



PERSONNEL COMMISSION MEETING
January 18, 2023

The Personnel Commission holds their meetings on the third Wednesday of each month at 4:30 p.m. unless otherwise noticed.

The Personnel Commission may consider and act on an agenda item in a different order or an item may be considered earlier or later than the estimated time. Additionally, discussion of the agenda items may be postponed to a future meeting.

PUBLIC ACCESS/COMMENTS

In accordance with Governor Newsom's Executive Order N-29-20 regarding COVID-19, members of the public will continue to have the right to observe the public meeting via <https://us02web.zoom.us/j/83122276033> and submit public comment in writing at Classifiedhr@venturausd.org or live (real-time) public comment via the Zoom Platform. Both written and live public comment requests are available for Closed Session agenda items and regular session agenda items.

Written public Comment requests will be accepted for a 24-hour period ending one hour prior to the start of the Opening Procedure of the meeting, (no later than 3:30pm on Wednesday, January 11, 2023). All written public comment received via the designated email address, referenced above, will be provided to the Personnel Commission prior to the start of the meeting for review. The written public comment will not be read or summarized, but will be made part of the minutes of the Personnel Commission meeting. ANY WRITTEN PUBLIC COMMENT RECEIVED BEFORE OR AFTER THE 24 HOUR PERIOD WILL NOT BE PROCESSED. If giving a live public comment, the public must use the "raise hand" function of the Zoom webinar at the time of the item they wish to comment on, including general public comment agenda item or other agendized items. Those attending via phone call, which does not allow the raise hand function, will be unmuted at the beginning of the Public Comment agendized item and asked if they have a public comment to share now or for a subsequent individual agendized item. Public comments are limited to three minutes.

In the event of a service disruption that prevents broadcasting the audio portion of the meeting, or in the event of a disruption within the local agency's control that prevents public comment for members of the public using the call-in option or internet-based option, the Personnel Commission will stop the meeting and take no further action on agenda items until public access is restored.

POSTING INFORMATION

The agenda for the special Personnel Commission meetings will be posted 24 hours in advance. The Personnel Commission Agenda is posted at the following location:

- Ventura Unified School District, Education Service Center (Always)
255 W. Stanley Avenue, Suite 100, Ventura, CA (Guard shack)

This serves as the main posting location pursuant to the Brown Act, Government Code §54954.2(a)

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.

PERSONNEL COMMISSION REGULAR MEETING AGENDA – JANUARY 18, 2023

Public Access

Public Streaming of the Personnel Commission Meeting at

<https://us02web.zoom.us/j/83122276033>

A. CALL TO ORDER - 4:30 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- December 14, 2022
- January 11, 2023 Special Meeting

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. Persons wishing to address the Personnel Commission should complete a "speaker form" and turn it into the recording secretary. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Members of the public 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: February 15, 2023

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F. ACTION AGENDA ITEMS

1. Approval of Revised Classification Specification: Child Nutrition Assistant I
2. Approval of Revised Classification Specification: Child Nutrition Assistant II
3. Approval of Revised Classification Specification: Child Nutrition Manager - Elementary
4. Approval of Revised Classification Specification: Child Nutrition Manager - Secondary

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

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MINUTES
December 14, 2022

CALL TO ORDER	<p>A regular meeting of the Personnel Commission of the Ventura Unified School District was held via Zoom on December 14, 2022. Mr. Walker, Chair, called the meeting to order at 4:30 p.m.</p> <p>Present: Commissioners Walker, Stallings and Campbell. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Human Resources Supervisor; and Reina Murillo, Human Resources Analyst, Confidential.</p>
ADOPTION OF AGENDA	<p>On a motion by Ms. Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the December 14, 2022 Personnel Commission regular meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Campbell , Walker; Nay 0; Abstain 0)</p>
Item C	<p>Adoption of Resolution #22-04, Personnel Commission’s Authority to Hold Virtual Meetings Pursuant to AB 361</p> <p>On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU the Personnel Commission adopted Resolution #22-04 and will hold the meeting via Zoom.</p>
APPROVAL OF MINUTES	<p>On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU the minutes of the November 16th Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0)</p>
PUBLIC COMMENTS	<p>None</p>
ITEM E1	<p><u>VESPA REPORT</u></p> <p>Ms. Carol Peek, VESPA President reported:</p> <ol style="list-style-type: none">1) Negotiations is the big item. We have reached a tentative agreement. VESPA is excited and happy with the outcome. We have agreed to a 10% on schedule and a 2% off schedule, retro back to July 1, 2022. We also agreed to move to CSEBO, a new GPO, which will be effective July 1, 2023. We also have some trigger language, so there is no hard cap on health care, but there is agreed language that if it gets close we can come back to discussion to reach an agreement.2) This has been one of the hardest negotiations, but at the end of it all, VESPA and all parties were very happy with what we agreed to. Now is the time to prepare and mend hurt feelings. It is a time to move forward.3) VESPA has put it out the tentative agreement for vote, and we are voting now. As of today, 152 VESPA members have voted. This is a good number. Voting closes on Sunday the 18th.4) Membership is going great. Over the past 3 months, we have signed up 32 new members. We have a full board now, all 9 Zone directors filled. We also added 7 more site reps at sites that didn’t have reps there. VESPA is on an upward swing.5) Attended the BOE meeting last night to wish Velma Lomax a happy retirement. She will be extremely missed by VESPA, as she has always been an advocate for VESPA and for ESPs.
ITEM E2	<p><u>DIRECTOR’S REPORT</u></p> <p>Ms. Crouch reported</p> <ol style="list-style-type: none">1) We were very pleased with the negotiations session we had with both bargaining units. We worked on a lot of the contract language in the room together. It was very collaborative and a good way to end negotiations.2) At the BOE meeting, we did say farewell to Ms. Velma Lomax. Everyone thanked her for her 29 years of service to VUSD last night. In addition, the Board had the opportunity to welcome new board member, James Forsythe. He is assuming Ms. Lomax seat. Also, the Board announced the appointment of our new Assistant Superintendent, Business Services, Mr. Ahsan Mirza. The hope is he will start beginning of February, end of January. In addition, the Board also appointed Ms. Bobbie Powers as the new Director of Secondary Education. Bobbi Powers is currently the Principal at Mound and she will begin her new position upon return from Winter Break.

- 3) The Personnel Commission Annual Report will be presented to the Board of Education at the January 10th meeting. This will be an opportunity for myself and Ms. Campbell, the Board appointee Commissioner, to present the report on behalf of the Personnel Commission.
- 4) Reminder, Winter Break is coming up December 19th – January 2nd. 12- Month employees will be working the 5 work days during that time and the ESC will be open.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- o Winter Break is December 19th – January 2nd
- o Next Board meeting is scheduled for Tuesday, January 10th

ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE

Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.

ITEM F1 ANNUAL ORGANIZATION OF THE PERSONNEL COMMISSION – ELECTION OF OFFICERS

Mr. John Walker, Commission Chair, administered the oath of office to Ms. Cathi Stallings. Ms. Cathi Stallings was reappointed to a three-year term to the Personnel Commission as the Classified Employees' representative effective December 1, 2022.

On a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to appoint Commissioner Ms. Campbell as Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Walker, Stallings, Campbell; Nay 0; Abstain 0)

On a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to appoint Commissioner Ms. Stallings as Vice-Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Campbell, Walker, Stallings; Nay 0; Abstain 0)

ITEM F2 REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 150.16 (LEAVES OF ABSENCE WITHOUT PAY)

After discussion regarding the proposed revisions regarding leave of absence without pay by probationary employees, the Personnel Commission set the next regularly scheduled Commission meeting as the date action will be taken on the proposed revisions to Personnel Commission Rules and Regulations, Section 150.16, Leave of Absence Without Pay.

ITEM G1 PERSONNEL TRANSACTIONS REPORT

On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the Personnel Transactions Report as presented by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)

ITEM H COMMISSION COMMENTS

None

ITEM I1 CLOSED SESSION:

It was decided that Closed Session was not needed at this time.

ITEM J REPORT OF ACTION TAKEN IN CLOSED SESSION

There was no Closed Session.

ADJOURNMENT On a motion by Ms. Campbell seconded by Ms. Stallings, MSCU to adjourn the meeting at 5:00 p.m.



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MINUTES
January 11, 2023

CALL TO ORDER	<p>A special meeting of the Personnel Commission of the Ventura Unified School District was held via Zoom at on January 11, 2023. Ms. Campbell, Chair, called the meeting to order at 4:00 p.m.</p> <p>Present: Commissioners Campbell, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Human Resources Supervisor; and Reina Murillo, Human Resources Analyst, Confidential.</p>
ADOPTION OF AGENDA	<p>On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the January 11, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)</p>
Item C	<p>Adoption of Resolution #23-01, Personnel Commission’s Authority to Hold Virtual Meetings Pursuant to AB 361</p> <p>On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU the Personnel Commission adopted Resolution #23-01 and will hold the meeting via Zoom.</p>
PUBLIC COMMENTS	<p>None</p>
ITEM E1	<p><u>APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 150.16, PROBATIONARY EMPLOYEES VACATION RIGHTS</u></p> <p>On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU), the Personnel Commission approved the revisions to Personnel Commission Rules and Regulations, Section 150.16, Leaves of Absence Without Pay, as presented by a vote of 3-0. (Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)</p>
ITEM E2	<p><u>APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, Chapter 140, VACATIONS</u></p> <p>On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU), the Personnel Commission approved the revisions to Personnel Commission Rules and Regulations, Chapter 140, Vacations, as presented by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)</p>
ITEM E3	<p><u>APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, CHAPTER 150, LEAVES OF ABSENCE</u></p> <p>On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU), the Personnel Commission approved the revisions to Personnel Commission Rules and Regulations, Chapter 150, Leaves of Absence, as amended by a vote of 3-0. (Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)</p>
ITEM E4	<p><u>APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, CHAPTER 160, HOLIDAYS</u></p> <p>On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU), the Personnel Commission approved the revisions to Personnel Commission Rules and Regulations, Chapter 160, Holidays, as presented by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)</p>
ITEM E5	<p><u>APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, CHAPTER 170, COMPENSATION AND PAY PRACTICES, 170.2.1, INITIAL SALARY PLACEMENT</u></p> <p>On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU), the Personnel Commission approved the revisions to Personnel Commission Rules and Regulations, Chapter 170, Compensation and Pay Practices, 170.2.1, Initial Salary Placment, as presented by a vote of 3-0. (Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)</p>
ITEM E6	<p><u>APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, CHAPTER 220, PROFESSIONAL GROWTH</u></p> <p>On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU), the Personnel Commission approved the revisions to Personnel Commission Rules and Regulations, Chapter 220, Professional Growth, as presented by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)</p>
ITEM I	<p><u>COMMISSION COMMENTS</u></p> <p>None</p>
ADJOURNMENT	<p>On a motion by Ms. Stallings seconded by Mr. Walker , MSCU to adjourn the meeting at 4:44 p.m.</p>



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: January 18, 2023

Subject: Approval of Revised Classification Specifications
Child Nutrition Assistant I
Child Nutrition Assistant II
Child Nutrition Manager – Elementary
Child Nutrition Manager - Secondary

The Ventura Unified School District is planning recruitment efforts to fill vacant Food and Nutrition Services (FNS) vacancies. In preparation of filling these positions, a review of the established classifications within the FNS career ladder were reviewed. After reviewing the classification specifications, it was determined that minor revisions needed to be made to the essential duties, KSA's and minimum qualifications for the positions of: Child Nutrition Assistant I, Child Nutrition Assistant II, Child Nutrition Manager-Elementary, and Child Nutrition Manager-Secondary.

It is therefore recommended that the Personnel Commission approve the attached, revised classifications as presented.

Attachment: proposed classification specifications for
CNA I, CNA II, Child Nutrition Manager-Elementary & Child Nutrition Manager-Secondary



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CLASS TITLE: CHILD NUTRITION ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned Child Nutrition Manager, assist in quantity preparation and serving of foods at an assigned school site; **cook heat and serve meal items**; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Assistant I classification is the entry-level classification of in this series **the Food & Nutrition Services (FNS) career ladder**. Incumbents perform routine food service activities at an assigned school site. The Child Nutrition Assistant II classification is the experienced level class responsible for more technical food service activities such as **scratch** cooking and baking. ~~The Child Nutrition Assistant III classification transports food, and/or oversees snack bar operations at an assigned school.~~ **The next level within the FNS career ladder specialize in kitchen or operations functions (i.e. Child Nutrition Manager or FNS Operations positions).**

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in the preparation and service of food; ~~prepare fruits, vegetables, cereals and desserts~~; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; take temperature of foods **during cooking, serving and cooling** ~~prior to serving~~ as assigned.

Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; clean spills in a timely manner to assure a safe and sanitary work environment; ~~wash trays, pots, pans, plates, utensils and other serving equipment~~ **dishes**.

Clean ~~serving counters, tables, chairs, food containers and other~~ food service equipment **and surfaces**; prepare food and beverages for sale; count and set-up plates, trays and utensils .

Prepare ~~salads, sandwiches and packaged~~ foods for **meal service in a timely and an appropriate manner**. ~~distribution; mix, slice, grate and chop food items; open cans; set out prepared foods; replenish containers as necessary.~~

Perform routine cashiering duties utilizing a Point of Sale (POS) system as assigned; count money and make correct change.

Operate standard food service equipment such as slicers, ~~and~~ warmers, **ovens, stoves, tilt skillets and commercial mixers**.

Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas. **Assist in checking, storing and dating delivery items.**

OTHER DUTIES:

Perform **other** related duties as assigned **that support the overall objective of the position.**

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Basic food preparation including washing, cutting and assembling food items and ingredients.
Basic kitchen utensils and equipment.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Basic math and cashiering skills.
Oral and written communication skills.

ABILITY TO:

Provide timely service of foods for students and staff at an assigned school site.
Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition.
Learn methods and procedures for preparing and serving food in large quantities.
Learn sanitation practices related to the handling and serving of food.
Learn the proper operations of a POS system.
Wash, cut, slice, grate, mix and assemble food items and ingredients.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Understand and follow oral and written directions.
Operate a cash register and make change accurately.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities **required for the position.** ~~listed above.~~ **Some experience assisting in quantity food preparation and/or serving of foods highly desirable.**

WORKING CONDITIONS:**ENVIRONMENT:**

Food service environment.
Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects.
Working around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.



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CLASS TITLE: CHILD NUTRITION ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned Child Nutrition Manager, **coordinate and oversee** prepared ~~and serve~~ hot and cold menu items **that are served** to students and staff at an assigned school site; participate in cooking and baking various food items; maintain food service facilities, equipment and utensils in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

~~The Child Nutrition Assistant II classification is the experienced level class responsible for more technical food service activities such as cooking and baking. The Child Nutrition Assistant III classification transports food, and/or oversees snack bar operations at an assigned school. The Child Nutrition Assistant I classification is the entry level class in this series. Incumbents perform routine food service activities at an assigned school site.~~

The Child Nutrition Assistant I ~~classification~~ is the entry-level class**ification of in this series the Food & Nutrition Services (FNS) career ladder**. Incumbents perform routine food service activities at an assigned school site. The Child Nutrition Assistant II classification is the experienced level class responsible for more technical food service activities such as **scratch** cooking and baking. ~~The Child Nutrition Assistant III classification transports food, and/or oversees snack bar operations at an assigned school.~~ **The next level within the FNS career ladder specializes in kitchen or operations functions (i.e. Child Nutrition Manager or FNS Operations positions).**

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prepare and serve a variety of hot and cold menu items; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; assure compliance with safety and sanitation regulations. **Accurately follow and prepare district recipes.**

Participate in cooking and baking a variety of food items such as main dishes, breads and desserts.

~~Prepare fruits, vegetables, cereals and desserts;~~ **and** assemble various ingredients **and recipes** as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean spills in a timely manner to assure a safe and sanitary work environment; wash ~~trays, pots, pans, plates, utensils and other serving equipment~~ **dishes**.

~~Clean serving counters, tables, chairs, food containers and other food service equipment~~ **and surfaces**; prepare food and beverages for sale; count and set-up plates, trays and utensils.

~~Prepare salads, sandwiches and packaged foods for~~ **meal service in a timely and an appropriate manner.** ~~distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary.~~

Perform routine cashiering duties utilizing a Point of Sale (POS) system as assigned; count money and make correct change.

Operate standard food service equipment such as slicers, warmers, ovens, stoves, **tilt skillets and commercial mixers.** ~~and carts.~~

Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas; assist with daily and periodic inventories as assigned.

Maintain routine records related to assigned activities.

~~OTHER DUTIES:~~

Perform **other** related duties as assigned **that support the overall objective of the position.**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantity food preparation including washing, cutting and assembling food items and ingredients.

Sanitation and safety practices related to preparing, handling and serving food.

Standard kitchen equipment and utensils.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Basic math and cashiering skills.

Oral and written communication skills.

Basic record-keeping techniques.

ABILITY TO:

Prepare and serve hot and cold menu items to students and staff at an assigned school site.

Participate in **prepping**, cooking and baking various food items.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition.

Wash, cut, slice, grate, mix and assemble food items and ingredients.

Operate standard kitchen equipment safely and efficiently.

Operate a POS system.

Follow health and sanitation requirements.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Operate a cash register and make change accurately.

Maintain routine records.

Meet schedules and time lines.

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: one year experience in quantity food preparation.~~

Any combination of education, training and experience equivalent to one year of experience in quantity food preparation.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Safety Manager Certification; employees must fulfill certification requirement within the first three (3) months of the probationary period.

WORKING CONDITIONS:**ENVIRONMENT:**

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

Approved by Personnel Commission:

09/19/2007

Revised:

03/15/2017

01/18/2023 to Personnel Commission for review and approval



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CLASS TITLE: CHILD NUTRITION MANAGER-ELEMENTARY

BASIC FUNCTION:

Under the direction of an assigned **the Director of Food and Nutrition Services (FNS) manager or designee**, oversee food service operations and activities at an assigned elementary school site; coordinate personnel, resources, fiscal activities and information to assure smooth and efficient food service activities; train and provide work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Manager – Elementary serves as a lead in kitchen operations at an elementary site. The Child Nutrition Manager – Secondary serves as a lead in kitchen operations at a secondary site. The Food and Nutrition Services Operations Assistant serves as a lead in FNS Operations and is an itinerant position responsible for preparing and transporting food for assigned sites and catering events, and maintaining department communications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee food service operations and activities at an assigned elementary school site; establish and maintain school site food service time lines and priorities; assure food service activities comply with established laws, codes, regulations, policies, standards and procedures.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Determine appropriate quantity of food items for preparation; coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.

Coordinate activities to assure staff understanding of food service procedures, specifications and standards; coordinate purchasing and inventory activities; estimate and requisition food quantities, equipment and supplies as needed; receive, inspect and verify delivery of food and supplies.

Monitor activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.

Prepare, cook, bake, heat and serve a variety of food items as needed; participate in stocking, cleaning and sanitizing activities; assure proper rotation of ~~salad bar~~ items.

Participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations, personnel, requisitions, purchases, transfers, inventory, food temperatures and assigned activities.

Communicate with staff, students, parents and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; confer with administrators and personnel regarding

cafeteria needs, conditions and menu changes.

Oversee various catering activities if provided on campus; prepare invoices for catered functions; receive, process and coordinate catering requests.

Operate standard office equipment including a computer and assigned software; utilize various food service equipment.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct employee training sessions.

Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily meal count reports.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of food service operations and activities.
Methods of preparing, cooking and serving foods in large quantities.
Methods of adjusting and extending recipes and proper substitutions.
Food service quality, portion control and appearance standards related to food items.
Proper methods of storing equipment, materials and supplies.
Applicable laws, codes, regulations, policies and procedures.
Sanitation and safety practices related to preparing, handling, cooking and serving food.
Standard kitchen equipment, utensils and measurements.
Principles and practices of training and providing work direction.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Health and safety regulations.
Record-keeping and report preparation techniques.

ABILITY TO:

Oversee food service operations and activities at an assigned elementary school site.
Coordinate personnel, resources, fiscal activities and information to assure smooth and efficient food service activities.
Train and provide work direction to assigned staff.
Coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.
Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
Communicate effectively both orally and in writing.
Follow and assure compliance with health and sanitation requirements.
Estimate food quantities and requisition proper amounts for economical food service.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance of records and reports.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent, and 3 years of progressively responsible food services experience, including responsibility for preparing and/or coordinating the services of food in large quantities. Experience as a team leader or in a supervisory capacity highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid ServSafe Certificate; employees must fulfill certification requirement within the first three (3) months of the probationary period.
- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Approved by Personnel Commission:
Revised:

09/19/2007
12/15/2021

01/18/2023 to Personnel Commission for review and approval



For the future of every student

CLASS TITLE: CHILD NUTRITION MANAGER-SECONDARY

BASIC FUNCTION:

Under the direction of the ~~Assistant~~ Director of Food and Nutrition Services **(FNS) or designee**, oversee food service operations and activities at an assigned secondary school site; coordinate personnel, resources, fiscal activities and information to assure smooth and efficient food service activities; train and provide work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Manager – Secondary serves as a lead in kitchen operations at a secondary site, whereas the Child Nutrition Manager – Elementary serves as a lead in kitchen operations at an elementary site. Promotional opportunities exist within the established Food and Nutrition Services career ladder through advancement to FNS Operations positions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee food service operations and activities at an assigned secondary school site; establish and maintain school site food service time lines and priorities; assure food service activities comply with established laws, codes, regulations, policies, standards and procedures.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Determine appropriate quantity of food items for preparation; coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.

Coordinate activities to assure staff understanding of food service procedures, specifications and standards; coordinate purchasing and inventory activities; estimate and requisition food quantities, equipment and supplies as needed; receive, inspect and verify delivery of food and supplies.

Monitor activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.

Prepare, cook, bake, heat and serve a variety of food items as needed; participate in stocking, cleaning, and sanitizing activities; assure proper rotation of items.

Participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations, personnel, requisitions, purchases, transfers, inventory, food temperatures and assigned activities.

Oversee various catering activities; prepare invoices for catered functions; receive, process and coordinate catering requests.

Communicate with staff, students, parents and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; confer with administrators and personnel regarding cafeteria needs, conditions and menu changes.

Operate standard office equipment including a computer and assigned software; utilize various food service equipment.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct employee training sessions.

Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily meal count reports.

OTHER DUTIES:

Perform **other** related duties as assigned **that support the overall objective of the position.**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of food service operations and activities.
Methods of preparing, cooking and serving foods in large quantities.
Methods of adjusting and extending recipes and proper substitutions.
Food service quality, portion control and appearance standards related to food items.
Proper methods of storing equipment, materials and supplies.
Applicable laws, codes, regulations, policies and procedures.
Sanitation and safety practices related to preparing, handling, cooking and serving food.
Standard kitchen equipment, utensils and measurements.
Principles and practices of training and providing work direction.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Health and safety regulations.
Recordkeeping and report preparation techniques.

ABILITY TO:

Oversee food service operations and activities at an assigned secondary school site.
Coordinate personnel, resources, fiscal activities and information to assure smooth and efficient food service activities.
Train and provide work direction to assigned staff.
Coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.
Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
Communicate effectively both orally and in writing.
Follow and assure compliance with health and sanitation requirements.
Estimate food quantities and requisition proper amounts for economical food service.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance 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 and four years increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes and one year in a lead capacity.~~

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent, and 4 years of progressively responsible food services experience, including responsibility for preparing and/or coordinating the services of food in large quantities, including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid ServSafe Certificate; **employees must fulfill certification requirement within the first three (3) months of the probationary period.**
- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

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Approved by Personnel Commission:
Revised:

09/19/2007
01/18/2023 to Personnel Commission for review and approval



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 01/18/2023

New Hires

Last Name	First Name	Job Class Description	Date
Alvarez	Angel	Human Resources Specialist	01/03/23
Alvarez	Sofia	Child Nutr Assist I	01/09/23
Ayala	Steven	Paraeducator III	01/04/23 Promotional
Baarstad	Ian	Behavior Support Assistant	01/03/23
Bautista	Angeline	Paraeducator III	1/3/2023 Promotional
Carmody	Yanna	Paraeducator II	01/03/23
Carpenter	Ana	Paraeducator II	01/03/23
Casarez	Nora	Child Nutr Assist I	01/09/23
Cook	Timothy	Bus Driver	12/12/22
Fierros	Juanita	Attendance Assistant	12/05/22
Grijalva	Christopher	Paraeducator III	12/15/22
Mukhopadhyay	Amy	School Adm. Assistant I	01/04/23
Nichols	Brianna	Bus Driver	12/12/22
Sanchez	Jose	Paraeducator III	01/09/23
Smith	Ashley	Child Nutr Assist I	01/09/23
Spencer	Brooke	Behavior Support Assistant	01/03/23

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Cabrera	Alejandra	Paraeducator III	01/04/23
Colburn	Cheri	School Administrative Assistant	01/03/23
Gonzalez	Arthur	Paraeducator III	01/03/23
MendozaLopez	Rafael	Trades Maintenance Wrkr II	12/19/22
Ramirez	Susana	Paraeducator III	1/3/2023 (voluntary demotion)

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Arzate II	Oziel	Custodian	12/03/22
Brumm	Sophia	Pre-Licensed Associate Intern	12/09/22

Cogburn	Katie	Human Resources Specialist	01/04/23
Sanchez	Jose	Trades Maintenance Worker II	12/30/22

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Brookes	Amy	Paraeducator I	12/01/22
Cervantes	Martha	School Off Recept	12/01/22
Chagollan	Norma	Custodian	12/01/22
Ferras	Jewel	Campus Support Asst	12/01/22
Ferras	Jewel	Paraeducator I	12/01/22
Garcia	Teresa	Campus Supervisor	01/01/23
Gonzales	Loni	SAAI	12/01/22
Gonzalez	Paula	Paraed-Afr Sch Prog	12/01/22
Gonzalez	Paula	Paraeducator I	12/01/22
Mukhopadhyay	Amy	School Supp Sec	12/01/22
Munoz	Holli	Campus Support Asst	01/03/23
Munoz	Holli	Paraeducator I	01/03/23
Munoz Arroyo	Paloma	Paraed after school	12/01/22
Ross	Jessie	Paraed-Afr Sch Prog	01/03/23
Browneller	Hunter	Music Coach II	01/03/23
Jimenez	Rocio	Bus Driver Trainee	12/01/22
Montano	Alexandria	Bus Driver Trainee	01/12/23
Rodarte	Jarrit	Bus Driver Trainee	12/01/22
Vasquez V	Raul	Bus Driver Trainee	01/01/23

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date

Separation from Service

Last Name	First Name	Job Class Description	Date
Dryden	Deborah	Student Data Technician	12/30/22
Fries	Patrick	School Administrative Assistant I	01/03/23
Gonzalez	Alyssa	Paraeducator II	12/06/22
Gonzalez	Gabriela	Pareducator III	10/31/22
Hernandez	Sally	School Administrative Assistant I	12/30/22
Hulce	Patricia	Senior Office Assistant	12/30/22
Martinez	Daniell	Bus Driver	12/14/22
Medina	Pamela	Trans Safety & Trng Specialist	12/30/22
Parr	LuMay	Child Nutrition Assistant I	12/30/22
Salem	Pamela	Buyer	01/02/23

Leave of Absence

Last Name	First Name	Job Class Description	Date
Alva	Vanessa	Paraeducator II	01/06/2023 - 01/31/2023 - Unpaid Leave
Benike	Stefanie	Paraeducator III	01/05/2023 - 05/15/2023 - Unpaid Leave
Flynn-Hays	Diane	Bus Driver	01/02/2023 - 02/28/2023 - Unpaid Leave
Hedrick	Andrew	Paraeducator II	01/23/2023 - 06/15/2023 - Partial Unpaid Leave
Hithcock	Lynnae	Child Development Teacher	01/03/2023 - 06/15/2023 - Unpaid Leave
Richards	Antwaine	Employment Training Assistant	01/03/2023 - 02/13/2023 - Parental/Bonding Leave
Valles	Alyssa	Paraeducator III	01/18/2023 - 05/01/2023 - Partial Unpaid Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Garcia	Robert	Head Custodian I	12/19/2022: Location change--from Cabrillo to Balboa; same classification; same time base
Ortiz	Sarah	Child Nutrition Manager - Elementary	12/14/2022: Change in hours -- 7 hrs/day to 8 hrs/day; same position
Riddle	Holly	Paraeducator II	12/14/2022: Reinstatement @ Buena; 31.5 hrs/wk; same classification

Working Out of Class

Last Name	First Name	Job Class Description	Date
Vacancy Coverage			
Bauleke	Kevin	Network and Systems Specialist-C22	11/1-4;7-10;14-18/2022
Bauleke	Kevin	Network and Systems Specialist-C22	12/7-9;12-16;19-22;28-29/2022
Calles	Phillip	Trades Maintenance Worker II-F59	12/1-2;5-9;12-14;16;19-20;28-29/2022
Lopez	Richard	Lead Technology Specialist-C25	11/28-30/2022
Lopez	Richard	Lead Technology Specialist-C25	12/1-2;5-9;12-16;19-22;28-29/2022
Hernandez	Ivan	Payroll Technician-A35	11/1-4;7-10;14-15;18;21;28-30/2022
Pulido	Caroline	College/Career Technician-E34	12/1-2;5-9;12-16/2022
Randolph	Wesley	Child Nutr Assist II-D62	12/1-2;5-6;12-16/2022
Salazar	Maria	Office Assistant-B61	12/1-2;5-9;12-15/2022
Tackett	Rachelle	Child Nutr Assist III-D61	12/5-9;12/2022

Covering for EE who is WOC

Centeno	Grace	Child Nutr Mgr-Elementary-D38	12/1-2;5-9;12-16/2022

Covering for EE who is on LOA

Lopez	Maria J.	Library Technician II-B64	11-4;7-10/2022
Trone	Jennifer	Student Data Technician-C47	09/1-2;6-9;12-16;19-23;26-30/2022

[illegible]