

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, January 15, 2026 - 4:00 P.M.

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

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on December 18, 2025.

C. APPROVAL OF ORDER OF AGENDA ITEMS

D. PUBLIC COMMENTS

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

E. REPORTS AND DISCUSSION

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

F. OLD BUSINESS – ACTION OR INFORMATION

None

G. NEW BUSINESS – ACTION OR INFORMATION

- | | |
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| 1. Administration of Oath of Office – Governing Board's Appointee – Personnel Commissioner, Matt Klinefelter | Action |
| 2. Scheduling of Regular Meetings | Action |
| 3. Revision to job specification – Employee Benefits Technician (Confidential) | Action |
| 4. Approval of Initial Salary Placement for Specialized Health Care Tech./LVN at Step 5 | Action |
| 5. Personnel Activity Report for December 17, 2025 | Information |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

February 12, 2026

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – DECEMBER 18, 2025

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Steiger at 4:00 p.m. <u>Commission Members Present:</u> Jeff Steiger, Vice-Chair Tommie Sanchez-Reyes, Member <u>Commission Member Absent:</u> Karen Harrison, Chair <u>Staff Present:</u> Gregg Robinson, Director-Classified Human Resources Sonia Bautista, Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER STEIGER, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER STEIGER, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> CSEA President, Vanessa Hernandez, updated the Commission on CSEA's new executive board members that will begin their new roles in January, 2026. <u>District Report</u> No report provided. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson updated the commission on recruitments; classification studies and year end reporting, specifically mentioning the 13 new Inst. Asst.-ASP positions approved at last night's board meeting, along with the Employee Benefits Technician. Benefits are moving to the Business Office which will also include workers' compensation duties. Director Robinson also noted Commissioner Steiger's Personnel Commission service and introduced Matt Klinefelter, who was approved as the Board appointee of the Personnel Commission at the last board meeting.

F. OLD BUSINESS	None
G. NEW BUSINESS	
1. Recognition of Personnel Commissioner Jeff Steiger - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. Director Robinson thanked Commissioner Steiger and presented him with an award in recognition of his years of service as a Personnel Commissioner THE ITEM WAS APPROVED WITH A 2-0 VOTE.
2. Election of Chair - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. Commissioner Steiger nominated Commissioner Sanchez-Reyes as Chair, which she accepted. THE ITEM WAS APPROVED WITH A 2-0 VOTE TO PLACE COMMISSIONER SANCHEZ-REYES AS CHAIR.
	Commissioner Sanchez Reyes, as new Chair, directed the meeting.
3. Election of Vice-Chair - Action.	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. Commissioner Sanchez-Reyes nominated Karen Harrison as Vice-Chair. THE ITEM WAS APPROVED WITH A 2-0 VOTE TO PLACE COMMISSIONER HARRISON AS VICE-CHAIR.
4. Scheduling of regular meetings - Action	Item was tabled for the January Personnel Commission Meeting.
5. Annual Report 2024-25 Draft - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION. Director Robinson reviewed the various areas of the 2024-2025 Annual Report and highlighted the recruitment, employment activity, new position classifications, and substitute absences filled.

	AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
6. Certification of Eligibility Lists - Action: • After School Program Leader • Instructional Assistant- Extensive Support Needs • Instructional Assistant- Special Education • Specialized Health Care Technician/LVN	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION. AFTER A BRIEF DISCUSSION, THE ELIGIBILITY LISTS WERE APPROVED WITH A 2-0 VOTE.
7. Personnel Activity Report for November 12, 2025 - Information	Approved by consensus.
H. COMMISSION COMMENTS	None.
I. SCHEDULE NEXT REGULAR MEETING	January 15, 2026 at 4:00 p.m.
J. ADJOURNMENT	With no further business, the meeting was adjourned at 4:21 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, December 18, 2025, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EMPLOYEE BENEFITS TECHNICIAN

BASIC FUNCTION:

Under the direction of ~~the Executive Director Human Resources Certified~~ an assigned supervisor, perform a variety of technical duties in support of the employee benefits programs including, insurance, enrollment, eligibility, voluntary plans, ~~tax-sheltered annuities~~ and Workers' Compensation and other ~~human resources~~ accounting functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of employee health and welfare benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses according to established laws, regulations, policies and procedures with benefits.

Enroll, add and delete employees to and from various benefit plans; prepare, compile, distribute, process and assist employees with completing various enrollment forms and applications; request and obtain documents and information as needed; determine eligibility for benefits.

Conduct annual open enrollment activities; meet and confer with vendors, employees concerning employee benefits; distribute informational materials and enrollment materials and enrollment forms; explain health and various other benefits programs, plans, coverage and options.

~~Assist in and maintain detailed automated permanent records regarding personnel; input and update a variety of personnel actions.~~ Follow established timelines and procedures for inputting deductions into an assigned computer system, ensure accuracy of the input and output data, compare prelists with computer printouts, detect inaccuracies and make corrections.

Assist injured employees with initiating and maintaining Workers' Compensation claims and related benefits; monitor and keep employees current concerning claim status, progress, disbursement and related information; process and assure proper completion of Workers' Compensation forms.

Process workers' compensation claims and assists in facilitating the return to work program; acts as a liaison between associated firms, and the District in managing claims; gathers information, completes, maintains and processes a variety of forms and reports related to workers' compensation.

Accurately processes Employer's Report of Occupational Injuries within twenty-four hours of knowledge using established procedures; forwards completed reports to claims administrator and affected job sites.

Serve as a technical resource to employees and retirees concerning employee benefits and Workers' Compensation functions; respond to inquiries and provide technical information concerning related coverage, eligibility, requirements, laws, regulations, processes, policies and procedures.

Assist in the compilation of information and prepare and maintain a variety of records and reports related to employee information including retirements, deductions, pay-cycles, leaves, ~~tax-sheltered annuities~~, alternate retirement savings plans, and others; investigate and resolve benefit deduction errors and discrepancies; submit payroll reports to appropriate personnel for processing; rotate payroll files as appropriate.

Assist as a technical resource to personnel regarding benefits processes, policies and procedures; respond to inquiries and provide information concerning benefits forms, procedures, guidelines and regulations.

Process and reconcile billings for employee health benefits; receive, process and prepare insurance billings

Assist in processing absence certificates; manage leaves of absences including disability, workers compensation, family leave, unpaid leave and others.

Prepare, process and ensure accuracy of a variety of required tax forms associated with benefits administration; prepare and distribute mandated tax reports; compile and verify related employee information.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, computer and assigned software.

Maintain files and records including those of a confidential nature related to collective bargaining, negotiations, worker's compensation, and COBRA correspondence.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques involved in benefits preparation and processing.

General methods, practices, terminology and procedures used in benefits administration including insurance, enrollment, and eligibility.

Processing and evaluation of Workers' Compensation insurance claims.

Union contracts.

Preparation, maintenance, verification and processing of records and reports.

District employee benefits policies and objectives.

Practices and procedures involved in Workers' Compensation claims.

Preparation of comprehensive reports.

Applicable laws, codes, regulations, policies and procedures.

Principles and practices of data processing.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Mathematic computations.

ABILITY TO:

Perform a variety of technical duties in the support of employee benefits programs including insurance, enrollment, Workers' Compensation, and record-keeping and basic accounting function.

Enroll, add and delete employees to and from various benefit plans.

Prepare and maintain a variety of automated and manual records and reports.

Perform a variety of duties related to the District's comprehensive health insurance programs.

Interpret, apply and explain laws, rules and regulations related to benefits activities.

Monitor, audit, adjust and reconcile benefits data.

Operate a variety of office equipment including a computer and assigned software.

Compare numbers and detect errors efficiently.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.
Assemble, organize and prepare data for records and reports.
Work confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Make mathematic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or its equivalent supplemented by college-level courses in business, accounting, benefits, insurance or related field and three years' experience in benefits, risk management or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Ability to see to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.

CLASSIFIED PERSONNEL ACTIVITY REPORT

DECEMBER 17, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTIONS

Joncarlos Cruz	McKevett	After School Program Leader	8.0/day	12/10/25
Joseph Moreno	Glen City	After School Program Leader	8.0/day	12/10/25

PROBATIONARY ASSIGNMENTS

Kimberly Moreno	Glen City	Instructional Asst. – Aspire	4.0/day	11/05/25
Vanessa Ramirez	Glen City	Instructional Asst. – Aspire	4.0/day	11/13/25
Destiny Segovia	Glen City	Campus Supervision Asst.	3.5day	11/20/25
Rachel Hildebrandt	Webster	Instructional Asst.- Bil.	3.0/day	12/01/25
Valerie Rubio	Blanchard	Instructional Asst. – Aspire	4.0/day	12/02/25
Tiffany Alvarez	Blanchard	Campus Supervision Asst.	3.5/day	12/04/25
Delilah Medina	SPHS	Child Nutrition Serv. Asst. I	5.5/day	12/09/25
Kathleen Baca Leanos	DO	Mental Health Supervisor	8.0/day	12/12/25

REINSTATMENT

Alondra Elizarraraz	Webster	Instructional Asst – Bil.	3.5/day	12/02/25
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RESIGNATION

Denise Alvarez	Glen City	Instructional Asst. – SPED	5.5/day	12/19/25
Evelyn Reveles	Blanchard	Campus Supervision Asst.	3.5/day	12/19/25
Natali Mendez	McKevett	Child Nutrition Serv. Asst. I	3.0/day	01/05/26

CHANGE IN ASSIGNMENT

Livia Ramirez Juarez	Glen City	Instructional Asst. – Aspire	4.0/day	10/27/25
Crystal Carrillo	Isbell	Child Nutrition Serv. Asst. I	5.5/day	11/03/25
Nathan Burgos	Isbell	Custodian	8.0/day	11/03/25

December 17, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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CHANGE IN ASSIGNMENT (contd.)

Tina Rodriguez	SPHS	Child Nutrition Serv. Asst. I	5.5/day	11/03/25
Luis Nunez Penuelas	Glen City	Custodian	8.0/day	11/24/25
Daniel Romo	SPHS	Custodian	5.0/day	12/01/25

SUBSTITUTES

Jessica Diaz Cornejo		Avid Tutor		12/08/25
Devine Prado		Instructional Assistant		12/08/25