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Thursday, March 25, 2021, 4:00 p.m.

Pursuant to Governor Newsom’s Executive Order N-71-20, the Personnel Commission’s meetings will be held virtually, and all Commissioners will attend the meeting via teleconference. Members of the public may participate in the meeting via Zoom, as follows:

Zoom Link: <https://cajonvalley.zoom.us/j/98952733857?pwd=TVdFdWV0djA3ZC9JSUFmV3lORXR2Zz09>
Meeting ID: 989 5273 3857
Passcode: oBDKlx3aQ3
Dial-in: +13462487799,,98952733857#

Employees or members of the public who wish to make a public comment regarding items on this agenda must submit comments through Google Forms link: <https://forms.gle/8u2zhsoWGuaYDM2a8>, **no later than 3:00 p.m. on March 25, 2021**. Comments will be read aloud to the Personnel Commission during the Public Comment section of the agenda or before action on the item if the public comment submission indicates preference for the comment to be read before the specific item.

The Personnel Commission will accommodate individuals with disabilities who wish to submit public comments. If you require accommodation, please email Maritza Diaz at diazm@cajonvalley.net.

MEETING AGENDA

1. REGULAR MEETING OPEN SESSION

- a. Call to Order/Pledge of Allegiance
- b. Roll Call/Establishment of Quorum

Timothy McKay, Chair	_ present	_ absent
Terina Brooms, Vice Chair	_ present	_ absent
Louie Michael, Member	_ present	_ absent
- c. Moment of Silence

2. PUBLIC COMMENT – Members of the public shall have the opportunity to address the Personnel Commission regarding items on the agenda or matters directly related to the Commission’s business. In accordance with the Brown Act, the Commissioners may not act upon, or engage in a discussion of, non-agenda items or issues raised during public comment except to: 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

3. APPROVAL OF PROPOSED AGENDA

- a. Approve the agenda of the Regular Meeting on March 25, 2021
Motion by: _____, Seconded by _____ . Vote: _____

4. CORRESPONDENCE

- a. The Personnel Director will provide information to the Commission regarding correspondence related to Commission matters.

5. APPROVAL OF MINUTES

- a. Approve the minutes of the Regular Meeting on March 4, 2021

Motion by: _____, Seconded by _____. Vote: _____

6. ACTION ITEMS

- a. Approve Reclassification of Secretary Bilingual (Arabic) to Administrative Assistant I Bilingual (Arabic), Special Education.
i. Reclassify position #5932, along with the incumbent, Employee ID #513416, from Secretary Bilingual (Arabic), Range 23 to Administrative Assistant I Bilingual (Arabic), Range 26, effective March 26, 2021.

Motion by: _____, Seconded by _____. Vote: _____

- b. Approval of Locker Room Attendant Retitle and Revised Job Description.
i. Approve recommended retitle, and job description revisions of the Locker Room Attendant position to Physical Education / Locker Room Assistant.

Motion by: _____, Seconded by _____. Vote: _____

7. INFORMATION/DISCUSSION ITEMS

- a. District Wide Five-Year Classification Study
b. Update on Requests for New/Revised/Reclassification of Positions
i. Instructional Assistant/Special Education Classroom Assistant
ii. Request for Salary Study – Bilingual-Bicultural Interpreter, Educational Services
iii. Counseling Technicians – Middle Schools
iv. Personnel Specialist – Certificated
c. Vacancies/Recruitments/Personnel Activity
i. Staff will review status of current vacancies, ongoing recruitment, and establishment and status of eligibility lists.

8. REPORTS/COMMUNICATION

- a. CSEA, Mark Reagles, CSEA Chapter 179 President
b. CVAA/CVSA, Naomie Rodrigues, Classified Management and Supervisory Representative
c. Cajon Valley Union School District Report(s)
i. Michelle Hayes, Assistant Superintendent – Personnel Services, will provide update information on current negotiations with CSEA and its Chapter 179.
d. Personnel Director Report, Maritza Diaz
e. Commission Members' Report(s)

9. NEXT PERSONNEL COMMISSION MEETING

- a. April 22, 2021

10. ADJOURNMENT

PUBLIC COMMENTS

Information to Attendees:

To run our meetings as efficiently as possible, the Personnel Commission requests that public comments be submitted in advance of the meeting. An opportunity was provided to submit comments via Google Forms to the Personnel Director.

As a reminder, Personnel Commission meetings are not interactive meetings; it is a meeting of the Personnel Commission held in the public's view. The public may participate during the "Public Comment" portion of the meeting.

When individuals address the Personnel Commission under Public Comments, due to legal constraints, the Commission cannot and will not take action. The Commission is required to take action only on items that have been publicized on the agenda in advance of the meeting.

The public may speak to any item on the agenda at the time the item is considered by the Commission. Topics not on the agenda, which are brought to the Commission's attention, may be investigated by Administration and a report made to the Commissioners, either publicly or privately.

If you have questions about the Personnel Commission meeting process, please contact Maritza Diaz by email at diazm@cajonvalley.net



**MARCH 4, 2021
REGULAR MEETING MINUTES**

1. REGULAR MEETING OPEN SESSION

a. Call to Order/Pledge of Allegiance

The March 4, 2021 regular meeting of the Personnel Commission was called to order at 4:00 p.m., by Tim McKay, Chair. He welcomed the audience. Mark Reagles led the salute to the flag.

b. Roll Call/Establishment of Quorum

Timothy McKay, Chair	<input checked="" type="checkbox"/> present	<input type="checkbox"/> absent
Terina Brooms, Vice Chair	<input checked="" type="checkbox"/> present	<input type="checkbox"/> absent

2. PUBLIC COMMENT – Members of the public shall have the opportunity to address the Personnel Commission regarding items on the agenda or matters directly related to the Commission’s business. In accordance with the Brown Act, the Commissioners may not act upon, or engage in a discussion of, non-agenda items or issues raised during public comment except to: 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

No public comments.

3. APPROVAL OF PROPOSED AGENDA

a. Approve the agenda of the Regular Meeting on March 4, 2021

Motion by: Tim McKay, Seconded by: Terina Brooms Vote: Unanimous

4. PUBLIC HEARING AND APPOINTMENT OF PERSONNEL COMMISSIONER, JOINT APPOINTEE CANDIDATE, LOUIE MICHAEL

a. In accordance with Education Code 45246 (f) the Personnel Commission will open a public hearing to provide the public, employees and employee organizations the opportunity to express their views on the qualifications of the candidate recommended for the vacancy.

The public hearing was opened at 4:02 p.m. No public comments on item were received.

b. Approve the appointment of Commissioner, Joint Appointee.

Motion by: Tim McKay, Seconded by: Terina Brooms Vote: Unanimous

5. SWEARING IN OF LOUIE MICHAEL AS JOINT APPOINTEE – TERM THROUGH NOVEMBER 2021

Louie Michael was sworn in as the Joint Appointee to the Personnel Commission and took the oath of office.

6. CORRESPONDENCE

- a. The Personnel Director will provide information to the Commission regarding correspondence related to Commission matters.

No correspondence.

7. APPROVAL OF MINUTES

- a. Approve the minutes of the Regular Meeting on January 28, 2021

Motion by: Terina Brooms, Seconded by: Tim McKay. Vote: Unanimous

8. ACTION ITEMS

- a. Approve TestGenius® – Online Pre-Employment Testing Suite Invoice
Maritza Diaz provided historical information regarding the web-based testing program.

Motion by: Tim McKay, Seconded by: Louie Michael Vote: Unanimous

- b. Approve CSPCA Merit Academy Invoice – Commissioner Brooms Registration

Motion by: Tim McKay, Seconded by: Louie Michael Vote: Unanimous

- c. Approve CPSCA Merit Academy Registration – Joint Appointee Commissioner and Personnel Analyst

Ms. Diaz reported the hiring process for Personnel Analyst would conclude on Monday, March 8, 2021. She stated in order to meet the registration deadline of March 5, 2021 she would need approval for registration and payment to register Louie Michael and Personnel Analyst.

Motion by: Tim McKay, Seconded by: Terina Brooms Vote: Unanimous

9. INFORMATION/DISCUSSION ITEMS

- a. Update on Requests for New/Revised/Reclassification of Positions
 - i. Instructional Assistant/Special Education Classroom Assistant

Ms. Diaz reported meeting with Educational Services Director IIs Jeremy Boerner and Ryan Satterfield twice in the month of February. She reported additional organizational meetings with the Directors and Special Education Coordinators would be needed to be held before executing an outline to incumbents.

- ii. Request for Classification Study–Secretary’s Student Services/Special Education

Ms. Diaz reported due to ongoing changes in Special Education department the additional two Secretary positions study is placed on hold. She stated the Secretary

Bilingual Arabic position duties have not been impacted by departmental changes, and the work has remained consistent. Ms. Diaz shared the study has concluded and will be presenting her recommendation at the March 25 meeting.

iii. Request for Salary Study – Bilingual-Bicultural Interpreter, Educational Services

Ms. Diaz informed a Salary Study request was received by a Bilingual-Bicultural Interpreter. She stated due to the workload and vacant Personnel Analyst position, she will be working on prioritizing the study.

b. BoardDocs – School Board Management Software Solution

Ms. Diaz informed she is working with the Information Technology department on establishing a training day for the software.

Ms. Brooms asked for an estimated timeline. Ms. Diaz stated the goal would be to utilize BoardDocs at the April Personnel Commission meeting.

c. Stars in Education and Employee Appreciation Week

Ms. Diaz provided information on the Stars in Education process and informed she is part of the committee. She informed in the past Commissioners have donated gift raffle prizes to CSEA's ice cream social that usually takes place in May.

d. Vacancies/Recruitments/Personnel Activity

i. Staff will review status of current vacancies, ongoing recruitment, and establishment and status of eligibility lists.

Ms. Diaz presented lists of current vacancies, eligibility lists, and recruitment activity.

10. REPORTS/COMMUNICATION

a. CSEA, Mark Reagles, CSEA Chapter 179 President

Mr. Regales congratulated Cpl. Louie Michael on his appointment. He thanked Commissioners for expediting the process for the Joint Appointee recruitment and selection.

b. CVAA/CVSA, Naomie Rodrigues, Classified Management and Supervisory Representative

Ms. Rodrigues congratulated Cpl. Louie Michael on his appointment.

c. Cajon Valley Union School District Report(s)

i. Michelle Hayes, Assistant Superintendent – Personnel Services, will provide update information on current negotiations with CSEA and its Chapter 179.

Ms. Hayes congratulated Cpl. Louie Michael on his appointed. She informed on the District's plans to reopen sites to five days a week, upon returning from spring break. Ms. Hayes thanked and acknowledged CSEA and Classified employees for their work during these times. She updated Commissioners on vaccination progress for all employees. Ms. Hayes also informed that David Miyashiro, Ed.D., Superintendent, has been working with Sycuan to offer a vaccination clinic for employees on March 13 and April 3 for the second dose. She reported more information would be provided via email.

David Miyashiro, Ed.D., Superintendent, thanked Cpl. Louie Michael for his service at the District and in the community.

d. Personnel Director Report, Maritza Diaz

Ms. Diaz reported on February activities:

- District offered School Bus Driver course.
- Selection interviews for Personnel Analyst will take place on Monday, March 8.
- Attending weekly Principal Council meetings.
- Attending monthly Classified Advisory Committee meetings.
- Attending Management Strategy Conference at the end of March.
- Assisting in the facilitation of Classified summer work opportunities

e. Commission Members' Report(s)

Ms. Brooms welcomed Commissioner Michael. She reported she will be attending Merit Academy and is looking forward to learning more. Ms. Brooms thanked Ms. Hayes for meeting with her and providing her with a better understanding of the District's work. She also informed that she would be attending a District tour with Ms. Hayes.

Mr. Michael thanked everyone for the opportunity. He stated he is looking forward to the work.

11. ADJOURN TO EXECUTIVE SESSION

- a. Public Employee Performance Evaluation (Government Code Section 54957),
Director-Classified Personnel

Mr. McKay adjourned to executive session at 4:33 p.m.

12. RECONVENE TO OPEN SESSION

- a. Call to order

The meeting was reconvened to Open Session at 4:57 p.m., by Tim McKay.

13. REPORT OUT EXECUTIVE SESSION

Mr. McKay reported that no action was taken in executive session.

14. NEXT PERSONNEL COMMISSION MEETING

- a. March 25, 2021

15. ADJOURNMENT

The meeting was adjourned at 4:58 p.m., by Tim McKay.

Motion by: Tim McKay, Seconded by: Terina Brooms Vote: Unanimous

Respectfully submitted,



Maritza Diaz, Recording Secretary/Director



Tim McKay, Chair

RECLASSIFICATION OF POSITION

Secretary (Bilingual) – Special Education / Educational Services

Per the Commission Rules and Regulations, (30.300.1), the incumbent submitted a request, together with a statement requesting a study of his position in the Special Education Department, a unit of the Educational Services Department.

A review of the duties, as outlined in the incumbent's Position Information Questionnaire, a job shadow, and desk audit were conducted. Additionally, the supervisor and department administrators confirmed the incumbent's responsibility for performing those duties, as follows:

The incumbent reports to both the Empower Academy Special Education Coordinator and Director II's of Educational Services and provides administrative support in organizing office activities to support Empower Academy and the Special Education Department. The incumbent functions independently, seeking guidance from the administrator only in situations that are outside established protocols. Responsibilities include: secretarial tasks to relieve the Coordinator and Director of routine administrative duties; serves as primary support to Empower Academy staff, students and parents; communicates with schools, parents, and other departments to facilitate services; serves as department interpreter and translator; manages workload involved with Extended School Year; and, monitors the Empower Academy budget.

The scope of responsibility assigned to this position aligns with the Administrative Assistant I Bilingual classification. The incumbent has been performing these higher-level responsibilities consistently for several years, and, therefore, meet the Education Code 45285 (a) requirement for reclassification with the position.

The proposed reclassification has been presented and agreed to by California School Employee Association and its Chapter 179 (CSEA) at their negotiations meeting on March 15, 2021.

Based on the findings described above, the following recommendations are submitted for your consideration.

DIRECTOR'S RECOMMENDATION

In accordance with Commission Rule 30.300.1 and 30.300.3 (a), the following recommendations are submitted for your consideration:

Reclassify position #5932, along with incumbent, employee #513416, from Secretary Bilingual (Range 23) to Administrative Assistant I Bilingual (Range 26), effective the date following action by the Personnel Commission.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: ADMINISTRATIVE ASSISTANT I-BILINGUAL

BASIC FUNCTION:

Under the direction of the Director, perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; provide support in primary language as required; translate (both to proper English and primary language) a variety of written documents as well as interpret for conferences, meetings and phone calls; greet and assist visitors.

DISTINGUISHING CHARACTERISTICS:

Administrative Assistant positions perform complex and responsible secretarial duties for a District-level administrator. Administrative Assistant I positions report to the Director of a District-wide program involving homogeneous functions related to the program. Administrative Assistant II positions report to a Director of a large District wide program of three or more unrelated programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications; assure smooth and efficient office operations.

Serve as secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take and relay messages as appropriate; schedule and arrange interviews, appointments, conferences and other events.

Provide support in primary language as required; translate (both to proper English and primary language), a variety of written documents as well as interpret for conferences, meetings, telephone calls and other events.

Receive visitors, including administrators, staff and the public and provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues and refer difficult issues to the administrator as necessary; provide technical information and assistance related to office or program operations, policies and procedures.

Input a variety of data into an assigned computer system; initiate queries and generate a variety of computerized reports as requested or required; establish and maintain automated records and files; assure accuracy of input and output data.

Research, compile and verify a variety of information; compute statistical information for a variety of reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; review and proofread a variety of documents.

Prepare and maintain a variety of data, records and reports related to office programs, financial activity, student information, personnel and assigned duties; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; take, transcribe and distribute minutes as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, multi-line telephone system, typewriter, scanner, computer and assigned software; train users on District-wide computer software and hardware as assigned; support and troubleshoot software and hardware.

Prepare, process and code purchase orders and invoices for assigned office or program as directed; monitor office or program expenditures and budgets; reconcile assigned accounts; prepare and assure accuracy of bank deposits; maintain auditable records.

Receive, sort and distribute mail; open mail and compose responses independently as appropriate; prepare and distribute informational packets and bulk mailings as directed.

Monitor inventory levels of office supplies; order, receive and maintaining inventory of office supplies.

Coordinate travel arrangements and hotel reservations as necessary; prepare and assure proper completion of reimbursement forms.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Policies and objectives of assigned program and activities.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping techniques.

Vocabulary and correct oral and written usage, grammar, spelling and punctuation of English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Basic arithmetic.

ABILITY TO:

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Facilitate communications between District personnel, non-English speaking parents and others.

Serve as an interpreter for conferences, meetings and other events.

Assure smooth and efficient office operations.

Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.

Work independently with little direction.

Compose correspondence and written materials independently or from oral instructions.
Type or input data at 45 words per minute from clear copy.
Understand and resolve issues, complaints or problems.
Maintain confidentiality of sensitive and privileged information.
Determine appropriate action within clearly defined guidelines.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and files.
Compile and verify data and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Complete work with many interruptions.
Plan and organize work.
Meet schedules and time lines.
Make arithmetical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by secretarial training and two years increasingly responsible secretarial experience in a large organization involving frequent public contact, including experience translating materials and interpreting in English and designated second language.

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.
Kneeling, bending at the waist, and reaching above the shoulders and horizontally to retrieve and store files and supplies.
Pushing, pulling, lifting and carrying supplies and equipment.
Occasionally lift and/or move up to 25 pounds.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: SECRETARY-BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a wide variety of responsible clerical and secretarial duties to relieve assigned administrator(s) of routine details and assure efficient office operations; provide support in primary language as required; translate (both to proper English and primary language) a variety of written documents as well as interpret for conferences, meetings and phone calls; greet and assist visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a process or functional area at an assigned office; assure smooth and efficient office operations.

Provide support in primary language as required; translate (both to proper English and primary language) a variety of written documents as well as interpret for conferences, meetings and phone calls; greet and assist students, faculty, staff, parents and others; schedule and coordinate meetings, appointments and conferences as needed; prepare meeting agendas as directed.

Compose correspondence independently or from oral instructions; type letters, forms, reports, memoranda, contracts, legal documents, agendas, records, requisitions, permits and other materials from straight copy, rough drafts or oral instructions; proofread and verify accuracy of documents.

Provide support in primary language as required; translate (both to proper English and primary language) a variety of written documents as well as interpret for conferences, meetings and phone calls; greet and assist students, faculty, staff, parents and others; schedule and coordinate meetings, appointments and conferences as needed; prepare meeting agendas as directed.

Initiate and receive telephone calls; screen and route calls; take and relay messages; explain organizational policies and procedures; resolve issues as appropriate; receive, route and distribute mail.

Input data into an assigned computer system; generate a variety of mandated and requested computerized records and reports related to assigned activities; assure the timely distribution and receipt of a variety of records and reports; assure accuracy of computer output.

Compile information and prepare and maintain a variety of records, logs and reports related to assigned office and activities; establish and maintain filing systems; process a variety of forms and applications; duplicate materials as needed.

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements as assigned; collect and account for fees; initiate budget transfers as directed.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate

activities and resolve issues or concerns related to office operations, activities, policies and procedures.

Organize teacher training workshops as assigned; make room reservations, prepare flyers, complete consulting agreements, register participants and other related activities; assure adequate supplies and materials for workshops as directed.

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

Monitor inventory levels of office supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment as directed; estimate and order materials related to assigned program such as testing materials and related paperwork.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of assigned office.

Modern office practices, procedures and equipment.

Correct oral and written usage of English and a designated second language.

Applicable laws, codes, regulations policies and procedures.

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

Record-keeping techniques.

Business letter and report writing techniques.

Telephone techniques and etiquette.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a process or functional area at an assigned office.

Facilitate communications between District personnel, non-English speaking parents and others.

Serve as an interpreter for conferences, meetings and other events.

Greet and assist visitors.

Assure smooth and efficient office operations.

Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.

Learn organizational operations, policies and objectives.

Determine appropriate action within clearly defined guidelines.

Answer telephones and greet the public courteously.

Type or input data at 40 words per minute from clear copy.

Compose correspondence and written materials independently or from oral instructions.

Work independently with little direction.

Maintain records.

Plan and organize work.

Compile and verify data and prepare reports.

Complete work with many interruptions.

Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by clerical/secretarial training and two years of progressively responsible clerical/secretarial experience involving public contact in a large organization including experience translating materials and interpreting in English and a designated second language.

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.

RETILE AND REVISE POSITION

LOCKER ROOM ATTENDANT

It is recommended the current Locker Room Attendant job description be retitled and revised to reflect updated job description language. This position was not studied in the last district-wide five-year study that commenced in 2008. It was last filled in 2016, and was vacated in 2017. To date, we do not have an employee in this classification, however with school reopening plans the District may have a need for the classification.

The proposed Physical Education / Locker Room Assistant job duties will consist of assisting the certificated teacher with physical education activities and monitoring students in the locker room. The retitle will assist with recruitment to properly describe the nature of the position. Essential duties have been elaborated to provide descriptive wording of the work duties, knowledge, abilities, minimum requirements, physical demands, working conditions and employment clearances. The position meets qualification of a Bona Fide occupation.

At the December 2020 Personnel Commission regular meeting, this position's salary range was reallocated from Range 07 to Range 09. The reallocation was recommended based on the minimum wage salary study results. There is no recommendation to again reallocate salary for this classification.

The proposed job description has been presented and agreed to by California School Employee Association and its Chapter 179 (CSEA) at their negotiations meeting on March 15, 2021. Upon Personnel Commission approval, it will be recommended the Governing Board take action to approve the revised job description on April 20, 2021.

It is recommended the Personnel Commission approve the retitled and revised job description of the Physical Education / Locker Room Assistant position.

DIRECTOR'S RECOMMENDATION

In accordance with Commission Rules 30.200.3 and 30.200.4, the following recommendations are submitted for your consideration:

- 1] Retitle Locker Room Attendant to Physical Education / Locker Room Assistant.
- 2] Approve revised job description as submitted.

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: PHYSICAL EDUCATION / LOCKER ROOM ASSISTANT ~~LOCKER ROOM ATTENDANT~~

BASIC FUNCTION:

Under direction of the site administrator, ~~and close supervision of a physical education teacher~~ assist a certificated teacher, ~~oversee~~ **actively monitor** students in a locker/shower room; **encourage students to observe fundamental courtesies and all school rules**; and assist the physical education teacher during the physical education instructional periods as directed; **serve as a role model and develop positive relationships with students.**

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor students in the locker/shower room at the beginning and end of physical education periods; **under the direction of the certificated teacher assist students, individually or in groups, with physical education class activities and games; monitor and reinforce learning concepts.** ~~Follow teacher's directions to assist students in physical education activities and games.~~

Maintain and **issue** physical education and athletic equipment by marking, cleaning, repairing, and storing as necessary; **assist in set up and take down equipment and materials as needed** ~~Issue equipment as required.~~

Perform record keeping and clerical functions; maintain inventory and ~~maintain~~ accurate records of **lockers**, equipment and supplies.

Assign lockers and clean out lockers at the end of the school year or when a **student vacates** ~~transfers to another school.~~

Secure locker room **and assigned equipment.** ~~building.~~ Lock and unlock doors.

Assure safety and enforce school rules to prevent students from harm or injury; follow established procedures in the case of accidents or injuries; administer basic first aid and CPR, as necessary. ~~Administer minor first aid, calling the nurse if necessary or sending a student to get help.~~

Communicate with administrators, faculty and staff regarding student behavior and assigned activities; report incidents involving students to appropriate staff or administrator.

~~Turn showers on and off each period if necessary.~~

Maintain a lost and found.

~~Answer phones and take messages.~~

~~Take valuable lost and found items or books to the school office.~~

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and procedures of assigned program and activities. ~~School rules and regulations.~~

Basic methods of individual and group supervision and behavior management strategies.

Methods of maintaining physical education equipment and related facilities in a safe and clean manner.

Basic first aid and CPR procedures. ~~First aid techniques.~~

Health and safety regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Principles and rules of a variety of sports and activities utilized in physical education.

~~Athletics in public education.~~

Inventory and record keeping techniques.

~~Working with children both individually and in groups.~~

ABILITY TO:

Assure student compliance with physical education classroom and organizational policies, rules and regulations.

Supervise activities to assure the well-being and safety of students.

Assist and participate in physical education activities.

Assist in planning and implementing activities.

Operate a computer and assigned software.

Be flexible and adapt to changes in routine and duties.

Be reliable in attendance and punctuality.

Prevent or break up student conflicts and fights.

Understand and follow oral and written instructions ~~directions~~.

~~Work with, and oversee, students.~~

Administer first aid and/or CPR as required. ~~First aid techniques~~.

Establish and maintain cooperative and effective working relationships with others.

Maintain assigned locations in a safe, clean, and orderly manner.

~~Assist students with personal problems and needs related to physical education facilities and activities.~~

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, or equivalent, and at least six months experience in working with school-age youth in physical activities or sports in an organized setting.

~~Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and demonstrated experience in working with school-age youth in physical activities or sports in an organized setting.~~

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL ABILITY:

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.~~

~~The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.~~

PHYSICAL DEMANDS:

Standing and walking for extended periods of time to monitor and assist students in assigned areas.

Vision sufficient to monitor student activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate assigned equipment.

Regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds with assistance.

Bending, kneeling, squatting or crouching to assist students.

Physical agility, stamina and run if a situation or emergency situation requires.

Raise arms above shoulder to hold a sign upward for several minutes at a time.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

LOCKER ROOM ATTENDANT

JOB SUMMARY Under direction of the site administrator, and close supervision of a physical education teacher, oversee students in a locker/shower room and assist the physical education teacher during the physical education instructional periods as directed.

TYPICAL DUTIES Monitor students in the locker/shower room at the beginning and end of physical education periods. Follow teacher’s directions to assist students in physical education activities and games. Maintain physical education and athletic equipment by marking, cleaning, repairing, and storing as necessary. Issue equipment as required. Assign lockers and clean out lockers at the end of the school year or when student transfers to another school. Secure building. Lock and unlock doors. Administer minor first aid, calling the nurse if necessary or sending a student to get help. Turn showers on and off each period if necessary. Maintain inventory and maintain accurate records of equipment and supplies. Maintain a lost and found. Answer phone and take messages. Take valuable lost and found items or books to the school office. Perform other related duties as assigned.

JOB REQUIREMENTS Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and demonstrated experience in working with school-age youth in physical activities or sports in an organized setting. Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

Knowledge of: School rules and regulations. Methods of maintaining physical education equipment and related facilities in a safe and clean manner. First aid techniques. Athletics in public education. Inventory and record keeping techniques. Working with children both individually and in groups.

Ability to: Understand and follow oral and written directions. Work with, and oversee, students. Administer first aid and/or CPR as required. Establish and maintain cooperative and effective working relationships with others. Maintain assigned locations in a safe, clean, and orderly manner. Assist students with personal problems and needs related to physical education facilities and activities.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

INFORMATION ITEM

DISTRICT WIDE FIVE-YEAR STUDY

Senate Bill 3 ("SB 3") passed in 2016 included an increase of the state's minimum wage according to a pre-set schedule on a yearly basis from January 1, 2017 to January 1, 2022.

Effective January 1, 2022, the minimum wage increase to \$15.00 per hour will impact the following job classifications:

- Campus Aide
- Extended Day Program (EDP) Aide
- Child Nutrition Worker (CNW) I
- Locker Room Attendant
- Office Aide

Due to the impact the minimum wage increase has on classifications and job class families, the District intends to begin the five-year district wide classification study this school year. The study was scheduled to begin in 2024. A classification study schedule will be presented once determined. The first year study will consist of job classifications and/or job families directly impacted by minimum wage increase. The Director will initiate a Request For Proposal (RFP) according to Purchasing guidelines. Once Consultant bids are received, they will be presented to the Personnel Commission.

Vacancies

Position Title:	Number of Vacancies:	Number of Total Positions:	Hours and Sites:
Accounting Assistant II	1	1	8.0 hours per day, Special Education
Accounting Assistant III	1	4	8.0 hours per day, Accounting
Administrative Assistant I Bilingual (Spanish)	1	1	8.0 hours per day, Educational Services
Behavior Intervention Specialist	5	55	6.5-7.5 hours per day, Empower, Greenfield, WD Hall and Special Education
Bus Attendant	5	17	5.0 hours per day. Transportation
Campus Aide	24	142	.50-2.5 hours per day Anza, Avocado, Bostonia, Crest, Cajon Valley, Emerald, Greenfield, Hillsdale, Jamacha, Los Coches Creek, Madison, Montgomery, Naranca, Rancho San Diego and WD Hall
Child Nutrition Worker I	18	118	2.5-4.0 hours per day, Bostonia, Child Nutrition, Cajon Valley, Greenfield, Hillsdale, Los Coches Creek, Lexington, Meridian, Montgomery and WD Hall
Child Nutrition Worker II	2	25	3.25-5.75 hours per day, Chase & Rancho San Diego
Child Nutrition Services Lead - Distribution	1	3	7.5 hours per day, Child Nutrition
Child Nutrition Services Lead – Production/Serving Kitchen	1	6	8.0 hours per day, Los Coches Creek
English Language Development Assistant Bilingual (Arabic)	1	24	3.0 hours per day, Chase Preschool
English Language Development Assistant Bilingual (Spanish)	5	18	2.0-7.0 hours per day, Johnson Preschool, Los Coches Creek, and Educational Services
Extended Day Program Aide	22	56	1.5-3.2 hours per day, Blossom Valley, Bostonia, Flying Hills, Hillsdale, Jamacha, Johnson, Lexington, Madison, Magnolia, Meridian, Naranca, and Vista Grande
Extended Day Program Assistant	1	12	4.7 hours per day, Bostonia
Extended Day Program Site Lead	4	25	4.2 hours per day, Los Coches Creek Naranca, Rios, and Crest
Guidance Technician	1	4	6.25 hours per day, Johnson
Groundskeeper II	3	6	8.0 hours per day, Operations
Health Care Specialist	3	15	7.5 hours per day, Health Services (Special Education)
Instructional Assistant	3	19	2.0 hours per day, Bostonia Preschool, Meridian Preschool and Sevick
Lead Heavy Duty Mechanic	1	1	8.0 hours per day, Transportation
Library Media Technician I Bilingual (Spanish)	1	2	6.0 hours Fuerte/4.0 hours Bostonia
Night Custodian	3	21	8.0 hours per day, Maintenance & Operations

Vacancies

Office Assistant II	3	38	3.0-8.0 hours per day, Los Coches Creek, Maitenance and WD Hall
Office Assistant II Bilingual (Arabic)	2	9	3-3.5 hours per day, Anza and Rancho San Diego
Office Assistant II Bilingual (Spanish)	2	11	3.0 hours per day, Bostonia and Lexington
Personnel Assistant I	1	1	8.0 hours per day, Personnel Services
School Bus Driver I	3	34	5.0 hours per day, Transportation
Special Education Classroom Assistant / Trainee	29	381	3.5-6.5 hours per day, Anza, Avocado, Emerald, Greenfield, Hillsdale, Johnson, Lexington, Madison, Magnolia, Rancho San Diego, and Sevick.
Special Education Classroom Assistant / Trainee Bilingual (American Sign Language)	1	2	6.0 hours per day, Special Education

Recruitments

Job Posting	Recruitment Type:	Date Opened	Date Closed
Behavior Intervention Specialist	Promotional/Open	12/17/2020	Continuous
Health Care Specialist	Promotional/Open	11/12/2020	Continuous
Special Education Classroom Assistant	Promotional/Open	10/19/2020	Continuous
Special Education Classroom Assistant Bilingual (ASL)	Promotional/Open	10/19/2020	Continuous
Accounting Assistant II	Promotional/Open	02/17/2021	03/05/2021
Personnel Assistant I	Promotional/Open	02/17/2021	03/05/2021
Child Nutrition Services Lead - Distribution	Promotional/Open	03/01/2021	03/15/2021
Library Media Technician I Bilingual (Spanish)	Promotional/Open	03/01/2021	03/15/2021
Administrative Assistant I Bilingual (Spanish)	Promotional/Open	03/15/2021	03/29/2021
School Administrative Assistant Bilingual (Spanish)	Promotional/Open	03/15/2021	03/29/2021
Accounting Assistant III	Promotional/Open	03/18/2021	04/05/2021
Child Nutrition Worker II	Promotional Only	03/18/2021	04/05/2021

Eligibility Lists

Position:	Type of Recruitment:	Expiration:
Accountant	Promotional / Open	February 2022
Accounting Assistant I	Promotional / Open	October 2021
Administrative Assistant II	Promotional Only	February 2022
Administrative Assistant II Bilingual	Promotional Only	February 2022
Behavior Intervention Specialist	Promotional / Open	February 2022
Bench Technician	Promotional / Open	November 2021
Budget and Special Programs Analyst	Promotional / Open	December 2021
Buyer	Promotional / Open	October 2021
Campus Aide	Open	February 2022
Campus Safety Lead	Promotional / Open	August 2021
Computer Support Assistant	Promotional / Open	November 2021
Custodial Crew Leader	Promotional	August 2021
Day Custodian	Promotional / Open	December 2021
Director, Fiscal Services	Promotional / Open	October 2021
Director, Classified Personnel	Dual	November 2021
Extended Day Program Site Lead	Promotional / Open	March 2022
Extended Day Program Supervisor	Promotional	October 2021
Grounds Supervisor	Promotional	September 2021
Health Assistant	Promotional / Open	November 2021
Health Care Specialist	Promotional / Open	December 2021, January 2022
Heavy Duty Mechanic	Promotional / Open	August 2021, November 2021,
Irrigation Technician	Promotional	November 2021
Library Media Technician I	Promotional / Open	November 2021
Manager, Extended Day Program	Dual	December 2021
Night Custodian	Promotional / Open	December 2021
Occupational Therapist	Dual	August 2021
Office Assistant I	Promotional / Open	December 2021
Office Assistant II	Promotional / Open	February 2022
Office Assistant II Bilingual (Spanish)	Promotional / Open	December 2021
Office Technician	Promotional	March 2022
Payroll & Benefits Supervisor	Dual	September 2021
Payroll & Benefits Technician	Promotional / Open	December 2021
Personnel Assistant II	Promotional	February 2022
School Administrative Assistant	Promotional / Open	December 2021
Special Education Classroom Assistant Trainee	Promotional / Open	December 2021, January 2022, February 2022
Special Education Classroom Assistant Trainee Bilingual (Arabic)	Promotional / Open	December 2021
Transportation Operations Assistant	Promotional / Open	July 2021

Note: Several positions have multiple eligibility lists associated with the position because multiple recruitments were run to ensure that a complete eligibility list was established.

CLASSIFIED PERSONNEL REPORT
February 09, 2021- Board Meeting

New Hires

1. **Jean Byrne**, Health Assistant / Montgomery, effective 01/13/21
2. **Cora Langer**, Special Education Classroom Assistant / Flying Hills, effective 01/15/21
3. **Hiba Somo**, Special Education Classroom Assistant / Flying Hills, effective 01/19/21

Promotions

1. **Andrea GC**, Health Assistant & Campus Aide / Rancho San Diego to Office Assistant II- Bilingual (Spanish) / Chase, effective 01/19/21
2. **Zuleyma Zecaida**, Night Custodian / Operations to Day Custodian / Child Nutrition, effective 01/11/21

Retirement

1. **Mari Cole**, Special Education Classroom Assistant / Los Coches Creek, effective 07/21/21 after 20 years

Resignations

1. **Malaak Alaqrawi**, Campus Aide / Meridian, effective 12/18/20
2. **Nelly Korea**, Campus Aide / Lexington, effective 01/22/21
3. **Michele Miller**, Office Assistant II / Blossom Valley, effective 12/18/20

Leave of Absence

1. **George Chavez**, Day Custodian / Bostonia, extended through 08/03/21
2. **Kimberly Roberts**, Behavior Intervention Specialist / Jamacha, effective 12/19/20 through 06/17/21

Return from Leave of Absence

1. **Rosalynn Elias**, Special Education Classroom Assistant / Madison, effective 01/31/21

Separation from Service

1. **Janeth Bustos Guerrero**, Health Assistant / Meridian, effective 12/09/20

CLASSIFIED PERSONNEL REPORT
February 23, 2021- Board Meeting

New Hires

1. **Diana Canales-Cosio**, Night Custodian / Maintenance & Operations, effective 01/29/21
2. **Crystal Garza**, Behavior Intervention Specialist / Jamacha, effective 02/12/21
3. **Summer Hill**, Special Education Classroom Assistant / Emerald, effective 02/16/21
4. **Jaime Sardina**, Computer Support Technician / Information Technology Services, effective 02/16/21

Retirement

1. **Karen McFann**, Instructional Media Services Assistant / Instructional Media Services, effective 06/18/21 after 18 years
2. **Sandra Phillips**, Special Education Classroom Assistant / Sevick, effective 02/26/21 after 20 years

Resignations

1. **Alexis Chavez Escobedo**, Special Education Classroom Assistant / Special Education, effective 02/02/21
2. **Kortney Miranda**, Special Education Classroom Assistant / Hillsdale, effective 02/26/21
3. **Cailey Rodrigues**, Accounting Assistant II / Special Education, effective 02/24/21
4. **Janessa Virissimo**, Behavior Intervention Specialist / Special Education, effective 02/16/21

Leave of Absence

1. **Jihan Alhajar**, Office Assistant II- Bilingual (Arabic) / Naranca, effective 02/09/21 through 06/24/21
2. **Deborah Diccero**, Extended Day Program Aide & Campus Aide / Fuerte, extended through 06/17/21
3. **Jessica Nguyen**, Early Childhood Program Lead I / Rancho San Diego, effective 01/19/21 through 03/26/21
4. **Elvira Trujeque**, Campus Aide / Madison, effective 01/14/21 through 06/17/21

Return from Leave of Absence

1. **Christina Moore**, Child Nutrition Worker I / Emerald, effective 02/28/21

CLASSIFIED PERSONNEL REPORT
March 09, 2021- Board Meeting

New Hires

1. **David Handley**, Special Education Classroom Assistant / Madison, effective 03/08/21
2. **Reem Fakhoury**, Special Education Classroom Assistant / Chase, effective 03/01/21
3. **Jesika Franklin**, Special Education Classroom Assistant / Greenfield, effective 03/08/21
4. **Amanda McCord**, Health Assistant / Meridian, effective 03/01/21
5. **Erika Medina**, Special Education Classroom Assistant / Avocado, effective 02/26/21
6. **Alivia Nelson**, Special Education Classroom Assistant / Emerald, effective 02/22/21

Promotions

1. **Alaa Al Mulla**, English Language Development Assistant- Bilingual (Arabic) / Anza to Special Education Classroom Assistant / Magnolia, effective 03/01/21
2. **Virginia Corniel**, Administrative Assistant I- Bilingual (Spanish) / Educational Services to Administrative Assistant II / Educational Services, effective 02/25/21
3. **Kendra Magana**, Personnel Assistant I / Personnel Services to Personnel Assistant II / Personnel Services, effective 02/16/21
4. **Maria Morales-Jimenez**, Administrative Assistant I-Bilingual (Spanish) / Educational Services to Administrative Assistant II-Bilingual (Spanish) / Educational Services, effective 02/25/21
5. **Natalie Perez**, Extended Day Program Site Lead / Vista Grande to Extended Day Program Supervisor / Extended Day, effective 03/08/21

Retirement

1. **Debra Stafford**, Child Nutrition Worker I / Child Nutrition, effective 03/10/21 after 12 ½ years

Resignations

1. **Ivan Salas**, School Bus Driver I / Transportation, effective 02/19/21
2. **John Stephen**, Behavior Intervention Specialist / Special Education, effective 03/05/21
3. **Caitlin Svoboda**, Health Care Specialist / Special Education, effective 03/31/21
4. **Elena Trujillo**, Early Childhood Program Lead I & Extended Day Program Aide / Blossom Valley, effective 03/01/21

Granting of Permanent Status

1. **Ban Abawi**, Child Nutrition Worker I / Montgomery, effective 09/22/20
2. **Jayne Aklyan**, Administrative Assistant I / Sevick, effective 07/14/20
3. **Farah Al Juboori**, Special Education Classroom Assistant / Rancho San Diego, effective 09/22/20
4. **Vian Alaso**, Van Driver – Student Transportation / Transportation, effective 09/13/20
5. **Asia Alatrakchi**, Extended Day Program Aide / Chase, effective 09/17/20
6. **Ivonne Alcaraz Sanchez**, Community Liaison- Bilingual (Spanish) / Family & Community Engagement, effective 10/20/20
7. **Leah Asprion**, Instructional Assistant / Chase, effective 09/16/20
8. **Theresa Barnes**, Transportation Training & Safety Supervisor / Transportation, effective 09/07/20
9. **Kresten Behnam**, English Language Development Assistant- Bilingual (Arabic) / Anza, effective 10/15/20
10. **Leticia Beltran**, Transportation Scheduler/Dispatcher / Transportation, effective 08/24/20
11. **Natale Bolos**, Extended Day Program Aide / Chase, effective 08/20/20
12. **Derrick De Geus**, Transportation Operations Supervisor / Transportation, effective 07/20/20
13. **Julie Gardina**, Special Education Classroom Assistant / Anza, effective 09/21/20

14. **Kiara Guerrero**, Special Education Classroom Assistant / Flying Hills, effective 10/01/20
15. **Nahara Guerrero**, Special Education Classroom Assistant / Blossom Valley, effective 10/15/20
16. **Julia Herron**, Child Nutrition Worker II / Child Nutrition, effective 10/06/20
17. **Tanner Immonen**, Special Education Classroom Assistant / Rios, effective 10/08/20
18. **Rana Jajo**, Extended Day Program Assistant / Jamacha, effective 10/06/20
19. **Courtney Kane**, Personnel Assistant II / Personnel, effective 08/07/20
20. **Hayley Kathol**, Special Education Classroom Assistant / Madison, effective 09/17/20
21. **Nida Laso**, Instructional Assistant / Meridian, effective 10/27/20
22. **Paula Ledesma**, English Language Development Assistant- Bilingual (Spanish) / Naranca, effective 08/21/20
23. **Carolina Lourenco Costa**, Extended Day Program Aide / Hillsdale, effective 06/08/20
24. **Nafart Loutfi**, Campus Aide / Greenfield, effective 06/17/20
25. **Joshua Lunn**, Assistant Buyer / Child Nutrition, effective 09/21/20
26. **Karen Luque**, Bilingual/Bicultural Interpreter- Bilingual (Spanish) / Educational Services, effective 06/03/20
27. **Juliarah Majeed**, Special Education Classroom Assistant / Lexington, effective 08/26/20
28. **Courtney May**, Behavior Intervention Specialist / Greenfield, effective 08/21/20
29. **Elizabeth McCoy**, Campus Aide / Los Coches Creek, effective 06/16/20
30. **Aimee Miller**, Special Education Classroom Assistant / Johnson, effective 06/30/20
31. **Jessica Nguyen**, Early Childhood Program Lead I / Rancho San Diego, effective 06/19/20
32. **Sarah Newlon**, Office Assistant II / Fuerte, effective 10/05/20
33. **Dalia Oleta**, Campus Aide / Bostonia, effective 09/21/20
34. **Angeles Rivas**, Special Education Classroom Assistant / Johnson, effective 08/21/20
35. **Esther Rochin**, English Language Development Assistant- Bilingual (Spanish) / Naranca, effective 06/02/20
36. **Sarria Salmo**, Extended Day Program Aide / Rancho San Diego, effective 09/16/20
37. **Nariman Shamoon**, Child Nutrition Worker I / WD Hall, effective 06/15/20
38. **Zina Shukur**, Campus Aide / Greenfield & WD Hall, effective 08/27/20
39. **Melanie Shelton**, Special Education Classroom Assistant / Magnolia, effective 10/09/20
40. **Kyra Smith**, Special Education Classroom Assistant / Meridian, effective 10/21/20
41. **Ellie Stubbman**, Special Education Classroom Assistant / Sevick, effective 10/01/20
42. **Adrienne Stutes-Cottrell**, Office Assistant II / Madison, effective 10/26/20
43. **Rajaa Sulaiman**, Special Education Classroom Assistant / Fuerte, effective 08/21/20
44. **Mary Taitano**, Special Education Classroom Assistant / Meridian, effective 10/22/20
45. **Veronica Vargas**, Special Education Classroom Assistant / Montgomery, effective 09/29/20
46. **Aleksandra Wilczynski**, Child Nutrition Worker I / Emerald, effective 06/12/20
47. **Debra Williams**, Campus Aide / Crest, effective 06/12/20
48. **Hiba Zaitona**, Campus Aide / Emerald, effective 06/05/20

Leave of Absence

1. **Carrie Crowell**, Special Education Classroom Assistant / Anza, effective 02/22/21 through 04/16/21
2. **Erica Madrigal-Torres**, Campus Aide / Lexington, effective 02/19/21 through 06/17/21
3. **Josefina Miguel**, English Language Development Assistant- Bilingual (Spanish) / Chase, effective 02/22/21 through 04/30/21

Return from Leave of Absence

1. **Nahla Coda**, English Language Development Assistant- Bilingual (Arabic) / Jamacha, effective 03/02/21

CLASSIFIED PERSONNEL REPORT
March 23, 2021- Board Meeting

New Hires

1. **Barbara Johnson**, Behavior Intervention Specialist / Emerald, effective 03/23/21
2. **Ideth Sotelo**, Behavior Intervention Specialist / Special Education, effective 03/22/21

Promotions

1. **Yvette Samaniego**, Accounting Assistant III / Accounting to Accountant / Special Education, effective 03/15/21

Retirement

1. **Nancy Pemberton**, Extended Day Program Aide & Campus Aide / Fuerte, effective 03/01/21

Resignations

1. **Michelle Masters**, Health Care Specialist / Special Education, effective 04/09/21
2. **Jassalyn Trujeque**, Extended Day Program Aide / Fuerte, effective 03/26/21

Granting of Permanent Status

1. **Leena Al Shaha**, Special Education Classroom Assistant / Naranca, effective 11/02/20
2. **Christina Ambriz**, Mental Health Clinician I / Special Education, effective 02/22/21
3. **Marielle Anderson**, Health Care Specialist / Special Education, effective 11/17/20
4. **Michael Brown**, Behavior Intervention Specialist / Empower, effective 11/17/20
5. **Kianna Carson**, Special Education Classroom Assistant / WD Hall, effective 11/19/20
6. **Rafael Corral**, Special Education Classroom Assistant / Emerald, effective 12/01/20
7. **Shawanna De Benedetto**, Special Education Classroom Assistant / Lexington, effective 11/13/20
8. **Francisco Espiritu**, Behavior Intervention Specialist / Empower, effective 02/24/21
9. **Priscila Gaspar Castro**, English Language Development Assistant - Bilingual (Spanish) / Lexington, effective 02/24/21
10. **Rania Ghosn**, Custodial Crew Leader / Operations, effective 03/04/21
11. **Nicholas Gonzalez**, Behavior Intervention Specialist / Empower, effective 02/24/21
12. **Joy Hester**, Campus Aide / Flying Hills, effective 11/10/20
13. **Jose Lagarda Reyes**, Extended Day Program Site Lead / Johnson, effective 11/09/20
14. **Amber Molina**, Mental Health Clinician II / Special Education, effective 02/17/21
15. **Naomie Najera**, Special Education Classroom Assistant / Montgomery, effective 11/02/20
16. **Nicholas Napier**, Graphic Arts Technician / Print Shop, effective 11/09/20
17. **Juan Noriega**, Transportation Operation Assistant / Transportation, effective 01/25/21
18. **Luz Ramirez**, Special Education Classroom Assistant / Blossom Valley, effective 11/02/20
19. **Brenda Ramos**, Special Education Classroom Assistant / Greenfield, effective 11/18/20
20. **Anelise Smosna**, Behavior Intervention Specialist / WD Hall, effective 11/10/20

Leave of Absence

1. **Christina Moore**, Child Nutrition Worker I / Emerald, extended through 06/17/21 REVISED
2. **Jessica Nguyen**, Early Childhood Program Lead I / Rancho San Diego, extended through 6/18/21
3. **Danielle Nunez**, Special Education Classroom Assistant / Hillsdale, extended through 06/17/21