



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF SPECIAL MEETING

AGENDA

Tuesday, March 16, 2021

4:00 p.m. Special Meeting

Portable 403 of the ESC

1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda

B. COMMENTS BY THE PUBLIC

Public Comment provides the public an opportunity to address the Personnel Commission ("Commission") on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

C. ACTION ITEMS

1. Personnel Commission/Classified Human Resources Positions *(page 2)*
The Personnel Commission will receive an update regarding positions and may consider action.

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

These items are presented for information or study only, no action will be taken.

1. Bilingual Differential
Discussion regarding training and support to Classified employees providing bilingual services.

Note: In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

March 16, 2021

TITLE: Personnel Commission/Classified Human Resources Positions

BACKGROUND & FINDINGS:

The Personnel Commission/Classified Human Resources office currently has a vacancy in the Administrative Assistant position.

The current Personnel Commission/Classified Human Resources office staff consists of:

- 1 (one) Director of Classified Human Resources position
- 1 (one) Administrative Assistant position
- 1 (one) Human Resources Analyst position
- 3 (three) Human Resources Technician positions

The Director of Classified Human Resources is recommending changes to the office staff – closing the vacancy of Administrative Assistant and creating another Human Resources Analyst position. The proposed Personnel Commission/Classified Human Resources office staff will consist:

- 1 (one) Director of Classified Human Resources position
- 2 (two) Human Resources Analyst positions
- 3 (three) Human Resources Technician positions

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve closing out the vacancy of the Administrative Assistant position and creating a Human Resources Analyst position within the Personnel Commission/Classified Human Resources office.