



**OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA**

**Thursday, June 9, 2016**

**CLOSED SESSION**

**4:00 p.m.**

**Human Resources Conference Room  
Building B**

**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**

<p><b>A G E N D A</b></p> <p><b>PERSONNEL COMMISSION</b></p> <p><b>OCEAN VIEW SCHOOL DISTRICT</b></p>	<p><b>THURSDAY, JUNE 9, 2016</b></p> <p><b>CLOSED SESSION</b> 4:00 p.m. <b>Human Resources Conference Room</b> <b>Building B</b></p> <p><b>REGULAR MEETING</b> 4:30 p.m. <b>Board Room – Building A</b></p>
---	---

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

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of April 14, 2016.

**ACTION**  
Page 1  
Moved: \_\_\_\_  
Second: \_\_\_\_  
Vote: \_\_\_\_\_

**INFORMATION/DISCUSSION/ACTION ITEMS**

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

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

**DISCUSSION**

5. **ADJOURNMENT** TIME: \_\_\_\_\_ p.m.

**ACTION**  
Moved: \_\_\_\_  
Second: \_\_\_\_  
Vote: \_\_\_\_\_

6. **RECONVENE TO OPEN SESSION – CALL TO ORDER** TIME: \_\_\_\_\_ p.m.

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

10. **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.

11. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the May 12, 2016, Regular Personnel Commission Meeting for approval.

**ACTION**  
**Pages 2-5**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMISSION BUSINESS**

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

**ACTION**  
**Pages 6-72**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**A. JOB DESCRIPTIONS 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

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

- |    |         |                                   |
|----|---------|-----------------------------------|
| 1. | 2015-37 | Intermediate Clerk Typist         |
| 2. | 2015-38 | School Office Manager - Bilingual |
| 3. | 2015-39 | District Receptionist             |
| 4. | 2015-40 | Public Information Manager        |

13. **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 73-75**

- May 10, 2016 – (Exhibit A)
- May 24, 2016 – (Exhibit B)

- 14. 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 76**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMUNICATIONS**

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

**16. COMMISSIONER REPORTS**

**17. DIRECTOR AND STAFF REPORTS**

- 18. 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  
Closed Session Meeting of the Personnel Commission  
April 14, 2016**

- CALL TO ORDER**                   The April 14, 2016, Closed Session meeting of the Personnel Commission was called to order at 4:00 p.m.
- ROLL CALL**                       Commissioners Ewing, Gooch, and Pogrund were present.
- APPROVAL OF MINUTES**               Motion by Commissioner Gooch to approve the minutes of the April 9, 2015, Closed Session Meeting.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote. Commissioner Pogrund abstained from the vote since he was not present at the April 9, 2015, Personnel Commission meeting.

**COMMISSION BUSINESS**

- INFORMATION/  
ACTION ITEMS**                   The Personnel Commission met regarding:
- A.     Discussion of appointment of employees, and employee termination, evaluation of employee performance, complaints or charges against an employee, and other personnel matters as pursuant to Government Code sections 54957, 54957.1, 54957.5 and 54957.6.
1.     Director, Classified Personnel

- ADJOURNMENT**                   Motion by Commissioner Pogrund to adjourn the April 14, 2016, Closed Session Meeting at 4:19 p.m.
- Seconded by Commissioner Gooch, and carried with a 3:0 vote.

---

Michelle Vellanoweth  
Director, Classified Personnel  
Secretary to the Personnel Commission

---

Date

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Personnel Commission Meeting  
May 12, 2016**

- CALL TO ORDER** Commissioner Ewing called the May 12, 2016, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Steve Hunter, C.S.E.A. President led the pledge of allegiance.
- ROLL CALL** Commissioners Gooch, Ewing, were present. Director Vellanoweth was also present. Commissioner Pogrund was absent.
- STAFF MEMBERS AND GUESTS** Michelle Eifert; Yvonne Nguyen; Bophary Ngin; Steve Hunter; Susan Atchison.
- PUBLIC COMMENTS** There were no comments from the public.
- MINUTES OF APRIL 14, 2016** Motion by Commissioner Gooch to approve the minutes of the April 14, 2016, Regular Personnel Commission meeting.  
  
Seconded by Commissioner Ewing, and carried with a 2:0 vote.
- CONSENT CALENDAR** The Personnel Commission received the following items on the Consent Calendar:
- A. Job Description Review/Revisions:
    - 1. Benefits and Workers' Compensation Specialist
    - 2. Clerk Typist
    - 3. District Receptionist
    - 4. Intermediate Clerk Typist
    - 5. Intermediate Clerk Typist – Bilingual
    - 6. Personnel Analyst
    - 7. Personnel Assistant
    - 8. Personnel Technician
    - 9. School Health Technician
    - 10. Senior Clerk Typist
    - 11. School Office Clerk
    - 12. School Office Clerk – Bilingual
    - 13. Translator Interpreter
  
  - B. Recruitment and Testing – Eligibility Lists
    - 1. 2015-33 Custodian
    - 2. 2015-34 Child Care Attendant
    - 3. 2015-35 Instructional Assistant – English Learner
    - 4. 2015-36 Instructional Assistant – Bilingual
- Motion by Commissioner Gooch to approve the Consent Calendar.  
  
Seconded by Commissioner Ewing, and approved with a 2:0 vote.
- CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of April 26, 2016.

**PUBLIC HEARING ON  
THE PROPOSED  
ANNUAL BUDGET OF  
THE PERSONNEL  
COMMISSION FOR  
FISCAL YEAR 2016-  
2017**

Commissioner Ewing opened the Public Hearing on the Proposed Annual Budget of the Personnel Commission for the fiscal year 2016-2017, at 4:33 p.m.

Director Vellanoweth stated that this had come to the Commission last month as a first reading. She briefly went through the proposed budget again, explaining any changes that were being recommended.

There were no requests from the public to address the Personnel Commission during the Public Hearing.

Commissioner Ewing closed the Public Hearing on the Proposed Annual Budget of the Personnel Commission for the fiscal year 2016-2017, at 4:34 p.m.

**ADOPTION OF THE  
PROPOSED BUDGET  
OF THE PERSONNEL  
COMMISSION FOR  
FISCAL YEAR 2016-  
2017**

Commissioner Ewing asked for a motion to adopt the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2016-2017.

Motion by Commissioner Gooch to adopt the Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2016-2017

Seconded by Commissioner Ewing, and carried with a 2:0 vote.

**RECOMMENDATION  
TO RECLASSIFY  
INCUMBENT OSCAR  
HERNANDEZ FROM  
SCHOOL OFFICE  
MANAGER TO  
SCHOOL OFFICE  
MANAGER -  
BILINGUAL**

Director Vellanoweth explained that Oscar Hernandez is the current School Office Manager at Oak View School. When the position was filled in October 2014, the district felt that it was prudent to continue with this position as a School Office Manager, not bilingual. It has come to the Director's attention that Mr. Hernandez has frequently been utilizing his bilingual Spanish skills due to the fact that Oak View has a 93% Spanish speaking population. Director Vellanoweth has received confirmation from both Mr. Hernandez and Principal Rosa Mendieta, that these bilingual Spanish skills are frequently being used and are a necessity for the position of School Office Manager at Oak View.

Mr. Hernandez has not been in his current position for two years which would grant him an automatic reclassification. The alternative to this is to have the incumbent take a qualifying exam to prove their skills. Mr. Hernandez has taken the test for the School Office Manager, which he passed, and he has already passed all of the bilingual examinations and components that are required.

Based on this, the Director recommends that Oscar Hernandez be reclassified from School Office Manager to School Office Manager – Bilingual. Assistant Superintendent, Human Resources, Felix Avila, has reviewed this information and is in support of the reclassification.

Motion by Commissioner Gooch to approve the reclassification of incumbent Oscar Hernandez from School Office Manager to School Office Manager – Bilingual.

Seconded by Commissioner Ewing, and carried with a 2:0 vote.

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public.

**COMMISSIONERS'  
REPORTS**

Commissioner Ewing stated that the Commissioners all received a letter from Michelle Eifert inviting them to attend the Board Meetings of May 24, 2016, and June 7, 2016, to recognize the Classified School Employees of the Year and the 2015-2016 retirees. He stated that he would like to see at least one of the Commissioners attend both meetings.

Commissioner Gooch stated that he is on the Board of Directors of a charitable organization that meets on Tuesdays, so this conflicts with the Board Meeting dates.

Commissioner Ewing asked Director Vellanoweth to inquire of Commissioner Pogrund whether he could attend one of the meetings, and which one he chooses, so that Commissioner Ewing can attend the other. If Commissioner Pogrund absolutely cannot attend either, Commissioner Ewing will attend both meetings.

Commissioner Ewing also mentioned the information they received regarding the legal opinion on CSEA Policy 610. He thought it was very interesting but was unsure whether any action needed to be taken.

Director Vellanoweth replied that this information was from last year and was provided from CSPCA. She stated that she has had a conversation with CSEA President, Steve Hunter, and CSEA Labor Relations Representative Erica Williams, and they are all on the same page with their interpretations on the 610 process.

Commissioner Ewing wanted to convey to the classified employees that the Commissioners thank them for all the hard work that they do.

Commissioner Gooch stated that he is disappointed that he will be unable to attend the Employee Banquet in order to recognize the Classified Employee of the Year being honored by the State of California, but stated that he thinks this is outstanding and is very pleased.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for June 9, 2016.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth stated that if the Commissioners had responses to their job descriptions for Personnel Commissioner, she would appreciate them being given to her or emailed to her.

Director Vellanoweth also wanted to recognize the Week of the Employee and all of the classified employees who show their support every day and are hard workers. She is very proud to be someone that helps to support them and be a classified employee herself.

She also stated that she would be attending both the May 24, 2016, and June 7, 2016, Board Meetings, as well, to support the Classified School Employees of the Year and the retirees.



**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the April 14, 2016, Regular Personnel Commission Meeting in honor of Memorial Day and on behalf of those who have paid the ultimate price for our freedom.

Motion was seconded by Commissioner Ewing, and carried with a 2:0 vote at 4:50 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:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.1: 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 June 9, 2016.

.....  
**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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.2: 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 June 9, 2016.

---

## Recommendation

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



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

## 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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Custodians

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.3: 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.

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 June 9, 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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

**Memo**

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.4: 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 June 9, 2016.

.....  
**Recommendation**

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





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



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

---

## 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; ~~Ⓔ~~
- Maintain various financial records, order, prices and verify receipt of materials, equipment and supplies; ~~Ⓔ~~
- ~~Ⓔ~~ Compile and prepare documents and materials for the purpose of disseminating department information to appropriate parties; ~~Ⓔ~~
- 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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016  
**SUBJECT: Agenda Item No. 12.A.5: 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 June 9, 2016.

.....

## 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



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

---

## 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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Head Custodians  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.6: 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.

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 June 9, 2016.

.....

## Recommendation

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



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

---

## 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~~ ~~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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.7: 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 June 9, 2016.

.....

## Recommendation

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





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

---

## 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, 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 to, 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, 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;](#)
- 

#### **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 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 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 and equipment including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- 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 Microsoft Office word processing, spreadsheet, database, email and internet 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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016  
**SUBJECT:** Agenda Item No. 12.A.8: 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 June 9, 2016.

.....

## 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: [6/9/16](#)



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.9: 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 June 9, 2016.

.....

## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



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

---

## **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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.10: 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 June 9, 2016.

.....  

## Recommendation

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



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

---

## 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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.11: 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 June 9, 2016.

.....

## 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



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

---

## 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; ~~i~~
- In the absence of the School Site Administrator(s) monitor and oversee students sent to the office during or after school hours; ~~i~~ contact parents, guardians or authorized adult when necessary to provide transportation and/or to release the student to adult supervision; ~~i~~
- ~~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: 6/9/16



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016  
**SUBJECT:** **Agenda Item No. 12.A.12: 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 June 9, 2016.

.....

## 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



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

---

## 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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 12.A.13: 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 June 9, 2016.

.....

## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



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

---

## 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: 6/9/16

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** June 9, 2016  
**SUBJECT: Agenda Item No. 12B: 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. 2015 – 37 Intermediate Clerk Typist
2. 2015 – 38 School Office Manager - Bilingual
3. 2015 – 39 District Receptionist
4. 2015 – 40 Public Information Manager

---

## Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015-37 through 2015-40.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

**Memo**

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** June 9, 2016

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

**Background Information**

At the Ocean View School District, Regular Board Meetings of May 10, 2016, (Exhibit A), and May 24, 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.

.....  
**Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of May 10, 2016, and May 24, 2016.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 May 10, 2016

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>
Jackson, Ashley	Food Distribution Worker	Substitute	\$13,321 per hour	18.1	04/18/16
Mai, Jason	Instructional Assistant	Substitute	\$14,431 per hour	21.1	04/18/16

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 May 24, 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>
Navarette, Jonathan	Instructional Assistant - Bilingual	Oak View	\$15.582 per hour	22.1	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>
Vergilio, Courtney	Child Care Attendant	Substitute	\$14.120 per hour	18.1	05/16/16

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>ENDING DATE</u>
Camarena, Lori	School Office Manager	Pleasant View/OVPP	09/09/09	05/20/16
Corley, Jacob	Bus Driver	Transportation	12/17/14	05/11/16
Martinez, Stephen	Custodian	Westmont	04/07/15	04/29/16
Villegas, Jessica	Child Care Attendant	Circle View	09/04/13	05/03/16

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** June 9, 2016

**SUBJECT: Agenda Item No. 14: PROPOSED PERSONNEL COMMISSION MEEETING  
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 13, 2016
- Thursday, September 10, 2016
- Thursday, October 8, 2016
- Thursday, November 12, 2016
- Thursday, December 10, 2016
- Thursday, January 14, 2017
- Thursday, February 11, 2017
- Thursday, March 10, 2017
- Thursday, April 14, 2017
- Thursday, May 12, 2017
- Thursday, June 9, 2017

---

## **Recommendation**

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