

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
BOARDROOM
201 S. Steckel Drive
Santa Paula, CA 93060
Wednesday, March 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 February 18, 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

- | | |
|---|---------------|
| 1. Revision of Merit System Rule 2.2.1 “Regular Meetings” – 2 nd Reading
<i>It is recommended the Personnel Commission approve the 2nd Reading of the revision to Merit System Rule 2.2.1.</i> | Action |
|---|---------------|

G. NEW BUSINESS – ACTION OR INFORMATION

- | | |
|--|--------------------|
| 1. Classification study review – Instructional Assistant-After School Program and Instructional Assistant-After School Program Bilingual | Action |
| a. Approval of job specification and salary range allocation for Instructional Assistant - After School Program | Action |
| b. Approval of job specification and salary range allocation for Instructional Assistant - After School Program Bilingual | Action |
| 2. Approval of Initial Salary Placement for Employee Benefits Technician (Confidential) at Step 3 | Action |
| 3. Employee spotlight | Information |

4. Certification of Eligibility List:

Action

- Child Nutrition Services Assistant I

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

April 15, 2026

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – FEBRUARY 18, 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 Matt Klinefelter, Member <u>Commission Member Absent:</u> Karen Harrison, Vice-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 KLINEFELTER WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER KLINEFELTER WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, 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, noted that CSEA received notification of potential layoffs and discussed attending meetings to discover the impact to classified staff. Vanessa also recognized Dr. Santamaria for including CSEA in the safety committee, and participating in county office training services related to school security. She also relayed information on the interim CSEA labor representative and transition period for new executive chapter members. <u>District Report</u> No report provided.

	<u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson updated the Commission with information related to recruitment, daily staffing preparations, and provided specific details on the classification study for Instructional Assistant-After School Program. The department is also updating the seniority list and will be providing it to CSEA very soon. The HR Director also noted working closely with administration in case March 15 notices are required. Our HR Assistant, Alexis, is moving to Certificated HR and we'll be interviewing from our current eligibility list if we have enough ranks interested in interviewing. Commissioner Sanchez-Reyes thanked HR Director Robinson for recognition of classified employees in the newsletter.
F. OLD BUSINESS	None
G. NEW BUSINESS	
1. Revision of Merit System Rule 2.2.1 "Regular Meetings" - 1st Reading - Action	UPON A MOTION BY COMMISSIONER KLINEFELTER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION AND APPROVED WITH A 2-0 VOTE.
2. Approval of Initial Salary Placement for Employee Benefits Technician (Confidential) at step 3 - Action	UPON A MOTION BY COMMISSIONER KLINEFELTER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS TABLED FOR THE MARCH AGENDA WITH A 2-0 VOTE.
3. Employee Spotlight - Information	Director Robinson recognized Juan Garcia, Community Schools Outreach Coordinator and Gisela Dominguez, Instructional Assistant-Extensive Support Needs. The Director highlighted their individual achievements in their respective positions.
4. Certification of Eligibility Lists: - Employee Benefits Technician (Confidential) - Instructional Assistant-After School Program - Action	UPON A MOTION BY COMMISSIONER KLINEFELTER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION AND APPROVED WITH A 2-0 VOTE.

H. COMMISSION COMMENTS	Comments included appreciation for participation and dedication of classified employees in attendance.
I. SCHEDULE NEXT REGULAR MEETING	March 18, 2026 at 4:00 p.m.
J. ADJOURNMENT	With no further business, the meeting was adjourned at 4:19 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Wednesday, February 18, 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, ~~201 S. Steckel Drive~~ ~~500 E. Santa Barbara Street~~, 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**
Committed to Serving Every Student Every Day

Personnel Commission
Tommie Sanchez-Reyes, Chair
Karen Harrison, Vice- Chair
Matthew Klinefelter, Member

TO: Personnel Commission

FROM: Gregg Robinson, Director of Human Resources

DATE: March 18, 2026

**SUBJECT: CLASSIFICATION STUDY REVIEW – INSTRUCTIONAL ASSISTANT –
AFTER SCHOOL PROGRAM AND INSTRUCTIONAL ASSISTANT –
AFTER SCHOOL PROGRAM – BILINGUAL**

BACKGROUND:

At the request of District Administration, Personnel Commission staff conducted a classification study of the classifications Instructional Assistant – After School Program and Instructional Assistant – After School Program – Bilingual to determine whether the current class specifications and salary range accurately reflect assigned duties and internal alignment within the Instructional Services series.

The study included review of the current class specifications, employee position information questionnaires, a focus group, and supervisor verification of assigned duties. The analysis focused on level of supervision received, scope of responsibility, instructional support functions, student supervision, and degree of independent judgment exercised during program hours.

Findings indicate that employees allocated to these classifications operate with general supervision during after-school program hours and independently supervise students during structured activities. Employees are responsible for maintaining student safety, reinforcing instructional concepts during homework support, addressing student behavior concerns in accordance with established procedures, and responding to routine student health and safety needs consistent with District guidelines.

The study confirms that while employees exercise sound judgment within established guidelines and implement structured program activities, the classifications do not provide work direction to other staff, do not perform site or program-level coordination, and do not assume administrative oversight responsibilities. Accordingly, the classifications remain appropriately aligned within the Instructional Assistant series and do not rise to the level of After School Program Leader.

Currently, Instructional Assistant – After School Program is placed at Range 10.50 and Instructional Assistant – After School Program – Bilingual is placed at Range 11.00 on the Classified Salary Schedule. Based on documented independence, level of student supervision,

201 S. Steckel Drive, Santa Paula, CA 93060
Phone Number 805•933•8800 Fax Number 805•933•8888
www.santapaulausd.org

instructional reinforcement responsibilities, and internal comparison to other Instructional Assistant classifications, the current range placement understates the complexity of the work.

Internal alignment analysis indicates that the classifications exceed the scope of general Instructional Assistant roles at Ranges 10.50 and 11.00, yet do not align with the specialized instructional environments or IEP-driven responsibilities of classifications placed at Range 11.75 and above.

RECOMMENDATION

It is recommended that the Personnel Commission reallocate the following classifications on the Classified Salary Schedule:

- Instructional Assistant – After School Program from Range 10.50 to Range 11.50; and
- Instructional Assistant – After School Program – Bilingual from Range 11.00 to Range 12.00.

This recommendation reflects the increased level of independence and judgment exercised during program hours, maintains the established bilingual differential, preserves appropriate separation from the After School Program Leader classification at Range 12.75, and ensures continued internal equity within the Instructional Assistant series.

This study was conducted in accordance with merit system principles and is presented for the Commission's deliberation and action.

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT – AFTER SCHOOL PROGRAM

BASIC FUNCTION:

Under the direction of the ~~ASPIRE Coordinator~~assigned supervisor, assist in the overall activities of school-aged children at an assigned site; ~~assist in planning~~ and implementing daily student activities within established program guidelines; independently supervise students during program activities; monitor children in classroom and outdoor activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide a safe, caring, positive and interesting learning environment for students at an assigned site; prepare materials and supplies for daily activities; take attendance.

Direct and supervise students in various activities with general supervision during program hours.

Serve as role model, develop and reinforce positive social behaviors of children; address student behavior concerns in accordance with established procedures.

Ensure the health and safety of students by following health and safety practices and procedures; prepare incident reports as required; assist in maintaining a clean and orderly environment; respond to routine student health and safety needs consistent with District guidelines.

Perform a variety of clerical duties; record attendance and maintain assigned records; ~~prepare bulletin boards~~.

Operate various office and audio-visual equipment; operate a computer to update student information as assigned; answer telephone calls and direct inquiries to the appropriate personnel.

Assist children with homework assignments; explain and answer questions to enhance student understanding of homework as needed; reinforce instructional concepts in reading, writing, and mathematics under general guidance.

Communicate with parents/guardians regarding behaviors of students.

Escort children to and from classrooms and restrooms; supervise students during transitions and structured program activities.

OTHER DUTIES:

Perform related duties as assigned.
Assist with basic First Aid.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic child development principles and practices.

Health and safety practices in classroom and outdoor activities.
Classroom procedures and appropriate student conduct and behavior management techniques.
Basic record-keeping techniques.
Proper English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Policies and procedures of assigned program and activities.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Child guidance principles and practices.

ABILITY TO:

Assist in the overall activities of school-age children in an assigned after-school program.
Assist in planning and implementing activities.
Supervise children in classroom and outdoor activities.
Make mathematic calculations.
Maintain a safe, clean and orderly environment.
Understand and follow oral and written instructions-; exercise sound judgment within established guidelines
Communicate effectively both orally and in writing.
Apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Oversee students according to approved policies and procedures.
Operate a computer and assigned software.
Perform First Aid, CPR and AED.

EDUCATION AND EXPERIENCE:

Graduation from High School or its equivalent. Complete at least two years of study at an institute of higher education; or obtain an associate's (or higher) degree; or pass the District's assessment examination. ~~Graduation from high school or its equivalent and one year instructional support or similar experience working with students.~~

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certifications issued by an authorized agency. Valid AED Certification to be obtained in the first year of District employment.

-

Some incumbents in this class may be required to possess a valid California driver's license to make home visits.

-

In accordance with federal requirements for paraprofessionals, candidates must meet one of the following:

-

Completed at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness. Valid First-Aid, CPR and AED certificates issued by an authorized agency. Valid certification to be obtained in the first six months of District employment.

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Completed at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Walking, running, bending at the waist, kneeling or crouching to assist students.

Ability to see to observe students and read materials.

Hearing and speaking to exchange information.

Lifting, carrying, pushing, and pulling.

Revised 3-18-26

FINAL 04/23/14

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT – AFTER SCHOOL PROGRAM-BILINGUAL

BASIC FUNCTION:

Under the direction of the ~~ASPIRE Coordinator~~assigned supervisor, assist in the overall activities of school-aged children at an assigned site; ~~assist in planning~~ and implementing daily student activities within established program guidelines; monitor children in classroom and outdoor activities; independently supervise students during program activities; assist students in English or a designated second language with completing exercises, drills and assignments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide a safe, caring, positive and interesting learning environment for students at an assigned site; prepare materials and supplies for daily activities; take attendance.

Direct and supervise students in various activities with general supervision during program hours.

Assist students in English or a designated second language with completing exercises, drills and assignments; assist students with letter and word pronunciation and recognition; modify learning activities to meet student needs and individual skill levels.

Serve as role model, develop and reinforce positive social behaviors of children; address student behavior concerns in accordance with established procedures.

Ensure the health and safety of students by following health and safety practices and procedures; prepare incident reports as required; assist in maintaining a clean and orderly environment; respond to routine student health and safety needs consistent with District guidelines.

Perform a variety of clerical duties; record attendance and maintain assigned records; ~~prepare bulletin boards~~.

Operate various office and audio-visual equipment; operate a computer to update student information as assigned; answer telephone calls and direct inquiries to the appropriate personnel.

Assist children with homework assignments; explain and answer questions to enhance student understanding of homework as needed; reinforce instructional concepts in reading, writing, and mathematics under general guidance.

Communicate with parents/guardians regarding behaviors of students.

Escort children to and from classrooms and restrooms; supervise students during transitions and structured program activities.

OTHER DUTIES:

Perform related duties as assigned.

Assist with basic First Aid.

3/13/2026

Ewing Consulting Services

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic child development principles and practices.
Health and safety practices in classroom and outdoor activities.
Classroom procedures and appropriate student conduct and behavior management techniques.
Basic record-keeping techniques.
Proper English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Policies and procedures of assigned program and activities.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Child guidance principles and practices.

ABILITY TO:

Assist in the overall activities of school-age children in an assigned after-school program.
Assist in planning and implementing activities.
Speak and interpret English and a designated second language.
Supervise children in classroom and outdoor activities.
Make mathematic calculations.
Maintain a safe, clean and orderly environment.
Understand and follow oral and written instructions; exercise sound judgment within established guidelines.
Communicate effectively both orally and in writing.
Apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Oversee students according to approved policies and procedures.
Operate a computer and assigned software.
Perform First Aid, CPR and AED.

EDUCATION AND EXPERIENCE:

Graduation from High School or its equivalent. Complete at least two years of study at an institute of higher education; or obtain an associate's (or higher) degree; or pass the District's assessment examination. ~~Graduation from high school or its equivalent and one year instructional support or similar experience working with students.~~

Positions in this class will be required to translate oral and written communications between English and a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certifications issued by an authorized agency. Valid AED Certification to be obtained in the first year of District employment.

-

Some incumbents in this class may be required to possess a valid California driver's license to make home visits.

-

In accordance with federal requirements for paraprofessionals, candidates must meet one of the following:

-

Completed at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness. ~~Valid First Aid, CPR and AED certificates issued by an authorized agency. Valid certification to be obtained in the first six months of District employment.~~

~~Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":~~

~~Completed at least 48 semester units of study at an institution of higher education (college level)~~

~~OR~~

~~Obtained an associate's (or higher) degree~~

~~OR~~

~~Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.~~

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Walking, running, bending at the waist, kneeling or crouching to assist students.

Ability to see to observe students and read materials.

Hearing and speaking to exchange information.

Lifting, carrying, pushing, and pulling.

Revised 3-18-26

FINAL 4-23-14



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 11, 2026

TO: PERSONNEL COMMISSION
FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Child Nutrition Services Assistant I Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 17

Number of Applicants Passing Screening 17

Number of Applicants Passing written examination 09

Number of Applicants Passing Qualification Interview 07

Number of Applicants to be Certified 07

It is recommended that the Eligibility List for Child Nutrition Services Assistant I be certified as presented.