



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, September 8, 2016

**REGULAR MEETING
4:30 p.m.
Board Room
Building A**

Classified Employees
in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 - 2016

PERSONNEL COMMISSION:
Bob Ewing, Chair
Dr. Allan Pogrund, Vice-Chair
Daniel Gooch, Member

A G E N D A
PERSONNEL COMMISSION
OCEAN VIEW
SCHOOL DISTRICT

THURSDAY, SEPTEMBER 8, 2016
REGULAR MEETING
4:30 p.m.
BOARD ROOM, BUILDING A

1. **CALL TO ORDER** TIME: _____ p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS:** 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.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the August 11, 2016, Regular Personnel Commission Meeting for approval.

ACTION
Pages 1-3
Moved: ____
Second: ____
Vote: _____

COMMISSION BUSINESS

6. **CONSENT CALENDAR** - The Personnel Commission will receive the following items on the Consent Calendar:
- A. **JOB DESCRIPTIONS REVIEW/REVISIONS:**
- B. **RECRUITMENT AND TESTING - ELIGIBILITY LISTS:**
(Eligibility lists provided to Commissioners only.)
- 1. 2016-15 Child Care Attendant
 - 2. 2016-16 ALC Attendant
 - 3. 2016-17 Department Secretary

ACTION
Pages 4
Moved: ____
Second: ____
Vote: _____

7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information, the following Classified Activity List(s) received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting(s) of:

INFORMATION
Pages 5-7

- August 16, 2016 – (Exhibit A)

- 8. MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2.12, RATE ON APPOINTMENT AS PROVISIONAL, LIMITED TERM, AND SUBSTITUTE:** The Personnel Commission will receive the Director’s recommendation to review and discuss the proposed changes to Merit Rule, Chapter 7, Section 2.12, Rate on Appointment as Provisional, Limited Term, and Substitute, for a second reading and adoption.

ACTION
Pages 8-11
Moved: _____
Second: _____
Vote: _____

- 9. ADVANCE STEP PLACEMENT FOR JAMES RINER, DIRECTOR OF FOOD SERVICE:** The Personnel Commission will receive the Director’s recommendation to ratify the advance step placement for James Riner, Director of Food Service.

ACTION
Pages 12-14
Moved: _____
Second: _____
Vote: _____

- 10. ANNUAL REPORT OF THE PERSONNEL COMMISSION – FIRST READING AND ADOPTION:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and adopt the 2015-2016 Annual Report of the Personnel Commission.

ACTION
Pages 15-34
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

- 9. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

10. COMMISSIONER REPORTS

11. DIRECTOR AND STAFF REPORTS

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

ACTION
Moved: _____
Second: _____
Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org. Agenda items must be submitted in writing to the Director, Classified Personnel 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. For information call (714) 847-2551, extension 1400 or 1401.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission less than 72 hours prior to the meeting, and that are public record not otherwise exempt from disclosure, will be available for review at the Personnel Commission Office, 17200 Pinehurst Lane, Huntington Beach, California, 92647, during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.)

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 or 1401, at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
August 11, 2016**

- CALL TO ORDER** Commissioner Ewing called the August 11, 2016, Regular Personnel Commission Meeting to order at 4:32 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the pledge of allegiance.
- ROLL CALL** Commissioners Ewing, Gooch, and Pogrund were present. Director Vellanoweth was also present.
- STAFF MEMBERS AND GUESTS** Michelle Eifert; Steve Hunter; Bophary Ngin.
- PUBLIC COMMENTS** There were no comments from the public.
- MINUTES OF JULY 14, 2016** Motion by Commissioner Pogrund to approve the minutes of the July 14, 2016, Regular Personnel Commission meeting.

Seconded by Commissioner Gooch, and carried with a 3:0 vote.
- CONSENT CALENDAR** The Personnel Commission received the following items on the Consent Calendar:
- A. Recruitment and Testing – Eligibility Lists
- | | |
|------------|-------------------------------|
| 1. 2016-09 | Instructional Assistant - ABA |
| 2. 2016-10 | Director of Food Services |
| 3. 2016-11 | Reprographic Technician |
| 4. 2016-12 | Delivery Worker |
| 5. 2016-13 | School Office Clerk |
| 6. 2016-14 | Director of Food Services |
- Motion by Commissioner Gooch to approve the Consent Calendar.

Seconded by Commissioner Pogrund, and approved with a 3:0 vote.
- CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meeting of July 5, 2016.
- MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2.12, RATE ON APPOINTMENT AS PROVISIONAL, LIMITED TERM, AND SUBSTITUTE** Director Vellanoweth stated that a few years ago a PEPRA (Public Employee Pension Reform Act) law was implemented that placed some restrictions on retirees acting as substitutes after their retirement. One of them was that retirees had to wait six months from the date of the retirement to return to work as a substitute.

Recently, this restriction was researched because the District currently has a shortage of bus drivers. There is a recent bus driver retiree who would like to be brought back as a substitute to assist with the shortage. Because of these special circumstances, there is an option to present a resolution to the Board of Trustees to waive the 180-day waiting period. In reviewing the law in detail, it was discovered that there is a provision that states that substitute employees after they retire may only be paid at the base salary rate that is noted on the salary schedule. This would not include any longevity, shift differential, or any additional pay over the base pay.

**MERIT RULE REVIEW
AND REVISION,
CHAPTER 7, SECTION
2.12, RATE ON
APPOINTMENT AS
PROVISIONAL,
LIMITED TERM, AND
SUBSTITUTE
(CONTINUED)**

The District's Rules and Regulations are in conflict with this. Based upon the Rules and Regulations, the District's practice has been that when an employee retired, their pay rate was frozen at the rate held at the time of retirement, which could include a confidential stipend, longevity, or shift differential. This would be in effect until the step 1 of the salary schedule meets or exceeds that amount.

Since these Rules conflict with the PEPRA law, Director Vellanoweth has been working with the coordinator of the PERS retirement unit at the Orange County Department of Education on how to correct this. She was informed that the District cannot pay substitute employees anything other than the steps 1 through 5 base rate on the salary schedule.

Director Vellanoweth recommends that the Merit Rule be revised accordingly so that this can be implemented with our retirees. In fairness, this would also affect employees who resign their positions and continue to substitute for the District.

All of the employees who will be affected, of which there are about ten to twelve, have been notified that this change will be coming.

This will be brought back to the Commission at the next meeting for a second reading and adoption.

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioners Gooch and Pogrund had nothing to report. Commissioner Ewing reminded everyone that the date of the next Personnel Commission was scheduled for September 8, 2016.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth informed the Commissioners that the return to work packets have gone out to all classified and certificated employees. She commended the Personnel Commission staff for their hard work over the summer getting prepared for the upcoming school year. There are still some openings, such as Director of Fiscal Services, Director of Food Services, Department Secretary, and Grounds Supervisor, replacing Bob Cavanaugh who recently retired. Additionally, the Personnel Office is working on hiring back some Kindergarten Instructional Assistants, who were laid off due to lack of Kindergarten enrollment. There were about ten who were laid off, and there are now eight open positions.

A draft of the annual report was provided in the Commissioners packets. Director Vellanoweth asked that if there is anything they wish to see added or omitted, to let her know. This will be brought back at the next Personnel Commission meeting for adoption.

There was information recently about a facilities bond. The Facilities Master Plan was approved in July. In November there will be a general obligation bond on the ballot.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Pogrund.

Motion was seconded by Commissioner Gooch, and carried with a 3:0 vote at 4:46 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: September 8, 2016
SUBJECT: Agenda Item No. 6A: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for ratification. 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. (Eligibility Lists to Commissioners only).

Following are the current lists for ratification:

- | | | |
|----|---------|----------------------|
| 1. | 2016-15 | Child Care Attendant |
| 2. | 2016-16 | ALC Attendant |
| 3. | 2016-17 | Department Secretary |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2016-15 through 2016-17.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 8, 2016

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of August 16, 2016, (Exhibit A), the Board of Trustees received the Classified Personnel Activity List(s) for approval.

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

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of August 16, 2016.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 16, 2016

Approve Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Flores, Cynthia	School Library Specialist	Mesa View	\$17,633 per hour	27.1	08/22/16
Fowler, Chelsea	Child Care Program Facilitator	Mesa View	\$3,351.00 per month	32.1	08/28/16
Keel, Ryan	School Office Manager	Lake View	\$3,388.00 per month	36.2	08/01/16
Roundtree-Pham, Gloriana	Instructional Assistant – English Learner	College View	\$15,974 per hour	23.1	09/07/16

Approve Substitute Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Harvey, Jeffrey	Bus Driver Trainee	Transportation	\$10.00 per hour		06/28/16

Approve Promotion
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Grace, Kari	Child Care Program Facilitator	Sun View	\$3,485.00 per month	32.1	08/29/16
Hernandez, Cynthia	OVPP Associate Preschool Educator	OVPP/Pleasant View	\$3,434.00 per month	29.3	09/01/16
Huff, Erin	Child Care Program Facilitator	Hope View	\$3,351.00 per month	32.1	08/29/16
Kennedy, Maria Sol	OVPP Associate Preschool Educator	OVPP/Pleasant View	\$20,433 per hour	29.3	09/01/16
Opperud, Catherine	School Office Manager	OVPP/Pleasant View	\$3,702.00 per month	36.1	08/08/16

Approve Separation: Resignation
In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Canich, Sean	Maintenance Electrician	Maintenance	10/25/10	07/31/16
Hager, Stephanie	School Office Clerk	Marine View	02/12/04	06/28/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 16, 2016

Approve Leave of Absence Without Pay
In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Balandran, Eli	Custodian	Vista View	Another job	07/27/16	09/06/16
Erickson, Steven	Custodian	Maintenance	Another job	06/23/16	09/06/16
Gonzalez, Jesus	Custodian	Star View	Another job	07/21/16	09/06/16
Luevano, Victor	Custodian	Village View	Another job	06/23/16	09/06/16
Perez, Ruben	Custodian	Harbour View	Another job	06/23/16	09/06/16
Rezvan, Tom	Custodian	Oak View	Personal	07/19/16	08/24/16
Tapia, Manuel	Custodian	Maintenance	Another job	06/23/16	09/06/16
<u>Approve Retirement</u>	<u>POSITION</u>	<u>SITE</u>		<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Cavanaugh, Bob	Grounds Supervisor	Maintenance		08/01/01	08/31/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: September 8, 2016

SUBJECT: **Agenda Item No. 8: Merit Rule Review and Revision Chapter 7,
Section 2.12
Rate on Appointment as Provisional, Limited Term, and Substitute**

SECOND READING AND ADOPTION

Background Information

The implementation of the Public Employee Pension Reform Act of 2013 (PEPRA) places certain restrictions upon CalPERS retirees who wish to work as substitute employees after their retirement. These restrictions include a 180-day waiting period from the time of retirement before working in substitute status as well as a limit of employment up to a maximum of 960 hours per fiscal year.

It has been the District's practice, as outlined in Merit System Rule and Regulation 7.2.12.A.2 that "A retired employee shall continue to receive hourly compensation at the hourly rate of pay held at their time of retirement, until Salary Step 1 of their former classification equals or exceeds this amount". This means the rate of pay held at the time of retirement, including any stipend, longevity or differential pay, was frozen until the Step 1 rate of the class equals that amount.

However, it has recently come to the Director's attention that PEPRA also provides guidelines for the hourly wages of PERS retirees that necessitate us making adjustments to avoid impacting retiree benefits. PEPRA Law states that:

"The compensation for the appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule. A retired person appointed pursuant to this section shall not receive any benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly rate".

This means retired employees may only be compensated at the base pay other employees receive for the same work, Salary Step 1 through Step 5 of the appropriate salary range for the classification. Longevity pay, differential, or stipends are considered benefits paid to regular employees, and *may not be included* as part of a retiree's hourly rate of pay. In order to be consistent with PEPRA law, the Director proposes that Merit System Rule 7.2.12.A.2 be revised as follows:

“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. Retires employees shall continue to receive hourly compensation at the hourly rate of pay 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. until Salary Step 1 of their former classification equals or exceed this amount. 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.~~”

In addition, in order to provide equity for ALL past employees who serve as substitutes, providing like pay for like work, the Director also proposes that Merit System Rule 7.2.12.A.1 be revised as follows:

“Former employees who had attained permanency with the District ~~shall, for a period of 18 months following their separation from regular District employment, such former employees will receive hourly compensation at the base salary step hourly rate of pay 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~~”

The Director has spoken to Felix Avila, Assistant Superintendent Human Resources regarding the various options to compensate resigned and retired employee substitutes and he concurs with the Director's recommendations above which will align the District with PEPRA requirements and result in the least amount of impact to substitutes. These proposed rule changes have been reviewed by Orange County Department of Education legal counsel and the PERS retirement unit.

*Merit Rule and Revision Chapter 7, Section 2.12
Rate on Appointment as Provisional, Limited Term, and Substitute
Page Three*

The proposed rule changes will affect 16 retirees and 1 resigned employee who currently work as substitutes. The financial impact to the District would be a cost savings on average of \$.25/hour per substitute employee. All substitutes affected have been given notice so they have the opportunity to ask questions or raise concerns.

The Director's proposed revisions to Merit Rule 7.2.12 Rate on Appointment as Provisional, Limited Term, and Substitute were brought to the Commission for a first reading at the August 11, 2016 meeting and are returned at this time for a second reading and adoption.

Attachments: Proposed revised Merit Rule 7.2.12 RATE ON APPOINTMENT AS PROVISIONAL, LIMITED TERM, AND SUBSTITUTE, dated 09/08/16.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and receive the proposed changes to Merit Rule, Chapter 7, Section 2.12, RATE ON APPOINTMENT AS PROVISIONAL, LIMITED TERM, AND SUBSTITUTE, for a second reading and adoption.

Ocean View School District
Merit System Rules and Regulations of the Personnel Commission

CHAPTER 7: WAGE AND SALARY PROVISIONS

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, F~~for a period of 18 months following their separation from regular District employment, ~~such former employees will~~ receive hourly compensation at the ~~base salary step hourly rate of pay~~ 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 continue to~~ receive hourly compensation at the ~~hourly rate of pay 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. , until Salary Step 1 of their former classification equals or exceed this amount. 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.~~

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: September 8, 2016
**SUBJECT: Agenda Item No. 9: Ratify Advance Step Placement
James Riner - Director, Food Service**

Background Information

A request for advanced step placement has been received from Deputy Superintendent, Michael Conroy for Mr. James Riner who has been offered and accepted the position of Director, Food Service. This request is also recommended by Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. Pursuant to Merit Rule 7.2.1.3.A.4, Advanced Step Placement (attached), the request is brought to the Personnel Commission for ratification.

Analysis

The advanced step placement request for Step 5 placement (\$7,263 per month) on the appropriate salary range for the class of Director, Food Service (Salary Range M55, \$5,961/month to \$7,263/month) comes to the Commission upon the request of Deputy Superintendent, Michael Conroy and with the approval of Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. The rationale for the Director's approval and recommendation for ratification by the Personnel Commission include the candidate's eighteen years in food service management as well as exceptional recruitment difficulties. Additionally, the rate of pay with his most current employer of \$8,741 per month is well above Ocean View's Step 5 salary of \$7,263 per month for the class. A Step 5 placement would mostly closely match the candidate's current salary.

Attachments: Copy of Merit Rule 7.2.1.3.A
Advanced Step Placement Request Form
Personal information supporting the request (Commissioners only)

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 5 (\$7,263 per month) advanced step placement of Mr. James Riner, Director, Food Service, in accord with Merit Rule 7.2.1.3.A.4.

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

New employees shall be hired at the first step of the salary unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled ADVANCED STEP PLACEMENT REQUEST FORM and attach any support materials.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

A. Approval

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. Upon approval by the Director, Classified Personnel, the request is routed to the Personnel Technician who will prepare the necessary payroll information.
- 4. The approved request will be placed upon the Commission agenda for ratification.**
5. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment). Revised 2/12/04
6. A copy of the form is then placed in the employee's personnel file.



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by: Michael Conroy, Deputy Superintendent Date: 8/10/16

The District has interviewed for the open vacancy in the classification of Director, Food Service

and has selected James Riner as their choice.
name of candidate

The District is requesting advanced step placement on Range M55 Step 5, for one or more of the following reasons:

1. Candidate's job related experience exceeds that required in the classification. (Explain)

2. Candidate's training and/or education exceeds that which is required. (Explain)(Example: exceptional recruitment difficulties)

This recruitment proved challenging with one viable ranking on the eligibility list. However, the Superintendent's Cabinet that conducted the final selection interview thought that Mr. Riner was well qualified and would be a good match for Ocean View's position.

3. Candidate's current base salary exceeds that of step 5 of our salary range.

(Explain and attach copy of last paycheck stub or other verification of compensation).

At the time of hire in his current position in 2015, candidate earned \$95,000 annually (\$7,916 monthly) and is currently earning \$104,900 annually (\$8,741 monthly). A Step 5 placement on the Classified Management Salary Schedule will provide candidate with an annual rate of \$87,156 or \$7,263 monthly.

4. Any other extraordinary circumstances not covered above. (Explain)

Approval
Signatures:

Appointing Authority: Michael Conroy Date: 8/29/16

Assistant Superintendent, Human Resources [Signature] Date: 8/30/16

Director, Classified Personnel [Signature] Date: 8/30/16

- Approved
- Denied

THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: September 8, 2016

**SUBJECT: Agenda Item No. 10: Annual Report of the Personnel Commission
2015-16 First Reading and Adoption**

Background Information

Annually, in accord with Education Code 45266 the Director, Classified Personnel is required to prepare an Annual Report of Personnel Commission activity to be sent to the Board of Trustees. A draft of the 2015-16 Annual Report of the Personnel Commission was shared with the Personnel Commission at the August 11, 2016 meeting.

The Annual Report prepared for 2015-16 provides information about the Merit System, the role the Personnel Commission, Commission meetings, and data about many other the activities performed by the Commission and its staff. The report includes specific information about classified workforce statistics, recruitment, testing, eligibility lists established during the year, employment actions, classification and job description review actions, Merit Rule revisions and other activities done on behalf of the District and its classified employees. The report also contains the ongoing Goals of the Personnel Commission.

When finalized, the Annual Report of the Personnel Commission will be presented to the Board of Trustees, displayed in the Personnel Commission Office, distributed throughout the District and posted on the Personnel Commission's page of the District website in a PowerPoint format.

It is recommended that the Personnel Commission review, discuss and provide comment and/or direction regarding the 2015-16 Annual Report of Personnel Commission activities.

Attachments: 2015-16 Annual Report of the Personnel Commission
(Both brochure and PowerPoint formats)
5 Year Personnel Commission Annual Report Information

Recommendation

The Director, Classified Personnel recommends the Personnel Commission review, discuss and adopt the 2015-16 Annual Report of Personnel Commission activities to be forwarded to the Board of Trustees.

2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<u>Class Workforce Stats</u> 77 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 589 Total Regular Class Employees	<u>Class Workforce Stats</u> 79 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 586 Total Regular Class Employees	<u>Class Workforce Stats</u> 88 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 571 Total Regular Class Employees	<u>Class Workforce Stats</u> 84 Active CSEA Classes 2 Active Confidential Classes 8 Active Management Classes 594 Total Regular Class Employees	<u>Class Workforce Stats</u> 87 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 571 Total Regular Class Employees
<u>Recruitment and Test Stats</u> ### Applicants 641 Examinees 86 Disqualified/fail 352 Eligibles 31 Exams (28 Classes) 133 No shows to exams 55 OVSD interview panelists 9 Panelists other districts	<u>Recruitment and Test Stats</u> 1658 Applicants 891 Examinees 106 Disqualified/fail 325 Eligibles 36 Exams (30 Classes) 356 No shows to exams 57 OVSD interview panelists 10 Panelists other districts	<u>Recruitment and Test Stats</u> 1589 Applicants 989 Examinees 167 Disqualified/fail 508 Eligibles 45 Exams (35 Classes) 380 No shows to exams 90 OVSD interview panelists 22 Panelists other districts	<u>Recruitment and Test Stats</u> 1704 Applicants 1293 Examinees 164 Disqualified/fail 439 Eligibles 53 Exams (44 Classes) 546 No shows to exams 104 OVSD interview panelists 23 Panelists other districts	<u>Recruitment and Test Stats</u> 1083 Applicants 910 Examinees 112 Disqualified/fail 292 Eligibles 40 Exams (27 classes) 447 No shows to exams 69 OVSD interview panelists 19 Panelists other districts
<u>Employment Actions</u> 56 New Hires - Regular Employees 9 Promotions of current employees 107 New Hires - Subs and Temps 30 Reemployment from layoff 9 Reinstatements 43 Separations - Regular employees 2 Separations - Probationary 56 Separations - Subs/Temps 9 Retirements 47 Layoffs 3 Voluntary Demotions 1 Termination 1 Close Public Record 2 Unpaid Leave of Absence	<u>Employment Actions</u> 54 New Hires - Regular Employees 9 Promotions of current employees 121 New Hires - Subs and Temps 24 Reemployment from layoff 2 Reinstatements 53 Separations - Regular employees 2 Separations - Probationary 37 Separations - Subs/Temps 12 Retirements 14 Layoffs 1 Voluntary Demotions 11 Unpaid Leave of Absence 1 Lateral Transfer	<u>Employment Actions</u> 86 New Hires - Regular Employees 10 Promotions of current employees 135 New Hires - Subs and Temps 5 Reemployment from layoff 5 Reinstatements 67 Separations - Regular employees 5 Separations - Probationary 55 Separations - Subs/Temps 15 Retirements 15 Layoffs 0 Voluntary Demotions 13 Unpaid Leave of Absence 0 Lateral Transfer	<u>Employment Actions</u> 89 New Hires - Regular Employees 15 Promotions of current employees 147 New Hires - Subs and Temps 4 Reemployment from layoff 3 Reinstatements 71 Separations - Regular employees 1 Separations - Probationary 55 Separations - Subs/Temps 10 Retirements 4 Layoffs 0 Voluntary Demotions 9 Unpaid Leaves of Absence 1 Lateral Transfer	<u>Employment Actions</u> 83 New Hires - Regular Employees 15 Promotions of current employees 161 New Hires - Subs and Temps 1 Reemployment from layoff 7 Reinstatements 88 Separations - Regular employees 4 Separations - Probationary 46 Separations - Subs/Temps 7 Retirements 8 Layoffs 2 Voluntary Demotions 5 Unpaid Leaves of Absence 1 Lateral Transfer

2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
31 Exams During 11/12 Child Care Attendant Comm Liaison Biling Asst Span Computer Multimedia Tech Director, Classified Personnel Director, Food Service Food Distribution Worker (2) Grounds Equipment Operator Groundskeeper/Gardener Inst Aide - Bilingual Vietnamese Inst Asst - ABA (2) Inst Asst - Severely Disabled (2) Inst Asst - Special Education (2) Interm Clk Typist Biling Spanish Lead DTT/ABA Inst Asst Ld Preschool Educator Oak PS Maintenance Electrician Payroll Technician Personnel Technician Presch Inst Asst Biling Spanish Preschool Educator Reprographics Technician School Health Technician School Library Specialist School Office Clerk Speech & Language Aide Exams Continued Speech & Language Asst Translator (Spanish)	36 Exams During 12/13 ALC Attendant Bus Driver Child Care Attendant (2) Child Care Program Facilitator Comm Liaison Biling Asst Spanish Custodian Department Secretary Food Distribution Worker (2) Instructional Aide Inst Asst - EL Inst Asst - ABA (3) Inst Asst - Computer Inst Asst - Physical Education Inst Asst - Severely Disabled Inst Asst - Special Education Interm Clerk Typ Biling Spanish Library Inst Materials Technician OVPP Associate Presch Educ (2) OVPP Preschool Educator Parent Educator Payroll Technician Personnel Analyst Preschool Educator Preschool Inst Asst Presch Inst Asst Bil Spanish (2) Exams Continued School Health Technician School Office Manager Speech & Language Asst Translator Spanish Translator Vietnamese	45 Exams During 13/14 Administrative Secty Assistant Supt, Administrative Serv Buyer Child Care Attendant (2) Community Liaison Bil Asst Arabic Computer Multimedia Tech Custodian Director, Food Service Food Distribution Worker Head Custodian (2) Human Resources Analyst Instructional Aide Inst Aide - Bilingual Spanish Inst Asst- ABA (2) Inst Asst - Computer (2) Inst Asst - EL (2) Inst Asst - PE Inst Asst - Severely Disabled (3) Inst Asst - Special Ed (2) Intermediate Clerk Typist Lead Behavior Intervention Asst Maintenance & Operations Mgr Personnel Technician Preschool Inst Asst Bil Spanish (3) Public Information Assistant Exams Continued School Health Technician School Library Specialist School Office Clerk School Office Manager School Office Manager Bil Spanish Senior Purchasing Clerk Speech & Language Aide (2) Translator Arabic Translator/Interpreter Spanish	53 Exams During 14/15 Bus Driver Central Kitchen Coordinator Child Care Attendant (3) Child Care Program Facilitator Child Care Program Supervisor Comm Liaison Bil Asst Arabic (2) Comm Liaison Bil Asst Spanish (2) Custodian Delivery Worker Department Secretary Dir Mice, Operations & Facilities Director, Transportation District Receptionist Food Distribution Worker Grounds Maintenance Worker Groundskeeper I Human Resources Technician Instructional Assistant (3) Instl Aide - Bilingual Spanish Inst Asst - ABA (2) InstAsst - EL Inst Asst - Severely Disabled (2) Inst Asst - Sign Language Inst Asst - Special Education (2) Intermediate Clerk Typist Maintenance Plumber Maintenance Worker Mechanic OVPP Assoc Preschool Educator Painter Payroll Technician Personnel Analyst Personnel Technician Preschool Educator Preschool Inst Assistant Preschool Inst Asst Billing Spanish Public Information Assistant Reprographic Technician School Office Clerk School Office Mgr-Biling Spanish Senior Purchasing Clerk Skilled Maintenance Worker Speech & Language Assistant Storekeeper	40 Exams During 15/16 Bus Driver Child Care Attendant (5) Clerk Typist (2) Custodian Department Secretary - Bilingual Director of Transportation District Receptionist Food Distribution Worker Head Custodian Instructional Assistant Inst Asst - ABA Inst Asst - Bil Spanish (2) Inst - English Learner Inst Asst - Severely Disabled (3) Inst Asst - Special Education (3) Intermediate Clerk Typist (2) Maintenance & Oper Supervisor Maintenance Worker Painter Personnel Analyst Personnel Technician Public Information Manager School Health Technician (2) School Office Clerk Bilingual School Office Manager - Bilingual Senior Facilities Planner Speech & Language Assistant (2)

2011-2012		2012-2013		2013-2014		2014-2015		2015-2016	
7	<u>Classification Actions</u> <u>Job Description Reviews</u> Clerk Typist Computer/Multimedia Tech Department Secretary Instructional Asst - EL Library/Inst Material Tech Personnel Analyst Personnel Technician	28	<u>Classification Actions</u> <u>Job Description Reviews</u> Administrative Secretary ALC Attendant Bus Driver Buyer Child Care Attendant (2) Child Care Program Facilitator Clerk Typist Department Secretary Food Distribution Worker Health & Welfare Technician Instructional Aide - Bilingual Instructional Asst - APE Instructional Asst - PE Intermediate Clerk Typist Intermediate Clerk Typist - Bilingual M&O Manager Parent Educator Payroll Technician Preschool Inst Asst - Bilingual School Office Clerk School Office Clerk - Bilingual School Office Manager School Office Manager - Bilingual Senior Account Clerk Senior Clerk Typist Senior Purchasing Clerk Translator/Interpreter	43	<u>Classification Actions</u> <u>Job Description Reviews</u> Accounting Technician Administrative Assistant Assistant Credential Tech Asst Supt, Administrative Services Bus Driver Trainee Carpenter/Cabinetmaker Central Kitchen Coordinator Community Liaison - Bilingual Asst Computer/Multimedia Technician Director, Food Services Executive Assistant Facilities Planner/Coordinator Financial Technician Flooring Repair Worker Grounds Equipment Operator Grounds Maintenance Worker Groundskeeper/Gardener Heating, Vent & AC Mechanic Instructional Aide Inst Asst - ABA Inst Asst - Computer Inst Asst - EL Inst Asst - Interpreter (Deaf/HoH) Inst Asst - Severely Disabled Inst Asst - Special Education Library/Instructional Materials Tech Maintenance Electrician Maintenance Helper Maintenance Locksmith Maintenance Worker Network Systems Manager OVPP Assoc Preschool Educator Personnel Analyst Personnel Technician Reprographics Technician School Health Technician School Library Specialist Sr Personnel Spec - Credentials Skilled Maintenance Worker Speech & Language Aide Speech & Language Asst Sprinkler Mechanic Translator/Interpreter	38	<u>Classification Actions</u> <u>Job Description Reviews</u> Associate Preschool Educator Bus Driver Child Care Program Supervisor Community Liaison Custodian Delivery Worker Director, Transportation (2) Driver Trainer Food Distribution Worker Head Custodian Human Resource Analyst Human Resource Technician Instructional Assistant- Bilingual Instructional Assistant Instructional Assistant - Computer Instructional Assistant - APE Instructional Assistant - PE Inst Asst - Severely Disabled Inst Asst - Special Ed Lead Mechanic (2) Mechanic (2) Mechanic Assistant (2) OVPP Associate Preschool Educ OVPP Preschool Educator Preschool Educator (2) Preschool Instructional Assistant Preschool Inst Asst - Bilingual Senior Facilities Planner Speech and Language Aide Speech and Language Assistant Storekeeper Switchboard Oper/Receptionist Transportation Dispatcher	39	<u>Classification Actions</u> <u>Job Description Reviews</u> Accounting Technician ALC Attendant Benefits & Workers' Comp Spec Child Care Attendant Child Care Program Facilitator Child Care Program Supervisor Clerk Typist Community Liaison-Bilingual) Director, Classified Personnel Director, Fiscal Services Director, Food Services Director, Information Services Director, MOF Director, Purchasing Director, Transportation District Receptionist Financial Analyst Grounds Supervisor Instructional Asst - ABA Instructional Asst - Computer I Instructional Asst - Computer II Instructional Asst - EL Instructional Asst - Farm Facility Instructional Asst - Sign Language Intermediate Clerk Typist Intermediate Clerk Typist - Biling Lead Behavior Intervention Asst Lead DI I/ABA Inst Assistant Parent Educator - Bilingual Parent Liaison Inst Asst - Biling Personnel Analyst Personnel Assistant Personnel Technician School Health Technician School Office Clerk School Office Clerk - Bilingual Senior Account Clerk Senior Clerk Typist Translator Interpreter

2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<p>3 <u>New Classifications Developed</u> Lead Presch Educator Oak PS OVPP Assoc Presch Educator OVPP Preschool Educator</p> <p>1 <u>Reclassification</u> Facilities Planner/Coordinator to Senior Facilities Planner</p> <p>1 <u>Extend Eligibility List</u> Speech & Language Assistant</p>	<p>4 <u>New Classifications Developed</u> Department Secty Bilingual Span Personnel Assistant Program Support Specialist Public Information Assistant</p> <p>2 <u>Reclassifications</u> Administrative Secretary to Personnel Assistant Senior Account Clerk to Program Support Specialist</p>	<p>7 <u>New Classifications Developed</u> Benefits & Worker's Comp Spec Database Analyst Field Service Technician Groundkeeper II Lead Behavior Intervention Asst Maintenance Plumber Painter</p> <p>5 <u>Reclassifications</u> Groundskeeper/Gardener Groundskeeper II Health & Welfare Tech to Benefits and Worker's Comp Spec</p> <p>IT Support Specialist Database Analyst Maintenance Worker to Skilled Maintenance Worker Skilled Maintenance Worker Field Service Technician</p> <p>5 <u>Classifications Deactivated</u> Graphics Technician Instructional Resource Cntr Tech Intermediate Personnel Spec Purchasing Clerk Staff Development Technician</p> <p>2 <u>Extend Eligibility List</u> Bus Driver (2)</p> <p>1 <u>Continuous Testing Authorized</u> Child Care Attendant</p>	<p>1 <u>New Classifications Developed</u> Instructional Asst - Computer II</p> <p>1 <u>Classifications Reactivated</u> Dir Mtce, Operations & Facilities</p> <p>3 <u>Reclassifications</u> Bus Driver Driver Instructor</p> <p>Instructional Assistant Preschool Instructional Assistant</p> <p>Mtce & Operations Supervisor Dir, Mtce, Operations & Facilities</p> <p>6 <u>Classifications Deactivated</u> Equipment Mechanic Grounds/Gardener Lead Worker Health & Welfare Technician HVAC Energy Conserv Coord IT Support Specialist Sprinkler Repair Worker</p> <p>2 <u>Evaluation Forms Adopted</u> Classified Bargaining Unit Classified Mgmt/Confidential</p> <p>3 <u>Merit Rule Revisions</u> 7.2.2 Step Advancement 8.11 Classified Evaluations 11.1.7 Health Exams</p> <p>1 <u>Extend Eligibility List</u> School Office Manager</p> <p>3 <u>Removal from Eligibility Lists</u> Custodian(2) Delivery Worker (1)</p> <p>3 <u>Advance Step Placements</u> Asst Supt Administrative Serv Dir Mtce, Operations & Facilities Maintenance Plumber</p>	<p>2 <u>New Classifications Developed</u> Lead Reprographic Technician Public Information Manager</p> <p>1 <u>Classifications Reactivated</u> Supervisor M&O</p> <p>2 <u>Reclassifications</u> Instructional Asst - Bilingual Parent Liaison-Inst Asst Bilingual</p> <p>School Office Manager School Office Manager-Bilingual</p> <p>4 <u>Classifications Deactivated</u> American Indian Ed Program Asst American Indian Ed Project Coord Community Resource Coordinator Lead Preschool Educ-Oak PS</p> <p>1 <u>Merit Rule Revisions</u> 7.2.14 Longevity (revised twice) Page 18</p> <p>5 <u>Removal from Eligibility Lists</u> Custodian (1) Instructional Asst - Spec Ed (2) Instructional Asst - Sev Disab (1) Painter (1)</p> <p><u>Advance Step Placements</u> Senior Facilities Planner Speech & Language Assistant</p>

THE MERIT SYSTEM

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to insure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

GOALS OF THE COMMISSION

- ◆ Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- ◆ Conduct job description reviews on a 3 year cycle to ensure meeting changing needs of the District.
- ◆ Develop new classes to meet changing needs of the District
- ◆ Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- ◆ Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- ◆ Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. in the District Office Board Room. Agendas are posted at the District office outside the Board Room, are also posted on the District website, at least 72 hours preceding the next meeting, and are distributed to Commissioners, Board Members, District Administrators, and the school sites. Agendas include the exact time, date, and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Employees and members of the community are cordially invited to attend Commission meetings.

The Personnel Commission is located at the District Office. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The Commission posts and accepts applications for all job opportunities at www.EdJoin.org and maintains a District web page, www.ovsd.org.

WHAT WE DO

Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- ◆ Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- ◆ Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- ◆ Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- ◆ Recommends salaries to the governing board. (EC 45268)
- ◆ Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- ◆ Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- ◆ Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
- ◆ Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- ◆ Provides for training of its own staff. (EC 45255)

HOW TO REACH US:

OVSD Personnel Commission
17200 Pinehurst Lane
Huntington Beach, CA 92647

www.ovsd.org

Phone: 714-847-2551
Fax: 714-847-1430

Michelle Vellanoweth
Director
Ext. 1400
mvellanoweth@ovsd.org

Michelle Eifert
Personnel Assistant
Ext. 1401
meifert@ovsd.org

Yvonne Nguyen
Personnel Analyst
Ext. 1404
ynguyen@ovsd.org

Bophary Ngin
Personnel Technician
Ext. 1403
bnngin@ovsd.org

Ocean View School District is the seventeenth largest school district in Orange County. The District boundaries encompass portions of Huntington Beach, Fountain Valley, Westminster, and Midway City.

The District operates eleven elementary schools, four middle schools, and two preschools.

The District currently has 8,760 students enrolled.

The District currently employs:

- ◆ 460 Certificated Staff
- ◆ 571 Classified Staff
- ◆ 400 Substitute and Exempt Staff

2015-2016

PERSONNEL COMMISSION ANNUAL REPORT

Ocean View School District



Personnel Commissioners
Commissioner Bob Ewing
CSEA Appointee

Commissioner Daniel Gooch
Joint Appointee

Commissioner Allan Pogrund, Ed.D.
Board Appointee

Classified Personnel
Michelle Vellanoweth
Director, Classified Personnel

Michelle Eifert
Personnel Assistant

Yvonne Nguyen
Personnel Analyst

Bophary Ngin
Personnel Technician

Board of Trustees
John Briscoe
Gina Clayton-Tarvin
Debbie Cotton
Joseph Gaglione
Jack Souders

Superintendent's Cabinet

Carol Hansen, Ed.D., Superintendent
Michael Conroy, Ed.D., Deputy Superintendent
Felix Avila, Assistant Superintendent
Jodee Brentlinger, Assistant Superintendent

Class Workforce Statistics

(as of 5/30/16)

- 87 Active Classes
- 2 Active Confidential Classes
- 12 Active Management Classes
- 571 Total Regular Classified Employees

Recruitment and Testing Statistics

- 1083 Applicants
- 910 Examinees
- 112 Disqualified
- 292 Eligibles
- 40 Exams (27 classes)
- 447 No Shows to Exams
- 69 OVSD interview panelists
- 19 Panelists from other districts

Recruitments Conducted (40)

- Bus Driver
- Child Care Attendant (5)
- Clerk Typist (2)
- Custodian
- Department Secretary – Bilingual
- Director of Transportation
- District Receptionist
- Food Distribution Worker
- Head Custodian
- Instructional Assistant
- Instructional Assistant - ABA
- Instructional Assistant – Bilingual (2)
- Instructional Assistant – English Learner
- Instructional Assistant – Severely Disabled (3)
- Instructional Assistant – Special Education (3)
- Intermediate Clerk Typist (2)
- Maintenance & Operations Supervisor
- Maintenance Worker
- Painter
- Personnel Analyst
- Personnel Technician
- Public Information Manager
- School Health Technician (2)
- School Office Clerk – Bilingual
- School Office Manager – Bilingual
- Senior Facilities Planner
- Speech & Language (2)

Classification Actions

- 2 New Classifications Developed
 - Lead Reprographic Technician
 - Public Information Manager
- 1 Classification Reactivated
 - Maintenance & Operations Supervisor
- 1 Merit Rule Revision
 - 7.2.14 Longevity (revised twice)

Reclassifications

- 2 Instructional Assistant – Bilingual to Parent Liaison – Instructional Asst. Bilingual
- School Office Manager to School Office Manager - Bilingual

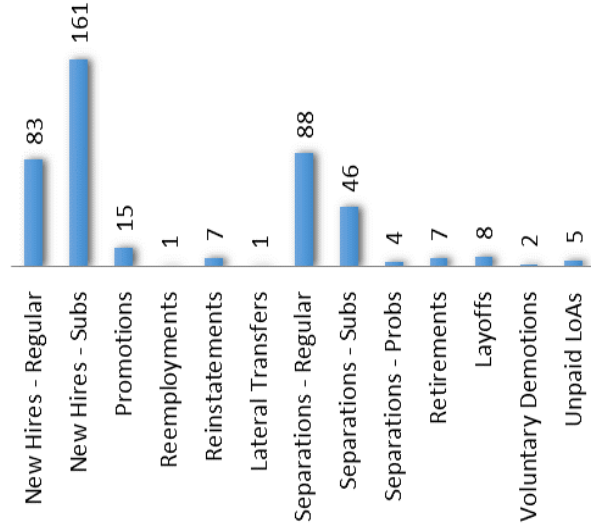
Classifications Deactivated

- 4 American Indian Ed Program Assistant
- American Indian Ed Project Coordinator
- Community Resource Coordinator
- Lead Preschool Educator (Oak Preschool)

Names Removed from Eligibility Lists

- 5 Custodian (1)
- Painter (1)
- Instructional Asst. – Severely Disabled (1)
- Instructional Asst. – Special Education (2)
- 2 Advance Step Placements
- Senior Facilities Planner
- Speech & Language Assistant

Employment Actions



Classified School Employees of the Year

- **Efren Barrera, Head Custodian, College View – Maintenance & Operations Category
- Kari Grace, Child Care Attendant, College View – Para-educator & Instructional Assistance Category
- Gayle Hoeker, Food Distribution Worker, Westmont/ Central Kitchen – Child Nutrition Category

Lori Letcher, Department Secretary, District Office – Office and Technical Category

Sherri Medrano, Community Liaison, Oak View – Support Services & Security Category

Ruth Nelson, Dispatcher, Transportation – Transportation Category

**Special congratulations to Efren Barrera who made it all the way to the State Employee of the Year level!!!

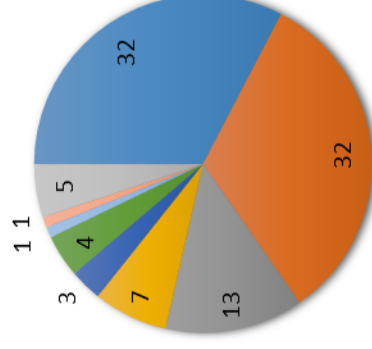
May 9-13, 2016 was designated as the Week of the Employee, which recognizes all certificated, classified, and management employees.

Classified School Employees of the Year and Teachers of the Year were recognized at the May 24, 2016 Board Meeting.

District retirees were recognized at the Board Meeting of June 7, 2015.

Service awards were presented at the Employee Recognition Banquet which was held on May 20, 2016.

Service Awards & Retirements



- 32 at 5 years
- 32 at 10 years
- 13 at 15 years
- 5 at 20 years
- 3 at 25 years
- 4 at 30 years
- 1 at 35 years
- 1 at 40 years
- 5 Retirements

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Job Description Reviews (39)

- Accounting Technician
- ALC Attendant
- Benefits & Workers Compensation Specialist
- Child Care Attendant
- Child Care Program Facilitator
- Child Care Program Supervisor
- Clerk Typist
- Community Liaison – Bilingual
- Director, Classified Personnel
- Director, Fiscal Services
- Director, Food Services
- Director, Information Services
- Director, Maintenance Operations and Facilities
- Director, Purchasing
- Director, Transportation
- District Receptionist
- Financial Analyst
- Grounds Supervisor
- Instructional Assistant – ABA
- Instructional Assistant – Computer I
- Instructional Assistant – Computer II
- Instructional Assistant – English Learner
- Instructional Assistant – Farm Facility
- Instructional Assistant – Sign Language
- Intermediate Clerk Typist
- Intermediate Clerk Typist – Bilingual
- Lead Behavior Instructional Assistant
- Lead DTT/ABA Instructional Assistant
- Parent Educator – Bilingual
- Parent Liaison Instructional Assistant – Bilingual
- Personnel Analyst
- Personnel Technician
- School Health Technician
- School Office Clerk
- School Office Clerk – Bilingual
- Senior Account Clerk
- Translator Interpreter

OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION

2015 - 2016



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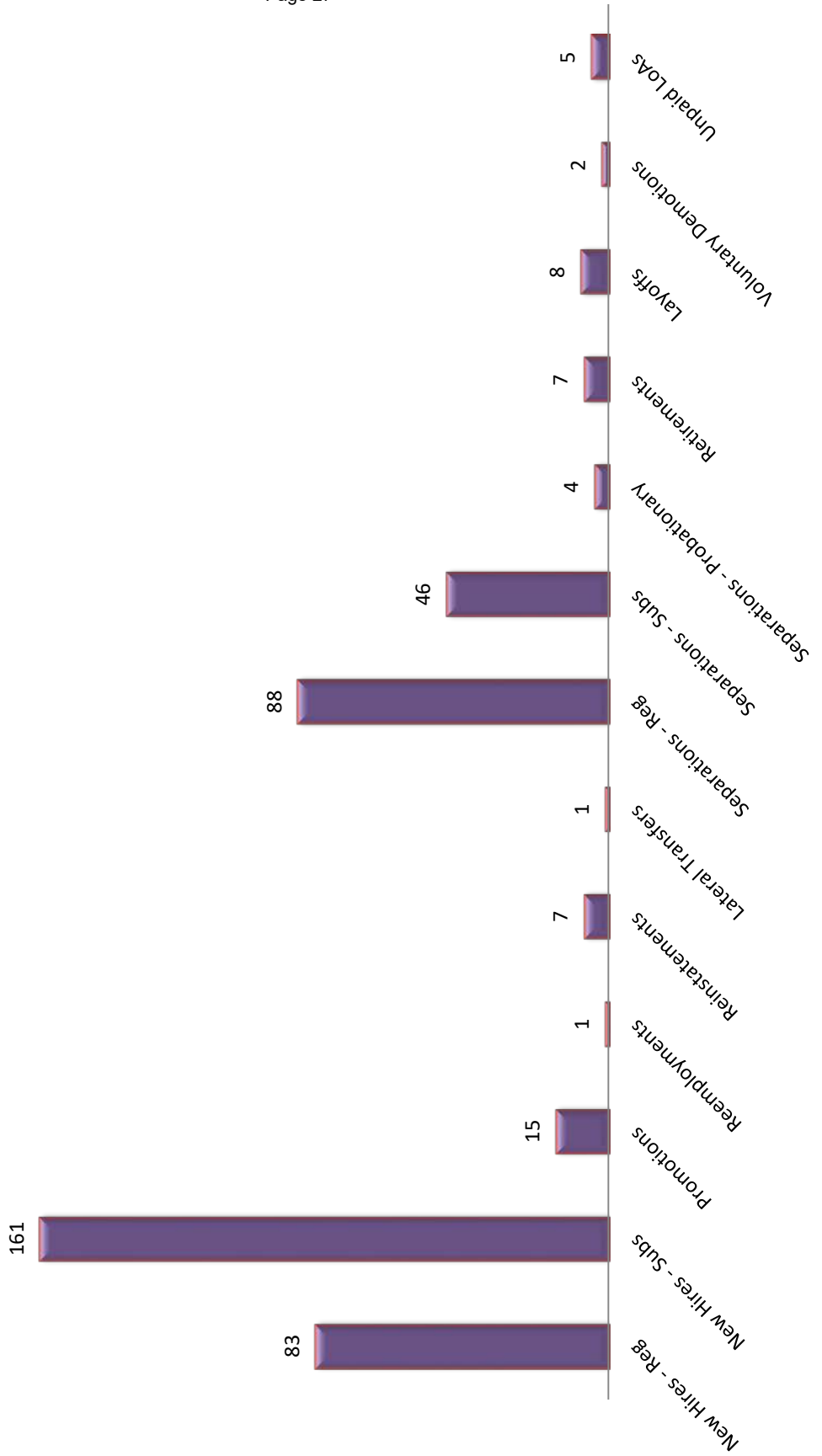
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Employment Actions & Recruitment Statistics 2015-2016



Class Workforce Statistics

87	Active CSEA Classes
2	Active Confidential Classes
12	Active Management Classes
571	Total Regular Classified Employees



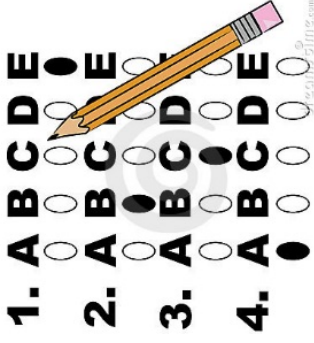
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19	Panelists from other districts



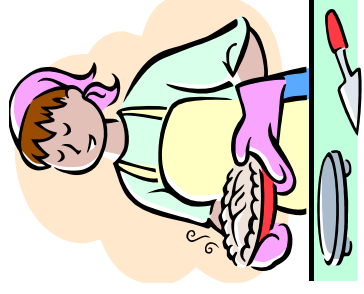
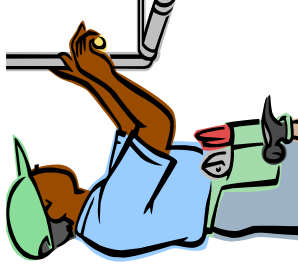
40 Recruitments Were Conducted

- Bus Driver
- Child Care Attendant (5)
- Clerk Typist (2)
- Custodian
- Department Secretary – Bilingual
- Director of Transportation
- District Receptionist
- Food Distribution Worker
- Head Custodian
- Instructional Assistant
- Instructional Assistant – ABA
- Instructional Assistant – Bilingual (2)
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- Public Information Manager
- School Health Technician (2)
- School Office Clerk – Bilingual
- School Office Manager – Bilingual
- Senior Facilities Planner
- Speech & Language Assistant (2)



39 Job Descriptions Were Reviewed

- Accounting Technician
- ALC Attendant
- Benefits & Workers Compensation Specialist
- Child Care Attendant
- Child Care Program Facilitator
- Child Care Program Supervisor
- Clerk Typist
- Community Liaison – Bilingual
- Director, Classified Personnel
- Director, Fiscal Services
- Director, Food Services
- Director, Information Services
- Director, Maintenance Operations & Facilities
- Director, Purchasing
- Director, Transportation
- District Receptionist
- Financial Analyst
- Grounds Supervisor
- Instructional Assistant – ABA
- Instructional Assistant – Computer I
- Instructional Assistant – Computer II
- Instructional Assistant – English Learner
- Instructional Assistant – Farm Facility
- Instructional Assistant – Sign Language
- Intermediate Clerk Typist
- Intermediate Clerk Typist – Bilingual
- Lead Behavior Instructional Assistant
- Lead DTT/ABA Instructional Assistant
- Parent Educator – Bilingual
- Parent Liaison Instructional Assistant - Bilingual
- Personnel Analyst
- Personnel Assistant
- Personnel Technician
- School Health Technician
- School Office Clerk
- School Office Clerk – Bilingual
- Senior Account Clerk
- Translator Interpreter



Other Classification Actions

2 New Classifications were developed

Lead Reprographic Technician
Public Information Manager

1 Classification was reactivated

Maintenance and Operations Supervisor

2 Reclassifications

Instructional Assistant – Bilingual to
Parent Liaison – Instructional Assistant Bilingual

School Office Manager to

School Office Manager – Bilingual

4 Classifications were deactivated

American Indian Education Program Assistant
American Indian Education Project Coordinator
Community Resource Coordinator
Lead Preschool Educator (Oak View Preschool)

1 Merit Rule revision

7.2.14 Longevity (revised twice)

5 Names were removed from Eligibility Lists

Custodian (1)

Painter (1)

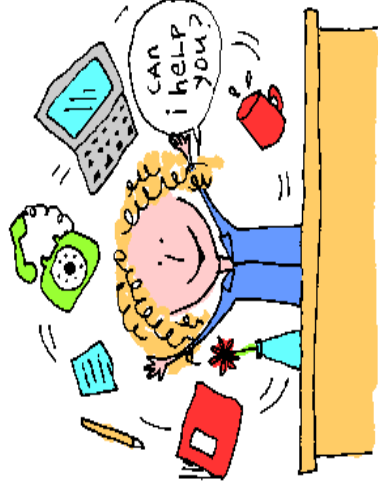
Instructional Assistant – Severely Disabled (1)

Instructional Assistant – Special Education (2)

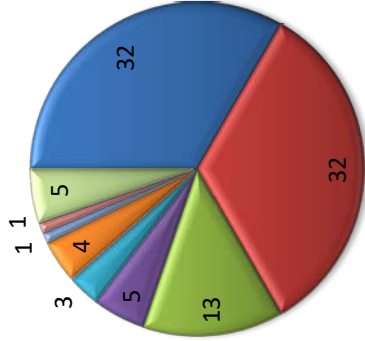
2 Advance Step Placements

Senior Facilities Planner

Speech and Language Assistant



Service Awards & Retirements



- 32 at 5 years
- 32 at 10 years
- 13 at 15 years
- 5 at 20 years
- 3 at 25 years
- 4 at 30 years
- 1 at 35 years
- 1 at 40 years
- 5 Retirements

Classified School Employees of the Year

Employee	Site	Classification	Category
**Efren Barrera	College View	Head Custodian	Maintenance & Operations
Kari Grace	College View	Child Care Attendant	Instructional Assistance
Gayle Hoeker	Westmont	Food Distribution Worker	Child Nutrition
Lori Letcher	District Office	Department Secretary	Office & Technical
Sherri Medrano	Oak View	Community Liaison	Support Services & Security
Ruth Nelson	Transportation	Dispatcher	Transportation

****Special congratulations to Efren Barrera who made it all the way to the State Employee of the Year level!!! 😊**

May 9-13, 2016 was designated as the Week of the Employee, which recognizes all certified, classified, and management employees. Classified School Employees of the Year and Teachers of the Year were recognized at the May 24, 2016 Board Meeting. District retirees were recognized at the Board Meeting of June 7, 2016. Service Awards were presented at the Employee Recognition Banquet which was held at Mile Square Golf Course on May 20, 2016.

About Ocean View School District

- Ocean View School District is the seventeenth largest school district in Orange County.
- The District operates eleven elementary schools, four middle schools, and two preschools.



- The District currently has 8,760 students enrolled.

- The District boundaries encompass portions of:
 - Huntington Beach
 - Fountain Valley
 - Westminster
 - Midway City
- The District currently employs:
 - 460 certificated staff
 - 571 classified staff
 - 400 substitute & exempt staff

How To Reach Us:

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