



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, March 10, 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, MARCH 10, 2016
REGULAR MEETING
4:30 p.m.
BOARD ROOM, BUILDING A

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

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Personnel Commission meeting of January 14, 2016.

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

COMMISSION BUSINESS

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

ACTION
Page 4
Moved: _____
Second: _____
Vote: _____

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

- 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

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

INFORMATION
Pages 5-11

- ~ February 9, 2016 – (Exhibit A)
- ~ February 23, 2016 – (Exhibit B)
- ~ March 8, 2016 – (Exhibit C)

8. **PERSONNEL COMMISSION BUDGET PRESENTATION FORMAT:**
The Personnel Commission will receive the Director’s recommendation to review, discuss, and consider the proposed budget format for future use.

ACTION
Page 12-24
Moved: _____
Second: _____
Vote: _____

9. **ADVANCED STEP PLACEMENT FOR HAYLEY BUCHANAN – SPEECH AND LANGUAGE ASSISTANT:** The Personnel Commission will receive the Director’s recommendation to approve the Advanced Step Placement for Hayley Buchanan, Speech and Language Assistant. **ACTION**
Page 25-27
Moved: _____
Second: _____
Vote: _____
10. **CSEA REQUEST FOR CLASSIFIED BARGAINING UNIT SALARY STUDY:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and consider the request to conduct a classified bargaining unit salary study. **REVIEW AND DISCUSSION**
Page 28-30
11. **MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2.14 - LONGEVITY:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and receive the proposed changes to Merit Rule, Chapter 7.2.14, LONGEVITY, for a first reading and discussion. **REVIEW AND DISCUSSION**
Pages 31-32
12. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director’s recommendation to remove the name of a candidate from an eligibility list in accordance with Personnel Commission Rule 6.1.8. *(Letter provided to Commissioners only.)* **ACTION**
Page 33-34
Moved: _____
Second: _____
Vote: _____
13. **WRIPAC – RECRUITMENT AND SELECTION PLANNING WORKSHOP:** The Personnel Commission will receive the Director’s recommendation to approve the cost of \$225.00 for the Personnel Analyst, Yvonne Nguyen, to attend the WRIPAC – Recruitment and Selection Planning Workshop. **ACTION**
Page 35-36
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

14. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
15. **COMMISSIONER REPORTS**
16. **DIRECTOR AND STAFF REPORTS**
17. **ADJOURNMENT** **TIME:** _____ **p.m.**

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
January 14, 2016**

CALL TO ORDER Commissioner Ewing called the January 14, 2016, Regular Personnel Commission Meeting to order at 4:31 p.m.

PLEDGE OF ALLEGIANCE Commissioner Gooch led the pledge of allegiance.

ROLL CALL Commissioners Gooch, Ewing, and Pogrund were present. Director Vellanoweth was also present.

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF DECEMBER 10, 2015 Motion by Commissioner Pogrund to approve the minutes of the December 10, 2015, Regular Personnel Commission meeting.

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

COMMISSION BUSINESS

CONSENT CALENDAR The Personnel Commission received the following items on the Consent Calendar:

- A. Recruitment and Testing – Eligibility Lists
1. 2015-21 Speech and Language Assistant
 2. 2015-22 Painter
 3. 2015-23 Intermediate Clerk Typist
 4. 2015-24 Personnel Technician
 5. 2015-25 Maintenance and Operations Supervisor
 6. 2015-26 Child Care Attendant

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 List that was presented for approval at the Board of Trustees meeting of January 12, 2016.

PROPOSED NEW CLASSIFICATION – LEAD REPROGRAPHIC TECHNICIAN Director Vellanoweth stated that there has been a recommendation from District Administration that a lead position be established in the Reprographic department. Based upon this, she collected the duties and responsibilities that the District was looking to have performed by this position. It does fall within the realm of a classified position. However, the District does not currently have a classification that would fit the duties and responsibilities that the District would like to see performed.

Director Vellanoweth worked with Assistant Superintendent, Human Resources, Felix Avila, and Deputy Superintendent, Michael Conroy, to develop a job classification description for a Lead Reprographic Technician.

**PROPOSED NEW
CLASSIFICATION –
LEAD
REPROGRAPHIC
TECHNICIAN
(CONTINUED)**

Director Vellanoweth is making a recommendation to approve the new classification at a proposed salary range of 36 on the Classified Bargaining Unit Schedule.

Commissioner Pogrund asked how these duties are being addressed presently. Director Vellanoweth answered that there are two Reprographic Technicians, one of them being a more senior person. There have only been two people in the department for about one year. She anticipates that it may be a situation of gradual accretion of duties, where eventually that person would be reclassified to the new classification, or the District may post for the position and recruit for it.

Motion by Commissioner Gooch to approve the Proposed New Classification – Lead Reprographic Technician.

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

**PROPOSED NEW
CLASSIFICATION –
PUBLIC
INFORMATION
MANAGER**

Director Vellanoweth stated that in 2013, a classification of Public Information Assistant was established. This is currently a part time classified bargaining unit position. With the new Superintendent, Carol Hansen, coming on board, she has placed an increased priority and focus on creating an understanding and awareness of District programs, and communication to the public. The District recommended that a management level classification be established that would have a wider range of responsibilities.

The District has provided Director Vellanoweth with a list of duties and responsibilities they wish to see performed by the classification. These duties do not fall within the bargaining unit and would definitely be a classified management level position.

Director Vellanoweth worked with District Administration to develop the classification for Public Information Manager. Based upon internal alignments with other classifications with similar duties and responsibilities, and in comparison to other classified management positions, Director Vellanoweth is recommending a salary range of M54 on the Classified Management Salary Schedule.

Commissioner Gooch asked whether this proposed new classification would take the place of the current position of Public Information Assistant or is it in addition to it. Director Vellanoweth answered that it would most likely take the place of the current position, but she is unsure if there has been a final determination.

Commissioner Ewing stated that he personally appreciates the communications that are coming out. He is seeing more communication about the District, from the District, than he ever has before.

Motion by Commissioner Pogrund to approve the Proposed New Classification – Public Information Manager.

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

**SECOND PUBLIC
COMMENTS**

There were no further comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Pogrund congratulated Ms. Yvonne Nguyen on her scholarship to the Merit Academy.

Commissioner Ewing reminded everyone that the February Personnel Commission meeting has been canceled, and that the next meeting would be on March 10, 2016.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth introduced Ms. Bophary Ngin, the new Personnel Technician.

She also mentioned that the District is receiving nominations for the Classified School Employee of the Year.

She stated that January 25, 2016, is a student free day, and a staff development day for employees. There will be trainings in Outlook, Aeries, CPR, First Aid, and Excel.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

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

Motion was seconded by Commissioner Pogrund, and carried with a 3:0 vote at 4:42 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: March 10, 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 – 27 Instructional Assistant – Special Education
2. 2015 – 28 Instructional Assistant – Severely Disabled
3. 2015 – 29 Child Care Attendant
4. 2015 – 30 Instructional Assistant

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015-27 through 2015-30.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 10, 2016

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

Background Information

At the Ocean View School District, Regular Board Meetings of February 9, 2016, (Exhibit A), February 23, 2016, (Exhibit B), and March 8, 2016, (Exhibit C), the Board of Trustees received the Classified Personnel Activity List(s) for approval.

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

.....
Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of February 9, 2016, February 23, 2016, and March 8, 2016.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 9, 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>
Buchanan, Hayley	Speech and Language Assistant	College/Golden View	\$18,820 per hour	32.1	01/04/16
Martinez, Annika	Food Distribution Worker	Circle View	\$13,320 per hour	18.1	12/14/15
Ngin, Bophary	Personnel Technician	Personnel Commission	\$3,408.00 per month	35.1	01/11/16
Selters, Brian	Custodian	Village View	\$16,890 per hour	28.1	11/09/15
Silver, In Sook	Food Distribution Worker	Marine View	\$13,320 per hour	18.1	12/14/15

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>
Quinn, William	Custodian	Substitute	\$17,060 per hour	28.1	12/21/15
	Maintenance/Grounds Helper	Substitute	\$17,060 per hour	28.1	12/21/15
Tuseth, Brian	Custodian	Substitute	\$17,060 per hour	28.1	12/21/15
	Maintenance/Grounds Helper	Substitute	\$17,060 per hour	28.1	12/21/15

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 9, 2016

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>
Foreman, Amy	Food Distribution Worker	Vista View	\$16,230 per hour	18.1	12/14/15

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>
Arana, Blanca	Bus Driver	Transportation	08/30/01	01/08/16
Mena, Mariam	Instructional Assistant - Special Education	Vista View	10/05/15	11/02/15
Vuong, Danthuy	Instructional Assistant - Sign Language	College View	12/18/06	01/06/16

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 February 23, 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>
Boyack, Jennifer	Instructional Assistant - ABA	Pleasant View/OVPP	\$16.231 per hour	26.1	01/25/16
Broberg, Melissa	Instructional Assistant - ABA	Pleasant View/OVPP	\$16.231 per hour	26.1	01/25/16
Dulac, Brehz	Instructional Assistant - ABA	Pleasant View/OVPP	\$16.231 per hour	26.1	01/25/16
Gardner, Wendy	Child Care Attendant	Circle View	\$13.321 per hour	18.1	01/04/16
Mendoza, Alesia	Child Care Attendant	Hope View	\$13.321 per hour	18.1	01/04/16
Selters, Brian	Custodian	Village View	\$16.890 per hour	28.1	11/09/15
Tovar, Riley	Instructional Assistant - ABA	Pleasant View/OVPP	\$16.231 per hour	26.1	01/25/16
Vu, Shirley	Instructional Assistant - ABA	Pleasant View/OVPP	\$16.231 per hour	26.1	01/25/16

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>
Arispe, Alberto	Custodian Maintenance/Grounds Helper	Substitute Substitute	\$17.059 per hour \$17.059 per hour	28.1 28.1	12/16/15 12/16/15
Canini, Christine	Instructional Assistant Instructional Assistant - Special Education Instructional Assistant - English Learner Instructional Assistant - Severely Disabled Instructional Assistant - Adapted Physical Education Instructional Assistant - Physical Education	Substitute Substitute Substitute Substitute Substitute Substitute	\$14.341 per hour \$14.700 per hour \$15.070 per hour \$15.833 per hour \$15.833 per hour \$15.833 per hour	21.1 22.1 23.1 25.1 25.1 25.1	01/04/16 01/04/16 01/04/16 01/04/16 01/04/16 01/04/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 23, 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>
Freeman, Patricia	Custodian	Substitute	\$17,059 per hour	28.1	12/17/15
	Maintenance/Grounds Helper	Substitute	\$17,059 per hour	28.1	12/17/15
Hart, Julie	Instructional Assistant - Special Education	Substitute	\$14,700 per hour	22.1	01/19/16
Hinkson, Nigel	Instructional Assistant	Substitute	\$14,341 per hour	21.1	01/14/16
	Instructional Assistant - Special Education	Substitute	\$14,700 per hour	22.1	01/14/16
	Instructional Assistant - Severely Disabled	Substitute	\$15,833 per hour	25.1	01/14/16
Jacobo Anaya, Fidel	Food Distribution Worker	Substitute	\$13,321 per hour	18.1	01/19/16
Jean, Frank	Custodian	Substitute	\$17,059 per hour	28.1	12/17/15
	Maintenance/Grounds Helper	Substitute	\$17,059 per hour	28.1	12/17/15
Manos, Jody	Instructional Assistant	Substitute	\$17,476 per hour	21.5	12/22/15
	Instructional Assistant - Special Education	Substitute	\$17,907 per hour	22.5	12/22/15
	Instructional Assistant - English Learner	Substitute	\$18,358 per hour	23.5	12/22/15
	Instructional Assistant - Severely Disabled	Substitute	\$19,286 per hour	25.5	12/22/15
	Instructional Assistant - Adapted Physical Education	Substitute	\$19,286 per hour	25.5	12/22/15
Matz, Angie	Custodian	Substitute	\$17,059 per hour	28.1	12/16/15
	Maintenance/Grounds Helper	Substitute	\$17,059 per hour	28.1	12/16/15
Nguyen, Trang	Custodian	Substitute	\$17,059 per hour	28.1	02/03/16
	Maintenance/Grounds Helper	Substitute	\$17,059 per hour	28.1	02/03/16
	Head Custodian	Substitute	\$18,821 per hour	32.1	02/03/16
Ruiz, Rachel	Speech and Language Assistant	Substitute	\$18,821 per hour	32.1	01/26/16
Rutledge, Tehnaz	Speech and Language Assistant	Substitute	\$18,821 per hour	32.1	01/25/16

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 February 23, 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</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Stotts, Jr., James	Custodian	Substitute	\$17.059 per hour	28.1	12/17/15
	Maintenance/Grounds Helper	Substitute	\$17.059 per hour	28.1	12/17/15
	Head Custodian	Substitute	\$18.821 per hour	32.1	12/17/15

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</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Salerno, Danielle	Instructional Assistant - Severely Disabled	Lake View	\$18.358 per hour	25.4	01/11/16

Approve Promotion

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>
Bavouset, Monica	Instructional Assistant - Bilingual	Oak View	\$14.700 per hour	22.1	01/04/16
Salerno, Danielle	Instructional Assistant - ABA	Circle View	\$19.776 per hour	26.5	01/11/16

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>EFFECTIVE</u> <u>DATE</u>
Miller, Richard	Custodian	Harbour View	04/21/15	02/12/16
Tim, Jenise	Child Care Attendant	Hope View	04/28/14	01/22/16

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
De Ponce, Sagrario	Child Care Attendant	Village View	02/09/16	02/12/16

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 8, 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>
Canini, Christine	Instructional Assistant - Severely Disabled	Sun View	\$15.833 per hour	25.1	02/10/16
Tusques, Jonette	Instructional Assistant - Special Education	Golden View	\$14.700 per hour	22.1	02/17/16
Uy, Caritas	Speech and Language Assistant	Village View	\$18.821 per hour	32.1	01/19/16
Wood, Ashleigh	Instructional Assistant - Severely Disabled	OVPP/Pleasant View	\$15.833 per hour	25.1	02/16/16

Approve Substitute Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Garcia, Dora	Human Resources Technician	Substitute	\$20.783 per hour	36.1	02/02/16
	Personnel Technician	Substitute	\$20.280 per hour	35.1	02/02/16
Marchette-Conte Dawn	Instructional Assistant	Substitute	\$15.833 per hour	21.3	02/08/16
	Instructional Assistant - Special Education	Substitute	\$17.059 per hour	22.4	02/08/16
	Instructional Assistant - English Learner	Substitute	\$16.635 per hour	23.3	02/08/16
	Instructional Assistant - Adapted Physical Education	Substitute	\$16.635 per hour	25.2	02/08/16
	Instructional Assistant - Physical Education	Substitute	\$16.635 per hour	25.2	02/08/16

Approve Separation - Resignation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Bergeron, Salma	Instructional Assistant - ABA	OVPP/Pleasant View	10/06/14	02/12/16
Bomalick, Greg	Grounds Maintenance Worker	Maintenance, Operations, and Facilities	07/21/14	01/21/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 10, 2016

SUBJECT: Agenda Item No. 8: Personnel Commission Budget Presentation Format

Background Information

In April of each year the Director, Classified Personnel prepares a preliminary draft of the proposed Personnel Commission operating budget for the coming school year.

In the past the Director has presented a spreadsheet outlining each of the budget line items including a history of the amount budgeted and spent, projections for the coming year and comments or rationale for the amount being requested for the coming year.

After a first reading and discussion, the budget is brought back to the Commission prior to May 30, 2015, for a required Public Hearing and adoption. Once approved, the budget information is transferred to a form prescribed by the Orange County Department of Education, the Superintendent's signature is obtained and the form is submitted to the Orange County Superintendent of Schools for approval.

Rather than producing two independent forms which essentially contain the same information and serve the same purpose, your Director is suggesting utilizing the County's budget format for presentation to the Commission for reading and adoption. This form will be slightly modified to include a comments/rationale column for the Commissions reference, but this column can be quickly removed to adhere to the OCDE's format for budget submission and approval.

Should the Commission approve, this format will be used by the Director for the 2016-2017 preliminary budget presentation to the Personnel Commission at the April 2016 meeting and for the second reading, hearing and adoption at the May 2016 meeting.

Attachments: Current Preliminary Draft Budget Form (2015/2016)
Orange County Department of Education Budget Form (2015/2016)
Proposed Preliminary Budget Form (2016/2017)

.....

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and approve the proposed budget format for future use.

Discretionary Budget (Non Salary Items)

<u>Categories</u>	<u>2011-2012</u> Actuals	<u>2012-2013</u> Actuals	<u>2013-2014</u> Actuals	<u>2014-2015*</u> Budgeted/ Expended	<u>2014-2015</u> Budgeted/ Est to close	<u>2015-2016</u> Proposed Budget	<u>Comments/Rationnale</u>
Admin Supplies							
Budgeted	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00		
Expended	\$5,058.00	\$5,263.91	\$5,664.79	\$4,695.55	\$5,600.00	\$6,500.00	
% Expended	77.8%	80.9%	87.2%	72.20%	86.00%		Continue - meets needs w/minimal spending.
Non Capitalized Equipment (Over \$500)							
Budgeted	\$0.00	\$0.00	\$2,500.00	\$1,000.00	\$1,000.00		
Expended	\$0.00	\$339.12	\$2,425.00	\$2,091.00	\$2,091.00	\$1,000.00	Continue - meets needs for potential equipment replacement (printer, etc.) One time cost overrun for 2014-2015 due to necessary replacement of department computers and monitors.
% Expended	0.0%	339.0%	97.0%	209.00%	209.00%		
Mileage							
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00		
Expended	\$0.00	\$174.05	\$114.00	\$33.00	\$180.00	\$500.00	Continue - Meets travel requirements of Director and needed to implement goal of increased site visitations
% Expended	0.0%	35.0%	22.8%	6.60%	36.00%		
Travel/Conference							
Budgeted	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		
Expended	\$0.00	\$571.12	\$269.58	\$755.72	\$1,000.00	\$1,500.00	Increase - To accommodate requested training from staff. Annual CSPCA Conference held in Southern California 2016. Should also meet expenses of Director and staff participation.
% Expended	0.0%	57.10%	27.00%	75.60%	100.00%		
District Memberships							
Budgeted	\$2,666.00	\$2,666.00	\$2,666.00	\$2,666.00	\$2,666.00		
Expended	\$2,626.00	\$2,666.00	\$2,666.00	\$2,666.00	\$2,666.00	\$2,666.00	Continue - CODESP and CSPCA Memberships
% Expended	98.5%	100.0%	100.0%	100.00%	100.00%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories</u>	<u>2011-2012</u> Actuals	<u>2012-2013</u> Actuals	<u>2013-2014</u> Actuals	<u>2014-2015*</u> Budgeted/ Expended	<u>2014-2015</u> Budgeted/ Est to close	<u>2015-2016</u> Proposed Budget	<u>Comments/Rationnale</u>
Repair/Maintenance							
Budgeted	\$0.00	\$0.00	\$200.00	\$500.00	\$500.00	\$500.00	Continue - Should meet expenses for repair/maintenance of aging equipment not under warranty.
Expended	\$0.00	\$0.00	\$452.50	\$275.55	\$500.00		
% Expended	0.0%	0.0%	226.3%	55.10%	100.00%		
Duplication Charges							
Budgeted	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00		Continue - Meets Needs
Expended	\$538.00	\$545.84	\$502.91	\$266.57	\$550.00	\$1,000.00	
% Expended	35.9%	36.4%	50.3%	26.70%	55.00%		
Employment Advertisements							
Budgeted	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00		Continue-Ed,Join meets most posting needs except highly technical and management positions. Needed for potential management replacements due to resignations/retirements.
Expended	\$1,837.00	\$1,127.00	\$1,335.00	\$500.00	\$1,500.00	\$2,500.00	
% Expended	73.5%	45.1%	53.40%	20.00%	60.00%		
Consultants							
Budgeted	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00		Continue - Used if a Hearing Officer is needed or for other outside services
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	
% Expended	0.0%	0.0%	0.0%	0.0%	0.0%		
TOTAL NON SALARY ITEMS							
Budgeted	\$17,666.00	\$17,666.00	\$19,866.00	\$18,666.00	\$18,666.00	\$19,166.00	
Expended	\$10,059.00	\$10,687.04	\$13,429.78	\$11,283.39	\$14,087.00		
% Expended	55.4%	60.5%	67.60%	60.40%	75.50%		

Discretionary Budget (Other Salary Items)

<u>Categories</u>	<u>2011-2012</u>		<u>2012-2013</u>		<u>2013-2014</u>		<u>2014-2015*</u>		<u>2014-2015</u>		<u>2015-2016</u>		<u>Comments/Rationale</u>
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Budgeted/ Expended	%	Budgeted/ Est to close	%	Proposed Budget		
Overtime													
Budgeted	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00				
Expended	\$16.00	\$14.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
% Expended	16.0%	14.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%				Continue - Admin Secty overtime for PC Meetings
Substitutes													
Budgeted	\$3,337.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00				
Expended	\$3,099.00	\$1,214.63	\$1,843.84	\$1,843.84	\$1,843.84	\$1,843.84	\$6,821.90	\$6,821.90	\$6,821.90				
% Expended	93.0%	76.0%	115.2%	115.2%	115.2%	115.2%	426.40%	426.40%	426.40%				Coverage for staff out on leave, ill, promoting or resigning. Cost overrun for 2014-2015 due to multiple vacancies in department during September/October 2014
Temporaries													
Budgeted	\$1,600.00	\$1,600.00	\$1,600.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00				
Expended	\$715.00	\$2,332.40	\$2,705.14	\$2,705.14	\$2,705.14	\$2,705.14	\$4,500.46	\$5,000.00	\$5,000.00				
% Expended	44.7%	146.00%	108.20%	108.20%	108.20%	108.20%	180.00%	200.00%	200.00%				Increase to meet needs for panel members, developing and grading increased number of foreign language exams and extra help in PC department during peak periods
TOTAL OTHER SALARY ITEMS													
Budgeted	\$2,300.00	\$3,300.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00				
Expended	\$3,830.00	\$3,561.35	\$4,549.00	\$4,549.00	\$4,549.00	\$4,549.00	\$11,322.40	\$11,822.00	\$11,822.00				
% Expended	167.0%	107.90%	108.30%	108.30%	108.30%	108.30%	269.50%	281.50%	281.50%				\$5,700.00

Non Discretionary Budget (Salaries)

<u>Categories</u>	<u>2011-2012</u> Actuals	<u>2012-2013</u> Actuals	<u>2013-2014</u> Actuals	<u>2014-2015*</u> Budgeted/ Expended	<u>2014-2015</u> Budgeted/ Est to close	<u>2015-2016</u> Proposed Budget
TOTAL SALARY ITEMS						
Budgeted	\$284,549.00	\$340,816.47	\$363,055.00	\$367,592.00	\$367,592.00	\$383,867.00
Expended				\$230,917.00	\$373,770.00	
% Expended				62.8%	102.0%	

PERSONNEL COMMISSION BUDGET PRIOR FOUR YEARS						
	<u>2011-2012</u> Actuals	<u>2012-2013</u> Actuals	<u>2013-2014</u> Actuals	<u>2014-2015*</u> Budgeted/ Expended	<u>2014-2015</u> Budgeted/ Est to close	<u>2015-2016</u> Proposed Budget
Budgeted	\$304,515.00	\$361,352.00	\$385,221.00	\$390,458.00	\$390,458.00	\$408,733.00
Expended	\$288,380.00	\$355,064.86	\$381,034.00	\$232,050.00	\$399,679.00	
% Expended	96.0%	98.30%	98.90%	59.40%	102.40%	

Annual Budget of Personnel Commission Fiscal Year 2015-16 Ocean View School District		<u>Column I</u> 2013-14 Actuals (\$ only)	<u>Column II</u> 2014-15 Actuals or Estimate (\$ only)	<u>Column III</u> 2015-16 Budget (\$ only)
2000	Classified Salaries¹			
2300	Classified Supervisors & Administrators			
	Commission Members ²			
	Director	113977	127397	132273
2400	Clerical, Technical & Office Staff	92736	89846	91800
	Secretaries, Clerks	59301	60990	60238
	<i>SUBTOTAL (2000 CLASS.)</i>	<i>266,014.00</i>	<i>278,233.00</i>	<i>284,311.00</i>
3000	Employee Benefits			
3101	State Teachers Retirement System – Certificated			
3102	State Teachers Retirement System – Classified			
3201	Public Employees’ Retirement System-Certificated			
3202	Public Employees’ Retirement System-Classified	30359	32933	36263
3301	OASDI/Medicare – Certificated			
3302	OASDI/Medicare – Classified	19056	21546	22136
3401	Health & Welfare Benefits – Certificated			
3402	Health & Welfare Benefits – Classified	29415	36350	36350
3501	Unemployment Insurance – Certificated			
3502	Unemployment Insurance – Classified	126	145	148
3601	Workers’ Compensation Insurance – Certificated			
3602	Workers’ Compensation Insurance – Classified	4361	4563	4659
3801	PERS Reduction – Certificated			
3802	PERS Reduction - Classified			
3901	Other Benefits – Certificated			
3902	Other Benefits – Classified			
	<i>SUBTOTAL (3000 CLASS.)</i>	<i>83,317.00</i>	<i>95,537.00</i>	<i>99,556.00</i>

Annual Budget of Personnel Commission Fiscal Year 2015-16 Ocean View School District		<u>Column I</u> 2013-14 Actuals (\$ only)	<u>Column II</u> 2014-15 Actuals or Estimate (\$ only)	<u>Column III</u> 2015-16 Budget (\$ only)
4000	Books and Supplies			
4200	Books & Reference Materials			
	Literature, Periodicals			
4300	Materials & Supplies	6500	6500	6500
	Office Supplies			
	<i>SUBTOTAL (4000 CLASS.)</i>	<i>6,500.00</i>	<i>6,500.00</i>	<i>6,500.00</i>
5000	Services & Other Operating Expenditures			
5200	Travel & Conferences	1000	1000	1500
	Expense Allowances			
	Mileage	500	500	500
	Conferences			
5300	Dues and Memberships	2666	2666	2666
5400	Insurance			
	Fire and Theft			
	Liability			
5500	Operations and Housekeeping Services ³			
	Utilities			
5600	Rentals, Leases & Repairs	200	500	500
5700	Direct Cost Transfers			
	Printing & Forms	1000	1000	1000
5800	Prof/Consulting Services & Operating Expenditures			
	Examinations			
	Advertising	2500	2500	2500
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)	3000	3000	3000
5900	Communications			
	Telephone			
	Postage			
	<i>SUBTOTAL (5000 CLASS.)</i>	<i>10,866.00</i>	<i>11,166.00</i>	<i>11,666.00</i>

Annual Budget of Personnel Commission Fiscal Year 2015-16 Ocean View School District		<u>Column I</u> 2013-14 Actuals (\$ only)	<u>Column II</u> 2014-15 Actuals or Estimate (\$ only)	<u>Column III</u> 2015-16 Budget (\$ only)
6000	Capital Outlay			
6400	Equipment			
	Office Equipment			
6500	Replacement of Equipment			
	<i>SUBTOTAL (6000 CLASS.)</i>	-	-	-
	TOTAL EXPENDITURES	366,697.00	391,436.00	402,033.00

1) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.

2) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).

3) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in maintenance, operation, and capital outlay will be limited.

Annual Budget of Personnel Commission Fiscal Year 2016-17 Ocean View School District		<u>Column I</u> 2014-15 Actuals (\$ only)	<u>Column II</u> 2015-16 Actuals or Estimate (\$ only)	<u>Column III</u> 2016-17 Budget (\$ only)	<u>Comments/Rationale</u>
2000	Classified Salaries¹				
	Classified Supervisors & Administrators				
2300	Commission Members ²				
	Director				
2400	Clerical, Technical & Office Staff				
	Secretaries, Clerks				
2490	Overtime				
2495	Temporary				
2497	Substitute				
	SUBTOTAL (2000 CLASS.)	-	-	-	
3000	Employee Benefits				
3101	State Teachers Retirement System – Certificated				
3102	State Teachers Retirement System – Classified				
3201	Public Employees' Retirement System-Certificated				
3202	Public Employees' Retirement System-Classified				
3301	OASDI/Medicare – Certificated				

Annual Budget of Personnel Commission Fiscal Year 2016-17 Ocean View School District		Column I 2014-15 Actuals (\$ only)	Column II 2015-16 Actuals or Estimate (\$ only)	Column III 2016-17 Budget (\$ only)	Comments/Rationnale
3302	OASDI/Medicare – Classified				
3401	Health & Welfare Benefits – Certificated				
3402	Health & Welfare Benefits – Classified				
3501	Unemployment Insurance – Certificated				
3502	Unemployment Insurance – Classified				
3601	Workers' Compensation Insurance – Certificated				
3602	Workers' Compensation Insurance – Classified				
3801	PERS Reduction – Certificated				
3802	PERS Reduction - Classified				
3901	Other Benefits – Certificated				
3902	Other Benefits – Classified				
	SUBTOTAL (3000 CLASS.)	-	-	-	

Annual Budget of Personnel Commission		Column I	Column II	Column III	Comments/Rationale
Fiscal Year 2016-17		2014-15	2015-16	2016-17	
Ocean View School District		Actuals	Actuals or	Budget	
		(\$ only)	Estimate	(\$ only)	
4000	Books and Supplies				
	Books & Reference Materials				
4200	Literature, Periodicals				
4300	Materials & Supplies				
	Office Supplies				
4490	Non Capitalized Equipment				
	<i>SUBTOTAL (4000 CLASS.)</i>				
5000	Services & Other Operating Expenditures				
	Travel & Conferences				
	Expense Allowances				
5200	Mileage				
	Conferences				
5300	Dues and Memberships				
	Insurance				
5400	Fire and Theft				
	Liability				

Annual Budget of Personnel Commission Fiscal Year 2016-17 Ocean View School District		Column I 2014-15 Actuals (\$ only)	Column II 2015-16 Actuals or Estimate (\$ only)	Column III 2016-17 Budget (\$ only)	Comments/Rationale
5500	Operations and Housekeeping Services ³				
	Utilities				
5600	Rentals, Leases & Repairs				
5700	Direct Cost Transfers				
	Printing & Forms				
	Prof/Consulting Services & Operating Expenditures				
	Examinations				
5800	Advertising				
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)				
	Communications				
5900	Telephone				
	Postage				
	SUBTOTAL (5000 CLASS.)	-	-	-	

Annual Budget of Personnel Commission		Column I	Column II	Column III	Comments/Rationale
Fiscal Year 2016-17		2014-15	2015-16	2016-17	
Ocean View School District		Actuals	Actuals or	Budget	
		(\$ only)	Estimate	(\$ only)	
6000	Capital Outlay				
	Equipment				
6400	Office Equipment				
6500	Replacement of Equipment				
	SUBTOTAL (6000 CLASS.)	-	-	-	
	TOTAL EXPENDITURES	-	-	-	

1) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.

2) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).

3) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in maintenance, operation, and capital outlay will be limited.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 10, 2016
**SUBJECT: Agenda Item No. 9: Ratify Advanced Step Placement
Hayley Buchanan, Speech and Language Assistant**

Background Information

A request for advanced step placement has been received from Colette Wright and Jim Hemsley, members of our Special Education administrative transition team, for Ms. Hayley Buchanan, who has been offered and accepted a position as Speech and Language Assistant. This request is also recommended by Assistant Superintendent, Human Resources Felix Avila and by the Director, Classified Personnel. Pursuant to Merit Rule 7.2.1.3.A.4 (Merit Rule re Advanced Step Placement attached) the request is brought to the Personnel Commission for ratification.

Analysis

The advanced step placement request for Step 5 placement (\$22.931/hour) on the appropriate salary range for the class of Speech and Language Assistant (Salary Range 32, \$18.821/hour to \$22.931/hour) comes to the Commission upon the request of Colette Wright and Jim Hemsley, Special Education Department administrators, with the recommendation of Assistant Superintendent, Human Resources Felix Avila and with the approval of your Director, Classified Personnel. The rationale for the Director's approval and recommendation for ratification by the Personnel Commission include: the employee's certification and work experience both one on one and in group settings assisting elementary students with speech and language disabilities and communicative disorders, as well as a bachelor's degree in communicative disorders. Additionally, her rate of pay at her current employer of \$26.00 per hour is above Ocean View's salary range for the class.

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

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 5 (\$22.931/hour) advanced step placement of Ms. Hayley Buchanan, Speech and Language Assistant in accord with Merit Rule 7.2.1.3.A.4.

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

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

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

A. Approval

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



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by: Colette Wright

Date: 1-11-16

The District has interviewed for the open vacancy in the classification of Speech and Language Assistant
and has selected Hayley Buchanan as their choice.
name of candidate

The District is requesting advanced step placement on range 32, step 5, for one or more of the following reasons:

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

2. Candidate's training and/or education exceeds that which is required. (Explain - including licenses and certificates)

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

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

Hayley currently earns \$26 in her position as a SLPA. She is certified and experienced in this position.

OVSD benefits from employing skilled and experienced personnel.

4. Any other extraordinary circumstances not covered above. (Explain - Example: exceptional recruitment difficulties, or eligible clearly has exceptional qualifications above other eligibles certified)

Approval Appointing Authority: *[Signature]*

Date: 2/24/16

Signatures: Assistant Superintendent, Human Resources *[Signature]*

Date: 2/24/16

Director, Personnel Commission *[Signature]*

Date: 2/24/16

Approved
 Denied

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 10, 2016
SUBJECT: Agenda Item No. 10: Discussion of 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 has spoken to the 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.

CSEA's request for a salary study is now presented to the Commission for review and discussion.

Attachment: Letter from CSEA dated January 11, 2016

.....

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission review and discuss 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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 10, 2016
SUBJECT: Agenda Item No. 11: Merit Rule Review and Revision Chapter 7, Section 2.14
LONGEVITY

FIRST READING AND DISCUSSION

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 presents the proposed revisions to Merit System Rule 7.2.14 Wage and Salary Provisions – Longevity for review and discussion.

Attachments: Proposed revised Merit Rule 7.2.14 LONGEVITY, dated 3/10/16

.....
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 first reading and discussion.

CHAPTER 7: WAGE AND SALARY PROVISIONS

(DRAFT 3/10/16)

Entire chapter revision adopted 02/12/04

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: March 10, 2016
SUBJECT: Agenda Item No. 12: Removal of Name from Eligibility List

Background Information

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently in the course of contacting eligibles for employment, it was recommended by the Director, Classified Personnel that the following eligible be removed from an eligibility list for reasons outlined in Rule 6.1.8. This eligible is:

Israel Andrade
Eligibility List: 2015-22 Painter

The attached letter (*Commissioners only*) outlines the reason for the Director's recommendation to remove Mr. Andrade from the Painter Eligibility List #2015-22. This letter, sent to the eligible via certified mail, notified him of the eligibility list he was being removed from and the reason for removal in accord with Personnel Rule 6.1.8. He was also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of his name.

Attachment: Letter to eligible Mr. Israel Andrade dated February 1, 2016 (*Commissioners only*)

.....

Recommendation:

The Director, Classified Personnel recommends that Mr. Israel Andrade be removed from Eligibility List 2015-22 Painter in accordance with Personnel Commission Rule 6.1.8.

6.1.8 **Removal of Names from Eligibility List**

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal.
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

(Revised 01/16/03)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 10, 2016

SUBJECT: Agenda Item No. 13: WRIPAC – Recruitment and Selection Workshop

Background Information

One of the main functions of a Personnel Commission is providing for the training of its own staff.

WRIPAC (the Western Region Intergovernmental Personnel Assessment Council) is conducting a workshop on March 9, 2016, in Los Angeles, California.

This one day class provides a methodology for how to choose the right selection procedures and recruitment strategies for any type of job to meet the needs of an organization's staffing model through an understanding of appropriate selection techniques, the market place, organizational staffing needs, and available resources.

Yvonne Nguyen, Personnel Analyst, has requested to attend this informative workshop. A written authorization was received from the Personnel Commission Chair, Bob Ewing, on February 1, 2016, approving Ms. Nguyen's attendance, due to the fact that the workshop date preceded the date of the next meeting of the Personnel Commission.

Financial Implications

There is a cost of \$225.00, which includes the registration, publications, handouts, documents, and other materials.

Recommendation

The Director, Classified Personnel recommends the Personnel Commission approve the cost of \$225.00 for Personnel Analyst, Yvonne Nguyen, to attend the WRIPAC – Recruitment and Selection Workshop.

**OCEAN VIEW SCHOOL DISTRICT
WORKSHOP/MEETING/CONFERENCE ATTENDANCE REQUEST FORM**

NAME OF WORKSHOP/MEETING/CONFERENCE: Recruitment & Selection Planning & Structured Interviews	
SPONSORING ORGANIZATION: WRIPAC	
LOCATION: Los Angeles, CA	DATE(S): March 9, 2016
TOTAL COST PER PERSON: <i>(Include Registration Fee, Transportation, Lodging, Meals, etc.)</i>	\$ \$225.00 + mileage/parking = \$275.00

NAME OF ATTENDEE(S):	DEPARTMENT/SCHOOL:	ACCOUNT TO CHARGE:
1. Yvonne Nguyen, Personnel Analyst	Personnel Commission	01-443-130-74 5202
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Additional attendee(s) listed on separate sheet is attached.

Purpose of Attendance (required):

Recruitment and Selection Planning: This class provides a methodology for how to choose the right selection procedures and recruitment strategies for any type of job to meet the needs of the organization.

Developing and Administering Structured Interviews: This class reviews the latest interview research and addresses the entire structured interview life-cycle.

FUNDING	TOTAL COST	FUNDING SOURCE
General Funds:	\$	
Project or Restricted:	\$	
Other:	\$ 275.00	Personnel Commission

AUTHORIZATION SEQUENCE:	Form submitted by (name/site): Michelle Eifert, Personnel Commission ext 1401	
Signature of Supervisor: 	Date: 2/1/16	
Signature of Asst. Superintendent/Administrator: 	Date: 2/2/16	
Signature of Superintendent:	Date:	
Date of Board Meeting Approval: 2/23/16 (approved by PC chair 2/1/16)		