

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, March 12, 2026

3:30 p.m. Regular Meeting
Portable 403 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 February 12th and 24th, 2026 meetings (Pages 4-14)

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 Advanced Step Placement for Maria Neff, Accounting Specialist III (Page 15)

The Personnel Commission will ratify the advanced step placement for Maria Neff, Accounting Specialist III

C.2 Advanced Step Placement for Cynthia Moreno, Paraeducator General Education (Page 16)

The Personnel Commission will ratify the advanced step placement for Cynthia Moreno, Paraeducator General Education

C.3 Personnel Commission Rules Revisions for Chapter 10 (Second Reading) (Page 17-20)

The Personnel Commission will review the Personnel Commission Rules Revisions for Chapter 10 (Second Reading)

C.4 Job Description Revision for Human Resources Analyst (Pages 21-24)

The Personnel Commission will consider revisions to the Human Resources Analyst job description.

C.5 Eligibility Lists (Pages 25-28)

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 Actions (Page 29-31)

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

D.2 Report by CSEA

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

D.3 Report by Assistant Superintendent, Human Resources

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

D.4 Director's Report

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

D.5 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. Ernest Morrison, Chair
Mr. Denis O'Leary, Vice Chair
Mr. Paul Robinson, Member

MINUTES
REGULAR MEETING
Thursday, February 12, 2026

3:30 p.m. Regular Meeting
Board 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, February 12, 2026 in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 3:32 p.m.

A.2 Roll Call

Commissioners: Ernest Morrison, Chairman of the Personnel Commission; Denis O'Leary, Vice Chair of the Personnel Commission; Paul Robinson, Member of the Personnel Commission
Staff: Dr. Adalberto Fuentes, Director, Classified Human Resources; Jenna Becker, Human Resources Analyst; Mireya Rosales, Administrative Assistant

Guests: Allison Cordes, Director, Certificated Human Resources; Porfirio Ramirez, CSEA Vice President; Lisa Towery, Labor Relations Representative; District Translators, Claudia Perez, Arturo Batalla, Eliseo Tavira Charco, Claudia Marcela Chavez; Attendance Technicians, Lorena Hurtado, Adriana Manzer; Alicia Serrato, Administrative Assistant; Patricia Gonzalez, Attendance Accounting Specialist I; Esmeralda Hernandez, Human Resources Technician.

A.3 Adoption of the Agenda

The agenda of Thursday, February 12, 2026, was adopted as presented, emphasizing that item D.1 will be discussed, but no vote will be taken.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

A.4 Approval of Minutes for January 15th, 2026 meeting (Pages 4-11)

The minutes for January 15, 2026, were approved as presented

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

Lorena Hurtado, Attendance Technician, addressed the commission on behalf of two colleagues regarding testing content.

Lisa Towery, Labor Relations Representative, addressed the Personnel Commission regarding the approval of job descriptions and job classifications.

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Sara Martinez, Paraeducator General Education (Page 12)

The Personnel Commission took action to approve the advanced step placement for Sara Martinez, Paraeducator General Education at Step B of Paraeducator General Education classification on the CSEA Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

C.2 Advanced Step Placement for John Maldonado, Paraeducator General Education (Page 13)

The Personnel Commission took action to approve the advanced step placement for John Maldonado, Paraeducator General Education at Step C of Paraeducator General Education classification on the CSEA Classified Salary Schedule.

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 Esteffany Gonzalez, Paraeducator General Education (Page 14)

The Personnel Commission took action to approve the advanced step placement for Esteffany Gonzalez, Paraeducator General Education at Step C of Paraeducator General Education classification on the CSEA Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

C.4 Advanced Step Placement for Maria Bravo, Paraeducator General Education (Page 15)

The Personnel Commission took action to approve the advanced step placement for Maria Bravo, Paraeducator General Education at Step E of Paraeducator General Education classification on the CSEA Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

C.5 Advanced Step Placement for Ashley Laking, Speech Language Pathology Assistant (Page 16)

The Personnel Commission took action to approve the advanced step placement for Ashley Laking, Speech Language Pathology Assistant, at Step B of Speech Language Pathology Assistant 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 Eligibility Lists (Pages 17-19)

The eligibility lists of District Chef, Accounting Specialist III, and Speech Language Pathology Assistant were approved as presented.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

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

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1 Personnel Commission Rules Revisions for Chapter 10 (First Reading) (Page 20-22)

The Personnel Commission reviewed the revisions for Chapter 10.

D.2 Reclassification Report - District Translators (Page 23-77)

Dr. Anabolena DeGenna, Superintendent, addressed the Personnel Commission.

Claudia Perez, District Translator, went over the presentation prepared by the District Translators.

D.3 Personnel Actions (Page 78-81)

The Personnel Commission reviewed the Personnel Actions for January 14, and February 4, 2026.

D.4 Report by CSEA

Lisa Towery, Labor Relations Representative, reported that CSEA is in negotiations with the District due to budget reductions. She also noted that CSEA plans to file a grievance.

D.5 Report by Assistant Superintendent, Human Resources

Allison Cordes, Director of Certificated Human Resources, reported that Dr. Carroll was attending a Budget Advisory Committee meeting to discuss recommendations on district size and efforts to minimize disruption.

D.6 Director's Report

Dr. Adalberto Fuentes, Director of Classified, reported that he plans to begin distributing the HR Newsletter and that the K-12 platform will soon be implemented on the Classified side of Human Resources.

D.7 Report by Commissioners

Commissioner Paul Robinson had no report.

Commissioner Denis O'Leary reported that this will be the 22nd March commemorating Cesar Chavez, taking place on March 22nd at Chavez School. He also shared that Debra Escobedo, an attorney who worked for the District, passed away.

Commissioner Ernerst Morrison commended staff for their customer service in responding to phone inquiries.

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 5:51 p.m. for the purpose of Public Employee Evaluation: Director of Classified Human Resources.

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

The Commission reconvened at 7:38 p.m. into open session and reported no action was taken in closed session.

Section G: ADJOURNMENT

The meeting was adjourned at 7:39 p.m.

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 February 12, 2026.

Signed:

Chair of the Personnel Commission

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

MINUTES SPECIAL MEETING Tuesday, February 24, 2026

3:30 p.m. Special Meeting
Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

SPECIAL 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 special meeting on Tuesday, February 24, 2026 in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 3:36 p.m.

A.2 Roll Call

Commissioners: Ernest Morrison, Chairman of the Personnel Commission; Denis O'Leary, Vice Chair of the Personnel Commission; Paul Robinson, Member of the Personnel Commission
Staff: Dr. Adalberto Fuentes, Director, Classified Human Resources; Tanya Ventura, Human Resources Analyst; Jenna Becker, Human Resources Analyst; Mireya Rosales, Administrative Assistant

Guests: Tirsia Puga Parent; Lisa Towery, Labor Relations Representative; Attendance Accounting Technicians, Jesusa Dickens, Adriana Vazquez; Juan Carlos Reyes, Grounds Maintenance Lead; Secretaries, Maria Torres, Noemi Ambriz, Anna Gutierrez; Human Resources Technicians, Erica Mata, Esmeralda Hernandez; Office Assistant II, Mayra Alonzo, Yazna Ambriz; Maria Aspera, School Office Manager; Yadira Infante, Risk Management.

A.3 Adoption of the Agenda

The agenda of Tuesday, February 24, 2026, was adopted 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 B: COMMENTS BY THE PUBLIC

Several individuals addressed the Personnel Commission during public comment.

Section C: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Section D: CLOSED SESSION

No comments were given.

D.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:

The Commission convened into Closed Session at 4:02 p.m. for Public Employee Evaluation: Director of Classified Human Resources.

D.2 Reconvene to open session and report out of closed session.

The Commission reconvened into Open Session at 5:11 p.m. No action was taken in Closed Session.

Section E: ADJOURNMENT

The meeting was adjourned at 5:12 p.m.

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 Special Meeting of February 24, 2026.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 12, 2026

Agenda Section: Section C: Action Items

Advanced Step Placement for Maria Neff, Accounting Specialist III

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 Finance Department for the Accounting Specialist III position. Maria Neff was selected for the position by the hiring authority and is being recommended to start at Step E of the classified salary schedule based on the following:

- Experience: Over 17 years of accounting experience.
- Education: Associates Degree in Accounting.

The minimum qualifications for the classification are:

- Experience: Two years of clerical accounting experience.
- Education: Two years of college-level coursework in accounting or business administration.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step E of the Accounting Specialist III classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 12, 2026

Agenda Section: Section C: Action Items

Advanced Step Placement for Cynthia Moreno, Paraeducator General Education

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 for a Paraeducator General Education position. Cynthia Moreno 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 related experience.
- Education: Associates degree.

The minimum qualifications for the Paraeducator General Education classification are:

- Experience: Some experience working with school-age children in an organized educational, health, childcare, or other structured setting is highly 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 General Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 12, 2026

Agenda Section: Section C: Action Items

Personnel Commission Rules Revisions for Chapter 10 (Second Reading)

This item presents proposed revisions to Chapter 10 of the Personnel Commission Rules and Regulations for a second reading. The revisions are intended to modernize language, improve clarity and internal consistency, and ensure alignment with current California School Personnel Commission Association (CSPCA) Model Rules.

The proposed updates do not introduce substantive changes to the intent of the rules. Rather, they reflect best practices, updated terminology, and formatting consistent with CSPCA guidance to support clear interpretation and consistent application of the merit system.

RECOMMENDATION:

Staff recommends that the Personnel Commission approve the revisions to Chapter 10, to modernize language and improve clarity.

ADDITIONAL MATERIALS:

Attached: [PC Rule - Section 10 Revisions.pdf](#)

PERSONNEL COMMISSION RULES & REGULATIONS

10.200 Preliminary Statement

10.200.1 Statutory Authority for These Rules

These Rules and Regulations are adopted pursuant to the authority of the Personnel Commission under *Education Code* 45260, 45261, and other applicable provisions of the Merit System Act contained in the *Education Code*.

It is recognized that certain provisions of these Rules address matters within the authority of the Governing Board. Accordingly, the Rules and Regulations were submitted to the Governing Board for approval upon initial adoption.

10.200.2 Interpretation and Application

The Personnel Commission recognizes that no set of rules can anticipate every circumstance that may arise in individual cases. These Rules shall be interpreted and applied consistent with their intent and purpose.

However, specific and applicable provisions of the Rules shall not be waived, ignored, or superseded due to special circumstances of individual cases.

The Commission welcomes recommendations for amendment to these Rules with prospective application only. No rule amendment or newly adopted rule shall be applied retroactively.

10.200.3 Availability of Rules

The Rules and Regulations of the Personnel Commission, together with the copies of Part 25, Chapter 5, Article 6 of the *Education Code* (commencing with Section 45240), shall be made available for inspection in the offices of the Superintendent, Assistant Superintendents, department heads, supervisors, principals, and at designated District locations for use by employees and recognized employee organizations.

The Rules and Regulations shall be available electronically through the District's website. The Classified Human Resources Department shall provide copies of these Rules and Regulations upon request. (*Education Code* 45262)

10.200.4 Judicial Review

If any provisions of these Rules is determined to be invalid by judicial review or rendered ineffective by a change in law, such determination shall not affect the validity or enforcement of the remaining provisions.

OXNARD SCHOOL DISTRICT

Personnel Commission Rules & Regulations

Adopted: October 23, 1968

10.200.1 Revised: September 5, 1991

10.200.3 Revised: May 5, 1980

10.200.4 Revised: December 17, 1998

PERSONNEL COMMISSION RULES & REGULATIONS

10.200 Preliminary Statement

10.200.1 Statutory Authority ~~for~~ These Rules

These ~~R~~rules and Regulations are adopted contained herein are established pursuant to the authority of the Personnel Commission under Education Code 45260, 45261, and other applicable provisions governing the of the Merit System Act contained in the Education Code.

It is recognized that certain provisions of these ~~R~~rules address venture into substantive matters within the prerogative authority of the Governing Board. ~~For that reason~~ Accordingly, the ~~initially adopted set of R~~rules and ~~R~~regulations were submitted to the Governing Board for ~~its~~ approval upon initial adoption.

10.200.2 Interpretation and Application ~~of~~ Rules

The Personnel Commission recognizes that no set of rules can anticipate every contemplate all possible combinations of circumstance that may arise in individuals affecting a particular cases. -These ~~R~~rules shall be interpreted and are to be applied consistent with consideration of their intent and purpose.

~~H~~however, specific and, applicable provisions of the ~~R~~rules shall not be waived, ignored, or superseded because of the due to special circumstances of particular individual cases.

The Commission ~~is open to responsible suggestions to~~ welcomes recommendations for amendment to these Rrules with prospective application only. ~~however, No~~ rule amendment or newly adopted rule shall have be applied retroactively applicability.

10.200.3 ~~Printing and Distribution Availability~~ of Rules

The ~~R~~rules and Regulations of the Personnel Commission, ~~and together with the~~ copies of Part 25, Chapter 5, Article 6 of the *Education Code* (commencing with Section 45240), shall be ~~printed and~~ made available for inspection in the offices of the Superintendent, ~~each~~ Assistant Superintendents, ~~each~~ department heads, ~~each~~ supervisors, ~~each~~ principals, and at ~~the Educational Media Center for loan to~~ designated District locations for use by employees and ~~to~~ recognized employee organizations.

The Rules and Regulations shall be available electronically through the District's website. The Classified Human Resources Department shall provide copies of these Rules and Regulations upon request. (Education Code 45262)

10.200.4 Judicial Review

If any provisions of these Rules is determined to be judicial review or a change in law invalid ates by judicial review or rendered ineffective by a change in law, such determination any portion of these rules, such finding, or amendment shall not affect the validity or enforcement of the remaining other rules or provisions.

OXNARD SCHOOL DISTRICT

Personnel Commission Rules & Regulations

Adopted: October 23, 1968

10.200.1 Revised: September 5, 1991

10.200.3 Revised: May 5, 1980

10.200.4 Revised: December 17, 1998

PERSONNEL COMMISSION RULES & REGULATIONS

~~10.300 Scrapbook~~

~~10.300.1~~

~~The Director of Classified Personnel shall establish, maintain and make available in the Personnel Office a scrapbook containing letters and items of interest concerning the history of the Personnel Commission.~~

~~OXNARD SCHOOL DISTRICT~~

~~Personnel Commission Rules & Regulations~~

~~Adopted: October 23, 1968; Revised: September 5, 1991~~

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: March 12, 2026

Agenda Section: Section C: Action Items

Classification Revision - Human Resources Analyst

The Classified Human Resources Department recently experienced a resignation for the Human Resources Analyst classification. With the position expected to become vacant, staff reviewed the current minimum qualifications in light of recent recruitment challenges and compensation identified at approximately 16 percent below market.

The current minimum qualifications require a bachelor's degree in human resources, public administration, business administration, or a related field and three years of professional human resources experience.

PROPOSED REVISION:

Staff is recommending revisions to the minimum qualifications to broaden the candidate pool by allowing additional qualifying experience to substitute for the required education on a year-for-year basis. This change would allow candidates with substantial directly related professional human resources experience to qualify even if they do not possess a bachelor's degree.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the job classification revision of the Human Resources Analyst classification.

ADDITIONAL MATERIALS:

Attached: [Human Resources Analyst - JD Revisions_.pdf](#)



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

JOB DESCRIPTION

Human Resources Analyst

Purpose of Position

Supports in the planning and organization of work for the Personnel Commission (PC). Provides complex and professional human resource services for classified personnel related to recruitment, examination, selection, employee process, classification, and compensation. Serves as a resource to District employees regarding rules and procedures of the PC, board policies, procedures, regulations, and negotiated agreements. Prepares, maintains, and evaluates a variety of personnel files, records, and reports. Assists in ensuring that personnel functions conform with regulations of the Merit System.

Supervision

- Receives supervision from the Director of Classified Human Resources.
- Exercises technical and work supervision to 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.

- Conducts job analysis, classification studies, and compensation studies to ensure accuracy of test materials, classification specifications, and compensation structures.
- Coordinates the recruitment process (e.g., advertising, processing applications, preparing screening criteria, scheduling interviews, administering/evaluating tests, notifying applicants of examination results, etc.) to meet district staffing requirements while complying with established guidelines.
- Develops and maintains a wide variety of personnel materials (e.g., job specifications, test materials, re-employment lists, personnel files, onboarding documents, eligibility lists, handouts, forms, etc.) to support department operations.
- Conducts compensation studies by collecting salary information and comparing job descriptions from benchmark school districts to make recommendations on salary schedule placement.
- Analyzes reclassification requests and makes recommendations following PC rules and CSEA contract.
- Researches confidential information required to manage PC assignments and support District management during negotiation (e.g., reviewing relevant policies and current practices, CalPERS issues, Ed Codes, merit rules, union contract, salary information, and market data, etc.).
- Responds to escalated situations as it relates to applicants and recruitment for the purpose of resolving problems, providing information, or referring to appropriate personnel.
- Communicates with employees, departments, administrators, applicants, outside agencies, and the public to provide information regarding Merit System rules and regulations, district policies, negotiated agreements, requirements, and procedures.
- Trains and supervises the work of PC staff to support with department operations.
- Manages the fingerprinting system process as requested for the purpose of ensuring compliance with HR Technicians, federal, state, and district laws and regulations.

- Serves as the lead for all classified employment services (e.g., respond to inquiries, probation releases, process evaluations and disciplinary measures, position control, layoffs, etc.) to ensure compliance with established rules and regulations.
- Coordinates all events and functions on behalf of the PC to complete activities or deliver services.
- Assists in the development and implementation of employee training to address human resource issues for classified employees in compliance with established guidelines.
- Administers the unemployment claims and participates in hearings as needed.
- Coordinates and prepares for disciplinary hearings by providing information, coordinating material distribution, and supporting the needs of attendees.
- Attends PC meetings, designated workshops, professional conferences, seminars, and committee meetings to maintain current knowledge of personnel trends and practice.
- Serves as backup for Director of Classified Human Resources to support with the performance of work activities and department operation.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles and practices recruitment and selection.
- Test construction and validation.
- Job analysis methodologies.
- Classification and compensation study methodologies.
- Survey development and statistical analysis.
- Applicable laws, codes, rules, and regulations to assigned activities.
- Microsoft Office and Google Workforce applications.

Skills in:

- Compiling, analyzing, and presenting information.
- Preparing comprehensive reports.
- Presenting technical material to non-technical audiences.
- Verbal and written communication.
- Time management and prioritization.

Ability to:

- Work independently with limited supervision.
- Exercise tact and judgment when dealing with complex and sensitive issues.
- Establish cooperative working relationships with staff.
- Read, interpret, apply, and explain rules and regulations.
- Learn and use technology and computer software applications.
- Maintain confidentiality of sensitive and privileged information.

Education and Experience

A Bachelor's degree in human resources, industrial and organizational psychology, public administration, or related field. Three (3) years of professional human resources experience involving recruitment and selection, test design, or classification and compensation.

Additional qualifying experience beyond the minimum required may substitute for the required education on a year-for-year basis.

A Master's degree in industrial/organizational psychology is highly desirable and may be substituted for one (1) year of the required experience. ~~Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.~~

Physical Requirements

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

Working Environment

Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities, and short deadlines. Required to drive an automobile to conduct work, and have direct contact with administration, staff, vendors, and other members of the public.

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FLSA Status: Exempt

PC Revised: 11/14/2024

Recruitment Type: Open & Promotional

Eligibility List No. 25-26:54

Director's Certification:

Established: 3/6/2026



Attendance Accounting Specialist II

Rank	Candidate ID	Expiration Date
Promotional		
1	17624772	3/6/2027
2	3297130	3/6/2027

Recruitment Type: Dual Certification

Eligibility List No.: 25-26:77;

Director's Certification:

Established: 2/18/2026



School Occupational Therapist

Rank	Candidate ID	Expiration Date
1	24688368	2/18/2027
2	57864221	9/16/2026
2	57123742	2/18/2027

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

Eligibility List No. 25-26:69;

Director's Certification:

25-26:62

Established: 2/18/2026

Paraeducator - General Education

Rank	Candidate ID	Expiration Date
1	42163720	2/18/2027
1	24666863	2/18/2027
1	469670	1/6/2027
2	44932749	1/6/2027
2	51482552	2/18/2027
2	48744235	2/18/2027
2	47893874	2/18/2027
3	58627087 (B)	1/6/2027
3	60063447	2/18/2027
4	7148616	2/18/2027
4	55576669	2/18/2027
4	56513335 (B)	2/18/2027
4	65811373	2/18/2027
4	52112263	1/6/2027
4	65237326	2/18/2027
4	63393304	2/18/2027
4	45005080	2/18/2027
4	47272057 (B)	2/18/2027
5	56620335	2/18/2027

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.

OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

5	59170137	2/18/2027
5	62740288	2/18/2027
5	64904418 (B)	2/18/2027
5	50500007	2/18/2027
5	65959388	2/18/2027
5	65972318 (B)	2/18/2027
5	33086364	2/18/2027

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.

New Hires

Arenas, Joanna	Paraeducator General Education, Curren School 4.17 hrs./183 days	02/02/2026
Castillo Contreras, Paloma I	Office Assistant II, Special Education 8 hrs./245 days	02/09/2026
Galindo, Kirstin F	Paraeducator Special Education, Sierra Linda School 5.75 hrs./183 days	01/20/2026
Leal, Alicia	Paraeducator General Education, Pupil Services 5.75 hrs./183 days	01/16/2026
Martinez, Sara A	Paraeducator General Education, Rose Avenue School 4 hrs./183 days	02/02/2026
Ortega Oros, Seydi P	Paraeducator Special Education, McKinna School 5.75 hrs./183 days	02/02/2026
Reveles, Jose M	Paraeducator Special Education, Fremont Academy 5.75 hrs./183 days	01/27/2026
Reyes, Felipe	Paraeducator Special Education, McAuliffe School 5.75 hrs./183 days	01/22/2026
Trujillo, Alondra J	Campus Assistant, Lemonwood School 5.75 hrs./180 days	01/20/2026

Limited Term/Substitutes

Aguirre, Marie M	Clerical (Substitute)	01/14/2026
Alaniz, Damiana T	Clerical (Substitute)	01/14/2026
Alvarez, Vanessa	Clerical (Substitute)	01/14/2026
Arias, Lizabet C	Clerical (Substitute)	01/14/2026
Carrasco Medina, Edith C	Clerical (Substitute)	01/14/2026
Ceja, Stacy	Clerical (Substitute)	01/14/2026
Cuecuecha, Jannette	Child Nutrition Worker (Substitute)	01/12/2026
Doria, Krisby C	Clerical (Substitute)	01/14/2026
Espinola, Arianna M	Child Nutrition Worker (Substitute)	01/12/2026
Garcia, Daisy	Clerical (Substitute)	01/14/2026
Garriss, Monique R	Clerical (Substitute)	01/14/2026
Gonzalez, Ana C	Clerical (Substitute)	01/14/2026
Guerrero, Alondra M	Clerical (Substitute)	01/14/2026
Heredia, Diana	Paraeducator (Substitute)	01/29/2026
Lopez Rodriguez, Maria E	Clerical (Substitute)	01/14/2026
Medina ,Elena E	Child Nutrition Worker (Substitute)	01/12/2026
Medina, Gabriela A	Clerical (Substitute)	01/14/2026
Molina, Nayely	Paraeducator (Substitute)	01/22/2026
Ortiz, Veronica	Child Nutrition Worker (Substitute)	01/12/2026
Ponce, Andrea S	Clerical (Substitute)	01/14/2026
Quddus, Haseeb A	Child Nutrition Worker (Substitute)	01/12/2026
Reyes, Michelle	Clerical (Substitute)	01/14/2026
Rosales Sandoval, Angie	Paraeducator (Substitute)	01/20/2026
Trejo, Yvonne A	Clerical (Substitute)	01/20/2026
Valdovinos Fernandez, Vikky J	Clerical (Substitute)	01/14/2026

Reinstatements

Nakamura, Erika	Campus Assistant, Driffill School 5.75 hrs./180 days	01/26/2026
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Transfers

Barajas, Lydia P	Paraeducator Special Education, Marina West School 5.75 hrs./183 days	02/02/2026
Cervantes, Yanileysi	Office Assistant II, Ritchen School 8 hrs./203 days	02/02/2026
Gonzalez, Angel	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	01/26/2026
Martinez, Guadalupe	Paraeducator General Education, Soria School 8 hrs./183 days	02/02/2026
Moraga, Yvonne E	Child Nutrition Worker, Child Nutrition Services 5 hrs./185 days	01/26/2026
Padilla, Norma Y	Paraeducator General Education, McAuliffe School 8 hrs./183 days	02/02/2026

Voluntary Demotion

Granados, Lorena	Paraeducator General Education, McKinna School 8 hrs./183 days	02/02/2026
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Resignations

Aguirre, Alexis	Paraeducator Special Education, Rose Avenue School 5.75 hrs./183 days	02/16/2026
Kelley, Andrew L	Campus Assistant, Lopez Academy 5.75 hrs./180 days	01/30/2026

New Hires

Carreño, Fanny E	Child Nutrition Worker, Child Nutrition Services 5 hrs./185 days	02/05/2026
Maldonado, John A	Paraeducator General Education, Brekke School 6 hrs./183 days	02/17/2026
Moreno Cynthia	Paraeducator General Education, Sierra Linda School 5.75 hrs./183 days	02/09/2026
Vega, Alejandra	Paraeducator Special Education, San Miguel School 5.75 hrs./183 days	02/10/2026

Limited Term/Substitutes

Alvarado, Natalie C	Clerical (Substitute)	01/28/2026
Arriaga, Mona R	Clerical (Substitute)	01/12/2026
Ayala, Viviana	Clerical (Substitute)	01/28/2026
Caballero, Sandra	Clerical (Substitute)	01/28/2026
Cabrera, Anthony J	Custodian, Warehouse, and Grounds & Maintenance (Substitute)	01/14/2026
Cordova, Victor M	Clerical (Substitute)	01/28/2026
Espinosa, Leslie M	Clerical (Substitute)	01/28/2026
Flores Guzman, Kathryn	Clerical (Substitute)	01/28/2026
Franco, Casandra M	Clerical (Substitute)	01/28/2026
Garcia, Alondra K	Campus Assistant (Substitute)	01/20/2026
Gonzalez, Adrian	Custodian, Warehouse, and Grounds & Maintenance (Substitute)	01/14/2026
Keys Jada N	Clerical (Substitute)	01/28/2026
Lopez, Violet P	Child Nutrition Worker (Substitute)	02/09/2026
Mariscal, Alicia M	Paraeducator (Substitute)	02/02/2026
Martinez, David A	Clerical (Substitute)	01/28/2026
Martinez, Maria D	Campus Assistant (Substitute)	02/02/2026
McCrae, Isaiah I	Clerical (Substitute)	02/10/2026
Meza, Alexander J	Paraeducator (Substitute)	02/06/2026
Mondragon, Vanessa R	Clerical (Substitute)	01/28/2026
Newman, Travis C	Clerical (Substitute)	02/05/2026
Orozco, Alexis L	Clerical (Substitute)	01/28/2026
Perez, Sonia P	Clerical (Substitute)	01/28/2026
Ramirez, Alina M	Clerical (Substitute)	01/28/2026
Ramirez, Rivera, Mari D	Campus Assistant (Substitute)	01/12/2026
Rodriguez Flores, Hugo	Custodian, Warehouse, and Grounds & Maintenance (Substitute)	01/14/2026
Tejeda, Maria E	Campus Assistant (Substitute)	02/02/2026
Villagomez, Celine D	Campus Assistant (Substitute)	01/12/2026
Xique, Lefki	Clerical & Paraeducator (Substitute)	02/09/2026

Promotions

Buenrostro Yadira	Paraeducator Special Education, Rose Avenue School 5.75 hrs./183 days Paraeducator General Education, Lemonwood School 6 hrs./183 days	02/09/2026
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Promotions (cont.)

Varela, Esteban C	District Chef, Child Nutrition Services 8 hrs. / 210 days Child Nutrition Coordinator, Soria School 8 hrs./189 days	02/04/2026
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Transfers

Egbert, Isabelle N	Paraeducator Special Education, Rose Avenue School 5.75 hrs./183 days	02/17/2026
Gonzalez, Lorena	Lead Custodian, Ritche School 8 hrs./245 days	02/17/2026

Resignations

Ayala, Fernando	Paraeducator Special Education, Special Education 5.75 hrs./183 days	02/12/2026
Cruz-Martinez, Giselle	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	02/18/2026
Sandroek, Jessica A	Paraeducator Special Education, Pupil Services 5.75 hrs./183 days	02/05/2026
Tena-Ortiz, Itzel	Paraeducator General Education, Rose Avenue 4 hrs./183 days	02/13/2026
Zufolo, Tess D	Paraeducator Special Education, Special Education 8 hrs./183 days	02/04/2026

Retirement

Gil, John J	Lead Custodian, Lopez Academy 8 hrs./245 days	03/15/2026
Meza, Jesus	Custodian, Frank Academy 8 hrs./245 days	02/27/2026