



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, May 12, 2016

REGULAR MEETING
4:30 p.m.

Board Room
Building A

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

PERSONNEL COMMISSION:

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

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW SCHOOL DISTRICT

THURSDAY, MAY 12, 2016

BOARD ROOM BUILDING A

REGULAR MEETING
4:30 p.m.

1. CALL TO ORDER TIME: _____ p.m.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the April 14, 2016, Regular Personnel Commission Meeting for approval.

ACTION
Pages 1- 4
Moved: ____
Second: ____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Pages 5-69
Moved: ____
Second: ____
Vote: _____

A. **JOB DESCRIPTIONS 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:
(Eligibility lists provided to Commissioners only.)

- 1. 2015-33 Custodian
- 2. 2015-34 Child Care Attendant
- 3. 2015-35 Instructional Assistant – English Learner
- 4. 2015-36 Instructional Assistant – Bilingual

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

INFORMATION
Pages 70-72

- April 26, 2016 – (Exhibit A)

8. **PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2016-2017:** The Personnel Commission will hold a Public Hearing prior to taking action on its proposed Annual Budget of the Personnel Commission for the fiscal year 2016-2017.

DISCUSSION
Pages 73-79

Open Time: _____ p.m.

Close Time: _____ p.m.

9. **ADOPTION OF THE PROPOSED BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2016-2017:** The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2016-2017. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for Fiscal Year 2016-2017, to be forwarded to the County Superintendent once the District's budget is adopted.

ACTION
Moved: _____
Second: _____
Vote: _____

10. **RECOMMENDATION TO RECLASSIFY INCUMBENT OSCAR HERNANDEZ FROM SCHOOL OFFICE MANAGER TO SCHOOL OFFICE MANAGER – BILINGUAL:** The Personnel Commission will receive the Director's recommendation to reclassify incumbent Oscar Hernandez from School Office Manager to School Office Manager – Bilingual.

ACTION
Pages 80-91
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

12. COMMISSIONER REPORTS

13. DIRECTOR AND STAFF REPORTS

14. ADJOURNMENT

TIME: _____ **p.m.**

ACTION

Moved: _____

Second: _____

Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org. Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. For information call (714) 847-2551, extension 1400 or 1401.

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

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

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
April 14, 2016**

- CALL TO ORDER** Commissioner Ewing called the April 14, 2016, Regular Personnel Commission Meeting to order at 4:31 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Pogrund led the pledge of allegiance.
- ROLL CALL** Commissioners Gooch, Ewing, and Pogrund were present. Director Vellanoweth was also present.
- STAFF MEMBERS AND GUESTS** Michelle Eifert, Personnel Assistant; Yvonne Nguyen, Personnel Analyst; and Bophary Ngin, Personnel Technician. Felix Avila, Assistant Superintendent, Human Resources; Steve Hunter, CSEA Chapter 375 President; Sandy Vaughan, former CSEA Chapter 375 President; Phi Tran, Computer Multimedia Technician; Michael Hoeker, Maintenance HVAC Mechanic.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that the Personnel Commission met in Closed Session to discuss the evaluation of the Director of Classified Personnel.
- PUBLIC COMMENTS** Steve Hunter, President CSEA Chapter 375, announced that the Classified Banquet is being planned for May 20, 2016. Once the flyers are complete, he will make sure that they are distributed and everyone is made aware of the banquet. He stated that CSEA would love to have the Commissioners attend if they would like to. The cost of the tickets is still being determined.
- Commissioner Pogrund asked where the banquet was going to be held. Mr. Hunter answered Mile Square Golf Course.
- MINUTES OF MARCH 10, 2016** Motion by Commissioner Gooch to approve the minutes of the March 10, 2016, Regular Personnel Commission meeting.
- Seconded by Commissioner Pogrund, and carried with a 3:0 vote.
- CONSENT CALENDAR** The Personnel Commission received the following items on the Consent Calendar:
- A. Job Description Review/Revisions:
 - 1. Accounting Clerk
 - 2. Financial Analyst
 - 3. Senior Account Clerk
 - B. Recruitment and Testing – Eligibility Lists
 - 1. 2015-31 Clerk Typist
 - 2. 2015-32 Department Secretary - Bilingual
- Director Vellanoweth stated that the Payroll Technician job description was pulled from the consent calendar. This classification has two incumbents. One of the incumbents was not able to complete their job analysis questionnaire and work with the Personnel Analyst prior to developing the job description. This week she was able to provide some information to the Personnel office and there may be a few minor changes to this description, so the decision was made to pull this item from the agenda today.

**CONSENT CALENDAR
(CONTINUED)**

In addition, the Director proposes that for the three remaining job classifications, there is currently wording about word processing, spreadsheets, and computer applications. As the clerical job descriptions were starting to be reviewed, some wording was decided upon that would also be good to include with the accounting job descriptions. This wording will identify that the incumbents should have a basic knowledge of Microsoft Office applications upon hire.

Commissioner Gooch asked Director Vellanoweth about the representative duties, and the omission of specific statements of duties. He agrees with this but asked whether this was something new or if he had missed this. Director Vellanoweth answered that this was new for this round of job descriptions. It had been brought up about two meetings prior when the new format of the job descriptions was discussed.

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**CLASSIFIED ACTIVITY
LISTS**

The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of March 22, 2016, and April 12, 2016.

**PROPOSED BUDGET
2016-2017
PRELIMINARY DRAFT
– FIRST READING AND
DISCUSSION**

Director Vellanoweth stated that she had been working with Dr. Pogrund, Vice Chair, on the proposed budget for the 2016-2017 school year. This will come back next month as a second reading, public hearing, and adoption.

Most of the budget lines were kept the same since they meet the needs for the amount of money budgeted. For the increases that are proposed, the first is under Non-Capitalized Equipment. The Director would like to budget for new computers and dual monitors for the office staff. This will allow the staff to have access to multiple applications simultaneously.

There has been some increase in Personnel Commission memberships. There is a \$24 increase for CSPCA membership dues, and a \$100 increase for CODESP membership dues.

The 6% salary increase that was recently approved by the Board of Trustees was factored into the salaries for staff.

Commissioner Pogrund stated that as he and Director Vellanoweth worked on the budget, it was consistent with what had been done historically. There were small changes that are consistent with the goals of the department.

**MERIT RULE REVIEW
AND REVISION,
CHAPTER 7, SECTION
2.14 – LONGEVITY –
SECOND READING
AND ADOPTION**

Commissioner Gooch asked for clarification when one reaches certain numbers of years. He asked is it retroactive to July, or is this moving forward. Director Vellanoweth answered that July 1, 2014, is the date the new plan went into effect.

To clarify, Mr. Gooch asked if he was an employee with fifteen years, he would be at 6%. Director Vellanoweth answered yes.

Motion by Commissioner Pogrund to approve the Merit Rule and Revision, Chapter 7, Section 2.14 – Longevity.

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

**CSEA REQUEST FOR
CLASSIFIED
BARGAINING UNIT
SALARY STUDY**

Director Vellanoweth stated that at the January Personnel Commission meeting there was a request submitted by CSEA for a classified bargaining unit salary study. A discussion took place at the last Personnel Commission meeting. Now this request is being brought forward as an action item.

Director Vellanoweth's recommendation, based upon the approval of a 6% salary increase approved by the Board of Trustees, is that the District move forward with the salary study for the classified bargaining unit. The Director's intent is to come up with a proposal of the benchmark districts and the benchmark classifications to be used in the survey. Director Vellanoweth has already spoken with Felix Avila, Assistant Superintendent, Human Resources, and with Steve Hunter, CSEA President about setting up a date and time to review them together and gather their input to move forward from there.

With the workload it will take to implement the 6% salary increase, sending out reasonable assurance letters, and other year-end tasks, Director Vellanoweth wanted to state that the salary study will not begin immediately, but will in the very near future.

She also reminded everyone that when the salary study is completed, she will present her findings to the Commission and then recommendations can be made to the Board of Trustees for any salary adjustments that need to be made. These would then need to be negotiated and approved by the Board.

Commissioner Pogrund asked if there was a timeline at all. Director Vellanoweth answered that she believes by the end of the school year, or even possibly the beginning of June.

Motion by Commissioner Pogrund to approve the CSEA Request for Classified Bargaining Unit Salary Study.

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

**SECOND PUBLIC
COMMENTS**

Steve Hunter thanked the Commission and stated that he appreciates all that the Commission does because CSEA recognizes how hard everyone works. He added that we are all grateful that we have an environment that is provided by our leadership and our Personnel Commission that allows us to move forward from recent events.

**COMMISSIONERS'
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Pogrund stated that he will not be at the next Personnel Commission meeting. He will be in Europe.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for May 12, 2016.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth wished Dr. Pogrund a happy birthday coming up.

She also mentioned that the Commissioners received a flyer about a community and parent input session that the Superintendent is hosting at the middle schools. The Superintendent encourages everyone to attend.

Director Vellanoweth stated that Employee Recognition Week is coming up, May 9 to May 13, 2016. This is for all Ocean View School District employees, classified and certificated. May 20, 2016, will be the banquet hosted by CSEA. May 24, 2016, will be the board meeting at which the Classified School Employees of the Year and the Teachers of the Year will be recognized. The Human Resources department will be hosting an Employee Recognition Breakfast for District Office staff. At the June 7, 2016, board meeting, the retirees will be recognized.

She also announced that Efren Barrera, Head Custodian at College View, one of our Classified School Employees of the Year, was recognized at the Orange County Department of Education and will be moving forward in the state competition.

Congratulations were also given to the Teachers of the Year, Lori Manz from Mesa View, and Rebecca Fisher from Harbour View.

There are currently some management positions that the District is recruiting for. They are the Director of Food Services and Public Information Manager.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the April 14, 2016, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Pogrund, and carried with a 3:0 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: May 12, 2016
SUBJECT: Agenda Item No. 6A1: Job Description Revision – Benefits and Workers’ Compensation 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 Benefits and Workers’ Compensation Specialist classification was fully reviewed and updated in October 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 Benefits and Workers’ Compensation 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 Benefits and Workers’ Compensation Specialist job description.

Attachment: Proposed revised job description for Benefits and Workers’ Compensation Specialist dated May 12, 2016.

Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Benefits and Workers’ Compensation Specialist job description.



Benefits and Workers' Compensation Specialist

JOB SUMMARY:

Under general supervision and with administrative guidance, plans and organizes comprehensive employee benefit programs (Cafeteria insurance plan, Medicare, Retirement, COBRA benefits, tax sheltered annuities, and Section 125 plans) and Workers' Compensation; serves as a liaison with insurance carriers and employees in answering inquiries, resolving problems and communicating benefit coverage.

CLASS CHARACTERISTICS:

This is a position having significant responsibility for performing complex specialized work involved in providing certificated and classified employees information about enrollment into District provided benefit programs and workers' compensation. The incumbent exercises a great deal of independent judgment, responsibility and sensitivity in providing highly confidential and sensitive information to carriers, employees and others. This position is pivotal in facilitating the District's benefit programs and workers' compensation and assists in the efficient daily operations of the Human Resources Department.

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

- Enroll eligible employees into District-provided benefit programs of their choice; ~~E~~
- Counsel, advise and/or answer employee questions regarding available District-provided and optional benefit programs;
- Provide information regarding costs, coverage, plan terms and conditions, and coordination of benefits; ~~E~~
- Provide guidance in completion of benefit selection and payroll deduction forms; ~~E~~
- Serve as a liaison between employees and benefit providers in reconciling benefit coverage, payments and resolving eligibility concerns related to dependents of employees; ~~E~~
- Prepare and organize materials, information and procedures utilized for open enrollment of employees eligible for District benefits; ~~E~~
- Coordinate provider participation in annual periods of open enrollment; ~~E~~
- Input, retrieve and monitor benefit information to ensure compliance with State and Federal insurance regulations, district policies, procedures and contracts; ~~E~~
- Review and analyze carrier provided documentation and insurance and benefit contracts and/or booklets for completeness, accuracy and compliance with the District's contract with the provider; ~~E~~
- Receive and analyze claim reports, monitor and correct billing errors; ~~E~~
- Post information to logs, records, charts, cards and maintain the employee medical database; ~~E~~

- Design file and establish insurance pools for classified and certificated employees;~~E~~
- Maintain coordinated calendars pertaining to insurance matters, making appointments and setting up meetings between insurance carrier representatives and District administration;~~E~~
- Coordinate and oversee the annual employee open enrollment, including making arrangements for the participation of health related vendors and attendance of District employees;~~E~~
- Administer the Workers' Compensation program for the district, review and process claims, prepare required reports and update case records;~~E~~
- Obtain, analyze and follow up in confidential employee insurance claims and workers' compensation documentation;~~E~~
- Research and investigate various aspects of workers' compensation claims filed, and make recommendations as necessary;~~E~~
- Act as a liaison with several Workers' Compensation related organizations;~~E~~

Other Related Duties

- ~~Coordinate staffing for non-classified/non-certificated employees, keeping accurate accounting of minimum qualifications, TB testing, monthly wage increases, evaluations;~~
- Conduct research and prepare summary reports dealing with employee benefit issues for labor contract negotiations and cost containment; E
- Assist other human resources staff during peak demand periods;
- Input and retrieve information and data and prepare confidential reports, independently compose and prepare related correspondence;
- Act as a liaison with the county to ensure the proper management of the database;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

General supervision is received from the ~~Senior Director~~Assistant Superintendent, Human Resources. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Types, kinds, structure and operation of employee benefit programs, including familiarity with insurance programs, coverage and claims processing;
- Workers' compensation reporting requirements;
- Rules, regulations, and procedures in processing benefits and workers' compensation documents;
- HIPAA and California Confidentiality Act;
- Modern office methods, procedures, terms, and equipment used in a personnel office including knowledge of Microsoft Office Word processing, spreadsheet, presentation, database, Internet and E-mail and internet computer applications;
- ~~Modern office methods, procedures, practices, terms and equipment used in a personnel office;~~
- Public relations;
- Business office telephone techniques and etiquette;
- ~~Correct~~ English usage, spelling, grammar and punctuation;
- Business mathematics;
- Standard record keeping and filing system procedures

Ability to:

- Perform complex and technical duties in the administration of the district's benefit programs and the workers' compensation program;
- Analyze technical information and make sound judgments and recommendations relating to benefit plans and insurance coverage;
- Provide quality customer service to and deal effectively with a wide variety of personalities in situations requiring diplomacy, courtesy, and credibility;
- Interpret and explain complex insurance and benefit plan information to others;
- Operate various ~~standard office~~ and specialized ~~office~~ equipment including a ~~PC~~ (personal computer) ~~and~~
- ~~e~~Effectively utilize ~~Microsoft Office~~ word processing, spreadsheet, ~~presentation~~, data base, ~~Internet~~ ~~and~~ E-mail ~~and internet computer applications software~~;
- Keyboard at a net corrected speed of 50 WPM;
- Work independently utilizing sound judgments and discretion in a variety of situations;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Effectively and efficiently maintain accurate records and files;
- Establish and maintain effective interpersonal relationships ~~and effectively communicate~~ using tact, patience and courtesy ~~in a manner that reflects positively on the District~~;
- ~~Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.~~
- Maintain ~~security and~~ confidentiality ~~of privileged and sensitive~~ ~~of~~ information.

EMPLOYMENT STANDARDS:**Education:**

- High School Diploma or equivalent;
- College-level coursework or specific training in human resources or related field is highly desirable.
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

Experience:

- Three (3) years of responsible specialized experience in the administration of benefits, preferably in a California school district. Experience processing workers' compensation claims is highly desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks; occasionally 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 occasionally in difficult interpersonal situations; frequently works without direct guidance from supervisor, occasionally 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, and being subject to frequent interruptions

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 may: sometime walk; occasionally stand, lift, carry, reach, 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 39

Classified Bargaining Unit

New Classification approved by Personnel Commission 10/10/13

Job Description Review and Proposed Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A2: Job Description Revision – Clerk Typist

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 Clerk Typist 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 positions 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 jobs. 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 Clerk Typist 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 Clerk Typist job description.

Attachment: Proposed revised job description for Clerk Typist dated May 12, 2016.

Recommendation

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



Clerk Typist

JOB SUMMARY:

Under general supervision, performs a wide variety of routine clerical support duties in a District administrative office or school site in support of a District function or special program involving specific routine and broadly defined policies and procedures.

CLASS CHARACTERISTICS:

The Clerk Typist performs diversified routine clerical and typing computer keyboarding work, normally with supervision of District or Program Administrator available. Positions may travel from site-to-site to provide additional clerical assistance related to the program assigned, or positions may be assigned to support a specific program or function located at either the District Offices or a specific site

REPRESENTATIVE DUTIES:

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

Essential Duties

- Perform a variety of clerical work such as filing, compiling and recording information, proofreading;
- Assist in the development of records, inventories, index and cross reference files;
- Operate a variety of office ~~and/or special~~ equipment including a personal computer; such as a typewriter, computer keyboard, laminator, scanner or copy machine;
- Perform standard and statistical ~~typing/~~keyboarding and do basic word processing;
- ~~Code and i~~Input data using computer or assigned software;
- Answer telephone and may perform receptionist duties;
- Receive, sort, distribute, dispatch mail;
- Assist others in locating materials and equipment;
- Order, receive, store and/or distribute supplies.

Other Related Duties

- Prepare memoranda, email, billing statements, and purchase orders within prescribed procedures;
- Schedule appointments, maintain calendars.
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Supervision is received from a District or Program Administrator. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, practices, procedures, terms, and equipment, including a basic knowledge of Microsoft Office word processing, ~~and~~ spreadsheet, ~~programs~~ presentation, database, email and internet computer applications;;
- ~~Operation of office machines including computer and specified software;~~
- ~~Appropriate~~ English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette;
- Simple record keeping and filing procedures;
- Alpha and numeric filing systems;
- Basic mathematics used to order and inventory, maintain records and perform other clerical duties.

Ability to:

- Utilize sound judgment in performing tasks and fulfilling responsibilities;
- Perform clerical duties such as filing, word processing, data input, duplicating, and maintaining routine records;
- Understand and carry out instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Receive and give information to others clearly, calmly, accurately and courteously;
- Rapidly learn procedures, equipment and software used in the office assigned;
- Sort, file, locate materials accurately;
- ~~Operate various~~ standard and specialized office equipment, including ~~typewriter/computer, applicable software—and use basic word processing and spreadsheet programs~~ a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Prioritize numerous tasks and complete them under various time constraints;
- Answer telephones and greet the public courteously;
- Use alpha and numeric filing systems; Maintain records and files;
- ~~Type~~kKeyboard at a net corrected speed of 40 words per minute;
- ~~Perform simple mathematical computations;~~
- ~~Communicate effectively with students, staff, parents, and the public using patience and courtesy in a manner that reflects positively on the District.~~

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- Six (6) months of working or volunteer experience in an office environment.

LICENSES REQUIRED:

- Some positions may be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, 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

Physical Demands:

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

~~Safely lift, carry, push up to 25 pounds; most positions require working inside, some positions require travel to different locations; frequently sits; occasionally stands, walks, stoops, bends, kneels, and reaches over head; repetitively uses fingers on both hands simultaneously; uses a computer and telephone; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a typical office environment; may have direct contact with public, students and other district staff; may be exposed to minor contagious illnesses/diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

SALARY RANGE

Range 23

Classified Bargaining Unit

~~Last r~~Revised 8/5/04, 12/13/07, 4/5/12, 5/9/13

~~Reviewed with no revisions 12/13/07~~

~~Revisions effective 4/5/12, 5/9/13~~

Job Description Review and Proposed Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A3: Job Description Revision – District Receptionist

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 District Receptionist classification was fully reviewed and updated in September 2014.

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 District Receptionist 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 District Receptionist job description.

Attachment: Proposed revised job description for District Receptionist dated May 12, 2016.

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

District Receptionist

JOB SUMMARY:

Under general supervision of the Superintendent, serves as the District receptionist, greeting and assisting visitors to the District; operates a [PBX—multi-line telephone](#) system; receives callers, determines nature of business and directs callers to appropriate destination; provides routine information to the public with tact, patience and courtesy; performs a variety of clerical duties and does related work as is necessary and required.

CLASS CHARACTERISTICS:

This class is responsible for receiving, greeting, and directing callers and visitors to the correct department. Incumbents have a broad range of contacts, including parents, teachers, administrators/managers, employees from other departments, other public agencies, Board members, Personnel Commissioners and the general public. This class is clerical in nature, responsible for handling and routing a large volume of phone calls and acting as the District office receptionist.

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

- Operate a [PBX—multi-line switchboard telephone system](#), answering telephone calls and making necessary connections;
- Serve as District Office receptionist, receiving and referring visitors to the appropriate individual or office; ~~E~~
- Greet, assist and provide routine information to the public; ~~E~~
- Compile data and prepare District-wide master and activity calendars; maintain board room schedule and daily district meeting schedule posting; ~~E~~
- Assist the Superintendent's office staff in preparing and/or copying and assembling lists, records, reports, labels, agendas and correspondence as required; ~~E~~
- [Perform a variety of clerical duties including word processing, proofreading, filing and preparing, assembling and distributing materials;](#)
- [Operate a variety of office equipment including a personal computer;](#)
- [Ensure that the receptionist area is covered during working hours.](#)
- ~~Perform other duties as required to accomplish the objectives of the position.~~

Other [Related](#) Duties

- Prepare newspaper clip files on District related subjects; ~~E~~
- Order office supplies including awards for official functions; ~~E~~

- Coordinate approval and distribution of flyers to district sites; ~~E~~
- Compile and prepare assigned Board agenda consent items using established format; ~~E~~

SUPERVISION:

Receives general supervision from the Superintendent. Daily assignments and direction are provided by Superintendent's Executive Assistant. Checks with Superintendent's Executive Assistant regarding non-routine assignments. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation of a ~~PBX switchboard~~ multi-line telephone system console;
- Telephone techniques and etiquette;
- Modern office methods, procedures, ~~and~~ terms and equipment including a general basic knowledge of Microsoft Office word processing, spreadsheets, presentation, database, and basic email and internet computer applications;
- ~~Operation of office equipment including a computer;~~
- ~~Correct~~ English usage, spelling, grammar, and punctuation;
- Business office telephone techniques, and etiquette;
- Standard record keeping, filing systems, and procedures;
- Basic math used in an office environment.

Ability to:

- Operate a ~~PBX switchboard console~~ multi-line telephone system with speed, and accuracy;
- Communicate clearly and give concise, accurate responses, handling callers and visitors with tact, patience, courtesy, graciousness and in a manner that reflects positively on the District;
- Operate various standard and specialized office equipment including personal computers, and reprographic machines;
- Effectively Use utilize Microsoft Office word processing, spreadsheets, presentation, database, email and internet computer applications; and other business software;
- Maintain accurate records;
- Perform ~~basic addition, subtraction, multiplication, and division~~ mathematical computations with speed and accuracy;
- Work effectively in a demanding environment;
- Prioritize work and conflicting demands;
- ~~Use correct spelling, grammar, and punctuation;~~
- Communicate effectively both orally, and in writing;
- Establish and maintain ~~cooperative and~~ effective working interpersonal relationships and effectively communicate with others using tact, patience and courtesy in a manner that reflects positively on the District;
- Keyboard at a net corrected speed of 40 words per minute.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent

Experience:

- One (1) year of receptionist or office clerical experience including use of a multi-line telephone system switchboard and public contact.
- Experience working in a school district ~~strongly preferred~~ is highly desirable.

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, 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 may have direct and indirect contact with the public, students, district staff, and employees of other districts. The position may require 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 may: occasionally walk and carry. The work involves little to light physical efforts; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 31

Classified Bargaining unit

Last rRevised 2/01, 6/10/04, 9/11/14

Revisions effective: 6/10/04, 9/11/14

Job Description Review and Proposed Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A4: Job Description Revision – Intermediate Clerk Typist

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 Intermediate Clerk Typist classification was fully reviewed and updated in April 2013. Although the classification is not currently in use, it is recommended for updates in order to maintain consistency with similar clerical job classifications, should it be needed in the future.

Based upon the review and recommended updates to the Intermediate Clerk Typist – Bilingual job classification by both the incumbent and supervisor, draft revisions were prepared and modifications are proposed to the Intermediate Clerk Typist 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 Intermediate Clerk Typist job description.

Attachment: Proposed revised job description for Intermediate Clerk Typist dated May 12, 2016.

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Recommendation

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



Intermediate Clerk Typist

JOB SUMMARY:

Under general supervision of a District or program administrator, performs a wide variety of moderately difficult clerical duties in a District administrative office or school site.

CLASS CHARACTERISTICS:

The Intermediate Clerk Typist is distinguished from the class of Clerk Typist by performing work of moderate difficulty with less supervision from a District or Program Administrator available, utilizes independent judgment in performing tasks and is expected to work productively in the absence of a direct supervisor. May be assigned as the sole clerical employee in support of a District 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

- Perform a wide variety of moderately difficult clerical work involving such as typing preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification; ~~E~~
~~Perform a variety of clerical work such as filing, compiling, recording information and proof reading; E~~
- Organize, log, batch and forward data and information, audit, correct and update data processing and other records; ~~E~~
- Answer telephones, may perform receptionist duties; ~~E~~ ~~G~~ greets visitors, in person or over the telephone, ascertains nature of business and provides information related to area of assignment; ~~E~~
- Perform standard and statistical typing, keyboarding, word and data processing; ~~E~~
- Operate a variety of office equipment ~~such as a typewriter, including a personal computer (PC), laminator, fax laminator, slide projector, scantron or copier~~; ~~E~~
- Compose and/or proofread routine correspondence; ~~E~~
- Review and prepare documents for entry of information into electronic data processing system. Enters and updates information into system according to standard formats; ~~E~~
- Schedule appointments and/or maintain calendars;
- May be called upon to ensure the timely distribution and collection of secured testing materials;
- Receive, sort, distribute, dispatch mail.
May be called upon to:
- ~~Perform other duties as required to accomplish the objectives of the position.~~

Other Related Duties

- Prepare presentations, graphs, and visual aids, by compiling and recording information; ~~E~~
- Receive required documentation, maintain files and records, make computations and process payments for participation in a District administered program;
- Complete purchase and personnel requisitions and work orders;
- Assist and/or train others in use of specialized equipment and/or procedures.

SUPERVISION:

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

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, filing and record keeping systems/procedures, terms and equipment, including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Business office telephone techniques and etiquette;
- Appropriate English usage, spelling, grammar and punctuation;
- Data preparation and presentation methods;
- Business mathematics.

Ability to:

- Utilize sound judgment in performing tasks and fulfilling responsibilities;
- Rapidly learn, understand and apply district or department rules, regulations, procedures and policies;
- Work independently and utilize sound judgment in performing tasks and fulfilling responsibilities;
- Accurately and quickly perform a variety of clerical work of moderate difficulty;
- Operate various standard and specialized office equipment, including ~~laminator, slide projector, scantron, copier, fax, typewriter, a~~ personal computer (PC), data and word processing programs;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Type ~~at~~ Keyboard at a net corrected speed of 45 words per minute;
- Sort, file, locate materials quickly and accurately;
- ~~Communicate effectively with students, staff, parents, and the public using patience and courtesy in a manner that reflects positively on the District;~~
- ~~Ability to calculate percentages, mean, median and mode;~~
- Perform mathematical computations with speed and accuracy;
- Understand and carry out instructions;
- Establish and maintain effective work interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- One (1) year of office environment experience in any capacity.

LICENSES REQUIRED:

Some positions may be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, 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 may have direct and indirect contact with public, students, district staff, and employees of other districts. The position may require 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 may: occasionally stand, walk, lift, crouch, grip, and grasp. 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.

~~Safely lift, carry, push up to 25 pounds; frequently sits; occasionally stands, walks, stoops, bends, kneels, and reaches over head; uses a computer and telephone; communicates clearly and is able to understand normal voice conversation; repetitively uses fingers on both hands simultaneously; visual acuity sufficient to see small details in a typical office environment; works inside; may have direct contact with public, students, district staff and employees of other districts; frequently has high volumes of work under 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.~~

SALARY RANGE

Range 28

Classified Bargaining Unit

~~Last r~~Revised 5/01, 6/10/04, 4/11/13

~~Revisions effective~~ 6/10/04, 4/11/2013

Job Description Review and Proposed Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016
SUBJECT: Agenda Item No. 6A5: Job Description Revision – Intermediate Clerk Typist – 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 Intermediate Clerk Typist - Bilingual classification was fully reviewed and updated in March 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 Intermediate Clerk Typist - 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 Intermediate Clerk Typist - Bilingual job description.

Attachment: Proposed revised job description for Intermediate Clerk Typist - Bilingual dated May 12, 2016.

Recommendation

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



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

Intermediate Clerk Typist - Bilingual

JOB SUMMARY:

Under general supervision of a District or program administrator, performs a wide variety of moderately difficult clerical duties in a District administrative office or school site; provides written and oral communications, and information in both English and in a designated language other than English;

CLASS CHARACTERISTICS:

The Intermediate Clerk Typist-Bilingual is distinguished from the class of Clerk Typist by performing work of moderate difficulty with less supervision from a District or Program Administrator available, utilizes independent judgment in performing tasks and is expected to work productively in the absence of a direct supervisor. This class is distinguished from the classification of Intermediate Clerk Typist by the frequent requirement of the incumbent to utilize the ability to read, write and speak a designated language other than English. Positions in this class are required to use bilingual skills and attend meetings to translate and interpret. May be assigned as the sole clerical employee in support of a District 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

- Perform a wide variety of moderately difficult clerical work involving such as typing preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification; ~~E~~
- Utilize bilingual skills while attending meetings in support of the program to which assigned
- Perform standard and statistical typingkeyboarding, word and data processing, in English and in a designated language other than English; ~~E~~
- Organize, log, batch and forward data and information, audit, correct and update data processing and other records; ~~E~~
- Answer telephones, may perform receptionist duties; ~~G~~greets visitors, in person or over the telephone, ascertains nature of business and provides information related to area of assignment in English and in a designated language other than English; ~~E~~
- ~~Perform standard and statistical typing, word and data processing;~~ ~~E~~
- Operate a variety of office equipment such as a typewriter, including a personal computer (PC), laminator, fax laminator, slide projector, scantron or copier; ~~E~~
- Compose and/or proofread routine correspondence in both English and a designated language other than English; ~~E~~

- Review and prepare documents for entry of information into electronic data processing system. Enters and updates information into system according to standard formats; ~~E~~
- ~~Schedule appointments and/or maintain calendars;~~
- Ensure the timely distribution and collection of secured testing materials.
- Receive, sort, distribute, dispatch mail.
- ~~Perform other duties as required to accomplish the objectives of the position.~~

Other **Related** Duties

- Assist in interview processes when bilingual interpretation or translation is needed;
- May assist Personnel Commission staff in evaluating test results to score or determine applicant's level of bilingual skills;
- Prepare presentations, graphs, and visual aids, by compiling and recording information; ~~E~~
- Receive required documentation, maintain files and records, make computations and process payments for participation in a District administered program;
- Complete purchase and personnel requisitions and work orders;
- Assist and/or train others in use of specialized equipment and/or procedures.

SUPERVISION:

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

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, filing and record keeping systems/procedures, terms and equipment, including a basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Business office telephone techniques and etiquette;
- ~~Appropriate~~ English usage, spelling, grammar and punctuation;
- ~~Appropriate~~ uUsage, spelling, grammar and punctuation of a designated language other than English;
- Data preparation and presentation methods;
- Business mathematics.

Ability to:

- Speak, read and write in English and in a designated language other than English;
- Rapidly learn, understand and apply district or department rules, regulations, procedures and policies;
- Work independently and utilize sound judgment in performing tasks and fulfilling responsibilities;
- Accurately and quickly perform a variety of clerical work of moderate difficulty;
- Operate various standard and specialized office equipment, including ~~laminator, slide projector, scantron, copier, fax, typewriter, a~~ personal computer ~~(PC), data and word processing programs;~~
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;

- ~~Type/~~Keyboard at a net corrected speed of 45 words per minute;
- Sort, file, locate materials quickly and accurately;
- ~~Communicate effectively with students, staff, parents, and the public using patience and courtesy in a manner that reflects positively on the District;~~
- ~~Ability to calculate percentages, mean, median and mode;~~
- Perform mathematical computations with speed and accuracy;
- Understand and carry out instructions;
- Establish and maintain effective work interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.
- Three (3) to nine (9) units of college level intermediate courses (200 level or higher) in the designated second language or from a foreign country of the designated language (Note: It is the responsibility of the candidate to include U.S. evaluation of non U.S. diplomas or transcripts with their application) is preferred.
- Professional interpretation and translation certification in the designated second language is highly desirable.

Experience:

- ~~Requires~~ One (1) year of office environment experience in any capacity.
- Experience working with English learner children and their families is highly desirable. and/or working in an office environment.
- Experience in translating and interpreting to and from English in a designated second language is highly desirable.

LICENSES REQUIRED:

Some positions may be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, 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 may have direct and indirect contact with public, students, district staff, and employees of other districts. The position may require 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 may: occasionally stand, walk, lift, crouch, grip, and grasp. 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.

~~Safely lift, carry, push up to 25 pounds; frequently sits; occasionally stands, walks, stoops, bends, kneels, and reaches over head; uses a computer and telephone; communicates clearly and is able to understand normal voice conversation; repetitively uses fingers on both hands simultaneously; visual acuity sufficient to see small details in a typical office environment; works inside; may have direct contact with public, students, district staff and employees of other districts; frequently has high volumes of work under 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.~~

SALARY RANGE

Range 29

Classified Bargaining Unit

Class abolished 4/97, re-established 11/14/02

Revised 6/10/04, 12/13/07, 3/14/13

~~Reviewed with no revisions 12/13/07~~

Revisions effective: 3/14/2013

Job Description Review and Proposed Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A6: Job Description Revision – Personnel Analyst

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 Analyst classification was fully reviewed and updated in September 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 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 Personnel Analyst 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 Personnel Analyst job description.

Attachment: Proposed revised job description for Personnel Analyst dated May 12, 2016.

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Recommendation

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



Personnel Analyst

JOB SUMMARY:

Under general direction of the Director, Classified Personnel, performs job analyses and develops job related examinations; performs classification studies, job description reviews and compensation surveys; oversees all classified employee transactions; independently performs difficult technical tasks and duties to assist in the administration of a comprehensive and diversified Merit System personnel program for classified employees.

CLASS CHARACTERISTICS:

This class has significant responsibility for performing professional analytical, specialized, and technical personnel work in developing classified employment exams, performing classification studies and job description reviews, conducting salary studies, preparing the data used in negotiations and for recommending salaries for new and existing classifications. This position works independently and oversees the proper employment processing of classified employees, including salary placement and documentation, and the entry of all classified employees on the County Payroll in accord with District and Merit System rules, regulations and procedures. This position is pivotal in facilitating the District's classified employment program and the efficient daily operations of the Classified Personnel Office.

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

- Study and coordinate recruitment needs, plan, and develop classified employee selection processes including: development of the selection plan, determining, developing and preparing the selection instruments, establishing exam weighting, and validating the competitive examinations to fill District classified staffing needs; ~~E~~
- Conduct job analyses and interviews with administrators, department heads, supervisors and incumbents to identify levels of skill, knowledge and ability to develop job related examinations for existing and proposed job classifications; ~~E~~
- Review examinations and exam materials with subject matter experts to verify appropriateness and document findings; ~~E~~
- Score and validate classified examinations, conducting post-test analyses to determine if the test and test item(s) are performing appropriately to determine levels of competence, skills, knowledge and abilities; revises test questions as necessary; ~~E~~
- Conduct classification studies and job description reviews, prepare written recommendations and when approved for placement on Commission agendas respond to questions as appropriate; ~~E~~
- Perform comparative salary surveys, salary audits and studies; establish study design, collect,

- compile, analyze and prepare the final presentation of the survey data; ~~–E~~
- Prepare and/or assist in preparing class specifications for new classes or classes being revised; ~~–E~~
- Answer questions from administrators, employees and the public to explain and interpret Merit System and personnel procedures associated with hiring, employment, promotion, discipline, transfer, layoff, evaluation and professional growth; ~~–E~~
- Perform a wide variety of clerical tasks associated with record keeping of personnel transactions, including: receive and process personnel requisitions; maintain personnel records and files to document assignment changes, substitute or temporary assignments, terminations and effecting general and special salary increases; ~~–prepare a wide variety of documents and reports; –E~~
- Input, access, develop and oversee maintenance of the classified employee data base; retrieve information for routine and special reports as required; ~~–E~~
- Prepare required correspondence and documentation for purposes of effecting layoffs of classified employees, advise employees of their rights and ensure the Layoff Reemployment List takes priority in filling vacancies in affected classifications; ~~–E~~

Other Related Duties

- Coordinate distribution and timely completion of classified employee evaluations;
- Coordinate the Professional Growth program for classified employees;
- Assist the Director in keeping Merit Rules and procedures current by identifying areas of concern and suggesting possible solutions;
- Provide classified employment verifications;
- Assist in receiving and screening applications for employment to ensure meeting of minimum requirements;
- May assist in administering classified examinations;
- May assist in processing employment documentation and answering questions of newly hired classified employees;
- Assist in maintaining eligibility, promotion, transfer, reinstatement, and other personnel lists;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

General direction is received from the Director, Classified Personnel. Provide leadership and/or guidance and direction to subordinate positions assigned to the Classified Personnel Office.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, purposes, functions, policies and practices of public personnel administration;
- Techniques and methods used in the development, administration, scoring and validation of selection processes;
- Techniques and methods used in conducting classification and compensation studies;
- Laws, rules, regulations, procedures related to recruitment, selection, retention of classified employees in a Merit System school district;
- Statistical analysis and mathematical calculations used in validating employment examinations;
- Modern office methods, procedures, terms, equipment used in a personnel office including knowledge of Microsoft Office ~~W~~word processing, spreadsheet, presentation, database, ~~Internet and~~

- E-mail and internet computer applications;
- ~~Modern office methods, procedures, practices, terms and equipment used in a personnel office;~~
- ~~Correct~~ English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Business office telephone techniques and etiquette.

Ability to:

- Perform analytical and specialized duties related to personnel activities;
- Understand, read, interpret, apply, explain laws/codes, and policies and procedures, Administrative Regulations, Board Policies, Merit System Rules, and Classified Collective Bargaining Agreement and verbal directions to specific situations requiring good judgement, tact, and poise;
- Compose correspondence and written material independently;
- Identify knowledges, skills and abilities required to succeed in a wide variety of occupational classifications, integrating same into appropriate testing vehicles;
- Analyze positions identifying key components in order to make classification, salary allocation and reallocation recommendations;
- Collect, analyze and interpret data and prepare compensation surveys and/or classification and compensation recommendations and reports;
- ~~Read, understand, interpret, explain and apply laws, rules, regulations, policies and procedures involved in Merit System school employment of classified staff;~~
- Work cooperatively, effectively, efficiently with and provide quality customer service to co-workers, administrators, employee representatives, the public and others;
- Work accurately and independently, making sound, reasoned decisions and recommendations;
- Effectively and efficiently develop and maintain records and files ensuring the security of information;
- Operate various ~~standard office~~ and specialized office equipment including a ~~PC~~ (personal computer); ~~and~~
- ~~E~~ffectively utilize Microsoft Office word processing, spreadsheet, presentation, ~~HRIS~~ data base, ~~Internet and~~ E-mail and internet computer applications software;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Maintain security ~~of sensitive, and~~ confidentiality ~~of and~~ privileged and sensitive information;
- Perform mathematical calculation to determine test scores accurately;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff;
- Communicate clearly and concisely.

EMPLOYMENT STANDARDS:

Education:

- Graduation from high school or equivalent.
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

Experience:

- Four (4) years of successful personnel experience involving recruitment and/or classification functions preferably in a California Merit System School District.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks; occasionally 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, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, 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, and being subject to frequent interruptions

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 may: sometime walk; occasionally stand, lift, carry, reach, 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 41

Classified Bargaining Unit

Classification Adopted 8/14/03

Reviewed with no revisions 2/23/06

Revisions Effective 6/21/12, 9/12/13

Job Description Review and Proposed Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A7: Job Description Revision – Personnel Assistant

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 Assistant classification was developed 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 Personnel Assistant 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 Personnel Assistant job description.

Attachment: Proposed revised job description for Personnel Assistant dated May 12, 2016.

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

Personnel Assistant

JOB SUMMARY:

Under general direction of the Director of Classified Personnel, performs highly responsible and confidential administrative duties for the Director of Classified Personnel and the Personnel Commission; performs responsible technical work to serve employees and applicants using considerable independent judgment to interpret, apply and explain policies and regulations to officials, staff and the public including Merit System laws, rules and procedures.

CLASS CHARACTERISTICS:

Positions in this class serve the Director of Classified Personnel and the Personnel Commission. Performs highly responsible and confidential personnel duties related to recruitment and selection, reporting, and the administration, and interpretation of Personnel Commission rules and policies. Incumbents must have working knowledge of Board Policy & Administrative Regulations, Classified Collective Bargaining Agreement, applicable Education Code sections, Merit System laws and the organization of the District. This position is pivotal in facilitating the District classified employment program and the efficient daily operations of the Classified Personnel office.

REPRESENTATIVE DUTIES:

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

Essential Duties

- Receive, screen and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests, concerns and questions as needed; maintain an understanding of the programs and functions of the department and their relationship to the District operation as a whole; ~~E~~
- Coordinate communication and information from the Personnel department; obtain, interpret, apply and explain Merit System rules policies and regulations to officials, staff and the public; E
- Coordinate the preparation and distribution of Personnel Commission agendas; attend Personnel Commission meetings and record proceedings in a prescribed manner; prepare and distribute comprehensive minutes; maintain records of Personnel Commission meetings;
- Compile, edit or update Personnel Commission Agenda items for Administrative review;
- Compose letters, memos, statistical data and other materials with or without rough drafts regarding employment or other personnel matters; ~~E~~
- Perform a variety of clerical duties for the members of the Personnel Commission, including coordination of Personnel Commission requests, activities, record-keeping and preparation of Personnel Commission staff time-cards; ~~E~~
- Assist in the coordination of hiring activities including advertising, screening, and testing; ~~E~~
- Gather and prepare data required for preparation of board reports; ~~E~~

- Maintain a variety of complex personnel records, lists, files and records including confidential materials; ~~E~~
- Confer with administrators, employees and employee organizations, and public agency representatives in meetings, through correspondence and by telephone, relative to recruitment and selection, rules and personnel transactions; ~~E~~
- Assist Director in the preparation of an annual report to the Personnel Commission; ~~E~~
- Assist with the preparation of the annual departmental budget and administer budgetary expenditures; ~~E~~
- Input, access, develop, and maintain the classified employee database and retrieve information for routine and special reports as required; ~~E~~

Other Related Duties

- Use the job applicant database to create tailored job application announcements, forms, and documents.
- Maintain and recommend changes to the department's website;
- May provide services to classified personnel regarding leaves of absence, serving as a resource providing information in conjunction with Collective Bargaining Agreements, Education Code, Labor law, and/or Merit Rules;
- Track and maintain accurate data, reports relating to leaves of absence for approval by the Board of Trustees;
- May administer the Workers' Compensation program for the district, review and process claims, prepare required reports and update case records;
- ~~May~~ Act as a liaison with several Workers' Compensation related organizations;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Receive general direction from the Director, Classified Personnel. Provide 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 a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- ~~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;
- Financial recordkeeping and report preparation;
- Principles, purpose, functions, policies, and practices of public personnel administration.

Ability to:

- Perform and organize difficult office, administrative, secretarial and clerical work involving independent judgment and requiring accuracy and speed;
- ~~Read, understand, interpret, explain laws, rules, regulations, policies and procedures involved in Merit System school district;~~
- Review and evaluate job applications to determine whether applicants meet the established minimum requirements;
- ~~Analyze situations accurately and adapt an effective course of action;~~
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- 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;~~
- Rapidly learn procedures and Master a new computer base office software as required;
- Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;
- ~~Compose correspondence independently using correct spelling, grammar and punctuation;~~
- Compose correspondence and written material independently;
- Maintain security and confidentiality of privileged and sensitive information;
- Develop, organize, locate, maintain diverse and confidential records;
- Understand, read, interpret, ~~apply and explain~~apply, explain laws/codes, and policies and procedures, Administrative Regulations, Board Policies, Merit System Rules, and Classified Collective Bargaining Agreement and verbal directions to specific situations requiring good judgment, tact and poise;
- Keyboard at a net corrected speed of 60 WPM;
- 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 work-interpersonal relationships~~ and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of 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 or technical personnel experience is required, preferably working for an administrator in a California Merit System School District.

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, and being subject to frequent interruptions

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 may: sometime walk; occasionally stand, lift, carry, reach, 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 40

Classified Bargaining Unit

Job Description Review New Classification Effective 5/19/2013

Job Description Review and Proposed Revisions effective: [5/12/16](#)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A8: Job Description Revision – Personnel 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 Personnel Technician classification was fully reviewed and updated in September 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 Personnel 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 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 Personnel Technician job description.

Attachment: Proposed revised job description for Personnel Technician dated May 12, 2016.

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Recommendation

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



Personnel Technician

JOB SUMMARY:

Under general supervision of the Director, Classified Personnel, conducts recruitments, administers examinations, prepares eligibility lists; certifies eligibles, makes employment offers and processes new hires; inputs classified employee transactions into the employee data base and the county payroll system; independently performs difficult technical tasks and duties to assist in the administration of a comprehensive and diversified Merit System personnel program for classified employees.

CLASS CHARACTERISTICS:

This is a position having significant responsibility for performing technical personnel work in the recruitment, testing, and certification of classified employees. This position works independently and conducts the employment of classified employees, including proper salary placement and documentation, and assists in the entry of all classified employees on the County Payroll in accord with County, District and Merit System rules, regulations and procedures. This position is pivotal in facilitating the District's classified employment program and the efficient daily operations of the Classified Personnel Office.

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

- Determine recruitment needs, research, plan, and develop recruitment sources to be used, provide input into the development of the selection plan, develop job announcement bulletins, and place advertisements for classified job openings in appropriate media; ~~E~~
- Use an electronic applicant tracking system (currently EdJoin) for recruitment of classified (non-teaching) employees, customizing applications, supplemental applications, job announcement bulletins, developing pass point recommendations, etc.; ~~E~~
- Answer questions from administrators, employees and the public to explain and interpret Merit System and personnel procedures associated with hiring, employment, promotion, transfer, layoff, evaluation and professional growth; ~~E~~
- Provide information to the public regarding job opportunities, examination schedules, answer many applicants questions and respond to questions regarding other recruitment and selection matters; ~~E~~
- Screen electronic applications for regular and substitute classified employment to ensure meeting of minimum requirements; ~~E~~
- Arrange for examinations, including: coordinating time, location, panelists, compiling all necessary testing materials and inviting applicants; ~~E~~

- Administer, proctor, score classified examinations, prepare eligibility lists and advise candidates of examination results; ~~E~~
- Contact appointing authorities and coordinate appointment interview arrangements; ~~E~~
- Contact appropriate eligibles to determine interest in specific vacancies, schedule interview times, prepare interview packets for and certifies appropriate eligibles to the appointing authority; ~~E~~
- Contact appointing authority to determine selectee and specifics regarding start date; ~~E~~
- Contact selected eligible to offer job and makes arrangements for fingerprinting and pre-placement physical exams if required; notify non-selected eligibles, informing them of known subsequent opportunities, and continuing eligibility; ~~E~~
- Conducts new employee orientation, process employment documentation, ensuring all required documents are filled out correctly, and answer questions of newly hired classified employees and substitutes ensuring necessary information is provided; ~~E~~
- Maintain eligibility, promotion, transfer, reinstatement, reemployment and other personnel lists; E
- Perform a wide variety of clerical tasks associated with record keeping of personnel transactions, including: establish and maintain personnel records and files to document hiring, assignment changes, substitute or temporary assignments, and terminations; prepare a wide variety of related documents and reports; ~~E~~
- Establish, and maintain records and files and retrieve information, including inputting and accessing computer-based resources;
- Post and revise data and personnel records, including information of a sensitive and privileged nature;
- Prepare letters, reports, correspondence, and other documents and data.

Other Related Duties

- May serve as the Classified Personnel Office receptionist and sort and distribute mail;
- Input, access, develop and maintain the classified employee data base and retrieve information for routine and special reports as required; ~~E~~
- Provide input regarding Personnel Commission Rules and Procedures related to recruitment and testing by identifying areas of concern and suggesting possible solutions;
- Provide classified employment verifications;
- Compute, compile statistics and prepare reports as required;
- May assist in exam development and various personnel related studies;
- ~~Perform other duties as required to accomplish the objectives of the position~~

SUPERVISION:

Supervision is received from the Director, Classified Personnel. Leadership and/or guidance and direction are provided by the Personnel Analyst.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices, procedures, and terminology used in personnel administration;
- Laws, rules, regulations, procedures related to recruitment, selection, retention of classified

employees in a Merit System school district;

- Principles, purposes, functions, policies and practices of public personnel administration;
- Basic mathematics and statistical methods used in a personnel office;
- Modern office methods, procedures, terms, equipment used in a personnel office including knowledge of Microsoft Office Word processing, spreadsheet, presentation, database, Internet and E-mail and internet computer applications;
- ~~Modern office methods, procedures, practices, terms and equipment used in a personnel office;~~
- ~~Correct~~ English usage, spelling, grammar and punctuation;
- Record keeping, filing system procedures, and report preparation techniques;
- Business office telephone techniques and etiquette.

Ability to:

- Perform technical and responsible duties related to personnel activities;
- Understand, read, interpret, apply, explain laws/codes, and policies and procedures, Administrative Regulations, Board Policies, Merit System Rules, and Classified Collective Bargaining Agreement and verbal directions to specific situations requiring good judgment, tact and poise;
- ~~Read, understand, interpret, explain and apply laws, rules, regulations, policies and procedures involved in Merit System school employment of classified staff;~~
- Work cooperatively, effectively, efficiently with and provide quality customer service to co-workers, administrators, employee representatives, the public and others;
- Work accurately and independently, making sound, reasoned decisions and recommendations;
- Collect, analyze and interpret data and prepare recommendations and reports;
- Effectively and efficiently develop and maintain records and files ensuring the confidentiality and security of information;
- Operate various standard and specialized office equipment and specialized equipment including a PC (personal computer) and effectively;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, HRIS data-base, E-mail and internet computer applications Internet and E-mail software;
- Review and evaluate job applications to determine whether applicants meet the established minimum requirements;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Maintain security ~~of sensitive, and~~ confidentiality ~~and of~~ privileged ~~and sensitive~~ information;
- Communicate clearly and concisely;
- Compose ~~and edit routine~~ correspondence and written material independently;
- Provide quality customer service and use sound judgment and discretion in a wide variety of situations;
- ~~Understand, apply and explain technical rules, policies and materials;~~
- Perform mathematical calculations to determine test scores accurately;
- Work effectively, efficiently and cooperatively in a busy modern office environment
- Establish and maintain effective interpersonal relationships ~~using tact, patience and courtesy~~ and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.

EMPLOYMENT STANDARDS:

Education:

- Graduation from high school or equivalent.
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

Experience:

- Three (3) years of successful personnel work experience in involving recruitment, preferably in a California Merit System School District.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks; occasionally 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, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor. Reasonable accommodation 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 sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: sometime walk; occasionally stand, lift, carry, reach, 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

Last rRevised 8/14/03, 2/16/12, 9/12/13

Reviewed with no revisions 3/9/06

Revisions effective 2/16/12

| Job Description Review and Proposed Revisions Effective: [5/12/16](#)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016
SUBJECT: Agenda Item No. 6A9: Job Description Revision – School Health 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 School Health Technician 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 positions 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 jobs. 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 Health 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 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 Health Technician job description.

Attachment: Proposed revised job description for School Health Technician dated May 12, 2016.

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Recommendation

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



School Health Technician

JOB SUMMARY:

Under general supervision of the District Nurse, provides health and physical services to students; assists students in taking medications; performs a wide variety of first aid, record keeping and clerical duties.

CLASS CHARACTERISTICS:

Positions in this class assist the District Nurse in meeting specific objectives of the school health program involving services to, and records concerning, students. Incumbents utilize independent judgment in performing their tasks, duties and responsibilities which vary according to the environment and/or student needs. Contact with students is continuous and often intense. Incumbents regularly function without direct supervision of the District Nurse. Assignments may include working at more than one location and with multiple students requiring special care. Some positions may be assigned to work at a site where students manifesting the most severe disabling attributes are educated.

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

- Provide medically necessary, sound and approved first aid to ill/injured students; *E*
- May summon paramedic, other medical assistance or administer CPR and make appropriate notifications as necessary; *E*
- Assess student health symptoms, determine appropriate first aid intervention needs and take appropriate action, seeking advice and counsel from the District Nurse as necessary; *E*
- Keep records regarding student illness or injury and perform necessary follow-up; *E*
- Gather information for and generate, modify, and/or update various records and files, utilizing a wide variety of modern office equipment. Record test and other data in student records and files; *E*
- Complete County and State mandated health reports and surveys, including Medi-Cal Administrative Activities (MAA) and Medi-Cal billing; *E*
- Review student immunization records prior to school entry, take necessary action in accord with district protocol and follow up with the parent/guardian or District Nurse on required student immunizations; *E*
- Inspect students for presence of communicable diseases and/or parasites and take appropriate action in accord with district protocol; *E*
- Implement and monitor procedures for the safe storage and administration of medications; *E*
- Perform specialized physical health care procedures in accord with individualized protocol after training by and under the indirect supervision of the District Nurse; *E*

- Administer prescribed medications in accordance with established district policies and procedures, and monitor "at risk" students having significant medical needs; *E*
- Assist students requiring specialized health care procedures including but not limited to toileting, tube feeding, suctioning, ~~EPI Pen~~ auto-injector epinephrine, and address immediate health care needs to allow students to function in a school environment; *E*
- Perform medical procedures according to established protocols, including catheterization, N/G tube feeding, changing tracheotomy tubes and ties, machine suctioning, colostomy/ileostomy care, gastrostomy feeding, mechanical ventilation, nasal cannula, oxygen, supplementation, syringe suctioning and related procedures, trained and supervised by the school nurse;
- ~~Lift and/or carry students as deemed necessary in a safe and appropriate manner; *E*~~
- Perform and/or assist in toileting, diapering, intimate hygiene, cleaning and dressing students as necessary in an appropriately modified environment; *E*
- ~~May summon paramedic, other medical assistance or administer CPR and make appropriate notifications as necessary; *E*~~
- Proficiently and safely use "Hoyer" or similar lifting equipment, and specialized wheelchair and other orthopedic devices; *E*
- ~~Serve as a member of the school site Disaster Preparedness Team; *E*~~
- Operate a variety of office equipment including a personal computer.
- Perform other duties as required to accomplish the objectives of the position
- ~~May be called upon to:~~

Other Related Duties:

- Monitor school office functions in absence of, and in conjunction with School Office Manager, as time permits;
- Accompany students on bus to/from school and on field trips;
- Organize and/or present health-related information and demonstrations to students as approved by the District Nurse and Site Administrator;
- Gather medications and paperwork for students participating in the outdoor education program;
- ~~Make arrangements for health screening and assist the District Nurse with screening and follow-up; *E*~~
- May call a doctor's office or clinic to obtain medical information on a student.

SUPERVISION:

General supervision over medical aspects of the job is provided by the District Nurse, while day-to-day supervision of school office or classroom related duties is received from the school Principal. Positions serving Special Education students may receive direction from a certificated Special Education Teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Current first aid and CPR principles and practices as well as related health and safety precautions;
- Physical, emotional, general and specific health needs of regular and disabled students;
- Approved first aid techniques and practices;

- Suspected child abuse reporting requirements;
- Basic principles of child behavior;
- Causes, means of transmission and control of communicable diseases;
- Procedures and practices for promoting student health, hygiene;
- Modern office methods, procedures, practices, terms and equipment, including a basic knowledge of Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Filing systems, record keeping procedures and basic mathematics;
- Appropriate English usage, spelling, grammar, punctuation;
- Business office telephone techniques and etiquette;
- Appropriate safety procedures and precautions.

Ability to:

- Administer First Aid, and CPR;
- Learn and independently apply other medically necessary procedures as directed by the District Nurse;
- Work independently, utilizing good judgment in seeking assistance of District Nurse as appropriate and in situations where specific medical knowledge is required;
- Analyze and evaluate health situations calmly and correctly, taking appropriate, approved actions;
- Learn specialized medical/health care techniques, procedures, methods, equipment and independently apply them as taught;
- Maintain detailed and confidential records;
- ~~Operate various standard and specialized office equipment and specialized equipment, including a computer and assigned software; including a personal computer;~~
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Rapidly learn procedures and software used in school offices;
- Accurately ~~type~~ prepare documents and reports.
- Understand and carry out oral and written instructions;
- Follow universal precautions relative to blood borne pathogens;
- Receive and give information to others clearly, calmly, accurately and courteously;
- 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 to a diverse audience;~~
- Deal tactfully, sometimes in stressful situations, with students and parents regarding health issues;
- 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;
- Medical Assistant Certificate is highly desirable and may be supplemented for one (1) year of the required experience.

Experience:

- One (1) year of paid or volunteer experience in a health care field.
- Experience working with student health problems or disabled students is highly desirable.

Licenses Required:

- Current valid CPR and First Aid Certificates.

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, 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 position is frequently exposed to minor and on occasion to severe contagions including: blood borne pathogens and illnesses; frequently washes hands and frequently wears latex/vinyl gloves. The incumbent has frequent direct and indirect contact with the public, students, district staff, and employees of other districts. The position may require 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, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires the incumbent to stand, sit, lift, carry, stoop, crouch, reach, grip, and grasp. The incumbent may occasionally push, pull, and kneel. The work involves little to heavy physical efforts; frequently exerts up to 20 pounds of force; may occasionally lift students weighing 50 pounds or more. This position requires near visual acuity sufficient to use a computer screen. Employment is contingent upon passing physical and back evaluation test.

~~Frequently stands, walks, sits; occasionally stoops, kneels, bends, uses fingers repetitively, 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 a health office environment; use a computer and telephone; works primarily inside; has hands in water frequently and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including: blood borne pathogens and illnesses, has frequent direct contact with public, students and other district staff, occasionally in difficult interpersonal situations; may work without direct guidance from supervisor; may lift students weighing 50 pounds or more. 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.~~

SALARY RANGE

Range 26

Classified Bargaining unit

Revised 12/9/04, 2/14/08, 3/11/10, 7/18/13

Last revised 2/14/08

~~Revisions effective 3/11/10, 7/18/13~~

Job Description Review and Proposed Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A10: Job Description Revision – Senior Clerk Typist

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 Clerk Typist classification was fully reviewed and updated in April 2013. Although the classification is not currently in use, it is recommended for updates in order to maintain consistency with similar clerical job classifications, should it be needed in the future.

Based upon the review and recommended updates to other job descriptions in the clerical series, draft revisions were prepared and modifications are proposed to the Senior Clerk Typist 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 Senior Clerk Typist job description.

Attachment: Proposed revised job description for Senior Clerk Typist dated May 12, 2016.

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Recommendation

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



Senior Clerk Typist

JOB SUMMARY:

Under general supervision, performs a wide variety of difficult clerical and technical office administrative duties in an administrative office or school requiring the use of independent judgment involving frequent and responsible public contact; provides for proper input and output of a variety of data; provides work direction to students, other clerical staff as assigned.

CLASS CHARACTERISTICS:

The Senior Clerk Typist is distinguished from the class of Intermediate Clerk Typist by the performance of difficult clerical work independently, or with very little direct supervision requiring a more thorough knowledge of the policies and procedures, regulations, and methods which impact upon their assigned duties. Positions typically work in a setting wherein the supervisor delegates responsible aspects of the program to the incumbent who is expected to exercise good judgments, within established rules, practices, and policies, in carrying out tasks. Positions coordinate the work of subordinate clerical staff and are responsible for planning and completing work within established time parameters.

REPRESENTATIVE DUTIES:

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

Essential Duties

- Perform a variety of clerical work such as preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- Answer telephones, may perform receptionist duties; greet visitors, in person or over the telephone, ascertain nature of business and provide information related to area of assignment;
- Communicate with other agencies or departments to provide or obtain a wide variety of information;
- Schedule and coordinate meetings, conferences, and workshops as assigned including assembling, word processing and duplicating materials; maintain calendars;
- Perform technical responsibilities related to an assigned function such as compiling information from a variety of sources and preparing complex reports and summaries as required;
- Create, modify reports and reporting formats;
- Prepare and maintain complex logs, files and records;
- Operate a wide variety of office and/or special equipment including a personal computer; calculator, copy machine, data and word processing systems;
- Perform standard and statistical keyboarding, word and data processing;
- Provide specialized information to others and serve as a resource regarding assignment program or

function;

- Composes and/or proofread routine letters correspondence independently; types prepare requisitions and purchase order forms;

Other Related Duties

- May Input, retrieve information accessing computer based resources;
- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Maintain financial records as required by the assignment;
- Order supplies and materials as assigned;
- Monitor and maintain office or program budget according to established guidelines;
- Lead other personnel in the performance of difficult or varied clerical work;
- Receive, distribute, dispatches mail; trains subordinate staff and others as necessary and/or requested.
- Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Supervision is received from a District or Program Administrator. May monitor and direct other support staff, volunteers and assigned student helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment, ~~including data base and word processing computer applications;~~ including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Basic record-keeping techniques;
- Business office Appropriate telephone techniques and etiquette;
- English usage, spelling, grammar, punctuation;
- Business mathematics;
- General principles of supervision and training;
- Financial and Statistical recordkeeping techniques;
- Basic research method and report writing techniques;
- Report preparation and research methodologies.

Ability to:

- Perform a wide variety of responsible clerical work of above average difficulty and involving the use of sound, independent business judgments;
- Work independently and with little direct supervision;
- Perform mathematical calculations with speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Type Keyboard at a net corrected speed of 50 words per minute;
- Receive and give information to others clearly, accurately and courteously both orally and in writing;
- Answer the telephone and greet the public courteously;
- Learn and interpret rules, regulations and instructions;

- ~~_____~~ Prioritize numerous tasks and complete them under various time constraints;
- Sort, file, locate materials quickly and accurately;
- Compose correspondence and written material independently;
- ~~_____~~ Assemble, organize, and prepare data for records and reports;
- Rapidly learn procedures and Master new computer based office software as required;
- Effectively utilize Use Microsoft Office suite proficiently word processing, spreadsheet, presentation, database, email and internet computer applications;
- Lead other clerical personnel in the performance of difficult or varied clerical work;
- Establish and maintain effective work interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- eCoordinate work of others.

EMPLOYMENT STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Two (2) years of increasingly responsible clerical experience. ~~of working or volunteer experience~~ in an office environment.

LICENSES REQUIRED:

Valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Safely lift, carry, push up to 25 pounds; frequently sits; occasionally walks, stands, stoops, bends, kneels, and reaches over head; repetitively uses fingers, both hands simultaneously; speaks clearly and hears normal voice conversation; sees small details; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff occasional in negative interpersonal situations; frequently works without direct guidance from supervisor, occasionally 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 may require working with high volume, tight deadlines, and being subject to frequent interruptions

Physical Demands:

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

SALARY RANGE

Range 31

Classified Bargaining Unit

Revisions effective 4/97, 4/11/2013

Job Description Review and Proposed Revisions Effective: [5/12/16](#)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A11: Job Description Revision – School Office 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 School Office Clerk 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 positions 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 jobs. 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 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 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 Clerk job description.

Attachment: Proposed revised job description for School Office Clerk dated May 12, 2016.

.....
Recommendation

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



School Office Clerk

JOB SUMMARY:

Under general supervision of the School Site Administrator-(s), performs a wide variety of moderately difficult clerical work in a school office; assists the School Office Manager with essential clerical and other tasks requiring confidentiality and sensitivity.

CLASS CHARACTERISTICS:

Positions are assigned to busy school environments where work is subject to frequent interruptions and time constraints. Incumbents are expected to work independently and to exercise initiative, sensitivity, and good judgment in performing tasks. The position buffers the School Site Administrator(s) and staff from unnecessary interruptions

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

- Work closely and cooperatively with School Office Manager and other staff, to assist with the needs of all visitors, receive a heavy volume of telephone and personal contacts, and respond to requests for information and assistance as appropriate; **E**
- Assist with the enrollment of new students, including document verification and request of student records in accordance with District guidelines; **E**
- Perform a variety of clerical work such as filing, compiling, maintaining and recording information, proofreading, document checking and verification, standard and statistical ~~typing~~ keyboarding and word processing; **E**
- Assist with student medical needs and administer first aid, CPR and/or prescribed medication as required and in accordance with established procedures; **E**
- Prepare, sort, distribute and forward letters, mail, records, tests, reports, memoranda, bulletins, newsletters, forms, tallies, tables, lists, and requisitions;
- Maintain information on and answer questions regarding specific school programs, fund raisers and after school activities; **E**
- Assist with computerized student attendance accounting including preparation of daily, weekly and monthly reports; **E**
- Operate a personal computer;
- Learn, operate and maintain a variety of office equipment and assist in training staff and volunteers in its use;

- May monitor the various school budgets which can include maintenance of teachers individual fund accounts, the site revolving cash fund, student body accounts, general fund account, school improvement (SI), Title 1; **E**
- Assist with maintenance of student and staff emergency information and emergency preparedness procedures; **E**
- ~~Perform other duties as required to accomplish the objectives of the position.~~

Other **Related** Duties

- ~~_____~~ Middle school positions may assist in preparing student grade and progress reports;
- ~~_____~~ May assist with ordering, receiving and distributing instructional materials and supplies, using the Bi-tech system and process work orders through the Maintenance Tracker system; **E**
- May prepare transportation requests, calendars and answer questions about field trip activities;
- ~~_____~~ May update and maintain the school website;
- ~~_____~~ May collect, report on, forward student body funds;
- May assume responsibilities of the School Office Manager to cover vacancy or absence; **E**

SUPERVISION:

Supervision is received from School Site Administrator(s). May monitor and direct other support staff, volunteers and assigned student helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern school office methods, [filing and recordkeeping systems/procedures](#), terms, and equipment [including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications](#);
- ~~Word processing, spreadsheet, data base, email, and internet computer applications;~~
- ~~Filing systems, record keeping procedures;~~
- Basic mathematics and financial recordkeeping;
- Business office telephone techniques and etiquette;
- Basic principles and techniques used in public relations;
- Applicable laws, codes, rules and regulations related to school sites;
- First aid and CPR procedures;
- ~~Appropriate~~ English usage, spelling, grammar and punctuation.

Ability to:

- Perform moderately difficult clerical work involving the use of sound independent judgment;
- Exercise judgment in determining the importance or urgency of visitors and callers;
- [Effectively utilize Use Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications; proficiently;](#)
- Rapidly learn procedures and software used in school offices;
- Use computer well enough to maintain complex database and management information systems;
- Learn, interpret, and apply pertinent Federal, state, District codes and regulations including administrative and school policies and procedures;
- Establish and maintain effective interpersonal relationships [and effectively communicate](#) using

tact, patience and courtesy in a manner that reflects positively on the District;

- Understand and carry out instructions and perform a wide variety of clerical tasks;
- Sort, file, locate materials quickly and accurately;
- Operate various office and specialized equipment, ~~computer and assigned software;~~ including a personal computer;
- Type/Key keyboard at a net corrected speed of 45 words per minute;
- Perform mathematical computations to update budgets, complete requisitions, purchase orders, and related financial records;
- Work confidentially with discretion;
- Work effectively in a demanding environment;
- Administer first aid and CPR procedures;
- 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:

- One (1) year of clerical experience in an office environment is required.
- School site office experience is highly desirable.

LICENSES REQUIRED:

- Possession of valid CPR and First Aid Certificates.

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, 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 may have direct and indirect contact with public, students, district staff, and employees of other districts. The incumbent is frequently exposed to minor and on occasion to severe contagious illnesses/diseases. The position may require 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 talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently walks, sit, and reach; may

occasionally stand, lift, carry, stoop, kneeling, crouch, grip and grasp. 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 28

Classified Bargaining Unit

~~Last r~~Revisedion 12/00, 9/8/05, 5/9/13

~~Revisions effective 9/8/05, 5/9/13~~

Job Description Review and Proposed Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A12: Job Description Revision – School Office Clerk - 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 Clerk - Bilingual 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 School Office Clerk - 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 School Office Clerk - Bilingual job description.

Attachment: Proposed revised job description for School Office Clerk - Bilingual dated May 12, 2016.

.....

Recommendation

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



School Office Clerk - Bilingual

JOB SUMMARY:

Under general supervision of the School Site Administrator-(s), performs a wide variety of moderately difficult clerical work in a school office; assists the School Office Manager with essential clerical and other tasks requiring confidentiality and sensitivity; provides written and oral communications, and information about school activities in both English and in a designated language other than English.

CLASS CHARACTERISTICS:

Positions are assigned to busy school environments where work is subject to frequent interruptions and time constraints. Incumbents are expected to work independently and to exercise initiative, sensitivity, and good judgment in performing tasks. The position buffers the School Site Administrator(s) and staff from unnecessary interruptions. This class is distinguished from the classification of School Office Clerk 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

- Work closely and cooperatively with School Office Manager and other staff, to assist with the needs of all visitors, receive a heavy volume of telephone and personal contacts, and respond to requests for information and assistance as appropriate, in English and in a designated language other than English **E**
- Assist with the enrollment of new students, including document verification and request of student records in accordance with District guidelines; **E**
- Perform a variety of clerical work such as filing, compiling, maintaining and recording information, proofreading, document checking and verification, standard and statistical ~~typing~~/keyboarding and word processing; **E**
- Assist with student medical needs and administer first aid, CPR and/or prescribed medication as required and in accordance with established procedures; **E**
- Prepare, sort, distribute and forward letters, mail, records, tests, reports, memoranda, bulletins, newsletters, forms, tallies, tables, lists, and requisitions; Some of the written information may be required to be prepared in a designated language other than English **E**
- Maintain information on and answer questions regarding specific school programs, fund raisers and after school activities; **E**
- Assist with computerized student attendance accounting including preparation of daily, weekly and monthly reports; **E**

- [Operate a personal computer](#);
- Learn, operate and maintain a variety of office equipment and assist in training staff and volunteers in its use;
- May monitor the various school budgets which can include maintenance of teachers individual fund accounts, the site revolving cash fund, student body accounts, general fund account, school improvement (SI), Title I; ~~E~~
- Assist with maintenance of student and staff emergency information and emergency preparedness procedures; ~~E~~
- ~~Perform other duties as required to accomplish the objectives of the position.~~

Other **Related** Duties

- Middle school positions may assist in preparing student grade and progress reports;
- May assist with ordering, receiving and distributing instructional materials and supplies, using the Bi-tech system and process work orders through the Maintenance Tracker system; ~~E~~
- May prepare transportation requests, calendars and answer questions about field trip activities;
- May update and maintain the school website;
- May collect, report on, forward student body funds;
- May assume responsibilities of the School Office Manager to cover vacancy or absence; ~~E~~

SUPERVISION:

Supervision is received from School Site Administrator(s). May monitor and direct other support staff, volunteers and assigned student helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern school office methods, [filing and recordkeeping systems](#)/procedures, terms, and equipment [including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications](#);
- ~~Word processing, spreadsheet, data base, email, and internet computer applications;~~
- ~~Filing systems, record keeping procedures;~~
- Basic mathematics and financial recordkeeping;
- Business office telephone techniques and etiquette;
- Basic principles and techniques used in public relations;
- Applicable laws, codes, rules and regulations related to school sites;
- First aid and CPR procedures;
- ~~Appropriate~~ English usage, spelling, grammar and punctuation;
- Appropriate usage, spelling, grammar and punctuation of a designated language other than English.

Ability to:

- Speak, read and write in English and in a designated language other than English;
- Perform moderately difficult clerical work involving the use of sound independent judgment;
- Exercise judgment in determining the importance or urgency of visitors and callers;
- [Effectively utilize Use Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications; proficiently;](#)

- Rapidly learn procedures and software used in school offices;
- Use computer well enough to maintain complex database and management information systems;
- Learn, interpret, and apply pertinent Federal, state, District codes and regulations including administrative and school policies and procedures;
- 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;
- Understand and carry out instructions and perform a wide variety of clerical tasks;
- Sort, file, locate materials quickly and accurately;
- Operate various office and specialized equipment, ~~computer and assigned software~~ including a personal computer;
- ~~Type~~ 4K Keyboard at a net corrected speed of 45 words per minute;
- Perform mathematical computations to update budgets, complete requisitions, purchase orders, and related financial records;
- Work confidentially with discretion;
- Work effectively in a demanding environment;
- Administer first aid and CPR procedures;
- 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:

- One (1) year of clerical experience in an office environment is required.
- School site office experience is highly desirable.
- ~~or s~~ 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 valid CPR and First Aid Certificates.

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, 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 may have direct and indirect contact with public, students, district staff, and employees of other districts. The incumbent is frequently exposed to minor and on occasion to severe contagious illnesses/diseases. The position may require 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 talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently walks, sit, and reach; may occasionally stand, lift, carry, stoop, kneeling, crouch, grip and grasp. 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 29

Classified Bargaining Unit

~~Last r~~Revision 12/00, 9/8/05, 5/9/13

~~Revisions effective~~ 9/8/05, 5/9/13

Job Description Review and ~~Proposed~~ Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: May 12, 2016

SUBJECT: Agenda Item No. 6A13: Job Description Revision – Translator/Interpreter

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 Translator/Interpreter classification was fully reviewed and updated in October 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 Translator/Interpreter 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 Translator/Interpreter job description.

Attachment: Proposed revised job description for Translator/Interpreter dated May 12, 2016.

Recommendation

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



Translator/Interpreter

JOB SUMMARY:

Under general supervision of the Coordinator of Categorical Programs, provides written translation and oral interpretation of correspondence, forms, articles, technical manuals, [reports](#), [minutes](#) and other education materials from English into a designated second language or from the second language into English; Interprets at a variety of District [and school](#) meetings, conferences and special events.

CLASS CHARACTERISTICS:

This class is distinguished from other bilingual classes such as Instructional Assistant-Bilingual or [Community Liaison/Bilingual Assistant Parent Liaison Instructional Assistant-Bilingual](#) in that incumbents have more direct involvement with translating official District and school information into the designated second language. This class reviews and proofs official documents and flyers being sent home to parents of ~~EL~~ students to ensure proper grammar and syntax is used in District communications. This class will also be used to interpret during meetings of a sensitive nature to ensure legal/medical terms are properly expressed in both the designated second language and 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:

- Prepare written and oral translation of District pamphlets, legal forms, report cards, Individualized Education [Plans Program](#) (IEP), tests, student handbooks, bulletins, notices, correspondence, [announcements](#), [presentations](#) and other materials as needed or directed;
- Interpret during meetings of a sensitive nature such as IEP's, various types of hearings and School Attendance Review Board (SARB) meetings to ensure legal or medical terms are properly expressed in both the designated second language and English;
- May be required to attend a variety of meetings, often after regular business hours, to serve as an interpreter;
- Edit, proofread, correct forms and materials sent to the District Office by schools in preparation for printing, utilizing bilingual word processing and other software as needed;
- Review and edit for accuracy, grammar, syntax and comprehensibility already translated materials submitted by District approved outside organizations prior to distribution to students and/or parents;
- Frequently called upon to use bilingual skills in various contacts with parents and others.
- Drive a vehicle from site to site;
- Operate a variety of office equipment including a personal computer and audio headsets for simultaneous interpretation.

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

Other **Related** Duties

- May serve on oral interview panels to assess the oral skills of applicants seeking bilingual positions in the designated second language;
- May assist Personnel Commission staff in development of written tests in the designated second language and may evaluate test results to score or determine applicant's level of skills;
- May interpret during administration of student assessments.

SUPERVISION:

Receives general supervision from the Coordinator of Categorical Programs. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Appropriate usage, spelling, grammar and punctuation of a designated language other than English;
- ~~Appropriate~~ English usage, spelling, grammar and punctuation;
- Modern office methods, filing and recordkeeping systems/equipment and procedures, terms and equipment including the operation of personal computers;
- Basic knowledge of Microsoft Office word processing, spreadsheet, database, email and internet computer applications in both English and a designated second language;
- ~~Word processing software in a designated second language;~~
- ~~Filing systems, record keeping procedures and b~~Basic mathematics;
- Simultaneous and consecutive interpretation techniques;
- Translation software in the designated language;
- Business office telephone techniques and etiquette.

Ability to:

- Listen to complete statements in one language (English or a designated second language) and accurately translate to the other language in consecutive interpreting;
- Read, write and serve as an interpreter and translator in English and a designated second language;
- Apply skills, knowledge and abilities in a variety of sensitive and/or stressful situations;
- Learn and apply District and School policies and procedures;
- Determine and retain privileged communications;
- ~~Operate various office equipment, including personal computers; and word processing software in both English and a designated second language;~~
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications in both English and a designated second language;
- Establish and maintain effective working interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Work independently;
- Understand and carry out oral and written instructions;

- ~~To~~ Learn and use translation software in the second language; Serve as an interpreter for a variety of meetings, workshops, conferences and special events;
- [Learn to operate audio headsets for simultaneous interpretation;](#)
- Ability to communicate effectively both orally and in writing;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious and cultural background, disabilities and sexual orientation of students, parents, teachers, administrators and staff.

EMPLOYMENT STANDARDS:

Education:

- ~~High school diploma or equivalent~~ [completed in the United States or High school diploma or equivalent completed](#) in a foreign country of the designated language (Note: it is the responsibility of candidates to include U.S. evaluation of non U.S. diplomas or transcripts with their application.); OR
- Six (6) units of college level intermediate coursework (200 level or higher) in the designated second language [or from a foreign country of the designated language \(Note: it is the responsibility of the candidate to include U.S. evaluation of non U.S. diplomas or transcripts with their application.\);](#) OR
- Completion of professional interpretation and translation certification in the designated second language.

Experience:

- One (1) year of experience in translating and interpreting complex, preferably school or social service related material.

LICENSES REQUIRED:

- * Valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, 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 may have direct and indirect contact with the public, students, district staff, and employees of other districts. The position may require 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 may: occasionally stand, walk, lift and carry. The work involves little physical efforts; may occasionally exert up to 10 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 33

Classified Bargaining Unit

Classification adopted 9/11/08

Revisions and title change effective 2/10/11

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

~~Proposed revisions effective 10-10-13~~

Revised 4/11/13, 10/10/13

Job Description Review and Proposed Revisions Effective: 5/12/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: May 12, 2016
SUBJECT: Agenda Item No. 6A: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for ratification. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. (Eligibility Lists to Commissioners only).

Following are the current lists for ratification:

1. 2015 – 33 Custodian
2. 2015 – 34 Child Care Attendant
3. 2015 – 35 Instructional Assistant – English Learner
4. 2015 – 36 Instructional Assistant – Bilingual

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015-33 through 2015-36.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 12, 2016

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

Background Information

At the Ocean View School District, Regular Board Meetings of April 26, 2016, (Exhibit A), the Board of Trustees received the Classified Personnel Activity List(s) for approval.

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

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of April 26, 2016.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 26, 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>
Cross, Misty	Instructional Assistant - ABA	Circle View	\$16.231 per hour	26.1	03/21/16
Peasley, Kelsey	Instructional Assistant	Hope View	\$16.635 per hour	21.4	03/14/16

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>
Bulosan, Jerri	School Health Technician	Substitute	\$16.231 per hour	26.1	04/11/16
Huff, Diane	School Office Clerk	Substitute	\$22.223 per hour	28.5	03/16/16
Hwang, Flavia	School Health Technician	Substitute	\$16.231 per hour	26.1	04/11/16
Kim, Anna	Instructional Assistant - Special Education	Substitute	\$14.700 per hour	22.1	04/04/16
Knowles, Bryse	Bus Driver Trainee	Substitute	\$10.000 per hour		04/08/16
Morales, Jeffrey	Bus Driver Trainee	Substitute	\$10.000 per hour		04/08/16
Murphy, Julie	School Health Technician	Substitute	\$16.231 per hour	26.1	04/11/16
Nelson, Theresa	Bus Driver Trainee	Substitute	\$10.000 per hour		04/08/16
Ontiveros, Susana	Bus Driver Trainee	Substitute	\$10.000 per hour		04/08/16
Quinn, William	Bus Driver Trainee	Substitute	\$10.000 per hour		04/08/16
Rojas, Priscila	Child Care Attendant	Substitute	\$13.321 per hour	18.1	04/05/16

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 26, 2016

Approve Substitute Employment (Continued)

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>
Sanchez, Linda	Food Distribution Worker	Substitute	\$13,321 per hour	18.1	04/25/16
Smith, Alyssa	Instructional Assistant - Special Education	Substitute	\$14,700 per hour	22.1	04/04/16
Spreeman, Lori	Food Distribution Worker	Substitute	\$13,321 per hour	18.1	04/04/16
Zavala, Johnny	Bus Driver Trainee	Substitute	\$10,000 per hour		04/08/16

Approve Reinstatement

In accordance with Merit System Rules 8.4.1:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Gomez, David	Instructional Assistant - ABA	Lake View (Westmont)	\$19,776 per hour	26.5	03/24/16

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Jojola, Teresa	Human Resources Technician	Child Rearing Leave/CFRA	04/04/16	04/19/16

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>
Sinks, Amanda	Child Care Program Facilitator	Sun View	03/15/14	04/15/16
Thuve, Jeremy	Instructional Assistant - Severely Disabled Athletic Coach	Mesa View Mesa View	11/13/07 11/13/07	04/22/16 04/22/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: May 12, 2016

SUBJECT: Agenda Items No. 8 and 9: Public Hearing on the Proposed Budget 2016-2017 of the Personnel Commission – Followed by Personnel Commission Discussion and Adoption of a 2016-2017 Budget

Education Code 45253 requires a public hearing be held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action. Prior to holding the Public Hearing a proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and District officials an opportunity for input prior to the Public Hearing.

At the April 14, 2016 meeting, the Commission reviewed and discussed the budget proposed for Personnel Commission operations in the 2016-2017 school year. Following this discussion, the proposed budget for 2016-2017 was to be brought back to the Commission prior to May 30, 2016, for the required Public Hearing and adoption.

Discussion

The Director, Classified Personnel attempted to keep the budget as low as possible while maintaining prudent flexibility. The Personnel Commission's recommended discretionary operating budget (both salary and non-salary object accounts) is recommended to be increased by \$5,624.00. The Director feels most line item amounts should continue as they currently meet the needs of the department with minimal spending. However, the Director would like to increase the Non Capitalized Equipment budget to purchase new computers for Director and staff as well as the Travel/Conference budget to enable the Technician to participate in the Merit System Academy. The District Membership budget has been increased due to increased membership fees for both CSPCA and CODESP.

The recommended preliminary draft 2015-16 fiscal year discretionary operating budget (salary and non-salary object accounts) is \$24,790. With the exception of the above mentioned adjustments all other accounts are recommended to remain the same as last year. The Director will be prudent in authorizing discretionary expenditures to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year.

The Personnel Commission's proposed 2016-2017 non-salary discretionary budget contains nine line items totaling \$24,790. The expenditures supported by these individual line items are summarized as follows:

- **Administrative Supplies Recommended no change.** Used to purchase all consumable paper products, office supplies, printer toner, testing materials, postage, the revolving cash funds, and any other materials purchased for operating the Personnel Office.
- **Non Capitalize Equipment (Over \$500) Recommended increase from last year.** Anticipated to be used for replacement of aging equipment that is necessary to maintain the operations and testing functions of the department. Increase will allow for replacement of aging computers for Director and staff to maintain comparable technology to other departments and sites.

- **Mileage Recommended no change.** Used to reimburse Commissioners and Commission staff for personal vehicle travel expenses incurred in the course of Commission business.
- **Travel/Conference Recommended increase from last year.** Used for attendance of Personnel Commissioners and staff at the State and regional Personnel Commissioner conferences. This account is also used to cover expenses involved in Personnel Commission staff development, i.e., sending employees to job related workshops, seminars and Merit System Academy. As we have two staff members who have been in our department for less than two years, they are anxious to attend as many training opportunities as possible. Any expenditure for Travel/Conference will be subject to prior approval.
- **District Memberships Recommended increase from last year.** Used to pay for organizational memberships in CODESP (testing consortiums), California Personnel Commissioners Association, Orange County Personnel Commissioners Association, and Personnel Commissioners Association of Southern California. This account has also been used to pay for membership in several other professional organizations, i.e., Personnel Testing Council and the Southern California Personnel Management Association. Increase is due to increased membership fees for CSPCA and CODESP.
- **Repair/Maintenance Recommended no change.** Anticipated to be used for repair/maintenance of aging equipment such as computers, typewriters, printers, etc.
- **Duplication Recommended no change.** Used to pay for internal printing costs, i.e. Personnel Commission agendas, job announcement bulletins and recruitment materials, employment processing packets, etc.
- **Advertisements Recommended no change.** Used to purchase job advertisements in job specific publications i.e., CASBO Job Finder, ASCA (EdCal), Jobs Available, Craig's List and related media.
- **Consultants Recommended no change.** Used to pay Hearing Officers employed by the Commission to conduct hearings/investigations into appeals from disciplinary actions or alleged Rule violations, as well as technical support for personnel programs and equipment.

The Personnel Commissions 2016-2017 discretionary salary budget contains three line items totaling \$5,700. The expenditures supported by these individual line items are summarized as follows:

- **Overtime Recommended no change.** Used for overtime of the Commission's Personnel Assistant taking minutes at Personnel Commission meetings.
- **Substitutes Recommended no change.** Used for coverage when a Commission staff member is out on extended illness leave, on vacation (only if necessary), on a leave of absence, or promotes/resigns (to assist remaining staff if necessary).
- **Temporaries Recommended no change.** Used to provide additional assistance when needed, i.e., employees serving on interview panels outside their normal working hours, proctoring exams, translation and grading of foreign language examinations and additional support in Commission Office during peak periods.

Attachment: Personnel Commission Preliminary Draft Budget 2016-2017
Education Code 45253

Recommendation

The Director, Classified Personnel recommends the Personnel Commission hold a Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2016-17 and fully consider any input received. The Commission is then requested to make any changes it deems appropriate, and adopt the Annual Budget of the Personnel Commission for Fiscal Year 2016-2017, to be forwarded to the County Superintendent.

EDUCATION CODE 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

<u>Categories</u>	<u>2013-2014</u> Actuals	<u>2014-2015</u> Actuals	<u>2015-2016*</u> Budgeted/ Expended	<u>2015-2016</u> Budgeted/ Est to close	<u>2016-2017</u> Proposed Budget	<u>Comments/Rationnale</u>
Admin Supplies						
Budgeted	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00		
Expended	\$5,664.79	\$5,449.47	\$4,465.90	\$6,000.00	\$6,500.00	Continue - Meets needs with minimal spending
% Expended	87.2%	83.8%	68.71%	92.31%		
Non Capitalized Equipment (Over \$500)						
Budgeted	\$2,500.00	\$1,000.00	\$1,000.00	\$1,000.00		
Expended	\$2,425.00	\$2,090.88	\$0.00	\$0.00	\$6,000.00	Increase in order to purchase new computers and dual monitors for PC staff, enabling access to multiple applications simultaneously and to maintain comparable technology to other D.O. Departments and Sites.
% Expended	97.0%	209.1%	0.00%	0.00%		
Mileage						
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00		
Expended	\$114.00	\$169.84	\$68.73	\$180.00	\$500.00	Continue - Meets travel requirements of Director and broadened goal for increased site visitations.
% Expended	22.8%	34.0%	13.75%	36.00%		
Travel/Conference						
Budgeted	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00		
Expended	\$269.58	\$880.72	\$857.68	\$1,300.00	\$2,000.00	Increase by \$500 to allow for new Technician to attend CSPCA Merit System Academy (Pending scholarship application)
% Expended	27.00%	88.07%	57.18%	86.67%		
District Memberships						
Budgeted	\$2,666.00	\$2,666.00	\$2,666.00	\$2,666.00		
Expended	\$2,666.00	\$2,666.00	\$2,666.00	\$2,666.00	\$2,790.00	Increase by \$24 for increase in CSPCA Membership dues and increase \$100 for increase in CODESP Membership dues. Includes CODESP and CSPCA Memberships
% Expended	100.0%	100.0%	100.00%	100.00%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories</u>	<u>2013-2014</u> Actuals	<u>2014-2015</u> Actuals	<u>2015-2016*</u> Budgeted/ Expended	<u>2015-2016</u> Budgeted/ Est to close	<u>2016-2017</u> Proposed Budget	<u>Comments/Rationnale</u>
Repair/Maintenance						
Budgeted	\$200.00	\$500.00	\$500.00	\$500.00		
Expended	\$452.50	\$275.55	\$130.00	\$400.00	\$500.00	Continue - Should meet expenses for repair/maintenance of aging equipment not under warranty.
% Expended	226.3%	55.1%	26.00%	80.00%		
Duplication Charges						
Budgeted	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		
Expended	\$502.91	\$442.67	\$559.78	\$850.00	\$1,000.00	Continue - Meets current needs.
% Expended	50.3%	44.3%	55.98%	85.00%		
Employment Advertisements						
Budgeted	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00		
Expended	\$1,335.00	\$1,625.00	\$0.00	\$0.00	\$2,500.00	Continue - EdJoin meets most posting needs except for highly technical and management positions. Needed for potential management replacements due to resignations/retirements.
% Expended	53.40%	65.00%	0.00%	0.00%		
Consultants						
Budgeted	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00		
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	Continue - Used if a Hearing Officer is needed or for other outside services
% Expended	0.0%	0.0%	0.0%	0.0%		
TOTAL NON SALARY ITEMS						
Budgeted	\$19,866.00	\$18,666.00	\$19,166.00	\$19,166.00		
Expended	\$13,429.78	\$13,600.13	\$8,748.09	\$11,396.00	\$24,790.00	
% Expended	67.60%	72.86%	45.64%	59.46%		

Discretionary Budget (Other Salary Items)

<u>Categories</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016*</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Comments/Rationnale</u>
	Actuals	Actuals	Budgeted/ Expended	Budgeted/ Est to close		
Overtime						
Budgeted	\$100.00	\$100.00	\$100.00	\$100.00		
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	Continue - Personnel Assistant overtime for PC Meetings
% Expended	0.0%	0.0%	0.0%	0.0%		
Substitutes						
Budgeted	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00		
Expended	\$1,843.84	\$7,666.86	\$6,202.59	\$6,500.00	\$1,600.00	Continue - Coverage for staff out on leave, ill, promoting or resigning. Cost overrun for 2015-2016 due to multiple vacancies in department during September/October 2015
% Expended	115.2%	479.2%	387.66%	406.25%		
Temporaries						
Budgeted	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00		
Expended	\$2,705.14	\$4,527.80	\$2,334.38	\$3,500.00	\$4,000.00	Continue - Sufficient to meet needs for panel members, exam proctoring, proctoring/grading foreign language exams, and additional help in PC department during peak periods.
% Expended	108.20%	181.11%	58.36%	87.50%		
TOTAL OTHER SALARY ITEMS						
Budgeted	\$4,200.00	\$4,200.00	\$5,700.00	\$5,700.00		
Expended	\$4,548.98	\$12,194.66	\$8,536.97	\$10,000.00	\$5,700.00	
% Expended	108.31%	290.35%	149.77%	175.44%		

Non Discretionary Budget (Salaries)

<u>Categories</u>	<u>2013-2014</u> Actuals	<u>2014-2015</u> Actuals	<u>2015-2016*</u> Budgeted/ Expended	<u>2015-2016</u> Budgeted/ Est to close	<u>2016-2017</u> Proposed Budget
TOTAL SALARY ITEMS					
Budgeted	\$349,334.18	\$358,860.94	\$387,648.00	\$387,648.00	\$415,188.00
Expended			\$254,852.89	\$387,648.00	
% Expended			65.7%	100.0%	

**PERSONNEL COMMISSION
BUDGET PRIOR THREE YEARS**

	<u>2013-2014</u> Actuals	<u>2014-2015</u> Actuals	<u>2015-2016*</u> Budgeted/ Expended	<u>2015-2016</u> Budgeted/Est to close	<u>2016-2017</u> Proposed Budget
	\$373,400.18	\$381,726.94	\$412,514.00	\$412,514.00	
Budgeted	\$367,312.94	\$384,655.73	\$272,137.95	\$409,044.00	\$445,678.00
Expended	98.37%	100.77%	65.97%	99.16%	
% Expended					

Increase in budget due to:
 * 6% Proposed Salary Increase
 * Increase in PERS and Worker's Comp Contribution Rates
 * Additional Non Capitalized Equipment Expense (Computers)
 * Technician to attend Merit System Academy
 * Increase in CSPCA & CODESP Dues

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: May 12, 2016

SUBJECT: **Agenda Item No. 10: Recommendation to Reclassify Incumbent Oscar Hernandez from School Office Manager to School Office Manager-Bilingual**

Background Information

The Personnel Commission recently received a request to reclassify the Oak View Elementary School Office Manager, Oscar Hernandez to School Office Manager – Bilingual Spanish. Education Code 45400 states that when at least 15% of the pupils enrolled in a K-12 public school speak a primary language other than English, the governing board of the school district shall hire a bilingual person for the administrative office of such school as soon as a position is available. Oak View's Spanish language group exceeds this percentage at 93.09%, the highest level of any school within Ocean View. Other schools in the District having a School Office Manager – Bilingual are Lake View, Marine View, Oak View Preschool and Vista View.

The position of School Office Manager at Oak View has historically been filled by a non-bilingual candidate. In December 2014 when the position was vacated, there was already an active eligibility list for School Office Manager. The District chose to continue this position as non-bilingual and fill from the active eligibility list as it had already met its bilingual office staffing requirement under Ed Code 45400 with a School Office Clerk - Bilingual and a Community Liaison-Bilingual Spanish. Mr. Oscar Hernandez was on this eligibility list and was hired for the position of School Office Manager on January 26, 2015.

Since that time, it has become increasingly apparent that Mr. Hernandez is required to use his reading, writing and speaking skills in Spanish on a consistent, daily basis in support of the school's office and bilingual community. A detailed statement was provided by Principal Rosa Mendieta outlining the extraordinary demand for Spanish support in Oak View's front office and Mr. Hernandez's use of his reading, writing, speaking and listening skills in Spanish constantly throughout the work day. In addition, Ms. Mendieta confirmed that Mr. Hernandez provides high quality oral and written translation to support teachers, as well as translating letters, flyers and other documents on the Principal's behalf. A personal interview/desk audit was also conducted with the employee by Personnel Analyst, Yvonne Nguyen. During this audit Mr. Hernandez provided specific details about his job that confirmed Ms. Mendieta's statements and her recommendation for a reclassification.

**Recommendation to Reclassify Incumbent
Oscar Hernandez from School Office Manager
to School Office Manager – Bilingual
Page 2**

Analysis

After a review of Mr. Hernandez’s responses regarding his position and the information provided by Principal Rosa Mendieta, the Director, Classified Personnel has determined that Mr. Hernandez has been increasingly assuming the duties of the higher level classification of School Office Manager – Bilingual which would justify a reclassification of his position.

Although Mr. Hernandez has met the basis of a reclassification due to the gradual accretion of duties and responsibilities, he has not had a continuous employment record of two or more years in the position being reclassified. Therefore, he can only be eligible for reclassification by examination. In this instance, incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

In reviewing Commission records, Mr. Hernandez participated in a competitive exam process for the classification of School Office Manager – Bilingual Spanish in November 2014. During this process he passed all of the basic examination components required of a School Office Manager (multiple choice exam, performance exam and oral/technical interview) as well as all exam components required for bilingual designation (Level II bilingual exam which includes oral and written components). This testing fulfills the reclassification requirement of passing a competitive exam or comparable qualifying exam.

Other Considerations:

The Director, Classified Personnel has determined that the duties and tasks Mr. Hernandez has been performing more closely align with the classification of School Office Manager – Bilingual and has recommended to the District that a reclassification of the existing incumbent is in order. Assistant Superintendent, Human Resources Felix Avila has had the opportunity to review this information and is also in support of the Director’s recommendation.

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Recommendation:

The Director, Classified Personnel recommends that Mr. Oscar Hernandez be reclassified from School Office Manager to School Office Manager – Bilingual Spanish as Mr. Hernandez has been performing the duties and responsibilities described in the job description of School Office Manager - Bilingual for over one year as a result of gradual accretion, has met the minimum qualifications of the job class, and is eligible for reclassification as a result of passing a qualifying examination in accord with Merit Rules 3.3.1 and 3.3.4 (Education Code 45285).

- Attachments: Job Description – School Office Manager dated 4/11/13
- Job Description – School Office Manager – Bilingual dated 4/11/13
- Merit Rules 3.3.1 and 3.3.4

3.3 RECLASSIFICATION

3.3.1 Basis for Reclassification

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

3.3.4 Effect on Incumbents

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

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

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

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

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

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

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

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

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*

Assist with implementation and coordination of emergency procedures for School Site Disaster Plan; *E*

Assist with student medical needs and administer first aid, CPR and/or prescribed medication as necessary; *E*

Provide training, assign and monitor the work of staff, student helpers, and volunteers; *E*

Maintain and troubleshoot the 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:

Student enrollment, preparation and/or maintenance of the confidential student cum 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*

Student attendance, including preparation and verification of daily student attendance. Enters 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 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. Assign and distribute keys to certificated and classified staff as necessary; *E*

Prepare purchase orders and warehouse requisitions using the Bi-tech system and process work orders through the Maintenance Tracker system; *E*

Middle school positions prepare student grade and progress reports: *E*

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 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, public relations, office organization and management.

Ability to:

- Plan, organize and prioritize work of self and others;
- 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;
- Communicate accurately, effectively and courteously both orally and in writing to a diverse audience under busy and/or difficult/confidential situations;
- 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 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;
- 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.

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.

LICENSES REQUIRED:

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

Last revised 12/00
Revisions effective 4/14/05
Job Description Review and Revisions Effective 4/11/2013



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

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*

Assist with implementation and coordination of emergency procedures for School Site Disaster Plan; *E*

Assist with student medical needs and administer first aid, CPR and/or prescribed medication as necessary; *E*

Provide training, assign, monitor the work of staff, student helpers, and volunteers; *E*

Maintain and troubleshoot the 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:

Student enrollment, preparation and/or maintenance of the confidential student cum 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*

Student attendance, including preparation and verification of daily student attendance. Enters 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 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 hours 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*

Prepare purchase orders and warehouse requisitions using the Bi-tech system and process

work orders through the Maintenance Tracker system; *E*

Middle school positions prepare student grade and progress reports; *E*

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 and equipment;
- School office practices and procedures;
- Word processing, spreadsheet and data base, email and internet computer applications;
- Operation of computer and assigned software;
- Standard record keeping, filing systems and procedures;
- Correct usage, spelling, grammar and punctuation of the English language and 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, public relations, office organization and management.

Ability to:

- Plan, organize and prioritize work of self and others;
- 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;
- 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 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;
- Read, write and speak in English and a designated language other than English;
- Rapidly learn 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;
- 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, administrators, and staff.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or Equivalent;
- Completion of Vocational/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.

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.

LICENSES REQUIRED:

Possession of a valid CPR and First Aid Certificate.

Possession of a valid California Driver License.

Last revised 12/00

Revisions effective 6/9/05

Job Description Review: 4/11/2013