an open meeting at which employees, employee organizations, and members of the public

**Commented [FA1]:** Added legal eligibility requirements based on CSPCA Model Rules

**Commented [FA2]:** New section based on CSPCA Model Rules

**Commented [FA3]:** New section; revised previous language to clarify appointment procedures

## PERSONNEL COMMISSION RULES & REGULATIONS

shall be provided an opportunity to express their views regarding the qualifications of the intended appointee.

3. Final Action: Following the public hearing, the Governing Board may appoint the announced candidate or select a substitute appointee without the necessity of additional notice or hearing.

### B. Appointment of the Classified Employees' Appointee

1. Nomination by Classified Employees: When a vacancy exists for the member nominated by classified employees, the recognized classified employees' representative shall submit its nominee to the Governing Board in sufficient time to allow the Governing Board to complete the appointment process no later than September 30.
2. Public Announcement and Appointment: At a public meeting held no later than thirty (30) days following receipt of the nomination, the Governing Board shall publicly announce the nominee, provide an opportunity for discussion regarding the nominee's qualifications, and appoint the nominee unless the nomination is voluntarily withdrawn by the classified employees' representative.
3. Failure to Nominate: If the classified employees fail to submit a nominee in sufficient time to permit appointment by September 30, the Governing Board may make an emergency appointment as permitted by *Education Code* section 45245.

### C. Appointment of the Third (Commission-Selected) Member

1. Announcement of Intended Appointee: When a vacancy exists for the member to be appointed jointly by the Governing Board appointee and the classified employees' appointee, those two members shall, no later than September 30, publicly announce the name of the person they intend to appoint.
2. Considerations of Recommendations: In selecting an intended appointee, the two members may consider recommendations from the Governing Board, classified employees, employee organizations, and other interested members of the public.
3. Public Hearing: Within forty-five (45) days of the public announcement of the intended appointee, the Personnel Commission shall hold an open meeting at which the Governing Board, employees, employee organizations, and members of the public shall be provided an opportunity to express their views regarding the qualifications of the intended appointee.
4. Action by the Commission: At the conclusion of the public hearing, the Commission may appoint the intended appointee or withdraw the announced name and substitute another candidate, and make the appointment without the necessity of conducting an additional hearing.
5. Failure to Agree: If the two members fail to agree upon and publicly announce the name of an intended appointee by September 30, the appointment shall be made by the Executive Officer of the State Personnel Board, in accordance with *Education Code* section 45246.

## PERSONNEL COMMISSION RULES & REGULATIONS

### 20.100.4 Terms

By law, the term of each commissioner shall be three (3) years and shall expire at noon on December 1. The terms shall be staggered so the term of one commissioner expires each year.

### 20.100.5 Compensation of Members of Personnel Commission

Under the provisions of *Education Code* Section 45250, the Board of Trustees of the Oxnard School District has authorized payment to members of the Commission in the amount of fifty (\$50.00) dollars per meeting attended, not to exceed two hundred-fifty (\$250.00) dollars per month.

The above-noted action was taken by the Board of Trustees on July 9, 1986, and reaffirmed on January 23, 1991.

### 20.100.6 Officers

At its annual organizational meeting, the Commission shall elect a Chair and Vice Chair. The Vice Chair shall succeed to the position of Chair for the ensuing year. The outgoing Chair shall thereafter serve as a member without officer designation.

### 20.100.7 Quorum and Majority

Two (2) members shall constitute a quorum for any regular or special meetings of the Commission. The affirmative vote of two (2) members shall be required to take any action.

#### OXNARD SCHOOL DISTRICT

#### Personnel Commission Rules & Regulations

Adopted: October 23, 1968

20.100.1 Revised: March, 1976; November 6, 1980; September 5, 1991; December 17, 1998; February 2026

20.100.2 Adopted: February 2026

20.100.3 Adopted: February 2026

20.100.4 Revised: February 2026

20.100.5 Revised: May 19, 1980; March 25, 1981; July 9, 1986; Revised 2026

20.100.6 Revised: January 13, 2005; Revised 2026

**Commented [FA4]:** Revised order so the Vice chair succeeds to the position of Chair

## PERSONNEL COMMISSION RULES & REGULATIONS

### 20.200 Meetings

#### 20.200.1 Regular Meetings

Subject to cancellation or proper change, the Commission shall meet the second Thursday of each month in the Educational Service Center. Notice of regular meetings shall be posted at least seventy-two (72) hours in advance in accordance with the Ralph M. Brown Act. (*Government Code* 54954.2) When the regular meeting date falls on a holiday, the Commission will reschedule the meeting to another specified date, providing at least forty-eight (48) hours' notice to representatives of the employee organization(s) and district administration as well as posting such notice at regular posting locations. (*Education Code* Section 45245)

Commented [FA5]: Included Brown Act reference

#### 20.200.2 Adjourned Regular Meeting

The Commission may adjourn any regular or previously adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the reconvened meeting is a regular meeting for all intents and purposes. When an order of adjournment of a regular meeting or of a previously adjourned meeting fails to state the hour at which the reconvened meeting is to be held, it shall be held at the hour normally designated for regular Commission meetings.

#### 20.200.3 Special Meetings

Special meetings of the Commission may be called by the Chair or by written request of any two Commissioners. Notice of a special meeting shall be provided at least twenty-four (24) hours in advance to each Commissioner and shall be posted at the Commission's regular posting locations.

Notice shall also be provided to representatives of any recognized employee organization or other organization that has submitted a written request for notice of Commission meetings. The notice shall specify the date, time, location, and business to be transacted. No business shall be transacted other than that listed on the agenda.

Commented [FA6]: Modernized language for clarity

#### 20.200.4 Public Meetings

All regular and special meetings of the Commission shall be open to the public, and all persons shall be permitted to attend any of the Commission's meetings except as provided in Personnel Commission Rule 20.200.5. This rule shall not be construed as authorizing employees to be absent from duty for attendance at Personnel Commission meetings.

#### 20.200.5 Closed Sessions

The Personnel Commission may hold closed sessions during regular or special meetings only for purposes expressly authorized by law. All closed sessions shall be conducted in compliance with the Ralph M. Brown Act and applicable provisions of the *Education Code*.

A. Authorized Closed Session Purposes: Closed sessions may be held for the following matters, including but not limited to:

1. Personnel Matters: Appointment, employment, evaluation of performance, discipline, or dismissal of a classified employee, unless the employee requests that the matter be heard in public.

Commented [FA7]: Modernized language and structure for clarity

## PERSONNEL COMMISSION RULES & REGULATIONS

2. **Complaints or Charges:** Consideration of complaints or charges brought against a classified employee.
  3. **Pending Litigation:** Conference with legal counsel regarding pending litigation when discussion in open session would prejudice the position of the Commission.
  4. **Labor Relations Matters:** Matters within the scope of collective bargaining or labor relations, only when the Commission has a legally designated role or representative in the process.
- B. **Notice and Public Disclosure Requirements:** Prior to convening a closed session, the Commission shall publicly announce the general subject matter of the closed session. The announcement shall be sufficiently descriptive to inform the public of the topic being considered, while not disclosing confidential or protected information. For special, adjourned, or continued meetings, the general subject matter of any closed session shall be included in the written meeting notice. The Commission is neither required nor authorized to disclose names or other identifying information that would constitute an invasion of privacy or unnecessarily disclose confidential facts.
- C. **Employee Notice and Due Process:** When a closed session involves the consideration of complaints, formal charges, or disciplinary matters against a classified employee:
1. The affected employee shall be provided written notice of the matter and advised of the right to request a public hearing.
  2. Such notice shall be delivered personally or by mail at least twenty-four (24) hours prior to the scheduled meeting.
  3. If the required notice is not provided, any punitive action taken shall be null and void.
- If the employee requests a public hearing, the matter shall be heard in open session. If the employee does not request a public hearing, the Commission may proceed in closed session.
- D. **Conduct of Closed Sessions:** During a closed session, the Commission shall consider only those matters identified in the public announcement or meeting notice. When conducting hearings or investigations, the Commission may exclude witnesses not under examination and may exclude the public as permitted by law. Following the conclusion of a public hearing or closed session, the Commission may deliberate and reach its decision in closed session, as authorized by law.
- E. **Reporting of Action:** The Commission shall publicly report, either during the same meeting or at the next regular public meeting, any reportable action taken in closed session, including any roll-call vote related to appointment, employment, discipline, or dismissal of a classified employee, in accordance with *Government Code* requirements.
- F. **Confidentiality:** All matters discussed in closed session are confidential. A Commission member who discloses confidential closed-session information may be subject to penalties provided by law, including removal from office.

## PERSONNEL COMMISSION RULES & REGULATIONS

### 20.200.6 Agenda and Supporting Data

- A. Agendas for regular meetings of the Personnel Commission shall be posted at least seventy-two (72) hours in advance of the meeting. Agendas for special meetings shall be posted at least twenty-four (24) hours in advance of the meeting.

Agendas shall be posted at the Commission's regular posting locations and in any additional manner required by law. To the extent practicable, agendas shall be provided in advance to:

1. Commission members
  2. The Superintendent or designee
  3. Recognized employee organization representatives for classified employees
- B. Supporting Data: When practicable, supporting materials related to agenda items shall be made available to the public at the same time the agenda is posted. Supporting materials prepared after agenda posting shall be made available as soon as reasonably possible. Nothing in this section shall be construed to require the disclosure of confidential or exempt information.

### 20.200.7 Amendment, Deletion, or Additions to Rules

- A. All proposals, from any source, to amend, delete, or add to these rules will be considered for a "first reading" at the meeting in which they are first presented to the Commission. They will not, unless a critical emergency exists, be acted upon when presented for a "first reading."
- B. On a "first reading," the Commission will set a date for Commission action on the proposal; this date shall normally be the next regularly scheduled Commission meeting. The Personnel Commission shall also instruct the Director of Classified Human Resources to refer the proposal to interested persons and organizations for comment or recommendation.
- C. Whenever practical, interested parties shall submit their reactions to proposed rule changes in writing on or before the stipulated agenda deadline date, and shall have the right to present reactions to the Commission orally at the appropriate Commission meeting.

### 20.200.8 Minutes

The Director of Classified Human Resources shall record the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission and the Commissioner's dissent or approval and any reasons presented.

The Minutes of each meeting shall be reduced to written form and presented to the Commission for correction and/or approval at the next regularly scheduled meeting of the Commission.

The Minutes of each Commission meeting or a true copy thereof shall be open and available for public inspection.

Copies of the official Minutes shall be distributed for posting to all school district offices at least five (5) working days preceding the next regular Personnel Commission meeting as well as to recognized employee organizations requesting them.

**Commented [FA8]:** Modernized language and structure for clarity

## PERSONNEL COMMISSION RULES & REGULATIONS

REFERENCE: *Government Code* Sections 3543, 3543.2, 3549.1, 35146, 49073, 54957, 54957.1, 54957.2, 54957.6, 54957.7

### OXNARD SCHOOL DISTRICT

Personnel Commission Rules & Regulations

Adopted: October 23, 1968

20.200.1 Revised: April, 1973; March, 1974; October 6, 1980; February 3, 1983; September 5, 1991; December 17, 1998; February 2026

20.200.2 Revised: February 3, 1983

20.200.3 Revised: February 3, 1983; February 2026

20.200.4 Revised: February 3, 1983

20.200.5 Revised: May, 1980; February 3, 1983; February 2026

20.200.6 Revised: October, 1972; February 2026

20.200.7 Revised: February 3, 1983; February 2026

20.200.8 Revised: October, 1972; October 6, 1980; February 3, 1983; February 2026

## PERSONNEL COMMISSION RULES & REGULATIONS

### **20.300 Commission Employees**

**Commented [FA9]:** Revised language for clarity

#### **20.300.1 Statue of Commission Employees**

The Director of Classified Human Resources and other persons required to carry out the responsibilities of the Commission shall be employees of the Personnel Commission. They shall be considered part of the classified service, and the rules, procedures, benefits and burdens pertinent to the classified service shall apply to commission employees, except as the Commission may specifically direct. (*Education Code 45264*)

For purposes of these rules, references to the Governing Board as they relate to Commission employees shall be construed to mean the Personnel Commission, and references to the Superintendent shall be construed to mean the Director of Classified Human resources, unless otherwise specified.

#### **20.300.2 General Duties of the Director of Classified Human Resources**

- A. The Director of Classified Human Resources shall perform all of the duties and carry out all functions imposed by laws and these rules. The Director shall act as Secretary to the Personnel Commission and shall issue and receive all notifications on its behalf. The Director shall direct and supervise the employees of the Commission and conduct administrative transactions consistent with the law and necessary to the proper functioning of the Commission.
- B. The Director shall conduct classification, salary, and rules studies, and shall make such other investigations as directed by the Commission or as deemed necessary to fulfill assigned responsibilities. The Director may be designated as a hearing officer in accordance with *Education Code 45312*.
- C. In cases where two or more rules appear to be in conflict, or when no rule provides a clear directive, the matter shall be decided and resolved by the Director, subject to the review of the Commission. (*Education Code 45266*)
- D. The Director shall keep the Personnel Commission informed of significant operational, legal, or procedural matters affecting the merit system.

OXNARD SCHOOL DISTRICT

Personnel Commission Rules & Regulations

Adopted: October 23, 1968

20.300.1 Revised: June, 1973; February 2026

20.300.2 Revised: December 17, 1998; February 2026

## PERSONNEL COMMISSION RULES & REGULATIONS

### **20.400 Administrative Provisions**

Commented [FA10]: Retitled and revised for clarity

#### **20.400.1 Communications**

- A. Communications and requests shall, to the extent practicable, be in writing. Communications and requests shall be acknowledged and responded to, noting official Personnel Commission action when appropriate.
- B. Individuals or groups who wish to present proposals for action by the Commission shall be encouraged to submit such proposals to the Director of Classified Human Resources for placement on the Commission agenda. The Director shall determine whether the proposal is appropriate for Commission consideration or whether it may be addressed administratively or through other appropriate processes.
- C. It is the policy of the Commission to consider proposals only at open meetings, except otherwise permitted by law. The Commission may designate one of its members or the Director of Classified Human Resources to investigate a specific subject and report findings to the Commission.

#### **20.400.2 Budget**

- A. The Director of Classified Human Resources shall prepare and submit to the Personnel Commission a proposed operating budget for the ensuing fiscal year. The budget shall be prepared for public hearing and shall be submitted not later than May 31 of each year.
- B. The Commission shall forward a copy of its proposed budget to the Governing Board, indicating the time, date, and place for the public hearing, and shall invite Board and District administration representatives to attend and present their views. The Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget. Following adoption, the proposed budget shall be forwarded to the County Superintendent of Schools for approval.
- C. If the County Superintendent of Schools does not approve the proposed budget, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the Personnel Commission.
- D. Expenditures that are not included in the adopted budget, or that would materially impact the Commission's overall budget, shall require prior approval of the Personnel Commission at a duly noticed meeting before the commitment of funds.
- E. Routine and minor operational expenditures that are consistent with the adopted budget and necessary for the day-to-day operation of the Commission may be approved administratively by the Director of Classified Human Resources.

#### **20.400.3 Annual Report**

- A. The Director of Classified Human Resources shall prepare an annual report of Personnel Commission activities as required by *Education Code* 45266. The annual report shall summarize the activities of the Personnel Commission for the preceding fiscal year and shall include such information as the Commission deems appropriate.

## PERSONNEL COMMISSION RULES & REGULATIONS

- B. The annual report shall be prepared for Commission review and approval as soon as practical following the close of the fiscal year, but no later than a regular meeting held in November.
- C. Upon approval by the Commission, the annual report shall be submitted to the Governing Board.

### OXNARD SCHOOL DISTRICT

#### Personnel Commission Rules & Regulations

Adopted: October 23, 1968

20.400.1 Revised: 2026

20.400.2 Revised: October, 1972; May 19, 1980; October 7, 1982; February 2026

20.400.3 Revised: February 2026

**Commented [FA11]:** OdieDean Award Section Removed  
– inactive since 2018; The District has other venues for nomination: Mason’s award and Rising star. Upcoming Classified Employee of the Year.

# PERSONNEL COMMISSION RULES & REGULATIONS

## CHAPTER 20

### THE PERSONNEL COMMISSION

#### 20.100 Organization of Commission

##### 20.100.1 Appointment of Members to Personnel Commission

One member of the Commission shall be appointed by the ~~G~~governing ~~B~~board of the district; one member shall be nominated by the classified employees and appointed by the Governing Board of the district; and those two members shall, in turn, appoint the third member, at a public Personnel Commission meeting.

If the two members do not agree upon and announce the name of an intended joint-appointee by September 30, the Executive Officer of the State Personnel Board shall make the appointment.

To be eligible for appointment or reappointment to the Personnel Commission, a candidate shall meet all qualifications set forth in *Education Code* section 45247, including but not limited to:

- A. Be a registered voter;
- B. Be a resident of the school district; and
- C. Be a known adherent to the principles of the merit system.

For purposes of this section, a “known adherent to the principles of the merit system” means a person who, through prior public or private service, has demonstrated support for employment, retention, and advancement based on merit and fitness rather than favoritism.

##### 20.100.2 Ethics, Conflicts of Interest, and Impartiality

Members of the Personnel Commission shall conduct themselves in a manner that preserves the independence, integrity, and impartiality of the merit system.

Commission members shall avoid conflicts of interest and shall comply with all applicable conflict-of-interest laws, including, but not limited to, *Government Code* sections 1090 and 87100 et seq.

A Commission member who has a financial or personal interest in a matter before the Commission, or whose impartiality could reasonably be questioned, shall disclose the potential conflict and shall recuse themselves from participation in discussion, deliberation, and decision-making on that matter.

Commission members shall perform their duties independently and impartially and shall base decisions solely on the merits of each matter and the requirements of law.

##### 20.100.3 Appointment Procedures

###### A. Appointment of the Governing Board Appointee

1. Announcement of Intended Appointee: When a vacancy exists for the member appointed by the Governing Board, the Governing Board shall, no later than September 30, publicly announce the name of the person it intends to appoint or reappoint.
2. Public Hearing: Within thirty (30) days of the public announcement, the Governing Board shall hold an open meeting at which employees, employee organizations, and members of the public

**Commented [FA1]:** Added legal eligibility requirements based on CSPCA Model Rules

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**Commented [FA3]:** New section; revised previous language to clarify appointment procedures

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## PERSONNEL COMMISSION RULES & REGULATIONS

shall be provided an opportunity to express their views regarding the qualifications of the intended appointee.

3. Final Action: Following the public hearing, the Governing Board may appoint the announced candidate or select a substitute appointee without the necessity of additional notice or hearing.

### B. Appointment of the Classified Employees' Appointee

1. Nomination by Classified Employees: When a vacancy exists for the member nominated by classified employees, the recognized classified employees' representative shall submit its nominee to the Governing Board in sufficient time to allow the Governing Board to complete the appointment process no later than September 30.

2. Public Announcement and Appointment: At a public meeting held no later than thirty (30) days following receipt of the nomination, the Governing Board shall publicly announce the nominee, provide an opportunity for discussion regarding the nominee's qualifications, and appoint the nominee unless the nomination is voluntarily withdrawn by the classified employees' representative.

3. Failure to Nominate: If the classified employees fail to submit a nominee in sufficient time to permit appointment by September 30, the Governing Board may make an emergency appointment as permitted by *Education Code section 45245.*

A.C. Commission appointee Not later than September 30, the appointee of the governing board and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointment. The appointee of the governing Board and the appointee of the classified employees shall consider the recommendations of the governing board, the classified employees, or other concerned citizens. Appointment of the Third (Commission-Selected) Member

1. Announcement of Intended Appointee: When a vacancy exists for the member to be appointed jointly by the Governing Board appointee and the classified employees' appointee, those two members shall, no later than September 30, publicly announce the name of the person they intend to appoint. At a Personnel Commission meeting to be held not later than 45 days of the dates specified in the paragraph above, the Personnel Commission in open hearing shall provide the governing Board, the public and the employees and employee organizations the opportunity to express their views on the qualifications of the person whose name has been announced as the intended appointee. The Commission may, at this meeting, withdraw the name of its proposed nominee and substitute the name of a new candidate, and act upon the appointment of the new nominee, or it may appoint its original nominee without the necessity of holding another public hearing.

1.

2. Considerations of Recommendations: In selecting an intended appointee, the two members may consider recommendations from the Governing Board, classified employees, employee organizations, and other interested members of the public.

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## PERSONNEL COMMISSION RULES & REGULATIONS

3. Public Hearing: Within forty-five (45) days of the public announcement of the intended appointee, the Personnel Commission shall hold an open meeting at which the Governing Board, employees, employee organizations, and members of the public shall be provided an opportunity to express their views regarding the qualifications of the intended appointee.

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4. Action by the Commission: At the conclusion of the public hearing, the Commission may appoint the intended appointee or withdraw the announced name and substitute another candidate, and make the appointment without the necessity of conducting an additional hearing.

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~~Failure to Agree: If the two members fail to agree upon and publicly announce the name of an intended appointee by September 30, the appointment shall be made by the Executive Officer of the State Personnel Board, in accordance with Education Code section 45246. If the two members do not agree upon and announce a name of an intended appointee by September 30, the Executive Officer of the State Personnel Board shall make the appointment. (Education Code 45245/45246).~~

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~~B. Board appointee The governing Board shall, not later than September 30, publicly announce the name of the person it intends to appoint or reappoint, if the vacancy is its appointee. At a Board meeting to be held within 30 days of the date specified above, the governing Board in open hearing shall provide the public and employees and employee organizations the opportunity to express their views on the qualifications of the person recommended for appointment. The Board at that time may make its appointments or may make a substitute appointment or recommendation without further notification or public hearing. (Education Code 45245)~~

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~~C. Classified employees' appointee At a public hearing to be held not later than 30 days of the dates specified, the governing Board shall announce the name of the classified employees' recommendation and shall, following discussion of the candidate's qualifications, appoint the nominee, unless such nomination is voluntarily withdrawn by the classified employees' representative. If the classified employees fail to submit a nominee, the Board may make an emergency appointment.~~

5.

### 20.100.42 Terms

By law, the term of each commissioner shall be ~~for~~ three (3) years and shall expire at noon ~~on~~ December 1. The terms shall be staggered so the term of one commissioner expires each year.

### 20.100.53 Compensation of Members of Personnel Commission

Under the provisions of Education Code Section 45250, the Board of Trustees of the Oxnard School District has authorized payment to members of the Commission in the amount of fifty (\$50.00) dollars per meeting attended, not to exceed two hundred-fifty (\$250.00) dollars per month.

The above-noted action was taken by the Board of Trustees on July 9, 1986, and reaffirmed on January 23, 1991.

## PERSONNEL COMMISSION RULES & REGULATIONS

### **20.100.64 Officers**

~~At its annual organizational meeting, the Commission shall elect a Chair and Vice Chair. The Vice Chair shall succeed to the position of Chair for the ensuing year. The outgoing Chair shall thereafter serve as a member without officer designation. It will be the policy of this commission to elect as chair the member serving the last year of his/her term. The outgoing chair shall then be elected to serve as vice chair.~~

**Commented [FA4]:** Revised order so the Vice chair succeeds to the position of Chair

### **20.100.75 Quorum and Majority**

Two (2) members shall constitute a quorum for any regular or special meetings of the Commission. The affirmative vote of two (2) members shall be ~~necessary-required~~ to take any action.

OXNARD SCHOOL DISTRICT  
Personnel Commission Rules & Regulations  
Adopted: October 23, 1968

20.100.1 Revised: March, 1976; November 6, 1980; September 5, 1991; December 17, 1998; February 2026

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20.100.2 Adopted: February 2026

20.100.3 ~~Revised~~ Adopted: February 2026 ~~May 19, 1980; March 25, 1981; July 9, 1986~~

20.100.4 Revised: February 2026 ~~January 13, 2005~~

20.100.5 Revised: May 19, 1980; March 25, 1981; July 9, 1986; Revised 2026

20.100.6 Revised: January 13, 2005; Revised 2026

## PERSONNEL COMMISSION RULES & REGULATIONS

### 20.200 Meetings

#### 20.200.1 Regular Meetings

Subject to cancellation or proper change, the Commission shall meet the second Thursday of each month in the Educational Service Center. Notice of regular meetings shall be posted at least seventy-two (72) hours in advance in accordance with the Ralph M. Brown Act. (Government Code 54954.2) When the regular meeting date falls on a holiday, the Commission will reschedule the meeting to another specified date, providing at least forty-eight (48) hours' notice to representatives of the employee organization(s) and district administration as well as posting such notice at regular posting locations. (Education Code Section 45245)

Commented [FA5]: Included Brown Act reference

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#### 20.200.2 Adjourned Regular Meeting

The Commission may adjourn any regular or previously adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the reconvened meeting is a regular meeting for all intents and purposes. When an order of adjournment of a regular meeting or of a previously adjourned meeting fails to state the hour at which the reconvened meeting is to be held, it shall be held at the hour normally designated for regular Commission meetings.

#### 20.200.3 Special Meetings

~~Special Commission meetings may be called at any time by of the Commission may be called by Chair the Chairperson or by the written request of any two members of the Personnel Commissioners. Written notice for any such meeting shall be delivered personally or by mail to each member of the Commission. A written notice of such meeting shall also be provided to any of the following persons or organizations provided that they have filed written requests to be notified of the dates and times of the Commission meetings: each local newspaper of general distribution, radio or television station as well as representatives of any recognized employee or other organization. Such a Notice must be delivered personally or by mail at of a special meeting shall be provided at least twenty-four (24) hours before the time of such meeting as specified in the notice in advance to each Commissioner and shall be posted at the Commission's regular posting locations.~~

Commented [FA6]: Modernized language for clarity

Notice shall also be provided to representatives of any recognized employee organization or other organization that has submitted a written request for notice of Commission meetings. The notice shall specify the date, time, location, and business to be transacted. No business shall be transacted other than that listed on the agenda. A copy of the notice shall also be posted at regular posting locations. The meeting notice shall specify the time and place of the special meeting as well as the business to be transacted, and no other business shall be considered at that meeting.

#### 20.200.4 Public Meetings

All regular and special meetings of the Commission shall be open to the public, and all persons shall be permitted to attend any of the Commission's meetings except as provided in Personnel Commission Rule 20.200.5. This rule shall not be construed as authorizing employees to be absent from duty for attendance at Personnel Commission meetings.

## PERSONNEL COMMISSION RULES & REGULATIONS

### 20.200.5 ~~Executive-Closed Sessions~~

~~A-The Personnel Commission may hold closed sessions during regular or special meetings only for purposes expressly authorized by law. All closed sessions shall be conducted in compliance with the Ralph M. Brown Act and applicable provisions of the Education Code.closed session may be conducted only during a regular or special meetings of the Commission that has been called with proper notification.~~

~~—Prior to or after holding a closed session, the Commission shall state the general reason or reasons\* for the closed session and may cite the statutory or other legal authority under which the session is being held. In the closed session, the Commission may consider only those matters covered in its statement of reasons. In the case of a special, an adjourned or a continued meeting, the statement of reasons shall be made as part of the written meeting notice for such special, adjourned or continued meeting. In giving the general reason or reasons for holding a closed session, the Commission is not required or authorized to give names or other information which might constitute an invasion of privacy or otherwise unnecessarily divulge protected facts and information for which the closed session is being held.~~

~~—The Commission shall publicly report, in the public portion of the meeting in which the closed session is held or at its next public meeting, any action taken by the Commission in the closed session and any roll call vote taken on such items as appointment, employment or dismissal of any classified employee arising during the closed session.~~

~~—The following are legally authorized exceptions to the open meeting requirement:~~

~~A. Appointment.Authorized Closed Session Purposes:- Closed sessions may be held for the following matters, including but not limited to:employment, dismissal or evaluation of employee(s).~~

~~1. Personnel Matters: Appointment, employment, evaluation of performance, discipline, or dismissal of a classified employee, unless the employee requests that the matter be heard in public.~~

~~2. Complaints or Charges: Consideration of complaints or charges brought against a classified employee.~~

~~3. Pending Litigation: Conference with legal counsel regarding pending litigation when discussion in open session would prejudice the position of the Commission.~~

~~A.4. Labor Relations Matters: Matters within the scope of collective bargaining or labor relations, only when the Commission has a legally designated role or representative in the process.~~

~~B. Notice Consideration of complaints brought against employee(s)and Public Disclosure Requirements: Prior to convening a closed session, the Commission shall publicly announce the general subject matter of the closed session. The announcement shall be sufficiently descriptive to inform the public of the topic being considered, while not disclosing confidential or protected information. For special, adjourned, or continued meetings, the general subject matter of any closed session shall be included in the written meeting notice. The Commission is neither required nor authorized to disclose names or other identifying information that would constitute an invasion of privacy or unnecessarily disclose confidential facts.~~

~~B.~~

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## PERSONNEL COMMISSION RULES & REGULATIONS

~~NOTE: The Commission may hold closed sessions during any regular or special meeting to consider the appointment, employment, performance evaluation, dismissal or the hearing of complaints or charges brought against employee(s) by another person or employee unless such employee requests a public hearing. As a condition of holding a closed session on a complaint, formal charges, or a disciplinary matter, the affected employee shall be given a written notice regarding the matter and his/her right to have a public hearing rather than the closed session; which notice shall be delivered to the employee personally or by mail at least twenty four (24) hours before the scheduled time of the regular or special Commission meeting. If notice is not given as prescribed, any punitive action taken relative to the employee shall be null and void. During the examination of a witness, the Commission may exclude other witnesses even though the hearing is held as part of a public meeting. If a hearing is held in closed session, the Commission may exclude other witnesses as well as the general public while the matter is being investigated. Following the public hearing or closed session, the Commission may deliberate on the matter and reach its decision in a closed session.~~

~~C. Consideration of matters affecting national security- Employee Notice and Due Process: When a closed session involves the consideration of complaints, formal charges, or disciplinary matters against a classified employee:~~

~~1. The affected employee shall be provided written notice of the matter and advised of the right to request a public hearing.~~

~~2. Such notice shall be delivered personally or by mail at least twenty-four (24) hours prior to the scheduled meeting.~~

~~3. If the required notice is not provided, any punitive action taken shall be null and void.~~

~~C. If the employee requests a public hearing, the matter shall be heard in open session. If the employee does not request a public hearing, the Commission may proceed in closed session.~~

~~D. Consideration- Conduct of Closed Sessions: During a closed session, the Commission shall consider only those matters identified in the public announcement or meeting notice, of legal matters coming within the purview of the attorney/client relationship. When conducting hearings or investigations, the Commission may exclude witnesses not under examination and may exclude the public as permitted by law. Following the conclusion of a public hearing or closed session, the Commission may deliberate and reach its decision in closed session, as authorized by law.~~

~~E.D.~~

~~The Commission has a right to meet in closed session to consider any legal matter(s) within the attorney/client privileges. This exception, though not expressed in the Brown Act, was found by the California Appellate Court to be implied by the Act (The Sacramento Newspaper Case). According to the Court, "There is a public entitlement to the effective aid of legal counsel in civil litigation. Effective aid is impossible if opportunity for confidential legal advice is banned."~~

~~E. Discussions- Reporting of Action: The Commission shall publicly report, either during the same meeting or at the next regular public meeting, any reportable action taken in closed session, including any roll-call vote related to appointment, employment, discipline, or dismissal of a classified employee, in accordance with *Government Code* requirements, relative to negotiations,~~

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## PERSONNEL COMMISSION RULES & REGULATIONS

conciliation, mediation or other matters affecting classified labor relations as provided for in Government Code, Sections 3500 et seq.

- F. Confidentiality: All matters discussed in closed session are confidential. A Commission member who discloses confidential closed-session information may be subject to penalties provided by law, including removal from office.

NOTE: Government Code, Section 3549.1 specifically exempts certain activities (a part of the collective bargaining process) from the application of the Brown Act as follows: (1) Any meeting and negotiating discussion between a public school employer and a recognized or certified employee organization. (2) Any hearing, meeting, or investigation conducted by a factfinder or arbitrator. (3) Any meeting in which the agency and its representative are discussing matters within the scope of representation.

A meeting on this item may only be held if the Commission has a representative to the negotiating process. If the Commission has no representative and is not conducting negotiations itself, it cannot hold a closed session relative to discussing matters within the scope of negotiations.

A violation of the confidentiality of a closed session by Commission member shall be a misdemeanor under Government Code, Section 1222 and 1770(h). Repeated violation of the confidentiality of a closed session by a Commission member shall be grounds for removal from office according to Government Code, Section 1770(h).

### 20.200.6 Agenda and Supporting Data

- A. Insofar Agendas for regular meetings of the Personnel Commission shall be posted at least seventy-two (72) hours in advance of the meeting. Agendas for special meetings shall be posted at least twenty-four (24) hours in advance of the meeting, as possible, at least forty-eight (48) hours prior to every regular or special Commission meeting, the agenda shall be provided to the representative of the employee organizations representing district classified employees, Commission members and Superintendent of Schools.

Agendas shall be posted at the Commission's regular posting locations and in any additional manner required by law. To the extent practicable, agendas shall be provided in advance to:

1. Commission members
2. The Superintendent or designee
3. Recognized employee organization representatives for classified employees

- B. Supporting Data: When practicable, supporting materials related to agenda items shall be made available to the public at the same time the agenda is posted. Supporting materials prepared after agenda posting shall be made available as soon as reasonably possible. Nothing in this section shall be construed to require the disclosure of confidential or exempt information.

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## PERSONNEL COMMISSION RULES & REGULATIONS

~~Board regulations mandate that a bulletin board be provided at each school, the warehouse facilities and Educational Services Center for posting the Commission's agendas, minutes of meetings, and communications.~~

~~When practical, supporting data will be furnished in advance. The agenda will also be posted at regular posting locations and distributed to any of the news media requesting it.~~

### 20.200.7 Amendment, Deletion, or Additions to Rules

- A. All proposals, from any source, to amend, delete, or add to these rules will be considered for a "first reading" at the meeting in which they are first presented to the Commission. They will not, unless a critical emergency exists, be acted upon when presented for a "first reading."
- B. On a "first reading," the Commission will set a date for Commission action on the proposal; this date shall normally be the next regularly scheduled Commission meeting. The Personnel Commission shall also instruct the Director of Classified Personnel-Human Resources to refer the proposal to interested persons and organizations for comment or recommendation.
- C. ~~Insofar as possible~~Whenever practical, interested parties shall submit their reactions to proposed rule changes in writing on or before the stipulated agenda deadline date, and shall have the right to present reactions to the Commission orally at the appropriate Commission meeting.

### 20.200.8 Minutes

The Director of Classified Personnel-Human Resources shall record the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission and the Commissioner's dissent or approval and any reasons presented.

The Minutes of each meeting shall be reduced to written form and presented to the Commission for correction and/or approval at the next regularly scheduled meeting of the Commission.

The Minutes of each Commission meeting or a true copy thereof shall be open and available for public inspection.

Copies of the official Minutes shall be distributed for posting to all school district offices at least five (5) working days preceding the next regular Personnel Commission meeting as well as to recognized employee organizations requesting them.

REFERENCE: *Government Code* Sections 3543, 3543.2, 3549.1, 35146, 49073, 54957, 54957.1, 54957.2, 54957.6, 54957.7

#### OXNARD SCHOOL DISTRICT

#### Personnel Commission Rules & Regulations

Adopted: October 23, 1968

20.200.1 Revised: April, 1973; March, 1974; October 6, 1980; February 3, 1983; September 5, 1991;

December 17, 1998; February 2026

20.200.2 Revised: February 3, 1983

20.200.3 Revised: February 3, 1983; February 2026

20.200.4 Revised: February 3, 1983

20.200.5 Revised: May, 1980; February 3, 1983; February 2026

20.200.6 Revised: October, 1972; February 2026

## PERSONNEL COMMISSION RULES & REGULATIONS

20.200.7 Revised: February 3, 1983; [February 2026](#)

20.200.8 Revised: October, 1972; October 6, 1980; February 3, 1983; [February 2026](#)

## PERSONNEL COMMISSION RULES & REGULATIONS

### **20.300 Commission Employees**

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#### **20.300.1 Statute of Commission Employees**

The Director of Classified ~~Human Resources~~~~Personnel~~ and other persons required to carry out the responsibilities of the Commission shall be employees of the Personnel Commission. They shall be considered part of the classified service, and the rules, procedures, benefits and burdens pertinent to the classified service shall apply to commission employees, except as the ~~C~~ommission may specifically direct. (*Education Code 45264*)

~~In For purposes of these rules, references to the Governing Board as they relate to Commission employees shall be construed to mean the Personnel Commission, and references to the Superintendent shall be construed to mean the Director of Classified Human resources, unless otherwise specified, regard to the application of these rules and regulations to members of the Commission staff, the term "Governing Board" shall be construed to mean the Personnel Commission; therefore, rights vested or reserved to the Board of Trustees relative to its employees shall be vested in the Commission relative to Personnel Commission and directing Commission staff, the rights and responsibilities of the Director of Classified Personnel shall be the same as those accorded the Superintendent.~~

~~The Director of Classified Personnel, a classified management position, is subject to the rules, procedures, benefits, and burdens of other management classifications and to disciplinary action as directed by the Personnel Commission.~~

#### **20.300.2 General Duties of the Director of Classified ~~Personnel~~ Human Resources**

- A. The Director of Classified ~~Human Resources~~~~Personnel~~ shall perform all of the duties and carry out all ~~of the~~ functions imposed ~~upon him/her~~ by laws and these rules. ~~He/she~~~~The Director~~ shall act as ~~S~~ecretary to the Personnel Commission and shall issue and receive all notifications on its behalf. ~~He/she~~~~The Director~~ shall direct and supervise the employees of the Commission and conduct administrative transactions consistent with the law and necessary to the proper functioning ~~of the office and staff~~ of the Commission.
- B. The Director ~~of Classified Personnel~~ shall conduct classification, salary, and rules studies, and shall make such other investigations as directed by the Commission or as ~~he/she deems deemed~~ necessary to ~~his/her fulfill assigned~~ responsibilities. ~~He/she~~~~The Director~~ may be designated as a hearing officer in accordance with *Education Code 45312*.
- ~~C.~~ In cases where two or more rules appear to be in conflict, or when no rule provides a clear ~~cut directive, answer to a problem,~~ the matter shall be decided ~~and resolved~~ by the Director ~~of Classified Personnel~~, subject to the review of the Commission. (*Education Code 45266*)

~~C.D.~~ The Director shall keep the Personnel Commission informed of significant operational, legal, or procedural matters affecting the merit system.

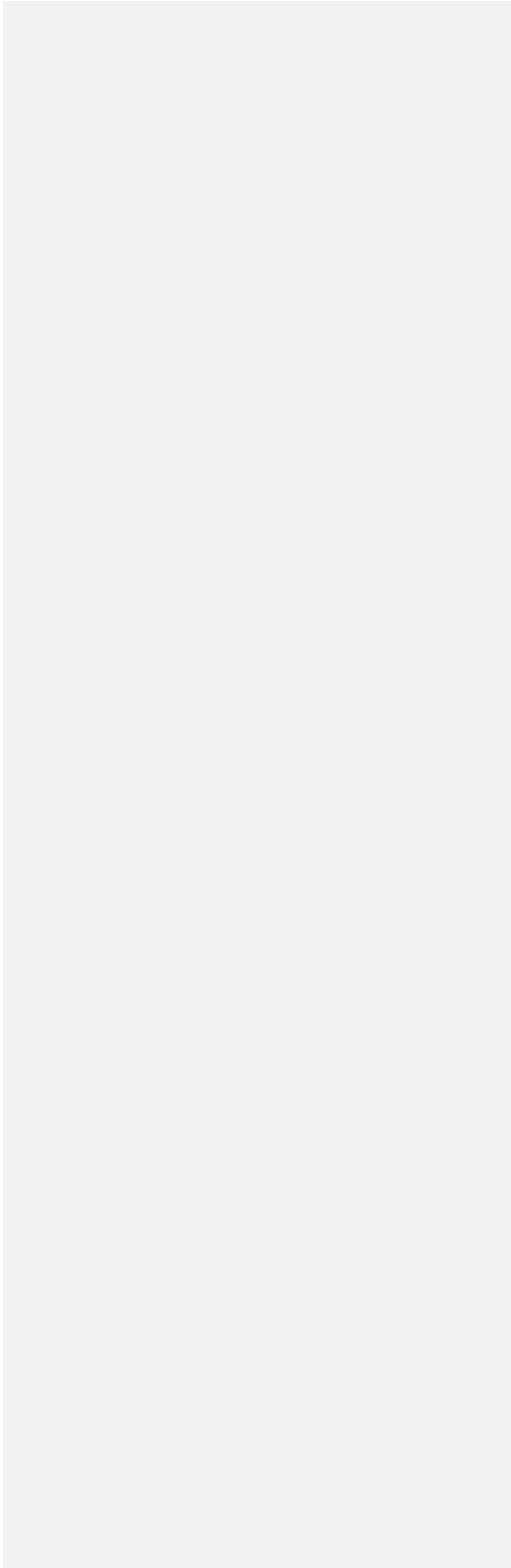
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OXNARD SCHOOL DISTRICT  
Personnel Commission Rules & Regulations  
Adopted: October 23, 1968  
20.300.1 Revised: June, 1973; February 2026

PERSONNEL COMMISSION RULES & REGULATIONS

20.300.2 Revised: December 17, 1998; [February 2026](#)



## PERSONNEL COMMISSION RULES & REGULATIONS

### 20.400 ~~Miscellaneous Provisions~~Administrative Provisions

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#### 20.400.1 Communications

A. Communications and requests shall, ~~insofar as to the extent~~ practicable, be in writing. Communications and requests shall be acknowledged and ~~replied~~ ~~responded~~ to, noting official Personnel Commission action when appropriate.

B. Individuals or groups who wish to present proposals for action by the Commission shall be encouraged to ~~present them~~ submit such proposals to the Director of Classified ~~Personnel~~ Human Resources for placement on the Commission agenda. ~~The Director shall determine whether the proposal is appropriate for Commission consideration or whether it may be addressed administratively or through other appropriate processes.~~

~~B.C.~~ C. ~~It is against the policy of the Commission to take up~~ consider proposals ~~except only~~ at open meetings, ~~except otherwise permitted by law, although the~~ The Commission may designate one of its members or the Director of Classified Human Resources ~~to investigate a specific subject and report findings to the Commission.~~

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#### 20.400.2 ~~20.400.2~~ Budget

~~A.~~ A. The Director of Classified ~~Personnel~~ Human Resources shall prepare and submit to the Personnel Commission a proposed operating budget for the ~~Commission for the next~~ ensuing fiscal year.

~~B.~~ B. The budget shall be ~~submitted prepared for public hearing and shall be submitted~~ not later than May 31 ~~of each year, and prior to submission will be presented in a public hearing.~~

A.

The Commission shall forward a copy of its proposed budget to the Governing Board, indicating the time, date, and place for the public hearing, ~~on the budget~~ and shall invite Board and District administration representatives to attend and present their views. The Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget. ~~Following adoption, The Commission shall then forward its~~ the proposed budget shall be forwarded to the County Superintendent of Schools for approval ~~ation~~.

B.

~~If the County Superintendent of Schools does not approve the proposed budget, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the Personnel Commission. The County Superintendent of Schools may reject, but may not amend, the proposed budget. In the absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the Commission. (Education Code 45253).~~

C.

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## PERSONNEL COMMISSION RULES & REGULATIONS

~~D. The Expenditures that are not included in the adopted budget, or that would materially impact the Commission's overall budget, shall require prior approval of the Personnel Commission at a duly noticed meeting before the commitment of funds.~~

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~~—Routine and minor operational expenditures that are consistent with the adopted budget and necessary for the day-to-day operation of the Commission may be approved administratively by the Director of Classified Human Resources. Director of Classified Personnel shall be responsible for approving all Commission budget expenditures except capital outlay items, overnight conference expenses and/or organizational membership fees.~~

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~~E.~~

~~Even though funds are budgeted for the purpose, expenditure for capital outlay, overnight conference expenses and organizational membership fees shall be approved by the Personnel Commission at a meeting held prior to the commitment of Commission funds to pay for these items.~~

### 20.400.3 Annual Report

~~A. The Director of Classified Personnel-Human Resources shall prepare, as required by Education Code 45266, an annual report of Personnel Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Trustees, as required by Education Code 45266. The annual report shall summarize the activities of the Personnel Commission for the preceding fiscal year and shall include such information as the Commission deems appropriate.~~

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~~B. The annual report shall be prepared for Commission review and approval as soon as practical after each following the close of the fiscal year, as possible and but no later than a regular meeting held in November. The report shall cover Commission activities for the preceding fiscal year.~~

~~B.~~

~~C. Upon approval by the Commission, the annual report shall be submitted to the Governing Board.~~

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### ~~20.400.4 OdieDean Wells Humanitarian Award~~

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~~A. Nature of the Award: The Personnel Commission has hereby established the annual OdieDean Wells Humanitarian award to provide recognition to the classified employee who has been determined to most exhibit the humanitarian qualities of OdieDean Wells — providing service to others over and above the requirements of the job.~~

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~~B. History of the Award: OdieDean Wells, long time employee of the Commission, devoted both her personal life and professional life to helping others. She did so willingly and cheerfully. The comparatively short life of this young woman was nevertheless a full one as measured by the amount of her service and assistance to others. The amount and quality of her service to others was best summed up by Superintendent Brekke when he said of OdieDean Wells:~~

**Commented [FA11]:** OdieDean Award Section Removed – inactive since 2018; The District has other venues for nomination: Mason's award and Rising star. Upcoming Classified Employee of the Year.

~~"There are a few special and unique people in this world who have the ability to lift us, not by their physical strength, but by the force of their extraordinary personal attributes. If the only true riches in life are friends, Odie had inestimable wealth. She touched the lives of so many people and in so many positive ways."~~

## PERSONNEL COMMISSION RULES & REGULATIONS

~~The Commission believes that there are other classified employees who willingly and cheerfully give of their time and talents in providing service and assistance to others in the course of their work, and in their personal lives. Such persons should be recognized and applauded, for they bring credit not only to themselves, but also to the Classified Service and the District.~~

### ~~C. When and How the Award is Granted~~

- ~~1. The award is made by the Personnel Commission upon recommendation by a committee established for this purpose.~~
- ~~2. The Committee is composed of three people appointed as follows: District Superintendent; CSEA President, and the Classified Personnel Director.~~
- ~~3. The Committee shall be appointed and hold its first meeting of the year no later than the first week in December.~~
- ~~4. The Committee shall review procedures to assure equality and fairness in the selection process.~~
- ~~5. The Committee shall receive all recommendations and any supportive data deemed necessary to determine the recipient of the award.~~
- ~~6. The Committee shall submit its recommendation regarding the award recipient to the Commission no later than at its regular meeting during the month of February.~~
- ~~7. The nomination shall be submitted in writing on official forms obtainable from the Classified Personnel Office and shall indicate in what ways the nominee has willingly given of his/her time and talents in providing service and assistance to others.~~
- ~~8. The Personnel Commission shall designate the date of presentation of the award at its regular meeting no later than February of each year. Typically, the date designated will be in February or March.~~

~~D. Who May be Recommended to Receive the Award: Any permanent member of the Classified service may be recommended for consideration, and such recommendations may be submitted in each succeeding year, regardless of previous selection or non-selection for receiving the award.~~

~~E. Who Can Make Recommendations: Recommendations may be submitted by an employee's supervisor, a department head, an associate employee, the Board of Trustees, and/or classified employee organization.~~

~~F. Confidentiality of Information Submitted: All information, except the name and certain pertinent information regarding the award recipient, shall be kept completely confidential by the Committee, the Classified Personnel Office and the Personnel Commission.~~

OXNARD SCHOOL DISTRICT

## PERSONNEL COMMISSION RULES & REGULATIONS

Personnel Commission Rules & Regulations

Adopted: October 23, 1968

[20.400.1 Revised: 2026](#)

[20.400.2 Revised: October, 1972; May 19, 1980; October 7, 1982; February 2026](#)

[20.400.3 Revised: February 2026](#)

[20.400.4 Adopted: April 7, 1983; Revised: September 5, 1991](#)

**New Hires**

Abonce Ortega, Hilda	Campus Assistant, Curren School 5.75 hrs./180 days	12/02/2025
Alcantar Savedra, Armando I	Campus Assistant, Fremont Academy 5.75 hrs./180 days	11/17/2025
Ambriz, Ana C	Secretary, Enrichment and Special Programs 8 hrs./245 days	11/17/2025
Anguiano, Gloria E	Transportation Driver, Transportation 8 hrs./183 days	10/20/2025
Armenta, Joseline J	Paraeducator Special Education, McAuliffe School 5.75 hrs./183 days	11/20/2025
Baltazar, Kimberly	Paraeducator Special Education, Ritchen School 5.75 hrs./183 days	11/04/2025
Barranco, Maria G	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	10/29/2025
Bello, Cristobal M	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	10/27/2025
Cervantes, Nathalia	Paraeducator General Education, Brekke School 6 hrs./183 days	10/27/2025
Chavez Jr. Daniel	Payroll Technician, Budget & Finance 8 hrs./245 days	10/13/2025
DeBoni, Ryan A	Maintenance Worker II, Facilities 8 hrs./245 days	11/10/2025
Flores De Barron, Imelda	Paraeducator Special Education, San Miguel School 5.75 hrs./183 days	11/13/2025
Garcia, Erica J	Campus Assistant, Lemonwood School 5.75 hrs./180 days	11/10/2025
Garibay, Cristina	Payroll Technician, Budget & Finance 8 hrs./245 days	11/03/2025
Gastelum, Omar L	Campus Assistant, Curren School 5.75 hrs./180 days	10/27/2025
Gonzalez, Angel	Paraeducator Special Education, Lopez Academy 5.5 hrs./183 days	11/10/2025
Hulm, Janet A	Library Media Technician, Sierra Linda School 5 hrs./190 days	10/20/2025
Infante, Yadira H	Risk Management Specialist, Risk Management 8 hrs./245 days	10/20/2025
Iñiguez, Reina	Administrative Assistant, Enrichment and Specialized Programs 8 hrs./245 days	11/17/2025
Longoria Delgado, Maria L	Health Care Technician, Ritchen School 7hrs./183 days	11/05/2025
Magaña, Blanca E	Language Assessment Technician, Enrollment Center 5.5 hrs./245 days	11/17/2025
Mendez, Jazmin E	Speech Language Pathology Assistant, Ritchen School 8 hrs./183 days	11/03/2025
Mota, Susana D	Paraeducator Special Education, Pupil Services 5.75 hrs./183 days	10/21/2025
Myers, Sydney R	Library Media Technician, Harrington School 5 hrs./190 days	10/16/2025
Pestrella, Jonathan K	Paraeducator Special Education, McAuliffe School 5.75 hrs./183 days	10/29/2025
Piña, Marisela E	Mental Health Clinician, Pupil Services 8 hrs./221 days	11/12/2025

**New Hires (cont.)**

Pulido, Tanya	Secretary, Enrollment Center 8 hrs./245 days	12/01/2025
Ramirez, Jacqueline A	Paraeducator Special Education, Frank Academy 5.75 hrs./183 days	10/22/2025
Salinas Torres, Yaritza	Campus Assistant, Curren School 5.75 hrs./180 days	10/16/2025
Sanchez, Kaitlynn B	Paraeducator Special Education, Ritche School 5.75 hrs./183 days	11/20/2025
Sotelo, Julian M	Paraeducator Special Education, Frank Academy 5.75 hrs./183 days	10/27/2025
Wade, Brittany H	Paraeducator Special Education, Ritche School 5.75 hrs./183 days	11/10/2025

**Exempt**

Duran, Fatima	Avid Tutor	09/30/2025
Kiorlinski, Christopher	Avid Tutor	11/03/2025
Newman, Travis C	Avid Tutor	11/12/2025
Trujillo, Alondra J	Avid Tutor	10/07/2025
Vitela, Valeria	Avid Tutor	10/03/2025
Zamora-Tamayo, Esthela	Avid Tutor	10/06/2025
Zirate, Daniel	Avid Tutor	10/01/2025

**Limited Term/Substitutes**

Anguiano, Gloria E	Campus Assistant (Substitute)	10/14/2025
Aranda, Robert O	Child Nutrition Worker (Substitute)	10/10/2025
Barajas, Mayra E	Campus Assistant (Substitute)	10/28/2025
Bauer, Joanne	Campus Assistant (Substitute)	10/22/2025
Blanco, Sheccid	Campus Assistant (Substitute)	10/17/2025
Calderon, Yuriccy	Paraeducator (Substitute)	10/30/2025
Carreño, Fanny E	Campus Assistant & Child Nutrition Worker (Substitute)	10/13/2025
Castellanos Oseguera, Jesus	Custodian, Warehouse, Grounds & Maintenance (Substitutes)	11/07/2025
Cervantes, Gissel	Paraeducator (Substitute)	09/11/2025
Cruz, Josephine	Child Nutrition Worker (Substitute)	10/15/2025
Ebright, Tabitha C	Paraeducator (Substitute)	10/29/2025
Espinosa, Javier	Child Nutrition Worker (Substitute)	10/23/2025
Gonzalez, Sergio	Campus Assistant (Substitute)	10/23/2025
Hernandez, Mario	Campus Assistant (Substitute)	10/09/2025
Larkin, Tamara L	Campus Assistant (Substitute)	10/06/2025
Lopez Lima, Brisa M	Campus Assistant (Substitute)	10/09/2025
Magaña, Jalissa H	Campus Assistant & Child Nutrition Worker (Substitute)	10/15/2025
Malone, Charlene C	Campus Assistant (Substitute)	10/07/2025
Manriquez, Ana L	Campus Assistant (Substitute)	10/17/2025
Martinez, Cynthia P	Campus Assistant (Substitute)	10/28/2025
Molina Monroy, Francis Z	Clerical (Substitute)	10/09/2025
Merrill, Myda P	Campus Assistant (Substitute)	10/28/2025
Nanez, Gilberto S	Campus Assistant (Substitute)	10/07/2025
Navarro, Candise M	Child Nutrition Worker (Substitute)	11/07/2025

**Limited Term/Substitutes (cont.)**

Perez, Monserrat	Paraeducator (Substitute)	11/13/2025
Valdez, Kristin L	Campus Assistant (Substitute)	10/13/2025
Vargas, Esteban	Campus Assistant (Substitute)	10/28/2025
Vidal, Fernanda D	Campus Assistant (Substitute)	11/14/2025
Zegers, James M	Campus Assistant (Substitute)	10/07/2025

**Promotions**

Candelario, Anna R	Information Systems Data Specialist, Information Technology 8 hrs./245 days Attendance Accounting Specialist II, Information Technology 8 hrs./245 days	10/27/2025
Jacobo, Guadalupe	Paraeducator Special Education, Sierra Linda School 5.75 hrs./183 days Paraeducator General Education, Pupil Services 5.75 hrs./183 days	11/03/2025
Moran, Virginia	Speech Language Pathology Assistant, Special Education 8 hrs./183 days Paraeducator Special Education, Special Education 5.75 hrs./183 days	11/17/2025
Quintana, Nichole V	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Brekke School 5.5 hrs./185 days	11/13/2025
Romero, Samantha	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Lopez Academy 5 hrs./185 days	11/13/2025
Tapia, Luis	Paraeducator Special Education, Driffill School 5.75 hrs./183 days Campus Assistant, Driffill School 5.75 hrs./180 days	11/03/2025
Vargas Perez, Georgina	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Lemonwood School 5 hrs./185 days	11/13/2025
Zavala, Laura	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Child Nutrition Worker, Ramona School 5.5 hrs./185 days	11/13/2025

**Administrative Transfers**

6327	Child Nutrition Worker, 5 hrs./185 days	11/12/2025
3789	Outreach Specialist, 8 hrs./180 days	11/17/2025
9686	Outreach Specialist, 8 hrs./180 days	11/17/2025

**Transfers**

Arteaga, Vanessa M	Paraeducator Special Education, Frank Academy School 5.75 hrs./183 days	11/10/2025
Barajas, Andres H	Custodian, Chavez School 8 hrs./245 days	12/01/2025

**Transfers (cont.)**

Cardenas Ayala, Erick R	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	10/13/2025
Diaz, Imelda	Paraeducator General Education, Lemonwood School 4 hrs./183 days	11/17/2025
Galera, Rose A	Paraeducator Special Education, Marshall School 5.75 hrs./183 days	10/14/2025
Gomez, Maria A	Campus Assistant, Curren School 5.75 hrs./180 days	09/04/2025
Gonzalez, Natalie A	Campus Assistant, Driffill School 5.75 hrs./180 days	10/20/2025
Lawton, Marcela	Paraeducator Special Education, Marina West School 5.75 hrs./183 days	11/12/2025
Perdomo, Catherine A	Paraeducator Special Education, Richen School 8 hrs./183 days	10/20/2025
Torres, Briana S	Paraeducator Special Education, Special Education 8 hrs./183 days	11/10/2025
Vazquez, Jose J	Paraeducator Special Education, Brekke School 5.75 hrs./183 days	11/03/2025

**Demotions**

Contreras, Maritssa	Paraeducator General Education, Rose Avenue School 6 hrs./183 days	10/22/2025
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**Probation Releases**

13421	Campus Assistant – 5.75 hrs. 180 days	10/24/2025
13131	Office Assistant II – 8 hrs. 245 days	11/05/2025

**Resignations**

Cervantes Nathalia	Paraeducator General Education, Brekke School 6 hrs./183 days	10/30/2025
DeHerrera, Danielle A	Mental Health Clinician, Special Education 8 hrs./221 days	10/31/2025
Escobar, Cassandra	Campus Assistant, Lemonwood School 5.75 hrs./180 days	11/05/2025
Garcia, Darlene E	Paraeducator Special Education, Special Education 5.75 hrs./183 days	11/12/2025
Jimenez, Pedro	Custodian, Soria School 5 hrs./245 days	10/17/2025
Magaña, Consuelo M	Paraeducator Special Education, Chavez School 5.75 hrs./183 days	10/23/2025
Menchaca, Anthony J	Paraeducator General Education, Fremont Academy 5.75 hrs./183 days	10/31/2025
Mendez, Jordan N	Paraeducator Special Education, McKinna School 6 hrs./183 days	11/28/2025
Sosa-Martinez, Miriam Abigail I	Paraeducator Special Education, Pupil Services 5.75 hrs./183 days	10/31/2025