

For the future of every student

## **PERSONNEL COMMISSION MEETING AGENDA – November 17, 2021**

*(Meeting location: Multipurpose Room)*

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
  - October 20, 2021
- D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- E. INFORMATION ITEMS
  - 1. VESPA Report
  - 2. Director's Report
  - 3. Recruitment & Selection: Hiring Update
  - 4. Next Regular PC Meeting: December 15, 2021
- F. ACTION AGENDA ITEMS
  - 1. Presentation of Personnel Commission Annual Report  
(Copies of the Report will be provided at the meeting)
  - 2. Approval of Revised Classification Specification and Salary Allocation: Special Projects Technician
  - 3. SEE ATTACHED AMENDMENT\*
- G. CONSENT AGENDA ITEMS
  - 1. Personnel Transactions Report
- H. COMMISSION COMMENTS — No official action will be taken.
- I. CLOSED SESSION
  - 1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)
- J. REPORT OF ACTION TAKEN IN CLOSED SESSION
- K. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office/Classified Human Resources, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.

255 Stanley Avenue, Suite 100  
Ventura, California 93001  
T 805.641.5000  
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**\*AMENDED AGENDA\***

Original Agenda posted 11/12/2021 at 4:27PM

Amended Agenda posted 11/12/2021 at 5:58 PM

**PERSONNEL COMMISSION  
MEETING AGENDA – November 17, 2021**

*(Meeting location: Multipurpose Room)*

- F. ACTION AGENDA ITEMS AMENDED TO INCLUDE #3
  - 3. Approval of Revised Classification Specification for Registered Associate, and expansion of Associate levels (Intern, Licensed and Supervisor)


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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: November 17, 2021

Subject: Request to Revise Classification Specification and Salary Allocation:  
Special Projects Technician

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We currently have a classification specification outlining the duties of a Special Projects Technician. Historically, this has been a single-incumbent position located at Adult Ed (VACE) – which is currently vacant. The position is responsible for grant and project management, as well as administrative support duties. The classification specification was established in 2008, thirteen (13) years ago, and is in great need of being updated to reflect the current duties. In addition, we have a similar position to fill in the Innovations Department. Therefore, in preparation of filling these positions, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that revisions needed to be made to reflect the duties that are required for both departments. Essentially, we have taken the core duties of the Special Projects Technician classification, and updated it to reflect current District practices, procedures and programs – which also includes a title change and salary modification. The recommended salary modification is based on an evaluation was conducted in which the function, essential duties, knowledge, skills and abilities of the proposed new classification were compared against existing classification specifications.

It is therefore recommended that the Personnel Commission approve the attached specification for Career and Technical Education Support Specialist (formerly Special Projects Technician), and allocate the position to range 230 on the Classified Represented salary schedule (\$3,771 - \$4,708/month).

Attachment: proposed classification specification for Career and Technical Education Support Specialist



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**CLASS TITLE: ~~SPECIAL PROJECT TECHNICIAN~~ CAREER AND TECHNICAL EDUCATION SUPPORT SPECIALIST**

**BASIC FUNCTION:**

Under the ~~general~~ direction of the ~~Grant/Project Administrator~~ an assigned Administrator performs a variety of technical/~~clerical~~ and specialized administrative work in support of a variety of projects ~~career pathways and integrated academics, community partnerships and grant management~~; organizes and coordinates special project and/or grant activities; and serves as a resource person to students, staff, ~~district administration and business/community partners~~ and others by providing a variety of information. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this job class train, coordinate, and track information per the requirements of the grant and/or project. This job classification exercises independent judgment in the development of plans for delivering services.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Performs a variety of technical and administrative assistant duties to relieve the administrator of administrative and clerical detail; assures smooth and efficient office operations, and proper and timely completion of projects and activities; plans, coordinates and organizes office activities; coordinates flow of communications and information for the administrator and department/site.

Oversees daily workflows, complex scheduling logistics and provides a high level of customer service as the first point of contact for a wide variety of administrative, community, and school site inquiries, complaints, suggestions and requests.

Prepares and maintains a variety of narrative and statistical records, logs and reports related to programs, projects, students, personnel, financial activity, budgets, compliance and assigned duties; establishes and maintains filing systems; assures mandated reports are completed in accordance with established time lines and requirements.

Inputs and updates a wide variety of data in an assigned computer system; establishes and maintains automated files and records; initiates queries, develops spreadsheets and generates a variety of computerized lists, documents and reports; assure accuracy of input and output data; assists in coordinating the development and modification of department databases as required.

Receive visitors, such as administrators, staff, students and the public; provide assistance or direct to appropriate staff; exercise independent judgment in resolving various issues and conflicts; refer difficult issues to the administrator; interpret and provide technical information regarding department operations and related standards, requirements, laws, rules, regulations, policies and procedures.

Assists building and maintaining positive relationships with members of the community. Plans, organizes, promotes, and implements special activities; contacts and schedules speakers for special presentations; ~~hosts~~ coordinates special events. Organizes workshops and may provide one-on-one training.

## GRANTS/SPECIAL PROJECTS

Coordinates with administrator to assist with a variety of programs and grants, providing compliance assistance and requiring a high level of technical knowledge regarding applicable State and Federal laws/guidelines, Board policies, and other related regulations.

Trains, coordinates, and tracks information per the requirements of the grant and/or project; exercises independent judgment in the development of plans for delivering services.

Acts as a resource person for the schools and other agencies regarding provisions of the approved grant or project. Recruits participants and determines program eligibility. Tracks, monitors and reports participant activities and outcomes. Disseminates project/grant information. Supports administrator with producing a steady cycle of reporting as required for federal, state and other agencies to ensure funder compliance and good-standing.

Assists the administrator to plan and implement budget management strategies related to grants and special projects; generates monthly budget reports using adopted software. Monitors inventory levels of office and other designated supplies and equipment for the assigned department, grant or project; orders, receives and maintains appropriate levels of inventory; researches and confers with vendors concerning product and pricing information; prepares, processes and follows-up on purchase orders, invoices and requisitions.

Assists in the development collaborative agreements.

Schedules, oversees, and facilitates a master calendar for training, grant management and special projects

May conduct needs assessment.

May facilitate student referral processes.

~~Works cooperatively with multiple agencies.~~

~~Updates school staffs as required and appropriate on a regular basis.~~

Operates a variety of office equipment including a calculator, copier, computer and assigned software.

Attends district meetings and workshops/trainings as required. May be assigned to attend meetings of neighborhood associations, chambers of commerce and other community events.

Other related duties as assigned that support the overall objective of the position.

~~Performs a variety of clerical duties in support of the day-to-day operations; types a variety of materials including correspondence, requisitions, and reports; composes own correspondence and marketing materials.~~

## OTHER DUTIES:

~~Performs other related tasks as needed or assigned~~

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Basic procedures, operations, and activities of agencies participating in the grant or project.  
All applicable legislation/regulations.  
Correct English usage, spelling, grammar, and punctuation  
Proper office methods and practices  
Systems for electronic data sharing.  
Effective record-keeping practices and procedures  
Organization, operations, policies and objectives of assigned programs, services and activities.  
Terminology, practices and procedures of grant and project management.  
Modern office practices, procedures and equipment.  
Record-keeping and filing techniques.  
Business letter and report writing, editing and proofreading.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Applicable laws, codes, rules, regulations, policies and procedures.  
Data control procedures and data entry operations.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Methods of collecting and organizing data and information.  
Training methods and techniques.

### ABILITY TO:

Track, monitor, and prepare reports as required by grant/project.  
~~Establish, prepare, and maintain a variety of accurate and complete records and filing systems.~~  
~~Prepare routine reports.~~  
~~Understand and follow both oral and written instructions in an independent manner.~~  
~~Operate standard office machines, including computer, typewriter, copy and duplicating machines, and audio-visual recorders.~~  
~~Plan, organize, and prioritize own work.~~  
~~Establish and maintain effective work relationships with those contacted in the performance of required duties.~~  
Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the administrator.  
Assure smooth and efficient office operations.  
Compose correspondence and written materials independently or from oral instructions.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Assist the administrator with coordinating department projects and activities.  
Type or input data at an acceptable rate of speed.  
Understand and resolve issues, complaints or problems.  
Answer telephones and greet the public courteously.  
Complete work with many interruptions.  
Compile and verify data and prepare reports.  
Maintain a variety of records, logs and files.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.

Maintain regular and consistent attendance.

~~Work in a variety of different settings.~~

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above.~~

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent), and two years project management or professional level administrative support experience. Experience reconciling grant accounts, monitoring related expenditures, and/or maintaining strong community and business partner relationships highly desirable. Experience in an educational environment desired, but not required.

**LICENSES AND OTHER REQUIREMENTS:**

~~Use of private vehicle.~~

Valid California driver's license and a safe driving record sufficient for insurability.

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

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*Approved by Personnel Commission:*

*09/17/2008*

*Revised:*

*Proposed revisions to PC for review and approval 11/17/2021*

**CONSENT AGENDA ITEMS  
PERSONNEL TRANSACTIONS REPORT  
TO PERSONNEL COMMISSION FOR APPROVAL: 11/17/2021**

**IT IS RECOMMENDED THE PERSONNEL COMMISSION FIND THAT THE FOLLOWING PERSONNEL TRANSACTIONS HAVE BEEN MADE PURSUANT TO ARTICLE 6 OF THE EDUCATION CODE (THE MERIT SYSTEM) AND THE PERSONNEL COMMISSION RULES AND REGULATIONS AND AUTHORIZE THE FORWARDING OF THE PERSONNEL TRANSACTIONS REPORT TO THE BOARD OF EDUCATION FOR APPROVAL.**

**NEW HIRES**

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Alvarado, Jose Cruz	CUSTODIAN	09/20/2021
Anderson, Nicole	CHILD NUTRITION ASSISTANT I	11/01/2021
Arzate I, Arturo Oziel	CUSTODIAN	10/06/2021
Berumen, Rosalba	SCHOOL SUPPORT SECRETARY	09/27/2021
Clark, Brianna	CHILD NUTRITION ASSISTANT I	11/01/2021
Hester, Adam	CUSTODIAN	09/20/2021
Jimenez, Romeo	CHILD NUTRITION ASSISTANT I	11/01/2021
Lopez, Alexia	CHILD NUTRITION ASSISTANT I	11/01/2021
Macias, Jacqueline	PARAEDUCATOR II	10/04/2021
Marostica, Deborah	HEALTH TECHNICIAN	09/09/2021
Randolph, Wesley	CHILD NUTRITION ASSISTANT I	11/01/2021
Wilson, Catherine	LICENSED NURSE (NON-CREDENTIALLED)	09/30/2021
Zamora, Elia	CHILD NUTRITION ASSISTANT I	11/01/2021

**PERMANENT TO PROBATIONARY**

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Gonzalez, Francisco	CUSTODIAN	10/01/2021
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**PROBATIONARY TO PERMANENT**

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Nott, Michael	BUILDING TRADES MECHANIC	10/20/2021
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**LIMITED TERM, PROVISIONAL**

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Alfaro, Maria	CHILD CARE ASSISTANT	09/23/2021
Alvarez, Ivonne	PARAEDUCATOR I	09/01/2021
Alvarez, Jesus	PARAEDUCATOR I	10/11/2021
Archer, Melanie	HEALTH TECHNICIAN	09/27/2021
Asaad, Eliana	PARAEDUCATOR II	09/13/2021
Awad, Sherien	HEALTH TECHNICIAN	10/21/2021
Baghbani, Behnaz	PARAEDUCATOR II	11/09/2021
Baldonado, Rhonda	CAMPUS SUPPORT ASSISTANT	09/01/2021



Bass, Connie	CHILD NUTRITION ASSISTANT I	08/25/2021
Blanco, Alondra	PARAEDUCATOR II	10/11/2021
Burton, Eric	PARAEDUCATOR II	09/21/2021
Burton, Katherine	PARAEDUCATOR II	10/07/2021
Camacho, Elizabeth	CHILD NUTRITION ASSISTANT I	08/31/2021
Carney, Cheri	SCHOOL ADMINISTRATIVE ASSISTANT I	09/07/2021
Casarez, Nora	CHILD NUTRITION ASSISTANT I	09/17/2021
Chavez, Yolanda	PARAEDUCATOR II	09/22/2021
Cibrian, Ximena	PARAEDUCATOR I	09/17/2021
Colborn, Cheri	SENIOR OFFICE ASSISTANT	09/22/2021
Crowther, Frederick	BUS DRIVER	10/07/2021
Delgadillo, Alicia	SCHOOL OFFICE RECEPTIONIST	09/01/2021
Diaz, Juan	CAMPUS SUPERVISOR	08/30/2021
Elliott, Ashlee	CAMPUS SUPPORT ASSISTANT	09/07/2021
Erb, Elizabeth	CHILD NUTRITION ASSISTANT I	08/25/2021
Ertman, Nicola	SCHOOL OFFICE TECHNICIAN	09/02/2021
Fierros, Ian	CUSTODIAN	09/08/2021
Fossum, Lorna	CHILD NUTRITION ASSISTANT I	08/25/2021
Franco, Michelle	HEALTH TECHNICIAN	09/27/2021
Fregoso, Maria	CHILD NUTRITION ASSISTANT I	09/08/2021
Galileo, Gina	CAMPUS SUPPORT ASSISTANT	10/12/2021
Garcia, Kathleen	CAMPUS SUPPORT ASSISTANT	09/01/2021
Gomez, Ashley	PARAEDUCATOR II	11/08/2021
Gomez, Nicole	BUS DRIVER	11/01/2021
Hansen, Julianne	LIBRARY TECHNICIAN I	09/13/2021
Hart, Frances	CAMPUS SUPERVISOR	09/01/2021
Hernandez, Carmen	HEALTH TECHNICIAN	10/20/2021
Hightower, Erin	CHILD NUTRITION ASSISTANT I	08/25/2021
Howery, Debbie	CAMPUS SUPERVISOR	11/02/2021
Johnson, Zach	BUS DRIVER	09/21/2021
Lopez, Gisela	CHILD NUTRITION ASSISTANT I	08/25/2021
Lopez, Josefina	CAMPUS SUPERVISOR	11/01/2021
Lucio, Richard	CUSTODIAN	09/01/2021
Martinez, Yanet	CHILD NUTRITION ASSISTANT I	09/22/2021
MartinezDow, Toni	CUSTODIAN	10/12/2021

Medina, Maria	CHILD NUTRITION ASSISTANT I	09/23/2021
Monper, Katherine	SENIOR OFFICE ASSISTANT	11/08/2021
Morda, Sara	ELEMENTARY SCHOOL SERVICES ASSISTANT	09/01/2021
Mullins, Erin	CAMPUS SUPPORT ASSISTANT	09/01/2021
Negrete, Misael	CAMPUS SUPERVISOR	09/17/2021
Nicol, Summer	SPECIAL PROJECT TECHNICIAN	10/01/2021
Oerlemans, Samantha	CAMPUS SUPPORT ASSISTANT	09/01/2021
Rail, Melissa	CAMPUS SUPPORT ASSISTANT	09/01/2021
Ramirez, Leticia	CAMPUS SUPPORT ASSISTANT	09/01/2021
Reimers, Traci	CAMPUS SUPPORT ASSISTANT	09/01/2021
ReyesdeRamirez, Margarita	CHILD NUTRITION ASSISTANT I	08/27/2021
Reyna, Reynaldo	CAMPUS SUPPORT ASSISTANT	09/01/2021
Rivera, Ruth	CAMPUS SUPPORT ASSISTANT	09/01/2021
Rocha, Alexandria	CAMPUS SUPPORT ASSISTANT	09/21/2021
Rodriguez, Leticia	CAMPUS SUPPORT ASSISTANT	09/14/2021
Rodriguez, Valerie	CAMPUS SUPPORT ASSISTANT	09/01/2021
Ruiz, Cristina	CAMPUS SUPPORT ASSISTANT	09/01/2021
Ruiz, Lorena	CHILD NUTRITION ASSISTANT I	09/01/2021
SantaCruz-Magana, Andriana	CAMPUS SUPPORT ASSISTANT	09/01/2021
Savard, Linda	CAMPUS SUPPORT ASSISTANT	09/01/2021
Schrader, Korreen	CHILD NUTRITION ASSISTANT I	08/25/2021
Simpson, Stacie	CHILD NUTRITION ASSISTANT I	09/28/2021
Taminich, Brystal	PARAEDUCATOR II	11/01/2021
Tousignant, Denice	CAMPUS SUPPORT ASSISTANT	09/01/2021
Valdivia, Refugio	OFFICE ASSISTANT	09/17/2021
Viado, Joanna	ATTENDANCE ASSISTANT	11/04/2021
VillarroelMedina, Odalisca	PARAEDUCATOR I	10/11/2021
Wagner, Sharon	CAMPUS SUPPORT ASSISTANT	10/18/2021
Wagner, Sharon	CAMPUS SUPERVISOR	10/19/2021
Wilson, Kate	LICENSED NURSE (NON-CREDENTIALLED)	09/15/2021
Young, Desiree	BUS DRIVER	09/22/2021

## EXEMPT HELP

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Cook, Mose	STUDENT	09/13/2021
GuevaraLopez, Alexa	STUDENT	09/13/2021
Juarez, Viviana	ASB - SECURITY/SUPERVISION	09/21/2021

Lopez, Jacob	AVID TUTOR	09/07/2021
Lopez, Joseph	STUDENT	09/13/2021
Lopez, Miguel	AVID TUTOR	09/02/2021
Lorenzana, Linda	ASB - TICKET TAKER-SELLER	09/10/2021
McClure, Josephine	STUDENT	09/13/2021
Morgan, Elizabeth	ASB - SECURITY/SUPERVISION	09/17/2021
Pereda, Ashley	ASB - TICKET TAKER-SELLER	09/10/2021
PonceFlores, Cristian	AVID TUTOR	09/02/2021
Sabedra, Alyssalove	STUDENT	09/13/2021
Santos, Rosa	ASB - TICKET TAKER-SELLER	09/17/2021
TapiaCervantes, Emily	STUDENT	09/13/2021

## CHANGE OF STATUS

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Adams, Claire	CHILD NUTRITION ASSISTANT I	11/01/2021: Change in Hours --3.75 hrs/day to 5.75 hrs/day; same position; same location
Castro, Efrain	CUSTODIAN	10/6/2021: Shift Change--from Night Position to Day Position
Hurtado, Angelique	CHILD NUTRITION ASSISTANT I	10/01/2021: Hours/Location Change From 3.0 hrs/day @ JSerra to 3.75 hrs/day @ Portola
Longines, Carmen	CHILD NUTRITION ASSISTANT I	09/21/2021: Hours/Location Change From 5.5 hrs/day @ Sunset to 5.0 hrs/day @ Sheridan Way
Ortiz, Sarah E	CHILD NUTRITION ASSISTANT I	11/01/2021: Change in Hours --3.0 hrs/day to 5.5 hrs/day; same position; same location
Parsadanyan, Margaret	ADMINISTRATIVE SPECIALIST	07/01/2021: Reassignmt in lieu of Layoff-- Assignment Change Only, Same Time Base & Location
Rodriguez, Andrea	HEALTH TECHNICIAN	09/21/2021: Hours/Location Change From 3.5 hrs/day @ Loma Vista to 4.0 hrs/day @ Will Rogers
SalinasPierce, Giselle	CAMPUS SUPERVISOR	09/29/2021: Change in Hours --5.5 hrs/day to 8.0 hrs/day; Same Position; Same Location
Saucedo, Sonia	CHILD DEVEL. SITE LEADER	08/23/2021 Location/Assignment change from Sheridan Way to Will Rogers; Same Time Base
Sweatt, Charles	CUSTODIAN	09/27/2021: Location/Assignment Change from DATA to Ventura High; Same Time Base

## LEAVE OF ABSENCE

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Aguirre, Jhudyana	ATTENDANCE ASSISTANT	11/01/2021 - 06/30/2022
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Burnell, Matthew	GROUNDS EQUIPMENT OPERATOR	10/05/2021 - 11/12/2021 (Parental/Bonding Leave)
Martinez, Danielle	BUS DRIVER	10/19/2021 - 11/15/2021
Rosario, Amy	BEHAVIOR SUPPORT ASSISTANT	11/01/2021 - 04/01/2022

## **WORKING OUT OF CLASSIFICATION**

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Aguirre, Jhudyana	SCHOOL SUPPORT SECRETARY DATA	10/01; 04-08; 11-15; 18-22/2021
Cabrera, Alejandra	PARAEDUCATOR III	10/01; 04-08; 11-15; 18-20/2021
Cardona, Mario	CHILD NUTRITION MGR.-ELEMENTARY ATLAS	10/06;18-19/2021
Carrillo, Christina	ASB ACCOUNTING TECHNICIAN Buena HS	10/01; 04-08; 11-15; 18-20/2021
Centeno, Grace	CHILD NUTRITION MGR.-ELEMENTARY Citrus Glen	10/04-08;11-12/2021
Centeno, Grace	CHILD NUTRITION MGR.-SECONDARY Foothill Technology HS	10/22/2021
Clark, Anna	HUMAN RESOURCES SPECIALIST	10/01; 04-08; 11-14; 18-22; 27;29/2021
Contreras, Rusal	CHILD NUTRITION MGR.-ELEMENTARY Citrus Glen	10/11-15;18-22/2021
Crotts, Matthew	PARAEDUCATOR III Buena HS	10/01; 04-08; 11-15; 18-22/2021
Domme, Bonnie	CHILD NUTRITION MGR.-ELEMENTARY Lincoln	10/15;18/2021
Estrada, Joe	CUSTODIAL TRAINER-COORDINATOR Facilities Services	10/18-22;25-29/2021
Filoso, Linda	CHILD NUTRITION MGR.-SECONDARY Cabrillo MS	10/14/2021
Glenn, Michelle	HEALTH TECHNICIAN Junipero Serra	10/01;04-08;11-15;18-22/2021
Gomez, Susana	CHILD NUTRITION ASSISTANT III Loma Vista	10/01;04-08;11-15;18-22/2021
Gonzalez, Francisco	LEAD CUSTODIAN Buena HS	10/08/2021
Guillen, Bernadette	CHILD DEVEL. SITE LEADER Portola Jumpstart	10/01; 04-08; 11-15; 18-22/2021
Hernandez, Maria	CHILD NUTRITION ASSISTANT II Anacapa MS	10/11/2021
Hopkins, AnneMarie	CHILD NUTRITION ASSISTANT III Pierpont	10/14-15;18-22/2021
Klein, Danna	CHILD NUTRITION MGR.-ELEMENTARY Junipero Serra	10/14/2021
Lassich, Shari	LEAD CUSTODIAN Ventura HS	10/22/2021

Lilly, Stuart	PLUMBER I Facilities Services	10/01; 04; 06-08; 11-15; 18-22; 25-29/2021
Lofton, Doug	GROUNDS MAINTENANCE WORKER II Facilities Services	10/25-29/2021
Lopez, Rita	SCHOOL SUPPORT SECRETARY Cabrillo MS	10/01;04-08;11-15;18-22/2021
Martinez, Mirnaliz	CHILD NUTRITION ASSISTANT II Foothill Technology HS	10/11-15;18-22/2021
Mayer, Mark	FACILITIES MANAGER Facilities Services	10/12-13; 18-22; 25-29/2021
McIlhane, Jason	FACILITIES PLANNER Facilities Services	10/04-5; 08; 11;29/2021
MendozaLopez, Rafael	GROUNDS MAINTENANCE WORKER I Facilities Services	10/01; 04-08; 11-15; 18-22; 25/2021
Moreno, Ascension	PARAEDUCATOR III Buena HS	10/01; 04-08; 11-15; 18-22/2021
Pennington, Robert	FACILITIES MANAGER Facilities Services	10/01; 04-08; 11-15; 18-22; 25-29/2021
Robles, Art	HEAD CUSTODIAN I Facilities Services	10/22/2021
Roche, Christopher	HEAD CUSTODIAN II Facilities Services	10/22; 25-29/2021
Sanchez, Jose	PLUMBER I Facilities Services	10/29/2021
Scott, Pamela	ADMINISTRATIVE SPECIALIST Facilities Services	10/04;08;11;18;30/2021
Silva, Rafael	LEAD CUSTODIAN Buena HS	10/07;11/2021
Tiscareno, Jose	HEAD CUSTODIAN II Buena HS	10/07-8;11/2021
Valencia, Santos	SPRINKLER SYSTEMS TECHNICIAN Facilities Services	10/11-15;18-22/2021
Valencia, Santos	LEAD GROUNDS MAINTENANCE WRKR Facilities Services	10/25-29/2021
Vandehei, Peter	PARAEDUCATOR III Buena HS	10/04-08;11-15;18-22/2021
Velazquez, Alexandria	HUMAN RESOURCES TECHNICIAN Classified HR/ESC	10/01; 04-08;12-13;19-22;26/2021

## SEPARATION FROM SERVICE

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Chavez, Miranda	CHILD NUTRITION ASSISTANT II	10/29/2021
Cox, Bethany	PARAEDUCATOR II	10/22/2021 Accepted VUSD Certificated Position
McLaughlin, Ian	PARAEDUCATOR II	10/22/2021

Powell, Jill	CAMPUS SUPPORT ASSISTANT	11/08/2021
Sanchez, Joshua	CHILD NUTRITION ASSISTANT III	11/08/2021
Serrano, Vincent	CAMPUS SUPPORT ASSISTANT	10/20/2021