



**REGULAR PERSONNEL COMMISSION MEETING**  
**February 16, 2022**

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 16, 2022). 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 Personnel Commission Office/Classified Human Resources, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

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



For the future of every student

## **PERSONNEL COMMISSION**

### **MEETING AGENDA – February 16, 2022**

#### **Public Access**

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

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

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
  - January 19, 2022
- D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- E. INFORMATION ITEMS
  - 1. VESPA Report
  - 2. Director's Report
  - 3. Recruitment & Selection: Hiring Update
  - 4. Next Regular PC Meeting: March 16, 2022
- F. ACTION AGENDA ITEMS
  - 1. Adoption of Resolution #22-02, Personnel Commission's Authority to Hold Virtual Meetings Pursuant to AB 361
  - 2. Request for Advanced Salary Placement – Educational Sign Language Interpreter
  - 3. Request for Advanced Salary Placement – Certified Speech & Language Pathology Assistant
  - 4. Request for Advanced Salary Placement – Executive Assistant, Confidential
  - 5. Approval of New Classification Specification and Salary Allocation: Board Certified Behavior Analyst (BCBA)
- G. CONSENT AGENDA ITEMS
  - 1. Personnel Transactions Report
- H. COMMISSION COMMENTS — No official action will be taken.
- I. CLOSED SESSION
  - 1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)
- J. REPORT OF ACTION TAKEN IN CLOSED SESSION
- K. ADJOURNMENT

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

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



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MINUTES  
January 19, 2022

- CALL TO ORDER** A regular meeting of the Personnel Commission of the Ventura Unified School District was held via Zoom on January 19, 2022. Mr. Walker, Chair, called the meeting to order at 4:31 p.m.
- Present: Commissioners Walker, Stallings and Campbell. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Human Resources Supervisor; and Reina Murillo, Human Resources Analyst, Confidential.
- ADOPTION OF AGENDA** On a motion by Ms. Cathi Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the January 19, 2022 Personnel Commission meeting was adopted by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0)
- ITEM C** Adoption of Resolution #22-01, Personnel Commission’s Authority to Hold Virtual Meetings Pursuant to AB 361  
On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU the Personnel Commission adopted Resolution #22-01 and will remain meeting via Zoom through the end of February, 2022.
- APPROVAL OF MINUTES** On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU the minutes of the December 15, 2021 Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- RETIREEES** Ms. Crouch reported that the following retiree could not be present at the meeting but their Certificate of Appreciation would be mailed to them:
- Jeanette Weston-Longstreet, Senior Office Assistant, 13 years of service
- PUBLIC COMMENTS** None
- ITEM G1** VESPA REPORT  
Ms. Carol Peek, VESPA President reported:
- 1) VESPA had a meeting with Dr. Castro regarding the proposed schedule changes at BHS and VHS. ESPs have been involved in the process from the beginning and have been providing input around creating the schedules. VESPA plans to hold town hall meetings to discuss the proposed schedule changes with ESPs. A final vote will be completed by February 15, 2022.
  - 2) Site staff have received their N95 masks and COVID rapid tests. They are very thankful for the items.
  - 3) Ms. Peek expressed her gratitude and appreciation for the ESPs, who daily go above and beyond their expectations and continue to rise to the challenge of the current needs of the district, with staffing shortages, etc.
  - 4) VESPA will be holding elections to fill the following positions, which are either vacant or their term is ending:
    - (4) Director Positions
    - President
    - SecretaryThe election results will be announced by February 24<sup>th</sup>.
- ITEM G2** DIRECTOR’S REPORT  
Ms. Crouch reported
- 1) An expression of gratitude to Commissioner, Ms. Campbell, for partnering with Ms. Crouch to present the Annual Report to the Board of Education. Ms. Crouch also shared the expressed gratitude and appreciation from the Board of Education to Commissioner Stallings and Commissioner Walker for their service to the district.
  - 2) Ms. Crouch also presented at the last Board of Education meeting the new legislation (AB 438) for classified layoffs, which effective January 1, 2022, requires that the classified timeline for layoffs mirror the certificated employees’ timeline for layoffs with preliminary layoff notifications given by

March 15<sup>th</sup>. Classified employees have the right to a hearing with a hearing officer through the office of OAH. Final layoff notifications must be given by May 15<sup>th</sup>. The exception to this new required timeline is for specially funded positions, which will remain in accordance with the 60 calendar day notice. HR, along with Fiscal Services and Legal have attended various workshops to learn more about the process and evaluate next steps. Ms. Crouch met with Dr. Chandler, Assistant Superintendent of Business Services and VESPA President, Ms. Peek, to discuss this new legislation and partner with the Union to evaluate and explore options such as transfers or reassignments in an effort to keep employees whole rather than invoke the layoff process.

- 3) Prior to the start of winter break, the district offered an Early Tell Retirement program which offers all regular classified and certificated employees, both full-time and part-time, who have at least 10 years of service with district an award payment of \$1500 if they notify HR by January 21<sup>st</sup> that they plan to retire by July 31, 2022.
- 4) Certificated Administration Movement:
  - Principal Maria Elizarrarras was promoted to be the Director of Student Support Services
  - Dr. Clara Guerrero was appointed as the new Principal at Sheridan Way Elementary School
  - Congratulations to Mr. Carlos Covarrubias, Balboa MS Principal, who accepted a new position with Fillmore Unified School District as the Director of Student Support Services
  - Dr. Rice has accepted the resignation of Mr. Brett Taylor, Assistant Superintendent of Human Resources

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

- January 25<sup>th</sup> Next Board of Education meeting
- January 31<sup>st</sup> Non-Student day with in-service trainings
- February 18<sup>th</sup> – 21<sup>st</sup> President weekend holiday

ITEM G3

RECRUITMENT & SELECTION: HIRING UPDATE

Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. The upcoming job fair scheduled for the end of January for both Classified and Certificated HR has been postponed to the end of February, given the current COVID situation.

ITEM G4

Next Regular PC Meeting: February 16, 2022

At this time, the Personnel Commission plans to meet via Zoom for this meeting.

ITEM H1

APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: STUDENT DATA SPECIALIST I

After a brief discussion, on a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the new classification specification for Student Data Specialist I as presented and allocated to salary range 250 on the Classified Represented salary schedule, by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0)

ITEM H2

APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: STUDENT DATA SPECIALIST II

After a brief discussion, on a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the revised classification specification for Student Data Specialist II as presented by a vote of 3-0.(Ayes – 3/Stallings, Campbell, Walker ; Nay 0; Abstain 0)

ITEM I1

PERSONNEL TRANSACTIONS REPORT

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

ITEM J

COMMISSION COMMENTS

None

ITEM K1

CLOSED SESSION:

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

ITEM L

REPORT OF ACTION TAKEN IN CLOSED SESSION

There was no Closed Session.

ADJOURNMENT

On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to adjourn the meeting at 5:08 p.m.

Ventura Unified School District  
Resolution # 22-02

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 16, 2022.

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


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

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

\_\_\_\_\_  
Chair, Personnel Commission



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 16, 2022

Subject: Request for Advanced Salary Placement (PCRR 170.2.1)  
Educational Sign Language Interpreter

According to PCRR 170.2.1: All new regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. The hiring rate will be the first step of the salary range. ***However, a new employee may be provided with advanced step placement by the Personnel Commission based upon such factors as:***

- 170.2.1.1 Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.
- 170.2.1.2 The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

**Difficulty Experienced in the Recruitment for Educational Sign Language Interpreter**

The Personnel Commission has designated the Educational Sign Language Interpreter recruitment as “continuous” due to the extremely difficult nature of recruitment for the class.

The District currently has one (1) full-time, 8 hours/day, Educational Sign Language Interpreter vacancy. This classification is a very challenging position to fill, and often times we do not have any candidates to consider when we have a vacancy. This then causes the need for the District to contract out thus significantly increasing district costs. The Classified HR Department recently completed the recruitment process to establish an eligibility list to fill this position. At the end of the recruitment, we only had one candidate on the eligibility list. Therefore, we only have one person who is interested and ready for a full-time position.

**Additional Skills/Qualifications that Make Candidates Especially Qualified for the Position**

The minimum qualifications for Educational Sign Language Interpreter are as follows:

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

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid certification issued by the National Registry of Interpreters for the Deaf, having achieved the score on the Educational Interpreter Performance Assessment, the Educational Sign Skills

Evaluation-Interpreter, or the National Association of the Deaf/American Consortium of Certified Interpreters assessment as required under California State Law; or have met comparable requirements.

Valid California driver's license.

We currently have one outstanding candidate with exceptional qualifications to whom we've made a job offers based on Step 1 of the salary range. The candidate exceeds the minimum qualifications for the position in both the education and experience. The candidate currently earns approximately the equivalent of our step 5. The Personnel Commissioners are being provided with a copy of the candidate's application for review.

### **Recommendation**

Classified Human Resources has partnered closely with the Special Education and Budget & Finance Departments over the last couple of years to increase recruitment efforts to fill our Educational Sign Language Interpreter. I have recently met with Mr. Marcus Konantz, Director of Special Education and Nick Vlahos, Interim Deputy Director of Special Education to review the status of their final candidate and pending job offer. Mr. Konantz has requested that the recommended candidate for hire be approved for advanced salary placement at step 5 of the range, based on the candidate's background and experience. As explained above, Educational Sign Language Interpreter remain one of the most difficult jobs to recruit for; and because we receive very few, even minimally qualified candidates for the classification, it is strongly recommended that the Personnel Commission approve the advanced salary placement at step 5 of salary range 305 for the recommended candidate. We are required to provide these services to our students, and should the vacancies go unfilled, the district will have to continue contracting out for these services at a significantly higher cost than the cost of a regular employee.

The PCRR's provide that if a new employee is hired at a rate higher than other incumbents in the same classification, all of the incumbents who are below the approved advanced placement will be moved to the same step as the new employee. We currently have two incumbents in the Educational Sign Language Interpreter classification who is at step 3. If the Personnel Commission approves the request to place our new hire at step 5, the current incumbents at step 3 would advance to step 5.

It is therefore recommended that the Personnel Commission approve placing the new hire Educational Sign Language Interpreter at step 5, effective with the first day of their established work calendar for the 2021-22 school year.

Attachments: Educational Sign Language Interpreter job description



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## **CLASS TITLE: EDUCATIONAL SIGN LANGUAGE INTERPRETER**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide voice to sign and sign to voice interpreting and other support services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Provide voice to sign and sign to voice interpreting and other support services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others; confer with students, teachers and administrators concerning instructional functions, interpretation services, educational progress and related issues, needs and activities; serve as a member of a student's educational team.

Interpret and provide transliteration for individual or small groups of deaf and hard-of-hearing students to reinforce and follow-up instructional concepts in various subject areas utilizing sign language or other methods of communication; interpret from spoken language into sign language and from sign language into spoken language.

Interpret information simultaneously during classroom or other presentations and activities as needed; interpret questions, responses, comments, explanations and other communications between students, faculty, staff and others; facilitate and support student participation and communications in social interactions; monitor and adjust interpretation in response to student comprehension.

Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems or oral interpreting for deaf and hard-of-hearing students in support of educational programs and instructional activities; utilize appropriate register to express the language, meaning and intent of the speaker.

Attend and provide interpretation services for various events and activities such as classroom activities, meetings, conferences, phone calls, workshops, award ceremonies, counseling functions, field trips, assemblies, sports events, student clubs, staff presentations, back to school night and graduation ceremonies.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned faculty with the implementation of lesson plans; assist with clarifying lesson plans for students as needed; assure students, teachers, staff and others receive accurate communications.

Review and evaluate lesson plans and instructional materials in preparation for classroom activities and interpretation services.

Provide interpretation services for deaf and hard-of-hearing staff members as needed.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities and lunch periods as required; report progress regarding student

performance and behavior.

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.

Communicate with staff, parents and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office and classroom equipment such as copiers, audio-visual devices, computers and assigned software; utilize specialized equipment for deaf and hard of hearing students such as assistive listening devices; drive a vehicle to conduct work.

Prepare and maintain various records, reports and files related to students, instructional activities and assigned duties.

Attend and participate in various in-services, mentoring activities, workshops and other training activities as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

American Sign Language, sign vocabulary and various other assigned sign systems.

General needs, problems, learning styles, and requirements of deaf and hard of hearing students.

Current developments, trends and techniques in the field of interpreting for the deaf.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Professional Code of Conduct for Interpreters.

Basic instructional methods and techniques.

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

Child guidance principles and practices related to deaf and hard of hearing children.

Classroom procedures and appropriate student conduct.

Safe practices in classroom and playground activities.

Operation of standard office and classroom equipment including a computer.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

**ABILITY TO:**

Provide voice to sign and sign to voice interpreting and other support services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others.

Interpret information simultaneously during classroom or other presentations and activities.

Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems or oral interpreting for deaf and hard-of-hearing students.

Sign and voice rapidly and accurately using oral and manual forms of communication to provide verbatim or paraphrased interpretations.

Convey abstract concepts and technical terminology in American Sign Language.

Understand and relate to deaf and hard of hearing students.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

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

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer and assigned software.

Observe health and safety regulations.

Prepare and maintain various records and reports.

Maintain regular and consistent attendance.

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

#### **LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid certification issued by the National Registry of Interpreters for the Deaf, having achieved the score on the Educational Interpreter Performance Assessment, the Educational Sign Skills Evaluation-Interpreter, or the National Association of the Deaf/American Consortium of Certified Interpreters assessment as required under California State Law; or have met comparable requirements.

Valid California driver's license.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

##### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to sign for students.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and interpret the sign language of others.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

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

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*Approved by Personnel Commission:*

*06/18/2008*

*Revised:*


*04/15/2009*

*Revised:*

*10/17/2012*



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 16, 2022

Subject: Request for Advanced Salary Placement (PCRR 170.2.1)  
Certified Speech & Language Pathology Assistant

According to PCRR 170.2.1: All new regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. The hiring rate will be the first step of the salary range. ***However, a new employee may be provided with advanced step placement by the Personnel Commission based upon such factors as:***

- 170.2.1.1 Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.
- 170.2.1.2 The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

**Difficulty Experienced in the Recruitment for Certified Speech & Language Pathology Assistant**

The Personnel Commission has designated the Certified Speech & Language Pathology Assistant recruitment as “continuous” due to the extremely difficult nature of recruitment for the class.

The District currently has one (1) part-time, 7 hours/day, Certified Speech & Language Pathology Assistant vacancy. This classification is a very challenging position to fill, and often times we do not have any candidates to consider when we have a vacancy. This then causes the need for the District to contract out thus significantly increasing district costs. The Classified HR Department recently completed the recruitment process to establish an eligibility list to fill this position. At the end of the recruitment, we only had one candidate on the eligibility list. Therefore, we only have one person who is interested and ready for a part-time position.

**Additional Skills/Qualifications that Make Candidates Especially Qualified for the Position**

The minimum qualifications for Certified Speech & Language Pathology Assistant are as follows:

**EDUCATION AND EXPERIENCE:**

Requires an Associate's degree in a speech-language pathology assistant program. Paid or volunteer experience in speech/language or special education related areas preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Requires valid certification as a Speech-Language Pathology Assistant through the State of California.  
Requires a valid California driver's license.

We currently have one outstanding candidate with exceptional qualifications to whom we've made a job offers based on Step 1 of the salary range. The candidate exceeds the minimum qualifications for the position in both the education and experience. The candidate currently earns approximately the equivalent of our step 3. The Personnel Commissioners are being provided with a copy of the candidate's application for review.

### **Recommendation**

Classified Human Resources has partnered closely with the Special Education and Budget & Finance Departments over the last couple of years to increase recruitment efforts to fill our Certified Speech & Language Pathology Assistant. I have recently met with Mr. Marcus Konantz, Director of Special Education and Nick Vlahos, Interim Deputy Director of Special Education to review the status of their final candidate and pending job offer. Mr. Konantz has requested that the recommended candidate for hire be approved for advanced salary placement at step 3 of the range, based on the candidate's background and experience. As explained above, Certified Speech & Language Pathology Assistant remain one of the most difficult jobs to recruit for; and because we receive very few, even minimally qualified candidates for the classification, it is strongly recommended that the Personnel Commission approve the advanced salary placement at step 3 of salary range 275 for the recommended candidate. We are required to provide these services to our students, and should the vacancies go unfilled, the district will have to continue contracting out for these services at a significantly higher cost than the cost of a regular employee.

The PCRR's provide that if a new employee is hired at a rate higher than other incumbents in the same classification, all of the incumbents who are below the approved advanced placement will be moved to the same step as the new employee. We currently have one incumbent in the Certified Speech & Language Pathology Assistant classification who is at step 1. If the Personnel Commission approves the request to place our new hire at step 3, the current incumbents at step 1 would advance to step 3.

It is therefore recommended that the Personnel Commission approve placing the new hire Certified Speech & Language Pathology Assistant at step 3, effective with the first day of their established work calendar for the 2021-22 school year.

Attachments:      Certified Speech & Language Pathology Assistant job description



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## **CLASS TITLE: CERTIFIED SPEECH AND LANGUAGE PATHOLOGY ASSISTANT**

### **BASIC FUNCTION:**

Under the general supervision of the school principal or designee, and daily direction of a certificated Speech/Language Pathologist, assists in providing authorized and appropriate services for students identified as having special needs in the area of speech and language communication such as developing pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. Employees in this classification receive general supervision within a standard framework of policies and procedures. This classification is under the direction of the Executive Director and/or Assistant Director of Special Education, and is established to provide educationally related speech therapy services according to students' Individualized Education Programs.

### **REPRESENTATIVE DUTIES**

#### **ESSENTIAL FUNCTIONS:**

Travel to assigned schools to assist Speech/Language Pathologists with assessing and remediating speech and language handicapped students according to an established schedule; follows and implements therapy plans providing direct treatment assistance to students under the supervision of a Speech/Language Pathologist.

Assist in data collection, planning and assessing appropriate interventions services for identified students.

Provide assistance in language development instruction to individuals or small groups students, reinforcing instruction by the Speech/Language Pathologist; adapts or modifies instructional materials and /or equipment, as determined by student needs and abilities, for teacher use in the classroom.

Assist in selecting and preparing appropriate materials and activities for individual students; assist in administering tests and assist in grading as directed; confer with Speech/Language Pathologists concerning tests and materials to meet student needs.

Assist Speech/Language Pathologist by making telephone calls and attending parent-teacher conferences and meetings.

Perform a variety of clerical duties including duplicating, filing and maintaining various records and reports; schedule activities, prepares charts, records, graphs, or otherwise display student performance data; operate various office equipment including telephone and copier.

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance; maintain a facilitating environment for assigned tasks.

Ensure the health and safety of students by following all health and safety rules; conduct general clean-up of work site.

Conduct speech-language screening, without interpretation, and using screening protocols developed by the supervising Speech/Language Pathologist.

Follow and implement documented treatment plans or protocols developed by the supervising Speech/Language Pathologist.

Document student progress toward meeting established objectives, and report the information to a supervising Speech/Language Pathologist.

Perform checks and maintenance of equipment, including, but not limited to, augmentative communication devices.

Deal effectively with behaviors of students.

Maintain student performance documentation; assists with informal documentation.

Assist with research projects, in-service training, and family or community education.

Performs other duties as assigned that support the overall objective of the position.

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

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

Language and articulation development, disorders, and rehabilitation

Normal speech, language, and hearing development

Clinical methods and procedures

Human anatomy and physiology

Clinical methods and procedures

Child behavior and behavior modification

Correct English usage, grammar, punctuation spelling and vocabulary

Specialized communication systems and devices

Record keeping techniques

Personal computers and software, including word processing and educational software

Sufficient human relations skills to work productively, and achieve and maintain trust and cooperation with supervisors, teachers, colleagues and students in formal and informal settings.

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

Use a variety of modern methods, techniques and practices in speech/language and hearing pathology.

Understand the unique differences and needs of handicapped students and their parents.

Relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.

Participate in the IEP team process.

Properly use and care for the materials, supplies and equipment and fit adaptive devices.

Assist with the required therapy of assigned students

Perform simple math calculations to compile reports.

Maintain accurate records and status reports.

Recall facts, figures, names, faces, and information.

Complete tasks in a timely manner.

Interact successfully with parents, students, supervisors, school staff, and community agency representatives.

Use good judgment in making independent decisions to respond to student requests and needs.

Select appropriate techniques to be used with students.

Understand and carry out oral and written directions

Establish and maintain effective relationships with those contacted in the course of work  
Communicate effectively orally and in writing  
Demonstrate an understanding, patient and receptive attitude toward students with special needs.  
Use good judgment in making independent decisions to respond to student needs and selecting appropriate techniques to be used with students.  
Work well with students from diverse cultural, economic and ability backgrounds.  
Operate a variety of office and classroom machines and equipment, such as computers and related software, copy and fax machines, calculators, telephones, etc.  
Maintain confidentiality of privileged information obtained in the course of work.  
Maintain regular and consistent attendance.  
Travel to multiple sites within the work day and optimize a work schedule that may involve multiple locations.

**EDUCATION AND EXPERIENCE:**

Requires an Associate's degree in a speech-language pathology assistant program. Paid or volunteer experience in speech/language or special education related areas preferred.

**LICENSE AND OTHER REQUIREMENTS:**

Requires valid certification as a Speech-Language Pathology Assistant through the State of California.  
Requires a valid California driver's license.  
Some positions in this classification may require the ability to fluently speak, read, and write a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**


Dexterity of hands and fingers to operate office and therapeutic equipment.  
Seeing to monitor student progress and read a variety of materials.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling or crouching to assist students.  
Reaching overhead, above the shoulders and horizontally.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing and pulling heavy objects as assigned by the position.

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Approved by Personnel Commission:	06/15/2005
Revised:	09/17/2008
Revised:	05/23/2019



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 16, 2022

Subject: Request for Advanced Salary Placement (PCRR 170.2.1)  
Executive Assistant, Confidential

According to PCRR 170.2.1: All new regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. The hiring rate will be the first step of the salary range. ***However, a new employee may be provided with advanced step placement by the Personnel Commission based upon such factors as:***

- 170.2.1.1 Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.
- 170.2.1.2 The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

**Difficulty Experienced in the Recruitment for Executive Assistant, Confidential**

The District currently has one (1) full-time, 8 hours/day, Executive Assistant, Confidential vacancy. This classification has been a very challenging position to fill and attract qualified candidates.

The Classified HR Department recently completed the recruitment process to establish an eligibility list to fill this position. At the end of the recruitment, we received very few applications and some candidates withdrew their application due to obtaining employment elsewhere. As a result, we only had two (2) ranks to fill our vacant position.

**Additional Skills/Qualifications that Make Candidates Especially Qualified for the Position**

The minimum qualifications for Executive Assistant, Confidential are as follows:

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in business, secretarial science or related field and six years of increasingly responsible secretarial or administrative assistant experience.

**LICENSES AND OTHER REQUIREMENTS:**

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

Some positions in this class may be required to hold special licenses such as a Notary.

Valid California driver's license.

We currently have one outstanding candidate with exceptional qualifications to whom we've made a job offer. The candidate exceeds the minimum qualifications for the position in both the education and experience. The candidate currently earns more than our step 3 for the classification. The Personnel Commissioners are being provided with a copy of the candidate's application for review.

**Recommendation**

Classified Human Resources has partnered closely with Dr. Chandler, Assistant Superintendent, Business Services to review the status of her final candidate and the pending job offer. Dr. Chandler has requested that the recommended candidate for hire be approved for advanced salary placement at step 4 of the range, based on the candidate's background and experience. As explained above, the Executive Assistant, Confidential has been a challenging recruitment to attract qualified candidates; and because we received very few, even minimally qualified candidates for the classification, it is strongly recommended that the Personnel Commission approve the advanced salary placement.

It is therefore recommended that the Personnel Commission approve placing the new hire Executive Assistant, Confidential at step 4, effective with the first day of their established work calendar for the 2021-22 school year. At this time, there are no other incumbents within the classification earning lower than step 4, so there will be no impact on any other incumbents.

Attachments:            Executive Assistant, Confidential job description



For the future of every student

## **CLASS TITLE: EXECUTIVE ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of an administrator at the level of assistant superintendent, perform a variety of specialized and highly complex secretarial and executive assistant duties to relieve the administrator of a variety of administrative details; plan, coordinate and organize office activities and coordinate communications, correspondence, meetings and information for the administrator; interpret regulations, standards, requirements, policies and procedures to staff, administrators and the public.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of specialized and highly complex secretarial and executive assistant duties to relieve the administrator of a variety of administrative details; establish and maintain office time lines and priorities; assure smooth and efficient office operations, and proper and timely completion of projects and activities; assist the administrator in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Plan, coordinate and organize office activities for the administrator; coordinate communications, public relations and information; respond to inquiries and interpret and provide detailed and technical information to administrators, officials, staff, outside agencies, parents, the public and others regarding office functions and department or division operations, programs, services, activities, schedules, events and related laws, standards, regulations, policies and procedures.

Serve as the primary assistant to the administrator; receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the administrator by phone and written communication; exercise independent judgment in resolving a variety of complex issues, complaints and problems; refer difficult issues to the administrator.

Prepare correspondence independently on a variety of matters; compose and type various letters, forms, reports, memoranda, bulletins, lists, notices, contracts, announcements, newsletters, agreements, contracts, brochures, applications and other materials; review, revise, edit, format and proofread a variety of documents and information; prepare correspondence from notes, oral instructions or rough draft as needed.

Serve as a liaison and coordinate communications between the administrator, other departments or divisions, personnel, managers, outside agencies, programs, services and the public regarding the administrator's area of responsibility; assist the administrator with coordinating department or division personnel, projects and activities; schedule, arrange, confirm and distribute information concerning appointments, conferences, meetings, special events and other activities.

Coordinate, schedule and attend various meetings; compile, prepare, revise and edit related notices, agenda items, presentations and supporting documents for various administrative meetings; prepare and send out notices of meetings and other events; collect, compile and evaluate information for meetings; take, transcribe and distribute minutes; process and follow up on administrative actions as assigned.

Maintain appointment, project and activity schedules and calendars; reserve and set up facilities, equipment, services and supplies for various meetings, events and activities; notify appropriate individuals of meetings, appointments, events and related information; make travel arrangements and reservations as required; process conference requests and reimbursements as assigned.

Research, compile, assemble, evaluate and verify a variety of data, documents and information for various administrative needs and reports; compute statistical information for various reports; process and evaluate a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Compile information and prepare and maintain a variety of detailed and complex lists, records and reports related to students, programs, services, projects, budgets, financial activity, correspondence, meetings, personnel and assigned duties; establish and maintain filing systems; assure mandated reports and paperwork are completed in accordance with established time lines.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Input and update a variety of data in an assigned computer system; establish and maintain automated records and files; maintain and update assigned databases; initiate queries, develop spreadsheets, and generate various computerized lists, reports and documents as required; assure accuracy of input and output data.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory; contact vendors to research and coordinate purchases; prepare and process purchase orders, invoices and requisitions and arrange for payments as required.

Perform special projects and surveys and prepare various forms and reports on behalf of the administrator; conduct related research; attend to administrative details on special matters; provide input concerning department or division needs and the development and implementation of policies and procedures; monitor and keep the administrator current concerning progress of office projects and activities.

Perform a variety of clerical accounting duties as required; calculate, prepare and revise accounting data; balance, maintain, reconcile and update accounts and budgets with income and expenditures; calculate and process billings as assigned.

Train and provide work direction and guidance to assigned personnel as required; serve as a lead over clerical staff; assign duties and review work for accuracy, completeness and compliance with established standards and procedures.

Communicate with personnel, administrators, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; contact sites and other departments and agencies to request and verify information, data and documents

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

Compile, prepare and assemble a variety of packets and administrative information as needed; prepare, process and follow up on work orders as assigned.

Develop and implement office procedures to enhance efficiency of office operations; create office forms which facilitate work flow.

Provide input concerning the planning and development of designated budgets as assigned; monitor expenditures; monitor and assist in assuring expenditures to do not exceed established budget limitations.

Assist in monitoring department or division operations and activities to assure compliance with established requirements as assigned.

Provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Terminology, practices, procedures, functions and operations of an administrative office.

Department or division organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

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

Telephone techniques and etiquette.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Methods, procedures and terminology used in clerical accounting work.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Operation of a computer and assigned software.

Public relations techniques.

Mathematic calculations

**ABILITY TO:**

Perform a variety of specialized and highly complex secretarial and executive assistant duties to relieve the administrator of a variety of administrative details.

Plan, coordinate and organize office activities and coordinate communications, correspondence, meetings and information for the administrator.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose effective correspondence independently.

Maintain a variety of complex and confidential files and records.

Assure efficient and timely completion of office and program projects and activities.

Understand and resolve complex issues, complaints or problems.

Type or input data accurately and at an acceptable rate of speed.

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

Determine appropriate course of action within clearly defined guidelines.

Meet schedules and time lines.  
Prioritize and schedule work  
Work independently with little direction.  
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 supplemented by college-level course work in business, secretarial science or related field and six years of increasingly responsible secretarial or administrative assistant experience.

**LICENSES AND OTHER REQUIREMENTS:**

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

Some positions in this class may be required to hold special licenses such as a Notary.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

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

Sitting or standing for extended periods of time.


Seeing to read a variety of materials.

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



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 16, 2022

Subject: Approval of New Classification Specification and Salary Allocation  
***Board Certified Behavior Analyst***

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**JUSTIFICATION FOR CLASSIFICATION:**

Discussion has taken place with the Executive Team regarding plans to expand the IBI Team to best meet the needs of our students. The creation of a classified position, Board Certified Behavior Analyst (BCBA), was recommended to the Board of Education for approval given the behavioral needs of the students and the level of behavioral expertise required to support students' social emotional/ behavioral needs. This position was approved by the Board on 01/25/2022. Having a position with the Board Certification in Behavior Analysis will ensure a level of behavior intervention expertise in the candidate's repertoire that could meet or exceed the experience a teacher would obtain through their educational training. As such, the job requirements of conducting Functional Behavior Assessments, Behavior consultation, Special Circumstance for Educational Support evaluations, and trainings can be completed with the expected quality. The addition of this new classification will ensure the interventions and recommendations provided can be implemented in the educational setting while remaining in line with mission objectives established by Ventura Unified School District.

**EVALUATION:**

Meetings have been conducted with Dr. Castro, Assistant Superintendent of Education Services; Marcus Konantz, Executive Director of Special Education; Nick Vlahos, Interim Deputy Director of Special Education; and Peter Aguirre, Psychologist to review the essential duties needed in this new position. We are seeing that having this level of supports for students is becoming a focused effort County wide, however, there were only a few districts that had comparable positions when the classification study and salary survey were completed. The collected data was analyzed, and 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 BCBA as presented, and allocate the classification to salary range 365 (\$45.91 - \$57.32/hour) on the Classified Represented Salary Schedule.

Attachment: Board Certified Behavior Analyst proposed classification specification and salary survey



For the future of every student

## **CLASS TITLE: BOARD CERTIFIED BEHAVIOR ANALYST (BCBA)**

### **BASIC FUNCTION:**

Under general supervision of an assigned supervisor, participate in the development and implementation of behavior intervention plans; provide training to staff and serve as a lead regarding the use of behavioral intervention techniques; evaluate student progress through data collection techniques and modify behavioral plans and programs to achieve optimal behavioral outcomes that facilitate student learning.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Coordinate and oversee the development and implementation of positive behavior supports and evidence based strategies that support the social-emotional and academic learning of students. Establish behavior programs for individual students, schedule support, supervise initial implementation, and monitor long term outcomes.

Train staff, students, and parents, in positive behavioral management techniques and instructional strategies which incorporate best practice in working with diverse cultural populations.

Provide classroom teachers with direct and consultative services in Classroom and Instructional Accommodations and Modifications, Best Practices in Classroom Management and individual student positive behavior support plans (PBIP), Comprehensive Behavior Intervention Plans (CBIP) and Functional Behavior Analysis (FBA). Analyze data and assist teachers with understanding how the modification of curriculum and instruction strategies positively impacts student behavior and classroom climate.

Present social/emotional learning lessons to small groups, whole class, staff, teacher liaisons, SAI teachers, speech/language pathologists, psychologists, principals, and at general staff meeting. Provide site training and ongoing support for implementation of universal strategies, implementation of IEP accommodations, specific behavior support and social skills training related to MTSS intervention, inclusion, and special populations.

Collaborate with school personnel and district administrators to coordinate the Instruction Behavior and Inclusion Program (IBI) for students within a variety of settings: Early Intervention Center, K-12 regular and special education classes, Education Service Center for staff development. Guide behavior personnel with best practices in the presentation of learning materials and conducting instructional exercises. Act as a liaison between IEP team and IBI staff to ensure cohesive IEP implementation and training practices

Train, monitor and provide work direction and guidance to IBI teams and other assigned personnel; assign staff duties and review work to assure accuracy, completeness and compliance with established standards, guidelines, time lines, requirements and procedures; provide input concerning applicant interviews and employee evaluations as requested. Coordinate the assignment and weekly scheduling of behavior assistants to meet district needs.

Inform IBI staff of current trends, research, and best practices in behavioral strategies, including pharmaceutical effects on student behavior, for students with Autism Spectrum and Related Disorders, and Emotional and Conduct Disorders

Assist in the development of goals and objectives based on observation, assessment data and parent input. Ensure effective programming for students by observing, analyzing data and assisting classroom teachers with modifying curriculum and instructional strategies.

Conduct behavioral assessments for students in the general or special education settings and collaborate with site teams to develop related parts of the IEP, including but not limited to: Special Circumstances Educational Support assessments, Functional Behavior Assessments (FBAs), PBIP, and CBIP. Conduct student progress meetings with parents, Behavior Support Assistants, and IEP team members.

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

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

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

Non-violent crisis intervention techniques and principles;  
Behavior intervention strategies and techniques;  
Basic Applied Behavior Analysis techniques and services; discrete trial teaching techniques;  
Classroom procedures and appropriate student conduct;  
Child guidance and adolescent development principles and practices;  
Applicable laws, codes, policies and regulations related to assigned activities.  
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:**

Demonstrate an understanding, patient, warm and receptive attitude toward students and families.  
Train and provide guidance and leadership to other staff members.  
Appropriately manage student behavior and guide students toward more acceptable social behaviors.  
Analyze behaviors, collaborate with adults and develop positive relationships with students.  
Utilize and effectively apply skills in data collection, development of effective intervention plans and implementation of positive behavior intervention supports.  
Utilize a variety of instructional materials and procedures to enhance a positive educational environment.  
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.  
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.  
Work independently with little direction.  
Maintain confidentiality of privileged information obtained in the course of work.  
Understand and carry out verbal and written instructions.  
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 experience sufficient to meet the BCBA certification requirements, and 3 years of experience in special education instructional environments across a range of grade levels.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license.
- Current certification as a Board Certified Behavior Analyst (BCBA). Incumbents are required to maintain a valid status as a condition of continued employment.

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

Office environment.

May work in classrooms or outdoor environments.

Constant interruptions.

Driving a vehicle to conduct work.

Flexible hours to meet the needs of students/families.

**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

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*Approved by Personnel Commission:*

*To PC for review and approval 02/16/2022*

Ventura Unified School District  
Classified Human Resources  
PERSONNEL COMMISSION

## Salay Survey for BCBA

Data as of February 2022

### Districts Surveyed - Tri-Counties area

District	County	Title	Lowest Placement on Salary Range	Highest Placement on Salary Range
Santa Barbara Unified School District	Santa Barbara	BCBA	\$48.58	\$67.52
Oak Park Unified	Ventura	N/A	\$52.54	\$59.35
Ventura County Office of Education	Ventura	BCBA	\$46.64	\$58.04
Ojai Unified	Ventura	Behavior Analyst (Certificated)	\$49.07	\$55.96
Rio School District	Ventura	Behavior Specialist	\$41.62	\$51.55
Conejo Valley Unified	Ventura	Behavior Intervention Specialist	\$39.95	\$48.59
Briggs School District	Ventura	N/A		
Carpinteria Unified School District	Santa Barbara	N/A		
Fillmore Unified	Ventura	N/A		
Hueneme Elementary School District	Ventura	N/A		
Las Virgenes Unified	Los Angeles (participates)	N/A		
Lompoc Unified School District	Santa Barbara	N/A		
Mesa Union School District	Ventura	N/A		
Moorpark Unified	Ventura	N/A		
Mupu Elementary School District	Ventura	N/A		
Ocean View Elementary	Ventura	N/A		
Oxnard Elem School District	Ventura	N/A		
Oxnard Union High	Ventura	N/A		
Pleasant Valley School District	Ventura	N/A		
Santa Paula Unified	Ventura	N/A		
Simi Valley Unified	Ventura	N/A		
Somis Union Elementary School District	Ventura	N/A		
Ventura County School Business Authority	Ventura	N/A		
Ventura Unified School District	Ventura	N/A		
William S. Hart Union	Los Angeles (participates)	N/A		

Average Salary (Monthly) 

\$46.40	\$56.84
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Median Salary (Monthly) 

\$47.61	\$57.00
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## Personnel Transaction Report

### Consent Agenda Items

*To Personnel Commission for Approval*

Meeting Date: 02/16/2022

### New Hires

Last Name	First Name	Job Class Description	Date
Aguilar	Victor	Custodian	12/20/2021
Couch	Michael	Custodian	12/20/2021
FelixSierra	Henrietta	Licensed Associate	1/10/2022
Flores	Roxana	Licensed Associate Supervisor	1/24/2022
Grajeda	Jessica	Certified Spch/Lang Path Asst	1/18/2022
Hernandez	Carmen	Paraeducator II	1/26/2022
Hernandez	Ivan	Fiscal Technician I	12/15/2021
Lascano	Clara	Senior Office Assistant	1/3/2022
McSweeney	Jake	Paraeducator III	1/18/2022
Miller	Viktoriya	Paraeducator II	1/3/2022
Rodriguez	Jessica	Paraeducator II	1/27/2022
Rodriguez	Joanna	Paraeducator III	1/20/2022

### Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Aguiar	Paola	Paraeducator II	1/3/2022
Lopez	Oscar	Senior Accountant	2/7/2022

### Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Cole	Clinton	Bus Driver	1/26/2022
Garcia	Dominique	Bus Driver	1/19/2022
Lindemann	Kristen	Paraeducator I	12/4/2021

## Limited Term, Provisional

Last Name	First Name	Job Class Description	Date
AlvarezMadrigal	Jesus	Paraeducator II	12/1/2021
Archer	Melanie	School Administrative Assistant I	12/1/2021
Arellanes	Candace	Campus Supervisor	12/7/2021
Arroyo	Rosemary	Family Liaison	1/1/2022
Asaad	Eliana	Paraeducator I	12/1/2021
Bangs	Amanda	Campus Support Asst	12/1/2021
Boccarsi	Nicole	Child Nutrition Assistant I	2/7/2022
Burnell	Joseph	Health Technician	1/1/2022
Burnell	Joseph	Accounting Technician	2/8/2022
Chavez Panezo	Maria	Child Nutrition Assistant I	2/9/2022
Clark	Cayla	Paraeducator I	1/24/2022
Colborn	Cheri	Senior Office Asst	12/1/2021
Cook	Jasmine	Paraeducator II	1/1/2022
Crites	Regina	Child Nutrition Assistant I	1/24/2022
Daniloff	Sarah	Campus Support Asst	1/24/2022
Delgadillo	Alicia	SAA I	12/1/2021
DeLosSantos	Mark	Bus Driver	12/1/2021
Diaz	NicteHa	Child Nutrition Assistant I	1/24/2022
Duran	Alison	Child Nutrition Assistant I	2/11/2022
Espinola	Astrid	Family Liaison	1/1/2022
Esquivel	Kimberly	Educ Sign Lang Int	1/10/2022
Esquivel	Yvonne	Child Nutrition Assistant I	1/1/2022
Estrada	Jesse	Campus Support Asst	1/1/2022
Farris	Tracy	Paraeducator II	1/11/2022
Ferris	Charles	Athletic Equipment Attendant	1/1/2022
Fierros	Erika	Paraeducator After-School	1/1/2022
Fletcher Babcock	Angela	Paraeducator I	1/24/2022
Gallegos	Annette	Child Nutrition Assistant I	1/1/2022
Gallegos	Annette	Campus Supervisor	2/7/2022
Gallegos	Annette	School Administrative Assistant I	2/9/2022
Galiciaherrera	Lidubina	Child Nutrition Assistant I	12/1/2022
Gomez	Martha	Campus Supervisor	1/1/2022
GuerreroBravo	Juana	Child Care Assistant	1/1/2022
Gurrola	Mishael	Grounds Worker I	1/25/2022
Gutierrez	Leticia	Paraeducator I	1/1/2022
Hart	Frances	Paraeducator II	1/1/2022
Hernandez	Amalia	Child Nutrition Assistant I	1/22/2022
Hernandez	Nina	Child Nutrition Assistant I	1/24/2022
Huynh	Abigail	Paraeducator II	2/1/2022
Jasso	Stephanie	Paraeducator I	1/1/2022

Jimenez	Enriqueta	District Receptionist	1/1/2022
Kosman	Allison	Paraeducator I	12/8/2021
Maidaa	Reem	Paraeducator I	12/1/2021
Martinez Hernandez	Miriam	Child Nutrition Assistant I	2/1/2022
McConville	Kelly	Campus Support Assistant	12/1/2021
Monper	Katherine	Office Assistant	1/1/2022
Munoz	Diane	Campus Supervisor	1/1/2022
Olsen	Tina	Campus Supervisor	1/1/2022
Olson	Michelle	Child Nutrition Assistant I	1/24/2022
Pereda	Ashley	Attendance Assistant	1/1/2022
Pietsch	Bette	Paraeducator II	1/20/2022
Ponticelli	Kathleen	Child Nutrition Assistant I	12/9/2021
Rocha	Victoria	Campus Supervisor	1/1/2022
Rocha	Victoria	Paraeducator II	1/1/2022
Ruiz	Lorena	Paraeducator I	12/1/2021
Ruiz	Lorena	Paraeducator II	12/1/2021
Ruiz Beltran	Antonia	Child Nutrition Assistant I	12/6/2021
Sarabia	Maria	Child Development Teacher	12/1/2021
Saucedo Zarco	Mercedalia	Campus Supervisor	1/1/2022
Savard	Mary	Licensed Nurse I	12/1/2021
Savard	Mary	Licensed Nurse II	1/1/2022
Tang	Yun	Paraeducator II	2/1/2022
Valencia	Veronica	Child Nutrition Assistant I	1/13/2022
Valenzuela	Eric	Custodian	1/1/2022
Vasquez	Edward	Campus Supervisor	1/3/2022
Vasquez	Ida	Child Nutrition Assistant I	1/24/2022
Vasquez	Natalie	Health Technician	1/1/2022
Viado	Joanna	Office Asst	12/1/2021
Viado	Joanna	District Receptionist	12/1/2021
Walden	Jessica	Child Nutrition Assistant I	12/1/2021
Walden	Jessica	Paraeducator II	12/1/2021
WarnMendoza	Gloria	Child Nutrition Assistant I	12/9/2021
Wilson	Laura	Nutrition Specialist	2/1/2022
Yeldell	Shamballa	Paraeducator I	1/13/2022

## Exempt Help

Last Name	First Name	Job Class Description	Date
Arias	Sergio	ASB I (Security/Supervision, Ticket Taker)	11/16/2021
Austin	Lena	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Beltran	Joshua	ASB I (Security/Supervision, Ticket Taker)	2/1/2022
Camarillo	Chelsea	ASB I (Security/Supervision, Ticket Taker)	1/6/2022
Cameron	Curtis	Music Coach II	2/1/2022

CastroLopez	Carlicia	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Cortez	Felix	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Cortez	Felix	ASB II (Scoreboard Operator-Ticket Seller)	12/1/2021
Cruz	Noemi	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Edwards	Luke	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Edwards	Luke	ASB II (Scoreboard Operator-Ticket Seller)	12/1/2021
Elizarraras	Louis	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Fajardo	Raymond	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Gallick	Kylie	ASB I (Security/Supervision, Ticket Taker)	11/29/2021
Gomez	Martha	ASB I (Security/Supervision, Ticket Taker)	2/1/2022
Hernandez	Cynthia	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Hernandez	Cynthia	ASB II (Scoreboard Operator-Ticket Seller)	12/1/2021
Hulce	Patricia	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Kelsch	Elizabeth	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Lopez	Josefina	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Lopez	Oscar	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Lopez	Shawna	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Lopez	Shawna	ASB II (Scoreboard Operator-Ticket Seller)	12/1/2021
Lorenzana	Linda	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Lowe	Marie	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Martinez	Yadira	Music Coach I	1/1/2022
Mijares	Danielle	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Mijares	Miguel	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Mijares	Miguel	ASB II (Scoreboard Operator-Ticket Seller)	12/1/2021
Montanez	Dionisio	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Olivier	Kathleen	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Pereda	Ashley	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Rodriguez	Michael	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Rodriguez	Michael	ASB II (Scoreboard Operator-Ticket Seller)	12/1/2021
Rodriguez	Richard	ASB I (Security/Supervision, Ticket Taker)	2/1/2022
Rodriguez	Viviana	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Santos	Rosa	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Sturgill	Sommer	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Trone	Jennifer	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Valencia	Maricela	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Vega	Geneva	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Velasquez	Annmarie	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
Watson	Tyler	ASB I (Security/Supervision, Ticket Taker)	12/1/2021
White	James	ASB II (Scoreboard Operator-Ticket Seller)	1/24/2022

## Separation from Service

Last Name	First Name	Job Class Description	Date
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Hussong	Holly	Administrative Specialist	2/2/2022
Riddle	Holly	Paraeducator II	1/14/2022

## Leave of Absence

Last Name	First Name	Job Class Description	Date
Ortmann	Kristina	Paraeducator III	01/24/2022-06/30/2022

## Change of Status

Last Name	First Name	Job Class Description	Date
Benike	Stefanie	Paraeducator III	02/07/2022: Reinstatement at Buena High School 12/15/2021: Change in Hours --5.5 hrs/day to 6.5 hrs/day; same position; same location
Burke	Cathryn E	Child Nutrition Assistant III Paraeducator II	02/01/2022: Location change--from Mound to Cabrillo; Same Position, Same Time Base
GillRoberts	Nichole		01/12/2022: Change in Hours --6.75 hrs/day to 8 hrs/day; same position; same location
Hernandez	Maria M	Child Nutrition Assistant I	12/15/2021: Change in Hours --3 hrs/day to 6 hrs/day; same position; same location
Hunter	Kimberly	Child Nutrition Assistant I	01/12/2022: Change in Hours --5.5 hrs/day to 6 hrs/day; same position; same location
Olivas	Michelle	Child Nutrition Assistant II	12/15/2021: Change in Hours --3.5 hrs/day to 4.5 hrs/day; same position; same location
Tellez	Maria M	Paraeducator I	01/03/2022: Change in Hours --4 hrs/day to 8 hrs/day; same position; same location
Vaivao	Maria L	Family Liaison	

## Working Out of Class

Last Name	First Name	Job Class Description	Date
Arzate I	Arturo	Head Custodian I	12/1/2022
Baldonado	Roxanna	Health Services Prevention Program Spec	11/1-5;8-10;12;15-19;22-23;29-30/2021 (Vacancy)
Baldonado	Roxanna	Health Services Prevention Program Spec	12/1-3;6-10;13-16/2021 (Vacancy)
Burnell	Matthew	Trades Maintenance Worker II	12/1-3;6-1;13-17;20-21;27-29/2021 (covering for EE who is WOC)
CamachoRodriguez	Ofelia Alicia	Head Custodian I	12/1-3;6-7;9;13-14;17/2021
Clark	Anna	Human Resources Specialist	01/3-4;6-7;10-14;17-21;24;27-28/2022
Cortez	Victoria	School Adm. Assistant III	12/10;13/2021
Decker	Ashley	Registered Dietitian	12/1-3;6-10;15-17/2021
Estrada	Joe	Custodial Trainer Coordinator	12/1-2;6-10;13-17;21;27-29/2021 (LOA)
Lassich	Esteban	Carpenter	12/1-3;6-10;13-15;17/2021
Lassich	Shari	Lead Custodian	12/6;10/2021
Lilly	Stuart	Plumber I	12/1-3;6-10;14;16-17;20-21;28/2021 (Vacancy)
Mendoza Lopez	Rafael	Grounds Maintenance Worker II	12/16;20-21/2021
Roche	Christopher	Head Custodian II	12/1;6;10/2021

Sanchez	Jose	Trades Maintenance Worker II	12/1-3;6-10;13-14;17/2021 (covering for EE who is WOC)
Silva	Rafael	Lead Custodian	12/16/2021
Bushra	Begum	Child Nutrition Assist II	1/3-7;10-14;17-21;24-28/2022
Crystal	Leventhal	Child Nutrition Mgr Elementary	1/10-12/2022
Crystal	Leventhal	Child Nutrition Mgr Elementary	1/4-7/2022 (Vacancy)
Linda	Filoso	Child Nutrition Mgr Elementary	1/24-28/2022
Mirnaliz	Martinez	Child Nutrition Assist II	1/3-7;10;13;25-28/2022 (covering for EE who is WOC)
Grace	Centeno	Child Nutrition Mgr Elementary	1/24-25/2022 (Vacancy)
Yukari	Bell	Child Nutrition Mgr Secondary	1/10-14/2022
Bonnie	Domme	Child Nutrition Mgr Secondary	1/10-14/2022
Bonnie	Domme	Child Nutrition Assist II	1/3-5/2022 (LOA)
Bonnie	Domme	Child Nutrition Mgr Elementary	1/6-7/2022
Maria	Lopez	Child Nutrition Mgr Elementary	1/4-7;11-13/2022
Kathryn	Chenoweth	Child Nutrition Mgr Elementary	1/13-14/2022
Tina	Martinez	Child Nutrition Mgr Elementary	1/10-14/2022
Eva	Swaney	Child Nutrition Mgr Elementary	1/10-13/2022 (Vacancy)
Susana	Gomez	Child Nutrition Mgr Elementary	1/3/2022 (Vacancy)
Rusal	Contreras	Child Nutrition Mgr Elementary	1/3-7;10-14;18-21;26-28/2022 (Vacancy)
Sylvia	Cibrian	Child Nutrition Mgr Elementary	1/3-7;10-12/2022