



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, April 14, 2016

CLOSED SESSION

4:00 p.m.

REGULAR MEETING

4:30 p.m.

**Human Resources Conference Room
Building B**

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2016

PERSONNEL COMMISSION:

Bob Ewing, Chair

Dr. Allan Poggrund, Vice-Chair

Daniel Gooch, Member

A G E N D A
PERSONNEL COMMISSION

**OCEAN VIEW
SCHOOL DISTRICT**

THURSDAY, APRIL 14, 2016
**HUMAN RESOURCES
CONFERENCE ROOM
BUILDING B**

CLOSED SESSION
4:00 p.m.

REGULAR MEETING
4:30 p.m.

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

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of April 9, 2015.

ACTION
Page 1
Moved: ____
Second: ____
Vote: _____

INFORMATION/DISCUSSION/ACTION ITEMS

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

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

DISCUSSION

1. Director, Classified Personnel

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

ACTION
Moved: ____
Second: ____
Vote: _____

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

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

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

11. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the March 10, 2016, Regular Personnel Commission Meeting for approval.

ACTION
Pages 2-7
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Pages 8-28
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTIONS REVIEW/REVISIONS:

- 1. Accounting Technician
- 2. Financial Analyst
- 3. Payroll Technician
- 4. Senior Account Clerk

B. RECRUITMENT AND TESTING - ELIGIBILITY LISTS:

(Eligibility lists provided to Commissioners only.)

- 1. 2015-31 Clerk Typist
- 2. 2015-32 Department Secretary - Bilingual

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

INFORMATION
Pages 29-32

- March 22, 2016 – (Exhibit A)
- April 12, 2016 – (Exhibit B)

14. **PROPOSED BUDGET 2016-2017 PRELIMINARY DRAFT – FIRST READING:** The Personnel Commission will receive the Director’s recommendation to review and discuss the preliminary annual budget of the Personnel Commission for the fiscal year 2016-2017, for a first reading and discussion.

FIRST READING & DISCUSSION
Pages 33-38

15. **MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2.14 – LONGEVITY – SECOND READING AND ADOPTION:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and receive the proposed changes to the Merit Rule, Chapter 7.2.14, Longevity, for a second reading and adoption.

ACTION
Pages 39-40
Moved: _____
Second: _____
Vote: _____

- 16. CSEA REQUEST FOR CLASSIFIED BARGAINING UNIT SALARY STUDY:**
The Personnel Commission will receive the Director’s recommendation to review, discuss, and conduct a classified bargaining unit salary study.

ACTION
Pages 41-44
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

- 18. COMMISSIONER REPORTS**

- 19. DIRECTOR AND STAFF REPORTS**

- 20. 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 Closed Session Meeting of the Personnel Commission
April 9, 2015**

- CALL TO ORDER** The April 9, 2015, Regular Closed Session meeting of the Personnel Commission was called to order at 4:00 p.m.
- ROLL CALL** Commissioners Bob Ewing and Daniel Gooch were present. Commissioner Allan Pogrund was absent.
- APPROVAL OF MINUTES** Motion by Commissioner Ewing to approve the minutes of the May 15, 2014, Regular Closed Session Meeting.
- Seconded by Commissioner Gooch, and carried with a 2:0 vote.

COMMISSION BUSINESS

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

- ADJOURNMENT** Motion by Commissioner Ewing to adjourn the April 9, 2015, Regular Closed Session Meeting at 4:27 p.m.
- Seconded by Commissioner Gooch, and carried with a 2:0 vote.

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
March 10, 2016**

- CALL TO ORDER** Commissioner Ewing called the March 10, 2016, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** CSEA President Steve Hunter led the pledge of allegiance.
- ROLL CALL** Commissioners Gooch, Ewing, and Pogrund were present. Director Vellanoweth was also present.
- STAFF MEMBERS PRESENT** Michelle Eifert, Personnel Assistant; Yvonne Nguyen, Personnel Analyst; and Bophary Ngin, Personnel Technician.
- GUESTS** Dr. Carol Hansen, Superintendent; Felix Avila, Assistant Superintendent, Human Resources; Steve Hunter, Computer Multimedia Technician and President CSEA Chapter 375; Phi Tran, Computer Multimedia Technician; Sandy Vaughan, Department Secretary.
- PUBLIC COMMENTS** Steve Hunter, President CSEA Chapter 375, thanked the Commissioners for the work that they do and the efforts that they make. He stated that he is learning more and more what the role of the Commission is with regard to the school district.
- MINUTES OF JANUARY 14, 2016** Motion by Commissioner Pogrund to approve the minutes of the January 14, 2016, Regular Personnel Commission meeting.
- Seconded by Commissioner Gooch, and carried with a 3:0 vote.
- CONSENT CALENDAR** The Personnel Commission received the following items on the Consent Calendar:
- A. Recruitment and Testing – Eligibility Lists
1. 2015-27 Instructional Assistant – Special Education
 2. 2015-28 Instructional Assistant – Severely Disabled
 3. 2015-29 Child Care Attendant
 4. 2015-30 Instructional Assistant
- Motion by Commissioner Pogrund to approve the Consent Calendar.
- Seconded by Commissioner Gooch, 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 February 9, 2016, February 23, 2016, and March 8, 2016.
- PERSONNEL COMMISSION BUDGET PRESENTATION FORMAT** Director Vellanoweth explained that at the April Personnel Commission meeting, the Commission will be presented with a first draft of the proposed Personnel Commission budget for 2016-2017. She wanted to review and discuss with the Commission, a proposed new format to present the information to them. In past years, there had been a spreadsheet prepared for the Commission’s review.

**PERSONNEL
COMMISSION BUDGET
PRESENTATION
FORMAT
(CONTINUED)**

After the Commission approves the budget, then the Director must prepare a form designated by the Orange County Department of Education. Director Vellanoweth proposes that she make slight modifications to the County's form which will include a rationale and comment section, as well as some additional line items that are not typically included in the County's form. She will then use the modified format for presentation to the Commission for their review.

Commissioner Gooch stated that he has grown accustomed to the format that is currently being used, and he had a question about the proposed format, column two, which is entitled Actuals and Estimates. He asked are the amounts in this column, estimates to close. Director Vellanoweth answered yes, they would be the estimates to close out the current school year. Commissioner Gooch stated that he is always in favor of consolidation, and would appreciate it if the proposed new format referred to Actuals and Estimates to Close. Director Vellanoweth answered that she would be more than happy to do this.

Motion by Commissioner Pogrund to approve the Personnel Commission Budget Presentation Format.

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

**ADVANCED STEP
PLACEMENT FOR
HAYLEY BUCHANAN –
SPEECH AND
LANGUAGE
ASSISTANT**

Director Vellanoweth stated that the District recently hired a new Speech and Language Assistant, Miss Hayley Buchanan. Upon the recommendation of Colette Wright and Jim Hemsley, both members of the Special Education Administrative Transition Team, an advanced step placement has been submitted for approval. The rationale for the request is the employee's certification and work experience, both one on one and in group settings, with elementary students with speech and language disabilities. She also has a Bachelor's Degree in communicative disorders. Verification of her previous salary was provided to the Commissioners. In order to match her salary, Director Vellanoweth and Felix Avila, Assistant Superintendent, Human Resources recommend that Miss Buchanan be placed at a step five salary range placement.

Commissioner Gooch stated that the review of an employee's ability and desirability for the Ocean View School District is, he believes, entirely up to the Administration. It is their responsibility to review the employee's competence and background when making recommendations for advanced step placement. It is his hope that when the Administration reviews an applicant and makes a recommendation, that they take into consideration that they may or may not have benefits that bridge the gap.

Motion by Commissioner Gooch to approve the Advanced Step Placement for Hayley Buchanan – Speech and Language Assistant.

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

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

Director Vellanoweth stated that recently the membership of CSEA, Chapter 375, directed its leadership to request that the Personnel Commission conduct a salary study and evaluation of the classified salary schedule for all of the bargaining unit classifications. This request was received on January 14, 2016.

Director Vellanoweth has spoken with both CSEA President, Steve Hunter, and Assistant Superintendent, Felix Avila, regarding the request and it is being brought to the Commission at this time for discussion.

**CSEA REQUEST FOR
CLASSIFIED
BARGAINING UNIT
SALARY STUDY
(CONTINUED)**

Commissioner Gooch stated that he noticed that there is not a recommendation from the Director and asked what were the time requirements for this. He did not notice a timeline of when this would begin and end, and asked what this would entail.

Director Vellanoweth answered that it would likely take a month or so to conduct a complete salary study. The union has specified certain classifications be studied. The Director's recommendation is that since there has not been a salary study conducted in quite some time, that she is in support of conducting one. However, she believes instead of pin-pointing a few job series, she prefers to do a complete salary study. This would entail identifying benchmark classifications from each job series and comparing them to local school districts to do salary comparisons.

Commissioner Pogrund asked how this would affect contract negotiations. Director Vellanoweth answered that this is one of the items she wanted to mention. There will be a negotiations session tomorrow. The District has already come to a tentative agreement with OVTA. Her recommendation would be to wait until after negotiations are completed with CSEA, because there has not been an across the board increase since 2007-2008. Director Vellanoweth stated that she does not believe that we are currently on a level playing field to make accurate comparisons at this time. She believes that if the District comes to an agreement with the unions, and if there is a salary recommendation to be implemented, then it would be better timing to complete a salary study.

Commissioner Ewing asked then if it is Director Vellanoweth's recommendation to wait, and come back after negotiations have been completed. Director Vellanoweth answered yes.

Director Vellanoweth stated that she wanted to also point out that in the letter from CSEA, they have asked that a final report to the Commission and adjustments be made to the classifications on the salary schedule at this time. She does want to remind everyone that the Commission comes back with results of a salary study and makes salary recommendations but are not authorized to approve salary increases. Those have to be negotiated, as well. The Commission would come back with recommendations to the Board of Trustees and the Union, and they would take action to negotiate and implement them.

Commissioner Gooch stated that the Union requested a salary study and it was brought forward without a recommendation. He asked why it does not have a recommendation.

Director Vellanoweth answered that her first thought was to make a recommendation. She stated that she recently attended the CSPCA Conference with other directors and spoke with a few people who are more seasoned directors, and it was suggested to her that it was more appropriate to bring it forward as a discussion item so that a conversation could be had and the District and Union could give its input, if they chose to. In this way the Commission would not be forced to take action at this time.

**CSEA REQUEST FOR
CLASSIFIED
BARGAINING UNIT
SALARY STUDY
(CONTINUED)**

Commissioner Gooch stated that from a personal prospective, he does not mind taking action. He stated that in his point of view, when something is requested from the Commission or Director, he likes to see the Director analyze it and give her best direction and best recommendation. He expressed that he respects Director Vellanoweth's opinion and stated that he prefers a recommendation, and then he will take it upon himself to make an assessment as to whether or not he will go along with the recommendation.

Commissioner Ewing stated that for him, if there had been a recommendation, he would have probably voted no because there are too many unanswered questions, and more time is needed.

Commissioner Pogrund responded that leaving this open means that the District will be able to gather the data that it needs to have in order to make a more qualified and knowledgeable recommendation.

Commissioner Gooch clarified that he was not recommending that the Commission move forward. He was just advising the Director that if her recommendation had been to proceed, he would have given his opinion. If her recommendation had been to hold off, he would have given his opinion. He would just prefer a recommendation. Commissioner Gooch also stated that he believes the Director is correct, and that this should be held over. If this had been an action item, he would have moved to table it.

Director Vellanoweth stated that at an appropriate time, she will bring this item back to the Commission, as an action item, with her recommendation.

**MERIT RULE REVIEW
AND REVISION,
CHAPTER 7, SECTION
2.14 - LONGEVITY**

Director Vellanoweth stated that back in November 2014, the Board of Trustees approved negotiated changes to the Collective Bargaining Unit agreement for the way that classified bargaining unit members accrue longevity. The Merit Rules and Regulations were updated to outline the new longevity program without having a definitive answer to whether the new longevity structure would apply to the Classified Management and Confidential employees.

The District has approved the longevity plan for the Classified Management and Confidential employees. This rule is being brought back to the Commission as a first reading and discussion to include the Classified Management and Confidential members.

The Commissioners agreed that this made sense and will look for it next month when it comes back as an action item.

**REMOVAL OF NAME
FROM ELIGIBILITY
LIST**

Director Vellanoweth explained that the Personnel Office received an application from an applicant for the position of Painter. He was offered the position and upon receiving the results of his fingerprint clearance from the Department of Justice, it was discovered that there was a conviction on his record that was not disclosed on his application. Unfortunately, that was reason to disqualify him and rescind the offer of employment. The Director contacted him to explain and advised him that his name is being removed from the eligibility list.

Commissioner Pogrund asked whether the applicant fully understands the rationale for this decision. Director Vellanoweth answered yes.

**REMOVAL OF NAME
FROM ELIGIBILITY
LIST (CONTINUED)**

Commissioner Gooch asked whether a misdemeanor of the nature in which this applicant has on his record, would unilaterally disqualify someone from applying with the District. Director Vellanoweth answered no, and explained that there are very few convictions that unilaterally eliminate someone for an employment opportunity.

Commissioner Gooch asked what policies and procedures are in place to ensure that future applicants are fully aware that they must put down something like this, and that putting it down does not disqualify them. Director Vellanoweth answered that this is already stated on the District's employment application. The Personnel office had also discussed adding additional information to the application to reinforce the requirement that they must disclose this type of information on their applications.

Motion by Commissioner Gooch to approve the Removal of Name from Eligibility List.

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

**WRIPAC –
RECRUITMENT AND
SELECTION
PLANNING
WORKSHOP**

WRIPAC, the Western Region Intergovernmental Personnel Assessment Council, offered a workshop on recruitment and selection strategies, with a focus on panel interviews. This workshop request did go to the Board of Trustees for approval. Since there was no February Personnel Commission to bring this forward for approval ahead of time, Director Vellanoweth reached out to the Chair for his authorization for the Personnel Analyst to attend.

Motion by Commissioner Pogrund to approve the cost of \$225.00 for the Personnel Analyst, Yvonne Nguyen, to attend the WRIPAC – Recruitment and Selection Planning Workshop.

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Pogrund stated that he is delighted that the District is doing well, in such a positive way, with negotiations. It is good to hear positive comments.

Commissioner Ewing stated that being involved in the District for 35 years, he has seen the ups and downs. He commended Superintendent Hansen on the turn around the District has recently seen. He was so excited to hear about Oak View. He thanked her for what she and her staff are doing.

Commissioner Ewing also reminded everyone that the next meeting of the Personnel Commission would be held on April 14, 2016, and that it would begin with a Closed Session at 4:00 p.m., and the Regular Session at 4:30 p.m.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth announced that for the 2016 Classified School Employee of the Year, a record number of nominations were received resulting in the District being able to select one employee from each of the six categories.

They were Efren Barrera, Kari Grace, Gail Hoeker, Lori Letcher, Sherri Medrano, and Ruth Nelson.

Director Vellanoweth was also very happy to announce that College View Head Custodian, Efren Barrera, has been selected as the County's Classified School Employee of the Year in the category of Maintenance and Operations. He will be moving on to the state-wide competition.

Director Vellanoweth thanked Public Information Assistant, Julie Jennings, for her assistance in getting the word out and publicizing the CSEY program.

Director Vellanoweth stated that she attended the CSPCA conference.

Lastly, Director Vellanoweth mentioned that she had been working on some professional development offerings for the upcoming parent/teacher conference weeks, targeting the classified instructional staff.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Pogrund to adjourn the March 10, 2016, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Gooch, and carried with a 3:0 vote at 5:05p.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: April 14, 2016
SUBJECT: Agenda Item No. 12. A. 1.: Job Description Revision – Accounting 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 Accounting Technician classification was fully reviewed and updated in November 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 Director, Fiscal Services who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

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

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

Attachment: Proposed revised job description for Accounting Technician dated April 14, 2016.

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Recommendation

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



Accounting Technician

JOB SUMMARY

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

CLASS CHARACTERISTICS

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

REPRESENTATIVE DUTIES

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

Essential Duties:

- Receive and process to the County checks the District receives as payment for services performed and/or provided; ~~E~~
- Maintain accounts for, invoice, collect, and deposit funds for leases and use of facilities of District properties; ~~E~~
- ~~Answer and/or research and respond to inquiries regarding assigned area(s) of responsibility;~~
~~Serve as a technical resource to District staff, supervisors and administrators; contact District personnel or outside sources and respond to inquiries regarding assigned area(s) of responsibility;~~
~~Prepare and input information into data processing system;~~
- Provide for the proper processing of accounts payable/accounts receivable; Process requests for payments to vendors/others who have provided goods and services to the District;
- Prepare financial records, assuring proper financial controls and practices in conjunction with accepted accounting principles;
- Establish and maintain accurate records and files;
- Assist with year-end closing activities such as accruals, reports, journal entries and files as assigned; ~~E~~
- ~~Using the county payroll system, may~~ reconcile data, including quarterly and/or year-end wage and tax reporting;

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

Other Related Duties:

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

SUPERVISION

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

MINIMUM QUALIFICATIONS

Knowledge of:

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

Ability to:

- Work independently in developing record keeping procedures to meet defined objectives;
- Perform complex technical accounting duties in the preparation, processing and maintenance of District accounts and functions;

- Make arithmetic calculations with speed and accuracy;
- Identify, analyze and resolve bookkeeping, budgeting or financial situations and problems;
- Review, check, verify the accuracy of data;
- Perform general and statistical clerical work;
- ~~Operate a wide variety of office equipment associated with making calculations and bookkeeping including the use of a personal computer; housing data base, word processing and spreadsheet software;~~
- Effectively utilize word processing, spreadsheet, database, internet and email computer applications;
- Rapidly learn the computerized ~~accounting system and/or other job specific software systems;~~
- Read, understand, and apply District budget, accounting, and fiscal procedures and policies;
- Follow written and oral instructions;
- ~~Work under pressure of constant deadlines with frequent interruptions;~~
- ~~Communicate effectively with staff and the public using patience and courtesy in a manner that reflects positively on the District;~~
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS

Education:

- High school diploma or equivalent.

Experience:

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

LICENSES REQUIRED

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

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

Work Environment:

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

Physical Demands:

While performing the duties of the job, the incumbent is continuously required to talk, hear, sit, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires reaching, gripping, and grasping. The incumbent may occasionally stand, walk, lift, carry, and stoop; rarely push, pull,

kneel, crouch, and crawl. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

~~Works inside in a normal office environment, predominately seated, using a computer, calculator and telephone; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office environment; has direct and indirect contact with other district staff; works without guidance from supervisor; may work with high volume, tight deadlines and be subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

SALARY RANGE

Range 37

Classified Bargaining Unit

~~Last Reviewed 5/13/04~~

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

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

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

SUBJECT: Agenda Item No. 12.A.2.: Job Description Revision – Financial 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 Financial Analyst classification was fully reviewed and updated in November 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 jobs. Draft revisions were prepared and provided to the Director, Fiscal Services 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 Financial 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 Financial Analyst job description.

Attachment: Proposed revised job description for Financial Analyst dated April 14, 2016.

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Recommendation

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



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

Financial Analyst

JOB SUMMARY

Under general supervision, performs complex financial record keeping and analytical duties in the areas of budgetary analysis and development and position control; compiles information, data for District budget preparation; prepares a variety of financial reports and reimbursement claims.

CLASS CHARACTERISTICS

Positions in this classification apply advanced in-depth technical and professional knowledge of fund accounting and fund management practices. This is a most senior level non-management position having significant responsibility for performing professional financial and statistical research and analysis, primarily related to budget development and monitoring, long-range fiscal planning and other assigned tasks. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Fiscal Services.

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:

- Develop accounting procedures and forms necessary to comply with laws, policies, directives, requests and mandates;
- ~~• Gather data and information necessary for the preparation of assigned portions of the District budget;~~
- ~~• Prepare and monitor classified employee budget based on data from Personnel and Payroll, analyze, balance, and make corrections as necessary to reconcile the General Ledger revenue/expenditures. Reconcile payroll and fringe benefits monthly.~~
- Reconcile payroll related general ledger accounts; prepare monthly reports based on Personnel and Payroll data, make corrections as necessary;
- Resolve accounting reconciliation exceptions for accounts receivable, payable, general ledger and payroll;
- Compile, summarize and prepare a variety of reports ~~for~~ of district-wide student attendance accounting information for submission to District administration, County and State offices;
- Set up and ensure all authorized positions are reflected in the position control system; review and process personnel requisitions, verify adequate budget for positions and make adjustments as necessary;
- Review budget documents and budget revisions to ensure completeness, and accuracy of mathematical computations; resolve budget and position control discrepancies, verify available funding, approvals, appropriate budget codes and provide budget authorization;

- Develop and prepare various reports required by District staff, the county department education of Education, state and federal governments, and other outside agencies;

Other Related D-duties:

- Receive funding allocations from State or Federal sources for entitlement and/or grant awards for categorical programs and prepare individual site program budgets ; ~~E~~
- Research, compile data, and prepare documents to generate and report on categorical/grant funds for the District; ~~E~~
- Develop and update the District’s Chart of Accounts, establish pseudo-numbers and appropriate object codes for each grant, project or entitlement, prepare data processing input to establish and modify budgets, transfer funds and establish accounts; ~~E~~
- Assist in coordinating year end closing procedures, reconcile grants and entitlements, and complete year end reports as required; ~~E~~
- Gather, relate, and interpret data for audits;
- ~~Perform financial and statistical studies, basic and specialized financial research;~~
- ~~Perform other duties as required to accomplish the objectives of the position.~~
- ~~May prepare Federal quarterly tax reports;~~

SUPERVISION

General supervision is received from the Director of Fiscal Services.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, principles and practices of budgeting, accounting statistics, financial reporting and record keeping;
- Legal and reporting requirements of school district financial operations;
- Laws, ordinances, and regulations affecting the operation of accounting principles, and practices and their application;
- Financial and/or budgetary reports and statements for District funds;
- Word processing, spreadsheet and data base computer applications;
- Principles of business administration and personnel management;
- Business math;
- Modern office practices, procedures, terms and equipment;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently in developing District budget and accounting systems and procedures;
- Apply analytical and statistical principles and procedures to resolve budgeting, accounting or payroll problems;
- Rapidly learn the County and student accounting systems and/or other job specific software systems;
- Do original and secondary research with accuracy, objectivity;
- Prepare comprehensive, clear, concise reports;

- Follow complex and technical oral and written instructions with precision and exercising sound judgment;
- ~~Communicate~~ Establish and maintain effective interpersonal relationships and effectively communicate effectively with staff, and the public using tact, patience, and courtesy in a manner that reflects positively on the District;
- Confer with groups and individuals effectively explaining budgetary and fiscal planning procedures;
- Review, check, verify and/or reconcile the accuracy of accounting or payroll records;
- ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- ~~Operate a wide variety of office equipment associated with making calculations and maintaining accounting records including the use of a personal computer; housing data base, word processing and spreadsheet software;~~
- Effectively utilize word processing, spreadsheet, database, internet and email computer applications;
- Rapidly learn the computerized student attendance accounting system and/or other job specific software systems;
- Perform business mathematics.

EMPLOYMENT STANDARDS

Education

- High school diploma or equivalent.
- A Bachelor of Arts Degree in Financial Administration and/or Accounting may be substituted for two (2) years of the four (4) years of required experience.
- An Associate of Arts Degree in Accounting or related field may be substituted for one (1) year of the required experience.

Experience

- Four (4) years of experience in budgetary financial planning, and statistical analysis preferably in a California public school district or public agency.

LICENSES REQUIRED

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

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

Work Environment:

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

Physical Demands:

While performing the duties of this job, the position is continuously required to sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers. The incumbent may: occasionally walk, talk, and hear. 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 45

Classified Bargaining Unit

Last ~~r~~Revised 10/00

Reactivation of former class eff 9/1/06, approved by Personnel Commission 10/12/06

Revisions effective 4/26/07, 11/14/13

Job Description Review and Proposed Revisions Effective: ~~11/14/2013~~

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

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

SUBJECT: Agenda Item No. 12.A.3.: Job Description Revision – Payroll Technician

Background Information

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

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current 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 Director, Fiscal Services who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

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

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

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

.....

Recommendation

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



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

Payroll Technician

JOB SUMMARY:

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

CLASS CHARACTERISTICS:

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

REPRESENTATIVE DUTIES

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

Essential Duties:

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

Other Related Duties:

- Process voluntary deductions for tax sheltered annuity (TSA) contracts, insurance and Section 125 changes and submit payments to companies; **E**
- Research and compile information on employee health and insurance issues, and answer questions on premiums and deductions; **E**

- Compile data and prepare State and Federal reports, e.g., the Multiple Worksite and Unemployment reports; ~~E~~
- Monitor and update employees Workers' Compensation claims, making year-to-date adjustments as necessary; also prepare forms required for processing disability claims;
- May compute and prepare quarterly tax reports;
- Assist and consult in the preparation of reports and on unusual situations involving deviation from established policy or precedent;
- Upon request compile data to assist in collective bargaining;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

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

MINIMUM QUALIFICATIONS:

Knowledge of:

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

Ability to:

- Learn applicable District and County Office payroll practices, procedures, rules, regulations, policies, and contractual obligations;
- Work independently in developing record keeping procedures to meet defined objectives;
- Research, compile, analyze, interpret, and prepare accurate documents, reports, and payroll information;
- Audit payroll records and data; Read, understand, apply and explain technical and legal material relative to payroll matters;
- Develop and/or adapt work procedures and record keeping systems to meet changing needs;
- Operate a wide variety of office equipment associated with making calculations and maintaining accounting records including the use of a personal computer; use of computer data base, word processing and spreadsheet software;
- Effectively utilize word processing, spreadsheet, database, internet and email computer applications;
- Make arithmetic calculations with speed and accuracy;
- Perform general and statistical clerical work;
- Follow written and oral instructions;
- Maintain confidentiality of sensitive and privileged information;

- Establish and maintain effective **working interpersonal** relationships **and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District**;
- Perform technical payroll and recordkeeping work requiring exercise of judgment and knowledge of subject matter;
- Review timesheets and calculate payroll in accordance with district policies and legal requirements;
- Plan and organize work to meet established timelines and payroll schedule;
- Prepare, review and analyze payroll reports and summaries;
- Maintain financial records and prepare payroll reports;
- Communicate effectively with staff, and the public using **tact, patience and courtesy in a manner that reflects positively on the District.**

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;

Experience:

- Two (2) years of experience performing responsible payroll preparation and record-keeping work, preferably in a California school district or public agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

Work Environment:

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

Physical Demands:

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

SALARY RANGE:

Range 37

Classified Bargaining Unit

Revised 11/00, [8/5/04](#), [2/12/09](#), [4/11/13](#)

~~Last revised 8/5/04~~

~~Revisions effective 2/12/09~~

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

~~Job Description Review and Proposed Revisions Effective: [4/14/16](#)~~

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

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

SUBJECT: Agenda Item No. 12.A.4.: Job Description Revision – Senior Account Clerk

Background Information

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

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

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

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

Attachment: Proposed revised job description for Senior Account Clerk dated April 14, 2016.

.....

Recommendation

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



Senior Account Clerk

JOB SUMMARY

Under general supervision of an administrator/director/supervisor level position, performs complex financial and/or statistical record-keeping assignments of above average difficulty in the preparation and maintenance of accounting records; monitors and develops record keeping procedures related to specialized areas.

CLASS CHARACTERISTICS

Positions are distinguished by the performance of record keeping duties of above average difficulty which require a working knowledge of one or more specific areas of the District's accounting functions. Incumbents are regularly expected to work independently making informed decisions on a variety of procedural and record keeping matters. Although supervision is generally available, it is often exercised only through a review of completed work and successful performance at this level requires the use of a high degree of analytical ability and judicious use of independent judgments. Accurate, complete and timely work products within rigid time schedules are expected.

REPRESENTATIVE DUTIES

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

Essential Duties:

- [May](#) Receive, review for accuracy and resolve discrepancies with purchase orders/invoices for material and/or equipment received or services performed;
- Maintain and monitor budgets, receive and/or prepare purchase requisitions for purchases requested by teachers or staff, affix proper account codes and obtain administrator approvals;
- [May](#) Maintain and monitor staffing of department/program, receive and/or prepare personnel requisitions for staff changes, affix proper account codes and obtain administrator approvals;
- Set up and maintain the student and financial data base;
- Prepare billing statements, process requests for reimbursement, receive and or pursue collections for income (direct payments and /or funding provided by outside agencies), make deposits and maintain required accounting records;
- Independently maintain financial records and department revolving checkbook accounts;
- [Research, gather, assemble, tabulate, reconcile, check, type, file, financial, payroll and statistical data and other information and records and prepare reports there from;](#)
- [Make arithmetic calculations to maintain records, complete reports and update budget;](#)
- [Post data to records, make extensions and check and balance totals;](#)
- [Receive financial documents \(including time cards\), monitor accounts, screen for accuracy and adherence to established procedures and standards;](#)
- [Assist in developing budget for specific program areas;](#)

Other Related Duties:

- Develop or assist in developing record keeping procedures; ~~E~~
- Process expense transfers to ensure proper account is charged for all expenditures;
- May process budget transfers within a department budget to ensure sufficient funds are available to cover expenses;
- Answer inquiries, provide and collect information from employees, administrators, other agencies and the public;
- May be required to maintain the respective department's website;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION

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

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, terminology, practices associated with bookkeeping, payroll and financial record-keeping;
- Legal and procedural aspects of special fund accounting;
- Financial and statistical reporting;
- Preparation of basic financial statements and financial reports;
- Operation of computer, and other office equipment;
- Word processing, spreadsheet, data base computer applications and basic email;
- Business math in performing accounting duties;
- Modern office practices, procedures, ~~and~~ terms and equipment;
- English usage, spelling, grammar and punctuation;
- Standard methods of filing in alphabetical order, numeric order and chronological order;
- Basic website maintenance;
- Business office telephone techniques and etiquette.

Ability to:

- Perform mathematical computations used in District related financial record keeping and accounting;
- Make arithmetic calculations with speed and accuracy;
- Review, check, verify the accuracy of data;
- Prepare clear and accurate financial reports;
- Maintain accurate financial and statistical records and develop procedures and meet quality and time requirements without immediate supervision;
- Perform general and statistical clerical work;
- Operate a wide variety of office equipment associated with keeping financial records and/or making calculations, including the use of a personal computer ~~housing data base, word processing and spreadsheet software~~;
- Effectively utilize word processing, spreadsheet, database, internet and email computer applications;
- Learn and apply methods and procedures used in maintaining a website;
- Follow written and oral instructions;
- Establish and maintain effective ~~working~~ interpersonal relationships and effectively communicate

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

- ~~• Communicate with students, staff, parents and the public using tact, patience, courtesy and in a manner that reflects positively on the District.~~

EMPLOYMENT STANDARDS

Education:

- High School Diploma or equivalent;
- 12 units of coursework in accounting/bookkeeping or business management.

Experience:

- One (1) year of progressively responsible accounting or bookkeeping experience. OR
- Two (2) years of progressively responsible accounting or bookkeeping experience. (One (1) year of experience may be substituted for the 12 units of coursework in accounting/bookkeeping or business management)

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 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 continuously required to talk, hear, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires sitting, reaching, and grasping. The incumbent may: occasionally stand, lift, carry, stoop, kneel and crouch; rarely grip, stand, push, pull, and climb. 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.

~~Works inside in a normal office environment, predominately seated; uses a computer, calculator and telephone; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office setting; has direct and indirect contact with other district staff; works without guidance from immediate supervisor; may work with high volume, tight deadlines and be subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

SALARY RANGE

Range 35

Classified Bargaining Unit

Past Revisions: 11/00, 6/10/04, 1/8/09, 5/9/13

Job Description Review and [Proposed](#) Revisions Effective: [4/14/16](#)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: April 14, 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 – 31 Clerk Typist
2. 2015 – 32 Department Secretary - Bilingual

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015-31 through 2015-32.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 14, 2016

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

Background Information

At the Ocean View School District, Regular Board Meetings of March 22, 2016, (Exhibit A), and April 12, 2016, (Exhibit B), the Board of Trustees received the Classified Personnel Activity List(s) for approval.

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

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of March 22, 2016, and April 12, 2016.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 22, 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>
Logan, Marque	Child Care Attendant	Hope View	\$13.321 per hour	18.1	03/02/16
Kettler, Teresa	Instructional Assistant	College View	\$14.341 per hour	21.1	03/07/16

Approve Substitute Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Bigelow, Melanie	Alternative Learning Center Attendant	Substitute	\$13.645 per hour	19.1	03/04/16
Bowen, Gracie	Alternative Learning Center Attendant	Substitute	\$13.645 per hour	19.1	03/04/16
Flaucher, Jonathan	Instructional Assistant	Substitute	\$14.341 per hour	21.1	02/23/16
	Instructional Assistant - Sign Language	Substitute	\$15.070 per hour	23.1	02/23/16
Hackworth, Courtney	Instructional Assistant	Substitute	\$14.341 per hour	21.1	02/19/16
Isa, Karen	School Library Specialist	Substitute	\$16.635 per hour	27.1	03/04/16
Meza Mendoza, Alex	Custodian	Substitute	\$17.059 per hour	28.1	02/22/16
Peasley, Kelsey	Instructional Assistant	Substitute	\$16.635 per hour	21.4	02/26/16
Sanchez, Maria del Carmen	School Office Manager	Substitute	\$22.029 per hour	36.1	02/10/16
Smit, Kira	Instructional Assistant	Substitute	\$17.476 per hour	21.5	02/19/16
Tippy, Georgeann	Child Care Attendant	Substitute	\$16.717 per hour	18.5	03/03/16

Approve Separation - Resignation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Devries, Amanda	Food Distribution Worker	Oak View	09/09/15	02/19/16
Jones Brinkman, Catrina	Child Care Attendant	Hope View	09/04/13	02/19/16
Kowarsch, Gary	Child Care Attendant	Hope View	10/16/15	02/26/16
Paredes, Jasmine	Instructional Assistant - Bilingual	Oak View	11/02/15	03/09/16
Rodriguez, Caroline	OVPP Associate Preschool Educator	OVPP/ Pleasant View	09/10/12	02/29/16

Approve Separation - Released Within Probation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Gilbert, Emily	Instructional Assistant - Special Education	College View	09/09/15	03/03/16
Rosete, Evangelina	Instructional Assistant - English Learner	Lake View/ Westmont	10/15/15	03/02/16
Tran, Ha	Instructional Assistant - English Learner	College View	10/06/15	03/03/16

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 12, 2016

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Farzadkish, Ida	Clerk Typist	District Office	\$15,070 per hour	23.1	03/21/16
Hutchinson, Misty	Instructional Assistant	Village View	\$14,341 per hour	21.1	03/07/16

Approve Substitute Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Farzadkish, Ida	District Receptionist	Substitute	\$18,358 per hour	31.1	03/21/16
Holcomb, Miriam	Instructional Assistant	Substitute	\$14,341 per hour	21.1	03/16/16
Lujan, Pauline	Food Distribution Worker	Substitute	\$13,321 per hour	18.1	03/22/16
Molina, Iridian	Child Care Attendant	Substitute	\$13,321 per hour	18.1	03/22/16

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</u> <u>DATE</u>	<u>ENDING</u> <u>DATE</u>
King, Randi	Instructional Assistant - Special Education	Temporary Certificated Position	03/21/16	06/22/16

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</u> <u>DATE</u>	<u>ENDING</u> <u>DATE</u>
Zitta, Anita	Director, Food Services	District Office	05/01/14	04/11/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 14, 2016
SUBJECT: Agenda Item No. 14: Proposed Budget 2016-2017 – Preliminary Draft

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.

The Director, Classified Personnel has attempted to keep the budget as low as possible while maintaining prudent flexibility. Since the Commission must hold a Public Hearing and adopt a budget prior to May 30, this Preliminary Draft Budget for 2016-17 is the Director's best estimate as to the minimum budget required to operate during the next fiscal year.

The Personnel Commission's recommended discretionary operating budget (both salary and non-salary object accounts) is recommended to be increased by \$5,524. 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 a one-time increase to the Non Capitalized Equipment budget in order to purchase new computers and dual monitors for all Commission staff, enabling simultaneous access to multiple applications and increase efficiency. In addition, the Director would like to increase the Travel/Conference budget to enable staff to participate in more professional development opportunities, particularly the CSPCA Merit System Academy.

The recommended preliminary draft 2016-17 fiscal year discretionary operating budget (salary and non-salary object accounts) is \$24,690. 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.

As established by the Commission in February 2002, Allan Pogrund, Vice-Chair of the Commission has acted as budget development liaison, providing input and review of the proposed 2016-17 budget prior to it coming before the entire Commission. Commission Vice-Chair Pogrund and Director Vellanoweth recommend the Commission receive for first reading the Preliminary Draft 2016-17 Annual Budget of the Personnel Commission, including discretionary salary and non-salary line items. Should additional budget setting parameters be issued by the District, the Director will revise the Proposed Budget as appropriate.

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

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Recommendation

Personnel Commission Vice-Chair Pogrund and Director, Classified Personnel Vellanoweth recommend the Personnel Commission receive the Preliminary Draft 2016-17 Annual Budget of the Personnel Commission for first reading and discussion. Commission staff will then seek additional input from the District and a public hearing/adoption of its 2016-17 budget will be held in May 2016.

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	\$2,690.00	Increase by \$24 for increase in CSPCA 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	\$24,690.00	
Expended	\$13,429.78	\$13,600.13	\$8,748.09	\$11,396.00		
% 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	Proposed Budget	
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	\$5,700.00	
Expended	\$4,548.98	\$12,194.66	\$8,536.97	\$10,000.00		
% 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	\$445,578.00
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 Dues

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 14, 2016
SUBJECT: **Agenda Item No. 15: Merit Rule Review and Revision Chapter 7, Section 2.14**
LONGEVITY

SECOND READING AND ADOPTION

Background Information

On November 4, 2014, the Board of Trustees approved negotiated changes to the Collective Bargaining Agreement between the Ocean View School District and CSEA which included changes to the way classified bargaining unit members accrue longevity increments. On October 20, 2015, the Board of Trustees also approved this change for classified management and confidential employees.

Previously at the beginning of the tenth year of employment and each succeeding year employees received a one percent increase above base pay until a maximum of eight percent was reached.

However, with the agreements approved by the Board of Trustees on November 4, 2014, and October, 20, 2015, effective retroactive to July 1, 2014, all classified employees shall receive the following longevity increments above their base pay at the beginning of the following years of employment:

- 3% at year 10
- 3% at year 15 for a maximum of 6%
- 3% at year 18 for a maximum of 9%
- 3% at year 21 for a maximum of 12%
- 3% at year 25 for a maximum of 15%

As the protocol for classified employee longevity accrual is also reflected in Ocean View's Merit System Rules and Regulations, the Director recommends the associated rule be updated to reflect these changes. This rule was revised previously on October 15, 2015, to reflect the changes approved for classified bargaining unit members. However, at that time, no agreement had been reached with the classified management and confidential groups. The proposed changes to Rule 7.2.14 will now reflect the new longevity accrual as it applies to all classified employees, bargaining unit, management and confidential. The proposed revisions have been shared with and reviewed by Personnel Commission staff and the Superintendent's Cabinet.

The Director's proposed revisions to Merit System Rule 7.2.14 Wage and Salary Provisions – Longevity were brought to the Commission for a first reading at the March 10, 2016 meeting and are returned at this time for a second reading and adoption.

Attachments: Proposed revised Merit Rule 7.2.14 LONGEVITY, dated 4/14/16

Recommendation

The Director recommends that the Personnel Commission review, discuss and receive the proposed changes to Merit Rule, Chapter 7.2.14, LONGEVITY, for a second reading and adoption.

7.2 APPLICATION OF SALARY SCHEDULES

7.2.14 Longevity

~~Bargaining unit members~~ Classified employees shall receive the following longevity increments above their base pay at the beginning of the following years of their employment:

- 3% at year 10
- 3% at year 15 for a maximum of 6%
- 3% at year 18 for a maximum of 9%
- 3% at year 21 for a maximum of 12%
- 3% at year 25 for a maximum of 15%

~~Classified management and confidential employees shall, at the beginning of the tenth year of employment and each succeeding year, receive a 1 percent increase above base pay until a maximum of 8 percent is reached.~~

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: April 14, 2016

SUBJECT: Agenda Item No. 16: CSEA Request for Classified Bargaining Unit Salary Study

Background Information

Recently the membership of California School Employees Association (CSEA), Ocean View Chapter 375, directed its leadership to request that the Personnel Commission conduct a salary study and evaluation of the classified salary schedule for all bargaining unit classifications. This written request was received by the Director, Classified Personnel on January 14, 2016.

The Director spoke to CSEA Chapter President, Steve Hunter, to discuss the request and to gain clarification on several items mentioned in the letter. The request was also discussed between the Director and Assistant Superintendent, Human Resources Felix Avila.

At the last Personnel Commission meeting of March 10, 2016 the Commission discussed CSEA's request and heard the Director's recommendation to postpone such a study as it seemed likely that an agreement, including a salary increase, would be reached between the District and CSEA for the 2015-2016 school year. The Director proposed that postponing a study until a settlement could be reached, and utilizing salaries containing any approved increase, would provide for a more accurate comparison of Ocean View's salaries to other districts. As the information was presented for discussion only, the Commission made no decision.

Recent Developments:

Since the last Commission meeting, the District and CSEA reached a tentative agreement for a 6% across the board salary increase retroactive to July 1, 2015 which was ratified by their membership on April 5, 2016. The Director believes that should the agreement with this increase be approved by the Board of Trustees on April 12, 2016, this would be an appropriate time for the Commission to initiate a comprehensive Bargaining Unit salary study.

Other Considerations:

CSEA has requested that a salary study be part of the three-year cycle of job description reviews. In addition, they have submitted a requested list of classifications to study. Should the Commission direct that a salary study be conducted based upon the above mentioned request, the Director will prepare recommendations for the survey process including both benchmark districts and benchmark classifications to utilize in this survey, and will meet with both Assistant Superintendent, Felix Avila and Steve Hunter, CSEA President to review and discuss.

CSEA Request for Classified Bargaining Unit Salary Study

Page 2

In addition, pursuant to Education Code 45268, the Commission will present its salary findings and may make recommendations to the Board of Trustees for salary range adjustments. The Board of Trustees may then either approve, amend or reject these recommendations, but may not alter relationships among classes as established by the salary plan.

Attachment: Letter from CSEA dated January 11, 2016

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Recommendation

The Director, Classified Personnel recommends that pending approval of a classified bargaining unit pay increase for 2015-2016, the Personnel Commission review, discuss and approve CSEA's request to conduct a classified bargaining unit salary study.



CSEA California School Employees Association

Ocean View Chapter 375

January 11, 2016

Commissioner Bob Ewing, Chair
Commissioner Allan Poggrund, Vice-Chair
Commissioner Daniel Gouch, Member

Dear Commissioners,

The membership of California School Employees Association, Ocean View Chapter 375 has directed its leadership to request that the Personnel Commission conduct a Salary Study and evaluation of the Classified Salary Schedule for all Job Classifications. We are asking that this study be a part of the three-year cycle of Job Description Reviews. This would assure that not only the job requirements would be reviewed and updated but, the salaries for the classifications would be updated as well, keeping them in line with comparable districts. The results of the Salary Study are to be included in the final report to the Personnel Commissioners and adjustments made to the placement of the classifications on the Ocean View Classified Salary Schedule at that time. Thus insuring that not only the Job Description is accurate but compensation is reflective of the added responsibilities and comparable to surrounding districts.

Sincerely,

Steve Hunter
President
Ocean View, Chapter 375

At the request of the Personnel Commission, CSEA has made a list of the following classifications to initiate the requested salary study

Instructional Series
Accounting Series
Food Service Series
Clerical Series
Secretarial Series