



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, July 14, 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, JULY 14, 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 June 9, 2016, Regular Personnel Commission Meeting for approval.

ACTION
Pages 1-8
Moved: ____
Second: ____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Pages 9-75
Moved: ____
Second: ____
Vote: _____

A. JOB DESCRIPTIONS REVIEW/REVISIONS:

1. Administrative Secretary
2. Buyer
3. Department Secretary - Bilingual
4. Department Secretary
5. Payroll Technician
6. Personnel Commissioner
7. Program Support Specialist
8. School Library Specialist
9. School Office Manager - Bilingual
10. School Office Manager
11. Senior Purchasing Clerk
12. Custodian
13. Head Custodian

B. RECRUITMENT AND TESTING - ELIGIBILITY LISTS:
(Eligibility lists provided to Commissioners only.)

**CONSENT
CALENDAR
(CONTINTUED)**

- 1. 2016-01 School Library Specialist
- 2. 2016-02 OVPP Preschool Educator
- 3. 2016-03 OVPP Associate Preschool Educator
- 4. 2016-04 OVPP Preschool Instructional Assistant
- 5. 2016-05 Instructional Assistant – Severely Disabled
- 6. 2016-06 Instructional Assistant – Special Education
- 7. 2016-07 Child Care Program Facilitator
- 8. 2016-08 School Office Manager

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 76-79**

- June 7, 2016 – (Exhibit A)
- June 21, 2016 – (Exhibit B)

8. RECOMMENDATION TO RECLASSIFY INCUMBENT ANN HORTON FROM REPROGRAPHIC TECHNICIAN TO LEAD REPROGRAPHIC TECHNICIAN:
The Personnel Commission will receive the Director’s recommendation to reclassify incumbent Ann Horton from Reprographics Technician to Lead Reprographics Technician.

**ACTION
Page 80-89
Moved: ____
Second: ____
Vote: _____**

9. PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2016-2017:
The Personnel Commission will receive the Director’s recommendation to adopt the proposed Personnel Commission Meeting dates for 2016-2017.

**ACTION
Page 90
Moved: ____
Second: ____
Vote: _____**

COMMUNICATIONS

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

11. COMMISSIONER REPORTS

12. DIRECTOR AND STAFF REPORTS

13. 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
June 9, 2016**

- CALL TO ORDER** Commissioner Ewing called the June 9, 2016, Regular Personnel Commission Meeting to order at 4:45 p.m.
- PLEDGE OF ALLEGIANCE** Superintendent Hansen led the pledge of allegiance.
- ROLL CALL** Commissioners Ewing, Gooch, and Pogrud were present. Director Vellanoweth was also present.
- STAFF MEMBERS AND GUESTS** Michelle Eifert; Yvonne Nguyen; Bophary Ngin; Steve Hunter; Susan Atchison; Sandy Vaughan; Michael Hoeker; Ann Horton; Phi Tran; Judy Johnston; Michael Conroy; Carol Hansen.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that the Personnel Commission met in Closed Session to discuss personnel matters and no action was taken.
- PUBLIC COMMENTS** Steve Hunter, CSEA President, respectfully requested on behalf of CSEA, that all of the job descriptions be pulled from the agenda. This was due to a last minute request from some CSEA members concerning some of the language contained in all of the job descriptions. These members would like to have the language reviewed before the job descriptions are approved. Mr. Hunter stated that there have been some conversations about the 610 process. He has been made aware that the District feels that it is not bound by the 610 process when it comes to the review of job descriptions as long as the description is not substantially changed. While CSEA respects this, they nonetheless are bound by the 610 process, which is one of the reasons they are asking for the delay in approving the job descriptions. He stated that CSEA needs to run the job descriptions through the 610 process and they are falling behind as a result of the efficiency of the Personnel Commission staff.
- Mr. Hunter also stated that there are some issues regarding items on the agenda relating to the night custodians. One of the issues that CSEA has with regard to this is that at this point in time, CSEA has not actually sat down face to face with the District or entered into negotiations with regard to the changes for this position. He stated that CSEA feels it is a bit premature for the Personnel Commission to change their reporting structure and some of the other things that go on with the night custodians.
- Once again, Mr. Hunter respectfully requested that these job descriptions be pulled from the agenda.
- Sandy Vaughan, CSEA Representative, addressed the Personnel Commission regarding a reclassification request submitted by a CSEA member. Mrs. Vaughan stated that the request was submitted in April and denied by the Director of Classified Personnel. The employee in question was hired in 2011 in a full time position as a Reprographic Technician. At that time the Reprographics Department had an Administrator that oversaw the daily operations of the department. It was staffed by one full time and one part time classified employee. The Administrator had been on a leave and a substitute had been hired to fill the position. The Administrator then resigned and in December 2012, the substitute

**PUBLIC COMMENTS
CONTINUED**

was released. This left the two classified employees. The part time Reprographic Technician, then also resigned, leaving the one full time employee to run the department. In 2013, two full time temporary employees worked in Reprographics during the summer months. They were trained, directed, and assigned tasks by the Reprographic Technician. This was the case again in the summer of 2014. Because of the additional workload, one of these temporary employees continued working on a part time basis for approximately three more months. In December 2014, the twelve month, part time position was filled and another employee was hired as a Reprographic Technician. She received and continues to receive training, direction, and job assignments from the full time employee in the department.

In January 2016, the Personnel Commission approved a new classification of Lead Reprographic Technician. Until this time there had been only one classification in the Reprographic series, meaning that there had previously been no possibility for advancement within this series. In April, the employee took it upon herself to request a reclassification to the new position. When her request was denied, the employee met with her supervisor and was told that the Director of Classified Personnel had provided two options. A promotional only recruitment for Lead Reprographic Technician could be conducted for which the employee and other qualified District employees could apply and compete, or the employee could wait until December 2016, at which time the Director could recommend to the Commission that the employee be reclassified as Lead Reprographic Technician based upon the gradual accretion of duties over the last two years. Given these options, the employee opted to wait until December. Mrs. Vaughan stated that earlier this week, a request was made for the denial of the reclassification request to be put in writing. Mrs. Vaughan stated that they were told that even though the employee had assumed the responsibilities in organizing and coordinating the operations of the print shop, it was not until December 2014, when the part time employee was hired that the employee had someone to regularly train and provide leadership to. It was also stated that providing leadership was one of the defining characteristics of the lead position. In addition, the leadership and direction given to the summer help did not count because it was inconsistent.

Mrs. Vaughan then stated their questions and concerns. With regard to the leadership requirements, if this is such a critical component why is it only one of sixteen things listed in the *Representative Duties* of the job description. She asked why nothing about leadership was mentioned in the thirteen things listed in the *Knowledge Of* section of the job description. And she added it is only one of thirteen things listed in the *Ability To* section. More importantly, in the experience section of the job description, there is no requirement to have two years of a leadership role. In fact, leadership is not even mentioned in the *Employment Standard* section. So in essence, Mrs. Vaughan stated, someone applying from the outside could be hired in a lead position with no experience in leadership. But two years of leadership is being required from a current employee requesting to be reclassified.

Mrs. Vaughan referenced Section 3.3 of the Merit Rules dealing with reclassification. She read Section 3.3.1, which states the basis for reclassification for any position must be gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and/or responsibilities. Mrs. Vaughan stated that there is nothing in the Merit Rules that

**PUBLIC COMMENTS
(CONTINUED)**

says this must take place over a two-year period. The only reference Mrs. Vaughan found in the Merit Rules that deals with a two-year requirement is in Section 3.3.4. Part of this section explains the need for the employee to pass an examination. If the employee has been on the job for two or more years no examination is required. If less than two years, the employee must take the required exam. The section also states that if an employee has been upwardly reclassified they are ineligible to be reclassified again for two years.

Mrs. Vaughan stated that at the last Personnel Commission meeting, it was recommended by the Director and approved by the Commission, the reclassification of the School Office Manager at Oak View to School Office Manager – Bilingual. He had only been in the School Office Manager position for sixteen months.

Mrs. Vaughan asked for help in understanding how one employee who had been in their position for sixteen months was granted a reclassification, and another employee with the gradual accretion of duties and responsibilities that has taken place over a four year period of employment, was denied. She knows that no action can be taken on this, since it is not on the agenda, but she wanted to bring this forward to help better understand the process and the discrepancies. She ended with one last thought, that there is more to leadership than just supervising other employees.

Judy Johnston, Database Analyst, Information Services, stated that when she first started working at the District, when she had a question, she went to the supervisor of the Reprographic Department. Now when she has a question, she goes to Ann Horton, because there is no official supervisor to the department. In thinking about this, Judy looked at what Ann does. Judy worked with many of the other Reprographic Technicians, and they all have done a fabulous job, but she has not gone to them to consult with on projects. Judy stated that Ann is here not just to print things, but to make the District better and save the District money. An example is when the schools were all printing their own report cards, Ann came forward and said she could get the envelopes in bulk, print them in bulk, and through this the District saves \$8,000 per year. Ann also came up with printing business cards. Mrs. Johnston also stated that she understands that there are rules when recommending an employee for reclassification, but she sees these examples as leadership roles.

Superintendent Hansen stated that it is almost the end of the school year, and she has been at the helm of the District for almost a year. It has been a wonderful opportunity and she looks forward to many more years. She thanked Commissioner Ewing for coming to the CSEA Banquet. She also thanked Commissioner Pogrund for attending the Board Meeting where the retirees were recognized.

Superintendent Hansen stated that she had spoken with Director Vellanoweth about possibly regularly addressing the Personnel Commission in the upcoming year to build a stronger partnership between the District and the Commission. She mentioned that the District really has been working on building credibility and stability in the Ocean View School District. One of the ways that they are working on that is to forge partnerships with the unions, OVTA and CSEA. Leadership from all the different groups have met a few times to develop guiding principles and mechanisms to put in place that will help them work more effectively together.

**PUBLIC COMMENTS
(CONTINUED)**

Opening conversations and engaging in decision making together is a positive direction. Superintendent Hansen has heard that this is not always the way it has been perceived in the past, and that there had often been tension between teachers and classified, so this is being repaired. She stated that she feels that the right people are now in place, in Administration, in Cabinet, on the Board, as well as the leadership within the unions. Her hope is to bring the Commission on board as we move into the future.

Another item Superintendent Hansen wanted to share with the Commission is that last Tuesday, the Board of Trustees had a discussion as to whether or not to pursue a general obligation bond. The direction of the Board to staff was to continue to explore that possibility. The Board had previously directed staff to hire some consultants and a bond survey was sent out to determine the feasibility of the voters voting in favor of a bond for the Ocean View School District for facilities. The initial bond survey indicated that there is about a 65% likelihood that a bond could be passed. The District knows it could face opposition so it would have to have a strong campaign if it chose to move forward in this direction.

She also mentioned that the District is in the midst of a Facilities Master Plan process where the long term facility needs of the entire District are being looked at. The District has great needs, such as heating and air conditioning, plumbing, new windows, new paint, new concrete and asphalt, and the playing fields.

Superintendent Hansen wanted to inform the Commissioners of this as they may hear more about it and she wants the Commission to be kept abreast of the direction the Board is moving at this time. She would be happy to give the Commissioners presentations or share information that they are interested in.

**MINUTES OF
MAY 12, 2016**

Motion by Commissioner Gooch to approve the minutes of the May 12, 2016, Regular Personnel Commission meeting.

Seconded by Commissioner Ewing, and carried with a 2:0 vote. Commissioner Pogrund abstained from the vote since he was absent from the May 12, 2016, Personnel Commission Meeting.

CONSENT CALENDAR

The following job description reviews/revisions were pulled from the agenda and tabled until the next Personnel Commission meeting:

- A. Job Description Review/Revisions:
1. Administrative Secretary
 2. Buyer
 3. Custodian
 4. Department Secretary
 5. Department Secretary - Bilingual
 6. Head Custodian
 7. Payroll Technician
 8. Personnel Commissioner
 9. Program Support Specialist
 10. School Library Specialist
 11. School Office Manager
 12. School Office Manager – Bilingual
 13. Senior Purchasing Clerk

**CONSENT CALENDAR
(CONTINUED)**

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

- B. Recruitment and Testing – Eligibility Lists
1. 2015-37 Intermediate Clerk Typist
 2. 2015-38 School Office Manager - Bilingual
 3. 2015-39 District Receptionist
 4. 2015-40 Public Information Manager

Motion by Commissioner Pogrund to approve the Consent Calendar as amended.

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

Commissioner Gooch requested that job descriptions number 3 and 6 be pulled for discussion.

Commissioner Ewing asked Commissioner Gooch what he would like to do with the pulled items.

Commissioner Gooch answered that there were comments from individuals in the audience regarding the pulling of these job descriptions. Commissioner Gooch then inquired of the CSEA President if he was referring to all of the job descriptions or specific ones.

Steve Hunter answered that he was referring to all of the job descriptions on the agenda, but specifically the ones for Custodian and Head Custodian, because some of the revisions being recommended are negotiable items. He stated that CSEA has not entered into negotiations with the District. He also mentioned that CSEA is scheduled to sit down with the District next week to discuss these items.

Commissioner Gooch stated that in a number of the job descriptions that are presented, it states that they have been reviewed by the incumbents and supervisors, with the exception of the Custodian and Head Custodian. So he asked again, if it is being requested that more than these two job descriptions be pulled from the agenda to let him know.

Steve Hunter replied that some bargaining unit members have brought the recently changed wording under *Representative Duties* to the attention of CSEA and have requested that CSEA review this wording and run it through the 610 process. Mr. Hunter acknowledged that he knows this wording has already been approved, but now that a request has been made, it needs to be run through the 610 process. Mr. Hunter explained that CSEA needs time to do this.

Commissioner Gooch stated to Director Vellanoweth that when he reviewed this wording it appeared to him that it replaces the wording, “other duties as assigned”. Director Vellanoweth answered yes, the previous statement worded, “Perform other duties as required to accomplish the objectives of the position” has been omitted and replaced with the wording, “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”. The statement has also been moved from the bottom of the *Representative Duties* section to the beginning of the section.

**CONSENT CALENDAR
(CONTINUED)**

Director Vellanoweth added that there was a discussion specifically regarding this at the beginning of the job description review process at the beginning of this school year, indicating that is was her intent to replace the previous wording with this statement, as it is a more specific and relevant statement. Other districts were researched and attorneys were consulted with to ensure it was an appropriate statement to replace the other.

Steve Hunter explained that as Director Vellanoweth consulted the attorneys, CSEA now needs to consult their authorities. He requested a delay in approving the job descriptions until the next meeting of the Personnel Commission.

Commissioner Ewing stated that except for two of the job descriptions, every one of them reads that the incumbents and the supervisors have reviewed and recommend the final draft which is attached. This means, to him, that these have already been looked at and feedback has been provided to the Director. Commissioner Ewing asked then if CSEA is now saying the incumbent and the supervisor have not seen these.

Sandy Vaughan answered no, they are saying that CSEA has not been provided an opportunity to negotiate changes.

Steve Hunter explained that the incumbent is the one who is requesting that CSEA do this, because it is the incumbent who takes issue with it. Essentially, the incumbent went back and re-read it and decided they were uncomfortable with this. Therefore, it is the responsibility of CSEA to bring this up at this point in time.

Commissioner Ewing asked if the incumbent has then changed their mind. Mr. Hunter answered that is what he has heard and since this has been brought to his attention, it is his job to make an attempt to be given an opportunity to review it.

Commissioner Gooch asked Director Vellanoweth what would be the result of postponing the job descriptions for one month. Director Vellanoweth answered there is nothing critical that would result in postponing, however she would like to have specific guidelines in place so that job descriptions can be reviewed on a timely basis. Ms. Vellanoweth also stated that she does feel that she gives plenty of opportunity for both incumbents and supervisors to review them. She does understand Mr. Hunter's position and is willing to work with him to possibly create a larger window in which to review them in the future.

Commissioner Gooch addressed the Administration in the audience and posed the same question, as to whether they have any needs that cannot be met by postponing the approval of the job descriptions until the next Personnel Commission meeting. Dr. Hansen replied that in the realm of working collaboratively together this may have been an opportunity for everyone to see that they need to look at their timelines and the way that they communicate with each other. She added that the Administration had no issues with postponing this item.

Commissioner Gooch made a motion to lay these job descriptions over until the next meeting of the Personnel Commission.

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 meetings of May 10, 2016, and May 24, 2016.

PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2016-2017 The proposed Personnel Commission meeting dates for 2016-2017 were tabled and requested to come back to the next meeting of July 14, 2016 for approval, due to incorrect dates based upon the 2016-2017 calendar.

SECOND PUBLIC COMMENTS Superintendent Hansen commended the Commission for staying on a schedule for updating job descriptions because along with the theme of building credibility and stability, there are not a lot of districts around that have regularly updated job descriptions. This is a wonderful component for credibility and stability because then employees know what is expected of them and supervisors know what they should expect of their employees. She appreciates the Commission and the Director's diligence in doing this.

Steve Hunter thanked the Commission for agreeing to his request for pulling the job descriptions.

COMMISSIONERS' REPORTS Commissioner Gooch had nothing to report.

Commissioner Pogrund stated that he was pleased to have attended the June 7, 2016, Board Meeting to recognize the classified retirees. He said it was a great experience and he appreciates that classified staff is increasingly being recognized.

Commissioner Pogrund also said to Dr. Hansen and to everyone in attendance, the ability to collaborate shows and there is a positive feeling in the atmosphere at the District and he appreciates it.

Commissioner Ewing stated that the next regular meeting of the Personnel Commission is scheduled for July 14, 2016.

Commissioner Ewing also mentioned that he enjoyed the employee banquet and thanked the committee members who helped organize it.

DIRECTOR AND STAFF REPORTS Director Vellanoweth thanked Commissioner Ewing and Commissioner Pogrund for attending the Board Meetings in May and June to recognize the District's Classified School Employees of the Year and the classified retirees.

She stated that she was impressed with the CSEA banquet and was very pleased.

In addition, the Human Resources and Classified Personnel offices jointly hosted an employee recognition breakfast last week, which was a success. Peer nominated trophy awards were given and the recipients walked a "star carpet".

Director Vellanoweth provided information about the recruitments currently taking place in the office. She mentioned new classes are being added at OVPP/Pleasant View.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

She mentioned new classes are being added at OVPP/Pleasant View. The openings at Lake View are also being filled. There are also two vacant Child Care Facilitator positions, in addition to a new pilot program for child care at Mesa View Middle School. There have also been several promotions from within, so a lot of positions are being back filled. Director Vellanoweth also advised the Commissioners that the recruitment for Director of Food Services had to be reopened due to not receiving enough qualified candidates.

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 5:23 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 Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016

SUBJECT: Agenda Item No. 6A1: Job Description Revision – Administrative Secretary

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Administrative Secretary classification was fully reviewed and updated in May 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisors who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisors, modifications are proposed to the Administrative Secretary job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Administrative Secretary job description.

Attachment: Proposed revised job description for Administrative Secretary dated July 14, 2016.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Administrative Secretary job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

Administrative Secretary

JOB SUMMARY:

Under limited direction, serves as secretary and provides administrative support to an administrator having district-wide line and staff authority ~~or cabinet level responsibility~~, by exercising independent judgment and initiative in organizing office activities, coordinating the activities of clerical staff, coordinating communications and performing responsible and complex administrative, secretarial and clerical duties; performs assigned technical activities; may take, transcribe, prepare minutes and initiate correspondence; conducts independent research; provides assistance in budget development and management.

CLASS CHARACTERISTICS:

Positions in this class serve district administrators at the management level who hold the broadest, district-wide line and staff responsibilities. Incumbents must have working knowledge of Board Policy and Administrative Regulations, applicable Education Code sections and the organization of the District. These positions assist and relieve the administrator of routine administrative detail, make independent decisions regarding designated office functions and research, prepare, revise and/or update Board agenda items with necessary exhibits and backup materials. Positions in this class do not have, in the regular course of their duties, access to or possess information relating to the employer's employer-employee relations.

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

- Draft or compile financial, statistical, narrative or other reports utilizing independent judgment in collecting, analyzing and processing data; ~~E~~
- Compile, review, edit, or update Board Agenda items provided by administrators, may compose items from instructions provided by administrator, and prepare draft for administrative review; ~~E~~
- Prepare and/or compose a wide variety of reports, letters, memos, statistical data and other materials with or without rough drafts, copies, brief notes, general instructions or transcribing machine recordings, ~~to ensure~~ ing the information is accurate; ~~and~~ consults with, or refers to, other appropriate administrative staff members as necessary; ~~E~~
- Organize and coordinate office activities to enhance the efficient flow of communications, filing, record-keeping and reporting, and relieve the supervisor of administrative details; ~~E~~
- Handle routine correspondence, questions, inquiries concerning the specific application of District and office policies and procedures with accuracy, promptness, tact, sensitivity and confidentiality; ~~E~~

- Take, edit and prepare dictation involving substantial technical terminology, organizational and procedural knowledge, and familiarity with laws, policies and directives; ~~E~~
- Independently perform office support work of department, maintain schedules of appointments and department deadlines, schedule, coordinate logistics and prepare for meetings, trainings, workshops, and department administrator travel, maintain the office ~~monthly~~ calendar, screen calls and visitors, and appropriately open, prioritize, and route the administrator's mail and correspondence; ~~E~~
- Depending upon the department to which assigned is responsible for preparation and coordination of: categorical program and grant application documentation; M & O and Capital Outlay work orders; data bases on repairs of computers, phones and AV equipment; Administrative Regulations, and/or Merit System Rules; may record and take minutes of ~~Personnel Commission~~ ~~or~~ department meetings and process post-meeting documentation; ~~E~~
- ~~May p~~Prepare and maintain a variety of records, and files related to division operations and activities including budget and financial records;
- Operate computer equipment for the preparation and maintenance of a variety of complex documents, correspondence, reports and related material;
- Input and retrieve computerized data into computer system as required;
- Interpret and apply rules and regulations, policies and procedures related to department functions and specific programs; ~~E~~

Other Related Duties

- May take, transcribe, prepare and report official minutes or conference dictation, using experienced business judgment; ~~E~~
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Receives general direction from an administrator having district wide ~~or cabinet level~~ responsibility. Provides leadership, direction and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of leadership, office organization and management, public relations, and training;
- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- ~~Modern office methods, procedures, terms, equipment;~~
- ~~Word processing, spreadsheet, database, Internet and E-mail computer applications;~~
- Business office telephone techniques and etiquette;
- ~~Correct~~ English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;
- Letter, report, and agenda preparation methods;
- Basic mathematics used in an office environment;
- Standard record, filing systems and procedures;
- Financial recordkeeping and report preparation;
- Basic objectives, organization, functions of a California school district.

Ability to:

- Effectively Plan, organize and prioritize work of self and others;
- Coordinate and expedite a large volume of administrative detail independently, efficiently and effectively;
- Perform and organize difficult office, administrative, secretarial and clerical work involving independent judgment and requiring accuracy and speed;
- ~~Operate various standard and specialized office equipment including a personal computer; Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, database, Internet E-mail and presentation software;~~
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- ~~Master new computer based office software as required;~~
- Rapidly learn procedures and software as required;
- Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;
- Compose correspondence and written material independently;
- ~~Compose correspondence independently using correct spelling, grammar and punctuation;~~
- Maintain security and confidentiality of privileged and sensitive information;
- Develop, organize, locate, maintain diverse and confidential records;
- Understand, read, interpret, apply and explain laws/codes, and policies and procedures, Administrative Regulations, Board Policies, Merit System Rules and verbal directions to specific situations requiring good judgment, tact and poise;
- Keyboard at a net corrected speed of 60 words per minute~~WPM~~;
- Take stenographic notes/dictation and accurately transcribe into clear, concise copy;
- Understand and carry out oral and written instructions;
- Interact with management, school staff, and community members effectively utilizing superior written and verbal skills as well as interpersonal and presentation skills;
- Analyze difficult and sensitive situations and adopt appropriate courses of action;
- Perform mathematical computations to update budgets, produce reports, maintain records, complete requisitions, travel reimbursements and other forms;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;~~using tact, patience and courtesy.~~
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.

EMPLOYMENT STANDARDS:**Education:**

- High School Diploma or equivalent;
- 24 units of coursework in secretarial science or closely related college education may be substituted for one (1) year of the required experience below.

Experience:

- Three (3) years of increasingly responsible secretarial experience is required, preferably working for an administrator in a public education environment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, frequently in difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without direct guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

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, 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. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach. The work involves little to light physical efforts; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 40

Classified Bargaining Unit

Last revised 3/14/~~2002, 4/6/2006, 5/9/2013~~

~~Revisions effective 4/6/06~~

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016
SUBJECT: Agenda Item No. 6A2: Job Description Revision – Buyer

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Buyer classification was fully reviewed and updated in May 2013.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and supervisor, modifications are proposed to the Buyer job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Buyer job description.

Attachment: Proposed revised job description for Buyer dated July 14, 2016.

Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Buyer job description.



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Buyer

JOB SUMMARY:

Under general direction provides assistance to the Director of Purchasing in overseeing all purchasing functions; performs complex and technical functions of the buying process to procure and purchase materials, supplies, equipment, and services; oversees and ~~or~~ maintains the Fixed Assets System and Stores Inventory System; monitors purchases for suitability of purpose, safety and legal requirements; maintains supporting data and records.

CLASS CHARACTERISTICS:

This position is expected to be able to assist in overseeing the complete purchasing cycle of materials, supplies, equipment, and services for the District, ensuring timely delivery of goods and services to schools and departments. Incumbents are expected to be fully knowledgeable of all procedures related to public purchasing. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Purchasing. ~~and may be designated to act in the absence of the Director of Purchasing.~~

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

- Purchase materials, supplies and equipment utilizing either standard or uniquely determined specifications; ~~E~~
- Assist in the development, implementation and monitoring of District purchasing policies and procedures; ~~E~~
- Prioritize incoming orders, determining type and urgency of action required; ~~E~~
- Prepare and maintain commodity lists of recommended materials and other records utilized in evaluating new and alternative commodity and supply sources; ~~E~~
- Contact vendors to interview and obtain price quotations; ~~E~~
- Compare and analyze quotations and recommend action concerning commodity sources and awarding of orders and contracts; ~~E~~
- Confer with District and vendor personnel regarding materials, supplies and equipment and/or modification of purchasing specifications; ~~E~~
- Oversee or conduct necessary follow-up to finalize all actions initiated; ~~E~~ —
- Oversee or investigate complaints and assist in their adjustment; ~~E~~
- Oversee and maintain a Fixed Assets System;
- Oversee and maintain a Stores Inventory Control System; ~~E~~
- Oversee or evaluate and select materials to replenish or expand stores inventory, maintaining a stock

- level consistent with District requirements and storage facility limitations; ~~E~~
- Locate and develop new vendor sources; ~~E~~
- ~~Assist in coordinating and assigning the work of Department staff;~~
- Provide direction to staff in how to solve/resolve problems encountered in their assigned work; ~~E~~
- Communicate with district departments and personnel to provide information and assistance concerning specifications, sources, prices, availability and related matters;

Other Related Duties

- May initiate or assist in the bid process from preparation with draft materials through completion; ~~E~~
- May train other employees on Stores Inventory Control System and Fixed Assets System;
- Attend Fixed Asset and Stores meetings as assigned;
- Participate in district in-services, workshops and /or seminars as directed.
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

General direction is received from the Director of Purchasing. Leadership and/or guidance is provided to other Purchasing Department staff. ~~This position does not supervise other employees, except as authorized and required during absence of the Director of Purchasing. Supervision is not exercised over other employees.~~

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard purchasing terminology, specifications, policies, and procedures, including the technical aspects of researching, comparing and purchasing supplies, materials and equipment;
- Methods, procedures, supplies, materials and equipment common to school districts;
- Sources of supplies and marketing practices;
- Modern office methods, procedures, terms, ~~and~~ equipment; used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Standard record keeping, filing systems and report writing procedures;
- Financial statistical record keeping techniques;
- Budgetary, accounting, and legal procedures and practices of the district regarding procurement and disbursement of supplies and equipment;
- ~~Word processing, spreadsheet, data base, Internet and E-mail computer applications;~~
- ~~Correct~~ English usage, spelling, grammar, and punctuation;
- Business office telephone techniques and etiquette;
- Bid specifications preparation;
- Basic math, accounting, record keeping and report methods ~~mathematics~~ used in purchasing.

Ability to:

- Perform the complex and technical functions and procedures of the buying process;
- Understand, read, interpret, learn, and Apply the requirements of Federal and State laws including: the California Education and Public Contract Codes, District policies and the methods and procedures used in the purchasing of school district supplies and equipment;

- Prepare bid specifications and review and analyze bids;
- Ensure the propriety and legality of purchase transactions;
- Independently Plan, organize, prioritize, coordinate and expedite a large volume of detailed work efficiently and effectively;
- Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;
- Purchase ~~quantity~~ quality items and services economically, efficiently and in accordance with established policies, procedures and guidelines;
- Establish and maintain a variety of purchasing and inventory control records and files;
- Operate various standard and specialized office equipment including a personal computer and reprographic machines;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- ~~Operate various office equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software, and assigned software with speed and accuracy;~~
- Keyboard at a net corrected speed of 45 words per minute;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- Perform mathematical computations related to purchasing with speed and accuracy;
- 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.
- 24 units of college level coursework in business administration, accounting or a related field may be substituted for up to one (1) year of the required experience.

Experience:

- Three (3) years of responsible experience in the purchase of supplies, equipment, material, and services.
- Prior experience in a California school district utilizing Bi-tech or similar business software is desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 10 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is~~

~~able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside; may occasionally drive a vehicle; has direct contact with vendors, public and other district staff, occasionally in difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without direct guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

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, 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. The position requires working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of this job, the position is continuously required to talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will frequently stand, walk, sit, lift, carry, push, pull and stoop; occasionally kneel, crouch, reach, grip and grasp. The work involves little to light physical efforts; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 38

Classified Bargaining Unit

Classification revised 1981, 1987-88, 1991, 1994, 5/9/2013

Classification eliminated 4/97

Classification reactivation/revised 5/02

Reviewed with no revisions 11/9/05

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016
SUBJECT: **Agenda Item No. 6A3: Job Description Revision – Department Secretary – Bilingual**

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Department Secretary - Bilingual classification was fully reviewed and updated in April 2013.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and supervisor, modifications are proposed to the Department Secretary - Bilingual job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Department Secretary - Bilingual job description.

Attachment: Proposed revised job description for Department Secretary - Bilingual dated July 14, 2016.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Department Secretary - Bilingual job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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Department Secretary - Bilingual

JOB SUMMARY:

Under general supervision, the Department Secretary performs specialized and complex clerical and secretarial duties involving the understanding of departmental functions and procedures, the use of independent judgment and initiative for a department head, District or program administrator; coordinates department communications and may coordinate the work of others; duties involve record keeping, budget maintenance, data entry, database management, office organization and serving as an information source for the department. The incumbent provides written and oral communications, and information about department activities in both English and in a designated language other than English.

CLASS CHARACTERISTICS:

Positions serve key management staff and are held accountable for the effective, accurate completion of tasks and responsibilities. One or more position(s) may be required to have thorough knowledge of the Aeries Student Data Base System in order to serve as the District's student enrollment and inter/intra District transfer specialist or the Special Education Information System (SEIS) in order to support the Special Education Department. Positions require the incumbent to interact with the public, problem solve/make decisions, and adhere to tight deadlines. These positions assist and relieve the administrator of routine administrative detail regarding designated office functions. This class is distinguished from the classification of Department Secretary by the frequent requirement to utilize the ability to read, write and speak a designated language other than English.

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

- Maintain schedule of appointments and department deadlines, coordinate logistics for meetings, trainings, workshops, and department administrator travel, screen calls and visitors, and appropriately open, prioritize, route administrator's mail and correspondence; ~~E~~
- Receive, compose and transmit messages, correspondence, data, reports and other communications from verbal and/or written instruction or utilizing own initiative in English and in a designated language other than English; ~~E~~
- Answer inquiries, provide information and/or explain rules, regulations and policies for other district employees and the public clearly, effectively and with tact in English and in a designated language other than English; ~~E~~
- Interact with others in situations requiring the exercise of a high degree of tact, poise, independent judgment and composure; ~~E~~
- Review files, forms, reports and other documents for completeness, accuracy and conformity with

- departmental, office and district standards; ~~–E~~
- Compile agenda materials, statistical data and various drafts for administrative approval; ~~–E~~
- Compile, review, edit and ~~retype~~ update Board agenda items provided by administrator; ~~–E~~
- Research, compile and prepare statistical and narrative reports; ~~–E~~
- Establish and maintain effective filing and record systems; ~~–E~~
- Post data and information to records, cards, files and/or database software programs; ~~–E~~
- Maintain various financial records, order, price, ~~s~~ and verify ~~ies~~ receipt of materials, equipment and supplies; ~~–E~~
- Compile and prepare documents and materials for the purpose of disseminating department information to appropriate parties; ~~–E~~
- Depending upon the department to which assigned is responsible to: Maintain budget records, compile and post data for budget preparation; student enrollment and/or inter and intra district transfer requests for the District; maintain files, logs and correspondence on all California Public Records Act requests; update changes, file and distribute approved Board of Trustees policies as assigned; count cash receipts and prepare money for deposit; coordinate student transportation needs; assist in scheduling staff and maintain data for Applied Behavior Analysis (ABA) program.

Other Related Duties

- Coordinate the work of others as assigned;
- May take and/or transcribe minutes;
- May maintain a substitute list and assign substitutes;
- May be required to maintain the respective department's website;
- May act as receptionist.
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Receives general supervision from a department head, District or program administrator. Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- ~~Modern office methods, procedures, terms and equipment;~~
- ~~Word processing, spreadsheet, database, Internet and E-mail computer applications;~~
- ~~Standard record keeping and filing system procedures;~~
- Correct English usage, spelling, grammar, vocabulary composition and punctuation;
- Correct uUsage, spelling, grammar, vocabulary, and composition and punctuation of the English language and a designated language other than English;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Principles of leadership, office organization and management, public relations, and training.
- ~~Principles of leadership, public relations, procedures of record keeping, and office organization;~~

- Records management;
- Applicable codes, rules and regulations related to department functions;
- Business letter and report writing techniques;
- Financial recordkeeping;
- Some positions may be required to have a thorough knowledge of the Aeries Student Data Base System.

Ability to:

- Read, write and speak in English and a designated language other than English;
- Read, understand and explain a variety of general and technical policies and materials;
- Perform responsible secretarial and clerical work with efficiency, speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- ~~Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;~~
- Compose routine correspondence and written materials independently ~~or from oral instructions;~~
- Keyboard at a net corrected speed of 50 words per minute;
- Some positions in this class may be required to take stenographic notes/dictation and transcribe into clear, concise copy;
- Effectively pPlan, organize and prioritize work of self and coordinate the work of others as assigned;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- ~~Communicate clearly and give concise, accurate responses, both orally and in writing to a diverse audience, handling callers and visitors with tact, patience, courtesy and graciousness in a manner that reflects positively on the District;~~
- ~~Rapidly learn procedures and software as required; Ability to master new computer based office software as required;~~
- Use Microsoft Office proficiently;
- ~~Effectively utilize~~ Use Microsoft Office proficiently word processing, spreadsheet, presentation, database, email and internet computer applications;
- Problem solve to analyze issues, create plans of action and reach solutions;
- Work confidentially and with discretion;
- ~~Work efficiently with many interruptions;~~
- Maintain financial and statistical records;
- Perform mathematical computation to update budgets and complete requisitions, payroll and attendance reporting requirements;
- ~~Establish and maintain effective work relationships.~~
- 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.

- Three (3) to six (6) units of college level coursework in bookkeeping or accounting is desirable.
- Completion of vocation/apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible, varied clerical and/or secretarial experience is required.
- Experience involving public contact whose primary language is not English is highly desirable.

Licenses Required:

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits, stands, occasionally walks, stoops and bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; may occasionally drive a vehicle; works inside has direct contact with public and other district staff occasionally in difficult interpersonal situations; frequently works with tight deadlines and without direct guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

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, 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. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts 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

Last revised 12/11/01, 6/14/2012, 4/11/2013

Reviewed 2/17/05 - No revisions made

~~Revisions effective 6/14/12~~

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016
SUBJECT: Agenda Item No. 6A4: Job Description Revision – Department Secretary

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Department Secretary classification was fully reviewed and updated in April 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisors who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisors, modifications are proposed to the Department Secretary job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Department Secretary job description.

Attachment: Proposed revised job description for Department Secretary dated July 14, 2016.

.....
Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Department Secretary job description.



Department Secretary

JOB SUMMARY:

Under general supervision, the Department Secretary performs specialized and complex clerical and secretarial duties involving the understanding of departmental functions and procedures, and the use of independent judgment and initiative for a department head, District or program administrator; coordinates department communications and may coordinate the work of others; duties involve record keeping, budget maintenance, data entry, database management, office organization and serving as an information resource for the department.

CLASS CHARACTERISTICS:

Positions serve key management staff and are held accountable for the effective, accurate completion of tasks and responsibilities. One or more position(s) may be required to have thorough knowledge of the Aeries Student Data Base System in order to serve as the District's student enrollment and inter/intra District transfer specialist or the Special Education Information System (SEIS) in order to support the Special Education Department. Positions require the incumbent to interact with the public, problem solve/make decisions, and adhere to tight deadlines. These positions assist and relieve the administrator of routine administrative detail regarding designated office functions.

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

- Maintain schedule of appointments and department deadlines, schedule and coordinate logistics for meetings, trainings, workshops, and department administrator travel, screen calls and visitors, and appropriately open, prioritize, route administrator's mail and correspondence; ~~E~~
- Receive, compose and transmit messages, correspondence, data, reports and other communications from verbal and/or written instruction or utilizing own initiative; ~~E~~
- Answer inquiries, provide information and/or explain rules, regulations and policies for other district employees and the public clearly, effectively and with tact; ~~E~~
- Interact with others in situations requiring the exercise of a high degree of tact, poise, independent judgment and composure; ~~E~~
- Review files, forms, reports and other documents for completeness, accuracy and conformity with departmental, office and district standards; ~~E~~
- Compile agenda materials, statistical data and various drafts for administrative approval; ~~E~~
- Compile, review, edit and retype update Board agenda items provided by administrator; ~~E~~
- Research, compile and prepare statistical and narrative reports; ~~E~~
- Establish and maintain effective filing and record systems; ~~E~~

- Post data and information to records, cards, files and/or database software programs; ~~E~~
- Maintain various financial records, order, prices and verify receipt of materials, equipment and supplies; ~~E~~
- ~~Compile and prepare documents and materials for the purpose of disseminating department information to appropriate parties; ~~E~~~~
- Depending upon the department to which assigned is responsible to: Maintain budget records, compile and post data for budget preparation; student enrollment and/or inter and intra district transfer requests for the District; maintain files, logs and correspondence on all California Public Records Act requests; update changes, file and distribute approved Board of Trustees policies as assigned; count cash receipts and prepare money for deposit; coordinate student transportation needs; assist in scheduling staffing and maintain data for Applied Behavior Analysis (ABA) program.

Other Related Duties

- Coordinate the work of others as assigned;
- May take and/or transcribe minutes;
- May maintain a substitute list and assign substitutes;
- May be required to maintain the respective department's website;
- May act as receptionist.
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Receives general supervision from a department head, District or program administrator. Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- ~~Modern office methods, procedures, terms and equipment;~~
- ~~Word processing, spreadsheet, database, Internet and E-mail computer applications;~~
- Standard record keeping and filing system procedures;
- ~~Correct~~ English usage, spelling, grammar, vocabulary **composition** and punctuation;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Principles of leadership, office organization and management, public relations, and training.
- ~~Principles of leadership, public relations, procedures of record keeping, and office organization;~~
- Records management;
- Applicable codes, rules and regulations related to department functions;
- Business letter and report writing techniques;
- Financial recordkeeping;
- Some positions may be required to have a thorough knowledge of the Aeries Student Data Base System.

Ability to:

- Read, understand and explain a variety of general and technical policies and materials;
- Perform responsible secretarial and clerical work with efficiency, speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- ~~Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;~~
- Compose routine correspondence and written materials independently ~~or from oral instructions~~;
- Keyboard at a net corrected speed of 50 words per minute;
- Some positions in this class may be required to take stenographic notes/dictation and transcribe into clear, concise copy;
- Effectively pPlan, organize and prioritize work of self and coordinate the work of others as assigned;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- ~~Communicate clearly and give concise, accurate responses, both orally and in writing to a diverse audience, handling callers and visitors with tact, patience, courtesy and graciousness in a manner that reflects positively on the District;~~
- Rapidly learn procedures and software as required; Ability to master new computer based office software as required;
- ~~Effectively utilize Use~~ Microsoft Office proficiently word processing, spreadsheet, presentation, database, email and internet computer applications;
- Problem solve to analyze issues, create plans of action and reach solutions;
- Work confidentially and with discretion;
- ~~Work efficiently with many interruptions~~;
- Maintain financial and statistical records;
- Perform mathematical computation to update budgets and complete requisitions, payroll and attendance reporting requirements;
- ~~Establish and maintain effective work relationships.~~
- 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.
- Three (3) to six (6) units of college level coursework in bookkeeping or accounting is desirable.
- Completion of vocation/apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible, varied clerical and or secretarial experience is required.

Licenses Required:

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits, stands, occasionally walks, stoops and bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; may occasionally drive a vehicle; works inside has direct contact with public and other district staff occasionally in difficult interpersonal situations; frequently works with tight deadlines and without direct guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

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, 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 the public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 36

Classified Bargaining Unit

Last revised 12/11/01, 6/14/2012, 4/11/2013

Reviewed 2/17/05 - No revisions made

~~Revisions effective 6/14/12~~

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016
SUBJECT: Agenda Item No. 6A5: Job Description Revision – Payroll Technician

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Payroll Technician classification was fully reviewed and updated in April 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisor, modifications are proposed to the Payroll Technician job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisor have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Payroll Technician job description.

Attachment: Proposed revised job description for Payroll Technician dated July 14, 2016.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Payroll Technician job description.



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Payroll Technician

JOB SUMMARY:

Under general supervision of the Director, Fiscal Services, responsible for accurate and timely classified and/or certificated payroll processing; prepares reports; assists in the development, installation and revision of payroll record keeping procedures.

CLASS CHARACTERISTICS:

This is a specialist level classification in the accounting series. An incumbent is expected to exercise considerable initiative and make sound independent judgments in the course of preparing a major payroll. Accurate, complete and timely work products within rigid time schedules are consistently expected. A good knowledge of overall payroll systems is required to work successfully in this class.

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:

- Prepare the certificated and/or classified payroll(s), ensuring accurate time records are obtained, verified and maintained;
- Analyze, interpret, and apply existing and changing laws, regulations, labor contract provisions and directives relative to payroll transactions;
- Gather, tabulate, extend, balance, audits, verify, adjust, post, type and input data into payroll system and prepare related reports, documents and data;
- Using Board agenda and/or Personnel Requisitions update payroll data bases to incorporate approved changes in assignments, stipends, and cost of living adjustments;
- Prepare employment verification responses;
- Answer correspond, and/or research payroll/work history/retirement related inquiries from employees, administrators, other agencies and the public, which may be sensitive or confidential in nature;
- Process required payroll adjustments for certificated and classified leave requests, employee status changes, computing and making necessary changes in the retirement accounts of employees;
- Maintain sick leave, vacation, holiday and fringe benefit records; E
- Perform earnings corrections and annually compute, reconcile against quarterly employee taxes paid by district and prepare W-2 forms for distribution to employees; E
- Process voluntary deductions for tax sheltered annuity (TSA) contracts, insurance and Section 125 changes and submit payments to companies;
- Coordinate with County and Human Resources in implementation of on and off schedule salary adjustments;

Other Related Duties:

- ~~Process voluntary deductions for tax sheltered annuity (TSA) contracts, insurance and Section 125 changes and submit payments to companies; E~~
- ~~May prepare and perform special projects and reports including salary data, structure and adjustments;~~
- ~~_____~~
- Research and compile information on employee health and insurance issues, and answer questions on premiums and deductions; E
- Compile data and prepare State and Federal reports, e.g., the Multiple Worksite and Unemployment reports; E
- Monitor and update employees Workers' Compensation claims, making year-to-date adjustments as necessary; also prepare forms required for processing disability claims;
- May compute and prepare quarterly tax reports;
- Assist Director and Financial Analyst ~~and consult~~ in the preparation of reports and on unusual situations involving deviation from established policy or precedent;
- Upon request compile data to assist in collective bargaining;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

General supervision is received from the Director, Fiscal Services; Supervision is not exercised over other employees. Provide instruction and/or guidance to employees assisting in the payroll process.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fiscal policies, methods and practices of payroll and financial record keeping, preferably related to classified and/or certificated payrolls;
- Legal and reporting requirements of school district payroll operations;
- Word processing, spreadsheet and data base computer applications;
- Modern office practices, procedures and terms;
- Computerized payroll systems, programs and financial software;
- Financial account record keeping procedures;
- Principles of payroll, including tax withholding, voluntary deductions, and fringe benefits;
- Business mathematics;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette.

Ability to:

- Learn applicable District and County Office payroll practices, procedures, rules, regulations, policies, and contractual obligations;
- Work independently in developing record keeping procedures to meet defined objectives;
- Research, compile, analyze, interpret, and prepare accurate documents, reports, and payroll information;
- Audit payroll records and data; Read, understand, apply and explain technical and legal material relative to payroll matters;
- Develop and/or adapt work procedures and record keeping systems to meet changing needs;

- Operate a wide variety of office equipment associated with making calculations and maintaining accounting records including the use of a personal computer; use of computer data base, word processing and spreadsheet software;
- Effectively utilize word processing, spreadsheet, database, internet and email computer applications;
- Make arithmetic calculations with speed and accuracy;
- Perform general and statistical clerical work;
- Follow written and oral instructions;
- Maintain confidentiality of sensitive and privileged information;
- Establish and maintain effective working interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Perform technical payroll and recordkeeping work requiring exercise of judgment and knowledge of subject matter;
- Review timesheets and calculate payroll in accordance with district policies and legal requirements;
- Plan and organize work to meet established timelines and payroll schedule;
- Prepare, review and analyze payroll reports and summaries;
- Maintain financial records and prepare payroll reports;
- Communicate effectively with staff, and the public 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 experience performing responsible payroll preparation and record-keeping work, preferably in a California school district or public agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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 this job, the incumbent is continuously required to talk, hear, and sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers, grasping, and gripping. The incumbent may occasionally walk, lift, carry, and reach. 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

Revised 11/00, 8/5/04, 2/12/09, 4/11/13

~~Last revised 8/5/04~~

~~Revisions effective 2/12/09~~

~~Job Description Review and Revisions Effective 4/11/2013~~

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016
SUBJECT: Agenda Item No. 6A6: Job Description Revision – Personnel Commissioner

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Personnel Commissioner classification was fully reviewed and updated in January 2013.

Recently each Commissioner was provided a copy of their job description for review and asked to provide their feedback.

Based upon the information provided, modifications are proposed to the Personnel Commissioner job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Personnel Commissioner job description.

Attachment: Proposed revised job description for Personnel Commissioner dated July 14, 2016.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Personnel Commissioner job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

Personnel Commissioner

JOB SUMMARY:

A Personnel Commission is a non-partisan public body responsible for the administration of a *merit system* for the selection, retention, and promotion of classified (non-teaching) employees in a public school district. By law, it is composed of three members appointed for three year terms with the term of one member expiring each year. The Personnel Commissioners are selected as follows: One member is selected by the Governing Board, one member is selected by the employee organization representing the largest number of classified employees, and the third member is selected by the other two Personnel Commissioners.

CLASS CHARACTERISTICS:

Personnel Commissions have a threefold responsibility: To cooperate with the governing board and administrators in the quest for competent employees and a sound plan of personnel administration. To represent the interests of the general public by providing a personnel system dedicated to hiring, retaining and promoting competent workers in the service of the jurisdiction. To see that classified employees receive fair and equitable treatment. This three-way division of responsibilities sometimes places commissioners in the position of being mediators between the conflicting interests of employees, management, and general public. They must make equitable decisions - decisions which are fair and which contribute to the overall goal of a sound personnel program based on merit.

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.

Specific functions with which personnel commissioners in California school districts and county superintendents have been charged by the Education Code are:

- The classification of all positions in the classified service;
- Recommending salary schedules and rates of pay to the governing board;
- Hearing and deciding appeals in regard to the disciplinary actions against classified employees;
- The adoption and revision of rules which shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analysis and specifications, service ratings, public advertisement of examinations, rejection of unfit applicants without competition, and any other matter necessary to carry out the provisions and purposes of the merit system.
- ~~Effective July 1976, salaries and fringe benefits, leaves of absence, transfers and service ratings were~~

~~made subject to negotiation by the governing board and employee organizations. The role of the Personnel Commission in these areas is not clear at the present time.~~

- The Personnel Commission directs the Classified Personnel director and staff and insures that the provisions of the merit system are carried out.

EMPLOYMENT STANDARDS:

Minimum Qualifications:

- Shall be a registered voter and resident within the boundaries of the school district or territorial jurisdiction of a county superintendent.
- Shall be a known adherent to the principle of the merit system, which is the selection, retention and promotion of individuals upon the basis of merit and fitness. A known adherent of the merit system shall mean a person who by the nature of his/her prior public or private service has given evidence that he/she supports the concept of the merit system.
- Shall not be a member of the governing board of the same school district or a county board of education.
- Shall not be an employee of the same school district or county board of education.

Desirable Qualifications:

- Volunteer or paid experience associated with work with community groups and organizations including public agencies;
- Concern with the educational system in the school district;
- Familiarity with the merit system, its concepts and philosophy;
- Ability to work with administrators and employee organization groups and some knowledge of labor relations and recent legislative developments in this arena in the State of California;
- The time to actively engage in Personnel Commission activities including attending meetings of Personnel Commissioners, attend workshops related to Personnel Commission functions and conferences dealing with the merit system and responsibilities of the Personnel Commission.

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 and phones. The noise level can vary depending upon monthly activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, and hear. The incumbent may: sometimes stand, walk, and use repetitive motions of the wrists, hands, and fingers; occasionally lift, carry, push, pull, stoop, crouch, reach, grip, and grasp. The work involves little physical efforts, exerting less than 10 pounds of force.

SALARY RANGE

Education Code 45250 / Merit Rules 2.1.1.A: The governing board may authorize payment to members of the commission an amount not to exceed fifty dollars (\$50) per meeting and not to exceed two hundred fifty dollars (\$250) per month.

Last revised: 1/17/2013

Job Description Review and Proposed Revisions Effective: [7/14/16](#)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016

SUBJECT: Agenda Item No. 6A7: Job Description Revision – Program Support Specialist

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Program Support Specialist classification was established in May 2013.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and supervisor, modifications are proposed to the Program Support Specialist job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Program Support Specialist job description.

Attachment: Proposed revised job description for Program Support Specialist dated July 14, 2016.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Program Support Specialist job description.



Program Support Specialist

JOB SUMMARY:

Under the general direction of administrator or assigned supervisor performs clerical and statistical record-keeping support duties related to the monitoring of specialized student services; provides student database assistance to school site personnel; performs complex secretarial services and related statistical work in compiling, reviewing, analyzing, maintaining, and reporting student and staff information; communicates with staff, parents and outside agencies; duties involve recordkeeping, budget maintenance, data entry, database management, office organization and serving as an information resource for the department.

CLASS CHARACTERISTICS:

Positions directly support student programs. Incumbents independently perform assigned duties, exercise judgment and discretion according to established Federal, State, and District mandates and procedures. Performance of the assigned duties requires interface with regulatory agencies. Positions are distinguished by the high level of responsibility over the preparation, accuracy, and control of the student database within the assigned program.

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

- Organize, prepare, enter, and control student data for use in developing and monitoring services, provider caseloads, and preparing and submitting student data reports; ~~E~~
- Coordinate entry of data into the department student database and oversee the maintenance of the database; ~~E~~
- Complete and submit student data reports as required by the ~~s~~State; develop, produce, and distribute routine and special reports as requested by ~~A~~administration; ~~E~~
- Request student records from other agencies when appropriate and from other school districts for transferring students; respond to request for access to student records from other agencies and school districts; ~~E~~
- Provide training and technical assistance to program personnel regarding database student records; ~~E~~
- ~~Work with contractors, vendors, community agencies, and regulatory agencies as needed; E~~
- ~~May p~~Provide parents with information regarding assigned program and services; ~~E~~
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter, a computer and assigned program software i.e. SEIS – Special Education Information System; ~~E~~
- Prepare personnel requisitions, answer questions regarding account numbers, and working hours; ~~E~~

- ~~Assist with Medi-Cal expenditures and reimbursements using Medi-Cal funding;~~~~E~~
- Maintain statistical data, financial records, budget and financial reports;
- Order tests and test protocols, supplies and equipment;~~E~~
- ~~Type Prepare~~ purchase orders and log monthly mileage reimbursements;~~E~~
- Submit year end billing to West Orange County Consortium for Special Education (WOCCSE) for staff development;~~E~~

Other Related Duties

- ~~Assist in the development and updating of specific program policies, procedures, and related forms and notices;~~
- Maintain budget records, compile and post data for budget preparation
- ~~Resolve issues, problems, and complaints as appropriate;~~~~E~~
- ~~Maintain cash revolving account and balance revolving account, may count cash receipts and prepare money for deposit;~~~~E~~
- Order, price and verify receipt of materials, equipment and supplies;
- Create, maintain and balance staffing lists for the program;
- Create and maintain student class lists;~~E~~
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Receives general supervision from a department administrator, District or program administrator. Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- ~~Modern methods, procedures, terms and equipment;~~
- ~~Word processing, spreadsheet, database, internet and e-mail computer applications;~~
- ~~Record keeping and filing system procedures;~~
- ~~Correct~~ English usage, spelling, grammar and punctuation;
- Business math in performing bookkeeping duties;
- ~~Report preparation techniques;~~ Recordkeeping, filing system procedures, and report preparation techniques;
- Business office telephone techniques and etiquette.

Ability to:

- Read, understand, and explain a variety of general and technical policies and procedures;
- Perform secretarial and statistical work with efficiency, speed and accuracy;
- ~~Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, database, internet and email;~~
- Operate various standard and specialized office equipment including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, E-mail

and internet computer applications;

- Perform mathematical computations used in District related financial record keeping with speed and accuracy;
- Maintain financial and statistical records;
- Establish and maintain effective working interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand and carry out oral and written instructions;
- Rapidly learn procedures and software as required;
- Compile, assemble, verify and prepare data records and reports;
- Compose correspondence and written materials independently;
- Enter data, query for, retrieve, analyze, organize, and prepare data;
- Maintain security and confidentiality of student records and of privileged and sensitive information;
- 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.
- ~~Communicate with students, staff, parents and the public using tact, patience and courtesy in a manner that reflects positively on the District.~~

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- College level coursework in bookkeeping or accounting is desirable.
- Training in record-keeping and/or data processing is preferred desirable.

Experience:

- Two years of progressively responsible clerical and secretarial experience is required;
- Database data entry and maintenance experience is preferred.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits, stands, occasionally walks, stoops and bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside; has direct contact with public and other district staff occasionally in difficult interpersonal situations; frequently works with tight deadlines and without guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

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, 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. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: sometimes lift and carry; occasionally stoop, kneel, crouch, reach, grip, and grasp. The work involves little to light physical efforts; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 35

Classified Bargaining Unit

New Classification Effective: 5/9/2013

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016
SUBJECT: Agenda Item No. 6A8: Job Description Revision – School Library Specialist

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The School Library Specialist classification was fully reviewed and updated in July 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisors who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisors, modifications are proposed to the School Library Specialist job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the School Library Specialist job description.

Attachment: Proposed revised job description for School Library Specialist dated July 14, 2016.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the School Library Specialist job description.



School Library Specialist

JOB SUMMARY:

Under general supervision of a site administrator and indirect supervision of the **Assistant Superintendent Director**, Curriculum, ~~and~~ Instruction, **and Assessment**, is responsible for operation of a school site library; supports student and staff use of the library; makes recommendations regarding the purchase and availability of reading and reference books; use an automated library management system to process and maintain books and instructional material; reads to students and performs a wide variety of clerical tasks.

CLASS CHARACTERISTICS:

The School Library Specialist provides a school library that supports the educational program of the school to which assigned. This position is characterized by wide-ranging responsibilities in support of obtaining and putting into circulation library resources and instructional materials used by students and staff in the library. The incumbent must have knowledge of existing library resources and provide training for students and staff in new automated library systems as they are implemented in the school library. This position works with a variety of software programs. Contacts expand to students, parents, teachers, administrators, employees from other departments, vendors and other public agencies. This position is pivotal in facilitating the school's educational purposes and the efficient operation of the school library.

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

- Check materials in/out, shelve, order library materials, mend and repair books as necessary; **E**
- Introduce students to proper use and care of library and materials, online catalog, organization and rules of library use, indexing systems and circulation procedures; **E**
- Assist students and staff in locating and selecting books **and electronic resources** for general reading and/or reference use; **E**
- Assist and guide students in conducting internet searches; **E**
- Coordinate schedule for library utilization ensuring library availability, appropriate student behavior while in the library and an appropriate environment for maximum student and staff use and benefit; **E**
- Confer with administrative and instructional staff regarding identifying, locating and/or purchasing library materials to support, supplement classroom subject matter instruction; **E**
- Contact vendors, order books and supplies and process new library books for circulation; **E**
- Use Follett application software to create and maintain patron inventory, circulation and catalog collection; **E**
- Inventory books and supplies and discard obsolete materials; **E**

- Maintain the collection data base for accuracy and completeness of all records; E
- Create and maintain a variety of computerized records, lists and reports related to work performed, such as library inventory, and overdue material; E
- Prepare and distribute overdue notices, contact parents and collect payments for lost or damaged books; E
- Perform difficult clerical work such as ~~typing keyboarding~~, duplicating, entering information into a computer, prepare and type correspondence, schedules, lists, reports and other related material including a library calendar and schedule; E
- Use library equipment including computer, scanner, copier, printers, laminators, poster maker and paper cutter; E
- ~~May serve as a liaison between school and other agencies especially in regards to library/student sponsoring;~~
- ~~May assist in the making and replacement of bus passes and student ID's;~~
- Keep abreast of school instructional support needs and keep staff informed of materials and services at the library;
- Serve as a resource to all staff, students and parents; E
- ~~Perform other duties as required to accomplish the objectives of the position.~~

Other Related Duties

- Prepare and conduct book talks and story hours; E
- ~~Participate at District meetings to make book recommendations for school and District wide use; E~~
- Contribute information on library activities for school newsletters and promote the educational objective of the school;
- ~~Provide media materials for classroom use, if available;~~
- May organize and/or participate in book fairs, special reading and library events;
- Compile and prepare reference bibliographies; E
- Coordinate volunteer assistance. E
- Participate in meetings and committee work appropriate to classification; E

SUPERVISION:

General supervision is received from School Site Administrator(s) regarding school functions and library needs.

Indirect supervision is received from the [Assistant Superintendent of Curriculum and Instruction Director of Curriculum, Instruction, and Assessment](#) regarding library specifics.

May monitor and coordinate the work of volunteers and assigned student helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Library standards, terminology, procedures and practices;
- Library inventory principles and practices in an automated environment;
- Modern office methods, procedures, terms, equipment used in a school library including knowledge of Microsoft Office word processing, spreadsheet, database, E-mail and internet computer

applications;

- ~~Word processing, spreadsheet, data base, email, and internet computer applications;~~
- Dewey Decimal and standard alphabetical filing systems;
- ~~Appropriate~~ English usage, spelling, grammar, punctuation, and vocabulary;
- General needs and behaviors of children;
- Children's literature, books, and class curriculum;
- Business office telephone techniques and etiquette;
- ~~Standard R~~record keeping, filing systems, and procedures techniques;
- Oral and communication skills;
- Basic mathematics.

Ability to:

- Provide reference assistance to students and teachers;
- Learn and apply appropriate stories and reading levels of students;
- Learn and apply library methods, procedures, terminology, and related technology;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- ~~Use word processing, spreadsheet, data base, email, and internet computer applications;~~
- Perform difficult clerical work with speed and accuracy;
- Rapidly learn ~~and apply~~ procedures and ~~or functions~~ software as required;
- Work independently without immediate supervision ~~immediately available;~~
- Operate various standard and specialized office equipment including a personal a computer and learn the automated library circulation system;
- Maintain files, records of average complexity;
- Understand and follow oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Provide an environment for students to develop an appreciation for literature and reading;
- Train students, staff and volunteers in the use of library materials, systemsmanagement programs, and procedures;
- Coordinate the work of volunteer staff;
- 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;
- Eighteen (18) units of course work in library science is desirable.

Experience:

- One (1) year of paid or volunteer library experience in library practices, including but not limited to circulation, processing, book selection, library organization, reference systems and practices.
- Experience working with children is highly desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Frequently stands, walks and sits; occasionally stoops, bends and kneels; repeatedly bends and reaches over head; repetitively uses fingers on both hands simultaneously, twists or applies pressure with wrists and/or hands; frequently lifts, carries and/or pushes between 5-25 pounds; on occasion may lift up to 40 pounds; communicate clearly, and is able to understand normal voice conversation; has depth perception, color vision/distinguishes shades, visual acuity sufficient to see small details in a typical library environment; uses a computer; works inside exclusively; is exposed to moderate amounts of allergenic dust; has direct contact with students and other district staff and may be exposed to minor contagious illnesses; frequently has high volumes of work and tight deadlines without direct guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

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 a library environment. This role routinely uses standard office equipment such as computers, 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. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions. The position is exposed to moderate amounts of allergenic dust, and may be exposed to minor contagious illnesses.

Physical Demands:

While performing the duties of this job, the position is frequently required to stand, walk, carry, stoop, kneel, crouch, reach, grip, grasp, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally sit, push, and pull. The work involves light to medium physical efforts; sometimes exerts up to 20 pounds of force; occasionally may exert up to 50 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 27

Classified Bargaining Unit

Last revised 7/19/01

Revisions effective 2/17/05, 7/18/13

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016
SUBJECT: **Agenda Item No. 6A9: Job Description Revision – School Office Manager – Bilingual**

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The School Office Manager - Bilingual classification was fully reviewed and updated in April 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisors who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisors, modifications are proposed to the School Office Manager - Bilingual job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the School Office Manager - Bilingual job description.

Attachment: Proposed revised job description for School Office Manager - Bilingual dated July 14, 2016.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the School Office Manager - Bilingual job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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School Office Manager - Bilingual

JOB SUMMARY:

Under general supervision of School Site Administrator(s), the School Office Manager-Bilingual serves as manager of school office support for a school. The employee organizes, directs and performs varied and complex clerical and secretarial work with confidentiality and sensitivity. The employee provides written and oral communications, and information about school activities in both English and in a designated language other than English. In performing duties, responsibilities and tasks, the individual utilizes independent judgment, initiative, tact, patience and courtesy.

CLASS CHARACTERISTICS:

The School Office Manager-Bilingual provides a professional environment that supports District standards. Positions are characterized by wide-ranging responsibilities often conducted in an atmosphere of frequent interruptions, time constraints and/or in the necessary absences of the School Site Administrator(s). This position is pivotal in facilitating the school's educational purposes and the efficient daily operations of the school office. The position buffers the School Site Administrator(s) and staff from unnecessary interruptions. Incumbents must have wide knowledge of District and school operations and policies, and receive support from District administration. This class is distinguished from the classification of School Office Manager by the frequent requirement of the incumbent to utilize the ability to read, write and speak a designated language other than English.

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

- Manage a school office and provide secretarial support to School Site Administrator(s) and staff as required; ~~E~~
- Maintain Principal's calendar, screen calls, receive visitors and respond to requests for information and assistance as appropriate in a designated language other than English; ~~E~~
- Explain District procedures to parents, teachers, classified employees and the public, in either English or in a designated language other than English; E
- Provide training, assign and monitor the work of staff, student helpers, and volunteers; ~~E~~
- Maintain and troubleshoot ~~the office~~ equipment as necessary; ~~E~~
- Establish and maintain confidential files; ~~E~~
- Independently respond to routine letters, emails, and general correspondence; ~~E~~
- Responsible for performing and/or delegating correct record keeping ~~for the following school functions: of S~~ student enrollment, preparation and/or maintenance of the confidential student ~~enum~~ folder and all required records contained therein, verification of enrollment and health eligibility,

- and transfer or release of documentation; ~~E~~
- Maintain and update student and staff emergency information, i.e. emergency cards, computer data and disaster preparedness; ~~E~~
- ~~S~~Maintain student attendance records, including preparation and verification of daily student attendance, ~~E~~enterings enrollment information into the attendance system, preparing required attendance reports on a daily, weekly and monthly basis; ~~E~~
- Monitor the various school budgets, which may include maintenance of teachers individual fund accounts, the site revolving cash fund, student body accounts, general fund account, school improvement (SI), Title I; ~~E~~
- ~~M~~aintain certificated and classified employee time reports and attendance records, utilizing the ~~Smart Find Express SoFE~~ District absence reporting system.
- Issue and retrieve keys and class packets to/from substitute teachers, and orientate substitutes regarding their assignments; ~~E~~
- Prepare transportation requests, calendars and answers questions about field trip activities; E
- Maintain information on and answer questions regarding specific school programs, fund raisers and after school activities; ~~E~~
- Maintain site use of facilities, records and calendars for after school activities by community groups; ~~E~~
- Compose school wide communications, correspondence, and a variety of bulletins, newsletters, memos, emails, requisitions, forms and update the school master calendar in English and in a designated language other than English; ~~E~~
- Maintain control of school facility keys. Assign and distribute keys to certificated and classified staff as necessary; ~~E~~

Other Related Duties

- Assist with implementation and coordination of emergency procedures for School Site Disaster Plan; ~~E~~
- Prepare purchase orders and warehouse requisitions using the Bi-tech system and process work orders through the Maintenance Tracker system; ~~E~~
- Assist with student medical needs and administer first aid, CPR and/or prescribed medication as necessary; ~~E~~
- ~~Middle school positions~~ Some positions may prepare student grade and progress reports:
- In the absence of the School Site Administrator(s) monitor and oversee students sent to the office during or after school hours; contact parents, guardians or authorized adult when necessary to provide transportation and/or to release the student to adult supervision;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Receives supervision from the School Site Administrator(s). Provides leadership and direction to other support staff, volunteers and student helpers as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in a school office including knowledge

of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;

- ~~Modern office methods, procedures, terms and equipment;~~
- School office practices and procedures;
- ~~Word processing, spreadsheet, email, internet and data base computer applications;~~
- ~~Operation of computer and assigned software;~~
- Standard record keeping, filing systems and procedures;
- Correct English Usage, spelling, grammar and punctuation of the English language and in a designated language other than English;
- Business letter and report writing techniques;
- Business office telephone techniques and etiquette;
- Basic math used in an office environment;
- First aid and CPR procedures;
- Principles of leadership, office organization and management, public relations, ~~office organization and management~~, and training.

Ability to:

- Read, write and speak in English and a designated language other than English;
- Effectively Plan, organize and prioritize work of self and others in a demanding environment;
- Provide leadership and direction to other support staff assigned to the school;
- Utilize sound independent judgment in performing tasks and fulfilling responsibilities;
- ~~Develop and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Communicate accurately, effectively and courteously both orally and in writing in both English and a designated language other than English to a diverse audience under busy and/or difficult/confidential situations;
- Operate various standard and specialized office equipment including a personal computer and reprographic machines;
- ~~Operate and maintain various standard and specialized office equipment, including personal computers and reprographic machines;~~
- ~~Use Microsoft office proficiently;~~
- Keyboard at a net corrected speed of 50 words per minute;
- Rapidly learn procedures and software as required; ~~the computerized student attendance data system and other site based software and/or filing systems;~~
- Post, check, maintain files, statistical, financial and other records rapidly and accurately;
- Take dictation and/or speed notes as necessary, some positions in this class may be required to take notes, letters and minutes of meetings rapidly and accurately;
- Learn and interpret Federal, State, District codes and regulations including administrative and school policies and procedures;
- Compose correspondence and written material independently ~~or from oral instructions~~;
- Understand and carry out oral and written instructions;
- ~~Use correct spelling, grammar, and punctuation;~~
- Maintain databases and manage information systems;
- ~~Prioritize workload and work effectively in a demanding environment;~~
- Receive training and correctly employ physical health care procedures under the indirect

- supervision of the District nurse;
- 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.
- Completion of Vocation/Apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible varied clerical and secretarial experience involving public contact is required.
- School site experience serving children and families whose primary language is not English is highly desirable.
- Experience in translating and interpreting to and from English in a designated second language is highly desirable.

Licenses Required:

- Possession of a valid CPR and First Aid Certificate.
- Possession of a valid California Driver license.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside; is frequently exposed to minor and on occasion to severe, contagious illnesses; has constant direct contact with public, students and other district staff, occasionally in difficult interpersonal situations; frequently has high volumes of work under tight deadlines without direct guidance from School Site Administrator(s). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

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, 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. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct

guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will frequently stand, walk, carry, reach, grip, and grasp; occasionally stoop, kneel, and crouch. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts 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

Last revised 12/2000, 6/9/2005, 4/11/2013

~~Revisions effective 6/9/05~~

Job Description Review and proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016

SUBJECT: Agenda Item No. 6A10: Job Description Revision – School Office Manager

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The School Office Manager classification was fully reviewed and updated in April 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisors who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisors, modifications are proposed to the School Office Manager job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the School Office Manager job description.

Attachment: Proposed revised job description for School Office Manager dated July 14, 2016.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the School Office Manager job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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School Office Manager

JOB SUMMARY:

Under general supervision of School Site Administrator(s), the School Office Manager serves as manager of school office support for a school. The employee organizes, directs and performs varied and complex clerical and secretarial work with confidentiality and sensitivity. In performing duties, responsibilities and tasks, the individual utilizes independent judgment, initiative, tact, patience and courtesy.

CLASS CHARACTERISTICS:

The School Office Manager provides a professional environment that supports District standards. Positions are characterized by wide-ranging responsibilities often conducted in an atmosphere of frequent interruptions, time constraints and/or in the necessary absences of the School Site Administrator(s). This position is pivotal in facilitating the school's educational purposes and the efficient daily operations of the school office. The position buffers the School Site Administrator(s) and staff from unnecessary interruptions. Incumbents must have wide knowledge of District and school operations and policies, and receive support from District administration.

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

- Manage a school office and provide secretarial support to School Site Administrator(s) and staff as required; ~~E~~
- Maintain Principal's calendar, screen calls, receive visitors and respond to requests for information and assistance as appropriate; ~~E~~
- Explain District procedures to parents, teachers, classified employees and the public; E
- Provide training, assign and monitor the work of staff, student helpers, and volunteers; ~~E~~
- Maintain and troubleshoot ~~the office~~ equipment as necessary; ~~E~~
- Establish and maintain confidential files; ~~E~~
- Independently respond to routine letters, emails, and general correspondence; ~~E~~
- Responsible for performing and/or delegating correct record keeping ~~for the following school functions: of S~~ student enrollment, preparation and/or maintenance of the confidential student ~~enum~~ folder and all required records contained therein, verification of enrollment and health eligibility, and transfer or release of documentation; ~~E~~
- Maintain and update student and staff emergency information, i.e. emergency cards, computer data and disaster preparedness; ~~E~~
- Maintain Sstudent attendance records, including preparation and verification of daily student

attendance; ~~Enterings~~ enrollment information into the attendance system, preparing required attendance reports on a daily, weekly and monthly basis; ~~E~~

- Monitor the various school budgets, which may include maintenance of teachers individual fund accounts, the site revolving cash fund, student body accounts, general fund account, school improvement (SI), Title 1; ~~E~~
- ~~Maintain~~ certificated and classified employee time reports and attendance records, utilizing the ~~Smart Find Express SoFE~~ District absence reporting system.
- Issue and retrieve keys and class packets to/from substitute teachers, and orientate substitutes regarding their assignments; ~~E~~
- Prepare transportation requests, calendars and answers questions about field trip activities; E
- Maintain information on and answer questions regarding specific school programs, fund raisers and after school activities; ~~E~~
- Maintain site use of facilities, records and calendars for after school activities by community groups; ~~E~~
- Compose school wide communications, correspondence, and a variety of bulletins, newsletters, memos, emails, requisitions, forms and update the school master calendars; ~~E~~
- Maintain control of school facility keys; ~~a~~ Assign and distribute keys to certificated and classified staff as necessary; ~~E~~

Other Related Duties

- Assist with implementation and coordination of emergency procedures for School Site Disaster Plan; ~~E~~
- Prepare purchase orders and warehouse requisitions using the Bi-tech system and process work orders through the Maintenance Tracker system; ~~E~~
- Assist with student medical needs and administer first aid, CPR and/or prescribed medication as necessary; ~~E~~
- ~~Some positions may Middle school positions~~ prepare student grade and progress reports; ~~;~~
- In the absence of the School Site Administrator(s) monitor and oversee students sent to the office during or after school hours; ~~;~~ contact parents, guardians or authorized adult when necessary to provide transportation and/or to release the student to adult supervision; ~~;~~
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Receives supervision from the School Site Administrator(s). Provides leadership and direction to other support staff, volunteers and student helpers as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- ~~Modern office methods, procedures, terms, equipment used in a school office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;~~
- ~~Modern office methods, procedures, terms and equipment;~~
- School office practices and procedures;
- ~~Word processing, spreadsheet, email, internet and data base computer applications;~~

- ~~Operation of computer and assigned software;~~
- Standard record keeping, filing systems and procedures;
- ~~Correct~~ English usage, spelling, grammar and punctuation;
- Business letter and report writing techniques;
- Business office telephone techniques and etiquette;
- Basic math used in an office environment;
- First aid and CPR procedures;
- Principles of leadership, office organization and management, public relations, ~~office organization and management~~, and training.

Ability to:

- Effectively Pplan, organize and prioritize work of self and others in a demanding environment;
- Provide leadership and direction to other support staff assigned to the school;
- Utilize sound independent judgment in performing tasks and fulfilling responsibilities;
- ~~Develop and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Communicate accurately, effectively and courteously both orally and in writing to a diverse audience under busy and/or difficult/confidential situations;
- Operate various standard and specialized office equipment including a personal computer and reprographic machines;
- ~~Operate and maintain various standard and specialized office equipment, including personal computers and reprographic machines;~~
- ~~Use Microsoft office proficiently;~~
- Keyboard at a net corrected speed of 50 words per minute;
- Rapidly learn procedures and software as required; ~~the computerized student attendance data system and other site based software and/or filing systems~~;
- Post, check, maintain files, statistical, financial and other records rapidly and accurately;
- Take dictation and/or speed notes as necessary, some positions in this class may be required to take notes, letters and minutes of meetings rapidly and accurately;
- Learn and interpret Federal, State, District codes and regulations including administrative and school policies and procedures;
- Compose correspondence and written material independently ~~or from oral instructions~~;
- ~~Use correct spelling, grammar, and punctuation;~~
- Understand and carry out oral and written instructions;
- Maintain databases and manage information systems;
- ~~Prioritize workload and work effectively in a demanding environment;~~
- Receive training and correctly employ physical health care procedures under the indirect supervision of the District nurse;
- 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.
- Completion of Vocation/Apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible varied clerical and secretarial experience involving public contact is required.
- School site experience is highly desirable.

Licenses Required:

- Possession of a valid CPR and First Aid Certificate.
- Possession of a valid California Driver license.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside; is frequently exposed to minor and on occasion to severe, contagious illnesses; has constant direct contact with public, students and other district staff, occasionally in difficult interpersonal situations; frequently has high volumes of work under tight deadlines without direct guidance from School Site Administrator(s). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

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, 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. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent **will** frequently stand, walk, carry, reach, grip, and grasp; occasionally stoop, kneel, and crouch. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 36

Classified Bargaining Unit

Last revised 12/00, 4/14/2005, 4/11/2013

~~Revisions effective 4/14/05~~

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016

SUBJECT: Agenda Item No. 6A11: Job Description Revision – Senior Purchasing Clerk

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Senior Purchasing Clerk classification was fully reviewed and updated in May 2013.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and supervisor, modifications are proposed to the Senior Purchasing Clerk job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Senior Purchasing Clerk job description.

Attachment: Proposed revised job description for Senior Purchasing Clerk dated July 14, 2016.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Senior Purchasing Clerk job description.



Senior Purchasing Clerk

JOB SUMMARY:

Under general supervision of the Director of Purchasing, assists with buying functions and performs technical duties related to the purchase of supplies and equipment, including routine buying as assigned; assists District departments and school sites in locating and purchasing supplies through buy-out requisitions.

CLASS CHARACTERISTICS:

Positions in this class are distinguished by performance of technical duties requiring a working knowledge of purchasing procedures, related accounting procedures and the level and complexity of assigned duties and responsibilities. Incumbents are expected to work independently making informed decisions on a variety of assigned technical purchasing and record keeping matters. Employees are expected to produce accurate, complete and timely work within stringent time schedules and heavy workload.

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

- Input to data processing systems buy-out requisitions, purchase orders, warehouse issues and receipts, fixed assets, reconciling related registers, reports; ~~E~~
- Receive and prioritize requisitions, checking for completeness, determining type and urgency of action required, communicate with originator to clarify requirements and take necessary action to complete purchasing transactions; ~~E~~
- Provide information to administrators, staff and outside vendors regarding purchasing activities, policies and procedures; ~~E~~
- Assist the Director or Buyer with purchasing of routine materials, supplies and equipment for district personnel including stores inventory; ~~E~~
- ~~May contact vendors to obtain and compare price quotations recommending action concerning awarding of orders; E~~
- Assist departments and school sites in placing orders, obtaining buy-out quotes and/or information on standard school supplies and equipment; ~~E~~
- Prepare, reconcile, duplicate reports and other correspondence; ~~E~~
- Assist the Director or Buyer in bid processing and record keeping including recording bid quotations and prices; ~~E~~
- Handle discrepancies, returns, damaged, lost, unidentified materials and/or misdirected shipments; ~~E~~
- Conduct follow-up to expedite delayed shipments, resolve incorrect deliveries and related

- communications for undelivered materials; ~~E~~
- Maintain catalogs, purchase order, requisition, legal bids and related purchasing files; ~~E~~
- Prepare purchase orders unable to be produced through data processing; independently compose pertinent correspondence; ~~E~~
- Investigate lost, missing equipment reports;
- Coordinate bi-weekly board report.

Other Related Duties

- ~~May M~~maintain district fixed asset/equipment inventory records; ~~E~~
- May contact vendors to obtain and compare price quotations recommending action concerning awarding of orders; ~~E~~
- Maintain and updates vendor and bid lists; ~~E~~
- Prepare, maintain, and review vendor and purchasing files;
- Participate in district in-services, workshops and/or seminars as directed.
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

~~Receives General direction is received general supervision~~ from the Director of Purchasing. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard purchasing terminology, practices, policies and procedures;
- Basic math, accounting, record keeping and report methods used in purchasing;
- ~~Correct~~ English usage, spelling, grammar and punctuation;
- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- ~~Modern office methods, procedures, terms and equipment;~~
- ~~Word processing, spreadsheet, data base, and E-mail computer applications;~~
- Budgetary, accounting, and legal procedures and practices of the district regarding procurement and disbursement of supplies and equipment;
- Basic bid preparation and procedures;
- ~~Financial statistical record-keeping techniques;~~
- Basic inventory methods and procedures;
- Basic mathematics used in purchasing;
- Business office telephone techniques and etiquette.

Ability to:

- Understand, read, interpret, learn, and apply~~Learn and apply requirements of~~ Federal and State laws including the California Education Code, ~~and~~ District policies, methods and procedures used in the purchasing of school district supplies and equipment;
- Plan and conduct clerical functions requiring accountability and accurate controls;

- ~~Use correct spelling, grammar and punctuation;~~
- Establish and maintain a variety of records and files and prepare reports;
- Make mathematical calculations with speed and accuracy;
- Review, check and verify data and records with speed and accuracy;
- Work independently, utilize time management techniques to organize and prioritize work;
- Understand and carry out oral and written instructions;
- ~~Perform general clerical work;~~
- Operate various standard and specialized office equipment including a personal computer and reprographic machines;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- ~~Operate standard office equipment with speed and accuracy including calculators, copier machines, word and data processing equipment and personal computers (PC=s) utilizing word processing, spreadsheet, data base, and E-mail software;~~
- ~~Efficiently use the Internet and purchasing specific software used by the District;~~
- Rapidly learn procedures and software as required;
- ~~Utilize time management techniques to organize and prioritize work;~~
- Keyboard at a net corrected speed of 45 words per minute;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy.~~
- 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;

Experience:

- Two (2) years of experience performing purchasing functions is required.
- Prior experience in a California school district using Bi-Tech or similar business software is desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 10 pounds; frequently sits and stands, occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and hears is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside; may occasionally drive a vehicle; has direct contact with public and other district staff; occasionally works without direct guidance from supervisor, with high volume and tight deadlines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

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, 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. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is frequently required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: sometimes walk and reach; occasionally stand, stoop, crouch, grip, and grasp. The work involves little to light physical efforts; sometimes exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 34

Classified Bargaining Unit

New Classification: 5/9/2002

Reviewed with no revisions 11/9/05

Last revised: 5/9/2013

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016
SUBJECT: Agenda Item No. 6A12: Job Description Revision – Custodian

Background Information

Currently the day and evening custodians, Head Custodians and Custodians respectively, are under the supervision of the site administrators at all work sites throughout the District when school is in session, and under the Maintenance, Operations and Facilities during recess/breaks from school. This reporting structure has resulted in varying levels of service for sites.

In the spirit of doing business differently with an emphasis on effectiveness, efficiency, and improved client services, Administrative Services has been working with Human Resources and the Director, Classified Personnel to realign supervision of the day/night custodial program under the Maintenance, Operations and Facilities Department. The intent of this shift is to provide greater accountability, standardization, and oversight to ensure appropriate levels of cleanliness at all sites.

Based upon this realignment of supervision, modifications are proposed to the Custodian job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisor have reviewed the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Custodian job description.

Attachment: Proposed revised job description for Custodian dated July 14, 2016.

Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Custodian job description.



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

Custodian

JOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee and in collaboration with the Principal/site supervisor administrator, keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances; during ~~Winter, Spring and~~ Summer recess periods Custodians work day hours. ~~under the general supervision of the Maintenance and Operations Manager.~~

CLASS CHARACTERISTICS:

The Custodian is distinguished from the Head Custodian class in that the primary assignment is the cleaning and closing of District offices and school sites during evening hours and that of the Head Custodian is to open, clean and perform other assigned duties at school sites during day hours. Works late afternoon and evening shift, ~~beginning at approximately 3:00 p.m.~~ Required to change regularly assigned shift to work during the day shift for ~~Winter, Spring, and~~ Summer recess periods.

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

- Clean restrooms, class rooms, walls, windows and blackboards/whiteboards; **E**
- Unlock, lock, secure areas and turns lighting on/off as appropriate; **E**
- Collect, dispose of trash, and redistribute waste containers; **E**
- Vacuum rugs, carpets and other areas; **E**
- Dust, wash furniture, woodwork, cupboards, counters and other surfaces and areas; **E**
- Fill soap and paper dispensers; **E**
- Sweep, mop, scrub, and wax floors and surfaces of many types and kinds on interior and exterior of facilities; **E**
- Arrange furnishings and equipment for meetings, classroom activities and events; **E**
- Communicate with staff and Principal/site supervisor regarding maintenance, safety and activity issues; **E**
- Check areas for vandalism, reporting or correcting as necessary; **E**
- Sweep walks, breezeways and other exterior areas, removing gum and spots as necessary; **E**
- Perform minor repairs and/or upkeep on facilities as authorized (replace ceiling tiles, change light bulbs, graffiti removal and touch-up painting, adjusting door closures, etc.); **E**
- Report needed major repairs promptly in accord with established procedures; **E**
- Maintain custodial equipment for proper operation and long-term service; **E**

- Inform supervisor of needed servicing of equipment; ~~E~~
- ~~May assist with special cleaning assignments and light maintenance tasks; E~~

Other Related Duties

- Keep supplies in an orderly fashion and reorders supplies to assure on-hand availability;
- Keep grounds free of rubbish;
- May be asked to drive and pick up equipment or materials at various sites;
- May work on related assignments throughout District, when assigned;
- May be called to work for site or District wide emergencies;
- Some positions may require traveling to work at more than one site;
- May put up/take down flag(s);
- Participate in District in-services, workshops and/or seminars;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

~~Receives G~~general supervision ~~is received~~ from the Director, Maintenance, Operations and Facilities or designee and works in collaboration with the a Principal/site administrator. supervisor or designee during normal school session. During Winter, Spring and Summer recess periods general supervision is received from the Maintenance, Operations Manager. Leadership, guidance and some assignments are also provided by the site Head Custodian. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper methods, materials, tools and equipment used in custodial work;
- Modern cleaning methods including basic methods of cleaning and preserving floors, whiteboards, carpets, furniture, wall, and fixtures;
- Proper methods of storing equipment, materials, and supplies;
- Appropriate safety precautions and procedures.

Ability to:

- Perform basic custodial work;
- Learn custodial procedures, methods, and techniques;
- Maintain classrooms, offices, and other school facilities in clean, safe and secure condition;
- Use common cleaning equipment and supplies safely and efficiently;
- Read, write, understand and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
- Communicate in English, well enough to be understood and convey specifics in emergency situations;
- Work late afternoon and evening hours;
- Work independently without close supervision;
- 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:

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- Six (6) months of previous custodial work experience is required.

Licenses Required:

- Some positions may require a valid and appropriate California Driver License in order to pick up supplies, equipment or work at more than one site.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Performs heavy work - occasionally lifts, carries, and/or pushes objects weighing up to 100 pounds; frequently lifts, carries and/or pushes objects weighing 25 or more pounds, reaches above shoulders, walks (occasionally on uneven surfaces), stands, climbs (ladders, stairs), and uses both legs; uses fingers on both hands to grasp irregularly shaped objects; operates mobile motorized equipment; visual acuity sufficient or correctable to see small details; works inside and outside; works with sharp objects; is exposed to frequent temperature changes, noise, odors, dust, fumes and/or vapors; may work in isolation from others frequently without direct guidance from supervisor. 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.

Last revised 3/14/02

Revisions effective 10/13/05, 8/14/14

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 14, 2016
SUBJECT: Agenda Item No. 6A13: Job Description Revision – Head Custodian

Background Information

Currently the day and evening custodians, Head Custodians and Custodians respectively, are under the supervision of the site administrators at all work sites throughout the District when school is in session, and under the Maintenance, Operations and Facilities during recess/breaks from school. This reporting structure has resulted in varying levels of service for sites.

In the spirit of doing business differently with an emphasis on effectiveness, efficiency, and improved client services, Administrative Services has been working with Human Resources and the Director, Classified Personnel to realign supervision of the day/night custodial program under the Maintenance, Operations and Facilities Department. The intent of this shift is to provide greater accountability, standardization, and oversight to ensure appropriate levels of cleanliness at all sites.

Based upon this realignment of supervision, modifications are proposed to the Head Custodian job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisor have reviewed the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Head Custodian job description.

Attachment: Proposed revised job description for Head Custodian dated July 14, 2016.

.....

Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Head Custodian job description.



Head Custodian

JOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee and in collaboration with the site administrator, the Head Custodian opens the school/site and keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; daily meets with and coordinates the work of evening custodial staff; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances; ~~during Winter, Spring and Summer recess periods Head Custodians work under the general supervision of the Maintenance and Operations Manager.~~

CLASS CHARACTERISTICS:

The Head Custodian is distinguished from the Custodian class in that the primary assignment is the opening, cleaning, and performance of minor maintenance tasks at District offices and school sites during daytime business hours and that of the Custodian is to clean, close, and lock-up the District office and school sites and perform other assigned duties during afternoon/evening hours.

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

- Sweep, mop, scrub, and wax floors and surfaces of many types and kinds; **E**
- Vacuum rugs, carpets, and other areas and, as site schedule permits, shampoo and/or spot clean carpets and mats; **E**
- Clean restrooms, classrooms, locker rooms, showers, and other school facilities, walls, windows, projectors, SMART boards, and whiteboards; **E**
- Pick up litter from around the school/site, empty trash and waste receptacles, fill soap and paper dispensers, and change light bulbs as necessary; **E**
- Turn lighting on/off as appropriate, unlock, lock, and secure areas as appropriate; **E**
- Prepare and clean facilities for opening, lunch and nutrition periods indoors or outdoors depending on the weather; **E**
- Check areas for vandalism, repair damage, and clean/remove graffiti as necessary; **E**
- Move and arrange furniture and equipment for special events and activities; **E**
- Respond to a variety of urgent and/or emergency calls for custodial, light maintenance, or other services; **E**
- Sweep walks, breezeways and other exterior areas; **E**

- Perform light maintenance tasks on buildings and general grounds at a school or office site including, but not limited to, doing minor repairs on furniture, office and instructional equipment, carpet, locks, doors, hinges and related closing devices, plumbing and/or restroom, and playground equipment; write and monitor work orders for the more major repairs; ~~E~~
- Keep principal informed of custodial needs, work completed, supply and equipment needs and/or orders placed and the scheduling of custodial work; ~~E~~
- Provide assistance to maintenance staff in performing District zone maintenance tasks; ~~E~~
- Conduct regular facility inspections for safety and to determine maintenance and repair needs; ~~E~~
- Rake and ensure proper depth of wood chips in sand box areas where playground equipment is located; ~~E~~
- Work with community groups that use school grounds and facilities to ensure rooms are properly set up and configured to meet user requirements; ~~E~~

Other Related Duties

- Deliver received school/office supplies to appropriate staff and /or location.
- May provide training for evening custodial staff;
- May schedule and/or inspect the work of evening custodial staff;
- May provide input regarding employment, retention and evaluation of evening custodial staff;
- Dust, wax, wash and polish furniture, woodwork, cupboards, counters and other surfaces and areas as site schedule permits;
- May adjust thermostats, as authorized and/or required;
- May water lawns and shrubs;
- May assist school staff as emergencies arise, enforce closed campus policy and may provide a custodial presence during lunch and/or nutrition periods;
- May assist school site personnel with bus pickups of students to monitor attendance;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

~~Receives~~ ~~G~~general supervision ~~is received~~ from the Director, Maintenance, Operations and Facilities or designee and works in collaboration with the site administrator. a Principal/site supervisor or designee during normal school session. During Winter, Spring and Summer recess periods general supervision is received from the Maintenance, Operations Manager. Supervision is not exercised over other employees. However, leadership, guidance, and specific cleaning assignments may be provided to evening custodial staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper methods, materials, tools and equipment used in custodial and light building maintenance work;
- Safety rules and regulations applicable to school buildings and disposal of hazardous materials;
- Methods maintaining school facilities in a clean and sanitary condition;
- Cleaning products and equipment used in custodial work;
- Basic math;
- Basic computer, email, and maintenance job tracking program;
- Principles of leadership and training.

Ability to:

- Perform basic custodial and light building maintenance work;
- Use common electrical cleaning equipment;
- Lead and provide direction/training on cleaning methods for evening custodial staff;
- Read, write, understand and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
- Understand and carry out oral and written instructions, well enough to be understood and convey specifics in emergency situations;
- Work safely and effectively with considerable independence;
- Perform strenuous physical work without close supervision;
- Maintain simple records;
- Learn to operate a ~~PC (Personal Computer)~~, email and internet computer applications and applicable shop specific software;
- Work effectively in a school environment;
- 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:

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- One (1) year of experience as a custodian working independently in cleaning and maintaining major buildings and adjacent areas is required, prior experience in custodial work for a school district is desirable.

Licenses Required:

- ~~Possession of a valid and appropriate California Driver License~~. Some positions may require a valid and appropriate California Driver License in order to pick up supplies.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Performs heavy work - occasionally lifts, carries, and/or pushes objects weighing up to 100 pounds; frequently lift, carries, and/or pushes objects weighing 25 or more pounds; walks (occasionally on uneven surfaces), stands, climbs (ladders/stairs), stoops, kneels and bends and uses both legs; reaches above shoulders; uses fingers on both hands simultaneously to grasp irregularly shaped objects; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient or correctable to sees small details and long distances; may drive a vehicle and operates mobile motorized equipment; works inside and outside; is exposed to temperature changes, dust, pet dander, chemicals, strong odors and minor contagious illnesses; has direct contact with public, students and other district staff; frequently works with deadlines without direct guidance from supervisor; employment is 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.

Last revised 5/9/02

Revisions effective 10/13/05, 8/14/14

Job Description Review and Proposed Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: July 14, 2016
SUBJECT: Agenda Item No. 6B: 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. | 2016-01 | School Library Specialist |
| 2. | 2016-02 | OVPP Preschool Educator |
| 3. | 2016-03 | OVPP Associate Preschool Educator |
| 4. | 2016-04 | OVPP Preschool Instructional Assistant |
| 5. | 2016-05 | Instructional Assistant – Severely Disabled |
| 6. | 2016-06 | Instructional Assistant – Special Education |
| 7. | 2016-07 | Child Care Program Facilitator |
| 8. | 2016-08 | School Office Manager |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2016-01 through 2016-08.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 14, 2016

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

Background Information

At the Ocean View School District, Regular Board Meetings of June 7, 2016, (Exhibit A), and June 21, 2016, (Exhibit B), 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 June 7, 2016, and June 21, 2016.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 June 7, 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>
Bethke, Erika	Child Care Attendant	Hope View	\$14,120 per hour	18.1	05/16/16

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>
Duggan, Julie	Instructional Assistant - Special Education	Substitute	\$15,582 per hour	22.1	04/05/16
Jue, Jennelle	Child Care Attendant	Substitute	\$14,120 per hour	18.1	05/16/16
Scott, Gina	Instructional Assistant	Substitute	\$15,201 per hour	21.1	05/16/16
Scott, Gina	Instructional Assistant - Special Education	Substitute	\$15,582 per hour	22.1	05/16/16
Scott, Gina	Instructional Assistant - Severely Disabled	Substitute	\$16,783 per hour	25.1	05/16/16
Scott, Gina	Instructional Assistant - Physical Education	Substitute	\$16,783 per hour	25.1	05/16/16
Scott, Gina	Instructional Assistant - Adapted Physical Education	Substitute	\$16,783 per hour	25.1	05/16/16

Approve Reclassification

In accordance with Merit System Rules 3.3.4:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Hernandez, Oscar	School Office Manager - Bilingual	Oak View	\$4,185.00 per month	37.3	05/13/16

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>
Jennings, Julie	Public Information Manager	District Office	\$5,815.00 per month	M54.1	06/13/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 21, 2016

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>
Clayton, Michael	Head Custodian	Lake View	\$3,888.00 per month	32.4	07/31/16
Hart, Verleen	School Health Technician	Westmont	\$18,083 per hour	26.2	09/06/16
Lara, Jennifer	Instructional Assistant – English Learner	Lake View	\$20,042 per hour	23.5	06/13/16
Ramirez, Karla	Intermediate Clerk Typist	Pleasant View/OVPP	\$18,083 per hour	28.1	05/31/16

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>
Booher, Robin	Instructional Assistant	Star View	09/08/10	06/22/16
Do, Julie	Instructional Assistant – Special Education	College View	02/12/15	05/19/16
Haskin, Ellen	Instructional Assistant – ABA	Pleasant View/OVPP	12/01/14	06/22/16
Ortiz, Ana	Bus Driver	Transportation	09/06/11	05/17/16
Ortiz, Angel	Custodian	Sun View	12/03/15	06/06/16
Rubio, Margarita	Parent Teacher Conference Translator	District Wide	03/18/13	03/21/16
Ta, Vithuy	Parent Teacher Conference Translator	District Wide	10/20/14	10/01/15
Thurman, Megan	Instructional Assistant	College View	03/11/14	06/22/16
Turner, Brenda	Reprographics Technician	District Office	09/10/08	06/24/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 21, 2016

Approve Separation : Release Within Probation
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>
Gardner, Wendy Seama	Child Care Attendant	Golden View	01/04/16	05/27/16

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Rosenberg, Lucia	School Library Specialist	Mesa View	10/31/85	06/22/16
Winch, Janis	Instructional Assistant – Sign Language	College View	10/19/87	06/22/16

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Quaresma, Alexandra	Instructional Assistant – Bilingual	Golden View, Star View	06/07/16	06/22/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 14, 2016

SUBJECT: **Agenda Item No. 8: Recommendation to Reclassify Incumbent Ann Horton from Reprographic Technician to Lead Reprographic Technician**

Background Information

In the two years prior to December 2014 the Reprographic Department had been staffed by one full-time Reprographic Technician. In December 2014 an additional part-time Reprographic Technician position was added to the department.

In January 2016, at the request of the District, the Personnel Commission developed and approved a classification for Lead Reprographic Technician. The purpose of this position was to establish a leadership role in the operations, activities and staff of the District's printing and publications operations. Although the classification was approved by the Commission, the District did not move forward in authorizing a recruitment.

Analysis

On April 13, 2016, Ms. Ann Horton, Reprographic Technician, submitted a reclassification request to the Director, Classified Personnel requesting consideration be given to reclassifying her from a Reprographic Technician to Lead Reprographic Technician. This request was supported by Ms. Horton's supervisor, Deputy Superintendent Michael Conroy. After review of the information provided as well as conversations with both the employee and supervisor, the Director determined that although the employee was gradually accruing some of the duties of a Lead Reprographic Technician, there were certain critical aspects of the position she had not been performing on a consistent basis for the required two years in order to qualify for reclassification without examination.

This information was discussed and shared with Ms. Horton and Dr. Conroy. At that time Dr. Conroy was given the following options which were shared with Ms. Horton:

- Conduct a promotional only recruitment for Lead Reprographic Technician for which Ms. Horton (or any other qualified permanent classified employee of the District) could apply and compete OR

*Recommendation to Reclassify Incumbent Ann Horton
From Reprographic Technician to Lead Reprographic Technician
Page Two*

- Wait until December 2016 at which time Ms. Horton would have met the two-year gradual accretion requirement and the Director could recommend to the Commission that Ms. Horton could be reclassified without qualifying exam.

At that time Ms. Horton chose to wait until December 2016. This decision was supported by her supervisor Dr. Conroy.

At the June 2016 Personnel Commission Meeting several individuals spoke during the public comments on behalf of Ms. Horton and her reclassification request. Details were also shared regarding Ms. Horton's role in leading both permanent and temporary employees assigned to the department over the course of the last two years.

The Director reviewed these comments and pursued additional research as it appeared there may have been relevant information that was not specifically included in the documentation that could have influenced her decision about Ms. Horton's reclassification request. In reviewing and verifying this additional information, the Director feels Ms. Horton has acquired the duties and responsibilities of a Lead Reprographic Technician through gradual accretion over the past two years.

Therefore, the Director with the support of the Deputy Superintendent, Administrative Services and the Assistant Superintendent, Human Resources, recommends that a reclassification of the existing incumbent is in order. Ms. Horton meets the criteria for reclassification 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, as Ms. Horton has met the two years of required time gradually accruing the duties of this job classification, she is entitled to placement as a Lead Reprographic Technician without examination.

.....
Recommendation

The Director, Classified Personnel recommends that Ms. Horton be reclassified from Reprographic Technician to Lead Reprographic Technician as she has been performing the duties and responsibilities described in the job description of Lead Reprographic for two years, and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rules 3.3.1 and 3.3.4 (Education Code 45285).

Attachments: Job Description – Reprographic Technician dated 5/15/14
Job Description – Lead Reprographic Technician dated 1/14/16
Merit Rules 3.3.1 and 3.3.4



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



REPROGRAPHIC TECHNICIAN

JOB SUMMARY:

Under general supervision of the Superintendent or designee, operates computer-generated digital printers, high speed copiers, binding and postage equipment, to provide quality printing, binding and mail services for District offices and school sites. Provides assistance and information on efficient and productive print methods.

CLASS CHARACTERISTICS:

This class is distinguished from other classifications required to use copier equipment in that the work performed is primarily devoted to high speed, high volume, production of printed materials and professionally binding them into quality finished products, the sorting and distribution of inter and intra District mail, and the determination of and applying postage to outgoing U.S. mail, Express mail and parcels.

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

Make necessary preparations for, operate and maintain a high speed digital electrophotographic printer, color copier and other machines used in the reproduction of a variety of printed materials such as agenda materials for the Board of Trustees, Personnel Commission, and District appointed committees, and bulletins, booklets, newsletters, reports, and forms and a variety of other documents for schools, departments and teachers; *E*

Make necessary preparations for ensuring quality post print production and/or binding, operate and maintain various equipment and machinery safely and efficiently such as paper cutter, folder, heavy duty stapler, stitcher, paper punch, spiral binder, velobinder, tying machine, shrink wrapper, etc.; *E*

Perform routine preventive maintenance on equipment, i.e., clearing paper jams and cleaning equipment as required, replace consumable materials, monitor equipment operation; *E*

Report equipment malfunctions or symptoms of problems to the appropriate vendor or repair contractor, who may make suggestions of items to check and/or adjust; *E*

Confer with district staff and committees regarding reprographic requests; *E*

Requisition, receive, shelve, and ensure sufficient supplies of paper and consumables are maintained to minimize production delays;

May confer with vendors regarding paper and binding supplies;

Sort, open and distribute inter and intra District mail, U.S. mail and Express mail and parcels;

Deliver mail to post office, process bulk and presort mail;

Determine postage for outgoing mail, and other charges;

Maintain postage meter, keeping and making records of postage accounting;

Maintain district records on computerized filing system; keep labor, material and other records;

May provide leadership and/or direction to assigned helpers, including training others in the safe utilization of equipment and supplies;

Operate standard office equipment;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the Superintendent or designee.

Supervision is not exercised over other employees. However, may provide leadership and/or direction to assigned helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, equipment and materials used in large quantity printing work;
- Operational characteristics of a variety of duplicating and printing machines and related equipment including digital printer, photocopy machine, collator, folder cutting and binding equipment, drill press, and padding machine;
- Safe and efficient photocopier operating procedures;
- Safe and efficient bindery equipment operating procedures;
- Laws and/or regulations related to copyrights;
- Software programs used in digital reprographic operations, including a thorough knowledge of Adobe Acrobat and PowerPoint;
- Modern office procedures and equipment, personal computer (PC) and related software;
- Basic mathematics;
- Record keeping methodologies and practices.

Ability to:

- Operate and adjust a variety of copier and bindery machinery skillfully and safely;
- Work independently, safely, accurately and efficiently;
- Utilize sound independent judgment in prioritizing and performing tasks, fulfilling responsibilities and meeting time requirements;
- Estimate materials, time and cost needed to complete assigned tasks;
- Understand and carry out oral and written instructions;
- Learn postage rates, mailing regulations and procedures;
- Operate office equipment including computers and supporting software applications;
- Maintain accurate records;
- Maintain, clean and make minor repairs to a variety of duplicating machines;
- Prioritize workload and conflicting demands;
- Establish and maintain effective interpersonal relationships using, tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

Experience:

- One (1) or more years of work experience with copier and bindery equipment for a high volume commercial or public sector employer.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently lifts, carries, pushes, pulls objects weighing up to 50 pounds; consistently stands and walks; frequently stoops, bends, kneels, reaches over head, uses step stools and maintains balance; repetitively uses fingers on both hands simultaneously to keyboard and grip materials; speaks clearly and hears normal voice conversation; requires normal depth perception, color vision and the ability to see small details; uses a computer, digital copiers, cutting and bindery equipment and telephone; works inside exclusively; is exposed to loud noise, vibration(s), and dust; works with sharp objects and machinery with moving parts; has direct contact with public and other district staff; works frequently without direct guidance from supervisor; works with high volume and tight deadlines. Employment is contingent upon passing physical and back evaluation exam. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

Last revised as Duplicating/Mail Room Services Operator 1/99

Revisions and title change effective 3/16/04

Reviewed with no revisions 5/7/08

Job Description Review and Revisions Effective 5-15-14



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

LEAD REPROGRAPHIC TECHNICIAN

JOB SUMMARY:

Under the general supervision of the Deputy Superintendent, Administrative Services, leads, organizes, coordinates and participates in the operation of a print shop. Trains and provides work direction to assigned print shop staff. Performs specialized and highly technical digital printing and photocopying in order to develop and produce quality printed materials for use by customers throughout the District as well as providing binding and mail services. Organizes and coordinates multiple projects on an ongoing basis to ensure efficient and timely delivery of printed product. Helps maintain production and safety standards for the unit.

CLASS CHARACTERISTICS:

This is a single position class with responsibility for coordinating the functions of the District's printing and publications unit to ensure the timely production and distribution of quality printed materials to District customers. This class is distinguished from the Reprographic Technician in that the Lead Reprographic Technician takes on a leadership role in the operations, activities and staff of the District's printing and publications operations.

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

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.

- Plan, organize and participate in the operation of a print shop; operate and maintain a high speed digital electro photographic printer, color copier and other machines used in the reproduction of a variety of printed materials such as agenda materials for the Board of Trustees, Personnel Commission, and District appointed committees, and bulletins, booklets, newsletters, reports, and forms and a variety of other documents for schools, departments and teachers; ***E***
- Train and provide leadership and work direction to assigned print shop staff in the proper, efficient and safe utilization of equipment and supplies; ***E***
- Receive print orders, plan and assign work; inspect completed work in progress to assure compliance with print orders; work with staff to ensure a high performance, customer-service oriented work environment which supports achieving department and district objectives and service expectations; ***E***
- Make necessary preparations for ensuring quality post print production and/or binding, operate and maintain various equipment and machinery safely and efficiently such as paper cutter, folder, heavy duty stapler, stitcher, paper punch, spiral binder, velobinder, tying machine, shrink wrapper, etc.; ***E***
- Coordinate, schedule and ensure performance of routine preventive maintenance on equipment, i.e., clearing paper jams and cleaning equipment as required, replace consumable materials, monitor equipment operation; ***E***

- Report equipment malfunctions or symptoms of problems to the appropriate vendor or repair contractor, who may make suggestions of items to check and/or adjust; *E*
- Confer with district staff and committees regarding reprographic requests; *E*
- Requisition, receive, shelve, and ensure sufficient supplies of paper and consumables are maintained to minimize production delays; *E*
- Research, evaluate and confer with vendors regarding print shop supplies, materials and equipment; *E*
- Sort, open and distribute inter and intra District mail, U.S. mail and Express mail and parcels; *E*
- Deliver mail to post office, process bulk and presort mail; *E*
- Determine postage for outgoing mail, and other charges; *E*
- Maintain postage meter, keeping and making records of postage accounting; *E*
- Prepare and maintain district records on computerized filing system; keep labor, material and other records; *E*
- Assist in the preparation of the Reprographics Department budget; *E*
- Operate standard office equipment. *E*

SUPERVISION:

General supervision is received from the Deputy Superintendent, Administrative Services.

Supervision is not exercised over other employees. Leadership and/or direction are provided to other reprographics staff and to assigned helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, equipment and materials used in large quantity printing work;
- Operational characteristics of a variety of duplicating and printing machines and related equipment including digital printer, photocopy machine, collator, folder cutting and binding equipment, drill press, and padding machine;
- Safe and efficient photocopier operating procedures;
- Safe and efficient bindery equipment operating procedures;
- Health and safety regulations, rules, policies, procedures and precautions, including hazardous waste control.
- Correct English usage including grammar, spelling and punctuation;
- Laws and/or regulations related to copyrights;
- Software programs used in digital reprographic operations, including a thorough knowledge of Adobe Acrobat and PowerPoint;
- Modern office procedures and equipment, personal computer (PC) and related software;
- Basic mathematics;
- Inventory methods and practices;
- Record keeping methodologies and practices;
- Principles and practices of training and providing work direction to others.

Ability to:

- Train, lead and assign tasks to print shop staff;
- Plan, schedule, lay out and organize various duplicating activities;
- Operate and adjust a variety of copier and bindery machinery skillfully and safely;
- Work independently, safely, accurately and efficiently;
- Utilize sound independent judgment in prioritizing and performing tasks, fulfilling responsibilities and meeting time requirements;
- Estimate materials, time and cost needed to complete assigned tasks;
- Understand and carry out oral and written instructions;
- Communicate effectively both orally and in writing;
- Learn postage rates, mailing regulations and procedures;
- Operate office equipment including computers and supporting software applications;
- Maintain accurate records;
- Maintain, clean and make minor repairs to a variety of duplicating machines;
- Prioritize workload and conflicting demands;
- Establish and maintain effective interpersonal relationships using, tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Current training on state-of-the-art duplicating/copier equipment.

Experience:

- Minimum of 2 years of increasingly responsible skilled work experience planning, estimating, laying out and producing a variety of printed materials utilizing state-of-the-art duplicating/copier and bindery equipment for a high volume commercial or public sector employer.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently lifts, carries, pushes, pulls objects weighing up to 50 pounds; consistently stands and walks; frequently stoops, bends, kneels, reaches over head, uses step stools and maintains balance; repetitively uses fingers on both hands simultaneously to keyboard and grip materials; speaks clearly and hears normal voice conversation; requires normal depth perception, color vision and the ability to see small details; uses a computer, digital copiers, cutting and bindery equipment and telephone; works inside exclusively; is exposed to loud noise, vibration(s), and dust; works with sharp objects and machinery with moving parts; has direct contact with public and other district staff; works frequently without direct guidance from supervisor; works with high volume and tight deadlines. Employment is contingent upon passing physical and back evaluation exam. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

Classified Bargaining Unit Salary Schedule
Salary Range 36

New classification effective: 1-14-16

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.

3.3.4 Effect 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)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: July 14, 2016
**SUBJECT: Agenda Item No. 9: PROPOSED PERSONNEL COMMISSION MEETING
DATES FOR 2016-2017**

Background Information

The Personnel Commission meets on the second Thursday of the month, in the District Office Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, California, at 4:30 p.m., unless otherwise noted.

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2016-2017 school year and are forwarded for ratification:

- Thursday, July 14, 2016
- Thursday, August 11, 2016
- Thursday, September 8, 2016
- Thursday, October 13, 2016
- Thursday, November 10, 2016
- Thursday, December 8, 2016
- Thursday, January 12, 2017
- Thursday, February 9, 2017
- Thursday, March 9, 2017
- Thursday, April 13, 2017
- Thursday, May 11, 2017
- Thursday, June 8, 2017

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates.