

PERSONNEL COMMISSION

The Personnel Commission is an independent merit based (Civil Service) agency that provides Human Resources Services for the classified employees of the Santa Paula Unified School District.

The Personnel Commission is composed of a three-member board of “known adherents” to the Merit System that oversees the system by maintaining a merit system for classified employees of the school district and for fostering the advancement of a career service for such employees. The Personnel Commission classifies positions; hears appeals of disciplinary and dismissal matters; ensures fair and consistent selection and appointment procedures; and prescribes rules related to a variety of human resource practices.



We are pleased to present the Annual Report of the Personnel Commission for the 2020-2021 School Year in accordance with Education Code Section 45266.

This year’s Annual Report provides a snapshot of the activities handled in the Classified HR Office. We have continued to struggle through the COVID-19 pandemic and navigate the numerous challenges it brings to our work in human resources. Throughout this time, we have worked diligently as a team in support of classified employees. The District started the 2020-2021 school year with online instruction and on April 12, 2021, onsite instruction began for students. Classified Human Resources remained busy recruiting and hiring the most qualified candidates to support our students and our community. The Personnel Commission is proud to support the staff, students, and community of the Santa Paula Unified School District.

PERSONNEL COMMISSIONERS

Karen Harrison

Joint Appointee

Term expires December 1, 2023

Mary Lowe

CSEA Appointee

Term expires December 1, 2021

Jeff Steiger

District Appointee

Term expires December 1, 2022

COMMISSION STAFF

Cynthia L. Carrillo

Executive Director, Human Resources-
Classified

Sonia Bautista

Human Resources Analyst-Classified

Renee Vasquez

Human Resources Assistant-Classified

Amparo Lopez

Substitute Placement Clerk-Classified

PERSONNEL COMMISSION ACTIVITIES

The Personnel Commission oversees the activities of the Commission staff, who are responsible for the administration of the rules and regulations of the classified service. Meetings are held at the Classified Human Resources Office located at 500 E. Santa Barbara Street in Santa Paula at 4:00 pm. on the third Thursday of each month.

Regular Meetings	10
Closed Sessions	1
Special Meetings	2

SANTA PAULA UNIFIED SCHOOL DISTRICT

Classified Human Resources Personnel Commission



ANNUAL REPORT 2020-2021

**Approved by Personnel Commission:
December 16, 2021**

**Classified Human Resources
Personnel Commission Office
500 E. Santa Barbara Street
Santa Paula, CA 93060
805-933-8805
www.santapaulausd.org**

CLASSIFIED EMPLOYMENT ACTIVITY

	2019- 2020	2020- 2021
Number of Requests for Personnel Processed	301	377
New Hires	32	22
New Hires – Subs	-	31
Promotions	13	6
Transfers	1	0
Change in Status	12	31
Voluntary Demotion	0	1
Limited Term	172	121
Summer School	2	111
Leave of Absence	2	1
FMLA	-	1
Exhaustion of Leave	1	3
Resignations	27	37
Retirements	2	8
Layoffs	12	0
39-Month	4	0
63-Month	5	0
Restored	3	4
Positions Abolished	15	0
Fingerprints Completed	69	53

RECRUITMENTS 2020-2021

Management Position Recruitments

- Assistant Superintendent, Business Services
- Executive Director, Human Resources-Classified

Other Position Recruitments

- AVID Tutors
- Student Workers
- Substitutes (All Classifications)

RECRUITEMENTS – CONTINUED

Bargaining Unit Position Recruitments

- Accounting Specialist
- Accounting Technician
- After School Program Leader
- ASPIRE Office Assistant
- Campus Safety Assistant
- Campus Supervision Assistant
- Child Nutrition Services Assistant I
- Child Nutrition Services Assistant II
- Child nutrition Services Site Lead-Elem
- College & Career Guidance Specialist
- Computer Technician
- Health Specialist (Bilingual)
- Instructional Assistant-ASP
- Instructional Assistant-Bilingual
- Instructional Assistant-Severly Disabled
- Instructional Assistant-Special Education
- Network Technician (2)
- Office Assistant-Bilingual
- Office Assistant-Bilingual
- Skilled Maintenance Worker
- Special Program Assistant-Bilingual
- Speech & Language Pathology Assistant

	2019- 2020	2020- 2021
Total Applications Received	223	201
Promotional Applications Received	17	44
Outside Applications Received	217	157
Written Examinations	114	97
Oral Examinations	113	110
Total Number of Applicants Certified as Eligibles	103	101

Coming together is a beginning, keeping together is progress, working together is success.
-Henry Ford

CLASSIFIED EMPLOYEES DATA

	2019- 2020	2020- 2021
Regular Employees	313	301
Substitute Employees	88	86
AVID Tutors	13	13
Student Workers	22	22
Total Classified Employees	436	422

CLASSIFIED PROFESSIONAL DEVELOPMENT

- *Target Solutions*
- *Interpreting for Social Justice*

A huge ***Thank You*** to the following public agencies for supporting our recruitment and selection processes during the 2020/2021 school year:

*Boys & Girls Club of Santa Clara Valley
City of Oxnard
City of Oxnard-Recreation Department
Fillmore Unified School District
Hueneme Elementary School District
Lompoc Unified School District
Newhall School District
Ojai Unified School District
Oxnard College
Oxnard School District
Pleasant Valley School District
Santa Paula Unified School District
Simi Valley Unified School District
Ventura County Office of Education
Ventura Unified School District*

Alone we can do so little, together we can do so much.
-Helen Keller