

**PERSONNEL COMMISSION
REGULAR MEETING AGENDA – APRIL 19, 2023**

(Meeting location: Board Room)

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

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- March 15, 2023

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: May 17, 2023

F. ACTION AGENDA ITEMS

1. Approval of New Classification Specification and Salary Allocation: CTE Work-Based Learning Liaison
2. Presentation of Preliminary Budget for 2023-2024 and Setting of Date for Public Hearing
3. Revisions to Personnel Commission Rules and Regulations, Section 50.2 (Examinations) – Final Reading and Approval

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.

4. Reclassification of Position: Computer/Telephone Support Specialist to Student Data Specialist II and Revision of Classification Specification: Student Data Specialist II
5. Reclassification of Position: Student Data Specialist II to Information Systems Analyst and Revision of Classification Specification: Information Systems Analyst
6. Approval of Revised Classification Specification: Custodian
7. Approval of Revised Classification Specification: Director, Fiscal Services
8. Resolution Recognizing Classified School Employee Week: May 21-27, 2023

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 Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

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For the future of every student


MINUTES
March 15, 2023

CALL TO ORDER	<p>A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on March 15, 2023. Ms. Campbell, Chair, called the meeting to order at 4:31 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 Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the March 15, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)</p>
APPROVAL OF MINUTES	<p>On a motion by Ms. Stallings, seconded by Mr. Walker , Motion/Seconded/Carried Unanimously (MSCU) the minutes of the February 15, 2023 Personnel Commission meeting were approved as amended by a vote of 3-0. (Ayes – 3/Stallings, Walker, Campbell; 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) VESPA & VUSD are collaborating together on base staffing for the district. VESPA has been very appreciative of the collaborative relationship and transparency on the budget. We participated in an event at VCOE on the budget and then we did a post budget workshop with Dr. Castro. VESPA appreciates all the inclusion by the district, such as the special board meeting where we discussed the budget and district in general.2) We reviewed and discussed positions. VESPA was thankful that the positions eliminated were vacancies so member was impacted. In our staffing discussions, we were able to re-imagine some positions and re-look at positions especially at the high schools. We are able to review the positions and make adjustments to be more in line with what they do.3) VESPA is very grateful and appreciative to be included in the ongoing conversations with the district. It is collaborative and we feel included in those decisions.4) VESPA is also starting elections for various positions.5) Also, I am really excited to share that I was nominated as CTA ESP of the Year.
ITEM E2	<p><u>DIRECTOR'S REPORT</u></p> <p>Ms. Crouch reported</p> <ol style="list-style-type: none">1) Some changes have occurred in administrative positions here at Ventura Unified.<ol style="list-style-type: none">a. The Board approved appointing Gina Young as the new Principal for Mound Elementary School.2) The District recently offered an early tell retirement incentive. We received 14 early tell retirement applications. This group of employees will receive \$1500 each for submitting their intent to retire by August 1st. In addition, we had 14 retirees who already retired between July 1 – December 31, 2022 who will also receive the incentive.3) Summer School recruitment will be opening when we return from Spring break – a notice will be posted to our website this week letting classified employees know the recruitment is “coming soon.” <p>Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:</p> <ul style="list-style-type: none">o Spring Break – No School – April 3 – 7; and Friday, April 7th is a Board holiday <p>Next Board meeting is scheduled for Tuesday, April 18th</p>
ITEM E3	<p><u>RECRUITMENT & SELECTION: HIRING UPDATE</u></p> <p>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.</p>

- ITEM E4 Next Regular PC Meeting: April 19, 2023
At this time, the Personnel Commission plans to continue to meet in person for the next meeting.
- ITEM F1 APPROVAL OF NEW CLASSIFICATION SPECIFICATION & SALARY ALLOCATION: BOND PROGRAM MANAGER
After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the new classification specification for Bond Program Manager as presented and allocated to salary range M59 on the Classified Management Salary Schedule, by a vote of 3-0.(Ayes – 3/ Stallings, Walker, Campbell ; Nay 0; Abstain 0)
- ITEM F2 APPROVAL OF NEW CLASSIFICATION SPECIFICATION & SALARY ALLOCATION: CONSTRUCTION PROJECT MANAGER
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the new classification specification for Construction Project Manager as presented and allocated to salary range M44 on the Classified Management Salary Schedule, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)
- ITEM F3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: TECHNOLOGY SPECIALIST
After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification as presented for Technology Specialist, by a vote of 3-0.(Ayes – 3/ Stallings, Walker, Campbell ; Nay 0; Abstain 0)
- ITEM F4 REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 50.2 (EXAMINATIONS) – FIRST READING
After discussion regarding the proposed revisions regarding Veteran’s preference in the recruitment and examination process, the Personnel Commission set the next regularly scheduled Commission meeting, April 15, 2023, as the date action will be taken on the proposed revisions to Personnel Commission Rules and Regulations, Section 50.2, Examinations (Veteran’s Preference)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
On a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; 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 Mr. Walker, seconded by Ms. Stallings, MSCU to adjourn the meeting at 5:19 p.m.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: April 19, 2023

Subject: Approval of New Classification Specification and Salary Allocation
Career Technical Education (CTE) Work-Based Learning Liaison

PLEASE NOTE: This request will be presented to the Personnel Commission for review and approval pending Board of Education approval to create this position at the 04/18/2023 regular Board meeting. Because of the timing of the Board of Education and the Personnel Commission meetings, and the agenda requirements for such – this item is being scheduled for the PC's review so that the requested agenda item doesn't have to be delayed to the May meeting for consideration.

EVALUATION AND JUSTIFICATION FOR CLASSIFICATION:

At the Regular Board meeting scheduled for April 18, 2023 the Board will be presented with a request to approve a CTE Work-Based Learning Liaison position as a result of a CTEIG grant received by the District. The California Career Technical Education Incentive Grant (CTEIG) program is established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten through grade twelve, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage and maintain the delivery of career technical education (CTE) programs.

A meeting was held with Dr. Rene Rickard, Chief Innovation Officer to discuss the upcoming needs of this position. As part of this grant, a position is needed to work as a liaison between teachers, counselors and students to coordinate internships and work-based learning opportunities for students enrolled in high school CTE programs. The position will also be responsible for gathering, maintaining and updating various databases and records specifically related to the program which is tied to the California School Dashboard. Currently, the District has grant funding through December 2024 to support these program needs.

A salary survey was conducted among districts within Ventura County to identify and compare similar positions, but limited data was available within Ventura County school districts. Therefore, a job evaluation was conducted in which the function, essential duties, knowledge, skills and abilities of the proposed new classification were compared against existing classification specifications.

RECOMMENDATION:

It is therefore recommended that the Personnel Commission approve the attached classification specification for the CTE Work-Based Learning Liaison, and allocate the classification to salary range 220 on the Classified Represented Salary Schedule, (\$23.11 - \$28.84/hour).

Attachment: Career Technical Education (CTE) Work-Based Learning Liaison proposed classification specification



For the future of every student

CLASS TITLE: CAREER TECHNICAL EDUCATION WORK-BASED LEARNING LIAISON

BASIC FUNCTION

Under the direction of the Chief Innovation Officer, supports and assists Counselors and Career Technical Education (CTE) teachers in organizing and facilitating work-based learning (WBL) activities for the District's high school students; and maintains and updates various databases and records related to provided services. This position is specially funded and employment is for the duration of the grant funding allotted to CTE.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

In collaboration with the Career Technical Education (CTE) team, serves as a liaison between counselors, teachers, students, school sites, and various community partners to create, recruit, market and document worked-based learning (WBL) opportunities and activities. Assists with planning, developing and implementing outreach activities with employers. Promotes career pathways to community, non-profit and private sectors.

Assists CTE teachers, office personnel, the community, outside agencies, etc. for the purpose of providing support, information and assistance in coordinating assigned activities. Compiles and provides related data and resources to counselors, teachers, administrators and others in support of work-based learning activities.

Assists in preparing students for work-based learning activities. Supports the development of apprenticeship/internship opportunities in targeted career-themed industries. Assists students in developing employment skills such as job interviewing, job application and resume writing.

Assists with the recruitment of and serves as a resource for district-wide Advisory Board members; assists in the development of District and pathway specific Industry Advisory Board agendas.

Inputs, downloads and updates a variety of data in assigned computer systems; develops and maintains automated databases, records and files; generates a variety of computerized reports and documents; assures accuracy of input and output data.

Prepares and maintains a variety of manual and automated records, reports and files related to students, services and assigned activities; keeps accurate records of all information.

Composes routine correspondence independently or from oral instructions; types letters, reports, memos, forms, flyers, notices, agenda items, contracts, presentations or other materials from straight copy, rough draft or oral instructions; proofreads and verifies accuracy and completeness of documents.

Maintains a variety of logs, records and files; ensures the timely duplication and distribution of a variety of records, reports and other materials. Maintains a database of business partners. Maintains records and reports ensuring confidentiality of students.

Schedules appointments, staff training, meetings, and events; maintains related calendars of scheduled events; assists in the set-up of work areas, meetings, displays and exhibits.

Attends and participates in assigned meetings, workshops, conferences and trainings.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General practices, procedures and techniques involved in providing job site and employment training, coaching and guidance.

General principles, practices and techniques of providing assistance to students.

Community, employment and school resources, services and programs related to the identified needs of students.

Operation of a computer and assigned software.

Methods of collecting and organizing materials, data and information.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

ABILITY TO:

Perform a variety of technical, record-keeping and clerical support duties.

Utilize a computer to input and extract data, and maintain and update various databases and records related to assigned activities.

Research, compile and verify student data.

Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.

Prepare and maintain a variety of manual and automated records, reports and files.

Compose correspondence and written materials independently or from oral instructions.

Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, etc.

Type or input data at an acceptable rate of speed.

Work independently with little direction.

Meet schedules and timelines.

Maintain confidentiality of privileged information obtained in the course of work.

Understand and carry out verbal and written instructions.

Read and comprehend printed materials.

Communicate effectively in both verbal and written form.

Establish and maintain cooperative and effective working relationships with others.

Work successfully with diverse groups of people.

Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school or equivalent supplemented by college level course work in education, counseling, human resources, psychology, social science or related field, and two years related vocational, instructional and/or administrative support experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**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.

Seeing to read a variety of materials.


Sitting or standing for extended periods of time.

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

Approved by Personnel Commission: to PC for review and approval - 04/19/2023



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: April 19, 2023

Subject: Presentation of 2023-2024 Preliminary Budget and
Setting of Date for Public Hearing

The preliminary budget for 2023-24 is being presented to the Personnel Commission for consideration.

Budget Sections 2000 & 3000

This is the portion of the budget designated for salaries and benefits. The following should be noted:

- **Commission Members:** Currently, each Commissioner receives the insurance package offered to regular employees (should the Commissioner choose), and effective July 1, 2015 beginning with the 2015-16 fiscal year, it was approved by the Board of Education that Commissioners could receive compensation for meeting attendance (should the Commissioner choose) as outlined in PCRR 20.1.7. Currently, all of our Commissioners have elected to receive the insurance package, and only two are receiving compensation for meeting attendance. The Personnel Commission meets approximately once per month, and as needed throughout the year for special meetings. Funds have been budgeted accordingly.

PCRR 20.1.7 addresses Compensation of Commission Members, and states: *"Upon the request of the Personnel Commission and upon the approval of the Board of Education, the members of the Personnel Commission may receive compensation at the rate of up to fifty dollars (\$50) per meeting, not to exceed two hundred-fifty dollars (\$250) per month. Upon approval of the Board of Education, the members of the Commission shall also be entitled to the same health insurance plans of the District as regular classified employees."*

- **Administrative Personnel, Clerical & Other Office:** salaries have been budgeted including step advancement, and designated stipends (i.e. bilingual, confidential, longevity and professional growth).
- **Benefits:**
 - PERS rate is 25.20%
 - Health & Welfare benefits, (*note: final amount pending at this time, and has been budgeted based on a projected rate of \$22,480, however, it is anticipated that this amount will be lower as the District shifts to CSEBO).

Budget Section 4000

This is the portion of the budget designated for supplies and equipment. There is a minimal increase for supplies based on increases in costs.

Budget Section 5000

This is the portion of the budget designated for services and other operating expenses such as mandatory employment expenses (i.e. TB tests, fingerprints, etc.), panel expenses, memberships (CSPCA and CODESP) and computer software license fees (NeoGov). With the challenges of filling positions, more funds are being spent on advertising efforts, including use of on-line recruitment platforms. Fees for NeoGov, our online applicant tracking system, increased 8% this past year, and it is expected that it will increase again this upcoming year.

Budget Calendar

April 19, 2023..... Presentation of Preliminary Budget and Scheduling of Public Hearing

April 20, 2023 – May 17, 2023Distribution of budget for public comment

May 17, 2023 Public Hearing and Adoption of Budget

May 18, 2023, day following adoption Submission of budget to the County Superintendent of Schools

SUMMARY

The proposed 2023-24 Personnel Commission budget has been developed with the intent of maintaining fiscal responsibility and accountability especially given the budget challenges VUSD is facing in the upcoming years. At this time, the preliminary budget for 2023-24 reflects an anticipated increase of approximately \$85,000 which is due to increases in salary and benefits as well as slight increases to dues/memberships.

The budget will be available for public comment from April 20, 2023 through May 17, 2023, and will be brought back for action by the Personnel Commission at the May 17, 2023 meeting.

It is recommended that the Personnel Commission review and provide feedback regarding the attached Preliminary Budget for 2023-24, and set the date of the public hearing for the next Personnel Commission meeting on May 17, 2023 at 4:40pm in the Board Room. After adoption by the Commission in May, the budget will be forwarded to the Ventura County Superintendent of Schools for final approval and implementation effective July 1, 2023.

Attachment: 2023-24 Preliminary Personnel Commission Budget

Classified Human Resources
PERSONNEL COMMISSION

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2023-2024

	2022-2023 Budgeted Amount <i>(dollars only)</i>	2023-2024 Proposed Budget <i>(dollars only)</i>
2000 CLASSIFIED SALARIES ¹		
2300 Administrative Personnel	\$234,210	\$263,321
Commission Members ²	\$2,700	\$2,700
2400 Clerical & Other Office	\$265,388	\$284,288
2900 Other	\$0	\$0
Subtotal	\$502,298	\$550,309
3000 EMPLOYEE BENEFITS		
3100 Certificated Employees Retirement	\$0	\$0
3200 PERS	\$125,913	\$136,989
3300 OASDI & Medicare	\$38,270	\$41,927
3400 Health & Welfare Benefits ³	\$176,040	\$202,320
3500 SUI	\$2,532	\$1,109
3600 Workers' Compensation	\$10,556	\$11,565
3800 PERS Reduction <i>(no longer valid in 2014/15)</i>	\$0	\$0
3900 Other Benefits	\$0	\$0
Subtotal	\$353,311	\$393,910
4000 SUPPLIES		
4300 Other Supplies	\$7,500	\$7,500
Literature, Periodicals	\$0	\$0
Office Supplies	\$0	\$0
Examinations Purchase	\$0	\$0
Printing & Forms	\$0	\$0
Other	\$500	\$500
4400 Non-Capitalized Equipment	\$1,000	\$1,000
Subtotal	\$9,000	\$9,000
5000 SERVICES AND OTHER OPERATING EXPENSES		
5200 Travel & Conference Expenses		
Mileage (Local)	\$5,750	\$5,750
Expense Allowance	\$4,000	\$4,000
Conference	\$4,000	\$4,000
5300 Dues & Membership	\$1,200	\$1,200
5500 Utilities & Housekeeping Services		
Electricity	\$0	\$0
Heat	\$0	\$0
Water	\$0	\$0
Other	\$0	\$0
5600 Rentals, Leases & Repairs		
Leasing Equipment	\$0	\$0
Equipment Maintenance Contracts	\$0	\$0
Other	\$8,600	\$8,600

5800 Other Services & Operating Expenses

Advertising	\$4,000	\$4,000
Salary Classification Surveys	\$0	\$0
Physical Examination	\$15,000	\$10,000
Fingerprinting	\$20,000	\$20,000
Other Recruitment Expense	\$2,500	\$2,500
Legal Expenses	\$0	\$0
Contracted Testing	\$0	\$0
Contracted Personnel Services	\$21,400	\$23,300
Other	\$500	\$500

5900 Communications

Telephone/Fax	\$0	\$0
Postage	\$0	\$0
Other	\$0	\$0

<i>Subtotal</i>	<i>\$86,950</i>	<i>\$83,850</i>
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6000 EQUIPMENT**6400 New Equipment**

Office Furniture	\$0	\$0
Office Equipment	\$0	\$0
Other	\$0	\$0

6500 Equipment Replacement

<i>Subtotal</i>	<i>\$0</i>	<i>\$0</i>
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FUND BALANCE

Designated for Personnel Commission	<u>\$951,559</u>	<u>\$1,037,069</u>
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¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Ed Code 45250).

³ Group medical benefits cannot be provided to former Personnel Commission members



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: April 19, 2023

Subject: Revisions to Personnel Commission Rules and Regulations
Chapter 50.2.15 (Recruitment and Examinations: *Veteran's Preference*)
(Final Reading & Approval)

A recommendation to revise the Personnel Commission Rules & Regulations for Veteran's Preference in the Recruitment and Examination process is being presented to the Personnel Commission for consideration. Currently, the Personnel Commission Rules and Regulations (PCRR) notes specific periods of war as a representation of "active duty". These time periods are outdated and no longer represent the most current Education Code definition. As such, it is recommended that the Personnel Commission approve revising PCRR 50.2.15 Veteran's Preference to reflect the language and definitions as noted in Education Code 45294 and 45295, and 45296.

A first reading of PCRR Section 50.2.15, Veteran's Preference rule was conducted on 03/15/2023. Therefore, PCRR Section 50.2.15 is being presented to the Personnel Commission for a final reading and approval. It is recommended that the Commission approve the rule as presented.

Attachment: proposed revisions to PCRR 50.2.15

CHAPTER 50

RECRUITMENT AND EXAMINATIONS

50.1 RECRUITMENTS

50.1.1 **ANNOUNCEMENT OF EXAMINATIONS:** The Personnel Commission shall direct and administer the holding of examinations for the purpose of filling vacancies or creating lists for the Classified Service.

50.1.1.1 No examination announcement may be made and no part of any examination may be held for a new position until the Board has properly designated the position duties and the Commission has completed the position classification including the establishment of minimum qualifications. (Note: A newly-created position is one which does not have a previously separate existence.)

50.1.1.2 Whenever it is necessary to fill existing or anticipated vacancies and an appropriate eligibility list does not exist (as determined by the Commission), the Personnel Commission shall announce each examination on the appropriate vacancy announcement form which shall be distributed to all employee work sites and community locations for at least fifteen (15) working days. It shall be the responsibility of each site administrator or department head to insure that all vacancy announcements are posted in an area where all employees shall have access to them. The Director of Classified Human Resources shall determine the appropriateness and may place advertisements in newspapers, trade and business journals or other media. The Director of Classified Human Resources shall insure that community agencies and organizations dealing with women, minorities, and the handicapped are notified of each examination.

50.1.1.3 The vacancy announcement shall contain the title of the class and shall include the following:

50.1.1.3.1 Information concerning the purpose of the examination.

50.1.1.3.2 A description of the scope of duties and responsibilities of the class.

50.1.1.3.3 The qualifications and requirements of the class.

- 50.1.1.3.4 The salary, benefits, and other compensation.
- 50.1.1.3.5 The closing date for filing applications.
- 50.1.1.3.6 The general content of the examination and the types of tests to be given, to include test dates when possible.
- 50.1.1.3.7 Such other information as will assist interested persons in fully understanding the nature of the employment and procedures necessary to participate in the examination.
- 50.1.1.4 When a position is posted for recruitment and special skills are either desired or required that information shall be noted on the recruitment announcement.
- 50.1.1.4.1 **Required Special Skills:** When a position requires a special shorthand or transcription skills, demonstration of the possession of said skill shall be a minimum qualification for the successful completion of the testing process. Having been successful in the testing process, the candidate shall have noted on the resulting eligibility list that he/she possesses the skill and shall be certified for available positions which require the skill above other eligibles with higher scores who have not indicated through the testing process that they possess the skill, pursuant to Section 60.2.12 of these rules.
- 50.1.1.4.2 **Desirable Skills:** When a position is identified as desiring a special skill, such as the ability to speak, read, and write a second language or to utilize shorthand or transcription skills, demonstration of the possession of said skill shall not be a minimum qualification for the successful completion of the testing process. Candidates who have been successful in the testing process, shall have noted on the resulting eligibility list that he/she possesses the skill but shall not be

certified for available positions which list the skill as desirable above other eligibles with higher scores who have not indicated through the testing process that they possess the skill. In the situation of a desirable skill Section 60.2.12 of these rules will not apply.

REFERENCE: 1. Education Code Sections 45109, 45260, 45261, 45272, and 45278

50.2 EXAMINATIONS

50.2.1 **DETERMINATION OF EXAMINATIONS:** The Director of Classified Human Resources shall determine the standards of proficiency to be required for each examination and determine whether the examination shall be:

50.2.1.1 Open Competitive

50.2.1.2 Promotional

50.2.1.3 Promotional and Open Competitive with the promotional list taking precedence

50.2.1.4 Dual Certification

REFERENCE: 1. Education Code Sections 45272 and 45284

50.2.2 **OPEN COMPETITIVE EXAMINATIONS:** Entry level classifications with the Classified Service of the District shall always have an open competitive examination and veterans' preference points shall be allowed as specified in Rule #50.2.15. These examinations shall be open to all qualified applicants.

50.2.3 **PROMOTIONAL EXAMINATIONS:** Where it has been determined by the Director of Classified Human Resources that an adequate field of competition exists within the District and examinations can reasonably be expected to result in at least three qualified ranks of eligibles, the field of competition may be limited to promotional applicants.

50.2.3.1 Promotional examinations shall be restricted to permanent employees of the District and former employees on a valid reemployment list who meet the qualifications of the class.

- 50.2.3.2** Performance evaluations and employee development appraisals prepared by the immediate supervisor and reviewed by the employee, may be considered in evaluating an employee's general fitness for promotion.

REFERENCE: 1. Education Code Sections 45103, 45260, 45261, and 45272

50.2.4 **PROMOTIONAL AND OPEN COMPETITIVE EXAMINATIONS:** Where it has been determined by the Director of Classified Human Resources that an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Director may advertise the examination among employees and the general public.

50.2.4.1 Applicants shall be considered as a group in determining passing scores on the examination.

50.2.4.2 This examination procedure shall result in a promotional and an open eligibility list. The promotional eligibility list shall take precedence when certifying eligibles. When the promotional eligibility list does not contain sufficient ranks of eligibles (defined as having fewer than three eligible and available ranks), certification of additional ranks shall then be made from the open list.

REFERENCE: 1. Education Code Sections 45103, 45260, 45261, and 45272

50.2.5 **DUAL CERTIFICATION:** An examination may be held under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive candidates merged on one eligibility list. Scores on this type of list shall include all applicable veterans' preference points for open candidates and seniority credit points for promotional candidates (See Rule #50.2.14).

REFERENCE: 1. Education Code Sections 45282 and 455284

50.2.6 **CONTINUOUS EXAMINATIONS:** The Commission may provide for the continuous examination of applicants for both open and promotional examinations. The Director of Classified Human Resources may designate examinations for specified classes as continuous examinations. Applications shall be accepted every working day and examinations shall be given as the need arises.

REFERENCE: 1. Education Code Section 45292

50.2.7 **TYPES OF EXAMINATIONS:** Examinations shall be conducted by the Commission's staff and shall be administered objectively and shall consist of test parts that relate to job performance. The parts may be any of the following:

- 50.2.7.1** Written examination.
- 50.2.7.2** Practical demonstration of skill.
- 50.2.7.3** Evaluation of applicants' training and experience submitted on application materials.
- 50.2.7.4** Evaluation of training, education, and experience by a qualifications appraisal interview panel.
- 50.2.7.5** Other tests of fitness determined by the Commission.

REFERENCE: 1. Education Code Sections 45260 and 45273

50.2.8 **SCORING AND WEIGHTING OF TESTS:** All examination parts shall be prepared under the direction of the Director of Classified Human Resources who shall determine passing scores and assign relative percentage weights to each part. The procedure for setting percentage weights shall be impartial.

REFERENCE: 1. Education Code Sections 45260, 45261, and 45274

50.2.9 **QUALIFICATIONS APPRAISAL INTERVIEW**
EXAMINATIONS: If an examination requires the use of a Qualifications Appraisal Interview Panel, the Director of Classified Human Resources shall assure that the following rules are followed:

- 50.2.9.1** The panel shall consist of at least two persons who shall be technically qualified in the specified occupational areas under examination.
- 50.2.9.2** An employee of the District or of the Commission may serve on an interview panel if that employee is not at the first or second level of supervision over a vacant position in the class for which the examination is being held.
- 50.2.9.3** The interview panel shall evaluate general fitness for employment in the class and the candidates' technical knowledge and skills.

- 50.2.9.4** Members of the Board of Education or Personnel Commission shall not serve on interview panels.
- 50.2.9.5** Interviews shall be electronically recorded and filed in the Commission Office.
- 50.2.9.6** Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.
- 50.2.9.7** In no case will an oral or performance examination board be provided with confidential references on candidates who are competing in examinations.
- 50.2.9.8** In interview panel examinations, ratings accorded competitors shall be expressed in percentages with 70% being the minimum qualifying rating. Ratings shall be made independently by each interviewer either before or after discussion with other interviewers. Ratings shall be made on forms prescribed by the Director of Classified Human Resources, which shall be signed by the interviewer and be delivered to the Director of Classified Human Resources or his/her representative. When a competitor is disqualified by a member of the Qualifications Appraisal Interview Board, the interviewer shall make a record of the reason(s) on the rating sheet.
- 50.2.9.9** The ratings of the several members of the Qualifications Appraisal Interview Board shall be averaged to determine each candidate's final rating. If the majority of the rating panel gives a candidate a score of at least 70%, but the final averaged score is below 70%, the candidate shall be given a final rating of 70%. If the majority of the rating panel gives a candidate a score below 70%, but the final averaged score is above 70%, the candidate shall be disqualified regardless of the fact that his/her average rating may be 70% or more. If the panel consists of only two raters, the final score shall be the average of the two raters.

REFERENCE: 1. Education Code Sections 45260 and 45273

50.2.10 **EVALUATION OF TRAINING AND EXPERIENCE:** If a part of the examination is an evaluation of the applicants' training and experience, the evaluation shall be individually and independently conducted by at least two members of a committee other than the interview panel. The scores of all applicants shall be listed in rank order.

The Director of Classified Human Resources shall determine and weight the passing scores of the training and experience evaluation.

REFERENCE: 1. Education Code Section 45260

50.2.11 **ADMISSION TO EXAMINATION:** Admission to an examination shall be by a valid examination pass for those examinations where application materials are submitted at the time of the exam, or by inclusion in a listing of qualified applicants for those examinations where applications have been submitted and evaluated prior to the examination. No candidate may be admitted to any examination without this authorization. In addition, each candidate must provide personal identification (with picture I.D.) at time of examination admittance in order to take the test.

REFERENCE: 1. Education Code Sections 45260 and 45261

50.2.12 **EXAMINATION PROCEDURES:** Competitors in any written test must take the test on the prescribed date unless prior approval of the Director of Classified Human Resources has been obtained. Alternate test dates/times shall only be approved in cases of emergency or severe hardship, as determined by the Director of Classified Human Resources.

50.2.12.1 Copies of the questions in a test shall not be made by competitors or other unauthorized persons.

50.2.12.2 Where written tests are required, they shall be so managed that none of the test papers will disclose the name of any competitor until all papers of all competitors in a given examination have been marked and rated. The only exception to this rule shall be if the Commission maintains a computerized and automated test scoring system which will automatically and accurately score the exams of all competitors, and which has built-in safeguards to insure that an individual examination score cannot be falsely altered.

50.2.12.3 A competitor in any examination who places an identifying mark upon his/her test paper (other than the identifying mark prescribed at the time of examination) or makes an attempt to disclose to others the identity of his/her papers prior to the completion of the examination may be disqualified.

50.2.12.4 A candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of 30 calendar days.
(Rev. 50.2.12.4: 12/19/19)

REFERENCE: 1. Education Code Section 45260, 45261, and 45273

50.2.13 **RATING REQUIRED:** Candidates will be required to attain a designated minimum rating in each part or in combined parts of the selection process to qualify for participation in the next succeeding part.

REFERENCE: 1. Education Code Sections 45260, 45261, and 45273

50.2.14 **SENIORITY CREDIT:** In Dual Certification examinations, seniority credit shall be added to the final passing scores of candidates who have permanency with the District or who are on a valid reemployment list. A full year's credit shall be granted to employees whose regular position is assigned on less than a full calendar year basis or less than an eight hour day. Seniority credit rights shall be considered as having been lost when the services of an employee have been terminated for a period of 39 months or more. Seniority credit shall be at the rate of .25 point for each full year of service, up to a maximum of 5.0 points.

REFERENCE: 1. Education Code Sections 45260, 45261, 45272, and 45281

50.2.15 **VETERAN'S PREFERENCE:** ~~A veteran, as defined in this rule, shall mean an individual who has served at least thirty (30) days of active duty in the Army, Navy, Marine Corps, Air Force, National Guard, or Coast Guard between the dates listed below:~~

A veteran, as defined in this rule, shall mean any person who has served thirty (30) days or more in the United States armed forces in time of war, or national emergency declared by the President of the United States of American, and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted at time of the examination.

Armed forces, as defined in this rule, shall mean the United States Air Force, Army, Navy, Marine Corps, Space Force or Coast Guard.

_____	World War I.....	April 6, 1917 to November 11, 1918
_____	World War II.....	December 7, 1941 to December 31, 1946
_____	Korea.....	June 27, 1950 to January 31, 1955
_____	Viet Nam.....	August 4, 1964 to May 7, 1975

50.2.15.1 Veterans, except disabled veterans, shall have an additional five (5) points added to their final score in entry-level examinations on an open eligibility list.

50.2.15.2 Disabled veterans shall have an additional ten (10) points added to their final score in entry-level examinations on an open eligibility list. A disabled veteran is an individual classified by the U.S. Veteran's Administration to be ten percent (10%) or more disabled as a result of service in the Armed Forces of the United States. **Proof of disability shall be deemed conclusive if it is of record in the United States Veterans Administration.**

REFERENCE: 1. Education Code Sections 45260, 45261, 45294, 45295, and 45296

50.2.16 **NOTICE OF FINAL SCORE:** Each candidate who qualifies, shall be notified by the Personnel Commission's staff within fifteen (15) working days after completion of the examination of his/her standing on the eligibility list. Candidates who do not qualify shall be notified within fifteen (15) working days after completion of the examination.

REFERENCE: 1. Education Code Sections 45260 and 45261

50.2.17 **VIOLATION OF THESE EXAMINATION RULES/LAW:** Whenever the Personnel Commission, after a public hearing, finds that any appointment has been made in violation of the Education Code provisions of the merit system, or these rules as they apply to examination procedures, the Commission may order that no salary warrant shall thereafter be drawn to the employee so appointed, for services rendered after the date of said order. Any violation of the merit system sections of the Education Code or the rules of the Personnel Commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.

REFERENCE: 1. Education Code Sections 45260, 45261, 45310, and 45311

50.3 REVIEW AND PROTEST OF EXAMINATIONS

50.3.1 **RETENTION OF ALL EXAMINATION RECORDS:** Examination records, including test answer sheets, tape recordings of interviews and the rating sheets of each member of an oral interview panel shall be retained by the Personnel Commission for a period of three (3) years.

REFERENCE: 1. Education Code Sections 45260, 45261, and 45274

50.3.2 **EXAMINATION RECORDS SHALL BE CONFIDENTIAL:** All papers submitted by candidates in the course of an examination process are the property of the Personnel Commission and shall be confidential. Records, such as identifiable ratings of oral panel members and confidential references of previous employers shall not be available for review.

REFERENCE: 1. Education Code Sections 45260, 45261, and 45274

50.3.3 **AVAILABILITY FOR REVIEW:** Remaining examination records, such as papers, tapes and scores of the candidate or eligible shall be available for review only by the candidate or eligible or his/her representative. The candidate or eligible or his/her representative may not review the records of another person. Except under conditions of a formal protest, examinations shall not be available for review. No candidate or representative may remove or copy information from the examination materials.

REFERENCE: 1. Education Code Sections 45260, 45261, and 45274

50.3.4 **EXAMINATION PROTEST:** Protest forms shall be available at all examination processes. These forms shall be for the purpose of protesting the inclusion or content of any examination question and/or section. Failure to file a protest as described in Rule #50.3.4.1 shall constitute a waiver of the right to appeal that part of the selection process.

50.3.4.1 Protest forms must be filed within 24 hours of the ending of the examination. The Director of Classified Human Resources shall review and act upon all protests. If the protest results in any change, the test papers of all applicants shall be reviewed and re-rated.

50.3.5 **APPEAL TO COMMISSION:** The Director of Classified Human Resources shall inform the candidate who has submitted the protest of his/her decision. That decision shall be in writing and served in person or by certified mail (Return Receipt Requested) to the applicant. This requirement will be deemed to have been met if the Director of Classified Human Resources's decision is sent certified mail to the last known home address on file in the Personnel Commission Office. Failure of the applicant to retrieve delivered mail, or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notification, or the staying of the timeliness outlined in these rules. The responsibility for keeping the District informed of a home address is the requirement of the applicant. For purposes of this

rule, if a notice is mailed, the second working day following the postmark date of the notice shall be considered to be the official date of receipt. Should the Director of Classified Human Resources rule against the protest, that decision may be appealed to the Personnel Commission. However, the filing of such an appeal shall not stop or otherwise delay the selection (examination) process unless so ordered by the Personnel Commission.

50.3.5.1 Appeals to the Personnel Commission shall be submitted in writing to the Personnel Commission Office within three (3) working days of receipt of the decision of the Director of Classified Human Resources.

50.3.5.2 The Personnel Commission shall hold a hearing to hear the appeal of the applicant. The decision of the Personnel Commission shall be in writing and served on the applicant using the procedures outlines in Rule #50.3.5. The decision of the Personnel Commission shall be final and binding on all parties.



RECLASSIFICATION REQUEST REPORT

Employee Name: Dianne Gonzalez

Current Classification: Computer/Telephone Support Specialist

Site/Department: Education Service Center / Technology Services

Assignment: 8.00 hours/day, 12-months

Supervisor: Thomas Kranzler
Executive Director, Technology Services

Background

A reclassification request was submitted for the Computer/Telephone Support Specialist position held by Dianne Gonzalez. The request was submitted by Thomas Kranzler, Executive Director of Technology Services. Mr. Kranzler has spent the last several months studying and evaluating the positions within the Technology Services Department and has determined that the duties currently assigned to and being performed by Ms. Gonzalez are substantially outside her current classification of Computer/Telephone Support Specialist.

An in-depth interview was conducted with Mr. Kranzler and Ms. Gonzalez to gather information about Ms. Gonzalez' required responsibilities, as well as the duties and tasks being performed in her current role as Computer/Telephone Support Specialist. Ms. Gonzalez has worked in this position since 11/01/1999. Mr. Kranzler commented that the position has become more complex and highly technical in nature with the evolving needs of the district and the state and federal compliance requirements. Both Mr. Kranzler and Ms. Gonzalez indicated that they feel the duties and responsibilities of Ms. Gonzalez' position are at a higher-level position than a Computer/Telephone Support Specialist.

The career ladder for the technology data specialist positions within the Technology job category is summarized below as defined in the job descriptions:

- Student Data Technician – perform a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students; utilize an assigned computer system to input and update student data and information, maintain automated records and generate a variety of computerized reports and documents.
- Computer/Telephone Support Specialist – perform a variety of technical duties in the installation, configuration, maintenance and repair of telecommunications equipment and related computer systems; review, maintain and update a variety of computerized data; provide technical user

assistance in support of telecommunication and related computer systems; maintain, monitor and assure proper operation of assigned telephone and computer systems.

- Student Data Specialist I – The Student Data Specialist I perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for an assigned department of the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between department and District personnel, administrators, vendors and various outside agencies.
- Student Data Specialist II – The Student Data Specialist II perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between District personnel, administrators, vendors and various outside agencies. Provide technical support for student assessment tests; and work with the Educational Services Division to streamline processes.
- Information Systems Analyst – Perform a variety of specialized duties involved in the development of processes, and the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting District data. Serve as a liaison and coordinate data processing, analysis and reporting functions on District systems between District personnel, administrators, vendors and various outside agencies.
- Database/Network Analyst – perform a variety of specialized duties involved in the installation, configuration, operation, development, maintenance and repair of the Student Information System (SIS), District networks, and related equipment, hardware, software, databases and applications; provide technical support, training and assistance to SIS and network system users; administer, evaluate and modify network and database systems to assure proper operation and meet the data processing needs of the District.

Methodology

An analysis was performed, based on a review of duties and responsibilities, and interviews with the incumbent and the incumbent's supervisor.

The job audit consisted of the following steps:

- Review of the completed position information request submitted.
- Conducted an in-person interview with the incumbent to review and discuss her responsibilities.
- Conducted an in-person interview with the Executive Director of Technology Services in order to gain an in-depth understanding of the specific duties Ms. Gonzalez performs as well as other staff assigned to the Technology Services Department.
- Considered information gathered during the recent in-depth study of the technology department, which included an analysis of job descriptions and departmental structure needs.

Findings

- During the past five (5) years, incumbent has experienced a gradual accretion of duties while employed as a Computer/Telephone Support Specialist.
- When Ms. Gonzalez first started in her position, she was primarily responsible for configuration, maintenance and repair of telecommunications equipment and related computer systems. The majority of her tasks were centered on providing technical user assistance in support of telecommunication and related computer systems; maintaining, monitoring and assuring proper operation of assigned telephone and computer systems; and only had view access to databases.

- The incumbent's current classification specification is antiquated and does not represent the duties that are now being performed as a result of the evolution of technology over the years. Therefore the type of responsibilities the incumbent currently performs are no longer at the Computer/Telephone Specialist level.
- Over the last five years, the position has grown from simply performing configuration, maintenance and repair of telecommunications equipment and related computer systems. Many new and/or changes to state and federal law compliance reporting requirements have been enacted, which have required the incumbent to work with an in-depth knowledge and understanding of the various network databases and how they function. In addition, this position has grown in the area of data maintenance (i.e. creating network accounts for new staff; helping to serve as a liaison between district departments and schools on data collection ensuring accurate reporting of CALPADS data - a statewide longitudinal education data system used by school districts to report student-level and staff-level data; work with various departments to pull data out of network databases for specialized reports; maintain and create new permission sets in the SIS etc.) Duties have also evolved to include assisting with master scheduling, course codes in the student system, and job mapping. As a result, the type of responsibilities the incumbent currently performs are no longer at the Computer/Telephone Support Specialist level.
- The majority of the duties the incumbent performs fall within the essential duties of a Student Data Specialist II, which include:
 - Provide technical training and assistance to District personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving network, database, login and other technology issues; refer complex problems to other personnel as needed.
 - Research, compile and verify a variety of data and information; compute statistical information for various Federal, State and District reports as necessary; resolve a variety of statistical discrepancies; sort, arrange and tabulate data according to reporting requirements.
 - Advise and assist various departments with meeting data and program needs; provide technical information concerning reports, research, statistics, and related practices, standards, requirements and procedures.
 - Assure mandated and requested reports related to student assessment, demographics, programs and assigned activities are completed according to established timelines and requirements; troubleshoot and resolve problems with report queries and macros.
 - Attend and participate in various meetings; present materials, reports and information concerning student assessment tests, demographics and programs.
 - Input, process, format and extract a variety of data in an assigned computer system; establish and maintain automated records and files; create queries and macros, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy and completeness of input and output data; import, scan, export and upload a variety of data and information.
- The classification specification for Student Data Specialist II needs to be minimally revised to reflect current duties required of the position.

Recommendation

It is recommended that the Computer/Telephone Support Specialist position assigned to the Technology Services Department (position #2) be reclassified to Student Data Specialist II. It is recommended that the incumbent, Dianne Gonzalez, be reclassified with the position based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective May 1, 2023.

It is also recommended that the classification specification for Student Data Specialist II be revised as presented to reflect current duties.

Study completed by:

Reina M Murillo, Classified Human Resources Analyst (Confidential)

Andrea Crouch

Andrea Crouch, Director of Classified Human Resources

Dated: April 5, 2023

Attachments: Computer/Telephone Support Specialist classification specification
 Student Data Specialist II classification specification



For the future of every student

CLASS TITLE: COMPUTER/TELEPHONE SUPPORT SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Technology Services, perform a variety of technical duties in the installation, configuration, maintenance and repair of telecommunications equipment and related computer systems; review, maintain and update a variety of computerized data; provide technical user assistance in support of telecommunication and related computer systems; maintain, monitor and assure proper operation of assigned telephone and computer systems.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Install, configure, relocate and replace telephones, lines, extensions , wiring and related peripheral equipment as needed; assure phones are properly connected to the telecommunications system; implement telephone operating system upgrades.

Maintain assigned telephone systems and related equipment for District facilities; troubleshoot, diagnose and resolve telecommunication and related network system and connectivity issues and malfunctions; monitor assigned telephone and computer systems to assure proper functioning.

Review, maintain, input, update, import and export a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized documents and reports; assure accuracy of input and output data.

Perform a variety of network administration activities in support of assigned computer systems including establishing and maintaining Windows and Student Information System user accounts, passwords, e-mail accounts, Student Information System permissions and designated programs; delete obsolete accounts and permissions in coordination with VUSD Human Resources department.

Provide user support to personnel concerning telecommunication and computer system operations, equipment and related malfunctions; provide general troubleshooting, determine type of request, diagnose and provide solutions or route complex problems to appropriate personnel.

Participate in the programming of telecommunication systems and related equipment including voicemail features and menus, automated attendants, class of service and call detail reporting; assist users with utilizing telephone and related web browser features.

Coordinate and conduct training sessions for District personnel concerning the use of telecommunication and assigned computer systems; explain and present materials and information concerning system operations, applications, techniques, practices and procedures.

Configure and modify network cabling connections for telephones in classrooms, offices and other facilities as needed; participate in the design of telephone system wire plans according to specifications and location of telephones.

Assist the Director-Technology Services with the development and implementation of telecommunication and other technology projects; assist with planning, implementing and evaluating customer relations

functions; recommend strategies for enhancing operations and procedures.

Compile information and prepare and maintain a variety of records, reports and files related to computer and telecommunication systems, staff, faculty, networks, inventory, equipment, accounts, students and assigned activities.

Inspect, troubleshoot, diagnose and resolve telecommunication network system malfunction; install, set up and configure switches, cabling and other network components; confer and work with departmental staff, vendors, contractors and manufacturers in resolving problems as needed.

Monitor inventory levels of telecommunication and other technology supplies and equipment; order, receive and maintain adequate stock levels of supplies and equipment; confer with vendors and maintain service contracts concerning telephone systems and other network equipment.

Advise and assist personnel with computer workstation hardware and software as needed to maintain effective operations with telephones, Zangle Student Information System, Windows and Microsoft Office.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Perform various clerical support duties; initiate, receive, screen and route telephone calls; take, retrieve and relay messages; greet, assist and direct visitors to appropriate department, office or personnel; open, sort, process and distribute mail; duplicate and distribute various materials.

Assist in maintaining and updating procedures and documentation for Student Information System and District usage.

Process and arrange for service requests and related maintenance and repairs as needed; follow up on service requests to assure proper resolution of technology issues.

Schedule and arrange appointments, meetings, conferences and other events for the Department; make travel arrangements including reservations; assist with recruitment activities.

Prepare and process invoices, requisitions, bills, receipts and other documents; record, process and verify income and expenditures as directed.

Perform and monitor telecommunication and network system back up operations and procedures.

Assist with and provide training and assistance to District technology users concerning summer school and school registration activities as assigned, including Student Information System usage and procedures.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, practices, procedures and equipment used in the installation, maintenance and repair of telecommunications equipment and related systems.

Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
Information systems operations.
Principles, methods and procedures of operating computers, networks and peripheral equipment.
Modern office practices, procedures and equipment.
Basic principles, theories and techniques of network and telecommunication system design.
Applicable types of cabling systems, switches and other related equipment.
Programming, terminology and operation of telecommunication systems including telephones and voicemail features.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Telephone techniques and etiquette.
Data control procedures and data entry operations.
Mathematic calculations.

ABILITY TO:

Install, configure, relocate and replace telephones, lines, extensions, wiring and related peripherals.
Maintain, monitor and assure proper operation of assigned telephone and computer systems.
Review, maintain and update a variety of computerized data.
Troubleshoot, diagnose and resolve telecommunication system malfunctions.
Perform a variety of network administration and Student Information System activities in support of assigned computer systems including establishing and maintaining user accounts, passwords, e-mail accounts and permissions.
Provide help desk services, troubleshoot malfunctions, determine type of request, diagnose and provide solutions or route complex problems to appropriate personnel as needed.
Provide training and assistance concerning the use of telecommunication and the Student Information System.
Participate in the programming of telecommunication systems and related equipment.
Communicate effectively both orally and in writing.
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.
Perform mathematical calculations with speed and accuracy.
Prepare and maintain a variety of manual and automated records, files 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 three years experience in the maintenance, repair and installation of telecommunication or network systems and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and view a computer monitor.

Sitting or standing for extended periods of time.

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

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

09/19/2007



For the future of every student

CLASS TITLE: STUDENT DATA SPECIALIST II

BASIC FUNCTION:

Under the direction of a designated Technology Services Manager, perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between District personnel, administrators, vendors and various outside agencies. Provide technical support for student assessment tests; and work with the Educational Services Division to streamline processes.

DISTINGUISHING CHARACTERISTICS

A Student Data Specialist II is the ~~second~~ **third** level in a three tier career ladder specializing in student data processing and management. A Student Data Technician serves at a high school and performs a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students. The Student Data Specialist positions serve at the district level and perform a variety of technical, specialized and complex computerized activities and coordinate data processing, analysis and reporting functions on District systems that serve district-wide programs and services. The Student Data Specialist I is assigned to a particular department in comparison to the Student Data Specialist II which is assigned to the Technology Services Department and serves as a lead to the student data positions, as well as a liaison to all District sites and departments, County Office, and other outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical and complex activities involved in the processing, preparation, verification, record-keeping and reporting of assessment, demographic and program data; establish, develop, maintain and update databases to meet various District data and reporting needs, requests and requirements; verify and assure accuracy and integrity of data and reports.

Work with the Student Assessment Department and the Educational Services Division to streamline processes through automation.

Input, process, format and extract a variety of data in an assigned computer system; establish and maintain automated records and files; create queries and macros, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy and completeness of input and output data; import, scan, export and upload a variety of data and information.

Prepare a variety of narrative and statistical lists, records and reports related to student assessment, test results, demographics, programs, grants, enrollment, curriculum, Title I and assigned projects and activities; format and generate charts and graphs; compare data and identify errors and discrepancies; make corrections, additions and modifications as needed.

Develop, prepare, maintain and produce reports for district and school personnel providing insight into longitudinal and short-term trends. **Data includes, but is not restricted to, data inherent in the District's student information system, student assessment and testing, District's employee management system,**

and local, State and Federal reporting systems (i.e. CALPADS, CBEDS). ~~Specific information includes: attendance, enrollment, CSIS, SIS, SIF, CDIF, SNOR, CRDC, HQT, NCLB, CBEDS, graduate, special education, English learner, dropouts, mobility, grades, demographics, courses, programs, test results, health, discipline, scheduling, credentials, assignments, positions, permissions, software, data specifications, user accounts and assigned activities.~~

Provide technical support for student assessment tests; prepare Pre-ID data files and other data and information for assessment tests; prepare, develop, format and update answer sheets and various other materials for assessment tests; assure answer sheets are aligned with State standards.

Provide technical training and assistance to District personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving network, database, login and other technology issues; refer complex problems to other personnel as needed.

Research, compile and verify a variety of data and information; compute statistical information for various Federal, State and District reports as necessary; resolve a variety of statistical discrepancies; sort, arrange and tabulate data according to reporting requirements.

Advise and assist various departments with meeting data and program needs; provide technical information concerning reports, research, statistics, and related practices, standards, requirements and procedures.

Assist with coordinating various student assessment tests; serve as a liaison between the District and the State concerning assessment tests and related data and materials as directed.

Assure mandated and requested reports related to student assessment, demographics, programs and assigned activities are completed according to established timelines and requirements; troubleshoot and resolve problems with report queries and macros.

Receive and evaluate requests for data, statistical analysis and research projects; design strategies to complete assignments; develop and implement research activities and methods of statistical data collection, analysis and presentation for assigned projects.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software; provide recommendations concerning computer system and software enhancements.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Attend and participate in various meetings; present materials, reports and information concerning student assessment tests, demographics and programs.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and techniques involved in the processing, preparation, verification, record-keeping and reporting of statistical data.

Data collection, information systems and statistical software.
Visual Studio, C#, Transactional SQL, SQL Server Management Studio, Powershell, and Microsoft Excel
Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
Principles, methods and procedures of operating computers and peripheral equipment.
Record retrieval and storage systems.
Data control procedures and data entry operations.
Report writing and statistical record-keeping techniques.
Data verification and clean-up procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Statistical and mathematical computations.

ABILITY TO:

Perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District.
Utilize an assigned computer system to input, update, format and extract data, maintain automated records, and generate a variety of statistical reports and documents.
Review and verify input and output data to assure accuracy.
Assemble, organize and prepare data for records and reports.
Provide technical support for student assessment tests.
Serve as a technical resource concerning assigned projects, reports and related computer operations and data.
Type or input data at an acceptable rate of speed.
Detect and resolve errors and inaccuracies in data output reports.
Interpret findings and analyze data, and provide related recommendations.
Compile and verify data, and prepare reports.
Maintain accurate statistical records.
Establish and maintain cooperative and effective working relationships with others.
Perform mathematical and statistical computations with speed and accuracy.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training and/or experience equivalent to graduation from high school, supplemented by college-level coursework in statistics, data processing or related field and two years of experience involving the processing, verification, recordkeeping and reporting of statistical data, including work with computer databases and software applications. Experience with Structured Query Language (SQL) and working with Excel required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.

Sitting for extended periods of time.

<i>Approved by Personnel Commission:</i>	<i>09/19/2007</i>
<i>Revised:</i>	<i>01/15/2014</i>
<i>Revised:</i>	<i>08/09/2017</i>
<i>Revised:</i>	<i>09/20/2017</i>
<i>Revised:</i>	<i>01/19/2022</i>
<i>Revised:</i>	<i>04/19/2023 – to PC for review and approval</i>



RECLASSIFICATION REQUEST REPORT

Employee Name: Juan Paulo "JP" Mejia

Current Classification: Student Data Specialist II

Site/Department: Education Service Center / Technology Services

Assignment: 8.00 hours/day, 12-months

Supervisor: Thomas Kranzler
Executive Director, Technology Services

Background

A reclassification request was submitted for the Student Data Specialist II position held by JP Mejia. The request was submitted by Thomas Kranzler, Executive Director of Technology Services. Mr. Kranzler has spent the last several months studying and evaluating the positions within the Technology Services Department and has determined that the duties currently assigned to and being performed by Mr. Mejia are substantially outside his current classification of Student Data Specialist II.

An in-depth interview was conducted with Mr. Kranzler and Mr. Mejia to gather information about Mr. Mejia's required responsibilities, as well as the duties and tasks being performed in his current role as Student Data Specialist II. Mr. Mejia has worked in this position since 11/12/2019. Mr. Kranzler commented that the position has become more complex and highly analytical in nature with the evolving needs of the district and the state and federal compliance requirements. Both Mr. Kranzler and Mr. Mejia indicated that they feel the duties and responsibilities of Mr. Mejia's position are at a higher-level position than a Student Data Specialist II.

The career ladder for the technology data specialist positions within the Technology job category is summarized below as defined in the job descriptions:

- Student Data Technician – perform a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students; utilize an assigned computer system to input and update student data and information, maintain automated records and generate a variety of computerized reports and documents.
- Computer/Telephone Support Specialist – perform a variety of technical duties in the installation, configuration, maintenance and repair of telecommunications equipment and related computer systems; review, maintain and update a variety of computerized data; provide technical user

assistance in support of telecommunication and related computer systems; maintain, monitor and assure proper operation of assigned telephone and computer systems.

- Student Data Specialist I – The Student Data Specialist I perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for an assigned department of the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between department and District personnel, administrators, vendors and various outside agencies.
- Student Data Specialist II – The Student Data Specialist II perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between District personnel, administrators, vendors and various outside agencies. Provide technical support for student assessment tests; and work with the Educational Services Division to streamline processes.
- Information Systems Analyst – Perform a variety of specialized duties involved in the development of processes, and the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting District data. Serve as a liaison and coordinate data processing, analysis and reporting functions on District systems between District personnel, administrators, vendors and various outside agencies.
- Database/Network Analyst – perform a variety of specialized duties involved in the installation, configuration, operation, development, maintenance and repair of the Student Information System (SIS), District networks, and related equipment, hardware, software, databases and applications; provide technical support, training and assistance to SIS and network system users; administer, evaluate and modify network and database systems to assure proper operation and meet the data processing needs of the District.

Methodology

An analysis was performed, based on a review of duties and responsibilities, and interviews with the incumbent and the incumbent's supervisor.

The job audit consisted of the following steps:

- Review of the completed position information request submitted.
- Conducted an in-person interview with the incumbent to review and discuss his responsibilities.
- Conducted an in-person interview with the Executive Director of Technology Services in order to gain an in-depth understanding of the specific duties Mr. Mejia performs as well as other staff assigned to the Technology Services Department.
- Considered information gathered during the recent in-depth study of the technology department, which included an analysis of job descriptions and departmental structure needs.

Findings

- During the past two and-one-half (2.5) years, incumbent has experienced a gradual accretion of duties while employed as a Student Data Specialist II.
- When Mr. Mejia first started in his position, he was primarily responsible for assisting with CALPADS, learning and assisting with Q reports, providing user support to sites, and creating reports for sites.

- Over the last 2.5 years, the position has significantly grown into high-end analytical responsibilities including creating data structures, developing reports and writing code. Many new and/or changes to state and federal law compliance reporting requirements have been enacted, which have required the incumbent to not only work with an in-depth knowledge and understanding of the various network databases and how they function, but also with an advanced knowledge of the various reporting systems and platforms in which data is collected, controlled, analyzed and reported to state and federal agencies. In addition, this position has grown in the areas of curriculum and instruction data control, analysis and reporting; equal opportunity reporting requirements; D and F reports; score data files; managing the Google automation process; and developing and maintaining a conglomerated reporting structure which is a large data file that houses all district data necessary for reporting purposes. As a result, the type of responsibilities the incumbent currently performs are no longer at the Student Data Specialist II level.
- The majority of the duties the incumbent performs fall within the essential duties of an Information Systems Analyst, which include:
 - Analyze district processes to streamline various activities through the development of various programs and implement industry best-practice process improvement techniques..
 - Analyze information through the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting of District data.
 - Serve as a liaison and coordinate data processing, analysis and reporting functions on District systems between District personnel, administrators, vendors and various outside agencies.
 - Develop, prepare, maintain and produce reports for District and school personnel providing insight into longitudinal and short-term trends; create report visualizations.
 - Prepare electronic data submissions for various District departments, committees, state and federal reports; prepare, format and submit a variety of specialized data required for state and federal District grants, profiles and funding; assure mandated local, state and federal reports are completed in accordance with established time lines and requirements.
 - Provide technical training and assistance to District personnel concerning the operation of data-based applications and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving data-based issues; refer complex problems to other personnel as needed.
- It has been over five years since the Information Systems Analyst classification specification has been reviewed. The classification specification needs to be revised to accurately reflect the duties, knowledge, skills, abilities and minimum qualifications required of the position.

Recommendation

It is recommended that the Student Data Specialist II position assigned to the Technology Services Department (position #3863) be reclassified to Information Systems Analyst. It is recommended that the incumbent, JP Mejia, be reclassified with the position based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective May 1, 2023.

It is also recommended that the classification specification for Information Systems Analyst be revised as presented to accurately reflect the duties, knowledge, skills, abilities and minimum qualifications required of the position.

Study completed by:

Reina M Murillo, Classified Human Resources Analyst (Confidential)



Andrea Crouch, Director of Classified Human Resources

Dated: April 12, 2023

Attachments: Student Data Specialist II classification specification
Information Systems Analyst classification specification



For the future of every student

CLASS TITLE: STUDENT DATA SPECIALIST II

BASIC FUNCTION:

Under the direction of a designated Technology Services Manager, perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between District personnel, administrators, vendors and various outside agencies. Provide technical support for student assessment tests; and work with the Educational Services Division to streamline processes.

DISTINGUISHING CHARACTERISTICS

A Student Data Specialist I is the second level in a three tier career ladder specializing in student data processing and management. A Student Data Technician serves at a high school and performs a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students. The Student Data Specialist positions serve at the district level and perform a variety of technical, specialized and complex computerized activities and coordinate data processing, analysis and reporting functions on District systems that serve district-wide programs and services. The Student Data Specialist I is assigned to a particular department in comparison to the Student Data Specialist II which is assigned to the Technology Services Department and serves as a lead to the student data positions, as well as a liaison to all District sites and departments, County Office, and other outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical and complex activities involved in the processing, preparation, verification, record-keeping and reporting of assessment, demographic and program data; establish, develop, maintain and update databases to meet various District data and reporting needs, requests and requirements; verify and assure accuracy and integrity of data and reports.

Work with the Student Assessment Department and the Educational Services Division to streamline processes through automation.

Input, process, format and extract a variety of data in an assigned computer system; establish and maintain automated records and files; create queries and macros, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy and completeness of input and output data; import, scan, export and upload a variety of data and information.

Prepare a variety of narrative and statistical lists, records and reports related to student assessment, test results, demographics, programs, grants, enrollment, curriculum, Title I and assigned projects and activities; format and generate charts and graphs; compare data and identify errors and discrepancies; make corrections, additions and modifications as needed.

Develop, prepare, maintain and produce reports for district and school personnel providing insight into longitudinal and short-term trends. Specific information includes: attendance, enrollment, CSIS, SIS, SIF, CDIF, SNOR, CRDC, HQT, NCLB, CBEDS, graduate, special education, English learner, dropouts, mobility,

grades, demographics, courses, programs, test results, health, discipline, scheduling, credentials, assignments, positions, permissions, software, data specifications, user accounts and assigned activities.

Provide technical support for student assessment tests; prepare Pre-ID data files and other data and information for assessment tests; prepare, develop, format and update answer sheets and various other materials for assessment tests; assure answer sheets are aligned with State standards.

Provide technical training and assistance to District personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving network, database, login and other technology issues; refer complex problems to other personnel as needed.

Research, compile and verify a variety of data and information; compute statistical information for various Federal, State and District reports as necessary; resolve a variety of statistical discrepancies; sort, arrange and tabulate data according to reporting requirements.

Advise and assist various departments with meeting data and program needs; provide technical information concerning reports, research, statistics, and related practices, standards, requirements and procedures.

Assist with coordinating various student assessment tests; serve as a liaison between the District and the State concerning assessment tests and related data and materials as directed.

Assure mandated and requested reports related to student assessment, demographics, programs and assigned activities are completed according to established timelines and requirements; troubleshoot and resolve problems with report queries and macros.

Receive and evaluate requests for data, statistical analysis and research projects; design strategies to complete assignments; develop and implement research activities and methods of statistical data collection, analysis and presentation for assigned projects.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software; provide recommendations concerning computer system and software enhancements.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Attend and participate in various meetings; present materials, reports and information concerning student assessment tests, demographics and programs.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and techniques involved in the processing, preparation, verification, record-keeping and reporting of statistical data.

Data collection, information systems and statistical software.

Visual Studio, C#, Transactional SQL, SQL Server Management Studio, Powershell, and Microsoft Excel

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Principles, methods and procedures of operating computers and peripheral equipment.

Record retrieval and storage systems.

Data control procedures and data entry operations.

Report writing and statistical record-keeping techniques.

Data verification and clean-up procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Statistical and mathematical computations.

ABILITY TO:

Perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District.

Utilize an assigned computer system to input, update, format and extract data, maintain automated records, and generate a variety of statistical reports and documents.

Review and verify input and output data to assure accuracy.

Assemble, organize and prepare data for records and reports.

Provide technical support for student assessment tests.

Serve as a technical resource concerning assigned projects, reports and related computer operations and data.

Type or input data at an acceptable rate of speed.

Detect and resolve errors and inaccuracies in data output reports.

Interpret findings and analyze data, and provide related recommendations.

Compile and verify data, and prepare reports.

Maintain accurate statistical records.

Establish and maintain cooperative and effective working relationships with others.

Perform mathematical and statistical computations with speed and accuracy.

Work independently with little direction.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training and/or experience equivalent to graduation from high school, supplemented by college-level coursework in statistics, data processing or related field and two years of experience involving the processing, verification, recordkeeping and reporting of statistical data, including work with computer databases and software applications. Experience with Structured Query Language (SQL) and working with Excel required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Approved by Personnel Commission:	09/19/2007
Revised:	01/15/2014
Revised:	08/09/2017
Revised:	09/20/2017
Revised:	01/19/2022



For the future of every student

CLASS TITLE: INFORMATION SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the **Executive Director of Technology Services** ~~Chief Technology Officer (CTO)~~, analyze information, processes and ~~computer technology~~ **data** used by the District. Perform a variety of specialized duties involved in the development of processes, and the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting District data. Serve as a liaison and coordinate data processing, analysis and reporting functions on District systems between District personnel, administrators, vendors and various outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Analyze information through the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting of a variety of District data. Analyze district processes through working with District and school personnel to streamline various activities through the development of various programs and implementing industry best-practice process improvement techniques. ~~Analyze district computer technology through the configuring of servers, switches, firewalls, security filters and computer systems (including laptops, desktops, iPads, Chromebooks, etc.) for optimizing the computer system usage and performance within the District.~~

Develop, prepare, maintain and produce reports for District and school personnel providing insight into longitudinal and short-term trends. **Data includes, but is not restricted to, data inherent in the District's student information system, student assessment and testing, District's employee management system, and local, State, and Federal reporting systems (i.e. CALPADS, CBEDS).** ~~Specific information includes: attendance, enrollment, CSIS, SIS, SIF, CDIF, SNOR, CRDC, HQT, NCLB, CBEDS, graduates, special education, English learners, dropouts, mobility, grades, demographics, courses, programs, test results, health, discipline, scheduling, credentials, assignments, positions, permissions, software, data specifications, user accounts and assigned activities.~~

Create report visualizations including graphs, trends, and projections in collaboration with various state and federal organizations and District staff.

Collaborate with District and school personnel, and Technology Department personnel to streamline processes by continuously documenting and improving processes. Implement proper measurements and metrics to gauge process performance for determining areas of improvement. Research best practices and assist in the implementation of those practices.

Prepare electronic data submissions for various District departments, committees, ~~the Superintendent~~, state and federal reports; prepare, format and submit a variety of specialized data required for state and federal District grants, profiles and funding; assure mandated local, state and federal reports are completed in accordance with established time lines and requirements.

Collaborate with ~~computer system~~ staff and vendors in the configuration, implementation and development of systems and processes of **data and their automation; and the** ~~servers, switches, filters, firewalls and a variety of electronic devices.~~ ~~Collaborate with computer system staff and vendors in the~~ collection, extraction, processing, analysis and submission of a variety of electronic data. Serve as a liaison

between District personnel, administrators, outside agencies and governmental organizations concerning assigned data processing and reporting functions; resolve related issues and discrepancies as needed.

Audit a variety of data, records and reports for accuracy and completeness; compare data and identify errors and discrepancies; make corrections and modifications as needed, add and revise data to meet reporting changes and requirements as necessary; interpret, implement, analyze and discuss changes to information sources/data and reports with vendors, governmental representatives and technology staff.

Provide technical training and assistance to District personnel concerning the operation of ~~computer systems, software, databases, applications,~~ **data-based applications** and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving ~~network, database, login and other technology~~ **data-based** issues; refer complex problems to other personnel as needed.

Produce and process a variety of notifications, lists, forms, labels, files, **and** student cards, ~~passwords, and~~ ~~decryptions and encryptions~~; implement new modules, **applications, and processes** developed by vendors; ~~update, revise and maintain a variety of code tables~~; maintain custom menus and embedded reports and applications.

~~Install, test, upgrade and update computer software, systems, servers and applications as needed; assist with maintaining integrity and security of assigned computer systems; Troubleshoot and resolve data file and aggregation issues and malfunctions as needed; prepare backup data files in accordance with established timelines and procedures; maintain and update library of backup data files.~~

~~Assist the CTO with department operations, functionality and effectiveness as required; provide support duties; assist with departmental recruitment activities.~~

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software.

Attend and participate in various meetings and committees as assigned.

OTHER DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Principles~~, practices, procedures and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Process improvement techniques and best practices.

Data collection, information systems and statistical software.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

~~Visual Studio, C#, Transactional SQL, SQL Server, switch technology, Microsoft server systems, Firewalls, Systems Architecture design, Powershell.~~

Principles, methods and procedures of operating computers and peripheral equipment.

Computer ~~hardware systems~~, databases, utilities and applications used by the District.

Record retrieval and storage systems.

Data control procedures and data entry operations.

Survey instruments, techniques and methodology.

Report writing and statistical record-keeping techniques.
Data verification and clean-up procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Statistical and mathematical computations.

ABILITY TO:

Perform a variety of specialized duties involved in the computerized collection, processing, input, verification, extraction, analysis, record-keeping and reporting of a variety of student, staff, faculty, enrollment, program and a variety of other District data.
Develop and compile stand-alone applications.
Input, code, extract and update a variety of data in assigned computer systems and software, ~~including FoxPro, Visual Studio, Enterprise Manager and others.~~
Serve as a liaison and coordinate data processing, analysis and reporting functions between District personnel, administrators, vendors and various outside agencies.
Utilize ~~an assigned computer systems~~ to input and extract data, maintain automated records, initiate queries, create tables and custom views, and generate a variety of statistical reports and documents.
Review and audit input and output data to assure accuracy and efficiency.
Assemble, organize and prepare data for records and reports.
Provide technical training and assistance to staff and administrators concerning data collection, processing, analysis and reporting functions, and related ~~computer systems and applications.~~
Type or input data at an acceptable rate of speed.
Interpret findings and analyze data, and provide related recommendations.
Compile and verify data and prepare reports.
Maintain accurate statistical records.
Establish and maintain cooperative and effective working relationships with others.
Perform mathematical and statistical computations with speed and accuracy.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Plan and organize work.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to an ~~bachelor's~~ **Associate's** degree with coursework in **information systems management**, computer science or related field, and two years **increasingly responsible** experience involving **the management of server-based, relational database systems using a variety of utilities and productivity software to gather, process and transfer data; data analysis; and** ~~collection, processing, data analysis, formatting and reporting of computerized data.~~ **Experience supporting applications in a school district is desirable.**

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.

Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission: 09/19/2007
Revised: 09/20/2017
04/19/2023 – to PC for review and approval

DATA Systems & Analysis Career Ladder



215

Student Data Technician

Perform a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students; utilize an assigned computer system to input and update student data and information, maintain automated records and generate a variety of computerized reports and documents.

250

Student Data Specialist I

Perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for an assigned department of the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems

260

Student Data Specialist II

Perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between District personnel, administrators, vendors and various outside agencies.

270

Information Systems Analyst

Perform a variety of specialized duties involved in the development of processes, and the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting District data. Serve as a liaison and coordinate data processing, analysis and reporting functions on District systems between District personnel, administrators, vendors and various outside agencies.

275


Database/Network System Analyst

Perform a variety of specialized duties involved in the installation, configuration, operation, development, maintenance and repair of the Student Information System (SIS), District networks, and related equipment, hardware, software, databases and applications; provide technical support, training and assistance to SIS and network system users; administer, evaluate and modify network and database systems to assure proper operation and meet the data processing needs of the District.

Next career progression would be management positions such as Information Systems Manager and/or Executive Director, Technology Services



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: April 19, 2023

Subject: Approval of Revised Classification Specification
Custodian

The Ventura Unified School District is planning recruitment efforts to fill future vacant Custodian positions. In preparation of filling these positions, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to the job description.

Therefore, it is recommended the Personnel Commission approve the attached, revised classification specification for Technology Specialist as presented.

Attachment: proposed classification specification for Custodian



For the future of every student

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

Under the direction of the Custodial Supervisor **Facilities Manager**, perform routine custodial duties at a designated school or District site during an assigned shift; maintain buildings and adjacent grounds areas in a clean, orderly, safe and secure condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine custodial duties at a designated school or District site during an assigned shift; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets.

Clean classrooms, cafeterias, offices, library, kitchens, gymnasium, hallways, lounges, locker rooms and other facilities as assigned; dust, sanitize and wipe down desks, tables, furniture, doors, countertops, equipment and woodwork; spot mop spills; remove gum, debris and graffiti as needed.

Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings; empty waste receptacles; replace trash liners.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with paper towels, soap, toilet paper, seat covers and other items; clean mirrors, tile, walls, light fixtures and windows; unclog drains and toilets.

Move and arrange furniture and equipment as required; set-up and assemble chairs, tables and other furniture and equipment for meetings, special events and other activities as assigned; clean up furniture, equipment and debris following these events.

Clean ~~chalkboards~~, whiteboards, ~~chalk~~-trays and erasers as needed; empty pencil sharpeners; prepare and clean tables, chairs, benches and floors after breakfast, lunch and recess periods as assigned.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, blowers, pressure washers and other equipment as assigned.

Lock and unlock doors, windows and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines; raise and lower flags as assigned, **and fold flags neatly at end of shift.**

Perform minor maintenance and repairs on facilities, furniture and equipment; replace light bulbs as needed; refer major maintenance and repair needs to appropriate staff; report vandalism and safety, sanitary and fire hazards; respond to emergency custodial requests as needed.

Monitor inventory levels of custodial supplies as required; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned; pick up and distribute a variety of classroom, office and custodial supplies and materials as required.

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:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

ABILITY TO:

Perform routine custodial duties at a designated school or District site during an assigned shift.

Maintain buildings and adjacent grounds areas in a clean, orderly, safe and secure condition.

Use cleaning materials and equipment in a safe and efficient manner.

Operate a variety of custodial equipment.

Keep custodial rooms clean and orderly.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Maintain routine records related to work performed.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

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 listed above.~~

Any combination of education, training and experience that provides the required knowledge and ability to perform the essential duties of the position. Some experience performing a variety of routine custodial duties highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial duties.

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

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.

Approved by Personnel Commission:


09/19/2007

Revised:

04/19/2023 to Personnel Commission for review and approval



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: April 19, 2023

Subject: Approval of Revised Classification Specification
Director of Fiscal Services

The Ventura Unified School District is planning recruitment efforts to fill a vacant Director of Fiscal Services position. In preparation of filling this positions, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to the job description.

Therefore, it is recommended the Personnel Commission approve the attached, revised classification specification for Director of Fiscal Services as presented.

Attachment: proposed classification specification for Director of Fiscal Services



For the future of every student

CLASS TITLE: DIRECTOR OF FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct District-wide accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts; coordinate and direct personnel, communications, and fiscal record-keeping and reporting functions to meet District accounting needs and assure smooth and efficient fiscal activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Budget & Finance operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts; establish and maintain fiscal time lines and priorities; assure financial activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct personnel, communications, and fiscal record-keeping and reporting functions to meet District accounting needs and assure smooth and efficient fiscal activities; oversee the development and implementation of accounting programs, projects, services, functions, goals, objectives, plans, strategies and activities

Direct and participate in the development, preparation, review and analysis of the District budget and various departmental, site, categorical and program budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements; evaluate, forecast, calculate and project annual income, expenditures and balances to determine budget requirements; compile and analyze costs and provide direction concerning budgetary allocations, limits and expenditures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Direct the preparation and maintenance of various financial and statistical records, reports and statements related to budgets, accounts, income, expenditures, projections, interims, actuals, end-of-year and assigned activities; assure mandated reports are completed and submitted to appropriate governmental agency in accordance with established time lines and requirements; prepare first interim, second interim, criteria and standards, proposed/adopted budget and actuals reports.

Coordinate and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles; direct activities to assure proper and timely identification and resolution of fiscal issues, errors and discrepancies.

Provide training, technical assistance and expertise to District administrators and personnel concerning

fiscal and budgetary operations and activities; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, income, expenditures, records, reports, standards, requirements, projections, principles, laws, codes, regulations, policies and procedures; assist in developing and implementing staff training and development activities.

Plan, organize, control and direct District accounts payable, accounts receivable and payroll functions; direct and assure accuracy of related transactions including income, expenditures and fund transfers; assure proper and timely payment of financial obligations and District employees; direct the preparation, review and processing of purchase orders and invoices; assure proper collection and processing of revenue to maintain fiscal solvency.

Coordinate communications and information between District administrators, personnel, departments, governmental organizations and others to assure smooth and efficient fiscal, budgetary and related reporting activities; confer with principals and District administrators to review and discuss budget status and funding sources for potential program changes; investigate, analyze and assure proper and timely resolution of Department problems and conflicts.

Plan, organize, control and direct the calculation, posting, auditing and adjustment of journal entries; monitor, evaluate, balance and reconcile categorical and various other accounts, funds and budgets; assure accurate accounting of funds including income and expenditures; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate corrections; direct and participate in end-of-year closing activities.

Assess, review, revise and update budget information; coordinate updates by staff; and assure proper correction of budget errors; collaborate with various administrators in the review, analysis and development of budgets and fiscal priorities; prepare, analyze and develop sub funds and conduct criteria and standards reviews for the District's annual budget; calculate revenue limits and prepare multi-year projections.

Provide technical information and assistance to the Assistant Superintendent-Business Services concerning Department operations and District accounting and budgetary functions, needs and issues; assist in the formulation and development of fiscal policies, procedures and programs.

Monitor and evaluate the operations of various District departments to assure smooth and efficient fiscal and budgetary functions and activities; research, develop and implement programs, practices, policies, procedures, solutions and techniques to enhance financial effectiveness, resolve financial deficiencies and assure smooth and efficient fiscal and budgetary activities in various departments.

Provide specialized accounting support for collective bargaining activities; oversee and participate in providing technical assistance and support in projecting and determining fiscal impact of negotiated settlements on the District's multi-year financial outlook; prepare alternative scenarios; maintain confidentiality of sensitive and privileged information; prepare various financial reports and analyses for use in collective bargaining activities; prepare AB1200 disclosure documentation for County review prior to Board action.

Direct specialized accounting activities to assure accurate Average Daily Attendance (ADA) reporting for the District; compile and analyze enrollment information to identify trends and include in budget projections.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; direct the modification of accounting and budgetary processes and

procedures to assure compliance with established requirements as necessary; keep various staff and administrators current concerning department, program and categorical requirements and the implications of potential changes in policies and procedures.

Communicate with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned; prepare and deliver oral presentations concerning District budgets and accounting operations

OTHER DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of District-wide accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts.

Accounting, auditing, budget and business functions of an educational organization.

Advanced theory and application of budgetary planning and control in a school system.

State and federal standards and requirements concerning the record-keeping and reporting of educational budgets, funds and accounts.

GAAP and auditing practices and procedures.

Preparation, analysis, review and control of District accounts and budgets.

Fiscal organization, operations, policies and objectives of the District.

Applicable laws, codes, regulations policies and procedures.

Financial and statistical record-keeping techniques.

Financial analysis and projection techniques.

Preparation of financial statements and comprehensive accounting reports.

Principles and practices of administration, supervision and training.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize, control and direct District-wide accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts.

Coordinate and direct personnel, communications, and fiscal record-keeping and reporting functions to meet District accounting needs and assure smooth and efficient fiscal activities.

Supervise and evaluate the performance of assigned personnel.

Direct activities to assure proper and timely resolution of fiscal issues, errors and discrepancies.

Provide technical training, assistance and expertise concerning accounting and budget functions.

Direct and participate in the development, preparation, review and analysis of the District and department and program budgets to assure proper allocations, fund disbursement and fiscal solvency.

Assure proper and timely payment of financial obligations and District employees.

Direct the monitoring, evaluation and reconciliation of District accounts, funds and budgets.

Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.

Interpret, apply and explain laws, codes, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the preparation and maintenance of various financial and statistical records and comprehensive accounting 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: require a bachelor's degree in accounting or related field and five years administrative accounting experience involving the review, analysis, maintenance and adjustment of various budgets, funds and accounts.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.

Approved by Personnel Commission:

09/19/2007

Revised Title:

09/15/2021

Revised:

04/19/2023 to Personnel Commission for review and approval



Ventura Unified School District
PERSONNEL COMMISSION

**RESOLUTION OF COMMENDATION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

WHEREAS, the California State Legislature adopted a resolution in 1986 declaring the third full week of May of each year as **Classified School Employees' Week** recognizing the many outstanding contributions and services provided by classified school employees; and

WHEREAS, Classified school employees provide the invaluable support network of services to the schools and students of the Ventura Unified School District; and

WHEREAS, Classified school employees are responsible for those activities of the school district that support the instructional programs and make it possible for the teachers to teach and the students to learn in a clean, safe, healthy and high performing environment; and

WHEREAS, many Classified school employees serve as paraprofessionals in classrooms providing direct assistance to teachers and giving students the individual attention and the support needed to succeed academically, socially, and emotionally in our District, servicing K-12 students, child development programs, English learners, individuals with exceptional needs, and parent education; and

WHEREAS, numerous Classified school employees perform essential technical, business and accounting, human resources, clerical and administrative support functions at district offices and school sites creating a smooth operating educational environment; and

WHEREAS, a number of Classified school employees perform maintenance, custodial and groundskeeping services ensuring the school buildings and surrounding areas are clean, safe, and well-maintained for the students and, thus, protect the public's investment in our school facilities; and

WHEREAS, many other Classified school employees serve as child nutrition service workers furnishing students with nutritional meals and snacks enabling them to focus their attention on learning; and

WHEREAS, a large group of Classified school employees provide transportation services bringing students safely to and from school and other school related activities; and

WHEREAS, purchasing, warehouse, and publications staff ensure our schools and departments have the supplies and materials needed to support teaching, learning and public service on a daily basis; and

WHEREAS, other Classified school employees provide campus supervision, responsible for monitoring students, before, during and after school hours, supporting a safe environment on our school campuses; and

WHEREAS, Classified Management staff guarantee the smooth, efficient and caring support services for all the District's educational activities; and

WHEREAS, through their professionalism and skill Classified school employees contribute to the establishment and promotion of a positive environment for learning and always strive for excellence in all their many jobs; and

WHEREAS, the Personnel Commission of the Ventura Unified School District is proud to be the body responsible for the administration of Classified employee policies and procedures;

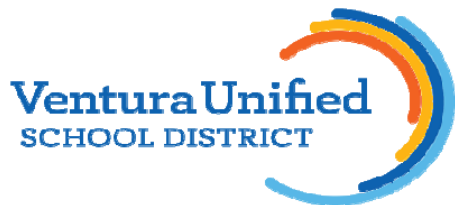
NOW THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Ventura Unified School District hereby recognizes the professionalism and wishes to honor the contributions of the Classified employees of the Ventura Unified School District and recognizes the week of May 21 - 27, 2023 as Classified School Employees' Week in the Ventura Unified School District.

ADOPTED, this 19th day of April, 2023.

Janne Campbell, Chair

John Walker, Member

Cathi Stallings, Member



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 04/19/2023

New Hires

Last Name	First Name	Job Class Description	Date
Castro Hurtado	Sonia	Para- After School	03/13/23
Hernandez	Gabriela	Bus Driver	04/10/23
Jimenez	Rocio	Bus Driver	04/10/23
Khan	Areej	Communications/Outreach Coord	03/08/23
Lomeli	Elizabeth	Para- After School	03/13/23
Mireles Rodriguez	Lisa	School Occupational Therapist	04/10/23
Rodarte	Jarrit	Bus Driver	04/10/23

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Hanrahan	Sonia	Paraeducator III	4/10/2023
Jones	Jerry	Lead Building Trades Mechanic	3/20/2023

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Abe	Yoshiko	Paraeducator II	03/17/23
Apodaca Escobedo	Ernesto	Paraeducator I - Site	03/30/23
Arroyo Munoz	Paloma	Paraeducator I - TK	03/24/23
Asaad	Eliana	Paraeducator II	03/15/23
AyalaGarcia	Yesme	Campus Support Assistant	03/24/23
BanderasSolorio	Naivi	Campus Support Assistant	03/24/23
Bangs	Amanda	Campus Support Assistant	03/25/23
Bowen	Bailee	Paraeducator I - Site	03/31/23
Burton	Katherine	Paraeducator II	03/15/23
Castillo	Irena	Campus Support Assistant	04/01/23
Cavola	Stephen	Paraeducator II	03/28/23
Cerda	Denise	Office Assistant	03/22/23
Cham	Angelica	Paraeducator III	04/01/23
Clark	Anna	Human Resources Specialist	03/09/23

Coert	Lisa	Campus Support Assistant	03/15/23
Cortez	Ashley	Paraeducator II	03/28/23
Cromack	Mark	Paraeducator II	03/18/23
De La Cruz	Josephine	School Adm. Assistant I	03/07/23
DeZavala	Taylor	Paraeducator III	03/23/23
Diaz	Nicte-Ha	Child Nutr Assist I	03/24/23
Diaz	Blake	Paraeducator III	03/10/23
Duffez	Blandine	Paraeducator II	03/17/23
Esquivel	Yvonne	Child Nutr Assist I	03/09/23
Farris	Tracy	Paraeducator II	03/15/23
Fish	Deborah	Paraeducator I - TK	03/22/23
FloresCarranco	Esmeralda	Child Nutr Assist I	03/23/23
Ford	Veronica	Paraeducator II	03/16/23
Galensky	Alexis	Paraeducator II	03/21/23
Garbe	Valerie	Campus Support Assistant	03/23/23
Gartman	Peggy	Bus Driver	03/16/23
GillLara	Guadalupe	Paraeducator II	03/21/23
Grabendike	Chloe	Paraeducator II	03/15/23
Guzman	Christine	Paraeducator I - TK	03/31/23
Halimi	Lailoma	Paraeducator II	03/28/23
Harrison	David	Campus Support Assistant	03/23/23
Hathaway	Jeffrey	Paraeducator II	03/21/23
Hellen	Michael	Bus Driver	03/11/23
Iacopelli	Marc	Paraeducator II	03/31/23
Kazeminejad	Masumeh	Child Devel Teacher	03/16/23
KellnerElizarraras	Lissa	Office Assistant	03/10/23
Lipman	Richard	Paraeducator II	03/21/23
Martinez	Mirnaliz	Child Nutr Assist II	03/30/23
Martinez	Aurelio	Campus Support Assistant	03/17/23
Miller	Laurel	Paraeducator II	03/18/23
Mora	Thea	Paraeducator III	03/30/23
Mullins	Erin	Campus Support Assistant	03/22/23
Payan	Trevor	Paraeducator II	04/01/23
Pereda	Ashley	School Adm. Assistant I	03/07/23
Prado	Anai	Paraeducator II	03/11/23
Rail	Melissa	Campus Support Assistant	03/17/23
Reimers	Traci	Campus Support Assistant	03/15/23
Reyes	Griselda	Paraeducator III	03/21/23
Rocha	Alxandria	Campus Support Assistant	03/22/23
Ruiz	Cristina	Campus Support Assistant	03/14/23
Ruiz Beltran	Antonia	Child Nutr Assist I	03/14/23
Sadat	Salameh	Paraeducator II	03/23/23
Savard	Linda	Campus Support Assistant	03/14/23
Tang	Yun	Paraeducator II	03/15/23
Valle	Dianne	Paraeducator III	03/29/23
Walden	Jessica	Paraeducator II	03/11/23

ZamanianYazdi	Najmeh	Paraeducator II	03/16/23
Zendejas	Alyson	Paraeducator II	04/01/23

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Arroyo Hernandez	Maria	District Recept	04/01/23
Arroyo Hernandez	Maria	ESSA	04/01/23
Arroyo Hernandez	Maria	Office Assistant	04/01/23
BanderasSolorio	Naivi	Paraeducator I	04/01/23
Chappell	Brandy	Campus Support Asst	04/01/23
Cogburn	Katie	HR Assistant	04/01/23
Corza Tamayo	Maria	Office Asst	04/01/23
Duran	Alison	Child Nutr Asst I	04/01/23
Izquierdo	Angelina	Paraeducator II	04/01/23
Moreau	Megan	Paraeducator I	04/01/23
Moreau	Megan	Paraeducator II	04/01/23
Perez	Cynthia	Campus Support Asst	04/01/23
Plascencia	Adilene	Custodian	04/01/23
Rendon	Emily	Paraeducator II	04/01/23
Reyes	Griselda	Paraed-Aftr Sch	04/01/23
Sanchez	Jose	Paraeducator II	04/01/23
Senesac	Elizabeth	Paraeducator I	04/01/23
Senesac	Elizabeth	Paraeducator II	04/01/23
Torres	Richard	Language Assessor	04/01/23

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Arroyo Munoz	Paloma	Paraeducator- After School Programs	02/07/2023 (Promotion)

Separation from Service

Last Name	First Name	Job Class Description	Date
Carlile	Jennifer	BCBA	03/20/23
Visser	Nicolas	Bus Driver	04/10/23
Capelli	Sue	Bus Driver/Dispatcher	03/31/23
Alvarez	Sofia	Child Nutrition Assistant I	03/23/23
Medrano	Nicole	Fiscal Technician I	03/13/23
Base	Janice	Paraeducator II	03/15/23
Falope Murillo	Ana	Paraeducator II	03/31/23
Shellgren	Sharon	Paraeducator II	03/24/23
Elliott	Jennifer	Paraeducator III	03/17/23
Fernandez Troolines	Suzanne	Paraeducator III	03/30/23
Grijalva	Christopher	Paraeducator III	03/17/23
Ridge	Rolanda	Paraeducator III	02/24/23
Sanchez	Jose	Paraeducator III	03/24/23

Lomeli	Elizabeth	Paraeducator-After School	03/31/23

Leave of Absence

Last Name	First Name	Job Class Description	Date
Aquino	Arielle	Educational Sign Language Interpreter	04/01/2023 - 06/30/2023 - Unpaid Leave
Cromack	Mark	Paraeducator II	03/20/2023-04/23/2023- Unpaid Parental/Bonding Leave
Gonzalez	Maria	Campus Support Asst	03/9/2023 - 06/15/2023- Unpaid Leave
Sanchez	Jose	Trades Maint Worker I	03/20/2023 - 04/02/2023 - Partial Unpaid Parental/Bonding Leave
TapiaAranda	Mayra	Paraeducator II	03/03/2023 - 06/15/2023 - Unpaid Parental/Bonding Leave
Rico	Cristina	Paraeducator II	03/06/2023 - 05/26/2023 - Parental/Bonding Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Ortmann	Kristina	Paraeducator III	03/28/2023: Reinstatement @ Balboa; 6 hrs/day
VanNoy	Amanda	School Support Secretary	03/24/2023: Change in hours/Work year calendar -- 6.5 hrs/day to 8 hrs/day; 190 days/yr to 11 months; same position

Working Out of Class

Last Name	First Name	Job Class Description	Date
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Vacancy Coverage

Adams	Claire	Child Nutr Mgr-Elementary-D38	3/7/2023
Bauleke	Kevin	Network and Systems Specialist-C22	3/1-3;6-10;13-17;20-24;27-31/2023
Centeno	Grace	Child Nutr Mgr-Elementary-D38	2/7-10;14-17;21-24;27-28/2023
Centeno	Grace	Child Nutr Mgr-Elementary-D38	3/1-3;6-10;13-17;21-24;27-31/2023
Flores	Yezenia	Child Nutr Mgr-Elementary-D38	3/1-3;6;8-10;13-17;20-24;27-31/2023
Foley	Angela	School Adm. Assistant III-B35	2/14-17;21-24;27-28/2023
Foley	Angela	School Adm. Assistant III-B35	3/1-3;6-10;13-17;20-24;27-31/2023
Kelsch	Elizabeth	Senior Office Assistant-B41	3/1-3;6-9;13-17;20;22-24;27-29;31/2023
Lopez	Richard	Lead Technology Specialist-C25	3/1-3;6-9;13-17;20-24;27-31/2023
MendozaLopez	Rafael	Electrician-F48	3/1-3;6-10;14-17;21-24;27-31/2023
Pulido	Caroline	College/Career Technician-E34	3/1-3;6-10;13-17;20-24;27-31/2023
Randolph	Wesley	Child Nutr Assist II-D62	3/2-3;6-10;13-17;20-24;27-31/2023
Salazar	Maria	Office Assistant-B61	2/1-3;6-10;14-17;21-24;27-28/2023
Upton	Judy	Food & Nutr Svcs-Oprs Asst-D19	3/1-3;6-10;13-17;20-24;28-31/2023

Covering for EE who is WOC

Domme	Bonnie	Child Nutr Assist II-D62	2/1-3;6-10;14-17;21-24;27-28/2023
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Lopez	Alexia	Child Nutr Assist II-D62	3/1-3;6-10;13-17;20-24;27-31/2023
Mijares	Danielle	Senior Office Assistant-B41	2/1-3;6-10;23;27-28/2023
Covering for EE who is on LOA			
Aparicio	Emerald	School Support Secretary-B43	3/1-3;6-10;13/2023
Domme	Bonnie	Child Nutr Mgr-Secondary-D36	3/1-3;6-10;13-16;21-24;28-31/2023
Mendoza	Janette	Paraeducator III-E69	2/1-3;7-10;14-17;21-24;27-28/2023
Mendoza	Janette	Paraeducator III-E69	3/1;3;6-10;14-16;20-24;27-31/2023
Navarro	Gricelda	Attendance Assistant-A47	2/2-3;6-10;14-17;21-24;27-28/2023
Navarro	Gricelda	Attendance Assistant-A47	3/1-3;6-10;13-17;20-21;23-24;27/2023
Rodriguez	Lupe	Child Nutr Mgr-Secondary-D36	3/17/2023
Limited Term Assignment/Extra Help			
McIlhaney	Jason	Planning Assistant -T02	2/1-3;7-10;13-17;20-24;27-28/2023
Other Reasons			
Burrue	Debbie	Child Nutr Mgr-Elementary-D38	3/14/2023
Calles	Phillip	Trades Maintenance Worker II-F59	02/1-3;6-8;10;14-15;27-28/2023
Cardona	Mario	Child Nutr Mgr-Elementary-D38	2/14-17;21/2023
Cardona	Mario	Child Nutr Mgr-Elementary-D38	3/27-30/2023
Chavira	Gloria	School Adm. Assistant I-B37	3/31/2023
Crites	Regina	Child Nutr Mgr-Elementary-D38	3/20/2023
Diaz	Niche-te	Child Nutr Assist II-D62	3/1-3;6/2023
Diaz Hernandez	Susana	Child Nutr Mgr-Elementary-D38	3/31/2023
Filoso	Linda	Child Nutr Mgr-Secondary-D36	3/15/2023
Hopkins	Anne Marie	Child Nutr Mgr-Elementary-D38	3/23/2023
Lofton	Doug	Grounds Maintenance Worker II-F64	3/28-31/2023
Malach	Lan	Child Nutr Mgr-Secondary-D36	3/29-30/2023
Martinez	Mirnaliz	Child Nutr Mgr-Secondary-D36	3/27-28/2023
Ramirez	Rose	Exec Asst to Superintendent-B19	3/29-31/2023
Scott	Pamela	Administrative Specialist-B50	3/8;17/2023
Silva	Rafael	Head Custodian II-F37	2/23-24/2023
Sweatt	Charles	Head Custodian II-F37	3/22-24;27/2023