

**Santa Paula Unified School District  
PERSONNEL COMMISSION AGENDA**

<p><b>SPECIAL PERSONNEL COMMISSION MEETING HUMAN RESOURCES OFFICE 500 E. Santa Barbara St. Santa Paula, CA 93060 Tuesday, May 28, 2019 - 4:00 P.M.</b></p>
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Anyone wishing to submit written material regarding an item on this agenda must submit it in time to be included with the agenda packet. Anyone wishing to speak regarding an item on this agenda must complete a yellow slip identifying the item and hand it to one of the Commissioners prior to the start of the meeting.

**A. ROLL CALL**

*A roll call of the Personnel Commission will be conducted.*

**B. APPROVAL OF ORDER OF AGENDA ITEMS**

**C. PUBLIC COMMENTS**

Public comment from the audience during a special meeting are limited to those items appearing on the agenda only.

**D. NEW BUSINESS – ACTION OR INFORMATION**

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| 1. Approval of Initial Salary Placement for Occupational Therapist at Step 4 | <b>Action</b> |
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**E. ADJOURNMENT**



# SANTA PAULA UNIFIED SCHOOL DISTRICT

Personnel Commission  
Karen Djernaes, Chair  
Mary Lowe  
Tim Hicks

**TO:** Personnel Commission

**FROM:** Tommie Sanchez-Reyes, Human Resources Director-Classified

**DATE:** May 28, 2019

**SUBJECT:** **Initial Placement for Occupational Therapist**

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## **RECOMMENDATION:**

Katherine Aguirre, Assistant Superintendent-Educational Services, is recommending that the Personnel Commission approve the salary request to place the candidate for Occupational Therapist at step 4 of the bargaining unit salary schedule, \$42.66 per hour in accordance with the position's 182-day work calendar.

## **BACKGROUND:**

Per Merit System Rule 17.2.1 "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. New employees may be appointed by the appointing authority at the second step of the salary range for the classification, if the employee has two years of comparable experience in addition to that required. However, a new employee may be advanced above step two by the Personnel Commission based upon such factors as:

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

## **BASIS FOR RECOMMENDATION:**

The candidate selected for this position is currently employed as an Occupational Therapist. The candidate holds a Bachelor's degree in Social and Behavioral Science and a Master's degree in Occupational Therapy. We have been actively recruiting for this position since October 4, 2018. This candidate is the only person that applied and is on the Occupational Therapist Eligibility List. In order for the applicant to accept the position, she is requesting an offer of step 4.