

For the future of every student

PERSONNEL COMMISSION MEETING AGENDA – AUGUST 29, 2019

(Meeting location: Einstein Room)

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
 - July 17, 2019
 - August 8, 2019 (Special Meeting)
- D. RETIREES
- E. 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.
- F. INFORMATION ITEMS
 - 1. VESPA Report
 - 2. Director's Report
- G. ACTION AGENDA ITEMS
 - 1. Approval of Revised Classification Specification: Human Resources Specialist – Certificated
 - 2. Approval of Revised Classification Specification: Human Resources Technician
 - 3. Request to Modify Salary Range Placement: Payroll Technician
- H. CONSENT AGENDA ITEMS
 - 1. Personnel Transactions Report
- I. NEXT MEETING
- J. COMMISSION COMMENTS — No official action will be taken.
- K. CLOSED SESSION
 - 1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)
- L. REPORT OF ACTION TAKEN IN CLOSED SESSION
- M. 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 Commission Office, 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.



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MINUTES
JULY 17, 2019

- CALL TO ORDER The regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Susan B. Anthony Room, 255 West Stanley Avenue, Ventura, California on July 17, 2019. Mr. Kirby, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Rice and Lacey. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Vicky Balint, Assistant Director Classified Human Resources; and Belen Gonzalez, HR Analyst, Classified (Confidential).
- ADOPTION OF On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the agenda for the July 17, 2019
AGENDA Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- APPROVAL OF On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the minutes of
MINUTES June 19, 2019 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- RETIREES Ms. Crouch reported that the following retirees could not be present at the meeting but their Certificate of
Appreciation would be mailed to them:
- Diane Cook, District Testing Specialist, 28 Years
Wanda Martin, LEA/MAA Specialist, 17 Years
- PUBLIC COMMENTS None
- ITEM F1 VESPA REPORT
None
- ITEM F2 DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) Today is the last day of ESY, and Summer Session ends on July 31st.
 - 2) The layoff/bumping process is almost completed. We only have a few Paraeducators remaining who we need finalize placements for. The majority of employees impacted by reductions were placed into positions; however, we did have a small handful who opted to accept a layoff, and decided not to pursue their bumping rights.
 - 3) Classified HR continues to work on summer projects, and gearing up for fall staffing.
 - 4) The remodeling/reconstruction of the HR offices is almost complete and we anticipate moving back into our offices within the next couple of weeks.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Next regular Board meeting is scheduled for Tuesday, July 23rd.
 - First day of school is Wednesday, August 21st.
 - The annual "Celebrate!" event will be held in the VHS auditorium the day before school starts, Tuesday, August 20th from 8:00 to 9:30am.
- ITEM G1 RATIFICATION OF EXCESS VACATION CARRYOVER APPROVALS
After a brief discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Commission ratified the eleven (11), approved vacation carryover requests as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM G2 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: DELEGATED BEHIND THE WHEEL TRAINER
After some discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the proposed classification specification for Delegated Behind the Wheel Trainer was approved as presented, and

allocated to ranges 225 on the Classified Represented & Confidential Salary Schedule by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)

ITEM H1

PERSONNEL TRANSACTIONS REPORT

On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Lacey, Rice, Kirby; Nay 0; Abstain 0)

NEXT MEETING

The Personnel Commission scheduled its regular meeting for the month of August. The PC will meet on Wednesday, August 14, 2019 at 4:30 p.m.

ITEM J

COMMISSION COMMENTS

None

ITEM K

CLOSED SESSION:

The meeting adjourned to closed session at 4:48 p.m. to discuss:

2. Public Employee Performance Evaluation—Government Code §54957 (b)

Title: Director, Classified Human Resources

(Note: there was no need for closed session agenda item K1: Public Employee Discipline / Dismissal / Release pursuant to Government Code §54957 (b))

ITEM L

REPORT OF ACTION TAKEN IN CLOSED SESSION

The Commission returned to open session at 5:09 p.m. and reported there was no action taken in Closed Session.

ADJOURNMENT

The meeting adjourned at 5:10 p.m.



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MINUTES
AUGUST 8, 2019

- CALL TO ORDER** The special meeting of the Personnel Commission of the Ventura Unified School District was held in the Einstein Conference Room, 255 West Stanley Avenue, Ventura, California on August 8, 2019. Mr. Kirby, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Rice and Lacey. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Vicky Balint, Assistant Director Classified Human Resources; and Belen Gonzalez, HR Analyst, Classified (Confidential).
- ADOPTION OF AGENDA** On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the agenda for the August 8, 2019 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- PUBLIC COMMENTS** None
- ITEM D1** REQUEST FOR ADVANCED SALARY PLACEMENT: EDUCATIONAL SIGN LANGUAGE INTERPRETER
After some discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, advanced salary placement for four Educational Sign Language Interpreters was approved from step 1 to step 5 on the Classified Represented & Confidential salary schedule, by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- NEXT MEETING** The Personnel Commission scheduled its regular meeting for the month of August. The PC will meet on Thursday, August 29, 2019 at 4:30 p.m.
- ADJOURNMENT** On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the meeting adjourned at 4:40 p.m.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources

Date: August 29, 2019

Subject: Recognition and Honoring of Classified Retirees

The following classified employees recently retired from VUSD, and will be presented to the Personnel Commission to honor, and recognize their many years of service to our students and the District community.

- Blanca Garza, Child Development Teacher, E.P. Foster Jumpstart
 - Retired June 28, 2019 - 17 years of service


- Kathy Ginsberg, Elementary School Services Assistant, ATLAS
 - Retired June 21, 2019 - 6 years of service

- Diane Leseberg, Office Assistant & Elementary School Services Assistant, Mound
 - Retired June 20, 2019 - 16 years of service

- Debra Smith, Office Assistant, Foothill High
 - Retired June 19, 2019 - 18 years of service



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: August 29, 2019

Subject:

- Request to Revise Classification Specification: Human Resources Specialist – Certificated
- Request to Revise Classification Specification: Human Resources Technician
- Request to Modify Salary Range Placement (PCRR 170.1): Payroll Technician

Background

Classified Human Resources currently has a vacant HR Assistant position. In assessing the needs of the department, a higher level HR position with a specialized focus is needed rather than a HR Assistant. The HR Assistant position provides human resources clerical support and our need is for specialized support, particularly in the areas of recruitment and selection.

Currently, a Human Resources Specialist position exists, but the job description was written specifically for Certificated HR. Rather than create a new job description, it is recommended that we better define the human resources career ladder. The human resources duties performed in Classified and Certificated all center around employees, applicants, school site and department supports, and staffing to ensure the needs of our students are being met. Core essential duties of a position and the required knowledge, skill and abilities to perform the duties should be the defining factors rather than if the position is assigned to the Classified or Certificated Department.

As part of this process, it is recommended that the Specialist job description be revised so that it can apply to human resources duties in either Certificated or Classified HR. For the most part, this can be accomplished by striking the reference to “certificated” throughout the job description. Along this same line, it is also recommended that the Human Resources Technician be revised so that it encompasses human resources functions in general, rather than specifically for Classified HR. Again, for the most part, this can be accomplished by striking the reference to “classified” throughout the job description.

Meetings have been conducted with District Administration as well as the Human Resources Department staff to discuss the recommended revisions to the two classification specifications, and the intent to better define the HR career ladder. As a part of those discussions, it was also recommended that a salary survey be conducted for the Payroll Technician classification to evaluate and determine if the current salary range is appropriately aligned in comparison to similar positions within the District.



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CLASS TITLE: HUMAN RESOURCES SPECIALIST (~~CERTIFICATED~~)

BASIC FUNCTION:

Under the direction of ~~the Assistant Superintendent Human Resources~~ **an assigned Human Resources Administrator**, perform a variety of specialized duties in support of ~~certificated~~ human resources functions such as recruitment **and selection**, credentialing, personnel database development, and employment screening and processing; prepare and maintain a variety of manual and automated personnel records, reports and files; serve as a technical resource to employees, applicants and others regarding assigned personnel functions.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Assistant performs a variety of clerical duties in support of human resources activities and transactions. The Human Resources Technician independently performs technical and office administrative support work, and may assist higher-level administrative staff with advanced assignments. The Human Resources Specialist has developed expertise in one or more specific human resources disciplines, including but not limited to recruitment and selection, credentialing, personnel database development, staffing and/or substitute management.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in support of ~~certificated~~ human resources functions such as recruitment, credentialing, personnel database system development and employment screening and processing; prepare, process and evaluate a variety of personnel forms, documents and applications; resolve a variety of complex personnel-related issues and concerns in a proper and timely manner.

Develop and maintain ~~the~~ automated database(s) **and information systems** for ~~certificated~~ personnel as required; utilize computer system to input and update a variety of data; establish and maintain automated employee files and records; initiate queries and generate a variety of computerized lists and reports; assure accuracy of input and output data; assure systems meets department processing needs.

Review and evaluate ~~certificated~~ **personnel** assignments **and** applications ~~and renewals~~ to assure compliance with ~~credential~~ **position** requirements and related policies, laws and regulations; **implement and maintain systems to track and manage position requirements; may review and evaluate credentials and renewals to** assure employee credentials are aligned with assignments and classification requirements.

Serve as a technical resource to District personnel, applicants and the public regarding ~~certificated~~ personnel functions; respond to inquiries and provide detailed and technical information ~~concerning~~ **which may include** position vacancies, credentials, salary schedules, assignments and related standards, processes, guidelines, time lines, issues, requirements, laws, codes, regulations, policies and procedures.

Receive, screen and evaluate employment applications and transcripts for minimum qualifications; verify applicant eligibility, employment, work experience, certification, reference and background information; coordinate and arrange interviews as required.

Prepare and maintain a variety of narrative and statistical records and reports related to ~~certificated~~ personnel, substitutes—~~teachers~~, assignments, absences, credentials or renewals, licenses and certifications, and other assigned activities; audit records for accuracy and completeness; make changes as needed.

Assist in coordinating the hiring process for ~~certified~~ employees; prepare and distribute job vacancy announcements; ~~place advertisements in various publications such as newspapers, websites and periodicals~~ continuously partner with designated team to design, refine, and implement innovative recruiting strategies; stay active with current job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements; assist in establishing recruitment time lines and related administrative calendars.

Calculate and determine appropriate salary placement for ~~certificated~~ employees; may be assigned to analyze credentials and transcripts to assure proper salary schedule and placement; process salary adjustments; prepare and process employee information for payroll; process pay holds as assigned.

Review, evaluate and process documents relating to the certification of ~~certificated~~ personnel including credentials and transcripts; assist certificated staff with obtaining, maintaining and renewing valid and appropriate credentials as requested.

Review computerized reports to assure computer system compliance with established goals and standards; provide input to technology personnel or designated team concerning computer and system needs; assist in the development of documentation and process guides related to personnel database systems.

Communicate with District personnel, outside agencies and the public to exchange information and resolve issues or concerns; initiate and receive telephone calls; investigate and resolve personnel-related complaints and conflicts as directed.

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

Process ~~certificated~~ personnel transactions involved in appointments and separations of substitutes.

Research, compile, assemble and evaluate a variety of human resources data and information; participate in a variety of special projects and surveys as requested.

Attend and participate in various meetings, workshops and special events as assigned.

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

OTHER DUTIES:

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.

Best practices and procedures related to ~~certificated~~ personnel.

Principles, techniques, procedures and terminology involved in the recruitment, screening, credentialing, processing and compensation of personnel.

Applicable laws, codes, rules, regulations, policies and procedures.

Operations, policies and objectives relating to human resources activities.

Record-keeping and report preparation techniques.
State credential requirements and procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office procedures and record-keeping techniques.
Record retrieval and storage systems.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Data control procedures and data entry operations.
Mathematic calculations.

ABILITY TO:

Perform a variety of specialized duties in support of ~~certificated~~ human resources functions such as recruitment, credentialing, personnel database development and employment screening and processing.
Review, process and evaluate a variety of documents and information to assure ~~certificated~~ personnel hold valid and appropriate credentials, [licenses and/or certifications in accordance with position requirements](#).
Develop and maintain ~~the~~ automated database(s) for ~~certificated~~ personnel as required.
Prepare and maintain a variety of manual and automated personnel records and files.
Serve as a technical resource regarding ~~certificated~~ personnel functions.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Prepare announcements for job openings and place advertisements.
Verify and evaluate transcripts, records and applications to determine eligibility for ~~credentials employment~~.
Assist with and assure proper placement and assignments of ~~certificated~~ staff.
Resolve personnel-related issues and concerns in a proper and timely manner.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate standard office equipment including a computer and assigned software.
Work independently with little direction.
Meet schedules and time lines.
Compile and evaluate information and prepare comprehensive narrative and statistical reports.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in human resources or related field and three years experience working with certificated human resources functions.~~

[Any combination of education, training and/or experience equivalent to graduation from high school \(or equivalent\) supplemented by college-level course work in human resources management, business or related field, and three years related human resources clerical or technical experience supporting various human resources functions. Human Resources experience in an educational environment desired, but not required.](#)

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

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 or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

09/19/2007

Revised:

Proposed revisions to PC for review and approval DATE



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CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of ~~the Assistant Director Classified Human Resources~~ **an assigned Human Resources Administrator**, provide complex and highly technical and clerical support to one or more of the major ~~classified~~ human resources activities such as recruitment, screening, selection, testing, processing and placement of permanent and temporary ~~classified~~ personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex technical human resources activities involved in the recruitment, screening, selection, testing, placement and processing of permanent and temporary ~~classified~~ personnel; distribute, collect, prepare, process, sort, file and evaluate a variety of recruitment and employment forms, documents and applications.

~~Coordinate the Temporary/Substitute Process for Classified positions:~~ Screen, interview and appropriately place temporary ~~classified~~ employees (**including but not limited to substitutes, hourly and exempt employees, walk-on coaches and band coaches**). Receive, fill, process and record substitute requests; coordinate response to absences, review substitute lists and applications, and assign substitutes to appropriate unfilled positions; notify appropriate employees of substitute requests and assignments; prepare related forms.

Communicate to exchange information and resolve issues or concerns; initiate and receive telephone calls, providing accurate information and assistance to clients; ~~including~~ **serve as a technical resource to** District personnel, job applicants and the general public regarding ~~Classified~~ Human Resources functions; respond to inquiries and provide information on a wide variety of subjects including standards, requirements, vacancies, rules, policies and procedures.

Receive, process and coordinate response to position vacancy requests; prepare and distribute job vacancy announcements; ~~place advertisements in various publications such as newspapers, websites and periodicals;~~ **plan, create, post and distribute job announcements and related materials;** assist in establishing and meeting recruitment time lines.

Research, compile, assemble and evaluate a variety of data and information; prepare and maintain a variety of records, reports and files related to **personnel activity**, vacancies, ~~test scores~~, **recruitments**, applicants, interviews, **eligibility lists, leaves of absences and other** assigned activities; ~~maintain and update eligibility lists.~~

~~Coordinate the Classified Human Resources~~ **employee** fingerprint processing and serve as liaison with the Department of Justice and the Federal Bureau of Investigation regarding delays or problems obtaining results; review billings and resolve any discrepancies for accuracy prior to forwarding for approval and payment;.

~~Coordinate the Classified Human Resources~~ TB testing process; establish and maintains records of TB tests and pre-employment physicals and review billings for accuracy and resolve any discrepancies for accuracy prior to forwarding for approval and payment.

May Schedule and arrange pre-employment tests; prepare and set up testing rooms and materials; prepare, assemble and distribute testing booklets, forms, labels, examination passes and related materials; administer, explain and monitor applicants during tests; score and notify applicants of test results.

Receive, screen and evaluate applications for minimum qualifications; verify applicant eligibility, employment, work experience, reference and background information; schedule and arrange interview panels; notify appropriate applicants and employees of test dates and interviews.

Input and update a variety of ~~applicant and other~~ data and information in an assigned computer system; maintain automated files and records; initiate queries, develop spreadsheets and generate a variety of computerized lists, documents and reports as requested.

~~Serve as a technical resource to District applicants and the public regarding Classified Human Resources functions; respond to inquiries and provide technical information concerning related time lines, position vacancies, requirements, laws, regulations, practices, processes, policies and procedures.~~

Process new personnel; schedule and conduct orientations; arrange for, follow up on and provide information to new employees regarding fingerprints, TB tests and other pre-employment matters; prepare and explain employment packets and paperwork.

Prepare a variety of correspondence such as letters, forms, notices, notifications, memos, bulletins and flyers; duplicate and distribute materials; review various forms, applications and documents for accuracy and completeness; obtain additional information and make corrections as needed.

Compile, prepare and distribute interview packets and materials; ~~prepare and set up rooms and materials for interviews~~; calculate, record and distribute interview scores; notify applicants of selection decisions; make employment offers and explain positions, salaries and other information.

May create eligibility lists at the end of the recruitment process and prepare certification lists for appointing supervisors; monitor certification process and contact supervisors regarding delays; work with supervisors on concerns regarding certification process.

Maintain **confidentiality of human resources** ~~security of testing materials~~ at all times; assure test materials are accounted for and securely stored; ~~maintain confidentiality of testing materials and processes.~~

Operate a variety of office equipment including a copier, fax machine, ~~typewriter~~, computer and assigned software

Monitor inventory levels of office and departmental supplies; order, receive and maintain appropriate levels of inventory as required; prepare requisitions.

Receive, sort and distribute incoming and outgoing mail.

Attend and participate in interview panels as assigned.

~~Distribute, collect, review and process employee paperwork for new hires; coordinate the Classified employee badges process and work with Technology Services to assure that employees are properly coded and have appropriate building access.~~

Participate in a variety of other assigned activities such as employee transaction inputting to the HR/Payroll and local HRIS systems ~~including necessary input to the Zangle database system~~, processing salary increases, assisting with preparing and maintaining employee records and files, and processing employee evaluations.

May serve as one of the primary contacts for Spanish speaking clients contacting the Education Service Center by phone; may provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provides written translation and interpretation of correspondence, letters, reports and other materials as required.

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

OTHER DUTIES:

~~Serve as the primary contact for Spanish speaking clients contacting the Education Service Center by phone and provide translating services as time permits and is practicable for other departments~~
~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures including, **but not limited to Board policies**, Personnel Commission Rules and Regulations and Employee Bargaining Unit contracts.
Practices and procedures related to ~~classified~~ personnel.
Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, testing and processing of personnel.
Operations, policies and objectives relating to human resources activities.
Common occupations and their requirements.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Data control procedures and data entry operations.

ABILITY TO:

Perform a variety of complex clerical and highly technical human resources activities involved in one or more of the major ~~Classified~~ Human Resources functions.
~~Prepare announcements for job openings and place advertisements.~~
Distribute, screen and process employment applications and other personnel-related documents.
Screen and interview candidates for temporary and permanent ~~classified~~ assignments.
Schedule, arrange and notify applicants of tests, interviews and processing appointments.
Serve as a technical resource regarding position vacancies and related requirements and procedures.
Coordinate the new employee orientation process for new ~~Classified~~ personnel and conduct employee orientations.
Coordinate complex ~~Classified~~ **HR human resources** processes such as fingerprinting and TB testing; serve as liaison to the various agencies involved with such activities; maintain accurate records of such activities and resolve problems relating to these processes.
Compile, prepare and distribute a variety of ~~Classified~~ Human Resources department correspondence.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

Operate standard office equipment including a computer and assigned software.
Work independently with little direction.
Meet schedules and timelines.
Compile information and prepare and maintain a variety of records and reports.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in human resources or related field and two years human resources experience involving wo/rk with recruitment functions.~~

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent) supplemented by college-level course work in human resources management, business or related field, and two years related human resources clerical or technical experience supporting various human resources functions.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

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 or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission: 09/19/2007
Revised: 06/15/2011
Proposed Revisions 08/29/2019

Ventura Unified School District
 Classified Human Resources
 PERSONNEL COMMISSION

Salary Survey for Payroll Technician

Data as of 08/2019

Districts Surveyed

District	County	Title	Lowest Placement on Salary Range	Highest Placement on Salary Range	Comments
Santa Barbara County Education Office	Santa Barbara	Payroll Technician	\$4,224.00	\$5,928.00	25 steps
Oxnard Union High	Ventura	Senior Payroll Technician	\$4,586.00	\$5,586.00	
Ventura County Office of Education	Ventura	Payroll/Benefits Specialist	\$4,092.00	\$5,099.00	
Pleasant Valley School District	Ventura	Accounting Technician	\$4,137.00	\$5,034.00	
Carpinteria Unified School District	Santa Barbara	Accounting Technician	\$3,515.00	\$5,013.00	13 steps
Las Virgenes Unified	Los Angeles (participates)	Payroll Specialist	\$3,972.00	\$4,923.00	
Santa Paula Unified	Ventura	Accounting Technician	\$3,923.00	\$4,766.00	
Oxnard Elem School District	Ventura	Payroll Technician	\$3,916.00	\$4,763.00	
Ocean View Elementary	Ventura	Account Clerk III	\$3,895.00	\$4,761.00	
Santa Barbara Unified School District	Santa Barbara	Payroll Technician	\$3,808.00	\$4,529.00	
Conejo Valley Unified	Ventura	Payroll Technician	\$3,705.00	\$4,524.00	
William S. Hart Union	Los Angeles (participates)	Payroll Technician	\$3,801.00	\$4,402.00	
Moorpark Unified	Ventura	Accounting Technician	\$3,246.00	\$4,344.00	7 steps
Simi Valley Unified	Ventura	Payroll Technician	\$3,384.00	\$4,148.00	
Fillmore Unified	Ventura	Account Clerk II	\$3,398.00	\$4,128.00	
RioSchool District	Ventura	Account Clerk III	\$3,393.00	\$4,120.00	
Ventura Unified School District	Ventura	Payroll Technician	\$3,165.00	\$3,964.00	
Ojai Unified	Ventura	Senior Accounting Assistant	\$3,324.00	\$3,742.00	
Briggs School District	Ventura				
Hueneme Elementary School District	Ventura				
Mesa Union School District	Ventura				
Mupu Elementary School District	Ventura				
Oak Park Unified	Ventura				
Somis Union Elementary School District	Ventura				
Ventura County School Business Authority	Ventura				

Average Salary (Monthly) **\$3,749.11** **\$4,654.11**

Median Salary (Monthly) **\$3,804.50** **\$4,645.00**

Ventura Unified School District **\$3,165.00** **\$3,964.00** range 210
 18.45% below 17.41% below

RECOMMENDED **\$3,536.00** **\$4,441.00** range 230
 6.02% below 4.79% below

**CONSENT AGENDA ITEMS
PERSONNEL TRANSACTIONS REPORT
TO PERSONNEL COMMISSION FOR APPROVAL: 8/29/2019**

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.

PROBATIONARY APPOINTMENTS

GATTIAN, JEFFREY	BUS DRIVER	8/20/19	
GREEN, RAIN	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
GROENVELD, SHARON	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
HUSTED, AMY	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
JOHNSON, SANDRA	SCHOOL OCCUPATIONAL THERAPIST	8/20/19	
LOPEZ, CONSUELO	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
MINKS, MASAYO	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
MONSON, HANNAH	EDUCATIONAL SIGN LANG. INTERPRETER	8/16/19	
MONTERO, CHRISTINA STEPHANIE	EDUCATIONAL SIGN LANG. INTERPRETER	8/20/19	
OJEDA, REBEKAH	CHILD DEVELOPMENT TEACHER	8/19/19	
PEREZ, JUAN	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	PROMOTIONAL
RANDOLPH, DENISE	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
ROSADO, JASMINE	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	PROMOTIONAL
SANDLER, KAREN	EDUCATIONAL SIGN LANG. INTERPRETER	8/16/19	
SCHNEIDER, ALLISON ROSE	SCHOOL OCCUPATIONAL THERAPIST	8/20/19	
SHERWOOD, RENE	BUS DRIVER	8/20/19	
TALLEY, NADINE MARIE	EDUCATIONAL SIGN LANG. INTERPRETER	8/20/19	
VALDEZ, GRISELDA	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
VISSER, NICOLAS	BUS DRIVER	8/20/19	
WY, MARIA THERESA	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	

PERMANENT TO PROBATIONARY

CANCHOLA, XAVIER	DELEGATED BEHIND THE WHEEL TRAINER	8/14/19	
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PROBATIONARY TO PERMANENT

DANEBROCK, SHARILYN	SCHOOL ADMINISTRATIVE ASSISTANT III	8/13/19	
ELLIS, DIANA	ACCOUNTING SUPERVISOR	8/1/19	

LIMITED TERM, PROVISIONAL

CASTRO, CARLICIA	CUSTODIAN	6/17/19
CAZARES DAVALOS, KENA	SCHOOL ADMINISTRATIVE ASSISTANT I	6/11/19
CORTES, PATRICIA	OFFICE ASSISTANT	7/31/19
DE LA CRUZ, MARCELA	OFFICE ASSISTANT	7/30/19
GUERRERO, ARIANA	OFFICE ASSISTANT	7/30/19
GUZMAN, CHRISTINE	CHILD CARE ASSISTANT	6/7/19
LOPEZ, ALICIA	OFFICE ASSISTANT	6/18/19
LOWE, MARIE	ASB ACCOUNTING TECHNICIAN	7/29/19
MIJARES, DANIELLE	CUSTODIAN	6/17/19
PEREZ, CARLOS	WAREHOUSE WORKER/DELIVERY DRIVER	6/17/19
SHEAN, ERIN	ELEMENTARY SCHOOL SERVICES ASSISTANT	6/18/19
WHITEFORD, DAWN	SENIOR OFFICE ASSISTANT	6/14/19

CHANGE OF STATUS

ABUGHAZALEH, AMAL	PARAEDUCATOR SPECIAL EDUCATION	8/20/19: CHANGE IN HOURS--3.00 HRS TO 4.50 HRS; SAME POSITION
AGUIRRE, ANITA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--7.25 HRS/DAY TO 7.50 HRS/DAY
ANDERSON, SIDIA	PARAEDUCATOR SPECIAL EDUCATION	8/20/19: CHANGE IN HOURS--28.75 HRS PER WEEK TO 30.25 HRS PER WEEK; SAME POSITION
ATKINS, DAVID	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--4.50 HRS/DAY TO 4.25 HRS/DAY
BRANT, JAN	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--5.00 HRS/DAY TO 4.75 HRS/DAY
BROWN, SARAH	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019-2020 ROUTE BIDDING--SAME TIME BASE
BURKHART, SHEILA	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019-2020 ROUTE BIDDING--SAME TIME BASE
CANO, ELVA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--6.25 HRS/DAY TO 6.50 HRS/DAY
CASTRO, REBECA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--6.50 HRS/DAY TO 6.00 HRS/DAY
CORNEJO, MIRIAM	PARAEDUCATOR SPECIAL EDUCATION	8/20/19: CHANGE IN HOURS--28.75 HRS PER WEEK TO 30.25 HRS PER WEEK; SAME POSITION
COYLE, CAROL	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--6.00 HRS/DAY TO 6.25 HRS/DAY

CRANFILL, KIRSTIN	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.50 HRS/DAY TO 5.25 HRS/DAY
DE LA CRUZ, MARCELA	PARENT-TEACHER LIAISON	8/21/19: CHANGE IN HOURS--3.52 HRS PER WEEK/143 DAYS TO 31.50 HRS PER WEEK/ 180 DAYS; SAME POSITION
DICKERSON, CARMEN	NOON DUTY / PLAYGROUND SUPERVISOR	8/21/19: CHANGE IN HOURS--6.50 HRS PER WEEK TO 9.25 HRS PER WEEK; SAME POSITION
FELKINS, LISA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.65 HRS/DAY TO 5.00 HRS/DAY
FERNANDEZ, NANCY	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.00 HRS/DAY TO 6.25 HRS/DAY
GOMEZ, PATRICIA	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019- 2020 ROUTE BIDDING--SAME TIME BASE
GUERRERO BRAVO, JUANA	NOON DUTY / PLAYGROUND SUPERVISOR	8/21/19: CHANGE IN HOURS--3.00 HRS TO 4.00 HRS; SAME POSITION
HARRISON, DAVID	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.75 HRS/DAY TO 5.00 HRS/DAY
LOPEZ, FRANCISCO	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--6.25 HRS/DAY TO 6.50 HRS/DAY
LOPEZ, MARIA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.75 HRS/DAY TO 6.25 HRS/DAY
MAHONEY, CALI	PARAEDUCATOR SPECIAL EDUCATION	8/20/19: ASSIGNMENT CHANGE, SAME LOCATION & TIME BASE
MANDUJANO, SUHEY	PARAEDUCATOR	8/21/19: CHANGE IN HOURS--3.00 HRS TO 4.50 HRS; SAME POSITION
MANN, KIMBERLY	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.00 HRS/DAY TO 5.25 HRS/DAY
MANRIQUEZ, ARCINA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--6.00 HRS/DAY TO 5.00 HRS/DAY
MARTINEZ, DANIELLE	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.75 HRS/DAY TO 5.25 HRS/DAY
MC CASLIN, MELISSA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.50 HRS/DAY TO 5.25 HRS/DAY
MENDEZ, JOSE CARLOS	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--6.20 HRS/DAY TO 6.25 HRS/DAY
MINERO, MIGUEL	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.75 HRS/DAY TO 4.50 HRS/DAY

MONTANEZ, DIONISIO	CAMPUS SUPERVISOR	8/21/16: CHANGE IN HOURS--22.50 HRS PER WEEK TO 33.25 HRS PER WEEK; SAME POSITION
NAJIEB, FATIMAH	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--4.75 HRS/DAY TO 6.00 HRS/DAY
OLID, NATHAN	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--5.50 HRS/DAY TO 6.00 HRS/DAY
PAYNE, MARTHA	NOON DUTY / PLAYGROUND SUPERVISOR	8/21/19: CHANGE IN HOURS--1.50 HRS PER WEEK TO 2.75 HRS PER WEEK; SAME POSITION
QUIRARTE, NANCY	CUSTODIAN	7/29/19: REINSTATEMENT FROM RE-EMPLOYMENT LIST (BENEFITS EXHAUSTION) @BUENA HIGH
RODRIGUEZ JIMENEZ, JOSEFINA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--5.50 HRS/DAY TO 5.25 HRS/DAY
RUBALCAVA, LIDIA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--4.50 HRS/DAY TO 4.75 HRS/DAY
SMITH, KIRK	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--4.50 HRS/DAY TO 6.00 HRS/DAY
THOMAS, PHYLLIS	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--5.25 HRS/DAY TO 5.50 HRS/DAY
TORRES, BERTHA	PARAEDUCATOR SPECIAL EDUCATION	8/19/16: CHANGE IN HOURS--20.50 HRS PER WEEK TO 28.75 HRS PER WEEK; SAME POSITION
VALERIO, LAURIE	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--5.00 HRS/DAY TO 5.50 HRS/DAY
VELASCO, BLANCA	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019-2020 ROUTE BIDDING--SAME TIME BASE
VENERACION, JOHN	CERTIFIED OCCUPATIONAL THERAPY ASST.	8/20/19: REINSTATEMENT @ ITINERANT / SPECIAL EDUCATION DEPT.
WOODS, THOMAS	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--5.50 HRS/DAY TO 6.00 HRS/DAY
WOODWARD, MARGARET	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019-2020 ROUTE BIDDING--SAME TIME BASE
YOUTZ, MARCIE	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ² ROUTE BIDDING--5.25 HRS/DAY TO 5.75 HRS/DAY

LEAVE OF ABSENCE

ARGUETA, JODIE	EMPLOYEE BENEFITS SPECIALIST	7/1/19 - 8/20/19 (25% LEAVE)
ARIZAGA, CARMEN	SCHOOL SUPPORT SECRETARY	8/2/19 - 8/2/20
ROSARIO, AMY	BEHAVIOR SUPPORT ASSISTANT	8/20/19 - 1/5/20

WORKING OUT OF CLASSIFICATION

BARRERA, JAVIER	GROUNDS MAINTENANCE WORKER I FACILITIES SERVICES	7/1-3,8-12,15-19,22-26,30-31/19
BEATTIE, NEIL	MAINTENANCE MANAGER FACILITIES SERVICES	7/11/19
CARRILLO, STEVEN	HEAD CUSTODIAN I FACILITIES SERVICES	7/1-3,8-12,15-19,22-26/19
CLARK, ANNA	EXECUTIVE ASSISTANT CERTIFICATED HR / ESC	7/22-26,29-31/19
COOPER, DANIEL	MAINTENANCE MANAGER FACILITIES SERVICES	7/26,29-31/19
FLORES, MARCO	LEAD GROUNDS MAINTENANCE WRKR FACILITIES SERVICES	7/18-19,22-26,29/19
HERNANDEZ, ALFREDO	GROUNDS MAINTENANCE WORKER II FACILITIES SERVICES	7/1-3,8-12,15-19,23-26,29-31/19
JONES, JERRY	LEAD BUILDING TRADES MECHANIC FACILITIES SERVICES	7/26,29-31/19
LASSICH, SHARI	LEAD CUSTODIAN FACILITIES SERVICES	7/2-3,15,19/19
MENDOZA, PEDRO	LEAD CUSTODIAN FACILITIES SERVICES	7/5,8,30/19
MOSS, IAN	HEAD CUSTODIAN II FACILITIES SERVICES	7/29-31/19
ROCHE, CHRISTOPHER	HEAD CUSTODIAN II FACILITIES SERVICES	7/2-3,5,8,15,30/19
RODRIGUEZ, NOAH	CARPENTER FACILITIES SERVICES	7/15-17,19,23-26,29-31/19
SAINT, RICHARD	DIR., MAINTENANCE AND OPERATIONS FACILITIES SERVICES	7/19,26,29-31/19
SILVA, RAFAEL	HEAD CUSTODIAN II FACILITIES SERVICES	7/1-3,5,8-12,15-18/19
VARGAS, JESUS	METAL WORKER-WELDER FACILITIES SERVICES	7/11-12,15,19,29,31/19

SEPARATION FROM SERVICE

ALLEN, NATALEE	PARAEDUCATOR SPECIAL EDUCATION	7/22/19
ARDISSONI, CARLA	ELEMENTARY SCHOOL SERVICES ASSISTANT	8/14/19 1 OF 2 POSITIONS
BENNETT, SAMUEL	CAMPUS SUPERVISOR	8/14/19
CLANCY, VERONICA	CAMPUS SUPERVISOR	8/6/19
CLAUDIO, ANGELICA	PARAEDUCATOR SPECIAL EDUCATION	8/9/19
DERBY, GWENDOLYN	CHILD NUTRITION ASSISTANT I	7/12/19
GARZA, BLANCA	CHILD DEVELOPMENT TEACHER	6/28/19 RETIRED WITH 17 YOS

GINSBERG, KATHY	ELEMENTARY SCHOOL SERVICES ASSISTANT	6/21/19	RETIRED WITH 6 YOS
GOMEZ, MARTHA	NOON DUTY / PLAYGROUND SUPERVISOR	8/16/19	
HOPKINS, CASSANDRA	PARAEDUCATOR SPECIAL EDUCATION	7/24/19	
JOHNSON, REBECCA	SENIOR OFFICE ASSISTANT	6/25/19	
JORDAN, MICHELLE	PARAEDUCATOR SPECIAL EDUCATION	8/12/19	
LESEBERG, DIANE	ELEMENTARY SCHOOL SERVICES ASSISTANT	6/20/19	RETIRED WITH 16 YOS
LESEBERG, DIANE	OFFICE ASSISTANT	6/20/19	RETIRED WITH 16 YOS
METZ, MICHELLE	BEHAVIOR SUPPORT ASSISTANT	7/18/19	ACCEPTED VUSD CERTIFICATED POSITION
MORIN, MAHIKA	PARAEDUCATOR SPECIAL EDUCATION	8/7/19	
REAL, MONIKA	PARAEDUCATOR SPECIAL EDUCATION	8/7/19	
REYNA, REYNALDO	CHILD NUTRITION ASSISTANT I	8/19/19	
SMITH, DEBRA	OFFICE ASSISTANT	6/19/19	RETIRED WITH 18 YOS
STEVENSON, RONDA	PARAEDUCATOR SPECIAL EDUCATION	8/19/19	
TORRES, ASHLEY	PARAEDUCATOR SPECIAL EDUCATION	7/31/19	