

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
Wednesday, February 18, 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 January 15, 2026.

C. APPROVAL OF ORDER OF AGENDA ITEMS

D. PUBLIC COMMENTS

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

E. REPORTS AND DISCUSSION

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

F. OLD BUSINESS – ACTION OR INFORMATION

None

G. NEW BUSINESS – ACTION OR INFORMATION

- | | |
|---|--------------------|
| 1. Revision of Merit System Rule 2.2.1 “Regular Meetings” – 1 st Reading
<i>It is recommended the Personnel Commission approve the 1st Reading of the revision to Merit System Rule 2.2.1.</i> | Action |
| 2. Approval of Initial Salary Placement for Employee Benefits Technician (Confidential) at Step 3 | Action |
| 3. Employee spotlight | Information |
| 4. Certification of Eligibility Lists: <ul style="list-style-type: none">● Employee Benefits Technician (Confidential)● Instructional Assistant-After School Program | Action |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

March 18, 2026

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – JANUARY 15, 2026

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Chair Sanchez-Reyes at 4:00 p.m. <u>Commission Members Present:</u> Tommie Sanchez-Reyes, Chair Karen Harrison, Vice-Chair Matt Klinefelter <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 HARRISON WITH A SECOND BY COMMISSIONER KLINEFELTER, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER KLINEFELTER, 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, stated the new CSEA executive board members have recently been installed. She also stated that their goals include recognizing classified employees, meeting with the Personnel Commission, and employee training on the merit system. Additionally, she noted that their current representative, Diane Wilkinson, is transferring to San Diego and a new representative will begin soon after. <u>District Report</u> No report provided. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson updated the Commission on the recruitment for the Employee Benefits Technician, which will take on duties previously assigned to the Certificated HR Analyst position. The Director also relayed that an offer has been extended to the Specialized Health Care Technician/Licensed Vocational Nurse candidate which was accepted; he noted that the HR Office is continuing to recruit

	for various instructional assistant positions; and a meeting was held with the Maintenance department to to effectively coordinate custodian substitutes.
F. OLD BUSINESS	None
G. NEW BUSINESS	
1. Administration of Oath of Office - Governing Board's Appointee - Personnel Commissioner, Matt Klinefelter - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION. Director Robinson administered the oath of office to Commissioner Klinefelter. THE ITEM WAS APPROVED WITH A 3-0 VOTE.
2. Scheduling of Regular Meetings - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS OPENED FOR DISCUSSION. After some discussion, the regular meeting days were agreed upon by all Commissioners. THE ITEM WAS APPROVED WITH A 3-0 VOTE TO HOLD REGULAR PERSONNEL COMMISSION MEETINGS ON THE THIRD WEDNESDAY OF EACH MONTH.
3. Revision to job specification - Employee Benefits Technician (Confidential) - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS OPENED FOR DISCUSSION. Director Robinson provided information on the adjustments to the job description. THE ITEM WAS APPROVED WITH A 3-0 VOTE.
4. Approval of Initial Salary Placement for Specialized Health Care Technician/LVN at step 5 - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS OPENED FOR DISCUSSION. Director Robinson provided information on the salary range for the position and the difficulty in recruitment. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

5. Personnel Activity Report for December 17, 2025 - Information	Approved by consensus.
H. COMMISSION COMMENTS	Comments included appreciation for the newsletter information and commissioner stipend payment timelines.
I. SCHEDULE NEXT REGULAR MEETING	February 18, 2026 at 4:00 p.m.
J. ADJOURNMENT	With no further business, the meeting was adjourned at 4:28 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, January 15, 2026, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

PERSONNEL COMMISSION RULES

2.2 MEETINGS OF THE COMMISSION

2.2.1 **REGULAR MEETINGS**

Subject to cancellation or proper change, the Commission shall meet on the ~~3rd~~ ^{2nd} ~~Wednesday~~ ~~Thursday~~ of each month at 4:00 p.m. in the Santa Paula Unified School District Human Resources Office, ~~500 E. Santa Barbara Street~~ ^{201 S. Steckel Drive}, Santa Paula. Whenever the regularly scheduled meeting date happens to fall on a holiday, the Commission shall (at a prior regular meeting) take an action to designate another date for its meeting. In cases of emergency, the Commission may meet at some other time and/or place, provided that at least seventy-two (72) hours' notice is given to employee and administration representatives and posted on the Commission's official bulletin board.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 14, 2026

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Employee Benefits Technician (Confidential)** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 04

Number of Applications 24

Number of Applicants Passing Screening 11

Number of Applicants passing written exam 04

Number of Applicants Passing Qualification Interview 03

Number of Applicants to be Certified 03

It is recommended that the Eligibility List for **Employee Benefits Technician (Confidential)** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 30, 2026

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Instructional Assistant-After School Program Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 28

Number of Applicants Passing Screening 19

Number of Applicants Passing written exam/meeting requirements 13

Number of Applicants Passing Qualification Interview 06

Number of Applicants to be Certified 06

It is recommended that the Eligibility List for Instructional Assistant-After School Program be certified as presented.