



**PERSONNEL COMMISSION MEETING**  
**February 15, 2023**

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

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

**PUBLIC ACCESS/COMMENTS**

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

Written public Comment requests will be accepted for a 24-hour period ending one hour prior to the start of the Opening Procedure of the meeting, (no later than 3:30pm on Wednesday, February 15, 2023). All written public comment received via the designated email address, referenced above, will be provided to the Personnel Commission prior to the start of the meeting for review. The written public comment will not be read or summarized, but will be made part of the minutes of the Personnel Commission meeting. ANY WRITTEN PUBLIC COMMENT RECEIVED BEFORE OR AFTER THE 24 HOUR PERIOD WILL NOT BE PROCESSED. If giving a live public comment, the public must use the "raise hand" function of the Zoom webinar at the time of the item they wish to comment on, including general public comment agenda item or other agendized items. Those attending via phone call, which does not allow the raise hand function, will be unmuted at the beginning of the Public Comment agendized item and asked if they have a public comment to share now or for a subsequent individual agendized item. Public comments are limited to three minutes.

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

**POSTING INFORMATION**

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

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

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

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

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

## PERSONNEL COMMISSION

### REGULAR MEETING AGENDA – FEBRUARY 15, 2023

#### Public Access

#### Public Streaming of the Personnel Commission Meeting at

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

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. Adoption of Resolution #23-02, Personnel Commission's Authority to Hold Virtual Meetings Pursuant to AB 361
- D. APPROVAL OF MINUTES
  - January 18, 2023
- E. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time, the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. 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.
- F. INFORMATION ITEMS
  - 1. VESPA Report
  - 2. Director's Report
  - 3. Recruitment & Selection: Hiring Update
  - 4. Next Regular PC Meeting: March 15, 2023

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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F. ACTION AGENDA ITEMS

1. Approval of Revised Classification Specification: Grounds Maintenance Worker I
2. Approval of Revised Classification Specification: Electrician
3. Approval of Revised Classification Specification: Paraeducator- After School Programs
4. Approval of Revised Classification Specification: Lead Technology Specialist
5. Approval of Revised Classification Specification: Network and Systems Specialist

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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Ventura Unified School District  
Resolution # 23-02

Personnel Commission's Authority to Hold Virtual Meetings  
Pursuant to AB 361

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19) that remains in effect; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

**WHEREAS**, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

**WHEREAS**, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the public, staff, students, and members of the Board to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

**WHEREAS**, the Ventura County Office of Public Health Officer recommends that legislative bodies of Ventura County practice social distancing measures to slow the spread of COVID-19 by continuing to meet remotely.

**THEREFORE, BE IT RESOLVED** that the Personnel Commission of Ventura Unified School District finds that the Governor's March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

**BE IT FURTHER RESOLVED**, the Personnel Commission of Ventura Unified School District finds that the Ventura County Public Health Officer continues to impose or recommend that legislative bodies of Ventura County practice social distancing measures to slow the spread of COVID-19 by continuing to meet remotely.

**BE IT FURTHER RESOLVED**, the Personnel Commission of Ventura Unified School District finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of members of the public attending the meeting and/or the state of emergency continues to directly impact the ability of the public, staff, students, and/or members of the Personnel Commission to meet safely in person due to the prevalence of the Delta and Omicron variants, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for non-compliance with mask wearing requirement, and the desire to protect the health of immuno-compromised members of the public, staff, students, and Commissioners.

**PASSED AND ADOPTED** by the following vote of the Personnel Commission of Ventura Unified School District, County of Ventura, State of California on February 15, 2023

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_

Chair, Personnel Commission



For the future of every student

MINUTES  
January 18, 2023


CALL TO ORDER	<p>A special meeting of the Personnel Commission of the Ventura Unified School District was held via Zoom at on January 18, 2023. Ms. Campbell, Chair, called the meeting to order at 4:30 p.m.</p> <p>Present: Commissioners Campbell, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Human Resources Supervisor; and Reina Murillo, Human Resources Analyst, Confidential.</p>
ADOPTION OF AGENDA	<p>On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the January 11, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)</p>
APPROVAL OF MINUTES	<p>On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the December 14, 2022 Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0)</p> <p>On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the minutes of January 11, 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"><li>1) Negotiations is over. Everything is ratified and Board approved.</li><li>2) VESPA is very happy and looking forward to enjoying the raise. I've had a few meetings with Dr. Castro and VUEA, working together to start re-building relationships. I provided suggestions to Dr. Castro about how to begin to rebuild those relationships, such as go out to school sites help hand out lunches, help supervise campuses with a Campus Supervisor in an effort to get to know what Classified ESPs do.</li><li>3) VESPA is busy providing support to members to help switch people over to CSEBO.</li></ol>
ITEM E2	<p><u>DIRECTOR'S REPORT</u></p> <p>Ms. Crouch reported</p> <ol style="list-style-type: none"><li>1) I echo a lot of the sentiment from Ms. Peek's report and our common goals. Ms. Wolowicz and I continue to be excited to work closely in collaboration with VESPA and Ms. Peek. We look forward to rebuilding relationships.</li><li>2) Classified HR will start up recruitment events mid-February to early March. We look at visiting a few local college campuses recruiting events. We are hoping to use these college recruitment opportunities to help fill our hard to recruit part-time Paraeducator positions. We feel the schedules would pair nice with a college schedule.</li><li>3) We have a new CBO to begin. Our Assistant Superintendent, Business Services, Ahsan Mirza will begin Monday, February 6<sup>th</sup>. The BOE approved his contract at the last Board Meeting. We are excited to bring him on board and looking forward to him starting.</li><li>4) We also have Thomas Kranzler our new Executive Director of Technology Services starting on January 23, 2023. Everyone is excited to welcome Thomas and have him start.</li></ol> <p>Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:</p> <ul style="list-style-type: none"><li>o Martin Luther King Holiday, January 16<sup>th</sup></li><li>o President's Holidays February 13<sup>th</sup> &amp; February 20<sup>th</sup></li></ul> <p>Next Board meeting is scheduled for Tuesday, February 7<sup>th</sup></p>
ITEM E3	<p><u>RECRUITMENT &amp; 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: February 13, 2023  
At this time, the Personnel Commission plans to meet in a Zoom for the next meeting.
- ITEM F1      APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD NUTRITION ASSISTANT I  
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised classification specification for Child Nutrition Assistant I, by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)
- ITEM F2      APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD NUTRITION ASSISTANT II  
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised classification specification for Child Nutrition Assistant II, by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell ; Nay 0; Abstain 0)
- ITEM F3      APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD NUTRITION MANAGER- ELEMENTARY  
After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification for Child Nutrition Manger- Elementary, by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell ; Nay 0; Abstain 0)
- ITEM F4      APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD NUTRITION MANAGER-SECONDARY  
After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification for Child Nutrition Manger- Secondary, by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell ; Nay 0; Abstain 0)
- 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 2-0. (Ayes – 2/ 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 5:03 p.m.



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 15, 2023

Subject: Approval of Revised Classification Specification  
***Grounds Maintenance Worker I***

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The Ventura Unified School District is planning recruitment efforts to fill a vacant Grounds Maintenance Worker I position. In preparation of filling this position, 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 clarify the minimum qualifications for the position.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Grounds Maintenance Worker I as presented.

Attachment: proposed classification specification for Grounds Maintenance Worker I





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## **CLASS TITLE: GROUNDS MAINTENANCE WORKER I**

### **BASIC FUNCTION:**

Under the direction of the ~~Operations~~ **Facilities** Manager, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

### **DISTINGUISHING CHARACTERISTICS:**

The Grounds Maintenance Worker I classification is the entry-level classification in the series. Incumbents perform general grounds maintenance tasks and assist in major maintenance projects as assigned. The Grounds Maintenance Worker II is the advanced-level classification in the series and performs the more complex grounds maintenance duties including irrigation and grounds construction work. Incumbents assume lead responsibility over designated work projects.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; maintain grounds areas in a clean, orderly and safe condition.

Plant, cultivate, trim, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks, asphalt, driveways and other assigned areas; remove leaves, dirt and grass clippings; empty waste receptacles.

Perform general grounds cleanup, including picking up and removing paper, trash and debris from grounds areas, parking lots, playgrounds, athletic fields and other assigned areas; clear storm drains as needed.

Operate a variety of power-driven equipment such as mowers, tractors, blowers, chainsaws, edgers, trimmers, sprayers, skip loaders, weed whips and other equipment used in grounds work; utilize standard gardening and maintenance hand tools; drive a vehicle to conduct work.

Assist with major maintenance projects as assigned; adjust and make minor repairs to sprinkler systems as required.

Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as cleaning parts, lubricating and changing oil.

Apply pest control methods to eradicate weeds, insects, rodents and other pests according to established procedures as assigned.

Inspect school grounds, play equipment and other assigned areas; identify, resolve and report safety issues and hazards to appropriate personnel; respond to emergency grounds maintenance needs as requested; identify and report vandalism and maintenance and repair needs.

Move and arrange furniture, equipment and supplies as required; haul and transport supplies, materials and equipment for assigned projects and activities; raise and lower flags as assigned.

Prepare and lay out fields for athletic activities and special events; mark and line athletic fields as assigned.

Cut down and remove trees as assigned.

Maintain routine records related to assigned activities as required.

**OTHER DUTIES:**

~~Perform related duties as assigned.~~

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and grounds maintenance work.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Operation of hand and power tools and equipment used in ground maintenance.

Basic methods and materials used in controlling weeds and other pests.

Basic record-keeping techniques.

Health and safety regulations.

**ABILITY TO:**

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Apply specialized chemicals to control and eradicate weeds and other pests as assigned.

Operate and maintain hand and power tools and other equipment used in grounds maintenance.

Maintain routine records related to work performed.

Understand and follow oral and written instructions.

Observe health and safety regulations.

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 grounds maintenance and beautification gardening duties highly desirable.**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil, grease and gases.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate grounds maintenance equipment.  
Walking or standing for extended periods of time.  
Seeing to perform gardening and grounds work.  
Lifting, carrying, pushing or pulling 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.  
Heavy physical labor.

**HAZARDS:**

Exposure to chemicals used in pest control and weed abatement.  
Working around and with machinery having moving parts.  
Working on ladders.

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Approved by Personnel Commission:  
**Revised:**

09/19/2007  
**Proposed revisions to PC for review and approval 02/15/2023**



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 15, 2023

Subject: Approval of Revised Classification Specification  
***Electrician***

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The Ventura Unified School District is planning recruitment efforts to fill a vacant Electrician position. In preparation of filling this position, 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 clarify the minimum qualifications for the position.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Electrician as presented.

Attachment: proposed classification specification for Electrician



For the future of every student

## **CLASS TITLE: ELECTRICIAN**

### **BASIC FUNCTION:**

Under the direction of the Maintenance **Facilities** Manager, perform skilled electrical work in the inspection, repair, alteration, installation and maintenance of electrical and electronic systems, circuits, wiring and equipment.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform skilled electrical work in the inspection, repair, alteration, installation and maintenance of electrical and electronic systems, circuits, wiring and equipment; troubleshoot and resolve electrical malfunctions; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts; assure compliance with building codes applicable to the electrical trade.

Inspect, repair, install, test, service and maintain low voltage and high voltage electrical systems, including circuits, conduit, generators, transformers, pumps, fans, breakers, motors, switchboards and various electrical appliances; replace power cords, equipment and components as needed.

Troubleshoot, diagnose and repair electrical fixtures, equipment and systems; install and replace lamps, light fixtures, ballasts, switches, receptacles, controls and other electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wiring and parts.

Maintain and repair alarm, public address, intercom, security, clock, emergency and other electronic systems, devices and equipment; configure and adjust setting for clock and related sound systems; troubleshoot and resolve electronic malfunctions.

Install, maintain and repair electrical wiring and cabling; assemble and bend conduit and pull wire; install new circuits or replace existing circuits as needed; repair or replace power outlets as necessary.

Perform preventive maintenance on District-wide electrical systems, circuits and equipment; service, maintain and repair electrical panels, breakers and transformers; clean, lubricate, adjust and monitor controls, parts and timers for various motorized and mechanical equipment.

Estimate labor, material and equipment needed for assigned projects; prepare cost estimates; monitor inventory levels of materials and equipment; order, receive and maintain adequate inventory of materials and equipment.

Plan, organize and lay out assigned tasks; interpret electrical plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders.

Inspect, maintain and repair various kitchen, cafeteria and maintenance appliances, tools and equipment as assigned.

Operate a variety of specialized equipment including meters, testers, drills, lifts and various hand and power tools; drive a vehicle to conduct work.

Participate in Department-wide projects and assist other trades workers with maintenance and repair projects as needed.

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

Maintain various records related to worker orders, materials and assigned activities.

Maintain work areas, equipment and tools in a safe, clean and orderly condition.

**OTHER DUTIES:**

~~Perform related duties as assigned.~~

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures, equipment and materials used in the installation, maintenance, repair and operation of electrical equipment and systems.

National Electrical Code (NEC), California Electrical Code (CEC), Universal Building Code (UBC) and Occupational Safety & Health Administration (OSHA) regulations and requirements.

Building codes related to the electrical trade.

Operation and maintenance of tools and equipment used in the electrical trade.

Proper methods of storing equipment, materials and supplies.

Shop math applicable to the building trades.

Technical aspects of the electrical trade.

Appropriate safety precautions and procedures.

Electrical blueprints.

Oral and written communication skills.

Record-keeping techniques.

Proper lifting techniques.

**ABILITY TO:**

Perform skilled electrical work in the inspection, repair, alteration, installation and maintenance of electrical and electronic systems, circuits, wiring and equipment.

Troubleshoot and diagnose electrical device, system and equipment malfunctions.

Replace defective parts and components as necessary.

Operate and maintain specialized equipment and tools used in the electrical trade.

Read and work from plans, blue prints, sketches, specifications and diagrams of electrical work.

Observe health and safety regulations and procedures.

Estimate material, equipment and supply needs.

Plan and lay out electrical work.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain various records related to work performed

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Requires any combination equivalent to an Associates degree in Electrical Technology, Electrical Engineering or related field, and four years of diversified journeyman level electrician experience; additional applicable experience may substitute for higher education on a year-for-year basis. Alternatively, may require graduation from high school or equivalent supplemented by completion of a formal electrician apprenticeship (which is 4 years, leading to journey-level credentials) and four years of diversified journeyman level electrician experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid State of California General Journeyman Electrician certification *highly desirable*.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.

Hearing and speaking to exchange information.

Seeing to read and perform electrical maintenance functions.

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

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders and working from heights.

Sitting or standing for extended periods of time.

Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.

Electrical power supply and high voltage.

Working at heights.

Working in a cramped or restrictive work chamber.

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Approved by Personnel Commission:

09/19/2007

Revised:

01/21/2015


**Revised:**

**Proposed revisions to PC for review and approval 02/15/2023**



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 15, 2023

Subject: Approval of Revised Classification Specification  
***Paraeducator-After School Programs***

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The Ventura Unified School District is planning recruitment efforts to fill multiple vacant Paraeducator – After School Programs positions. In preparation of filling this position, 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 clarify the minimum qualifications for the position.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Paraeducator – After School Programs as presented.

Attachment: proposed classification specification for Paraeducator – After School Programs





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## **CLASS TITLE: PARAEDUCATOR - AFTER SCHOOL PROGRAM**

### **BASIC FUNCTION:**

Under the direction of a Certificated staff member, assist in providing instruction to individuals or small groups of students, assisting in the effective instruction and reinforcement of lessons in an elementary or secondary after school program; perform a variety of instructional, recreational, motivational and clerical duties; perform related duties as assigned. Positions in this classification are funded through grants or donated funds. Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Assist in the implementation of an after school program that gives students a variety of educational, recreational and enrichment activities in accordance with program guidelines.

Participate in the effective instruction of students through activities such as tutoring students individually or in groups, leading and facilitating group discussions, class projects, homework assistance, and coordinating learning activities with guest instructors and/or community organizations.

Assist students with assigned projects utilizing appropriate computer software, technology tools and resources.

May assist students with credit recovery utilizing computer software programs and on-line programs.

Provide direction and support to students with grade level written assignments and projects.

Assist students completing grade appropriate homework and/or preparing for grade appropriate exams.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; monitor students during outdoor, playground, field trip, eating, break, and various other activities as assigned. Inform certificated staff of student progress and/or problems.

Under the guidance and instruction of a designated certificated staff member, communicate with District staff, various outside agencies and/or parents to exchange information and resolve issues or concerns related to student needs and activities.

**Perform a variety of clerical duties such as prepare and maintain** various records related to student activities, attendance, **academic** progress, instructional materials, and other related data. ~~Perform a variety of clerical duties in support of the scheduled instructional, recreational and motivational activities, (i.e. post weekly group activities, set-up, snack, clean-up and closing duties, etc.)~~

Under the direction of the assigned certificated staff member, participate in building weekly schedules and activities, and assist communicating and implementing the activities with the students. **Support in the preparation of instructional materials, scoring papers, and recording grades.**

Monitor student check-in and sign-out procedures; ensure that attendance sheets are completed properly by staff, parents and students.

Attend meetings and in-service trainings for the purpose of keeping knowledge current and/or acquiring or conveying information.

Administer basic first aid and complete accident reports when necessary.

Operate a variety of classroom, recreational and office equipment such as a copier, paper cutter, fax machine, computers, software and sports equipment.

May communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between students, teachers, staff, parents and others as required; translate notes, assignments, letters and other materials as needed.

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

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic educational reference material.

Ethnic groups and cultural diversity in community neighborhoods. Group behavior and group dynamics.

Basic concepts of adolescent development and behavior, motivation, and behavior intervention and modification.

Effective instructional and study techniques.

Core academic subjects taught in District schools, including mathematics, English and language arts, reading, history and social studies, and science.

Personal computer operating systems and operating procedures.

General classroom management techniques.

Correct English usage, spelling, grammar, and punctuation.

Basic record keeping.

Safe practices in classroom activities.

##### **ABILITY TO:**

Work well with elementary and secondary students from diverse cultural, linguistic and economic backgrounds, encourage positive learning patterns and behavior in students.

Demonstrate enthusiasm for learning with students as a life-long learner model.

Assist in implementing curriculum related to instructional activities and materials.

Reinforce instruction to individual or small groups of students as directed by teacher or assigned certificated staff.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Assist in the implementation of lesson plans and instructional activities.

Observe health and safety regulations.

Utilize classroom or general office equipment including personal computer operating systems, audiovisual equipment, photocopier, laminator, etc.

Maintain records and files.

Demonstrate flexibility, understanding and patience toward students, parents and school personnel.

Demonstrate a positive role model to students.

Assist with discipline of students in accordance with district policy.

Motivate students to study, remain in school, and participate in the after-school program

Maintain regular and consistent attendance.

**Access and monitor District email daily to receive important updates from school and District administration.**

**EDUCATION AND EXPERIENCE:**

Possession of a High School Diploma or a GED

AND

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

OR

Obtained an associate's (or higher) degree

OR

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

In addition to the above standards, applicants must demonstrate the ability to use computers, software and other technology tools and resources relevant to providing academic **and clerical** support to ~~elementary and/or secondary level youth~~ **elementary or secondary after school program**.

**SPECIAL REQUIREMENTS:**

Some positions may require First Aid and CPR certifications issued by an authorized agency; employees must fulfill certification requirements within the first three (3) months of the probationary period.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and outdoor environment.

**PHYSICAL DEMANDS:**

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

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

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Approved by Personnel Commission:

07/23/2014

Revised:

09/20/2017


**Revised:**

**Proposed revisions to PC for review and approval 02/15/2023**



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 15, 2023

Subject: Approval of Revised Classification Specification  
***Lead Technology Specialist***

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The Ventura Unified School District is planning recruitment efforts to fill a vacant Lead Technology Specialist position. In preparation of filling this position, 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 job description.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Lead Technology Specialist as presented.

Attachment: proposed classification specification for Lead Technology Specialist



For the future of every student

## **CLASS TITLE: LEAD TECHNOLOGY SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the Network and Systems Manager, lead and participate in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer **and mobile device** hardware, software, peripherals and network systems; **lead and** participate in various technology projects; train and provide work direction and guidance to assigned personnel **determined by the Executive Director of Technology**.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Lead and participate in the installation, configuration, modification and maintenance of computer **and mobile device** hardware, software, networks and peripherals to assure ~~smooth-running~~ **effective operation** of computer systems and **devices in the District's 1:1 program** ~~work stations~~; install, upgrade and update computer **and mobile device** software and applications as needed; monitor, evaluate and adjust activities in response to District technology needs.

**Lead and participate in the deployment and maintenance of the District's 1:1 program, ensuring the dispersal, collection, repair, and reporting of devices and materials associated with the program.**

Coordinate and participate in the investigation, troubleshooting, diagnosis and repair of hardware, software, application, peripheral and network system malfunctions; install, configure, maintain and repair a variety of peripherals and network components such as servers, cabling, switches and printers as required; assure proper and timely resolution of computer ~~system~~ **and mobile device** malfunctions.

Receive, prioritize, assign and coordinate response to work orders; maintain and operate automated work order system. **Reassigns work orders in accordance with the work duties or specialty of the assigned personnel or by direction of the Network and Systems Manager.**

Train and provide work direction and guidance to assigned personnel; assign ~~employee~~ **personnel** duties and review work for accuracy, completeness and compliance with established standards and procedures; serve as a technical resource to ~~subordinate~~ personnel concerning computer **and mobile device** systems, hardware, software, maintenance and repairs; provide input concerning employee evaluations.

Install, operate and assure proper functioning of network systems and related software and applications; configure and adjust network hardware **and configuration**, devices, software and equipment to assure ~~smooth~~ **effective** and efficient ~~functioning~~ **operation** of computer **and mobile device** systems; replace cabling, equipment and devices as necessary.

Provide technical training to District personnel concerning the operation of computer **and mobile device** hardware, software, peripherals, and telephones; respond to inquiries and provide detailed and technical information concerning related practices, procedures and applications.

Prepare computer **and device** equipment for staff and student use; install software and hardware and observe and test elements of the ~~device computer~~ for evidence of **effective** ~~incorrect~~ performance; ~~connect work stations to network server~~; configure **devices** ~~computers~~ for network, internet and database

connectivity.

Provide assistance to District ~~device computer~~ users ~~with~~ **by** resolving hardware and software malfunctions; receive telephone calls and electronic correspondence concerning technology problems and malfunctions; provide general troubleshooting, determine type of request and provide solutions. **Documents request and delivery of services via a workorder system.**

Monitor inventory levels of computer and **device** supplies and equipment; assist with ordering and maintaining adequate inventory levels of supplies; contact vendors to discuss and obtain product information.

Inspect computer **and device** equipment and determine need for outside assistance and repairs; coordinate, arrange for and follow up on repairs, warranty services, upgrades and replacements as needed.

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

**Coordinate with vendors, manufacturers, consultants, and outside contractors to facilitate services, testing, warranty repairs, various projects and project management, and scheduling of access to district facilities.**

Operate a variety of computers **and devices**, peripherals and specialized software; utilize various ~~hand~~ tools, meters and testers; drive a vehicle to conduct work.

Maintain a variety of records related to work orders, installations, repairs, status, passwords, computer equipment, software and assigned activities; maintain and update software licensing information.

Maintain current knowledge of technological advances ~~in computer hardware and software~~; research solutions to complex technology issues; evaluate new technology for compatibility with District networks.

#### ~~OTHER DUTIES:~~

~~Perform related duties as assigned.~~

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

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, **mobile devices**, software, networks and peripherals.

Computer hardware **and mobile device** systems and software applications utilized by the District.

Principles, methods and procedures of operating computers, **mobile devices**, network systems and peripherals.

Database structures, **web/internet-based** ~~on-line~~ applications and system capabilities of District computer systems.

Materials, methods and tools used in the operation and repair of computer **and mobile device** systems.

System utilities ~~and design and program applications~~ **network tools**.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

**ABILITY TO:**

Lead and participate in the installation, configuration, modification and maintenance of computer **and mobile device** hardware and software to assure **effective operation** smooth running of computer systems and **mobile devices** work stations.

Coordinate, oversee and participate in the investigation, troubleshooting, diagnosis and repair of system, network, hardware, software and peripheral malfunctions.

**Manage and oversee projects pertaining to the installation or maintenance of technology**

Prioritize, assign and coordinate response to work orders.

Train and provide work direction and guidance to assigned personnel.

Operate computers and peripheral equipment properly and efficiently.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Maintain a variety of records and files.

Communicate effectively both orally and in writing.

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.~~ Typically, this would be gained through **graduation from high school or equivalent, supplemented with** college-level coursework in **management information systems**, computer science, **information technology** or related field and three years increasingly responsible experience in the installation, maintenance and repair of computer hardware, peripheral equipment, network systems and software. **Experience serving in a lead capacity highly desirable.**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office 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 view a computer monitor and read a variety of materials.

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.



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 15, 2023

Subject: Approval of Revised Classification Specification  
***Network and Systems Specialist***

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

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for vacant Network and Systems Specialist as presented.

Attachment: proposed classification specification for vacant Network and Systems Specialist





For the future of every student

## **CLASS TITLE: NETWORK AND SYSTEMS SPECIALIST**

### **BASIC FUNCTION:**

Under the general direction of the ~~Chief Technology Officer within the Technology Services Department~~ **Network and Systems Manager**, provide network service design, integration, programming, ~~integration~~, monitoring, updates and deployment support to Ventura Unified School District (VUSD) departments, schools and ~~stakeholders. customers.~~ This position includes (but is not limited to) the support of **next generation** ~~district~~ firewalls, switches, network filters, network monitoring tools, and other related networking equipment. This position will also provide server design, integration, programming, and monitoring support of the District's server environment in alignment and in conjunction with the Network and Systems manager. This includes the configuration, maintenance, upgrade and implementation of all District owned servers. This position will also assist in the architectural design of the District's infrastructure, in the implementation of industry best practices, policies, procedures, and guidelines to support daily operations and the District's user community. The Network and Systems specialist will **continuously research new and emerging technologies**, ~~incorporate Continuous Process Improvement techniques and standards as well as provide~~ **providing** periodic updates to the **Executive Director of Technology** ~~CTO~~ and the Network and Systems manager regarding the latest technologies available. The main purpose of this position is to provide a safe, secure, and stable computing environment for the Ventura Unified School District **and its stakeholders.**

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Serve as the VUSD's network administrator for all VUSD campuses and ~~stakeholders-customer;~~ assist in the implementation of policies and procedures relating to network operations, security, and controls such as user access.

Install, administer, document, and troubleshoot data network equipment and server systems; provide technical assistance related to the maintenance of wired and wireless communication devices, ~~audio visual systems; may install wire and cabling in ceilings and walls.~~

Develop and refine continuous process improvement plans and procedures for maintaining, enhancing and streamlining network and server operational procedures and tasks.

~~Complete~~ **Manage** projects related to the design, development, implementation, maintenance, and enhancement of local and wide area networks and server related equipment; perform troubleshooting to identify network and server problems; take corrective actions to restore connectivity and network services to optimal service levels.

Develop and maintain network diagrams and operation documentations.

Participate in the design and maintenance of network infrastructure standards, including but not limited to routers, switches, firewalls, filters, servers, wireless **based** devices, and other network resources. Ensure appropriate use of all VUSD WAN/LAN facilities, ~~dedicated bandwidth, carrier circuits, and~~ wireless and microwave services.

**Plans, implements, and maintains VoIP systems and infrastructure including but not limited to**

**network configuration, voicemail system administration and maintenance, and monitoring systems for loss of service.**

Implement and maintain technologies to ensure the security of all network and system resources; create and apply new firewall rules or modify existing rules to accomplish organizational objectives.

Support VUSD school sites on an as needed basis in the areas of computer and mobile devices, printers and software **as determined by the Network and Systems Manager.**

Develop and promote server and network project proposals that are technically and economically feasible.

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

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Principles of network design, switching, routing, and network security.

Principles of server architecture, Microsoft Server 2012 or above.

Knowledge of general wiring specifications.

Knowledge of Continuous Process Improvement techniques.

Knowledge of **Active Directory, LDAP, DNS, DHCP, caching, print, and resource servers.**

**Knowledge of VoIP protocols including SIP and SCCP**

~~Data communication and networking protocols, configurations, and linkages~~

The OSI network model.

Firewalls and perimeter security; intrusion detection and prevention systems, and encryption technologies.

~~Principles of Wide Area Network (WAN) implementation in a multi- site environment, including dedicated leased lines and microwave/ wireless technologies.~~

~~Principles of Local Area Network (LAN) implementation, including VLAN implementation.~~

**Knowledge of network segmentation, QOS, and ACLs**

**Knowledge of OSPF and STP models**

Knowledge of scripting or programming languages to streamline daily operations.

Principles of wireless technologies and options, both local (e.g. Wi- Fi) and carrier (e.g. licensed microwave and cellular).

Remote access methods, including Virtual Private Network (VPN) technologies; open source and commercial network management systems, including knowledge of SNMP **and related reporting protocols.**

In-depth network monitoring, including usage, performance, and bandwidth management; network troubleshooting techniques, ~~including hands-on~~ **with** experience of packet capture tools.

~~Network services such as DNS and DHCP.~~

~~Principles of networking on a wide variety of operating systems, such as MS Windows, Linux and Mac OS.~~

Auditing network security, including log review and the use of filtering, tracking, and event correlation tools.

~~Network software licensing requirements and restrictions.~~

Principles of technical report writing.

##### **ABILITY:**

Read, interpret, apply and explain technical issues and procedures in a clear and understandable manner.

Maintain current knowledge of technological advances in the field.  
Perform complex network routing/switching design and programming to meet user needs.  
Upgrade and maintain the server environment.  
Provide technical input and recommendations for new server, system and network planning.  
Diagnose software and hardware problems and malfunctions **via** in-person **and** **or** remote user support.  
Respond to user requests for assistance and malfunction correction and provide technical support.  
Analyze situations accurately and adopt an effective course of action.  
Demonstrate problem-solving skills in a fast-paced and dynamic environment.  
Strong interpersonal, verbal and written communication skills.  
Strong organizational skills, flexibility and adaptability.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with minimal direction.  
Ability to work flexible hours as required.  
Observe legal and defensive driving practices.  
Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.  
Prepare clear, concise, and comprehensive technical reports.

**MINIMUM QUALIFICATIONS:**

Any combination of education, training and/or experience equivalent to:

A bachelor's degree from a recognized college or university, preferable with coursework in management information systems, computer science, information technology, or a related field AND two years of experience installing and maintaining local and wide- area networks and communications equipment.  
OR

An associate degree from a recognized college, preferable with coursework in management information systems, computer science, information technology, or a related field AND four years of experience installing and maintaining local and wide-area networks and communications equipment.  
OR

Graduation from high school or equivalent AND six years of experience installing and maintaining local and wide-area networks and communications equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment with time spent in computer hardware housing areas.  
Driving a vehicle to various locations  
May have flex days (various hours), including evenings, and weekends.  
Subject to inside environmental conditions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and mouse.  
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.



## Personnel Transaction Report

### Consent Agenda Items

*To Personnel Commission for Approval*

Meeting Date: 02/15/2023

### New Hires

Last Name	First Name	Job Class Description	Date
Brookes	Amy	Paraeducator II	01/24/23
Dallamora	Carolyn	Early Childhood Educ Coord.	01/30/23
Karim	Farhana	Paraeducator II	01/23/23
Kranzler	Thomas	Executive Director, Technology	01/23/23
Mirza	Agha	Asst Supt- Bus/Finance Service	02/06/23

### Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Danebrock	Sharilyn	Student Data Specialist II	2/14/2023 (Promotional)
Legeman	Kimberly	FNS Operations Specialist	02/06/2023 (Promotional)
Trone	Jennifer	Student Data Technician	1/30/2023 (Promotional)
Valencia	Maricela	Fiscal Technician II	2/6/2023 (Lateral)

### Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Agama	Mireya	Bus Driver	01/28/23
Bae	Jessica	Board Cert. Behavior Analyst	01/24/23
Camarena	Kena	School Support Secretary	01/25/23
Carrillo	Christina	ASB Accounting Technician	01/28/23
Contreras	Rusal	Child Nutr Mgr-Elementary	01/26/23
Estrada	Joe	Custodial Trainer Coordinator	02/01/23
Flowers	Lindsey	Educ. Sign Lang. Interpreter	01/21/23
Hernandez	Wilfrido	Custodian	01/14/23
Hofferbert	Nicole	Student Data Technician	01/31/23
Huizar	Aleksandra	Health Technician	01/04/23
Legeman	Kimberly	Child Nutr Mgr-Elementary	01/27/23
Ramos	Natali	Certified Spch/Lang Path Asst	01/20/23

Rivera Elwell	Monica	Family Liaison	02/03/23
Sanchez Enciso	Luis	Bus Driver	02/02/23

## Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Afzal	Fatima	Paraeducator III	01/01/23
Alanbar	Bushra	Child Nutr Asst I	01/01/23
Alvarez	Heather	Child Nutr Asst I	01/01/23
Ballesteros Chavez	Rocio Elizabeth	Campus Support Asst	02/01/23
BanderasSolorio	Naivi	Paraeducator I	01/01/23
Campa	Samuel	Campus Supervisor	02/01/23
Cano	David	Campus Supervisor	02/01/23
Christensen	Kaylee	PE Equip Attendant	01/01/23
Delgadillo	Alicia	Paraed-Aftr Sch Prog	02/01/23
DiPaolo Roth	Nicole	PE Equip Attendant	02/01/23
Duarte	Adriana	Office Assistant	01/01/23
Duran	Marissa	Campus Support Asst	01/13/23
Fletcher	Mari	Child Nutr Asst I	02/01/23
Gallegos	Annette	Office Assistant	01/01/23
Gamez	Elisa	Child Care Assistant	02/01/23
Garcia de Tiscareno	Ma G	Custodian	02/01/23
Gomez	Jennifer	Office Assistant	01/01/23
Gonzalez	Gina	Child Nutr Mgr Sec	02/01/23
Gonzalez	Gina	Child Nutr Asst II	02/01/23
Graham	Claire	Campus Support Asst	01/01/23
Griffin	Joseph	Paraeducator II	02/01/23
Herrera	Rene	Head Custodian I	01/01/23
Ibarra	Abigail	Transportation Asst	01/01/23
Jimenez	Timothy	Head Custodian I	01/01/23
Landeros Soto	Maria	Paraeducator I	02/01/23
Landeros Soto	Maria	Campus Support Asst	02/01/23
Lang	Sandra	Child Nutr Asst I	02/01/23
Lopez	Stella	Transportation Asst	01/01/23
Lopez Beltran	Victor	Paraeducator II	01/01/23
Lucich	Cristinne	Paraeducator II	02/01/23
Magallanes	Verenice	Child Nutr Asst I	01/01/23
MedinaArzate	Betzabe	Child Care Assistant	02/01/23
Mejia	Ruby	Paraeducator II	02/01/23
Monper	Katherine	SAA I	01/01/23
Mukhopadhyay	Amy	Office Assistant	02/01/23
Nightingale	Catherine	Senior Office Asst	01/01/23
Parlow	Dita	Paraeducator II	01/01/23
Penny Jr	Jerome	Paraeducator II	02/01/23
Reyna	Reynaldo	PE Equip Attendant	01/01/23
Rivas	Theresa	Child Nutr Mgr Elem	01/01/23

Rivas	Theresa	Child Nutr Mgr Elem	02/01/23
Rodarte	Jarrit	Transportation Asst	01/01/23
SantaLucia	AprilMayon	SAA II	02/01/23
Sharif	Ruth	Paraeducator II	01/01/23
Vasquez V	Raul	Transportation Asst	01/01/23
Wells	Jaclyn	Paraed-Aftr Sch Prog	02/01/23
Zaragoza	Matthew	Head Custodian I	01/01/23
Browneller	Hunter	Music Coach II	01/01/23
Cardona	Maria	Lang Support Tutor	01/01/23
Pereda	Ashley	ASB II Exempt	02/01/23

## Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Cornejo	Miram	Paraeducator I	01/23/2023 (Voluntary Demotion)
Jackson	Brittany	Paraeducator- After School Programs	02/1/2023 (Lateral)
Kelley-Arthur	Emberlinda	Paraeducator- After School Programs	2/7/2023 (Lateral)
Mullins	Erin	Paraeducator I	01/23/2023 (Promotion)
Olsen	Tina	Paraeducator- After School Programs	2/1/2023 (Lateral)
Zirkle	Kelly	Paraeducator I	01/03/2023 (Promotion)

## Separation from Service

Last Name	First Name	Job Class Description	Date
Bell	Audrey	School Occupational Therapist	02/10/23
Beltran	Joshua	Campus Supervisor	01/31/23
Pena	Anna	Paraeducator I	01/29/23
Richard	Antwaine	Employment Training Assistant	2/10/2023 (2 positions)
Santana	Maria	Office Assistant	01/30/23
Smith	Kirk	Bus Driver	01/31/23

## Leave of Absence

Last Name	First Name	Job Class Description	Date
Benitez	Jesus Amelia	Paraeducator II	01/03/2023 - 06/15/2023 - Partial Unpaid Leave
Cox	Sarah	Paraeducator II	01/27/2023 - 05/12/2023 - Partial Unpaid Leave
Falcon	Yomaira	Health Technician	01/14/2023 - 06/15/2023 - Unpaid Leave
Fierros	Juanita	Attendance Assistant	01/18/2023 - 03/24/2023 - Parental/Bonding Leave
Sanchez	Jose	Trades Maint Worker I	01/24/2023 - 02/08/2023 - Parental Leave
Shellgren	Sharon	Paraeducator II	01/03/2023 - 03/26/2023 - Parental/Bonding Leave
Valdez	Griselda	Paraeducator II	01/24/2023 - 06/15/2023 - Unpaid Leave

## Change of Status

Last Name	First Name	Job Class Description	Date
Austin	Lena	PE Equip Attendant	02/08/2023: Voluntary demotion to previous classification @ Buena; change in hours 8 hrs/day to 6 hours/day; no change in calendar

Munoz	Amanda	Family Liaison	02/06/2023: Reinstatement @ Sheridan Way; 5 hrs/day

## Working Out of Class

Last Name	First Name	Job Class Description	Date
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### Vacancy Coverage

Bauleke	Kevin	Network and Systems Specialist-C22	1/3;6;9-13;17-20;23-27;30-31/2022
Kelsch	Elizabeth	Senior Office Assistant-B41	1/4-6;9-12;18-20;23-24;31/2023
Pulido	Caroline	Senior Office Assistant-B41	1/3-6;9-13;17-19;23-27;31/2023
Randolph	Wesley	Child Nutr Assist II-D62	1/3;5-6;9;23-27;31/2023
Lopez	Richard	Lead Technology Specialist-C25	1/3-6;9-13;17-20;24-26;30-31/2023
Hernandez	Ivan	Payroll Technician-A35	12/1-2,12-16;19-22;28-29/2022
Tackett	Rachelle	Child Nutr Assist III-D61	1/3-6;9-13;17-20;23-27;31/2023

### Covering for EE who is WOC

Diaz	Nicte-ha	Child Nutr Assist II-D62	1/13/2023
Lopez	Alexia	Child Nutr Assist II-D62	1/13;17-20;23-27;31/2023
Mijares	Danielle	Senior Office Assistant-B41	1/4-6;10-13;17-20;23-27;31/2023

### Covering for EE who is on LOA

Calles	Phillip	Trades Maintenance Worker II-F59	1/3-6;9-13;17-20;24-27;30-31/2023
Domme	Bonnie	Child Nutr Mgr-Secondary-D36	1/13;17-18/2023
Morda	Dawn	School Adm. Assistant II-B36	1/3-6;9-13/2023

### Limited Term Assignment/Extra Help

Lopez	Maria J.	Senior Office Assistant-B41	1/25-26/2023
McIlhaney	Jason	Planning Assistant -T02	12/1-2;5-9;12-16/2022

### Other Reasons

Aparicio	Emerald	Attendance Assistant-A47	12/8-9;12-14/2022
Garcia	Alejandro	Lead Grounds Maint Worker-F43	12/19-22;28-29/2022
Garcia	Alejandro	Lead Grounds Maint Worker-F43	1/3-6;9/2023
Hernandez	Wilfredo	Lead Custodian-F42	12/1;9/2022
Hurtado	Angelique	Child Nutr Mgr-Elementary-D38	12/5-9;12-16/2022
Hurtado	Angelique	Child Nutr Mgr-Elementary-D38	1/25/2023
Mendoza Lopez	Rafael	Trades Maintenance Worker II-F59	12/1-2;5-9;12-16/2022
Perez Cruz	Luz	Head Custodian II-F37	12/7-8/2022
Scott	Pamela	Administrative Specialist-B50	12/21/2022
Tiscareno	Jose	Head Custodian II-F37	12/9;21
Aguilar	Victor	Lead Custodian-F42	1/13/2023
Alvarado	Luis	Grounds Maintenance Worker II-F64	1/9-13/2023
Begum	Bushra	Child Nutr Assist II-D62	1/12-13/2023
Cardona	Mario	Child Nutr Mgr-Elementary-D38	1/25-27;31/2023
Cortez	Victoria	School Adm. Assistant III-B35	1/11-12/2023
Domme	Bonnie	Child Nutr Assist II-D62	1/19-20;23-27;31/2023

Kirby	Roman	Grounds Maintenance Worker II-F64	1/17-19/2023
Limneos	James	Grounds Maintenance Worker II-F64	1/3-6/2023
Longines	Carmen	Child Nutr Mgr-Elementary-D38	1/12-13/2023
Lopez	Maria	Child Nutr Mgr-Elementary-D38	1/3-6;9-13/2023
Marquez	Raquel	Child Nutr Mgr-Elementary-D38	1/31/2023
Martinez	Mirnaliz	Child Nutr Mgr-Secondary-D36	1/13/2023
Martinez	Tina	Child Nutr Mgr-Elementary-D38	1/27/2023
Rivas	Theresa	Child Nutr Mgr-Elementary-D38	1/3-6/2023
Roche	Christopher	Head Custodian II-F37	1/13/2023
Rose	Robin	Child Nutr Assist III-D61	1/9-11/2023
Scott	Pamela	Administrative Specialist-B50	1/3-6;12;23-24/2023