



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, March 9, 2023

CLOSED SESSION

3:45 p.m.

H.R. Conference Room, Building B

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in PARTNERSHIP with EDUCATION
Personnel Commission
1966 – 2023

PERSONNEL COMMISSION:

Bob Ewing, Chair
Daniel P. Gooch, Vice-Chair
Lance Bidnick, Member

Regular Personnel Commission meetings are accessible online and can be viewed via live-streaming on Zoom and YouTube: <https://www.ovsd.org/PersonnelCommissionMeeting>

**OCEAN VIEW
SCHOOL DISTRICT**

PERSONNEL COMMISSION

AGENDA

THURSDAY, MARCH 9, 2023

**CLOSED SESSION
3:45 p.m.
H.R. CONFERENCE ROOM, BUILDING B**

**REGULAR MEETING
4:30 p.m.
BOARD ROOM, BUILDING A**

Regular Personnel Commission meetings are accessible online and can be viewed via live-streaming on Zoom and YouTube: <https://www.ovsd.org/PersonnelCommissionMeeting>

1. **CLOSED SESSION** TIME: _____ p.m.
CALL TO ORDER

2. **ROLL CALL**

3. **APPROVAL OF CLOSED SESSION MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of February 9, 2023.

**ACTION
Pages 1**

**Moved: _____
Second: _____
Vote: _____**

INFORMATION – DISCUSSION – ACTION ITEMS

4. **THE PERSONNEL COMMISSION WILL MEET IN CLOSED SESSION TO DISCUSS:**

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Director, Classified Personnel evaluation

5. **ADJOURNMENT** TIME: _____ p.m.

ACTION

**Moved: _____
Second: _____
Vote: _____**

AGENDA FOR THE PERSONNEL COMMISSION MEETING – MARCH 9, 2023 – PAGE 2

6. **RECONVENE TO OPEN SESSION** TIME: _____ p.m.
CALL TO ORDER

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

10. **PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

Speakers wishing to address the Personnel Commission after the first public comments will have an opportunity during “Second Public Comments” later in the meeting. All public comments shall be limited to three minutes per person.

11. **APPROVAL OF REGULAR MINUTES:** The Personnel Commission will receive the minutes of the February 9, 2023, Regular Personnel Commission meeting for approval.

ACTION
Pages 2-6
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

12. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:

ACTION
Page 7-9
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

There are no job description reviews or revisions requiring approval at this time.

B. RECRUITMENT AND TESTING:

ELIGIBILITY LIST(S): The Personnel Commission will receive the Director’s recommendation to certify the following eligibility lists.
(Eligibility lists provided to Commissioners only.)

- 2022-69 Instructional Assistant – ABA
- 2022-70 Instructional Assistant – Special Education
- 2022-71 Instructional Assistant – Severely Disabled
- 2022-72 Program Support Specialist
- 2022-73 Universal Instructional Assistant
- 2022-74 Early Learning Instructional Assistant

12. CONSENT CALENDAR CONTINUED:

- 2022-75 Parent Liaison Instructional Assistant – Bilingual (Spanish)
- 2022-76 Instructional Assistant – ABA
- 2022-77 Instructional Assistant – Severely Disabled
- 2022-78 Instructional Assistant – Special Education
- 2022-79 Noon Duty Supervisor

13. CLASSIFIED PERSONNEL ACTIVITY LISTS: The Personnel Commission will receive for information the following Classified Personnel Activity Lists received by the Board of Trustees at the Ocean View School District, Regular Board Meetings of February 14, 2023, and February 28, 2023. **INFORMATION
Pages 10-13**

14. CLASSIFIED PERSONNEL RECRUITMENT LIST: The Personnel Commission will receive for information the most current list and status updates of classified recruitments. **INFORMATION
Pages 14-23**

15. SALARY ADJUSTMENT REQUEST – PAYROLL TECHNICIAN: The Personnel Commission will receive the Director’s recommendation to recommend to the Board of Trustees that the salary range of Payroll Technician be reallocated from Salary Range 37, \$4,693.17 to \$5,718.44 per month, to Salary Range 40, \$5,053.88 to \$6,158.19 per month on the Classified Bargaining Unit salary schedule. **ACTION
Pages 24-29
Moved: _____
Second: _____
Vote: _____**

16. PROPOSED NEW CLASSIFICATION – SENIOR ACCOUNTING TECHNICIAN AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM ACCOUNTING TECHNICIAN TO NEW CLASSIFICATION OF SENIOR ACCOUNTING TECHNICIAN: The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the new classification and specification of Senior Accounting Technician, and the reclassification of incumbent Laura Leeing from Accounting Technician to Senior Accounting Technician. **ACTION
Pages 30-43
Moved: _____
Second: _____
Vote: _____**

17. REACTIVATION OF FORMER CLASSIFICATION – CHILD CARE PROGRAM SUPERVISOR: The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the reactivation and proposed revisions to the classification of Child Care Program Supervisor, including a title change to Child Care Supervisor. **ACTION
Pages 44-56
Moved: _____
Second: _____
Vote: _____**

18. TEMPORARY WAIVER OF MERIT RULE 7.2.12.A.1: The Personnel Commission will receive the Director’s recommendation to temporarily waive Merit Rule 7.2.12.A.1 for three employees through March 15, 2023. **ACTION
Pages 57-59
Moved: _____
Second: _____
Vote: _____**

COMMUNICATIONS

19. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. All public comments shall be limited to three minutes per person.

20. **COMMISSIONER REPORTS**

21. **DIRECTOR AND STAFF REPORTS**

22. **ADJOURNMENT**

TIME: _____ p.m.

ACTION

Moved: _____
Second: _____
Vote: _____

The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agenda notices are posted 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and the full agenda is posted on the District website.

Agenda items must be submitted in writing to the Director, Classified Personnel at mvellanoweth@ovsd.org no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400, 1401, or mvellanoweth@ovsd.org or meifert@ovsd.org at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).

Safety protocol reminders when attending Personnel Commission meetings in person:

- *As you enter the meeting room, use hand sanitizer, which is located on the wall at both entrances.*
- *Wearing a face covering is not required but is highly recommended.*
- *Practice social distancing.*

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Closed Session Meeting of the Personnel Commission
February 9, 2023**

CALL TO ORDER The February 9, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:47 p.m.

ROLL CALL Commissioners Ewing, Gooch, and Bidnick were present. Director Vellanoweth was also present.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the January 19, 2023, Regular Closed Session Meeting.

Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS** The Personnel Commission met regarding:

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Director, Classified Personnel evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the February 9, 2023, Closed Session Meeting at 4:28 p.m.

Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
February 9, 2023
4:30 p.m.

CALL TO ORDER Commissioner Ewing called the February 9, 2023, Regular Personnel Commission Meeting to order at 4:33 p.m.

PLEDGE OF ALLEGIANCE Commissioner Ewing led the Pledge of Allegiance.

ROLL CALL All Commissioners were present.

STAFF MEMBERS PRESENT Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.

REPORT OUT OF CLOSED SESSION Commissioner Ewing shared there was nothing to report out of closed session.

FIRST PUBLIC COMMENTS Trisha Field, Curriculum Specialist, Teaching and Learning, shared her support of agenda item #15, Translating Services. She and her department worked closely with the Classified Personnel staff on this item and she is excited that it will be on the agenda and discussed.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the January 19, 2023, Regular Personnel Commission meeting.

Seconded by Commissioner Bidnick and carried with a 3:0 vote.

CONSENT CALENDAR The following job description reviews/revisions were received on the Consent Calendar:

A. Job Description Reviews/Revisions:

There were no job description reviews or revisions submitted for approval.

The following recruitment and testing – eligibility lists were received on the Consent Calendar:

B. Recruitment and Testing – Eligibility Lists:

- 2022-63 Instructional Assistant – Special Education
- 2022-64 Food Service Worker
- 2022-65 Universal Instructional Assistant
- 2022-66 Instructional Assistant – Physical Education
- 2022-67 Noon Duty Supervisor
- 2022-68 Speech and Language Assistant

Prior to the vote on the consent calendar, a correction to the expiration date of eligibility list 2022-65 was explained and recommended for amendment before approval.

Motion by Commissioner Bidnick to approve the Consent Calendar, as amended.

Seconded by Commissioner Gooch and carried with a 3:0 vote.

MINUTES OF THE FEBRUARY 9, 2023 PERSONNEL COMMISSION MEETING – PAGE 2

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of January 10, 2023, and January 24, 2023.

**CLASSIFIED
PERSONNEL
RECRUITMENT LIST**

The Personnel Commission received for information only, the Classified Personnel Recruitment List that contains information and status of classified recruitments.

**TRANSLATING
SERVICES**

Director Vellanoweth stated that our current system for identifying levels of translating services, assessing employee proficiency to provide those services, and determining rates of pay were established by the Personnel Commission in 2012, in collaboration with the English Learner department. At the time, four levels of need were established for translating tasks and the competencies required. There is testing for each of the different levels of bilingual capability, each with a progressively rigorous level of exam and assessment.

The current system has become a bit complicated. It is sometimes difficult to entice our employees to provide translating services outside of their normal work hours because they may not receive the same level of pay that they would during their normal work day. The level of pay for translating services is currently based upon the task they are asked to perform and the level that is required, rather than their proficiency.

Recently, Director Vellanoweth and Personnel Analyst Betzabeth Vazquez, met with the Teaching and Learning staff to discuss modifications that could be made to help make it more enticing for current employees to provide translating services, to create more consistency in the rate of pay, and more understanding of the rates of pay.

In the agenda item, the four levels of translating services were shared, which show the different tasks assigned to each level of bilingual capability, and the classifications within each level that are designated as bilingual and appropriate to perform the tasks. After detailed discussions with the Teaching and Learning staff, the following structure was agreed to.

- Permanent employees who hold positions designated as bilingual and perform translating work outside of their normal work hours will be paid at their permanent classification rate.
- Permanent employees who qualify through testing at a higher bilingual level and accept translating work outside of their normal work hours, would receive pay coinciding with the “proposed” Bilingual Translator Levels I to III rates of pay below based upon their highest qualified level.
- Substitute or temporary employees or permanent employees who do not hold positions designated as bilingual, who qualify through testing to translate and accept translating work, would receive pay coinciding with the “proposed” Bilingual Translator Levels I to III rates of pay below based upon their highest qualified level.

Rather than being paid at the rate of pay for the task they are performing, they would be paid at the rate of pay for their level of bilingual proficiency.

MINUTES OF THE FEBRUARY 9, 2023 PERSONNEL COMMISSION MEETING – PAGE 3

TRANSLATING SERVICES (CONTINUED)

With this, new titles and established rates of pay are being recommended to be used strictly for substitute and temporary work. This would create more consistency, and ensure that any substitute or temporary employees are not receiving a higher rate of pay than permanent employees.

Commissioner Bidnick inquired who was administering the bilingual proficiency exams. Director Vellanoweth answered that the proficiency exams are administered through the Personnel Commission office by enlisting the assistance of the Translator located at the district office.

Commissioner Bidnick inquired about the anticipated impact to the workload of the department associated with this. Director Vellanoweth answered this would require less work for Personnel staff because there would not be a need to create pay lines with different rates of pay. It will be easier for Fiscal Services and Payroll when they receive timecards for employees that are performing translating services to know what rate of pay they are to receive. It will also be easier for Teaching and Learning staff when they are extending translating work to staff because they will know what the rate of pay will be.

Motion by Commissioner Bidnick to approve the Director's recommendation to establish the titles of Bilingual Translator Level I, equivalent to Salary Range 22, Step 1; Bilingual Translator Level II, equivalent to Salary Range 23, Step 1; and Bilingual Translator Level III, equivalent to Salary Range 31, Step 1; for translating services provided on a temporary or as needed basis.

Seconded by Commissioner Gooch and carried with a 3:0 vote.

SECOND PUBLIC COMMENTS

Phi Tran, CSEA Chapter 375 President, informed the Commissioners and Commission staff that Lara Kardos, School Office Clerk at Marine View Middle School, has agreed to assist in the position of Liaison to the Personnel Commission. Every third week in May classified professionals are honored during Classified School Employee Week. The Communications Committee at the state level has come up with a theme for the week – Classified Professionals: Indispensable, Inspiring, and Invincible. Classified professionals are essential to our schools and amazing with our students. A video will be shared at a later time.

Lara Kardos, Liaison to the Personnel Commission, thanked the Personnel Commission staff for the hard work they have been doing. She also thanked them for the email that was sent out providing a survey about the potential opportunity for extra hours. She thought it would prove to be very helpful.

COMMISSIONER REPORTS

Commissioner Bidnick had nothing to report.

Commissioner Gooch wished everyone a happy Valentine's Day.

Commissioner Ewing announced the next meeting of the Personnel Commission will be on March 9, 2023.

DIRECTOR AND STAFF REPORTS

Director Vellanoweth welcomed Lara Kardos and thanked her for agreeing to be the Liaison to the Personnel Commission.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Since the last meeting, one more Classified School Employee of the Year was announced. Director Vellanoweth congratulated Janet Worley, Administrative Assistant, in the Human Resources department who was selected as the Classified School Employee of the Year in the Clerical and Administrative Services category.

As of this week, there are currently 65 classified vacancies, which is significantly lower, thanks to the hard work of the Personnel Commission team. As shared in the Director's monthly memo, Westminster School District was surveying the number of classified vacancies other school districts had in comparison to them. When the results from Westminster School District are received, Director Vellanoweth will share it. At the time of the inquiry, Westminster School District had approximately 113 vacancies, where Ocean View School District had approximately 71. Interestingly, 12 of Westminster School District's vacant positions were full time at 40 hours per week, and they also had eight part time positions that were benefitted. At Ocean View, four of our vacancies are full time, and five additional vacancies are part time and benefitted. We expect that the number of vacancies will increase due to the staffing of ELOP (Expanded Learning Opportunities Program) in the fall.

On February 1, 2023, Director Vellanoweth and Commissioner Ewing met with Assistant Superintendent Reagan Headrick, Assistant Superintendent Julianne Hoefler, CSEA President Phi Tran, and Liaison to the Personnel Commission Lara Kardos, for the joint PC/CSEA/OVSD meeting. Updates to recruitments were provided and a variety of topics were discussed related to classified employees including ELOP staffing, CSEA new hire orientation procedures and processes for vetting salary and classification items coming before the Commission. Commissioner Ewing's presence on behalf of the Commission and his perspective is very welcome and helpful.

On Sunday, January 22, through Tuesday, January 24, 2023, Director Vellanoweth attended the 2023 CSPCA (California School Personnel Commission Association) Annual Conference in Long Beach. The theme for the conference was Bridging the Gap with Merit. She was able to participate in several break-out sessions. Additionally, Betzabeth Vazquez, Personnel Analyst, attended the half-day session for Personnel Commission staff.

On February 25, 2023, Director Vellanoweth participated in a training on identifying signs of opioid overdose and the administration of Narcan, a life-saving drug that is safe and effective to reverse the effects of overdoses related to fentanyl. Fentanyl overdoses continue to be the number one cause of death for youth in Orange County.

On February 26, 2023, the Director participated in the Western Region Intergovernmental Personnel Assessment Council (WRIPAC) winter meeting.

On the same day, Diana Flores and Director Vellanoweth attended the Kindergarten information night and passed out recruitment flyers to the families that attended. Diana and Betzabeth attended the middle school information night and will be attending the TK information night after tonight's meeting to pass out recruitment flyers. They both also attended the Orange County Department of Education Career Fair.

MINUTES OF THE FEBRUARY 9, 2023 PERSONNEL COMMISSION MEETING – PAGE 5

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Director Vellanoweth shared some recent changes and new processes that have been implemented to help expedite our recruitments and on-boarding, provide coverage for vacant positions, and identify new sources of applicants. These include attending the information nights, weekly Wednesday testing sessions across all classifications, Thursday application screening days to continue monitoring applications as they come in, alternating our weekly oral exams and final interviews for Universal Instructional Assistant, and surveying employees for extra work hours availability. She also wanted to follow up on a newly implemented process for candidates to provide them a second opportunity to disclose any former convictions after a formal offer of employment has been made. This new process is working. We have been able to move forward with candidates that previously would have been excluded from the process or removed from an eligibility list, and now they are eligible for employment. Director Vellanoweth thanked Diana Flores who spearheaded this process.

Commissioner Gooch added that he is very pleased to hear this last comment about this process and discussing these matters with individuals. He appreciates the efforts of the staff in this regard.

Commissioner Ewing mentioned he is glad to hear about the Narcan training being administered to staff. He also thanked Lara Kardos, who prior to the meeting passed out some candy but had inquired first if anyone had any peanut allergies. This is a very thoughtful and important question to ask when sharing food items. He shared a recent tragedy that occurred due to a high school student biting into a brownie containing nuts.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:53 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 9, 2023

SUBJECT: **Agenda Item No. 12B.: ELIGIBILITY LISTS**

Background Information

The following eligibility lists are being forwarded for approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. The information below is being shared to provide the District administration and staff with data on classified recruitment and testing statistics. (*Confidential eligibility lists provided to Commissioners only.*)

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-69	Instructional Assistant – ABA	No. of Applicants 4 Screened Out 0 Written Exam Test Date 1/25/2023 No Show/ Withdrew 0 Did Not Qualify 1 Oral Exam Test Date 2/1/2023 No Show/ Withdrew 1 Did Not Qualify 0	2	2	Open & Promotional
2022-70	Instructional Assistant – Special Education	No. of Applicants 3 Screened Out 0 Written Exam Test Date 1/25/2023 No Show/ Withdrew 0 Did Not Qualify 1 Oral Exam Test Date 2/1/2023 No Show/ Withdrew 1 Did Not Qualify 0	1	2	Open, Promotional & Merge
2022-71	Instructional Assistant – Severely Disabled	No. of Applicants 3 Screened Out 0 Written Exam Test Date 1/25/2023 No Show/Withdrew 0 Did Not Qualify 1 Oral Exam Test Date 2/1/2023 No Show/ Withdrew 1 Did Not Qualify 0	1	1	Open & Promotional

Eligibility Lists
Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-72	Program Support Specialist	No. of Applicants 18 Screened Out 4 Written Exam Test Dates 12/29/2022 1/6/2023 1/9/2023 No Show/ Withdrew 3 Did Not Qualify 4 Oral Exam Test Date 2/7/2023 No Show/ Withdrew 1 Did Not Qualify 0	6	6	Open & Promotional
2022-73	Universal Instructional Assistant	No. of Applicants 6 Screened Out 1 Written Exam Test Date 1/25/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 2/8/2023 No Show/ Withdrew 0 Did Not Qualify 0	4	11	Open, Promotional, & Merge
2022-74	Early Learning Instructional Assistant	No. of Applicants 4 Screened Out 2 Written Exam Test Date 1/25/2023 No Show/Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 2/8/2023 No Show/Withdrew 0 Did Not Qualify 0	1	1	Open, Promotional, & Merge
2022-75	Parent Liaison Instructional Assistant – Bilingual (Spanish)	No. of Applicants 9 Screened Out 2 Written Exam Test Date 1/18/2023 No Show/Withdrew 1 Did Not Qualify 0 Bilingual Exam Test Dates 2/3/2023 2/6/2023 No Show/Withdrew 0 Did Not Qualify 1 Oral Exam Test Date 2/17/2023 No Show/Withdrew 0 Did Not Qualify 0	5	5	Open & Promotional
2022-76	Instructional Assistant – ABA	No. of Applicants 4 Screened Out 0 Written Exam Test Dates 2/8/2023 2/15/2023 No Show/Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 2/22/2023 No Show/Withdrew 0 Did Not Qualify 0	3	3	Open & Promotional
2022-77	Instructional Assistant – Severely Disabled	No. of Applicants 1 Screened Out 0 Written Exam Test Date N/A No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 2/22/2023 No Show/Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional

Eligibility Lists
Page 3

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-78	Instructional Assistant – Special Education	No. of Applicants 1 Screened Out 0 Written Exam Test Date N/A No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 2/22/2023 No Show/Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2022-79	Noon Duty Supervisor	No. of Applicants 8 Screened Out 1 Written Exam Test Dates 2/15/2023 2/22/2023 No Show/Withdrew 4 Did Not Qualify 0	3	4	Open, Promotional, & Merge

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-69 through 2022-79.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 9, 2023

SUBJECT: **Agenda Item No. 13: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of February 14, 2023, (Exhibit A), and February 28, 2023, (Exhibit B).

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity Lists of February 14, 2023, and February 28, 2023.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 14, 2023

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Dezonia, Drake	Universal Instructional Assistant	Hope View	\$18,693 hourly	22.1	01/09/2023
Esparza, Nicholas	Mechanic	Transportation	\$5,309.55 monthly	42.1	01/26/2023
Rivas Mora, Flora	Custodian	Lake View	\$21,690 hourly	28.1	01/31/2023
Nguyen, Andy	Instructional Assistant – ABA	Vista View	\$21,690 hourly	28.1	01/17/2023
Novelo, Vincent	Custodian	Hope View	\$22,774 hourly	28.1	01/30/2023
Ponce, William	Custodian	Star View	\$22,774 hourly	28.1	01/17/2023
Smith, Stephanie	Instructional Assistant – Special Education	Harbour View	\$19,644 hourly	24.1	01/17/2023
Torres Garcia, Luis	Custodian	Spring View	\$22,774 hourly	28.1	01/17/2023
Tran, Minh	School Office Clerk	Vista View	\$21,690 hourly	28.1	02/01/2023

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Albor, Sonia	Universal Instructional Assistant	Substitute	\$19,644 hourly	22.2	01/17/2023
Blumer, Susana	Universal Instructional Assistant	Substitute	\$19,644 hourly	22.2	01/11/2023
Camarena, Mia	Food Service Worker	Substitute	\$16,937 hourly	18.1	01/26/2023
Deyden, Mary	Food Service Worker	Substitute	\$16,937 hourly	18.1	01/11/2023
Gomez, Raul	Custodian	Substitute	\$21,690 hourly	28.1	01/09/2023
Gwynn, Catherine	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	01/26/2023
Kesler, Angela	Universal Instructional Assistant	Substitute	\$19,814 hourly	22.1	01/09/2023
Kettler, Teresa	Universal Instructional Assistant	Substitute	\$22,774 hourly	22.5	01/27/2023
Larsen Linza, Sarah Corinne	Universal Instructional Assistant	Substitute	\$22,774 hourly	22.5	01/27/2023
Marchbanks, Allison	Universal Instructional Assistant	Substitute	\$22,774 hourly	22.5	01/18/2023
Stelle, Kristin	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	01/17/2023
Stelle, Kristin	Instructional Assistant – Physical Education	Substitute	\$20,132 hourly	25.1	01/17/2023
Wadsworth, Tracie	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	01/18/2023
Washburn, Luanne	Universal Instructional Assistant	Substitute	\$25,506 hourly	22.5	01/05/2023

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 February 14, 2023

APPROVE REINSTATEMENT

In accordance with Merit System 8.4.1:

<u>NAME</u>	<u>POSITION REINSTATED TO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Rodarte, Doreen	Instructional Assistant – ABA	Lake View	\$27,218 hourly	28.5	01/18/2023

APPROVE SEPARATION

In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Aponte, Vilma	School Office Clerk – Bilingual	Resignation – Another Job	03/12/2008	02/17/2023
Hoffman, Sharlon	Food Service Worker	Resignation – Personal	10/08/2009	10/27/2022
Hooykaas, Jessie	Noon Duty Supervisor	Resignation – Personal	10/07/2022	01/13/2023
Leslie, Izabelle	Instructional Assistant – ABA	Resignation – Personal	10/18/2019	01/25/2023

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 February 28, 2023

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Martinez, Rebecca	Noon Duty Supervisor	Westmont	\$16.50 hourly	1.1*	02/14/2023

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Bancod-Gileno, Mariel	School Health Technician	Substitute	\$20.638 hourly	26.1	12/13/2022
Ferncez, Brooke	Universal Instructional Assistant	Substitute	\$18.693 hourly	22.1	01/31/2023
Malette, Ebonnee	Food Service Worker	Substitute	\$16.937 hourly	18.1	02/07/2023
Merino, Monica	School Health Technician	Substitute	\$20.638 hourly	26.1	02/10/2023
Valencia, Adison	Universal Instructional Assistant	Substitute	\$18.693 hourly	22.1	02/01/2023

APPROVE PROMOTION

In accordance with Merit System Rule 7.2.4:

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Noguchi, LeJarie	Universal Instructional Assistant	Golden View	\$18.693 hourly	22.1	02/14/2023
Tomlinson, Patricia	Universal Instructional Assistant	Village View	\$18.693 hourly	22.1	02/14/2023

APPROVE REINSTATEMENT

In accordance with Merit System 8.4.1:

<u>NAME</u>	<u>POSITION REINSTATED TO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Collins, Gary	Bus Driver/Utility Worker	Transportation	\$28.451 hourly	37.2	02/10/2023

APPROVE SEPARATION

In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Cunningham, Mayra	Noon Duty Supervisor	Harbour View	Resignation – Personal	09/07/2022	01/13/2023
Galloway, Melvin	Instructional Assistant – ABA	Lake View	Resignation	10/31/2022	02/13/2023
Islam, Nishat	Food Service Worker	Mesa View	Resignation – Moving	03/17/2022	02/20/2023
White, Brett	Bus Driver Trainee	Transportation	Released from Training Program	09/23/2022	01/18/2023
Wilson, Monique	Food Service Worker	Vista View	Released within Probation	11/08/2022	12/15/2023

*This is a single step, entry level position.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 9, 2023

SUBJECT Agenda Item No. 14: CLASSIFIED PERSONNEL RECRUITMENTS LIST

Background Information

The following is a list of classified personnel recruitments that are currently in progress. This list is provided to the Personnel Commissioners, District administration, and staff, to communicate and share the status of current classified vacancies throughout the recruitment and hiring process.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Recruitments List for information.

Substitute and Future Vacancy Recruitment Status & Update for FY 22/23

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
1 3051	ALC Attendant	Vista View	29.75	Reposted (10)	2/7/2023 - Until filled	Number of past test dates: 3	1/25/2023 1 invited, no show		1 candidates invited to oral exam but did not show, reposting		New Position
2 2680	Bus Driver/Utility Worker	Transportation	30	Continous	1/5/2023 - Until filled	Number of past test dates:2, PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	3/2/2023	Recruitment in progress		New Position
3 2679	Bus Driver/Utility Worker	Transportation	30	Continous	1/5/2023 - Until filled	Number of past test dates:2, PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	TBD	Complete	3/2/23 training	New Position
4 2681	Bus Driver/Utility Worker	Transportation	30	Continous	1/5/2023 - Until filled	Number of past test dates:2, PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	3/2/2023	Recruitment in progress		New Position
5 2682	Bus Driver/Utility Worker	Transportation	30	Continous	1/5/2023 - Until filled	Number of past test dates:2, PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	3/2/2023	Recruitment in progress		New Position
6 2939	Child Care Program Facilitator	Mesa View	19.75	Repost (6)	12/22/2022 - until filed	Number of past test dates: 6, PC tests Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Applicants scheduled for oral exam withdrew		New Position
7 2937	Child Care Program Facilitator	Star View	20.75	Repost (6)	12/22/2022 - until filed	Number of past test dates: 6, PC tests Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Applicants scheduled for oral exam withdrew		New Position
8 2282	Child Care Program Facilitator	TBD	20.75	Repost (6)	12/22/2022 - until filed	Number of past test dates: 6, PC tests Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Applicants scheduled for oral exam withdrew		New Position
9 2938	Child Care Program Facilitator	Westmont	20.75	Repost (6)	12/22/2022 - until filed	Number of past test dates: 6, PC tests Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Applicants scheduled for oral exam withdrew		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
10 3416	Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants	3 candidates will be moving to selection interviews.	New Position
11 3417	Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants	3 candidates will be moving to selection interviews.	New Position
12 3418	Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants	3 candidates will be moving to selection interviews.	New Position
13 3419	Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants	3 candidates will be moving to selection interviews.	New Position
14 3420	Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 1. 2/1/2023, PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants	3 candidates will be moving to selection interviews.	New Position
15 3406	Custodian	Harbour View	25	Repost (4)	1/9/2023 - 7/16/2023	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	Number of past test dates: 2. Waiting for panelist to provide availability	TBD	Recruitment in progress	3 candidates will be moving to selection interviews.	Replacing Employee - Mario Ortiz
16 3465	Custodian	Oak View	28.75	Repost (4)	1/9/2023 - 7/16/2023	Number of past test dates: 4. PC tests Wednesdays for eligible candidates	Number of past test dates: 2. Waiting for panelist to provide availability		Recruitment in progress	3 candidates will be moving to selection interviews.	Replacing Employee - Jake Stamp
17 3387	Early Learning Instructional Assistant	College Preschool	18.75	Reposted (2)	1/9/2023 - until filled	Number of past test dates: 2. PC is tests Wednesdays for eligible candidates	2/8/2023		Recruitment in progress		Replacing Employee - Ariana Hernandez
18 3295	Early Learning Instructional Assistant	College Preschool	17.5	Reposted (2)	1/9/2023 - until filled	Number of past test dates: 2. PC is tests Wednesdays for eligible candidates	2/8/2023		Recruitment in progress		Replacing Employee - Ruth Ocampo

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
19 3294	Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Reposted (2)	1/9/2023 - until filled	Number of past test dates: 1, PC tests Wednesdays for eligible candidates, zero applicants as of 1/25/2023	TBD		Recruitment in progress		Replacing Employee - Victoria Gonzalez
20 3293	Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Reposted (2)	1/9/2023 - until filled	Number of past test dates: 1, PC tests Wednesdays for eligible candidates, zero applicants as of 1/25/2023	TBD		Recruitment in progress		Replacing Employee - Luz Elena Joya
21 3085	Food Service Worker	Lake View	12	Repost (7)	2/7/2023 - until filled	Number of past test dates: 11, PC tests Wednesdays for eligible candidates	N/A	1/27/2023	Complete	2/22/2023	Replacing Employee - Colleen Morreale
22 3087	Food Service Worker	Spring View	12.5	Repost (7)	2/7/2023 - until filled	Number of past test dates: 11, PC tests Wednesdays for eligible candidates	N/A	1/27/2023	Pending Pre-employment		Transfer -Juning Chang
23 3507	Food Service Worker	Mesa View	17.5	Repost (7)	2/7/2023 - 3/8/2023	Number of past test dates: 11, PC tests Wednesdays for eligible candidates	N/A	2/24/2023	Recruitment in progress		Replacing Employee - Nishat Islam
24 3347	Instructional Assistant - ABA	Hope View	26.5	Continuous	1/12/2023 - Until filled	Number of past test dates: 18, PC tests Wednesdays for eligible candidates	Number of past test dates: 10, TBD	2/28/2023	Recruitment in progress		Replacing Employee - Jennifer Marshal
25 3310	Instructional Assistant - ABA	Lake View	26.5	Continuous	1/12/2023 - Until filled	Number of past test dates: 18, PC tests Wednesdays for eligible candidates	Number of past test dates: 10, TBD	2/7/2023	Complete	2/24/2023	Replacing Employee - Denise Ramirez
26 3374	Instructional Assistant - ABA	Westmont Preschool	26.5	Continuous	1/12/2023 - Until filled	Number of past test dates: 18, PC tests Wednesdays for eligible candidates	Number of past test dates: 10, TBD	2/7/2023	Complete	2/27/2023	Replacing Employee - Christie Warren

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
27 3488	Instructional Assistant - ABA	Hope View	29.75	Continuous	1/12/2023 - Until filled	Number of past test dates: 18, PC tests Wednesdays for eligible candidates	Number of past test dates: 10, TBD	2/24/2023	Recruitment in progress		Replacing Employee - Izabelle Leslie
28 3497	Instructional Assistant - ABA	Lake View	29.75	Continuous	1/12/2023 - Until filled	Number of past test dates: 18, PC tests Wednesdays for eligible candidates	Number of past test dates: 10, TBD	2/28/2023	Recruitment in progress		Replacing Employee - Allen Melton
29 3454	Instructional Assistant - PE	Multiple school sites	25	Reposted (3)	2/6/2023 - until filled	Number of past test dates: 1, PC tests Wednesdays for eligible candidates	Tentative 3/9/2023	2/28/2023	1 candidate on eligibility list but withdrew from final interview, reposted		Replacing Employee - Dhin Dung
30 3186	Instructional Assistant - Special Education	Circle View	26.5	Continuous	1/12/2023 - Until filled	Number of past test dates: 18, PC tests Wednesdays for eligible candidates	Number of past test dates: 10, TBD	2/28/2023	Recruitment in progress		Replacing Employee - Eden Aleman
31 3251	Instructional Assistant - Special Education	Golden View	27	Continuous	1/12/2023 - Until filled	Number of past test dates: 18, PC tests Wednesdays for eligible candidates	Number of past test dates: 10, TBD	2/28/2023	Recruitment in progress		Replacing Employee - Gina Scott
32 3253	Instructional Assistant - Special Education	Marine View	27.5	Continuous	1/12/2023 - Until filled	Number of past test dates: 18, PC tests Wednesdays for eligible candidates	Number of past test dates: 10, TBD	2/28/2023	Candidate withdrew		Replacing Employee - Melissa Barris
33 3188	Instructional Assistant - Special Education	Marine View	27.5	Continuous	1/12/2023 - Until filled	Number of past test dates: 18, PC tests Wednesdays for eligible candidates	Number of past test dates: 10, TBD	2/28/2023	Recruitment in progress		Retired - Maria Condron
34 3344	Lead Behavioral Instructional Assistant	District Wide	35	Reposted (2)	1/12/2023 - Until filled	Number of past test dates: 2, PC tests Wednesdays for eligible candidates	3/9/2023		Recruitment in progress		Replacing Employee - Jon Boucher
35 2866	Maintenance Carpenter/Cabinet Maker	Facilities	40	Reposted (2)	6/15/22 - 7/6/22	Number of past test dates: 2	TBD		Pending oral exam scheduling		Retired - David Jordan

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
36 3466	Maintenance HVAC Mechanic	Maintenance	40	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 4, PC tests Wednesdays for eligible candidates	Number of past test dates: 1, TBD		Recruitment in progress		Replacing Employee - Christopher Jefferson
37 1940	Maintenance HVAC Mechanic	Maintenance	40	Reposted (5)	1/9/2023 - until filled	Number of past test dates: 4, PC tests Wednesdays for eligible candidates	Number of past test dates: 1, TBD	TBD	Recruitment in progress		Probationary Release - Javier Zavala
38 3014	Noon Duty Supervisor	College View	7	Continuous	2/7/2023 - until filled	Number of past test dates: 13, PC tests Wednesdays for eligible candidates	N/A		Hold		Replacing Employee - Yolanda Ortiz
39 3393	Noon Duty Supervisor	Hope View	7.32	Continuous	2/7/2023 - until filled	Number of past test dates: 13, PC tests Wednesdays for eligible candidates	N/A	3/2/2023	Recruitment in progress		Replacing Employee - Walt Broyn
40 3201	Noon Duty Supervisor	Mesa View	10	Continuous	2/7/2023 - until filled	Number of past test dates: 13, PC tests Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Pam Austin
41 3340	Noon Duty Supervisor	Oak View	10	Continuous	2/7/2023 - until filled	Number of past test dates: 13, PC tests Wednesdays for eligible candidates	N/A	2/1/2023	Pending pre-employment		Replacing Employee - Leo Grubler
42 3422	Noon Duty Supervisor	Village View	6	Continuous	2/7/2023 - until filled	Number of past test dates: 13, PC tests Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Judy VontEps
43 3223	Noon Duty Supervisor	Oak View	10	Continuous	2/7/2023 - until filled	Number of past test dates: 13, PC tests Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jadira Lopez
44 3318	Noon Duty Supervisor	Vista View	9	Continuous	2/7/2023 - until filled	Number of past test dates: 13, PC tests Wednesdays for eligible candidates	N/A	1/20/2023	Recruitment in progress		Replacing Employee - Alicia Martin

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
45 3503	Noon Duty Supervisor	Hope View	7.32	Continuous	2/7/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		Replacing Employee - Jessie Hooykass
46 3504	Noon Duty Supervisor	Village View	6	Continuous	2/7/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		Replacing Employee - Patricia Tomlinson
47 3393	Noon Duty Supervisor	Hope View	7.32	Continuous	2/7/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		Replacing Employee - Walt Bruyn
48 2902	Parent Liaison Inst. Asst. Bilingual-Spanish	Spring / Mesa View	20	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2. 1/18/2023	2/17/2023	Will be scheduling final interview	Bilingual exam scheduled for 2/3/2023		New Position
49 2903	Parent Liaison Inst. Asst. Bilingual-Viet	Star /Vista View	25	Repost (3)	7/21/22 - 8/11/22, 12/1/2022 - 1/6/2023	Number of past test dates: 2	TBD		Recruitment in progress		Replacing Employee - Tung Ngo
50 3423	Parent Liaison Inst. Asst. Bilingual-Spanish	College View	10	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2. 1/18/2023	2/17/2023	Will be scheduling final interview	Bilingual exam scheduled for 2/3/2023		Replacing Employee - Liliana Montes due to promotion
51 2901	Parent Liaison Inst. Asst. Bilingual-Spanish	Golden / Lake View	20	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2. 1/18/2023	2/17/2023	Will be scheduling final interview	Bilingual exam scheduled for 2/3/2023		New Position
52 3509	Parent Liaison Inst. Asst. Bilingual-Spanish	Teaching and Learning	20	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	2/17/2023	2/24/2023	Recruitment in progress		New Position
53 3508	Parent Liaison Inst. Asst. Bilingual-Spanish	Teaching and Learning	20	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	2/17/2023	2/24/2023	Recruitment in progress		New Position
54 3421	Program Support Specialist	Special Education	40	Posted	12/5/2022 - 12/16/2022	12/26/2022, 1/6/2023, & 1/9/2023	2/7/2023	2/14/2023	Pending Pre-employment	Tentative 3/15/2023	Replacing Employee - Stephanie Giles
55 3426	School Health Technician	College View	20	Repost (4)	12/2/2022 - until filled	Number of past test dates: 5. PC tests Wednesdays for eligible candidates	Number of past test dates: 2. TBD		Recruitment in progress		Replacing Employee - Linh Le

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
56 3162	School Health Technician	Marine View	25	Repost (4)	12/2/2022 - until filled	Number of past test dates: 5, PC tests Wednesdays for eligible candidates	Number of past test dates: 2, TBD		Hiring manager will wait for new candidates to be added to eligibility list to conduct final interview.		Retired - Deborah Rosenlof
57 3404	School Health Technician	Oak View	20	Repost (5)	12/2/2022 - until filled	Number of past test dates: 5, PC tests Wednesdays for eligible candidates	Number of past test dates: 2, TBD		Hiring manager is requesting the position be classified as bilingual		Replace Employee- Angie Kesler
58 3369	School Health Technician	Spring View	25	Repost (4)	12/2/2022 - until filled	Number of past test dates: 5, PC tests Wednesdays for eligible candidates	Number of past test dates: 2, TBD		Recruitment in progress		Replacing Employee - Lara Kardos
59 2908	Speech & Language Assistant	Vista View	29.5	Reposted (3)	9/12/22 - 3/12/23	Number of past test dates: 6, PC tests Wednesdays for eligible candidates	Number of past test dates: 3		Recruitment in progress		Replacing Employee - Allie Thompson
60 3095	Universal Instructional Assistant	Golden View	21	Reposted (7)	1/9/2023 - until filled	Number of past test dates: 11, PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Position pending requisition update, will offer once req matches need		New Position
61 3101	Universal Instructional Assistant	Mesa View	12.5	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 11, PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Position pending requisition update, will offer once req matches need		New Position
62 3467	Universal Instructional Assistant	Village View	10	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13, PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Complete	2/14/62023	Replacing Employee - Monica Bavouset
63 3460	Universal Instructional Assistant	Village View	10	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13, PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		Replacing Employee - Carrie Benson
64 3500	Universal Instructional Assistant	Village View	24			Number of past test dates: 13, PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
65 3308	Universal Instructional Asst	College View	10	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Complete	2/22/2023	New Position
66 3432	Universal Instructional Asst	College View	17.75	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Pending offer		New Position
67 3430	Universal Instructional Asst	College View	17.75	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
68 3431	Universal Instructional Asst	College View	17.75	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
69 3434	Universal Instructional Asst	Golden View	17.75	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
70 3435	Universal Instructional Asst	Golden View	17.75	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
71 3099	Universal Instructional Asst	Lake View	8.75	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
72 3436	Universal Instructional Asst	Lake View	15.25	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
73 3437	Universal Instructional Asst	Lake View	15.25	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
74 3438	Universal Instructional Asst	Lake View	15.25	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
75 3439	Universal Instructional Asst	Star View	14	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
76 3440	Universal Instructional Asst	Star View	14	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
77 3441	Universal Instructional Asst	Star View	14	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
78 3443	Universal Instructional Asst	Village View	14	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position
79 3444	Universal Instructional Asst	Village View	14	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 13. PC tests Wednesdays for eligible candidates	Number of past test dates: 7	2/24/2023	Recruitment in progress		New Position

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 9, 2023

SUBJECT: Agenda Item No. 15: Salary Adjustment Request – Payroll Technician

Background Information

The Director, Classified Personnel received a request from Director, Fiscal Services, Tim Golden, to review the salary placement of the Payroll Technician classification. Most recently, we have experienced attrition in these positions due to the competitiveness in pay from neighboring districts. And as the Personnel Commission Office experienced in recent recruitments, these positions are very difficult to fill, due to the complex and specific nature of the work performed. As Payroll is vital to the district’s operational success, Mr. Golden requested a review of the current salary to determine if an increase in pay was appropriate. In response to this request, and in concurrence with Assistant Superintendent – Administrative Services, Keith Farrow, the Director, Classified Personnel conducted a salary study of the Payroll Technician as compared to the market in neighboring districts.

Analysis

Recent survey information has been gathered from neighboring and established survey districts with similar positions.

District	Classification	Entry Step	Top Step
Fountain Valley School District	Senior Payroll Technician	\$5,450	\$6,622
Santa Ana Unified	Payroll Specialist	\$4,866	\$6,210
Magnolia Elementary	Fiscal Services Technician III	\$4,789	\$6,009
Newport-Mesa Unified School District	Payroll Technician	\$4,909	\$5,967
Huntington Beach Union High School	Senior Payroll Clerk	\$4,741	\$5,886
Anaheim Elementary School District	Payroll Technician	\$4,490	\$5,730
Los Alamitos Unified	Payroll Technician II	\$4,673	\$5,676
Fullerton Joint Union High School	Payroll Technician	\$4,432	\$5,661
Fullerton Elementary	Payroll Technician II	\$4,345	\$5,560
Garden Grove Unified	Payroll/Benefits Technician	\$5,021	\$5,532
Centralia Elementary	Payroll Technician	\$4,404	\$5,360
Tustin Unified	Payroll Technician	\$4,167	\$5,338
Buena Park School District	Payroll Technician	\$4,354	\$5,297
La Habra City School District	Accounting Technician II	\$4,094	\$5,245
Westminster School District	Payroll Technician	\$4,286	\$5,207

**Salary Adjustment Request
Payroll Technician
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Ocean View School District	Payroll Technician (Current)	\$4,693	\$5,718
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Mean (Top Step): \$5,687
Median (Top Step): \$5,661

Salary Considerations

Survey data indicates that Ocean View’s salary is right above the mean and median for our neighboring and established benchmark survey districts. However, based upon our past attrition and difficulty filling these vital positions, Mr. Golden and Mr. Farrow have an interest in compensation that would place Ocean View at the higher end of survey districts. This would allow us to be more competitive and help us retain our current staff for these highly specialized, technical and critical positions.

Therefore, the Director recommends, and is in support of, a reallocation of the Payroll Technician classification from Salary Range 37, \$4,693.17 per month, Step 1 to \$5,718.44 per month, Step 5 to Salary Range 40, \$5,053.88 per month, Step 1 to \$6,158.19 per month, Step 5.

The recommended salary range placement will provide compensation that is more competitive when comparing our Step 5 rate of pay to the top salary steps paid to Payroll Technicians of neighboring districts. This should assist in the retention of our current staff and compensate them for the advanced, technical and confidential work they perform. The recommendation will not disrupt the current hierarchy of salaries within the Accounting Series. See attached salary schedule draft for proposed salary placement.

Other Considerations

This recommendation has been shared with the Director, Fiscal Services, Tim Golden, Assistant Superintendent – Administrative Services, Keith Farrow, Assistant Superintendent – Human Resources, Reagan Headrick, and the Superintendent. All are in support of the new salary placement. This information has also been shared with CSEA. If recommended by the Personnel Commission, the Superintendent will bring forth the recommended salary placement to the Board of Trustees for consideration.

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Recommendation

The Director, Classified Personnel recommends the Personnel Commission recommend to the Ocean View School District Board of Trustees that the salary range of Payroll Technician be reallocated from Salary Range 37, \$4,693.17 to \$5,718.44 per month, to Salary Range 40, \$5,053.88 to \$6,158.19 per month on the Classified Bargaining Unit Salary Schedule.

Attachments:

- Classified Bargaining Unit Salary Schedule Draft
- Merit Rule 7.1

OCEAN VIEW SCHOOL DISTRICT
2022-2023* Classified Bargaining Unit Range Placement

Salary Range

35	ACCOUNTING SERIES
37	Senior Account Clerk
37	Accounting Technician
40	Payroll Technician (PROPOSED)
45	Financial Analyst
48	Accountant
	CHILD CARE SERIES
18	Child Care Attendant
32	Child Care Program Facilitator
34	Lead Child Care Facilitator
	CLERICAL SERIES
23	Clerk Typist
28	Intermediate Clerk Typist
28	School Office Clerk
29	Intermediate Clerk Typist-Bilingual
29	School Office Clerk-Bilingual
31	District Receptionist
31	Senior Clerk Typist
33	Translator/Interpreter
	CUSTODIAL SERIES
28	Custodian
30	Lead Evening Custodian
32	Head Custodian
	DELIVERY SERIES
31	Delivery Worker
37	Storekeeper
	FOOD AND NUTRITION SERVICES SERIES
18	Food Service Worker
21	Lead Food Service Worker
24	Cook
27	Central Kitchen Lead Food Service Worker
35	Central Kitchen Coordinator
	GROUNDS SERIES
31	Groundskeeper I
33	Grounds Equipment Operator
34	Groundskeeper II
35	Grounds Maintenance Worker
37	Sprinkler Mechanic
39	Lead Groundskeeper
	HEALTH SERIES
26	School Health Technician
	HUMAN RESOURCE SERIES
35	Personnel Technician
36	Human Resources Technician
39	Benefits & Workers' Compensation Specialist
40	Personnel Assistant
41	Human Resources Analyst
41	Personnel Analyst
	INSTRUCTIONAL SERIES
21	Instructional Assistant
22	Early Learning Instructional Assistant
22	Instructional Assistant-Bilingual
22	Universal Instructional Assistant
23	Early Learning Instructional Assistant - Bilingual
23	Instructional Assistant-Computer I
23	Instructional Assistant – English Learner
23	Instructional Assistant-Farm Facility
24	Instructional Assistant - Special Education
24	Speech and Language Aide
25	Instructional Assistant-Physical Education
25	Instructional Assistant-Sign Language (Deaf/HoH)
27	Instructional Assistant-Adapted Physical Education
27	Instructional Assistant-Computer II
27	Instructional Assistant-Severely Disabled
28	Instructional Assistant-Applied Behavior Analysis (ABA)
29	Early Learning Associate Educator
32	Early Learning Educator

Salary Range

33	INSTRUCTIONAL SERIES (CONTINUED)
34	Lead Behavior Instructional Assistant
34	Speech and Language Assistant
	LIBRARY/MEDIA SERIES
27	School Library Specialist
34	Library/Instructional Materials Technician
	MAINTENANCE SERIES
28	Maintenance/Grounds Helper
33	Maintenance Worker
37	Flooring Repair Worker
37	Skilled Maintenance Worker
40	Locksmith
40	Painter
41	Maintenance Carpenter/Cabinetmaker
41	Maintenance Electrician
41	Maintenance Plumber
** 45	Maintenance Heating, Ventilation & Air Conditioning Mechanic
50	Facilities Planner/Coordinator
	NETWORK/COMMUNICATIONS SERIES
37	Field Service Technician
39	Data and Assessment Technician
45	Computer/Multimedia Technician
45	Database Analyst
47	Network Systems Specialist
50	Network Systems Manager
	PRINTING SERIES
33	Reprographic Technician
36	Lead Reprographic Technician
	PURCHASING SERIES
34	Senior Purchasing Clerk
38	Buyer
	SECRETARIAL SERIES
35	Program Support Specialist
36	Department Secretary
36	School Office Manager
37	Department Secretary-Bilingual
37	School Office Manager-Bilingual
40	Administrative Secretary
	SPECIAL PROGRAM SERIES
19	Alternative Learning Center Attendant
23	Parent Liaison Instructional Assistant-Bilingual
25	Parent Educator-Bilingual
31	Community Liaison-Bilingual
38	Public Information Assistant
	TRANSPORTATION SERIES
35	Driver Instructor
36	Mechanic Assistant
37	Bus Driver/Utility Worker
38	Transportation Dispatcher
42	Mechanic
45	Lead Mechanic

Salaries:

- * 10% Across the Board Salary Increase effective 7/1/2022, approved by Board of Trustees 10/11/22.
- ** Salary range reallocation effective 12/14/22 approved by Board of Trustees 12/13/22.

Longevity:

- At beginning of 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.

Schedule updated 12/19/22

OCEAN VIEW SCHOOL DISTRICT
 Classified Bargaining Unit
Master Salary Schedule
 2022-2023

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,410.03	13.904	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937
11	2,468.27	14.240	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353
12	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797
13	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235
14	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693
15	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161
16	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644
17	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132
18	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638
19	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151
20	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690
21	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222
22	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774
23	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341
24	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930
25	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523
26	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145
27	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786
28	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426
29	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076
30	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759
31	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451
32	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157
33	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881
34	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632
35	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398
36	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184
37	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991
38	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832
39	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661
40	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528
41	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413
42	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322
43	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256
44	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218
45	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212
46	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199
47	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226
48	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289
49	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226	7,691.84	44.376
50	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289	7,884.07	45.485

CHAPTER 7: WAGE AND SALARY PROVISIONS

Entire chapter revision adopted 02/12/04

7.1 ESTABLISHMENT OF PLAN

7.1.1 Factors in Salary Determination

- A. The Commission shall recommend, upon request by the Board of Trustees, a comprehensive compensation plan for the classified service. The plan shall include the salary schedules for the various classes, with the salary of each class consistent with the responsibility and difficulty of the work as outlined in the class specifications, and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities.
- B. For each class the compensation plan shall include a minimum and maximum rate, and intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service.
- C. The Director, Classified Personnel shall prepare recommendations for the allocation of classes to salary schedules for approval by the Commission. These recommendations may take into account the following factors:
 - 1. Wages and salaries paid for similar work in the recruitment area.
 - 2. Wages and salaries paid by other government agencies in the labor market area.
 - 3. Principle of "like pay for like work."
 - 4. Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
 - 5. Such other information as the Commission may approve.

7.1.2 Salary Studies

- A. A salary study shall be made whenever a new class is created, when requested by the Board of Trustees and when directed by the Commission.
- B. Employees, employee representatives, or the administration may request a salary study of a class or classes by directing a written communication to the Commission and setting forth the reasons for the study.
- C. Data obtained in a salary study shall be made available to interested parties, including employee organization representatives as appropriate.
- D. Salary studies or surveys shall be made yearly of benchmark classifications as determined by the Director. Studies or surveys of management-level classifications shall be done on as-needed basis as determined by the Director. *(Revised 2/12/98)*

7.1.3 **Salary Recommendations**

- A. After making its findings, the Commission shall present salary recommendations to the Governing Board for approval.
- B. Any salary recommendations for classified non-bargaining unit employees shall normally be presented to the Board each year, with a proposed effective date of July 1. A salary recommendation shall also be made each time a new class is created. Salary recommendations at other times of the year shall be based on clear evidence that the class in question is substantially overpaid or underpaid as reflected in a salary study or for purposes of alignment with other classes. Nothing in this paragraph shall prevent adjustments in salary based on classification studies resulting from changes in duties and responsibilities, regardless of when such changes occur.
- C. The Board may approve, amend or reject the recommendation(s), but may not alter relationships among classes as established by the plan.
- D. Following adoption of the salary schedules by the Governing Board, the Commission staff shall prepare a list showing the latest salary for each class. Copies of the list shall be made available to interested employees.

7.1.4 **Appeals of Recommendations**

- A. An employee or representative may appeal the recommendation of the Director, Classified Personnel in regard to the salary of the employee's class. The employee shall have the opportunity to present their appeal in writing and orally at a regular meeting of the Commission. The administration shall have the same privilege.
- B. If the Governing Board desires reconsideration of salary recommendations, it may return the recommendations to the Commission, which shall reconsider them at its next meeting. After reconsideration, the Commission will advise the Board of its findings and the reasons thereof.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 9, 2023

SUBJECT: **Agenda Item No. 16: Proposed New Classification – Senior Accounting Technician and Recommendation to Reclassify Incumbent from Accounting Technician to New Classification of Senior Accounting Technician**

Background Information

Several months ago, Ms. Laura Leeing, Accounting Technician, and Tim Golden, Director of Fiscal Services, submitted a Position Information Questionnaire and requested a reclassification study of Ms. Leeing's position in the Accounting Department.

The Director, Classified Personnel and Personnel Analyst conducted a thorough review of Ms. Leeing's position and her reclassification request. This study included:

- Review of Ms. Leeing's position information questionnaire;
- In person meetings and correspondence with incumbent, Ms. Leeing, supervisor, Tim Golden, Assistant Superintendent – Human Resources, Reagan Headrick and Assistant Superintendent – Administrative Services, Keith Farrow;
- Review of the current Accounting Series job descriptions;
- Review of job descriptions and department structures of other districts.

At the conclusion of the study, it was determined that Ms. Leeing was not working within her current classification of Accounting Technician. In addition, it was also determined that Ms. Leeing was working in a role that did not fit within an already established classification.

The recommendation of the Director, Classified Personnel was the establishment of a new classification and reclassification of the incumbent, Ms. Leeing.

Historical Perspective

Ms. Leeing's current classification is Accounting Technician assigned to work in the Accounting Department under the direction of the Director, Fiscal Services, Tim Golden. She has held her position in this classification for 4 years, 8 months.

Analysis

Over the past several years, the work and function of the Accounting Department has grown, in the quantity of work, projects, and complexity. Ms. Leeing's role has evolved not only in volume, but in complexity of duties and responsibility level.

Proposed New Classification – Senior Accounting Technician and Recommendation to Reclassify Incumbent from Accounting Technician to New Classification of Senior Accounting Technician
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Based upon the findings of the study, it is evident that the incumbent is not working within her current classification. Her role has developed into a position that does not fit into an already established classification. Therefore, it is proposed that a new classification of Senior Accounting Technician be established.

Ms. Leeing meets the criteria for reclassification to the proposed new classification as there has been a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities. In addition, Ms. Leeing has met the two years of required time in her job classification, and is therefore entitled to placement in the new classification of Senior Accounting Technician without examination.

Salary Considerations

Currently, the incumbent of the position is assigned to the classification of Accounting Technician. This classification is assigned to the Accounting Series on the Classified Bargaining Unit Salary Schedule at Salary Range 37, \$4,693.17 per month, Step 1 to \$5,718.44 per month, Step 5. The proposed new classification of Senior Accounting Technician is also recommended to be placed in the Accounting Series of jobs on the Classified Bargaining Unit Salary Schedule.

Salary survey data was collected and the following districts were identified as Ocean View School District benchmark districts with similar ADA and were found to have comparable positions.

<u>District</u>	<u>Classification</u>	<u>Entry Step</u>	<u>Top Step</u>
Huntington Beach Union High School	Senior Accounting Technician	\$6,048	\$7,496
Magnolia Elementary	Fiscal Services Technician IV	\$5,286	\$6,633
Garden Grove Unified	Accounting Technician II	\$5,072	\$6,180
Anaheim Union High School	Senior Accounting Technician	\$4,675	\$6,153
Centralia Elementary	Senior Accounting Technician	\$4,961	\$6,035
Fountain Valley School District	Senior Accounting Assistant	\$4,744	\$5,765
Fullerton Elementary	Accounting Technician II	\$3,929	\$5,036

Mean (Top Step): \$6,185
 Median (Top Step): \$6,153

In addition, within Ocean View’s classified salary structure, it is standard practice to establish a two to three range salary difference (approximately 5% to 7.5%) between a classification and its lead or senior counterpart. Therefore, it is the Director’s recommendation that the salary of the new classification be placed at Salary Range 40, \$5,053.88 per month Step 1 to \$6,158.19 per month Step 5 on the Classified Bargaining Unit Salary Schedule. This recommendation will establish the salary closest to the average of districts surveyed with comparable classifications and adhere to the districts practice for classifications and their lead or senior counterparts. It will also provide internal alignment and equity with the salary of the Payroll Technician, proposed to be reallocated to Salary Range 40, based upon comparable levels of skill and responsibility.

Proposed New Classification – Senior Accounting Technician and Recommendation to Reclassify Incumbent from Accounting Technician to New Classification of Senior Accounting Technician
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Other Considerations

The proposed job classification and job description have been shared with the incumbent and appropriate District administration. All are in support of the job classification and description and agree that the new classification adequately describes the duties and responsibilities of Ms. Leeing. The proposed salary recommendation has also been shared with District Administration who support the salary placement and also support the proposed reclassification of Ms. Leeing. The final draft of the bargaining unit classification description and salary recommendation has also be provided to, and discussed with, CSEA.

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Recommendation

The Director, Classified Personnel recommends that:

- 1) The Personnel Commission review, discuss and approve the proposed new classification and specification of Senior Accounting Technician. It is recommended that the classification be a Bargaining Unit class assigned to the Accounting Series on the Classified Bargaining Unit Salary Schedule. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees a placement at Salary Range 40, \$5,053.88 per month Step 1 to \$6,158.19 per month Step 5, on the Classified Bargaining Unit Salary Schedule AND
- 2) As Ms. Leeing has been performing the majority of the duties and responsibilities described in the proposed job description of Senior Accounting Technician for over two years, and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rule 3.3.1 (Education Code 45285), the Director recommends that Ms. Leeing be reclassified from Accounting Technician to Senior Accounting Technician.

Attachments: Job Description: Accounting Technician, dated 4/14/16
 Draft of proposed new classification: Senior Accounting Technician, dated 1/19/23
 Classified Bargaining Unit Salary Schedule Draft
 Merit Rule 3.3



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Accounting Technician

JOB SUMMARY

Under general supervision, performs a variety of technical and complex accounting duties in support of assigned District accounts and functions; maintains, reviews and adjusts assigned accounts; processes, records and audits various transactions; prepares and maintains a variety of manual and automated financial and statistical records, reports and statements.

CLASS CHARACTERISTICS

These are fully skilled bookkeeping positions requiring a working knowledge of one or more specific areas of the District's accounting functions. Positions require the exercise of significant initiative, analytical ability and independent judgment in the development of necessary procedures and the resolution of problems. Accurate, complete and timely work products within defined time schedules are expected.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Receive and process to the County checks the District receives as payment for services performed and/or provided;
- Maintain accounts for, invoice, collect, and deposit funds for leases and use of facilities of District properties;
- Answer and/or research and respond to inquiries regarding assigned area(s) of responsibility;
- Provide for the proper processing of accounts payable/accounts receivable; Process requests for payments to vendors/others who have provided goods and services to the District;
- Prepare financial records, assuring proper financial controls and practices in conjunction with accepted accounting principles;
- Establish and maintain accurate records and files;
- Assist with year-end closing activities such as accruals, reports, journal entries and files as assigned;
- Using the county payroll system, reconcile data, including quarterly and/or year-end wage and tax reporting;
- Process/reconcile salary, statutory fringe, medical and dental/etc. benefits for employees and retirees including insurance premium payment records;
- May process expense and budget transfers to ensure proper accounting of line item budget.

Other Related Duties:

- Research, gather, compile, tabulate, compute, verify, type and file financial, payroll, statistical and student demographic data and records and prepare reports there from;
- May provide guidance to ASB clerks according to assigned area of responsibility;
- Prepare invoices for reimbursement of substitute cost, transportation cost and payroll cost;
- Assist in balancing fixed asset accounts;
- Prepare various monthly reports for District Office, County Department of Education, special projects etc.;
- Assist and consult in the preparation of reports and on unusual situations involving deviation from established financial policy or precedent;
- Post and maintain income/expenditure records for ASB funds for all District schools, and other funds as directed;
- May be called upon to: Check and keep a variety of payroll deductions, process documents related to District payroll, answer questions and give out information regarding payroll, code timesheets and prepare for payroll input.

SUPERVISION

General supervision is received from a District administrator. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Methods and practices of bookkeeping, financial record keeping and reporting, monitoring and control;
- Preparation, maintenance, verification and processing of accounts receivable and accounts payable documents;
- General accounting and business functions of an educational organization;
- Preparation of financial records and accounting reports;
- Data processing systems, and financial software;
- Legal and procedural aspects of special fund accounting;
- Financial and statistical reporting;
- Business math;
- Modern office practices, procedures, terms and equipment including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently in developing record keeping procedures to meet defined objectives;
- Perform complex technical accounting duties in the preparation, processing and maintenance of District accounts and functions;
- Make arithmetic calculations with speed and accuracy;
- Identify, analyze and resolve bookkeeping, budgeting or financial situations and problems;
- Review, check, verify the accuracy of data;
- Perform general and statistical clerical work;

- Operate a wide variety of office equipment associated with making calculations and bookkeeping including the use of a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Rapidly learn the computerized accounting system and/or other job specific software systems;
- Read, understand, and apply District budget, accounting, and fiscal procedures and policies;
- Follow written and oral instructions;
- Work under pressure of constant deadlines with frequent interruptions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS

Education:

- High school diploma or equivalent.

Experience:

- Two (2) years of responsible bookkeeping/account record keeping experience, preferably in a California public school district or public agency.

LICENSES REQUIRED

May be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of the job, the incumbent is continuously required to talk, hear, sit, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires reaching, gripping, and grasping. The incumbent may occasionally stand, walk, lift, carry, and stoop; rarely push, pull, kneel, crouch, and crawl. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 37

Classified Bargaining Unit

Revisions effective 5/13/04, 1/8/09, 11/14/13

Job Description Review and Revisions Effective: 4/14/16



Senior Accounting Technician

JOB SUMMARY:

Under general direction of the Director, Fiscal Services, performs a variety of specialized and highly complex technical accounting duties related to several assigned areas of responsibility; maintains, reviews and adjusts assigned accounts; processes, records and audits various transactions; prepares and maintains a variety of financial and statistical records, reports and statements using considerable decision-making abilities according to established accounting policies and procedures; trains, provides instruction, coaches and serves as a technical resource to other Accounting Technicians in department activities.

CLASS CHARACTERISTICS:

The Senior Accounting Technician is distinguished from the Accounting Technician in that the Senior Accounting Technician performs more advanced fiscal functions relating to budgeting and accounting, serves as a lead to accounting staff, and is an integral resource to Director, Fiscal Services and other administrators. Assignments require the use of professional judgement and a thorough knowledge of accounting principles and financial management practices.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Perform highly skilled accounting tasks requiring the use of significant initiative, independent judgement and problem resolution in accurate, complete and timely work products within rigid time schedules;
- Receive and process to the County checks the District receives as payment for services performed and/or provided;
- Maintain accounts for, invoice, collect, and deposit funds for leases and use of facilities of District properties;
- Compile, summarize and prepare a variety of reports of district-wide student attendance accounting information for submission to District administration, County and State offices;
- Answer and/or research and respond to inquiries regarding assigned area(s) of responsibility;
- Provide for the proper processing of accounts payable/accounts receivable; process requests for payments to vendors/others who have provided goods and services to the District;
- Prepare financial records, assuring proper financial controls and practices in conjunction with accepted accounting principles;
- Establish and maintain accurate records and files;
- Assist with year-end closing activities such as accruals, reports, journal entries and files as assigned;
- Using the county payroll system, reconcile data, including quarterly and/or year-end wage and tax reporting;

- Process/reconcile salary, statutory fringe, medical and dental/etc. benefits for employees and retirees including insurance premium payment records;
- Process expense and budget transfers to ensure proper accounting of line item budget.

Other Related Duties:

- Research, gather, compile, tabulate, compute, verify, type and file financial, payroll, statistical and student demographic data and records and prepare reports there from;
- Provide guidance to Associated Student Body clerks according to assigned area of responsibility;
- Prepare invoices for reimbursement of substitute cost, transportation cost and payroll cost;
- Assist in balancing fixed asset accounts;
- Prepare various monthly reports for District Office, County Department of Education, special projects etc.;
- Assist and consult in the preparation of reports and on unusual situations involving deviation from established financial policy or precedent;
- Post and maintain income/expenditure records for ASB funds for all District schools, and other funds as directed;
- Check and keep a variety of payroll deductions, process documents related to District payroll, answer questions and give out information regarding payroll, code timesheets and prepare for payroll input.

SUPERVISION:

General supervision is received from the Director, Fiscal Services. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, principles and practices of bookkeeping, financial record keeping and reporting, monitoring and control;
- Laws, ordinances, and regulations affecting the operation of accounting principles and practices, and their application;
- Preparation, maintenance, verification and processing of accounts receivable and accounts payable documents;
- General accounting and business functions of an educational organization;
- Preparation of financial records and accounting reports;
- Data processing systems, and financial software;
- Legal and procedural aspects of special fund accounting;
- Financial and statistical reporting;
- Business math;
- Principles of leadership, training and providing work direction to others;
- Modern office practices, procedures, terms and equipment including proficient knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently in developing record keeping procedures to meet defined objectives;
- Perform complex technical accounting duties in the preparation, processing and maintenance of District accounts and functions;
- Make arithmetic calculations with speed and accuracy;
- Identify, analyze and resolve bookkeeping, budgeting or financial situations and problems;
- Review, check, verify the accuracy of data;
- Perform general and statistical clerical work;
- Operate a wide variety of office equipment associated with making calculations and maintaining accounting records; including the use of a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Rapidly learn the computerized accounting system and/or other job specific software systems;
- Read, understand, and apply District budget, accounting, and fiscal procedures and policies;
- Follow complex and technical written and oral instructions with precision and exercising sound judgement;
- Work under pressure of constant deadlines with frequent interruptions;
- Lead and provide direction/training to office staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:**Education:**

- High school diploma or equivalent.
- A bachelor's degree in financial administration, accounting or closely related field is desirable and may be supplemented for two (2) years of the three (3) years of required experience.
- An associate's degree in accounting or a closely related field may be substituted for one (1) year of the required experience.

Experience:

- Three (3) years of responsible bookkeeping/account record keeping experience, preferably in a California public school district or public agency.

Licenses Required:

- May be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of the job, the incumbent is continuously required to talk, hear, sit, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires reaching, gripping, and grasping. The incumbent may occasionally stand, walk, lift, carry, and stoop; rarely push, pull, kneel, crouch, and crawl. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

PROPOSED SALARY RANGE

Salary Range 40

Classified Bargaining Unit

Draft dated 1/19/2023

Proposed new classification to Personnel Commission 3/9/2023

OCEAN VIEW SCHOOL DISTRICT
2022-2023* Classified Bargaining Unit Range Placement

<u>Salary Range</u>		<u>Salary Range</u>	
	<u>ACCOUNTING SERIES</u>		<u>INSTRUCTIONAL SERIES (CONTINUED)</u>
35	Senior Account Clerk	32	Early Learning Educator
37	Accounting Technician	** 33	Lead Behavior Instructional Assistant
37	Payroll Technician	** 34	Speech and Language Assistant
40	Senior Accounting Technician (Proposed)		<u>LIBRARY/MEDIA SERIES</u>
45	Financial Analyst	27	School Library Specialist
48	Accountant	34	Library/Instructional Materials Technician
	<u>CHILD CARE SERIES</u>		<u>MAINTENANCE SERIES</u>
18	Child Care Attendant	28	Maintenance/Grounds Helper
32	Child Care Program Facilitator	33	Maintenance Worker
34	Lead Child Care Facilitator	37	Flooring Repair Worker
	<u>CLERICAL SERIES</u>	37	Skilled Maintenance Worker
23	Clerk Typist	40	Locksmith
28	Intermediate Clerk Typist	40	Painter
28	School Office Clerk	41	Maintenance Carpenter/Cabinetmaker
29	Intermediate Clerk Typist-Bilingual	41	Maintenance Heating, Ventilation & Air Conditioning Mechanic
29	School Office Clerk-Bilingual	41	Maintenance Electrician
31	District Receptionist	41	Maintenance Plumber
31	Senior Clerk Typist	50	Facilities Planner/Coordinator
33	Translator/Interpreter		<u>NETWORK/COMMUNICATIONS SERIES</u>
	<u>CUSTODIAL SERIES</u>	37	Field Service Technician
28	Custodian	39	Data and Assessment Technician
30	Lead Evening Custodian	45	Computer/Multimedia Technician
32	Head Custodian	45	Database Analyst
	<u>DELIVERY SERIES</u>	47	Network Systems Specialist
31	Delivery Worker	50	Network Systems Manager
37	Storekeeper		<u>PRINTING SERIES</u>
	<u>FOOD AND NUTRITION SERVICES SERIES</u>	33	Reprographic Technician
18	Food Service Worker	36	Lead Reprographic Technician
21	Lead Food Service Worker		<u>PURCHASING SERIES</u>
24	Cook	34	Senior Purchasing Clerk
27	Central Kitchen Lead Food Service Worker	38	Buyer
35	Central Kitchen Coordinator		<u>SECRETARIAL SERIES</u>
	<u>GROUNDS SERIES</u>	35	Program Support Specialist
31	Groundskeeper I	36	Department Secretary
33	Grounds Equipment Operator	36	School Office Manager
34	Groundskeeper II	37	Department Secretary-Bilingual
35	Grounds Maintenance Worker	37	School Office Manager-Bilingual
37	Sprinkler Mechanic	37	Administrative Secretary
39	Lead Groundskeeper	40	
	<u>HEALTH SERIES</u>	19	<u>SPECIAL PROGRAM SERIES</u>
26	School Health Technician	23	Alternative Learning Center Attendant
	<u>HUMAN RESOURCE SERIES</u>	25	Parent Liaison Instructional Assistant-Bilingual
35	Personnel Technician	31	Parent Educator-Bilingual
36	Human Resources Technician	38	Community Liaison-Bilingual
39	Benefits & Workers' Compensation Specialist		Public Information Assistant
40	Personnel Assistant		<u>TRANSPORTATION SERIES</u>
41	Human Resources Analyst	35	Driver Instructor
41	Personnel Analyst	36	Mechanic Assistant
	<u>INSTRUCTIONAL SERIES</u>	37	Bus Driver/Utility Worker
21	Instructional Assistant	38	Transportation Dispatcher
22	Early Learning Instructional Assistant	42	Mechanic
22	Instructional Assistant-Bilingual	45	Lead Mechanic
22	Universal Instructional Assistant		SALARIES:
23	Early Learning Instructional Assistant - Bilingual	*	10% Across the Board Salary Increase effective 7/1/2022, approved by Board of Trustees 10/11/22.
23	Instructional Assistant-Computer I	**	Salary range reallocations effective 7/1/22 approved by Board of Trustees 10/11/22.
23	Instructional Assistant – English Learner		LONGEVITY:
23	Instructional Assistant-Farm Facility	•	At beginning of 10 th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
** 24	Instructional Assistant - Special Education	•	3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.
24	Speech and Language Aide		
25	Instructional Assistant-Physical Education		
** 25	Instructional Assistant-Sign Language (Deaf/HoH)		
** 27	Instructional Assistant-Adapted Physical Education		
27	Instructional Assistant-Computer II		
** 27	Instructional Assistant-Severely Disabled		
** 28	Instructional Assistant-Applied Behavior Analysis (ABA)		
29	Early Learning Associate Educator		

Schedule updated 10/12/22

OCEAN VIEW SCHOOL DISTRICT
 Classified Bargaining Unit
Master Salary Schedule
 2022-2023

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,410.03	13.904	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937
11	2,468.27	14.240	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353
12	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797
13	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235
14	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693
15	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161
16	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644
17	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132
18	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638
19	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151
20	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690
21	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222
22	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774
23	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341
24	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930
25	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523
26	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145
27	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786
28	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426
29	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076
30	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759
31	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451
32	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157
33	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881
34	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632
35	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398
36	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184
37	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991
38	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832
39	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661
40	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528
41	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413
42	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322
43	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256
44	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218
45	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212
46	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199
47	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226
48	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289
49	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226	7,691.84	44.376
50	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289	7,884.07	45.485

3.3 RECLASSIFICATION

3.3.1 Basis for Reclassification

The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities.

3.3.2 Requests for Study

Requests for classification study of existing positions shall be presented to the Director, Classified Personnel together with a statement of the reasons for requesting the study.

Requests for study may be initiated by the administration with approval of the Superintendent or by employees or employee organizations.

3.3.3 Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed.

3.3.4 Affect on Incumbents

Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or
2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or
3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination.

(Reference Education Code 45285 + AB 1070) (Revised 10/09/03)

3.3.5 Reemployment List for Displaced Incumbents

Any displacement of a permanent employee resulting from a reclassification of a position, positions, or class of positions shall be considered a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules.

This rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 9, 2023

**SUBJECT: Agenda Item No. 17: Reactivation of Former Classification
Child Care Program Supervisor**

Background Information

Assistant Superintendent Julianne Hoefler and Coordinator, Child Development Programs, Sue Broderson recently approached Director, Classified Personnel Michelle Vellanoweth with a proposal to reactivate the former job classification of Child Care Program Supervisor. The supervisor position is needed to support Ms. Broderson with developing, monitoring, and evaluating a consistent before, during and after school program District-wide that meets the Expanded Learning Opportunities Program (ELOP) requirements. At its full capacity, ELOP is anticipated to serve approximately 3,000 students with 150 classified employees.

Analysis

The Director, Classified Personnel reviewed the former classification of Child Care Program Supervisor which was active on the classified management salary schedule from 2003 to 2017. The Director reviewed job descriptions from other Orange County districts and worked with Assistant Superintendent, Educational Services Julianne Hoefler and Coordinator Child Development Programs, Sue Broderson, to incorporate suggested changes into an updated job description that will meet the current and future needs of the district. These recommended updates have also been shared with Assistant Superintendent, Human Resources, Reagan Headrick.

Director Vellanoweth, Assistant Superintendent Julianne Hoefler, Assistant Superintendent Reagan Headrick and Coordinator Child Development Programs, Sue Broderson all agree that the reactivation of this classification, with the suggested revisions to the job description, will be appropriate to meet the child care supervision needs of the district.

Salary Considerations

To internally align the salary of this position with other classified supervisor level positions within Ocean View with similar levels of skill and responsibility, the Director recommends that the salary of the reactivated classification be placed as it was previously, at Salary Range M51, \$6,508.70 per month step 1, to \$7,931.00 per month step 5, on the Classified Management Salary Schedule.

Reactivation of Former Classification – Child Care Program Supervisor
Page 2

Other Considerations

The proposed reactivation, job description, and corresponding salary recommendation have been reviewed and are supported by the appropriate District administration.

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Recommendation

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and approve the reactivation and proposed revisions to the classification of Child Care Program Supervisor including a title change to Child Care Supervisor. It is recommended that the classification be a Management/Supervisory class assigned to the Classified Management Salary Schedule and be exempt from overtime compensation in accord with Education Code 45128. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees that the salary be assigned to Salary Range M51, \$6,508.70 per month step 1, to \$7,931.00 per month step 5, on the Classified Management Salary Schedule.

Attachments:

- Child Care Program Supervisor job description, dated 11/13/2014
- Draft of proposed reactivated classification and revised title Child Care Supervisor, dated 3/9/2023
- Classified Management Salary Schedule Draft



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



CHILD CARE PROGRAM SUPERVISOR

JOB SUMMARY:

Under general administrative direction of the Assistant Superintendent, Educational Services, coordinates and provides administrative direction for the District's Child Care Program. Ensures the District offers a quality Child Care Program and directs early childhood education activities in accordance with established laws and procedures. Interviews, hires, evaluates and recommends discipline for Child Care Program staff. Prepares and administers the Child Care Program Budget and budgeted expenditures.

CLASS CHARACTERISTICS:

The class of Child Care Program Supervisor is a single incumbent classified management position and is distinguished from the Child Care Program Facilitator class in that the incumbent is responsible for District wide operations of the Child Care Program, while positions in the Child Care Program Facilitator class are responsible for the operation of the Child Care Program at a single site. The incumbent is expected to work with considerable independence to develop and implement District wide Child Care Program standards and policies. The incumbent meets frequently with school administrators, child care staff, and parents to communicate information and data. The Child Care Program Supervisor is responsible for directing and supervising the day-to-day operations of the District's Child Care Program, including the supervision of the Child Care Program Facilitators, Child Care Attendants and other classified personnel as assigned.

REPRESENTATIVE DUTIES (*E* denotes an essential function of the job.):

Plan, organize, and supervise all activities of the District's Child Care Program in accordance with established licensing regulations and child development content standards; *E*

Formulate, develop and recommend adaptations to the Child Care Program policies and procedures to ensure adherence to legal policy mandates and regulations; *E*

Review, monitor and supervise the functions and activities of the Child Care Program staff to ensure that care and educational instructional standards are maintained; *E*

Oversee Child Care Program Facilitator's preparation of site staff schedules, and make adjustments to ensure compliance with enrollment and staffing ratios; *E*

Approve requisitions for site staffing, purchase orders and arrangements for field trips and transportation schedules; *E*

Communicate with administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; *E*

Make all preparations for the Child Care Program conducted during Winter, Spring and Summer breaks, when regular school is not in session, including: preparing work schedules, planning and ordering supplies as needed and overseeing all related activities; *E*

Travel to various school sites to provide support to child care staff; attend a variety of meetings including training of personnel; *E*

Provide technical expertise, information, assistance and counseling to Child Care Program Facilitators regarding assigned functions; *E*

Prepare agendas for and conduct weekly staff meetings with Child Care Program Facilitators and child care staff; *E*

Maintain contact with parents of Child Care Program participants by telephone and attending parent conferences; enroll participants, resolve concerns, answer questions, assist in making arrangements for behavior contracts, dismiss/readmit participants from the program as necessary, and collect delinquent fees; *E*

Prepare the annual budget for the entire Child Care Program, reviewing current and projected enrollment, costs of the District's program in relation to other school age child care programs in the County and ensuring the program remains self-supporting; *E*

Prepare evaluations of District Office Child Care Program staff and review and provide input to Principals/site administrators on site based staff's evaluations; *E*

Review, revise and coordinate the preparation of Parent, Staff, Facilitator and Attendant Handbooks;

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel;

May substitute for absent Child Care Program Facilitators as necessary;

Attend other related training sessions as assigned;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

General administrative direction is received from the Assistant Superintendent, Educational Services.

Supervision of the District Child Care Program staff is exercised and provides input into the evaluations of site based program staff in conjunction and cooperation with Principals and/or site administrators.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Child care program operations and their relationship to the regular school program;
- Child care regulations, laws, legal mandates, codes, policies and procedures;
- Policies and objectives of the child care program;
- Physical and emotional development of children;
- Child growth and development principles and theories;
- Accounting and budgeting basics, including budget preparation and expenditure controls;
- Appropriate safety and health procedures and precautions;
- Principles and practices of good supervision and staff training;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy;
- Modern record keeping practices and procedures;
- Operation of personal computers and applicable software.

Ability to:

- Plan, organize and supervise the overall operation of the Child Care Program consistent with optimum growth and development of school age children;
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies, and the public;
- Build and maintain strong home-school-parent-teacher child care center relationships;
- Assign and counsel personnel to provide a positive environment for children;
- Plan and supervise the implementation of a variety of age appropriate children's activities;
- Develop and administer the District's Child Care Program budget;
- Provide support to various school sites;
- Establish and maintain cooperative and effective working relationships with diverse groups, including site facilitators, administrators and teachers, District personnel, parents, community interest groups and students;
- Communicate effectively both orally and in writing with staff, parents, children, public and district personnel demonstrating poise, patience, sensitivity and understanding;
- Work independently with little direction;
- Plan and organize work;

- Prepare, present clear and concise reports;
- Meet schedules and time lines;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- An Associate degree in Child Development, Child Psychology, Physical Education, Recreation or a related field; **OR**
- A certificate or credential issued by the Commission on Teacher Credentialing;
- A Bachelor's degree in education or related field from an accredited college or university is desirable.

Experience:

- Three (3) years of increasingly responsible experience in a child care program, including one year supervisory experience or completion of a supervisory training program.

LICENSES REQUIRED:

Prior to employment must have the standard fingerprint clearance by California Department of Justice (DOJ). In addition, fingerprint clearance by the Federal Bureau of Investigation (FBI) is required in accord with Education Code sections 45125, 45125.01 and 49024(a).

Possession of a valid First Aid and CPR Certificate;

Possession of a valid and appropriate California Driver License;

All the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

The job requires standing, walking, sitting, and physical agility sufficient to move about, lead and/or participate in activities; frequently lifts objects weighing up to 30 pounds, occasionally up to 50 pounds, frequently uses arms, hands and fingers on both hands, and reaches overhead; occasionally kneels and bends, and must be able to maintain balance; needs speech and vocal capacity sufficient to be heard by children in a noisy environment; must hear normal voice conversation and be able to tell when a child is having difficulty or being disruptive, is exposed to noise generated by children involved in activities; needs visual acuity sufficient to see small details and observe children's activities and behavior, both indoor and outdoor, have normal depth perception, and be able to distinguish colors and color shades; drives a vehicle, uses a computer, telephone. The working environment is both inside and outside, exposed to sunlight, wind and weather elements found in a Southern California beach community. Has direct contact with public, students, and district staff, in negative interpersonal situations with crying children or upset parents. Is frequently exposed to various diseases carried by children. Works without direct guidance from supervisor, with high volume and tight deadlines. Employment contingent upon passing physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

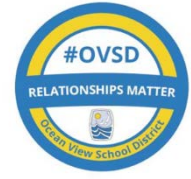
Established 9/11/03

Revised 6/14/07, 10/14/10, 11/13/14

Job Description Review and Revisions Effective: 11/12/15



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Child Care Supervisor

JOB SUMMARY

Under direction of the Coordinator, Child Development Programs and in collaboration with the site administrator and staff, provides leadership, plans, organizes, directs, and oversees implementation of various child care program activities, which include but are not limited to elementary and middle school curriculum, enrichment, weekly activities, and camps. Maintains a budget, staffing, safety, program curriculum and implementation, and program quality. Provides supervision, training, and evaluation of staff.

CLASS CHARACTERISTICS

This is a classified management position distinguished from the Child Care Facilitator in that the Child Care Supervisor is responsible for assisting the Coordinator, Child Development Programs, and collaborating with the site administrators, to supervise, evaluate, schedule, assign, train, and provide work direction to Child Care Facilitators, and other classified staff assigned to support the child care program including Child Care Attendants and Universal Instructional Assistants.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Build and maintain relationships with parents, families, teachers, administrators, providers, and community members;
- Oversee contracted services and before and after school coordination functions with respect to monitoring and implementing the supervision of the day-to-day duties to ensure the operation of effective child care programs for students;
- Oversee and support the before and after school program;
- Monitor, maintain and complete all program records related to student target enrollment and develop wait lists for student placement;
- Develop and ensure check-in/out procedures for students are established and program paperwork maintained, including attendance records and program reports;
- Oversee and complete the site program evaluation and compliance with all grant components, including the Quality Program Improvement Plan for Expanded Learning;
- Evaluate staff performance and address areas of concerns and need for all level child care staff including Facilitators;

- Assume responsibility for the Expanded Learning Program in the absence of the Coordinator, Child Development Programs;
- Ensure proper teacher-child ratios by operating the District's Absence Management System to arrange and record-daily schedules of staff and substitutes;
- Organize and coordinate schedules, including the bidding for recess camps, including but not limited to Fall Recess, Winter Break, Spring Break, Summer;
- Identify, develop, provide, and implement training for new and current staff;
- Plan, select, implement, and participate in a variety of education and recreational activities to meet the needs and interests of individuals and/or groups of children;
- Schedule full day camps; coordinate field trip arrangements, including transportation requests;
- Maintain a yearly operating calendar which includes partial and full day programming, camps, and other important dates;
- Assist in the development of policies, procedures, rules, regulations, programs, and activities to enhance child care programs and services;
- Implement the recruitment, registration, and placement of students participating in child care programs;
- Compile and prepare various reports, records, and files;
- Participate in the recruitment, selection, and training of staff;
- Assist in the preparation of the annual child care program budget.

Other Related Duties:

- Assist and/or supervise students in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of children as necessary and help maintain student hygiene.

SUPERVISION

General supervision is received from the Coordinator, Child Development Programs.

Works in collaboration with site administrators or designees.

Provides leadership and/or guidance and direction to assigned staff including Child Care Facilitators, Child Care Attendants, and Universal Instructional Assistants.

Supervises and evaluates the performance of assigned child care staff.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child care program operations and their relationship to regular school program;
- Staffing paradigms needed to operate a child care program efficiently, i.e. enrollment patterns;
- Rules, objectives, regulations, and daily practices of operating a child care facility;
- Program quality criteria, assessment processes and curriculum development;
- Practical applications of school-age children's developmental stages/needs;
- Positive and appropriate methods to maintain acceptable standards of behavior among special needs children and child care participants;
- Appropriate safety, health, and nutrition procedures and precautions;
- English usage, grammar, spelling, punctuation and vocabulary;

- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Business math;
- District and program rules and policies.

Ability to:

- Effectively plan, direct, coordinate and participate in a child care program consistent with optimum growth and development of school-age children;
- Lead and provide direction/training on activities, methods and procedures to child care staff;
- Work independently in managing daily schedules and respond effectively in emergency situations;
- Provide a clean, safe, and positive environment for child care participants;
- Plan and implement a variety of age-appropriate children’s activities;
- Coordinate and direct the activities of site child care program staff;
- Use positive and appropriate methods to maintain appropriate standards of behavior among child care participants;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email, and internet computer applications;
- Interpret provisions of law, rules, regulations, and district/program policy to staff, other agencies, public;
- Communicate effectively both orally and in writing with staff, parents, children, public and District personnel demonstrating poise, patience, sensitivity and understanding;
- Understand and carry out oral and written instructions;
- Prepare, present clear and concise reports;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience, and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff.

EMPLOYMENT STANDARDS

Education:

- Completion of 48 semester units from an accredited college or junior college with emphasis in child development, education or related field; OR
- A certificate or credential issued by the Commission on Teacher Credentialing;
- A Bachelor’s degree in education or related field from an accredited college or university is highly desirable.

Experience:

- Three (3) years of experience, with increasing responsibility, working with school-aged children in a classroom, recreational or child care setting at least one (1) of which was in a supervisory or lead capacity. OR
- Four (4) years of satisfactory performance as a Child Care Program Facilitator with the Ocean View School District.

LICENSES REQUIRED

- Within two (2) months of employment, the incumbent must possess and maintain valid, current First Aid and Adult/Child CPR Certificates.
- Valid and appropriate California Driver License.
- All the above licenses and certificates must be maintained as a condition of continued employment.

OTHER

- Prior to employment must have the standard fingerprint clearance by California Department of Justice (DOJ). In addition, fingerprint clearance by the Federal Bureau of Investigation (FBI) is required in accord with Education Code sections 45125, 45125.01, and 49024(a).

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand, walk, sit, talk, and hear for extended periods of time. The incumbent frequently reaches above the head and below the waist, grips and grasps, and uses repetitive motions of the wrists, hands, and fingers. This work involves little to medium physical efforts; frequently exerts up to 25 pounds of force, and occasionally exerts up to 50 pounds of force to lift, carry, push, or pull objects. This position requires specific visual acuity sufficient to operate a vehicle between site locations, see small details in a classroom or playground environment, and distance vision to observe children's activities and behavior both indoor and outdoor; speech and vocal capacity sufficient to be heard in a noisy environment; hearing sufficient to be able to recognize when a child is having difficulty or being disruptive. Employment is contingent upon passing a physical and back evaluation test.

Work Environment:

This job operates in a child care environment, indoors and outdoors, exposed to outside weather conditions and temperature changes. The noise level can become loud depending on activity (i.e., outside activities, field trips, etc.) but will remain within a moderate noise level range. The role is frequently exposed to minor and on occasion to severe contagions including blood-borne pathogens and illnesses. The incumbent has direct and indirect contact with students, the public, and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, negative interpersonal situations, and without direct guidance from the supervisor.

SALARY RANGE

Proposed Salary Range M51

Classified Management Salary Schedule

Draft proposed reactivated job classification and revised job title dated 3/9/2023

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT
Salary Range Placement
2022-2023

SALARY RANGE

Executive Director of Facilities and Transportation (J50)	M75
Director, Classified Personnel (H30)	M71
Director, Fiscal Services (H40)	M71
Director, Food and Nutrition Services (J20) *	M71
Director, Information Technology (J80) *	M71
Director, Child Development Programs (K10)	M61
Public Information Manager (K10)	M61
Director, Purchasing (J90).....	M52
Central Kitchen Supervisor (J20)	M51
Child Care Supervisor (K10) PROPOSED	M51
Food and Nutrition Services Operations Supervisor (J20)	M51
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51
Transportation Supervisor (J30)	M51
Preschool Supervisor (K10)	M44

Vacation Schedule
(12 Month Employees)
22 days per year

Salaries effective 7/1/22: 10% increase approved by Board of Trustees 10/11/22

*Salary range adjustment recommended by Personnel Commission 10/13/22 and approved by Board of Trustees 10/25/22 to be effective 11/1/22.

Longevity:

- At the beginning of the 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into the new plan approved by the Board of Trustees on 10/20/15.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and Board approved 10/20/15.

Additional \$1,000 per year for earned Doctorate

Schedule Updated 11/1/22

OCEAN VIEW SCHOOL DISTRICT
CLASSIFIED MANAGEMENT
Salary Range Placement
2022-2023

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	4,838.90	5,087.50	5,340.50	5,610.00	5,898.20
40	4,961.00	5,211.80	5,475.80	5,753.00	6,042.30
41	5,087.50	5,340.50	5,610.00	5,898.20	6,193.00
42	5,211.80	5,475.80	5,753.00	6,042.30	6,348.10
43	5,340.50	5,610.00	5,898.20	6,193.00	6,508.70
44	5,475.80	5,753.00	6,042.30	6,348.10	6,672.60
45	5,610.00	5,898.20	6,193.00	6,508.70	6,838.70
46	5,753.00	6,042.30	6,348.10	6,672.60	7,009.20
47	5,898.20	6,193.00	6,508.70	6,838.70	7,184.10
48	6,042.30	6,348.10	6,672.60	7,009.20	7,365.60
49	6,193.00	6,508.70	6,838.70	7,184.10	7,550.40
50	6,348.10	6,672.60	7,009.20	7,365.60	7,737.40
51	6,508.70	6,838.70	7,184.10	7,550.40	7,931.00
52	6,672.60	7,009.20	7,365.60	7,737.40	8,130.10
53	6,838.70	7,184.10	7,550.40	7,931.00	8,334.70
54	7,009.20	7,365.60	7,737.40	8,130.10	8,539.30
55	7,184.10	7,550.40	7,931.00	8,334.70	8,753.80
56	7,365.60	7,737.40	8,130.10	8,539.30	8,972.70
57	7,550.40	7,931.00	8,334.70	8,753.80	9,198.20
58	7,737.40	8,130.10	8,539.30	8,972.70	9,427.00
59	7,931.00	8,334.70	8,753.80	9,198.20	9,665.70
60	8,130.10	8,539.30	8,972.70	9,427.00	9,901.10
61	8,334.70	8,753.80	9,198.20	9,665.70	10,155.20
62	8,539.30	8,972.70	9,427.00	9,901.10	10,407.10
63	8,753.80	9,198.20	9,665.70	10,155.20	10,665.60
64	8,972.70	9,427.00	9,901.10	10,407.10	10,931.80
65	9,198.20	9,665.70	10,155.20	10,665.60	11,207.90
66	9,427.00	9,901.10	10,407.10	10,931.80	11,486.20
67	9,665.70	10,155.20	10,665.60	11,207.90	11,773.30
68	9,901.10	10,407.10	10,931.80	11,486.20	12,070.30
69	10,155.20	10,665.60	11,207.90	11,773.30	12,370.60
70	10,407.10	10,931.80	11,486.20	12,070.30	12,676.40
71	10,665.60	11,207.90	11,773.30	12,370.60	12,996.50
72	10,931.80	11,486.20	12,070.30	12,676.40	13,321.00
73	11,207.90	11,773.30	12,370.60	12,996.50	13,654.30
74	11,486.20	12,070.30	12,676.40	13,321.00	13,990.90
75	11,773.30	12,370.60	12,996.50	13,654.30	14,347.30
76	12,070.30	12,676.40	13,321.00	13,990.90	14,700.40
77	12,370.60	12,996.50	13,654.30	14,347.30	15,073.30
78	12,676.40	13,321.00	13,990.90	14,700.40	15,447.30
79	12,996.50	13,654.30	14,347.30	15,073.30	15,835.60
80	13,321.00	13,990.90	14,700.40	15,447.30	16,229.40

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 9, 2023

SUBJECT: Agenda Item No. 18: Temporary Waiver of Merit Rule 7.2.12.A.1

Merit Rule 7.2.12.A.1 Rate on Appointment as Provisional, Limited Term, and Substitute, states the following:

Provisional, limited term and substitute employees will receive hourly compensation at Step 1 of the classification filled.

The exceptions to this rule are:

1. Former employees who had attained permanency with the District shall, for a period of 18 months following their separation from regular District employment, receive hourly compensation at the base salary step they held at the time of their separation (excluding longevity pay, differential, and stipends) whenever they serve as a provisional, limited term or substitute employee in the same or related higher job classification held at the time of separation.

After a period of 18 months following separation from permanent employment, substitute employees are placed back to the respective step 1 rate of pay.

Background Information

The Personnel Commission Office currently has a procedure for identifying and communicating to employees who have resigned and continue working in a substitute capacity and employees who were reinstated as substitutes. This ensures employees are notified at the time of separation or at the time of their rehire that their rate of pay beyond Step 1 will end after 18 months from their last day worked. Employees are also sent a letter at the 18 month mark to remind them that their pay is reverting to step 1 and what that new rate of pay will be. Due to Personnel Commission staff turnover and inconsistencies in our tracking system, several employees who should have been identified, tracked and notified at the 18 month mark following their separation were not. We recently identified these employees, notified them of their effective date to return to step 1 salary, and began making payroll adjustments. Most employees had been notified at the time of separation or rehire and have not worked as substitutes after their separation from permanent employment, so adjustments to back pay were not necessary.

Temporary Waiver of Merit Rule 7.2.12.A.1

Page 2

However, three of these employees had been working on a regular basis and their recent correction in pay was not in time to avoid overpayment.

Considerations

Given that these three employees were not notified at their time of separation or rehire that they would be returning to step 1 after 18 months, they consistently worked with the understanding they would be receiving the same base rate of pay they held in their permanent position, and adjustments to return them to step 1 were not made in time to avoid overpayment, the Director, Classified Personnel recommends that the Personnel Commission temporarily waive Merit Rule 7.2.12.A.1 for the following three employees:

Employee ID's 3800004417
 3800004534
 3800005727

Director Vellanoweth has spoken to these employees to advise of the situation, explain the change in pay, and answer questions regarding the oversight. Personnel Analyst Betzabeth Vazquez and Director Vellanoweth are also working with one of the substitutes who has interest in returning to part time employment, which may allow them to be reinstated to their previous salary step.

Providing a temporary waiver of Merit Rule 7.2.12.A.1 for these employees through March 15, 2023 will allow time for Personnel and Payroll to make the necessary adjustments without impacting the employees' upcoming paychecks.

This recommendation has been discussed with Commission Chair Ewing and shared with the Director, Fiscal Services, Tim Golden, Assistant Superintendent – Administrative Services, Keith Farrow and Assistant Superintendent – Human Resources, Reagan Headrick.

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Recommendation

The Director, Classified Personnel recommends the Personnel Commission temporarily waive Merit System Rule 7.2.12.A.1 for the following three employees through March 15, 2023.

Employee ID's: 3800004417
 3800004534
 3800005727

Attachments:

- Merit Rule 7.2.12

7.2.12 Rate on Appointment as Provisional, Limited Term, and Substitute

- A. Provisional, limited term and substitute employees will receive hourly compensation at Step 1 of the classification filled.

The exceptions to this rule are to:

1. Former employees who had attained permanency with the District shall, for a period of 18 months following their separation from regular District employment, receive hourly compensation at the base salary step they held at the time of their separation (excluding longevity pay, differential, and stipends) whenever they serve as a provisional, limited term or substitute employee in the same or related higher job classification held at the time of separation. Former employees who accept provisional, limited term or substitute employment in related lower classifications shall receive the step of the salary range in the class that is closest to, but not greater than, the employee's base salary step of their former class. All other classifications shall be placed on the first step of the salary range for that class.
2. Retired employees may not receive any benefits, incentives, compensation in lieu of benefits, or any other forms of compensation (including but not limited to longevity pay, differential, and stipends) in addition to the hourly rate. Retired employees shall receive hourly compensation at the base salary step they held at their time of retirement whenever they serve as a provisional, limited term or substitute employee in the same or related higher job classification held at the time of retirement. Retired employees who accept provisional, limited term or substitute employment in related lower classifications shall receive the step of the salary range in the class that is closest to, but not greater than, the employee's base salary step of their former class. All other classifications shall be placed on the first step of the salary range for that class.
3. Current employees, who substitute in a higher level class in which they formerly held permanence, shall receive their former hourly rate of pay, until such time as the 5% pay increase required for out-of-class work in their former classification equals or exceeds this amount. (Reference merit Rule 3.2.9.3) (Revised 09/08/16)

