



**REGULAR PERSONNEL COMMISSION MEETING**  
**March 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, March 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.



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## **PERSONNEL COMMISSION MEETING AGENDA – March 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
  - February 16, 2022
- D. RECOGNITION OF RETIREE(S)
- E. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- F. INFORMATION ITEMS
  - 1. VESPA Report
  - 2. Director's Report
  - 3. Recruitment & Selection: Hiring Update
  - 4. Next Regular PC Meeting: April 20, 2022
- G. ACTION AGENDA ITEMS
  - 1. Adoption of Resolution #22-03, Personnel Commission's Authority to Hold Virtual Meetings Pursuant to AB 361
  - 2. Reclassification of Position: Employee Benefits Specialist to Risk Management Specialist
  - 3. Request to Revise Classification Specification and Salary Allocation: Accounting Technician
  - 4. Request for Advanced Salary Placement – Educational Sign Language Interpreter
  - 5. Request for Advanced Salary Placement – Lead Educational Sign Language Interpreter
  - 6. Request for Advanced Salary Placement – Pre-Licensed Associate/Intern
- H. CONSENT AGENDA ITEMS
  - 1. Personnel Transactions Report
- I. COMMISSION COMMENTS — No official action will be taken.
- J. CLOSED SESSION
  - 1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)
- K. REPORT OF ACTION TAKEN IN CLOSED SESSION
- L. 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.

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Ventura Unified School District  
Resolution # 22-03

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 March 16, 2022.

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

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

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

\_\_\_\_\_

Chair, Personnel Commission



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## ***RECLASSIFICATION REQUEST REPORT***

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***Employee Name:*** Jodie Argueta

***Current Classification:*** Employee Benefits Specialist

***Site/Department:*** Education Service Center / Risk Management Department

***Assignment:*** 8.00 hours/day, 12-months

***Supervisor:*** Eric Reynolds  
Director, Risk Management

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### **Background**

A reclassification request including a completed position information questionnaire was submitted by Jodie Argueta, Employee Benefits Specialist. Ms. Argueta is assigned to work at the Education Service Center in the Risk Management Department. Ms. Argueta is supervised by the Director of Risk Management, Eric Reynolds. Ms. Argueta has worked in this position since 09/10/2018.

Ms. Argueta's statement was reviewed by her immediate supervisor, Mr. Reynolds, and supported by Rebecca Chandler, Assistant Superintendent of Business Services. The completed questionnaire and answers provided accurately describe the tasks, duties and responsibilities required of her position, and the duties she is actually performing in her position.

The career ladder for the accounting and human resources job categories is outlined below, including the current placement of the Employee Benefits Specialist position to illustrate internal alignment that currently exists within the District.

<b>Range</b>	<b>Accounting</b>	<b>Human Resources</b>
210	Fiscal Technician I ASB Accounting Technician	Human Resources Assistant
230	Payroll Technician Senior Accounting Assistant Employee Benefits Specialist	Human Resources Technician
240		Human Resources Specialist
245	Accounting Technician	
255		Human Resources Analyst
275	Senior Accountant	

### **Methodology**

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

The job audit consisted of the following steps:

- Review of the completed position information questionnaire submitted by the incumbent.
- Conducted an in-person interview with the incumbent and her supervisor to review and discuss the incumbent's responsibilities and the information she provided on the completed position information questionnaire.
- Gathered comparable job data from surrounding districts which included job descriptions, department structures, and salary information.
- A review of the function, essential duties, knowledge, skills and abilities of the incumbent's current job description in comparison to the actual duties currently being performed by her.
- A comparative analysis was conducted against existing classifications within the District with similar levels of duties and scope of responsibility.
- Consultation with the Director of Fiscal Services to review internal alignment of Accounting and Human Resources positions in relation to the Risk Management responsibilities.

### **Findings**

The Employee Benefits Specialist position has become more complex in nature due to the evolving changes and services provided by the Risk Management Department, as well as changes in laws and state and federal compliance requirements. With this complexity has come a broader scope of responsibility, a more in-depth level of skills and knowledge needed to perform the essential duties, and a growth in the level of accountability this position now has.

- Over the past three and a half (3.5) years, incumbent has experienced a gradual accretion of duties while employed as an Employee Benefits Specialist.
- When Ms. Argueta first started in her position, the focus of her duties was mainly on employee benefits. The majority of her tasks were centered on supporting employee benefits programs including insurance, enrollment, eligibility, workers' compensation and record-keeping.
- The type of responsibilities the incumbent currently performs are no longer only focused on employee benefits.
- Over the years, the position has grown from simply performing duties in support of employee benefits to becoming more complex and highly technical in nature due to the evolving services, processes, practices and procedures required of the Risk Management Department. The position has grown in the areas of supporting and assisting with the coordination of insurance claims, particularly property insurance; coordinating safety credits; providing technical expertise in regards to healthcare reform; tracking safety training; and assisting the Director with disaster preparedness and emergency response. As a result, the type of responsibilities the incumbent currently performs are no longer at the Employee Benefits Specialist level.

### **Recommendations**

- It is recommended that the Employee Benefits Specialist position assigned to the Risk Management Department (position #263) be reclassified to Risk Management Specialist and that the new classification be allocated to salary range 240 on the Classified Represented Salary Schedule.
- Realign the Risk Management Specialist classification to the human resources job category.

- It is recommended that the incumbent, Jodie Argueta, be reclassified with the position based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective April 1, 2022.

Range	Salary	Accounting	Human Resources
210	\$3510 - \$4379/month	Fiscal Technician I ASB Accounting Technician	Human Resources Assistant
230	\$3809 - \$4755/month	Payroll Technician Senior Accounting Assistant <del>Employee Benefits Specialist</del>	Human Resources Technician
<b>240</b>	\$3970 - \$4956/month		Human Resources Specialist <b>Risk Management Specialist</b>
245	\$4051 - \$5056/month	Accounting Technician	
255	\$4279 - \$5343/month		Human Resources Analyst
275	\$4789 - \$5977/month	Senior Accountant	

\*note about recommended salary range placement:

although the market data collected reflects an average salary a bit higher than the recommended salary range placement for this new classification, we need to be mindful of internal alignment and ensure that internal salary integrity is maintained in relation to appropriately aligning like positions within the District when equity factors are considered, (such as level of responsibility; knowledge and skill; problem solving challenges; human relations and the scope of contacts required to complete work assignments; the level of accountability as well as the scope and magnitude of impact on the organization's functioning; education and related work experience; physical requirements; and work environments.)

Study completed by:

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Reina Murillo, Classified Human Resources Analyst (Confidential)

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Andrea Crouch, Director of Classified Human Resources

Attachments:     Proposed Risk Management Specialist classification specification  
                          Salary Survey Data collected



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## **CLASS TITLE: RISK MANAGEMENT SPECIALIST**

*\*text highlighted in blue reflect the responsibilities identified as being performed outside the Employee Benefits Specialist job description\**

### **BASIC FUNCTION:**

Under the direction of the Director of Risk Management, perform a variety of specialized technical duties related to the District's comprehensive health benefits, workers' compensation and liability programs; serve as the District's resource person in the area of risk management, loss analysis, claims and litigation, staff training and consultations, occupational safety and environmental health, regulatory compliance and budgeting; employee benefits programs including insurance, enrollment, eligibility, billing and record-keeping functions; provide information and assistance to employees regarding health benefits and workers' compensation coverage, claims and related procedures; assist in the coordination, processing, and resolution of workers' compensation claims.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of technical duties in support of employee benefits programs including insurance, enrollment, Workers' Compensation, billing and record-keeping functions; provide eligible staff and retirees with benefits according to established laws, regulations, policies and procedures.

Determine employee eligibility for benefits; enroll, add and delete employees to and from various benefit plans; makes dependent and other status changes to benefit coverage; prepare, compile, distribute, process and assist employees with completing various enrollment forms and applications; calculate cost associated with benefit changes and creates summary reports of changes and associated cost; review enrollment and change forms and other documents for accuracy and forwards to appropriate carriers; request and obtain necessary documents and information as needed.

Serve as a technical resource to employees and retirees; provide routine and specialized employee benefits information and respond to inquiries from employees, retirees, insurance companies and agents regarding benefits coverage, enrollment options, eligibility, claims procedures, requirements, laws, regulations, work-related injuries, medical leave, liability/property claims and disability status, processes, policies and procedures.

Coordinate, schedule and conduct annual open enrollment activities, benefit workshops and fairs; meet and confer with employees concerning employee benefits; conduct benefit orientations for new employees; distribute informational materials and enrollment forms; explain health and various other benefits programs, plans, coverage and options.

Verify benefits coverage as requested by health care providers as well as coordination of benefits with other businesses; compile statistical data and reports required in the administration of the various fringe benefit programs; monitor carrier compliance with contract provisions and District policies.

Process benefit adjustments; calculate, revise and update records with changes; monitor and update records in response to employee eligibility status; calculate and adjust insurance premiums as needed; add and drop retirees and dependents to and from plans according to established policies and requirements; notify employees of benefit adjustments.



Process, audit and reconcile the monthly billing and premiums; request, prepare and remit premium payments for health benefits programs and other insurance plans; compare and reconcile insurance billings with benefits records and reports and audit for accuracy; identify discrepancies and make adjustments as appropriate.

Assist injured employees with initiating and maintaining Workers' Compensation claims and related benefits; monitor and keep employees current concerning claim status, progress, disbursements and related information; serve as a liaison between claims administrator, associated firms and the District in managing claims; gather information, process, maintain and assure proper completion of a variety of forms and reports related to Workers' Compensation; forward completed reports to claims administrator and affected job sites.

Investigate Worker's Compensation claims and recommend settlement or litigation options as directed; research and compile materials and information for claims; audit claims to assure proper physician notes, reporting, and related information; compile and prepare materials.

Assure compliance with applicable laws, codes, rules and regulations; investigate employee and student injuries, vehicle and public accident incidents; assure property procedures are followed regarding employee and student injuries and accidents; assist with the review and follow-up of student and staff injury and loss reports with a focus on prevention.

Audit County reports for District safety credit expenditures; research files for purchase orders, prepare and submit claims for reimbursement to Ventura County School Self-Funding Authority

Input a variety of employee, benefits and related data in an assigned computer system; establish and maintain automated records and files; initiate queries and generate computerized lists, documents and reports; assure accuracy of input and output data.

Research rates, quotes, services and costs from insurance providers, health agencies and other outside organizations; provide recommendations concerning benefit plan options.

Provide administrative assistance on emergency management projects; research rates, quotes, services and costs from various vendors for needed products, services and supplies; develop a tracking system for strategic plans; respond to inquiries from staff, the public and outside agencies regarding risk management policies and procedures as it relates to the emergency management project.

Assist with the preparation, tracking and delivery of various staff training related to safety procedures, sexual misconduct, CPR/First Aid, ergonomics, passenger safety and general loss control and prevention; register employees and monitor timely completion of trainings to maintain compliance.

Attend and participate in various meetings and committees; present information and materials concerning benefits programs and related issues, needs and activities.

Serve as a liaison between District personnel and outside agencies concerning employee benefits, Workers' Compensation, insurance, health plans, claims and related matters; resolve related issues, conflicts and discrepancies in a proper and timely manner.

Research rates, solicit quotes, prepare invoices, process requisitions, purchase orders, and transactions, for all safety vendors; ordering various safety supplies and disaster preparedness materials

Prepare and distribute a variety of correspondence and informational materials; review forms, records and reports for accuracy, completeness and compliance with established requirements; make corrections as needed.

Compile information and prepare and maintain various records, [data summaries](#), reports and files related to benefit programs, plans, insurance, billings, adjustments, personnel, Workers' Compensation, claims, [CAL/OSHA](#) and assigned activities; [completes annual Department of Labor Report as required](#).

Communicate with other administrators, personnel and outside organizations to exchange information and resolve issues or concerns.

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

Conduct a variety of special projects and surveys as directed; provide input concerning various policies and agreements related to employee benefits.

Train and provide work direction and guidance to designated staff as directed.

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

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

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

General methods, practices, terminology and procedures used in benefits administration including insurance, enrollment, eligibility, billing and record-keeping functions.

Employee benefit packages and insurance programs.

Employee benefits enrollment practices and procedures.

Practices and procedures involved in Workers' Compensation claims.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

Oral and written communications skills.

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

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Mathematic computations.

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

Perform a variety of technical duties in support of employee benefits programs including insurance, enrollment, Workers' Compensation, billing and record-keeping functions.

Enroll, add and delete employees to and from various benefit plans.

Review, process and verify a variety of forms and applications.

Serve as a technical resource to employees and retirees concerning employee benefits, Workers' Compensation, enrollment, coverage, eligibility and related matters.

Assist injured employees with initiating and maintaining Workers' Compensation claims.

Conduct benefit orientations for new employees.

Serve as a liaison between personnel, administrators and various outside agencies.

Compile, calculate and reconcile billings for health benefits.

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

Utilize a computer to enter data, maintain records and generate reports.

Communicate effectively both orally and in writing.  
Establish and maintain effective working and cooperative relationships with others.  
Meet schedules and time lines.  
Prepare and maintain a variety of records and reports.  
Operate standard office equipment including a computer and assigned software.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Requires any combination of education, training and/or experience equivalent to graduation from high school supplemented by college level course work in business, accounting, [human resources](#), [risk management](#), or related field and two years progressively responsible experience in [risk management](#), [human resources](#), [coordinating employee benefits](#) or [other related area](#).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders and horizontally.

Ventura Unified School District  
Classified Human Resources  
PERSONNEL COMMISSION

Salary Survey for Employee Benefit Specialist / Risk Management Specialist

Data as of February 2022

Districts Surveyed - Tri-Counties area


District	County	Title	Lowest Placement on Salary Range	Highest Placement on Salary Range	Highest Placement Monthly	Comments
Hueneme Elementary School District	Ventura	Personnel/ Benefits Technician	\$25.33	\$30.80	\$5,338.56	Position responsible for HR and Benefits duties.
Conejo Valley Unified	Ventura	Benefit Specialist	\$24.09	\$29.41	\$5,097.64	
Oxnard Elem School District	Ventura	Risk Management Specialist	\$24.03	\$29.21	\$5,062.97	
Ventura Unified School District	Ventura	Employee Benefits Specialist	\$21.89	\$27.33	\$4,755.42	
Briggs School District	Ventura	N/A				
Carpinteria Unified School District	Santa Barbara	N/A				
Fillmore Unified	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				
Oak Park Unified	Ventura	N/A				
Ocean View Elementary	Ventura	N/A				
Ojai Unified	Ventura	N/A				
Oxnard Union High	Ventura	N/A				
Pleasant Valley School District	Ventura	Employee Benefits Specialist	\$29.38	\$35.70	\$6,187.88	Position reports directly to CBO as district does not have a Manager or Director of RM, and serves as lead support staff for all Risk Management related duties. Higher level duties than VUSD's position and not comparable.
Rio School District	Ventura	N/A				
Santa Barbara Unified School District	Santa Barbara	N/A				
Santa Paula Unified	Ventura	N/A				
Simi Valley Unified	Ventura	N/A				District has Risk Management Department, staffed with Manager and 3 support staff - duties of support staff not comparable.
Somis Union Elementary School District	Ventura	N/A				
Ventura County Office of Education	Ventura	N/A				
Ventura County School Business Authority	Ventura	N/A				
William S. Hart Union	Los Angeles (participates)	N/A				

Average Salary (Hourly)	\$23.84	\$29.19
(Monthly)	\$4,131	\$5,059

Median Salary (Hourly)	\$24.06	\$29.31
(Monthly)	\$4,170	\$5,080



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: March 16, 2022

Subject: Request to Revise Classification Specification and Salary Allocation:  
***Accounting Technician***

The District currently has two vacant Accounting Technician positions, and is planning recruitment efforts to fill these positions. In preparation of filling these positions, a review of the current classification specification was conducted in consultation with the Director of Fiscal Services, Anna Campbell. The classification specification was established in 2007, fifteen (15) years ago, and is in great need of being updated to reflect the current duties. After reviewing the class spec, it was determined that revisions needed to be made to bring the description up-to-date.

In addition a salary modification is being recommended based on an evaluation conducted in which the function, essential duties, knowledge, skills and abilities of the classification were compared against existing classification specifications, as well as current salary data collected from surrounding school districts.

Range	Fiscal Services
210	Fiscal Technician I ASB Accounting Technician
230	Payroll Technician Senior Accounting Assistant
245	<del>Accounting Technician</del>
250	Accountant Purchasing Specialist
275	Senior Accountant

It is therefore recommended that the Personnel Commission approve revising the Accounting Technician classification specification (including updating the job title to Accountant), and modify the salary allocation from range 245 (\$4,051 - \$5,056) to 250 (\$4,163 - \$5,196) on the Classified Represented salary schedule.

Attachment: Revised classification specification for Accounting Technician  
 Salary Survey data collected



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**CLASS TITLE: ~~ACCOUNTING TECHNICIAN~~ ACCOUNTANT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of complex and technical accounting duties in support of ~~categorical~~ or assigned program accounts and functions; review, evaluate, maintain and adjust assigned funds, budgets and accounts; prepare, audit, reconcile and maintain a variety of financial, statistical and budgetary records, reports and statements.

**DISTINGUISHING CHARACTERISTICS:**

Accountant: is the entry-level class in the accountant series. Incumbents perform routine accounting duties, focus on assigned program accounts and functions, require a broad knowledge of federal and state rules and regulations, and District policies and procedures. Incumbents will demonstrate knowledge of generally accepted accounting practices and will have competency in journal entries to general ledger, account analysis, and fund accounting. Performs duties under immediate supervision, accounting to established rules and procedures

Staff Accountant: is the mid-level class in the accountant series. Incumbents perform a wide variety of advanced level accounting duties, focus on assigned budget and program accounts and functions, require a broad knowledge of federal and state rules and regulations, and District policies and procedures. Incumbents will demonstrate knowledge of generally accepted accounting practices and will have competency in journal entries to general ledger, account analysis, bond and fund accounting. Performs duties under immediate supervision, accounting to established rules and procedures. *(NOTE: The Staff Accountant information is a placeholder at this time, but is an important piece in the strategic alignment of the Accounting career ladder to industry standards that exist within both public and private sectors. The need for this position does not currently exist within VUSD, however, could become a need upon approval of a bond measure at a later date. The classification specification would be presented to the Personnel Commission for review, approval and salary allocation at a later date, based upon an identified and approved need to create the position.)*

Senior Accountant: is the senior-most class in the accountant series. Incumbents perform a wide variety of accounting duties; including performing the full scope of financial record keeping transactions, complex accounting duties, and related support. The Senior Accountant will have competency in revenue stream accounting, budget development and administration, and all aspects leading to preparation of trial balance financial statements. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and serve in a lead capacity acting as a resource to accounting staff.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of complex and technical accounting duties in support of categorical or assigned program accounts and functions; calculate, assemble, sort, tabulate, review and post a variety of financial and statistical data.

Maintain, review and evaluate assigned funds and accounts; process, code, verify and update accounts, budgets, journals and ledgers to reflect ~~revenue~~ income and expenditures; balance, adjust and reconcile various accounts; review, adjust and ~~ensure~~ assure accuracy of journal entries.

Receive, process, verify and audit financial forms and documents for accuracy; review, verify and audit accounts and related data, transactions, balances, records, reports and statements for errors and make needed corrections and adjustments; initiate fund transfers as appropriate.

Research, compile, prepare and revise accounting data and documents; prepare and maintain a variety of financial and statistical records, statements, files and reports related to accounts, funds, allocations, ~~revenue income~~, expenditures, programs, personnel, budgets and assigned activities.

Review, process and evaluate various expenditures such as purchase orders, requisitions, timesheets, ~~positions, new hires~~, reimbursements and related documents; prepare expenditure requests for payment and audit documents to assure proper cost calculations, accounting codes, funding source, fund availability and authorization

Assist in the development, preparation and maintenance of various budgets; review, evaluate and provide assistance, records, reports and information related to funding allocations as required; research, calculate and prepare ~~revenue income~~ and expenditure projections as assigned.

Compare, review, evaluate and reconcile financial statements, records, reports and documents to ~~ensure~~ ~~assure~~ accuracy, completeness and compliance with established guidelines, rules, codes, regulations, policies and procedures; identify, investigate and resolve discrepancies.

Input and update a variety of financial and statistical data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various computerized reports, statements and documents; ~~ensure~~ ~~assure~~ accuracy of input and output data.

Serve as a technical resource to personnel and others concerning assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, transactions, budgets, issues, records, forms, practices, rules, regulations, policies, practices and procedures.

Prepare, distribute, receive, sort, file and respond to a variety of fiscal documents, schedules and correspondence; process, duplicate and prepare a variety of fiscal documents and materials for distribution needed.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; contact other departments, personnel and organizations 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.

Collect, receive, code and verify incoming monies as assigned; check money totals against receipts and invoices to assure accuracy; prepare, reconcile and make bank deposits; balance and reconcile bank accounts.

Research and maintain current knowledge of policies, principles, practices, procedures, guidelines, laws, codes and regulations related to assigned accounting functions.

Assist with internal and external audits as required; provide technical information, data, records and assistance to internal and external auditors as requested.

Attend and participate in various meetings as assigned; present fiscal information and materials as required.

**OTHER DUTIES:**

Perform related duties as assigned [that support the overall objective of the position](#).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in technical accounting work.  
Generally accepted accounting principles, practices and procedures.  
Preparation, review and control of assigned accounts.  
Financial and statistical record-keeping techniques.  
Preparation of financial statements and comprehensive accounting reports.  
Applicable laws, codes, rules, regulations, policies and procedures.  
Policies and objectives of assigned programs and activities.  
General accounting and business functions of an educational organization.  
Data control procedures and data entry operations.  
Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills including tact, patience and courtesy.  
Arithmetic computations.

**ABILITY TO:**

Perform a variety of complex and technical accounting duties in support of ~~categorical~~ or assigned program accounts and functions.  
Prepare and evaluate comprehensive accounting statements and reports.  
Review, maintain, evaluate and adjust accounts, funds and budgets.  
Maintain accurate financial and statistical records.  
Calculate, post and adjust journal entries including [revenue income](#) and expenditures.  
Monitor and audit [revenue income](#) and expenditures.  
Assemble, organize and prepare data for records and reports.  
Compare numbers and detect errors efficiently.  
Reconcile, balance and audit assigned accounts.  
Identify, investigate and resolve financial issues, errors and discrepancies.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform arithmetic calculations quickly and accurately.  
Meet schedules and time lines.  
Operate standard office equipment including a computer and assigned software.  
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 accounting or related field and three years general accounting experience.~~



Requires any combination of education, training and/or experience equivalent to graduation from high school supplemented by college level course work in accounting or related field, and three years progressively responsible general accounting, and related record-keeping and report preparation experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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

Reaching overhead, above the shoulders and horizontally.

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Approved by Personnel Commission:  
Revised:

09/19/2007  
Proposed revisions presented to PC 03/16/2022

Ventura Unified School District  
Classified Human Resources  
PERSONNEL COMMISSION

## Salary Survey for Accounting Technician

Data as of February 2022

### Districts Surveyed - Tri-Counties area

District	County	Title	Lowest Placement on Salary Range	Highest Placement on Salary Range	Next Step in Established Career Ladder
Ventura County Office of Education	Ventura	Accounting Technician	\$ 5,212	\$ 6,485	
Rio School District	Ventura	Accountant	\$ 5,230	\$ 6,355	
Oak Park Unified	Ventura	Accounting Assistant III	\$ 4,664	\$ 5,888	Senior Accountant
Oxnard Union High	Ventura	Staff Accountant	\$ 4,678	\$ 5,698	Senior Accountant
Simi Valley Unified	Ventura	Accountant	\$ 4,547	\$ 5,601	
Santa Barbara Unified School District	Santa Barbara	Accounting Technician II	\$ 4,601	\$ 5,474	
Oxnard Elem School District	Ventura	Accounting Specialist IV	\$ 4,334	\$ 5,268	Position Control Specialist
Las Virgenes Unified	Los Angeles (participates)	Accounting Technician V	\$ 4,234	\$ 5,248	
Lompoc Unified School District	Santa Barbara	Budget Analyst	\$ 4,303	\$ 5,235	
Santa Paula Unified	Ventura	Accounting Technician	\$ 4,230	\$ 5,139	Manager
Carpinteria Unified School District	Santa Barbara	Accounting Technician	\$ 3,585	\$ 5,113	Confidential Staff Accountant
Pleasant Valley School District	Ventura	Accounting Technician	\$ 4,195	\$ 5,103	
Ocean View Elementary	Ventura	Accounting Technician	\$ 4,175	\$ 5,097	
Ventura Unified School District	Ventura	Accounting Technician	\$ 4,051	\$ 5,056	Senior Accountant
Conejo Valley Unified	Ventura	Accounting Technician II	\$ 4,016	\$ 4,895	
William S. Hart Union	Los Angeles (participates)	Accounting Technician II	\$ 4,144	\$ 4,766	
Ojai Unified	Ventura	Accounting Technician	\$ 4,144	\$ 4,664	
Moorpark Unified	Ventura	Accounting Technician	\$ 3,311	\$ 4,431	
Fillmore Unified	Ventura	Account Clerk II	\$ 3,570	\$ 4,337	Accounting Manager
Briggs School District	Ventura	N/A			
Hueneme Elementary School District	Ventura	N/A (Clerk to Specialist, no Tech)			
Mesa Union School District	Ventura	N/A			
Mupu Elementary School District	Ventura	N/A			
Somis Union Elementary School District	Ventura	N/A			
Ventura County School Business Authority	Ventura	N/A			

Average Salary (Monthly)

\$4,275

\$5,255

Median Salary (Monthly)

\$4,230

\$5,139

*Proposed realignment from range 245 to 250*

245

\$

4,051.00

\$

5,056.00

250

\$


4,163.00

\$

5,196.00



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: March 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:**

Yes	No	Factors
X		Difficulty was experienced in the recruitment of candidates to meet the vacancy needs in the class.
x		<ul style="list-style-type: none"> <li>Recruitment is designated as continuous due to the extremely difficult nature of recruitment for the class</li> <li>Recruitment had to be extended or re-opened</li> </ul>
x		<ul style="list-style-type: none"> <li>A limited number of qualified applications were received for the recruitment</li> </ul>
x		<ul style="list-style-type: none"> <li>A limited number of candidates passed through to the final stage of the exam plan</li> </ul>
x		<ul style="list-style-type: none"> <li>There were insufficient ranks to certify for a final interview</li> </ul>
x		<ul style="list-style-type: none"> <li>One or more eligibles withdrew from consideration; declined job offer; refused appointment</li> </ul>
X		The candidate possesses additional skills or qualifications that make them especially qualified for the position.
x		<ul style="list-style-type: none"> <li>Additional Years of Experience above and beyond the minimum qualifications</li> </ul>
x		<ul style="list-style-type: none"> <li>Completion of Higher Education above and beyond the minimum qualifications</li> </ul>
		<ul style="list-style-type: none"> <li>Completion of significant training above and beyond the minimum qualifications</li> </ul>
X		<b>Other compelling factors for consideration:</b> <ul style="list-style-type: none"> <li>Active member of related professional organization(s)</li> <li>New hire currently earns equivalent to step 5 of VUSD's allocated salary range.</li> </ul>
<b>Recommendation</b>		
It is recommended that the Personnel Commission approve placing the new hire at step 5 of salary range 305, effective with the first day of their established work calendar for the 2021-22 school year.		
	Step 1	Hourly \$32.62
	Step 2	Hourly \$34.48
	Step 3	Hourly \$36.45
	Step 4	Hourly \$38.53
X	Step 5	Hourly \$40.72
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.		
	NO	There are no incumbents below the recommended step placement.
X	YES	There are currently 2 incumbents below the recommended step placement. Upon approval of advanced salary placement for the new hire, the incumbent(s) will advance to the same step.



For the future of every student

## **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: March 16, 2022

Subject: Request for Advanced Salary Placement (PCRR 170.2.1)  
Lead 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:**

Yes	No	Factors
<b>X</b>		<b>Difficulty was experienced in the recruitment of candidates to meet the vacancy needs in the class.</b>
<b>x</b>		<ul style="list-style-type: none"> <li>Recruitment is designated as continuous due to the extremely difficult nature of recruitment for the class</li> <li>Recruitment had to be extended or re-opened</li> </ul>
<b>x</b>		<ul style="list-style-type: none"> <li>A limited number of qualified applications were received for the recruitment</li> </ul>
<b>x</b>		<ul style="list-style-type: none"> <li>A limited number of candidates passed through to the final stage of the exam plan</li> </ul>
<b>x</b>		<ul style="list-style-type: none"> <li>There were insufficient ranks to certify for a final interview</li> <li>One or more eligibles withdrew from consideration; declined job offer; refused appointment</li> </ul>
<b>X</b>		<b>The candidate possesses additional skills or qualifications that make them especially qualified for the position.</b>
<b>x</b>		<ul style="list-style-type: none"> <li>Additional Years of Experience above and beyond the minimum qualifications</li> </ul>
<b>x</b>		<ul style="list-style-type: none"> <li>Completion of Higher Education above and beyond the minimum qualifications</li> <li>Completion of significant training above and beyond the minimum qualifications</li> </ul>
<b>X</b>		<b>Other compelling factors for consideration:</b> <ul style="list-style-type: none"> <li>New hire currently earns more than step 4 of VUSD's allocated salary range.</li> </ul>
<b>Recommendation</b>		
It is recommended that the Personnel Commission approve placing the new hire at step 5 of salary range 320, effective with the first day of their established work calendar for the 2021-22 school year.		
	Step 1	Hourly \$35.50
	Step 2	Hourly \$37.52
	Step 3	Hourly \$39.66
	Step 4	Hourly \$41.93
<b>x</b>	Step 5	Hourly \$44.32
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.		
<b>x</b>	<b>NO</b>	There are no incumbents below the recommended step placement. <i>(Single incumbent classification.)</i>
	<b>YES</b>	There are currently [N/A] incumbents below the recommended step placement. Upon approval of advanced salary placement for the new hire, the incumbent(s) will advance to the same step.



For the future of every student

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

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, lead, oversee and participate in providing interpretation services for deaf and hard-of-hearing students, faculty, staff and parents in a variety of settings to facilitate communications between students, faculty, staff, administrators and others; serve as a liaison and coordinate interpretation communications, services and schedules; train and provide work direction and guidance to assigned staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Lead, oversee and participate in providing interpretation services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others; coordinate interpretation services to meet District needs; monitor, evaluate and adjust interpretation services in response to student, faculty, and other educational needs.

Oversee and participate in interpreting and providing 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.

Serve as a liaison and coordinate interpretation services, communications and information; confer with students, teachers, staff, parents and administrators concerning instructional functions, interpretation services, educational progress and related issues, needs and activities; resolve interpretation issues and conflicts in a proper and timely manner.

Train and provide work direction and guidance to assigned personnel; develop and update employee schedules to meet student and staff needs and requests; provide input concerning employee evaluations; assign employee duties and review for compliance with established guidelines and procedures; review and verify accuracy of time sheets; schedule and place substitutes as needed.

Serve as a technical resource to staff, faculty, students, administrators and others regarding interpretation services; respond to inquiries and provide detailed and technical information regarding related goals, objectives, standards, principles, practices, laws, codes, rules, regulations, policies and procedures; receive and coordinate response to interpretation requests.

Interpret information simultaneously during classroom or other presentations and activities; 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.



Coordinate 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.

Serve as a member of IEP teams for deaf and hard-of-hearing students; observe, evaluate and provide technical input regarding student use of interpretation services and related issues, needs and progress; present observations to staff, faculty, parents and administrators; recommend changes to IEPs; collaborate with IEP team members in assessing and responding to student needs.

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.

Maintain current knowledge and update staff concerning technologies, workshops and events related to interpretation services and deaf and hard-of-hearing services; request funding and coordinate registration for workshops and staff development activities as needed.

Review and evaluate lesson plans and instructional materials and remain current on specific sign language vocabulary 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, coordinate activities 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.

Compile information and prepare and maintain various records, reports and files related to students, personnel, instructional activities and assigned duties; distribute, collect and process interpretation service request forms.

Oversee activities and projects of the Deaf & Hard-of-Hearing center as directed; coordinate the set up of video relay services; inventory, order and maintain interpretation supplies and equipment.

Coordinate, arrange, attend and participate in various in-services, mentoring activities, workshops and other training activities as required; assign subordinate staff to meetings or workshops as needed.

Assist in the evaluation of signing skills of new hires and make recommendations for signing stipends for Paraeducator aides with signs skills and for placement of aides and educational interpreters.

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.  
Applicable laws, codes, rules, regulations, policies and procedures.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Child guidance principles and practices related to deaf and hard of hearing children.  
Principles of training and providing work direction and guidance.  
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:**

Lead, oversee and participate in providing interpretation services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others.  
Serve as a liaison and coordinate interpretation services, communications and information.  
Coordinate interpretation services to meet District needs and requests.  
Train and provide work direction and guidance to assigned personnel.  
Develop and update employee schedules to meet student and staff needs and requests  
Observe, evaluate and provide technical input regarding student use of interpretation services and related issues, needs and progress.  
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.  
Assist in evaluating signing skills of new hires and make recommendations for stipends as requested.  
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.  
Work independently with little direction.  
Operate standard office and classroom equipment including a computer and assigned software.  
Plan and organize work.  
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.

Additional experience demonstrating the ability to provide training and direction to Educational Sign Language Interpreters. Typically, this would be gained through two or more years experience and an educational sign language interpreter.

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

Candidates must possess 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: March 16, 2022

Subject: Request for Advanced Salary Placement (PCRR 170.2.1)  
Pre-Licensed Associate/Intern

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:**

Yes	No	Factors
<b>X</b>		<b>Difficulty was experienced in the recruitment of candidates to meet the vacancy needs in the class.</b>
<b>X</b>		<ul style="list-style-type: none"> <li>Recruitment is designated as continuous due to the extremely difficult nature of recruitment for the class</li> <li>Recruitment had to be extended or re-opened</li> </ul>
<b>X</b>		<ul style="list-style-type: none"> <li>A limited number of qualified applications were received for the recruitment</li> </ul>
<b>X</b>		<ul style="list-style-type: none"> <li>A limited number of candidates passed through to the final stage of the exam plan</li> </ul>
<b>X</b>		<ul style="list-style-type: none"> <li>There were insufficient ranks to certify for a final interview</li> </ul>
<b>X</b>		<ul style="list-style-type: none"> <li>One or more eligibles withdrew from consideration; declined job offer; refused appointment</li> </ul>
<b>X</b>		<b>The candidate possesses additional skills or qualifications that make them especially qualified for the position.</b>
<b>X</b>		<ul style="list-style-type: none"> <li>Additional Years of Experience above and beyond the minimum qualifications</li> </ul>
<b>X</b>		<ul style="list-style-type: none"> <li>Completion of Higher Education above and beyond the minimum qualifications</li> </ul>
<b>X</b>		<ul style="list-style-type: none"> <li>Completion of significant training above and beyond the minimum qualifications</li> </ul>
<b>X</b>		<b>Other compelling factors for consideration:</b> <ul style="list-style-type: none"> <li>One new hire has a pending job offer at a rate higher than step 5 of VUSD's allocated salary range.</li> <li>One new hire currently earns slightly less than step 5 of VUSD's allocated salary range.</li> <li>We still have one more vacancy needing to be filled after these two new hires come on-board.</li> </ul>
<b>Recommendation</b>		
It is recommended that the Personnel Commission approve placing the (2) new hires at step 5 of salary range 270, effective with the first day of their established work calendar for the 2021-22 school year.		
	Step 1	Hourly \$26.83
	Step 2	Hourly \$28.36
	Step 3	Hourly \$29.98
	Step 4	Hourly \$31.68
<b>X</b>	Step 5	Hourly \$33.49
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.		
<b>X</b>	<b>NO</b>	There are no incumbents below the recommended step placement.
	<b>YES</b>	There are currently [N/A] incumbents below the recommended step placement. Upon approval of advanced salary placement for the new hire, the incumbent(s) will advance to the same step.



For the future of every student

**CLASS TITLE: PRE-LICENSED ASSOCIATE/INTERN**

*Associate - Marriage and Family Therapist / Professional Clinical Counselor / Clinical Social Worker*

**BASIC FUNCTION:**

Opportunity for a paid, school-based internship. Seeking collaborative, professional, and committed interns to work with students, K-12<sup>th</sup> grades throughout the school year. Clinical supervision and training hours provided.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Under the direction of a designated Certificated Administrator and an assigned Licensed Associate, assists in providing mental health services to students (individuals and groups) with intensive needs, parent counseling, consultation, and treatment coordination to students and families to improve school performance.

May interpret and facilitate communication between staff and non-English speaking students and parents/guardians. May translate communications between staff and limited or non-English speaking students and parents/guardians as assigned by the position; may serve as an interpreter for conferences, telephone calls, and meetings as needed; may translate written correspondence as necessary.

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General principles, practices and techniques of providing assistance to students and families.  
Community and school resources, services and programs related to the identified needs of students and families.  
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:**

Assist in implementing intervention activities which have been recommended by school site staff, SAP team and/or community services designee.  
Demonstrate an understanding, patient, warm and receptive attitude toward students and families.  
Perform a variety of technical, record-keeping and clerical support duties.  
Utilize a computer to input and extract data, and maintain and update various databases and records related to assigned activities.  
Research, compile and verify student data.  
Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.  
Prepare and maintain a variety of manual and automated records, reports and files.  
Compose correspondence and written materials independently or from oral instructions.

Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, etc.  
Type or input data at an acceptable rate of speed. Work independently with little direction.  
Meet schedules and timelines.  
Maintain confidentiality of privileged information obtained in the course of work.  
Understand and carry out verbal and written instructions.  
Read and comprehend printed materials.  
Communicate effectively in both verbal and written form.  
Establish and maintain cooperative and effective working relationships with others.  
Work successfully with diverse groups of people.  
Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and experience sufficient to meet the California Board of Behavioral Sciences (CA BBS) requirements for any of the following: Associate Clinical Social Worker (ACSW), Associate Marriage and Family Therapist (AMFT), or Associate Professional Clinical Counselor (APCC).

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license.
- A current, valid associate number from the California Board of Behavioral Sciences (CA BBS) as an Associate Clinical Social Worker, Marriage and Family Therapist, or Professional Clinical Counselor. Incumbents are required to maintain a valid associate status as a condition of continued employment.
- Some positions may be required to translate oral and written communications between English and a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
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



## Personnel Transaction Report

### Consent Agenda Items

*To Personnel Commission for Approval*

Meeting Date: 03/16/2022

### New Hires

Last Name	First Name	Job Class Description	Date
Ayala	Karla	Senior Office Assistant	02/22/22
Cordero Ramirez	Vanessa	Executive Assistant (Conf)	02/25/22
Crites	Regina	Child Nutr Assist I	02/22/22
Desham	Pavani	Child Nutr Assist I	02/22/22
Fossum	Lorna	Child Nutr Assist I	02/22/22
Gonzalez	Jose	Custodian	03/01/22
GonzalezWallace	Janina	Child Nutr Assist I	02/22/22
Lopez	Gisela	Child Nutr Assist I	02/22/22
Lorenzana	Alexis	Child Nutr Assist I	02/28/22
Martinez	Yanet	Child Nutr Assist I	02/22/22
Martinez Hernandez	Miriam	Child Nutr Assist I	02/22/22
McConnell	Willow	Health Technician	02/24/22
MendezOlague	Herlinda	Child Nutr Assist I	02/22/22
ReyesDeRamirez	Margarita	Child Nutr Assist I	02/22/22
Servin	Berenice	Child Nutr Assist I	02/22/22

### Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Baldonado	Roxanna	Health Services Prevention Program Spec	02/22/22
Lee	Kanya	Child Nutr Assist I	02/22/22
Lilly	Stuart	Locksmith	03/07/22
Lopez	Jackie	Talent Acquisition Specialist	03/11/22
Navarro	Gricelda	Campus Supervisor	01/03/22
ThompsonCarey	Karrie	Career & Tech Educ Supp Spec	02/28/22

## Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Clementi	Cecilia	Health Technician	3/11/2022
Fries	Patrick	School Adm. Assistant I	02/24/22
Galindo	Kirstin	Child Nutrition Assistant I	02/04/22
Grasmehr	Gwendolyn	Student Data Technician	02/16/22
Jaramillo	Barbara	Health Technician	03/11/22
Limneos	James	Grounds Maintenance Worker I	03/08/22
Murillo	Reina	Human Resources Analyst-Class	01/18/22
Pulido	Caroline	Senior Office Assistant	03/08/22
Sandoval	Laura	Paraeducator I	01/28/22
Shean	Erin	School Support Secretary	03/08/22
Todarello	Robin	Attendance Assistant	03/11/22
YoungMyers	JoAnn	School Support Secretary	03/05/22

## Limited Term, Provisional

Last Name	First Name	Job Class Description	Date
Aguilar	Kate	Campus Support Assistant	02/01/22
Alvarez	Heather	Child Nutrition Assistant I	02/01/22
Austin	Lena	Campus Supervisor	02/01/22
Barrett	Jean	HR Technician	02/01/22
Bejarano	Gloria	Paraeducator II	02/08/22
Beltran	Joshua	Campus Supervisor	02/01/22
Brunsmann	Bonnie	School Administrative Assistant I	02/01/22
Burnell	Joseph	Accounting Tech	02/08/22
Burns	Jalen	Health Technician	02/01/22
Cardozo	Paulina	Campus Supervisor	02/01/22
Chavez	Marcus	Campus Support Assistant	02/01/22
Coert	Erica	Health Technician	02/01/22
Coert	Erica	Campus Support Assistant	02/01/22
Dagum	Jemelee Braz	Para I Lang Assess	02/01/22
Davis	Courtney	Paraeducator	02/01/22
Duran Jr	Ismael	Computer Repair Technician	03/01/22
Egelko	Nancy	Paraeducator II	02/01/22
Fierros	Juanita	Attendance Assistant	03/01/22
Garcia Alvarez	Kenia	Paraeducator II	02/01/22
Gutierrez	Daniel	Custodian	02/01/22
Ham	Shannon	Paraeducator II	03/01/22
Harrison	David	Campus Support Assistant	02/01/22
Huynh	Abigail	Paraeducator II	03/01/22
Ibarra	Abigail	Paraeducator II	02/14/22
Jasso	Stephanie	Paraeducator After Schl	02/01/22
Jimenez	Timothy	Custodian	02/01/22
Kumbam	Jhansi	Child Nutrition Assistant I	02/01/22



Lee	Nancy	Campus Support Assistant	02/01/22
Licea	Christopher	Campus Supervisor	02/01/22
Lopez Beltran	Victor	Paraeducator I	02/01/22
Luna	Patricia	Campus Support Assistant	02/01/22
Mendoza	Maria	Campus Support Assistant	02/01/22
Mendoza	Maria	School Administrative Assistant I	02/01/22
Mendoza	Maria	Family Liaison	02/01/22
Mendoza	Victor	Paraeducator I	02/01/22
Munoz	Diane	School Administrative Assistant I	02/01/22
Munoz	Diane	Office Asst	02/01/22
Payne	Martha	ESSA	02/01/22
Randall	Veronica	Campus Support Assistant	02/01/22
Record	Cristy	Campus Support Assistant	03/01/22
Sanchez	Jeremiah	Custodian	02/01/22
SantaLucia	AprilMayon	Office Asst	02/01/22
SantaLucia	AprilMayon	ESSA	02/01/22
Shertzer	Maureen	Campus Support Assistant	02/01/22
Sonnenschein	Roxanne	Student Data Spec	02/01/22
Soto	Melyssa	Paraeducator II	02/01/22
Tang	Yun	Paraeducator II	02/01/22
Taylor	Jayme	Health Technician	02/01/22
Taylor	Jordan	Health Technician	02/01/22
Thomas	Julianne	Campus Support Assistant	03/01/22
Tousignant	Denice	Campus Support Assistant	03/01/22
Valles III	Richard	Computer Repair Technician	03/01/22
Vega	Christopher	Campus Support Assistant	02/01/22
Villa	Laura	HR Technician	02/01/22
White	Sheri	Paraeducator II	03/01/22
White	Sheri	Paraeducator I	03/01/22
Wilson	Laura	Nutrition Sp	02/01/22
Wright	Jessica	Paraeducator II	03/01/22
Young	Alicia	Campus Supervisor	02/01/22

## Exempt Help

Last Name	First Name	Job Class Description	Date
Arias	Sergio	ASB I (Security/Supervision, Ticket Taker)	2/1/2022
Ayers	Cameron	Music Coach II	2/1/2022
Gilbert	Diane	Music Coach VIII	2/1/2022
GuerreroDonovan	Crista	Music Coach VIII	2/1/2022
Holdorf	Sophia	Music Coach VIII	2/1/2022
Idell	Philip	Music Coach VIII	2/1/2022
Mendivil	Blake	Music Coach II	2/1/2022
Moreno	Carlos	ASB II (Scoreboard Operator-Ticket Seller)	2/1/2022
NavaMaynez	Jeri	ASB I (Security/Supervision, Ticket Taker)	2/1/2022
Palmquist	Jonathan	ASB II (Scoreboard Operator-Ticket Seller)	2/1/2022

Payan	Trevor	ASB II Scoreboard Op	2/1/2022
Payan	Trevor	ASB I (Security/Supervision, Ticket Taker)	2/1/2022
Ray	Matthew	Music Coach VI	2/1/2022
Rosales	Matthew	Music Coach VIII	2/1/2022
Walter	Laura	Music Coach VIII	2/1/2022

## Separation from Service

Last Name	First Name	Job Class Description	Date
Abbe	Paul	Custodian	02/28/22
Leon	Susana	Paraeducator II	03/11/22
Macias	Jacqueline	Paraeducator II	01/31/22
Martinez Hernandez	Miriam	Child Nutrition Assistant I	02/25/22
Mulholland	Nichole	Paraeducator III	03/11/22
Perez	Juan	Paraeducator II	02/25/22
Rivera	Oscar	Network and Systems Specialist	02/25/22
Stockdill	David	Custodian	02/28/22

## Leave of Absence

Last Name	First Name	Job Class Description	Date
Gonzalez	Fany	Campus Support Assistant	03/10/2022-06/16/2022 <i>Unpaid</i>
Manriquez	Arcina	Bus Driver	03/03/2022-06/16/2022 <i>Unpaid</i>
Proffit	Lawrence	Custodian	01/26/2022-02/16/2022 <i>Unpaid</i>
Quick	Monica	Studenta Data Technician II	11/06/2022-03/18/2022 <i>Unpaid</i>
Willoughby	Alexandria	Human Resources Specialist	02/28/2022-05/20/2022 <i>Parental/Bonding Leave</i>

## Change of Status

Last Name	First Name	Job Class Description	Date
Hernandez	Tylisha	Child Nutrition Assistant III	12/15/2021: Change in Hours --5.0 hrs/day to 7.0 hrs/day; same position; same location
Pullen	Sarah	Child Nutrition Assistant I	02/22/2022: Change in Hours/Location --5.0 hrs/day @ Sheridan Way to 5.5 hrs/day @ Buena; same position
Rivas	Theresa	Child Nutrition Assistant I	01/25/2022: Change in location--Pacific High School to Citrus Glen, same position, same hours
Rodriguez	Lilia	Paraeducator III	01/12/2022: Change in Hours --30 hrs/week to 7.0 hrs/day; same position; same location

## Working Out of Class

Last Name	First Name	Job Class Description	Date
<b>Vacancy Coverage</b>			
Begum	Bushra	Child Nutr Assist II-D62	2/1-4;7-11;14-17;22-25;28/2022 (Vacancy)
Begum	Bushra	Child Nutr Assist II-D62	1/3-7;10-14;17-21;24-28/2022 (Vacancy)
Burnell	Matthew	Locksmith-F50	1/10-14;17-21;24-28/2022 (Vacancy)
Carrillo	Christina	ASB Accounting Technician-A41	2/1-3;7-11;14-17;22-25;28/2022 (Vacancy)

Contreras	Rusal	Child Nutr Mgr-Elementary-D38	2/1-3;7-11;14-17;22-25;28/2022 ( <i>Vacancy</i> )
Gomez	Susana	Child Nutr Mgr-Elementary-D38	2/1-4;7-11;14-17;22-25;28/2022 ( <i>Vacancy</i> )
Hofferbert	Nicole	Student Data Technician-C47	8/18-20;23-27;30-31/2021 ( <i>Vacancy</i> )
Hofferbert	Nicole	Student Data Technician-C47	9/1-3;7-10;13-17;20-24;27-30/2021 ( <i>Vacancy</i> )
Hofferbert	Nicole	Student Data Technician-C47	10/1;4-8;11-15;18-22/2021 ( <i>Vacancy</i> )
Hofferbert	Nicole	Student Data Technician-C47	11/1-5;8-10;15-19;22-23;29-30/2021 ( <i>Vacancy</i> )
Hofferbert	Nicole	Student Data Technician-C47	12/1-3;6-10;13-17/2021 ( <i>Vacancy</i> )
Hofferbert	Nicole	Student Data Technician-C47	1/3-7;10-14;18-21;24-28;31/2022 ( <i>Vacancy</i> )
Hofferbert	Nicole	Student Data Technician-C47	2/1-4;7-11;14-17;22-25;28/2022 ( <i>Vacancy</i> )
Lilly	Stuart	Plumber I-F53	1/3-7;10-14;18-20;24-28;31/2022 ( <i>Vacancy</i> )
Verstraeten	Robert	Locksmith-F50	1/31/2022 ( <i>Vacancy</i> )

#### Covering for EE who is WOC

Burnell	Matthew	Trades Maintenance Worker II-F59	1/3-7/2022 ( <i>covering for EE who is WOC</i> )
Martinez	Mirnaliz	Child Nutr Assist II-D62	2/1-4;7-11;14-17;22-28;28/2022 ( <i>covering for EE who is WOC</i> )
Sanchez	Jose	Trades Maintenance Worker II-F59	2/1-4;7-11;15-17;22-24;28/2022 ( <i>covering for EE who is WOC</i> )
Thayer	Richard	Grounds Maintenance Worker II-F64	1/18-21;24-25/2022 ( <i>covering for EE who is WOC</i> )
Verstraeten	Robert	Trades Maintenance Worker II-F59	2/1-4;7-11;14-17;22-25;28/2022 ( <i>covering for EE who is WOC</i> )
Verstraeten	Robert	Grounds Equipment Operator-F62	1/3-7;10-14;17-21;24-28/2022 ( <i>covering for EE who is WOC</i> )

#### Covering for EE who is on LOA

Clark	Anna	Human Resources Specialist-G22	2/1-4;7-11;14-16;22-25;28/2022 ( <i>covering for EE who is LOA</i> )
Estrada	Joe	Custodial Trainer - Coordinator-F36	2/1-4;8-11;14-17;28/2022 ( <i>covering for EE who is LOA</i> )
Estrada	Joe	Custodial Trainer - Coordinator-F36	1/3-7;10-13;18-20;24-28;31/2022 ( <i>covering for EE who is LOA</i> )
Lassich	Esteban	Building Trades Mechanic-F57	2/3-4;7-11;14-17;22;25;28/2022 ( <i>covering for EE who is LOA</i> )
Lassich	Esteban	Carpenter-F47	1/3-7;10-11/2022 ( <i>covering for EE who is LOA</i> )

#### Limited Term Assignment/Extra Help

Guzman	Christine	Paraeducator I-E67	2/1-4;7-11;14-17;22-25;28/2022 ( <i>Limited Term Assignment</i> )
Guzman	Christine	Paraeducator I-E67	1/4-7;10-14;18-21;24-28/2022 ( <i>Limited Term Assignment</i> )
Vargas	Jesus	Metal Worker - Welder-F56	2/8-11;22;28/2022 ( <i>Limited Term Assignment</i> )
Vargas	Jesus	Metal Worker - Welder-F56	01/10;19-20;21/2022 ( <i>Limited Term Assignment</i> )

#### Other Reasons

Adams	Claire	Child Nutr Mgr-Elementary-D38	1/3-5;7/2022
Archer	Melanie	School Adm. Assistant I-B37	12/1-3; 6-7/2021
Baldonado	Roxanna	Health Ser Prev Prgm Spec-B66	1/10-14;18-21;24-28/2022
Bell	Yukari	Child Nutr Mgr-Secondary-D36	2/17;22/2022
Bell	Yukari	Child Nutr Mgr-Secondary-D36	1/10-14/2022
Cardona	Mario	Child Nutr Mgr-Elementary-D38	2/4/2022
Centeno	Grace	Child Nutr Mgr-Elementary-D38	2/7/2022
Cooper	Dan	Facilities Planner-F04	2/24-25/2022
Cortez	Victoria	School Adm. Assistant III-B35	1/13-14;18-21/2022
DeJesus Lopez	Alexia	Child Nutr Assist II-D62	2/28/2022
Domme	Bonnie	Child Nutr Assist II-D62	2/10;24/2022
Espinoza Montero	Abigail	Child Nutr Mgr-Elementary-D38	2/22/2022
Estrada	Joe	Facilities Manager-F10	2/22-25/2022
Filoso	Linda	Child Nutr Mgr-Secondary-D36	2/3-4;7-11/2022
Flores	Marco	Lead Grounds Maint Worker-F43	2/28/2022

Flores	Karen	School Adm. Assistant I-B37	1/27-28/2022
HernandezBello	Alfredo	Integrated Pest Mgt Technician-F61	1/3-7;10-14;18-21;25-27/2022
Jones	Jerry	Facilities Manager-F10	2/22-25/2022
Lassich	Shari	Lead Custodian-F42	2/14/2022
Limneos	James	Grounds Maintenance Worker II-F64	1/27-28;31/2022
Lopez	Alexia D	Child Nutr Assist II-D62	2/25;28/2022
Marquez	Raquel	Child Nutr Mgr-Elementary-D38	2/1-4/2022
McIlhaney	Jason	Facilities Planner-F04	2/23-24/2022
Moss	Ian	Lead Custodian-F42	1/10-14;26/2022
Robles	Arturo	Head Custodian I-F38	1/31/2022
Roche	Christopher	Head Custodian II-F37	1/5;21/2022
Sanchez	Jose	Trades Maintenance Worker II-F59	1/21/2022
Scott	Pamela	Administrative Specialist-B50	2/14;22/2022
Scott	Pamela	Administrative Specialist-B50	1/3;6-7;10-13/2022
Silva	Rafael	Head Custodian II-F37	2/10-14/2022