



**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA**

Thursday, November 12, 2015

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2015

PERSONNEL COMMISSION:

Daniel Gooch, Chair

Bob Ewing, Vice-Chair

Dr. Allan Pogrund, Member

A G E N D A

PERSONNEL COMMISSION

**OCEAN VIEW
SCHOOL DISTRICT**

THURSDAY, NOVEMBER 12, 2015

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 October 13, 2015.

**Pages 1-3
(Action)**

**Moved: _____
Second: _____
Vote: _____**

COMMISSION BUSINESS

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

**Page 4-50
(Action)**

**Moved: _____
Second: _____
Vote: _____**

A. JOB DESCRIPTION REVIEWS/REVISIONS:

- 1. Child Care Program Supervisor
- 2. Director, Fiscal Services
- 3. Director, Food Services
- 4. Director, Information Services
- 5. Director, Maintenance, Operations, and Facilities
- 6. Director, Purchasing
- 7. Director, Transportation
- 8. Grounds Maintenance Supervisor

B. RECRUITMENT AND TESTING – ELIGIBILITY LISTS:

(Eligibility lists provided to Commissioners only.)

- 1. 2015 – 13 Instructional Assistant – Special Education
- 2. 2015 – 14 Instructional Assistant – Severely Disabled
- 3. 2015 – 15 School Health Technician
- 4. 2015 – 16 Personnel Analyst

- | | | |
|-----|--|---|
| 7. | <p>CLASSIFIED ACTIVITY LISTS: The Personnel Commission will receive for information the following Classified Activity Lists received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting of:</p> <ul style="list-style-type: none"> • October 20, 2015 – (Exhibit A) • November 3, 2015 – (Exhibit B) | <p>Pages 51-60 (Information)</p> |
| 8. | <p>RECOMMENDATION TO RECLASSIFY INCUMBENT MARIA DEL CARMEN SANCHEZ FROM INSTRUCTIONAL ASSISTANT – BILINGUAL SPANISH TO PARENT LIAISON INSTRUCTIONAL ASSISTANT - BILINGUAL SPANISH: The Personnel Commission will receive the Director’s recommendation to reclassify incumbent Maria del Carmen Sanchez from Instructional Assistant – Bilingual Spanish to Parent Liaison Instructional Assistant – Bilingual Spanish.</p> | <p>Pages 61-71 (Action) Moved: _____ Second: _____ Vote: _____</p> |
| 9. | <p>RECOMMENDATION TO REACTIVATE CLASSIFICATION OF SUPERVISOR OF MAINTENANCE AND OPERATIONS: The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the reactivation and proposed revisions to the classification of Supervisor of Maintenance and Operations and change the title to Maintenance and Operations Supervisor.</p> | <p>Pages 72-79 (Action) Moved: _____ Second: _____ Vote: _____</p> |
| 10. | <p>REMOVAL OF NAMES FROM ELIGIBILITY LISTS: The Personnel Commission will receive the Director's recommendation to remove the names of two eligibles from eligibility lists in accordance with Personnel Commission Rule 6.1.8. (<i>Letters provided to Commissioners only.</i>)</p> | <p>Pages 80-81 (Action) Moved: _____ Second: _____ Vote: _____</p> |
| 11. | <p>2016 CSPCA ANNUAL CONFERENCE: The Personnel Commission will receive the Director’s recommendation to approve the attendance of the Director and the Personnel Commission support staff at the 2016 CSPCA Annual Conference.</p> | <p>Pages 82-84 (Action) Moved: _____ Second: _____ Vote: _____</p> |
| 12. | <p>2016 CSPCA MERIT SYSTEM TRAINING ACADEMY: The Personnel Commission will receive the Director’s recommendation to approve the attendance of the Personnel Analyst, Yvonne Nguyen, at the 2016 CSPCA Merit System Training Academy.</p> | <p>Pages 85-87 (Action) Moved: _____ Second: _____ Vote: _____</p> |

COMMUNICATIONS

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

14. COMMISSIONER REPORTS

15. DIRECTOR AND STAFF REPORTS

16. 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
October 13, 2015**

CALL TO ORDER Commissioner Gooch called the October 13, 2015, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Shristie Nair 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 SEPTEMBER 10, 2015 Motion by Commissioner Ewing to approve the minutes of the September 10, 2015, Regular Personnel Commission meeting.
Seconded by Commissioner Gooch, and carried with a 2:0 vote.

Commissioner Pogrund abstained from the vote as he was not in attendance at the September 10, 2015 meeting.

COMMISSION BUSINESS

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

- A. Job Description Review/Revisions
 - 1. Director, Classified Personnel

- 1. Recruitment and Testing – Eligibility Lists
 - 1. 2015-06 School Health Technician
 - 2. 2015-07 Maintenance Worker
 - 3. 2015-08 Speech and Language Assistant
 - 4. 2015-09 Instructional Assistant – Special Education
 - 5. 2015-10 Instructional Assistant – Severely Disabled
 - 6. 2015-11 Head Custodian
 - 7. 2015-12 Clerk Typist

Motion by Commissioner Pogrund to approve the Consent Calendar.

Seconded by Commissioner Ewing, 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 September 15, 2015, and October 6, 2015.

**MINUTES OF THE OCTOBER 13, 2015
PERSONNEL COMMISSION MEETING**

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**PUBLIC HEARING
AND
APPOINTMENT
FOR THE
ANNOUNCED
JOINT APPOINTEE
DANIEL GOOCH
TO THE
PERSONNEL
COMMISSION**

Commissioner Gooch opened the Public Hearing at 4:32 p.m. on the appointment for the announced joint appointee, Daniel Gooch, to the Personnel Commission.

There were no comments or requests from the public to address the Commission regarding the appointment for the announced joint appointee, Daniel Gooch.

Commissioner Gooch closed the Public Hearing at 4:33 p.m.

Motion by Commissioner Pogrund to appoint Daniel Gooch as the Joint Appointee to the Personnel Commission for a three (3) year term of office from December 1, 2015, to November 30, 2018.

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

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

Director Vellanoweth stated that Ocean View School District and CSEA came to an agreement that effective July 1, 2014, that classified bargaining unit members would now receive longevity increments in a different manner than they had been previously. Since the Merit System Rules and Regulations have information pertaining to this information it is necessary to update the rules and regulations to reflect the new longevity plan for classified bargaining unit members and reiterate what is currently in place for classified management and classified confidential employees.

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

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

**SECOND PUBLIC
COMMENTS**

There were no further comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing stated that he will be out of town on the date of the next scheduled Commission Meeting on November 12, 2015.

Commissioners Gooch and Pogrund had nothing to report.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth recognized the Personnel Analyst, Shristie Nair, who has resigned her position to accept a position at Long Beach Unified School District.

She reported that as a follow up to the conversation at the September Commission Meeting regarding the changing of the wording on job descriptions relating to performing other duties as required to accomplish the objectives of the position, she did address it once again with CSEA and the Administration. Both parties were fine with the changes.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Commissioner Gooch asked Director Vellanoweth whether it would be valid if the next time a job description was brought up for review with the revised language, that the Commission could direct her to make a universal change to all job descriptions without having to review them individually.

Director Vellanoweth answered that the job descriptions that the Commission will see being brought forward, will be the last of the management job descriptions from the first round of reviews. This wording will not be included in those job descriptions. It will be starting with the new round of job description reviews. She also answered that she would prefer to revise them as they are brought to the Commission for review. Otherwise they would have to be revised, reposted, and redistributed all at one time.

ADJOURNMENT

Motion by Commissioner Ewing to adjourn the October 13, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Pogrund, and carried with a 3:0 vote at 4:44 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015

SUBJECT: Agenda Item No. 6A1: Job Description Revision – Child Care Program Supervisor

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 Child Care Program Supervisor classification was fully reviewed and updated for recruitment purposes in November 2014.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by working with the Personnel Analyst to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor, Assistant Superintendent Educational Services, Jodee Brentlinger, 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 Child Care Program Supervisor 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 Child Care Program Supervisor job description.

Attachment: Proposed revised job description for Child Care Program Supervisor dated November 12, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Child Care Program Supervisor job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



CHILD CARE PROGRAM SUPERVISOR

JOB SUMMARY:

Under general administrative direction of the Assistant Superintendent, Educational Services, coordinates and provides administrative direction for the District's Child Care Program. Ensures the District offers a quality Child Care Program and directs early childhood education activities in accordance with established laws and procedures. Interviews, hires, evaluates and recommends discipline for Child Care Program staff. Prepares and administers the Child Care Program Budget and budgeted expenditures.

CLASS CHARACTERISTICS:

The class of Child Care Program Supervisor is a single incumbent classified management position and is distinguished from the Child Care Program Facilitator class in that the incumbent is responsible for District wide operations of the Child Care Program, while positions in the Child Care Program Facilitator class are responsible for the operation of the Child Care Program at a single site. The incumbent is expected to work with considerable independence to develop and implement District wide Child Care Program standards and policies. The incumbent meets frequently with school administrators, child care staff, and parents to communicate information and data. The Child Care Program Supervisor is responsible for directing and supervising the day-to-day operations of the District's Child Care Program, including the supervision of the Child Care Program Facilitators, Child Care Attendants and other classified personnel as assigned.

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

Plan, organize, and supervise all activities of the District's Child Care Program in accordance with established licensing regulations and child development content standards; *E*

Formulate, develop and recommend adaptations to the Child Care Program policies and procedures to ensure adherence to legal policy mandates and regulations; *E*

Review, monitor and supervise the functions and activities of the Child Care Program staff to ensure that care and educational instructional standards are maintained; *E*

Oversee Child Care Program Facilitator's preparation of site staff schedules, and make adjustments to ensure compliance with enrollment and staffing ratios; *E*

Approve requisitions for site staffing, purchase orders and arrangements for field trips and transportation schedules; *E*

Communicate with administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; *E*

Make all preparations for the Child Care Program conducted during Winter, Spring and Summer breaks, when regular school is not in session, including: preparing work schedules, planning and ordering supplies as needed and overseeing all related activities; *E*

Travel to various school sites to provide support to child care staff; attend a variety of meetings including training of personnel; *E*

Provide technical expertise, information, assistance and counseling to Child Care Program Facilitators regarding assigned functions; *E*

Prepare agendas for and conduct weekly staff meetings with Child Care Program Facilitators and child care staff; *E*

Maintain contact with parents of Child Care Program participants by telephone and attending parent conferences; enroll participants, resolve concerns, answer questions, assist in making arrangements for behavior contracts, dismiss/readmit participants from the program as necessary, and collect delinquent fees; *E*

Prepare the annual budget for the entire Child Care Program, reviewing current and projected enrollment, costs of the District's program in relation to other school age child care programs in the County and ensuring the program remains self-supporting; *E*

Prepare evaluations of District Office Child Care Program staff and review and provide input to Principals/site administrators on site based staff's evaluations; *E*

Review, revise and coordinate the preparation of Parent, Staff, Facilitator and Attendant Handbooks;

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel;

May substitute for absent Child Care Program Facilitators as necessary;

Attend other related training sessions as assigned;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

General administrative direction is received from the Assistant Superintendent, Educational Services.

Supervision of the District Child Care Program staff is exercised and provides input into the evaluations of site based program staff in conjunction and cooperation with Principals and/or site administrators.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Child care program operations and their relationship to the regular school program;
- Child care regulations, laws, legal mandates, codes, policies and procedures;
- Policies and objectives of the child care program;
- Physical and emotional development of children;
- Child growth and development principles and theories;
- Accounting and budgeting basics, including budget preparation and expenditure controls;
- Appropriate safety and health procedures and precautions;
- Principles and practices of good supervision and staff training;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy;
- Modern record keeping practices and procedures;
- Operation of personal computers and applicable software.

Ability to:

- Plan, organize and supervise the overall operation of the Child Care Program consistent with optimum growth and development of school age children;
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies, and the public;
- Build and maintain strong home-school-parent-teacher child care center relationships;
- Assign and counsel personnel to provide a positive environment for children;
- Plan and supervise the implementation of a variety of age appropriate children's activities;
- Develop and administer the District's Child Care Program budget;
- Provide support to various school sites;
- Establish and maintain cooperative and effective working relationships with diverse groups, including site facilitators, administrators and teachers, District personnel, parents, community interest groups and students;
- Communicate effectively both orally and in writing with staff, parents, children, public and district personnel demonstrating poise, patience, sensitivity and understanding;
- Work independently with little direction;
- Plan and organize work;
- Prepare, present clear and concise reports;
- Meet schedules and time lines;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- An Associate degree in Child Development, Child Psychology, Physical Education, Recreation or a related field; **OR**

- A certificate or credential issued by the Commission on Teacher Credentialing;
- _____
- A Bachelor's degree in education or related field from an accredited college or university is desirable.

Child Care Program Supervisor

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Experience:

- Three (3) years of increasingly responsible experience in a child care program, including one year supervisory experience or completion of a supervisory training program.

LICENSES REQUIRED:

Prior to employment must have the standard fingerprint clearance by California Department of Justice (DOJ). In addition, fingerprint clearance by the Federal Bureau of Investigation (FBI) is required in accord with Education Code sections 45125, 45125.01 and 49024(a).

Possession of a valid First Aid and CPR Certificate;

Possession of a valid and appropriate California Driver License;

All the above licenses and certificates must be maintained as a condition of continued employment.

~~Activity Supervisor Clearance Certificate (ASCC) issued by California Commission on Teacher Credentialing or any other certificate or credential issued by the Commission on Teacher Credentialing.~~

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

The job requires standing, walking, sitting, and physical agility sufficient to move about, lead and/or participate in activities; frequently lifts objects weighing up to 30 pounds, occasionally up to 50 pounds, frequently uses arms, hands and fingers on both hands, and reaches overhead; occasionally kneels and bends, and must be able to maintain balance; needs speech and vocal capacity sufficient to be heard by children in a noisy environment; must hear normal voice conversation and be able to tell when a child is having difficulty or being disruptive, is exposed to noise generated by children involved in activities; needs visual acuity sufficient to see small details and observe children's activities and behavior, both indoor and outdoor, have normal depth perception, and be able to distinguish colors and color shades; drives a vehicle, uses a computer, telephone. The working environment is both inside and outside, exposed to sunlight, wind and weather elements found in a Southern California beach community. Has direct contact with public, students, and district staff, in negative interpersonal situations with crying children or upset parents. Is frequently exposed to various diseases carried by children. Works without direct guidance from supervisor, with high volume and tight deadlines. Employment contingent upon passing physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Established 9/11/03
 Last Revised 6/14/07
 Revisions effective 10/14/10

Job Description Review and Revisions Effective: 11/13/14

Job Description Review and Proposed Revisions Effective: 11/12/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015

SUBJECT: Agenda Item No. 6A2: Job Description Revision – Director, Fiscal Services

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 Director, Fiscal Services classification was fully reviewed and updated in October 2007.

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 working with the Personnel Analyst to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor, Deputy Superintendent Administrative Services, Michael Conroy, 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 Director, Fiscal Services 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 Director, Fiscal Services job description.

Attachment: Proposed revised job description for Director, Fiscal Services dated November 12, 2015.

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

DIRECTOR, FISCAL SERVICES

JOB SUMMARY:

DEFINITION:

Under administrative direction of the ~~Assistant-Deputy~~ Superintendent, Administrative Services plans, organizes, controls and directs the fiscal services functions of the District, including accounting, budgeting, payroll and financial record keeping. This position prepares short and long-term financial plans; formulates and recommends policies relating to the financial operations of the District; and supervises and evaluates the performance of assigned personnel; ~~assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

This is a single incumbent classified management position which serves as the District's finance and accounting director. The incumbent is the administrative head of the Fiscal Department, which includes overall responsibility for the functional areas of accounts payable, receivable, attendance, student body, categorical, and payroll. The incumbent provides expertise on a wide variety of school business matters including: financial and budgetary forecasting and analysis, cost containment, and contracts management. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Deputy Superintendent, Administrative Services.

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

EXAMPLES OF DUTIES:

Plans, organizes, controls and directs the work of the Fiscal Services Division, including supervision of personnel responsible for central and specialized accounting, payroll, budget control, revolving cash and other fund income, disbursements and records, financial reporting; E

~~Calculates, researches, and projects information necessary for preparation of the District's annual budget;~~ E

Works with the ~~Assistant-Deputy~~ Superintendent, Administrative Services to coordinate preparation of the District's annual budget for approval and adoption by the Board of Trustees; compiles, analyzes and consolidates budget information; assures proper budgetary controls and transfer of funds to accomplish approved financial objectives; E

~~Administers and directs the program of accounting for District funds;~~ conduct cash flow analysis; -E

Coordinates year end closing procedures, reconciles, troubleshoots and assists staff, monitors accounts payable and receivable, calculates deferred income and restricted carryover for

grants and entitlements; *E*

Develops, recommends and implements accounting procedures and policies to improve efficiency and service and meet legal and financial reporting requirements; *E*

Administers the District's financial program within State and County legal requirements and budget limitations; assures timely and accurate financial reporting; assures proper internal controls, audit trails and records maintenance; *E*

~~*E* denotes an essential function of the job.~~

Director, Fiscal Services - Continued

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Reviews new and proposed legislation, anticipates, evaluates and interprets significant national, state, and local trends and developments affecting the business and financial affairs of the District and makes appropriate recommendations to the ~~Assistant Deputy~~ Superintendent, Administrative Services for the development of new Board policies; *E*

~~Proposes and assists in developing Board policies affecting the business and financial affairs of the District;~~ *E*

Calculates financial impact of collective bargaining proposals; *E*

Researches and reviews legal issues of the District related to the District's fiscal and business activities with legal counsel; *E*

~~Conducts cash flow analysis;~~ *E*

Supervises, directs and coordinates the work of personnel assigned to the ~~Financial~~ Fiscal Services Department; evaluates immediate subordinates; oversees the selection, training, transfer and discipline of employees according to established procedures; *E*

Works cooperatively and effectively with officials and employees of the District, other public agencies and officials, local community groups and the public, providing technical advice and assistance regarding fiscal services; *E*

Directs the preparation and maintenance of a wide variety of narrative, financial, statistical and other reports related to assigned activities and personnel; *E*

Attends Board, public, staff and other meetings as assigned; may represent the District at City, County, State, and other public and private sector meetings and/or forums, as necessary; presents reports regarding the financial and business administration of the District; *E*

Perform other tasks and assume responsibility as may be assigned by proper authority.
~~Performs related duties as assigned.~~

SUPERVISION:

Receives administrative direction from the ~~Assistant Deputy~~ Superintendent, Administrative Services.

Direct and indirect supervision is exercised over Fiscal Services personnel.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of governmental accounting technology systems and fiscal/financial transactions as practiced in a California school district;
- Principles and practices of school district income forecasting, budgeting and budget administration;
- Laws, rules, regulations, policies and procedures governing fiscal management in a California school district;
- Preparation methods used to develop financial statements and comprehensive accounting reports;
- Internal control and audit principles and practices;
- Methods and practices of data and financial analysis and research;
- Principles and practices of human resource supervision, management and training;
- Interpersonal skills using tact, patience and courtesy;
- Good oral and written communication skills;
- Operation of a personal computer and a wide variety of job related software;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Public presentation methods and use of related software and/or equipment;
- English usage, spelling, grammar and composition.

Director, Fiscal Services - Continued

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Ability to:

- Plan, direct, manage, coordinate and integrate the district's finance and accounting activities and operations, including payroll, finance and budget, to meet district objectives, professional standards and legal requirements;
- ~~Plan, schedule, organize, direct, control, supervise the multifaceted work of a fiscal services division in a California school district;~~
- Direct, coordinate and participate in the preparation and maintenance of the District budget;
- Develop and implement accounting, record-keeping and budgetary procedures and systems;
- Direct and ensure the maintenance of a variety of reports and files related to assigned activities;
- Analyze financial data and prepare reports, forecasts and recommendations;
- Perform mathematical computations accurately to update budgets, maintain records, complete requisitions and related forms;

Operate various office equipment, including data and word processing equipment and software programs;

- Select, assign, supervise, train and evaluate assigned staff; develop, enforce policies and procedures necessary to ensure the accuracy and integrity of financial records, accounts and reports;
- Read, interpret, apply complex laws, rules, regulations, policies and procedures;
- Analyze situations, make sound judgments and recommendations, take appropriate actions;
- Prepare, present, and articulate clear and concise reports and information both orally and in writing to a wide variety of audiences;
- Apply training, knowledge and experience so as to maximize efficiency of Department functions;
- Plan, organize and prioritize work of self and others to meet schedules and time lines;
- ~~Establish and maintain cooperative and effective working relationships with others.~~
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EDUCATION AND EXPERIENCE:

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- Graduation from an accredited college or university with a B.A. or B.S. degree with a major in business/public administration or education with a specialization in school business administration, or equivalent.
- An advanced degree in a related field is desirable.

Experience:

- Several years of directly related professional level accounting or related experience comparable to that required to direct fiscal service operations in a California school district, including supervision or coordination of the work of others

~~Graduation from a recognized four year college or university with a major in business/public administration or education with a specialization in school business administration, or equivalent. Several years of directly related professional level accounting or related experience comparable to that required to direct fiscal service operations in a California school district, including supervision or coordination of the work of others and an advanced degree is desirable.~~

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License.

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Performs primarily sedentary administrative work in a typical office environment. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans and materials being submitted to elected officials and/or outside agencies. Physical dexterity sufficient to operate personal computers, other standard office equipment, and a motor vehicle. Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, elected and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

LICENSES REQUIRED:

~~Possession of a valid and appropriate California Driver License.~~

Last revised 5/96

Revisions effective 10/11/07

Job Description Review and Proposed Revisions Effective: 11/12/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015

SUBJECT: Agenda Item No. 6A3: Job Description Revision – Director, Food Services

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 Director, Food Services classification was fully reviewed in August 2003, reviewed with no revisions in June 2007 and updated for recruitment purposes in February 2014.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by working with the Personnel Analyst to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor, Deputy Superintendent Administrative Services, Michael Conroy, 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 Director, Food Services 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 Director, Food Services job description.

Attachment: Proposed revised job description for Director, Food Services dated November 12, 2015.

Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DIRECTOR, FOOD SERVICES

DEFINITION:

Under administrative direction of the ~~Superintendent or designee~~ Deputy Superintendent, Administrative Services, –assists in the planning, organizing, directing and controlling of the District's food services program, including purchasing, cost control, accounting and personnel selection, evaluation and training functions; develops nutritional menus in accordance with National School Meal Program requirements; coordinates Food Service operations with school and other District administrators.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the Food Services Department staff and the District's overall food service operations. Ensures requirements of the National School Lunch and Breakfast Programs are maintained and the meals served comply with nutritional standards. This position requires professional food service research and analysis, coordination/proper utilization of Food Services employees and thorough knowledge of the National School Lunch Program and related laws. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the ~~Deputy Superintendent, Administrative Services~~ Superintendent or designee.

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

Plan, organize, control, and direct the District's food services program to provide school breakfasts, lunches and other nutrition services for the District, central kitchen, and special functions in compliance with all relevant Federal and State laws and regulations; *E*

Establish procedures and standards for the operation of an efficient, high quality nutrition service program according to local and State health codes; *E*

Confer with administration, school staff, parents, students and others in planning school food menus, plan menus, ensure food and supplies are adequate to meet requirements, and arrange catering for District sponsored special functions/events; *E*

Travel to various sites to conduct site observations, monitoring operations and services provided, evaluating the organization and sanitation of the facility to ensure compliance with State, Federal and local regulations and to determine equipment and supply needs; *E*

Select, assign, schedule, supervise and evaluate the performance of Food Service personnel; *E*

Prepare and conduct Food Service staff training programs, emphasizing safety, sanitation, storage, and proper handling of food products; *E*

Plan, develop, prepare, monitor and maintain the Food Service Department budget, analyze and review budgetary and financial data, analyze trends in school meal sales and costs, recommend food and meal pricing; *E*

Develop specifications for purchase of equipment, supplies and food products, communicate with vendors and evaluate prices, prepare requisitions to order food, supplies and equipment, and arrange for storage and delivery of food to school sites; *E*

Maintain inventories of food service equipment at each school, recommend purchase of new and replacement equipment, and repair of existing equipment; *E*

Maintain and supervise the preparation and maintenance of various records and reports, including cafeteria fund income and expenditures, receipt, deposit and accounting of monies, free and reduced price meals and oversee/troubleshoot the point of sale computer system; *E*

Operate a computer in the preparation of correspondence, records and reports; *E*

Review and test food products, establish product utilization procedures and ensure quality of the food products served; *E*

Keep current on modern practices in food services responsibility areas;

Establish and maintain effective working relationships with others;

Enforce various District policies, procedures and work rules;

Develop and/or direct the preparation and approval of various reports, maintain records, and present information related to areas of responsibility;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Administrative direction is received from the Deputy Superintendent, Administrative Services Superintendent or designee.

Supervises and evaluates all employees assigned to the Food Services Department.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Practices, procedures and legal requirements related to food service management in a California school district;
- Methods of storing, vending and serving food;
- Food values and nutrition, including proper nutritional combinations;
- National School Breakfast and Lunch Programs and required components;
- Financial record keeping and cost accounting as applied in a food service environment;
- Operation of a personal computer and a wide variety of job related software;
- English usage, spelling, grammar and composition, business math;
- Principles and practices of business management, effective personnel management, supervision and training;
- Appropriate safety precautions, rules, regulations and procedures.

Ability to:

- Plan, schedule, organize, direct, control supervise a school food services program;
- Select, assign, supervise, train and evaluate assigned staff;
- Develop specifications for purchase of institutional quantities of food, supplies and equipment;
- Accurately estimate and cost materials and supplies;
- Maintain accurate and complete cost control and other financial records;
- Prepare, present reports and other communications orally and in writing;
- Operate a personal computer and related office equipment;
- Apply training, knowledge and experience to maximize efficiency and effectiveness of Department functions;
- React appropriately and take charge in emergency situations;
- Employ progressive discipline methods;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Communicate effectively with students, staff, parents, and the public using patience and courtesy in a manner that reflects positively on the District..

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- A four year college degree in Food Services Management, Dietetic, Business Management or related field.

Experience:

- Two (2) years of progressively responsible experience in institutional or large commercial food services management, preferably in a California School District, one (1) year of which must have been in a lead or supervisory capacity or completion of a supervisory training program.

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License.

Possession of a valid Serve Safe Certificate.

All the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Performs a combination of sedentary administrative work in a typical office environment and active work at school sites serving school breakfasts and lunches. Lifts, carries, pushes, pulls up to 50 pounds; occasionally stands for extended periods of time, walks, stoops, bends; occasionally reaches over head; repetitively uses fingers on both hands simultaneously. Communicates clearly and is able

to understand and be understood in normal face-to-face or telephone communication. Visual acuity sufficient to distinguish shades and see small details while serving food and to read and proof school lunch menus, government statutes and regulations, computer printouts, and catalogs. Frequently drives a vehicle, operates a personal computer and uses the telephone. Works inside and outside; is exposed to high and low temperature equipment and frequent temperature changes; works with sharp objects and occasionally with machinery with moving parts; frequently has hands in water, and wears

Director, Food Services - Continued

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oven mitts and latex gloves. Has frequent direct contact with vendors, the public, employees, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Employment is contingent upon passing physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revision 8/14/03

Reviewed with no revisions 6/14/07

Proposed revisions effective 2/13/14

Job Description Review and Proposed Revisions Effective: 11/12/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015

SUBJECT: Agenda Item No. 6A4: Job Description Revision – Director, Information Services

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 Director, Information Services classification was fully reviewed and updated in March 2008.

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 working with the Personnel Analyst to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor, Deputy Superintendent Administrative Services, Michael Conroy, 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 Director, Information Services job description. These changes include the removal of all references to the position being designated as a Senior Management position in the classified service as this designation was removed by action of the Board of Trustees on September 1, 2015. 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 Director, Information Services job description.

Attachment: Proposed revised job description for Director, Information Services dated November 12, 2015.

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

DIRECTOR, INFORMATION SERVICES
(*Senior Management Position)

JOB SUMMARY:

DEFINITION:

Under administrative direction of the Deputy Superintendent, ~~Curriculum and Instruction~~ Administrative Services, plans, organizes, assigns, supervises, and reviews the activities of the District's Information Services Department, in support of the District's computer and local and wide area network systems, and other district-wide telecommunication systems. The ~~Director incumbent~~ plans, organizes, coordinates, and supervises is responsible for the management of: network systems management support to student records/information; general management of classroom systems; and computer support for general administration at school sites and District Office, District Office, Maintenance and Operations Department, and the Transportation Department.

The ~~Director incumbent~~ is also responsible for the uninterrupted external feeds from the Orange County Department of Education's software applications for Payroll, Accounting, Purchasing, Food Service and Business/Financial operations. ~~Assumes and performs related tasks and responsibilities as necessary or required.~~

CLASS CHARACTERISTICS:

This is a single incumbent classified management class position is having responsible responsibility for directing all functions related to the operation of the District's Information Services Department. The position researches, directs and coordinates the acquisition, installation, operation and maintenance of new technology, the information systems network, including directing and coordinating the work of the department's technical staff and that of outside consultants to deliver existing and emerging information technology to students and staff throughout the District. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Deputy Superintendent, Administrative Services.

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

EXAMPLES OF DUTIES:

Plan, organize, direct and establish priorities for a variety of programs, projects and activities related to Information Services including the various computer networks, telecommunication and other systems to provide efficient access to information in support of District schools and departments in their instructional and administrative activities; *E*

Communicate with ~~other~~ administrators, District staff and contractors to determine and

define needs for new or revised computer systems or specific applications of existing systems, and to coordinate activities and programs, resolve issues and concerns and exchange information; *E*

Review requests for services, resolve problems and determine appropriateness of new applications for automation and determine priority for work to be completed; *E*

Provide technical expertise, information and assistance to Deputy Superintendent, ~~Curriculum and Instruction~~ Administrative Services regarding assigned functions; *E*

Negotiate agreements, order/arrange for services and supervise selected outside vendors for hardware, software, communications, telecommunications and network technical assistance/repair as necessary or required; *E*

Prepare and implement goals and objectives for technological advances that will serve the broad-based needs of district operations, employees, students, school sites and the public; *E*

Ensure that backup/recovery plans and security standards exist and are followed for all systems; *E*

Plan, prepare, and effectively manage the annual budget for the Information Services department, analyze and review budgetary and financial data, control and authorize expenditures in accordance with District guidelines and policies; *E*

E denotes an essential function of the job.

Director, Information Services - Continued

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Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; *E*

Oversee the out-sourcing of and/or facilitate training/service provided to department staff in the use and operation of equipment and software at the District Office and other designated sites;

Oversee maintenance and functional operational integrity of the District's computer network, its operating system software, equipment, and peripherals to system's specifications;

Manage, program and troubleshoot the District's telephone system network;

Effectively maintain liaisons with internal client groups through scheduled meetings;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Administrative direction is received from the Deputy Superintendent, ~~Curriculum and Instruction~~ Administrative Services.

Supervises and evaluates all employees assigned to the Information Services Department. Oversees and coordinates the work of vendors and consultants providing hardware, software and technical support services.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of information technologies as applied to automation of office procedures;
- Thorough knowledge of computer systems, peripherals, operating systems and network systems to provide business and educational support services;
- Windows office suite application software utilized in school and business administration (word processing, spreadsheets, personnel management, attendance accounting, etc.);
- Methods for effectively assessing, analyzing user needs, recommending hardware/software — solutions;
- Procedures and methods of hardware/software installation, repair and upgrading;
- Applicable laws, codes, regulations, policies and procedures;
- Effective methods of human resources and time management, budget development and monitoring;
- Methods of effectively supervising and training staff in department functions;
- Interpersonal skills using tact, patience and courtesy;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Modern record keeping practices and procedures;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.

Director, Information Services - Continued

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Ability to:

- Plan, organize and administer all aspects of the Information Services Department;
- Supervise and coordinate in-house and vendor services necessary to ensure the operational integrity and consistent availability of the District's computer network and assets;
- Accurately assess current and future computer resource needs, develop sound plans for timely acquisition, implementation of hardware, software to effectively enable the District to meet its computer relevant business and educational goals;
- Develop and implement computer/data management policies and procedures on a district-wide basis;

- Analyze situations accurately and adopt an effective course of action;
 - Provide technical assistance and communicate Information Services procedures and requirements to District computer system users;
 - Operate various office equipment, including data and word processing equipment and software programs;
-
- -Interpret, apply and explain rules, regulations, policies and procedures;
 - Work closely and effectively with all levels of District employees;
 - Communicate effectively both orally and in writing;
 - Interface effectively with vendors, suppliers and system users;
 - Plan, organize, direct, control, and evaluate the work of subordinate staff;
 - Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EDUCATION AND EXPERIENCE:
EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- Graduation from an accredited college or university with a B.A. or B.S. degree with a major in computer science; OR
- Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in computer science/networking

Experience:

- Four (4) years of experience in the management and administration of computer networks, providing technical and user support of networked applications, preferably involving school finance, word processing, personnel management and educational software applications.
- Experience working in a California public school environment is highly desirable.

~~Bachelor's degree in computer science or any combination of education and experience equivalent to graduation from an accredited college or university with a degree in computer science/networking; at least 4 years of experience in the management and administration of computer networks, preferably in a California public school environment; 4 years of experience in providing technical and user support of networked applications, preferably involving school finance, word processing, personnel management and educational software applications.~~

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License.

~~Possess and maintain a valid California Driver License.~~

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently sits and stands; safely lifts, carries, and pushes objects weighing up to 50 pounds, occasionally lifts over 50 pounds; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; visual acuity sufficient to see small details in an office environment and normal distance and color vision; hearing and verbal communication sufficient to understand and be understood in routine business conversation. Drives a vehicle and uses a variety of computer and telecommunication equipment. Has direct contact with students and other district staff. Frequently works with high volumes and tight deadlines without direct guidance from supervisor. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

~~* This position has been designated by the District's Board of Trustees to be part of the District's Senior Management Service. Under Education Code Section 45256.5, members of the Senior Management Service are afforded all rights, benefits, and burdens of other classified employees, except they never obtain permanent employment status as a classified employee and are hired from an unranked list of eligibles provided by the Personnel Commission.~~

Revised 5/96, 12/9/04

Revisions effective 3/13/08

Job Description Review and Proposed Revisions Effective: 11/12/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015
SUBJECT: Agenda Item No. 6A5: Job Description Revision – Director, Maintenance, Operations and Facilities

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 Director, Maintenance, Operations and Facilities classification was reactivated and revised in September 2014.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by working with the Personnel Analyst to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor, Deputy Superintendent Administrative Services, Michael Conroy, 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 Director, Maintenance, Operations and Facilities 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 Director, Maintenance, Operations and Facilities job description.

Attachment: Proposed revised job description for Director, Maintenance, Operations and Facilities dated November 12, 2015.

Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DIRECTOR OF MAINTENANCE, OPERATIONS AND FACILITIES

JOB SUMMARY:

Under the ~~administrative~~ direction of the ~~Assistant-Deputy~~ Superintendent, Administrative Services, the Director of Maintenance, Operations and Facilities plans, organizes, controls and directs District maintenance, grounds keeping and custodial operations, warehouse, construction, reconstruction, alteration projects, relocation of facilities and other capital outlay projects; supervises and evaluates the performance of assigned personnel; facilitates communications and coordination among Maintenance Departments, District divisions, outside entities and the community on matters related to maintenance and district-wide facilities development and improvement.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the maintenance and operations services, facilities planning and development of the district. This position provides overall leadership and vision including the development and achievement of short and long-term goals for facilities, maintenance and operations. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Deputy Superintendent, Administrative Services.

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

Plan, organize, direct and control the maintenance, operations and construction of the District's buildings, grounds, warehouse, facilities, planned capital improvements and deferred maintenance projects; *E*

Provide technical expertise, information and assistance to the Superintendent and ~~Assistant-Deputy~~ Superintendent regarding grounds keeping, maintenance, custodial and construction projects and activities; *E*

Direct ongoing skilled and semi-skilled trades work related to plumbing, electrical, heating, ventilation, and air conditioning, masonry, painting, welding and general construction projects; assign work to crews; arranges for substitute or relief coverage for general maintenance and skilled trades personnel given absences; *E*

Inspect trades and maintenance work in progress and upon completion; assure that District staff and contractors conform to health and safety standards, and the proper use of materials and equipment and that employees are properly trained and certified; *E*

Utilize database software to track maintenance projects, including material and labor, and to project time and cost requirements, and update maintenance standards used for bidding and specification purposes; *E*

Compare actual performance with time and cost standards and investigate sources of variation for management reporting and trending and future planning purposes as well as potential means for improving work productivity, quality and safety; *E*

Establish standards for proper cleanliness, safety and building maintenance; *E*

Confer with direct supervisory and lead personnel regarding methods and procedures of work, supply and equipment requirements and operational problems and conflicts; assist with and solve existing problems and determine future requirements of personnel and materials; confer with school officials regarding departmental issues; *E*

Prepare and administer the departmental budget, monitor and control expenditures in accordance with established fiscal policies; administer other funding allocation for special projects; *E*

Communicate and serve as a liaison between District and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others concerning facilities maintenance and operation services for the purpose of coordinating activities and ensuring activities achieve District objectives; *E*

Meet with District school site officials to determine project requirements and specifications and determine the best delivery method for accomplishing related work; *E*

Supervise and evaluate the performance of assigned personnel; schedule, assign and inspect work; analyze staffing requirements and make recommendations; schedule and arrange trainings as needed; *E*

Analyze, modify and modernize work methods and procedures to increase efficiency and cost-effectiveness; *E*

Procure major supplies, tools and equipment for the department and evaluate new products and service providers; *E*

Develop and implement short and long-term plans, programs and activities designed to enhance construction, grounds keeping, maintenance and custodial services; *E*

Research, compile, analyze and interpret technical data related to large-scale maintenance and operation projects, estimate cost for labor and materials; prepare bid specifications; *E*

Assure compliance with a variety of health and safety regulations related to equipment operation, toxic waste and asbestos management; monitor an on-going safety program; *E*

Analyze project plans and make recommendations concerning work to be performed by outside firms; research, select and approve the purchasing of equipment and supplies within established limitations; *E*

Conduct staff meetings and work with District staff and school officials and contractors to review maintenance projects and results, and to evaluate and resolve problems or complaints; *E*

Attend, chair, conduct and provide input to a variety of technical meetings and conferences related to assigned functions including pre-bid and pre-construction meetings; *E*

Assure the preparation and maintenance of required records, reports, files and lists as appropriate; assure compliance with local, State, and federal laws, rules and regulations as required; *E*

Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; *E*

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Administrative direction is received from the ~~Assistant~~ Deputy Superintendent of Administrative Services or designee.

Supervises and evaluates all employees assigned to the maintenance, custodial and grounds service areas.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Planning and organization of maintenance and operations, budget preparation and control;
- Methods, materials, equipment and terminology used in construction, maintenance, custodial and grounds activities;
- Requirements for maintaining school buildings, grounds and equipment in a safe, clean and orderly condition;
- Laws, regulations and practices governing the construction and repair of school facilities and grounds;
- Vehicle and equipment maintenance principles;
- Principles and practices of effective personnel management, supervision and training, organizational structure and behavior;
- Operation of computer and assigned software;
- Environmental, health and safety issues and regulations related to employees, building and property.

Ability to:

- Plan, organize, direct and control the maintenance, operations and construction of the District's buildings, grounds, warehouse, facilities and planned capital improvements;
- Plan, schedule, organize, direct, control, supervise and evaluate the work of grounds, custodial and maintenance personnel and functions;
- Estimate labor and material costs; establish, schedule, direct and control diversified maintenance and operations work;
- Read, interpret and work from drawings and blueprints; direct, prepare and cause to be prepared records, reports and other communications; apply training, knowledge and experience so as to maximize efficiency and effectiveness of Maintenance and Operations Department functions;
- Coordinate various construction projects and development activities;
- Lay out, schedule, direct and control a diversified maintenance, operations and facilities development and improvement program;
- Develop and enforce work standards;
- Apply and explain rules, regulations, policies and procedures;
- Communicate accurately, effectively and courteously, both orally and in writing, to a diverse audience;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt effective course of action;
- Prepare comprehensive narrative and statistical reports;
- Accept and carry out responsibility for direction, control, and planning;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education

- High school diploma or equivalent;
- Bachelor's degree in Business Administration, Business Management, Construction Management or related field is preferred.

Experience:

- Five years of progressively responsible experience in supervising a large maintenance and operations or construction program involving the utilization of crafts, custodial and grounds personnel, preferably in a California school environment.

LICENSES REQUIRED:

~~May be required to p~~Possession of a valid and appropriate California Driver's License;

CAL OSHA 10 Hour safety Certificate desirable.

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Perform both sedentary administrative work in a typical office environment and oversight/inspection work in maintenance and/or construction areas. Mobility sufficient to perform site inspections and verification of construction work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 100

pounds, and stand for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Environmental conditions will be indoor and outdoors, sometimes inclement weather. Noise levels will be generally moderate, although may at times be loud, but will remain within acceptable levels for the trade. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last Revision: 5/96

Classification reactivation and revisions effective: 9/11/14

Job Description Review and Proposed Revisions Effective: 11/12/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015

SUBJECT: Agenda Item No. 6A6: Job Description Revision – Director, Purchasing

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 Director, Purchasing classification was fully reviewed and updated in June 2007.

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 working with the Personnel Analyst to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor, Deputy Superintendent Administrative Services, Michael Conroy, 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 Director, Purchasing 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 Director, Purchasing job description.

Attachment: Proposed revised job description for Director, Purchasing dated November 12, 2015.

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

DIRECTOR, PURCHASING

JOB SUMMARY:

DEFINITION:

Under administrative direction of the ~~Chief Financial Officer (CFO)~~, Deputy Superintendent, Administrative Services, plans, organizes and directs an effective and comprehensive purchasing program for the District, including: the purchasing of goods, ~~services and supplies;~~ the fixed assets inventory documentation program; overseeing the bidding process on school site improvements, equipment purchase and services ~~when as required.~~ Assures that District purchases are made in accordance with applicable laws, codes, and policies. Supervises and evaluates the performance of assigned personnel. ~~Assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the Purchasing Department staff and the District's overall purchasing operations. Ensures legal bid procedures are adhered to and. ~~P~~ performs professional procurement research and analysis and writes complex bid specifications. Directs the implementation and maintenance of the fixed asset ~~documentation~~ program. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Deputy Superintendent, Administrative Services ~~CFO~~.

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

EXAMPLES OF DUTIES:

Plans, directs, develops and supervises the purchase of supplies, equipment and services consistent with legal requirements and District policies; E

Develops and/or oversees the development of specifications, bid processes and public works bidding; E

Develop specifications, bid instructions, and purchasing procedures for major purchases; develop purchasing standards for district-wide use; E

Conduct bid openings, ~~Analyzes,~~ and evaluates bids received, verifies qualifications of vendors, recommends award of contracts and prepares contracts for purchase of goods and services; E

Reviews and authorizes invoices for completed work on bids; review Purchase Requisitions for supplies and service agreements, ~~except for bids done through project managers;~~ E

Negotiates and coordinates service contracts; *E*

~~Consults, and~~ Advises District administrators regarding purchasing procedures and potential vendors; *E*

~~Reviews Purchase Requisitions for supplies and maintenance agreements, provides advice to sites on potential vendors;~~ *E*

Reviews and supervises the work involved in soliciting quotations, placing and expediting orders, filling requisitions, checking, posting, preparing, filing purchase orders, bids, quotations and requisitions; *E*

Establishes procedures for and oversees maintenance of fixed assets inventory in accord with statutes; *E*

Prepares an annual purchasing calendar with purchasing deadlines and information; *E*

~~and~~ Selects, trains, supervises, and evaluates departmental personnel; *E*

Directs and maintains a perpetual warehouse and conduct annual physical inventories and sets warehouse stock levels; *E*

Prepares and administers the department budget; *E*

~~Participates in monitoring the verification of prevailing wages paid by contractors to sub-contractors for services performed on State funded projects.~~ *E*

E denotes an essential function of the job.

Director, Purchasing - Continued

Page 2

Investigates, and rectifies discrepancies in goods and services ordered and those received;

Plans, organizes, and coordinates procedures for the sale and lease of equipment; makes recommendations regarding standardization of equipment and supplies;

~~Develops, prepares, and causes to be prepared periodic and special reports;~~

Interfaces with fiscal services for account auditing purposes; develop periodic or special reports as needed; *E*

Maintains vendor lists and material catalogues;

~~Establishes, and maintains cooperative and professional working relationships with vendors; E~~

~~Attend Board, public, staff and other meetings as needed~~ Attends meetings; E

~~Keeps current on modern purchasing practices and techniques; E~~

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Administrative direction is received from the Deputy Superintendent, Administrative Services ~~CFO~~.

Supervises and evaluates employees assigned to the Purchasing Department.

MINIMUM QUALIFICATIONS:

Knowledge of:

- ~~Principles, procedures and legal requirements of school district purchasing;~~
- ~~Principles and practices of purchasing, cost control, inventory and property control methods;~~
- ~~Supplies, materials, and equipment, services and public works and bidding commonly used in school districts;~~
- ~~Sources of supply/vendors, marketing practices, commodity pricing methods and discounts;~~

~~Principles of modern office supervision, management and organization;~~

- Principles of public administration, management and organization;
- Principles and practices of employee training and supervision;
- Budget preparation and control;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.

~~Operation of a personal computer and applicable software.~~

Ability to:

- ~~Plan, schedule, organize, direct, supervise purchasing functions and subordinate support personnel;~~
- Plan, organize, and administer a varied purchasing program, applying new developments and techniques;
- Interpret and apply applicable laws, rules, regulations and policies affecting District purchasing operations;
- Manage, supervise, motivate, direct and train assigned Purchasing staff;
- Prepare accurate and complete purchasing documents, specification bids, records and reports;

- Interpret market prices and trends;
- Operate various office equipment, including data and word processing equipment and software programs;
- Analyze information, make effective recommendations;
- Communicate effectively both orally and in writing;
- Work independently, prioritize, meet schedules and time lines;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High school diploma or equivalent;
- Graduation from an accredited college or university with a B.A. or B.S. degree in purchasing, accounting or business administration is highly desirable.

Experience:

- Five (5) years of progressively responsible experience in purchasing goods and services; including one (1) year of supervisory responsibility or completion of a supervisory training program;
- Experience performing procurement functions in a California school district is highly desirable.

Five years of progressively responsible experience in purchasing goods and services, including one year of supervisory responsibility or completion of a supervisory training program, preferably in a California school district is required. Completion of a four year college degree in purchasing, accounting or business administration is highly desirable.

Director, Purchasing - Continued

Page 3

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License.

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT AND HAZARDS:

Performs administrative work in a typical office environment. Safely lift and carry up to 25 pounds; frequently sits, stands and walks, occasionally stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; Physical dexterity sufficient to operate personal computers, other standard office equipment, and a motor vehicle; Visual acuity sufficient to read and proof bid specifications, bid documents, computer printouts, and catalogs. Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with vendors, the public, employees, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revision 9/11/03

Reviewed with no revisions effective 6/14/07

Job Description Review and Proposed Revisions Effective: 11/12/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015

SUBJECT: Agenda Item No. : Job Description Revision – Director, Transportation

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 Director, Transportation classification was fully reviewed and updated in June 2004 and was revised for recruitment purposes in February and May 2015.

Recently the incumbent of the class as well as the former Interim Director were provided a copy of the job description for review. They also provided detailed information about the position by working with the Personnel Analyst to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor, Deputy Superintendent Administrative Services, Michael Conroy who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent, former interim director and supervisor, modifications are proposed to the Director, Transportation 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 Director, Transportation job description.

Attachment: Proposed revised job description for Director, Transportation dated November 12, 2015.

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DIRECTOR OF TRANSPORTATION

JOB SUMMARY:

Under administrative direction of ~~Assistant~~ Deputy Superintendent, Administrative Services, plans, directs, coordinates and supervises the District's student transportation program including maintenance and repair of school buses, trucks cars, vans and other vehicles and equipment; supervises all assigned personnel including bus drivers, mechanics, and other transportation staff, ensuring their proper training and performance.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the Transportation Department staff and the District's overall transportation operations. Ensures compliance with Federal, State and local laws, rules and regulations related to student transportation.

The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the ~~Assistant~~ Deputy Superintendent, Administrative Services.

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

Plan and coordinate optimal District student transportation schedules, routes and stops to maximize service to students, minimize cost and for effective utilization of transportation equipment and staff; *E*

Plan, organize and direct the work of bus drivers and other transportation support personnel; *E*

Interview, hire, train, supervise and evaluate the performance of assigned personnel; *E*

Recommend permanence of new employees, discipline, remediation and termination of department subordinate staff as appropriate: *E*

Supervise the maintenance and repair of District vehicles, buses and related equipment; oversee shop/garage activities; order parts and related inventory as needed; *E*

Act as a liaison with the CHP Motor Carrier for annual terminal inspections; review all CHP annual bus safety inspections; *E*

Ensure the timely performance of tasks consistent with District standards and expectations; *E*

In accordance with District policies, enforce compliance with applicable laws, rules, regulations and policies; *E*

Prepare and maintain current safety programs for school bus drivers; oversee and approve driver training program; *E*

Conduct and/or coordinate in-service and training of transportation employees; *E*

Prepare, recommend and manage the transportation department budget; *E*

Provide information to and resolve student transportation problems with parents, principals and other school administrators; *E*

Supervise departmental compliance with all licensing and certification requirements; *E*

Investigate and compile information on any accident involving pupil transportation, prepare necessary reports and recommend remedial action as appropriate; *E*

Recommend and implement changes in department rules, regulations and procedures affecting transportation activities;

Supervise the requisition of supplies, equipment, and inventory;

—Develop, direct and approve various reports;

Keep current on modern practices in responsibility areas including streets, boundary lines and housing developments;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

General administrative direction is received from the ~~Assistant~~ Deputy Superintendent, Administrative Services.

Supervision is exercised over all employees assigned to the Transportation Department including shop/garage staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Practices, procedures and legal requirements related to the transportation of students and the operation of a school transportation system;
- California Motor Vehicle Code, traffic ordinances, and California Highway Patrol and Federal regulations pertaining to student transportation;
- Safety rules and practices related to bus and truck transportation operation;

- Types and availability of resource materials related to instruction and training of drivers;
- Systems for record keeping, inventory control, budget preparation and expenditure controls;
- General practices related to routine bus maintenance required by the California Highway Patrol;
- Principles of effective personnel management, progressive discipline, supervision and training of employees;
- Operation of personal computers and applicable software including transportation specific software;
- Modern office equipment and procedures;
- English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Oversee the safe and efficient transportation of students;
- Plan, schedule, organize, direct, and supervise a school transportation system;
- Train, supervise and evaluate subordinate personnel;
- Use good judgment in recommending appropriate administrative actions;
- Direct, prepare, cause to be prepared and present clear and concise records, reports, and other communications;
- Read, interpret, apply and explain rules, regulations, district policies and procedures;
- Apply training, knowledge and experience so as to maximize efficiency and effectiveness of Department functions;
- Operate various office equipment including a PC (personal computer), effectively utilize applicable software, including transportation related software, and the District's E-mail system;
- Develop and administer the District's Transportation Program budget;
- Communicate effectively both orally and in writing with staff, parents, children, public and district personnel demonstrating poise, patience, sensitivity and understanding;
- Establish and maintain cooperative and effective working relationships with diverse groups, including administrators, District personnel, outside agencies, parents, and students;
- Work independently with little direction;
- Meet schedules and time lines;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High school diploma or equivalent;
- Technical/vocational training or college course work involving business management, pupil/public transportation or related disciplines is highly desirable.

Experience:

- Four years of progressively responsible experience in a fleet transportation system, involving complex scheduling of routes and personnel, two years of which were in a supervisory capacity and preferably in a California school environment.

LICENSES AND CERTIFICATES REQUIRED:

The following licenses, certificates and endorsements are required within nine (9) months of employment:

- Valid California Class A or B Commercial driver license with Passenger “P” and School Bus “S” endorsements;
- Valid California Special Driver Certificate for school bus with no restrictions preferred except numbers “1” (automatic transmission only) and “6” (first aid test waived);
- Valid CPR certification and First Aid certification if first aid was waived at CHP;
- Certification of successfully passing a DMV medical examination;
- Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview;
- ~~All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment;~~
- Current, unrestricted California School Bus Driver Instructor Certification is desirable.

All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently sits, stands, walks, climbs stairs; occasionally stoops, bends, reaches over head; may move students weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth

perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment; occasionally drives a school bus; works inside and outside; works with loud noises and vibration; occasionally exposed to fumes, gases, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; has direct contact with Transportation employees, the public, students, passengers and other district staff; works frequently without guidance from supervisor frequently in negative interpersonal situations; works with high volume and tight deadlines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/98

Last Revised 6/10/04

Reviewed with no revisions 9/13/07

Revisions effective 2/12/15, 5/13/15

Job Description Review and Proposed Revisions Effective: 11/12/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015

SUBJECT: Agenda Item No. 6A8: Job Description Revision – Grounds Maintenance Supervisor

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 Grounds Maintenance Supervisor classification was reinstated and fully reviewed in August 2008.

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 working with the Personnel Analyst to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the supervisor, Director, Maintenance, Operations and Facilities, Jim Choate, 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 Grounds Maintenance Supervisor job description. It is recommended that the current title of Grounds Maintenance Supervisor be changed to Grounds Supervisor. This title will more accurately reflect the expectation that this position is responsible for supervision grounds staff only. 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 Grounds Maintenance Supervisor job description and change the title of the classification from Grounds Maintenance Supervisor to Grounds Supervisor.

Attachment: Proposed revised job description for Grounds Supervisor dated November 12, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Grounds Maintenance Supervisor job description and change the title of the classification from Grounds Maintenance Supervisor to Grounds Supervisor.



OCEAN VIEW SCHOOL DISTRICT

Personnel Commission

OCEAN VIEW SCHOOL DISTRICT

Personnel Commission

GROUNDS MAINTENANCE SUPERVISOR

JOB SUMMARY:

DEFINITION:

Under the general direction of the ~~Maintenance and Operations Manager~~ Director of Maintenance, Operations and Facilities, assists in planning, organizing, coordinating and supervising the work of grounds ~~employees~~ employees and landscape upkeep throughout the District; supervises the work of District grounds ~~maintenance~~ employees; serves in an advisory capacity with contractors to coordinate grounds maintenance projects on District properties. ~~working on school grounds and landscaped, blacktopped, cemented and/or fenced school District properties; assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

This single incumbent classified management position ~~class~~ is distinguished from other classifications in the Grounds Series in that the incumbent is expected to not only perform various grounds duties but to plan, assign, supervise, and evaluate the performance of district staff assigned to grounds keeping and ~~grounds maintenance~~ work. The incumbent is also expected to work independently in concert with the objectives, scheduling and general procedures established by the ~~Maintenance and Operations Manager~~ Director of Maintenance, Operations and Facilities, ~~and may be designated to act in the absence of the Maintenance and Operations Manager~~ Director of Maintenance, Operations and Facilities as needed.

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

EXAMPLES OF DUTIES:

Plans, schedules and supervises the work of employees assigned to the Grounds ~~Maintenance~~ Department; **E**

Ensures that the physical school grounds, including landscape, ~~blacktop~~ asphalt, cement, fences and playground equipment are maintained in a condition of operational excellence; **E**

Analyzes grounds throughout the District, related equipment and material needs and makes appropriate recommendations; **E**

Serves as an advisor to site and other administrators regarding school grounds needs; **E**

Serves as an advisor to contractors working on projects that involve grounds and other areas within assigned responsibility; **E**

Inspect and verify that equipment is in safe operating condition; maintain grounds areas in a safe, clean and orderly condition; **E**

Responsible for the overall health and upkeep of all trees throughout the district including safety measures and annual inspections; E

Reviews, prioritizes work orders, assigns tasks to ensure effective utilization of staff and timely completion of work which meets District standards and minimizes impacts on educational activities; E

Be directly responsible for the Integrated Pest Management Program (IPM) of the district; E

Assists in the selection, ~~transfer~~, recognition, and discipline of grounds employees; E

Enforces various District policies and work rules; E

Assists in budget development, preparation of plans and specifications for repair, addition and alteration of grounds and equipment and estimates related costs; E

Furnishes technical advice and assistance to grounds staff and/or contractors as necessary; E

Plans and conducts in-service activities and trainings; E

~~E denotes an essential function of the job.~~

Develops, prepares and/or directs and approve the preparation of various reports; E

May represent the District on matters related to grounds upkeep~~maintenance~~, utility services at meetings with regulatory agencies, cities, school districts or contractors as necessary or required;

Keeps current on modern practices in responsibility areas;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Receives general direction from the ~~Maintenance and Operations Manager~~ Director of Maintenance, Operations and Facilities.

Provides first level supervision to grounds keeping ~~and grounds maintenance~~ staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, materials and equipment used in maintenance and grounds work;
- Requirements for maintaining school grounds and equipment in a safe, clean and orderly condition;
- Laws, regulations and practices governing the construction, maintenance, repair upkeep of school grounds;
- Principles of effective personnel management and supervision;
- Relationships between grounds and maintenance trades;

- Coordinating, scheduling, and sequencing multi-craft projects;
- Safety rules, regulations, and practices related to grounds construction, and maintenance;
- Reading and writing English communication skills;
- Personal Computers and applicable software;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Correct English usage, spelling, grammar, punctuation, and math.

Ability to:

- Plan, schedule, organize, direct, supervise and evaluate the work of subordinate grounds personnel;
- Establish and maintain effective working relationships, bBe fair and evenhanded in supervising subordinate grounds employees and employ progressive disciplinary methods when necessary;
- Work independently with little or no direction;
- Inspect and verify proper and safe work practices and procedures;
- Establish, schedule, direct and control a diversified maintenance and operations work program;
- Communicate effectively both orally and in writing;
- Estimate time, labor and material costs;
- Read, interpret and work from drawings and blueprints;
- Direct, compose, or delegate the preparation of prepare and cause to be prepared records, reports, and other communications;
- Apply training, knowledge and experience so as to maximize efficiency and effectiveness of Department functions;
- Evaluate new safety, gardening/insecticide products or equipment and make recommendations;
- Supervise and direct grounds equipment maintenance;
- Operate various office equipment, including data and word processing equipment and software programs;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High school diploma or equivalent.
- Technical, vocational or college level work relating to crafts, grounds, building trades, or other closely related field is desirable.

Experience:

- Progressively responsible experience supervising the care and service of grounds, preferably for educational facilities.

~~Progressively responsible experience in supervision of grounds upkeep and maintenance. Education equivalent to the completion of the twelfth grade. Technical, vocational or college level work relating to crafts, grounds, building trades, or directly related skills.~~

LICENSES REQUIRED:

- Possession of a valid and appropriate California Driver License.
- Possession of a valid California Department of Pesticide Regulation Qualified Applicator's Certificate/License is preferred.
- _____

PHYSICAL DEMANDS, AND WORKING ENVIRONMENT AND HAZARDS:

Performs both sedentary administrative work in a typical office environment and oversight/inspection work in grounds maintenance and/or construction areas. Mobility sufficient to perform site inspections and verification of work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 100 pounds, and stand for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

LICENSES REQUIRED:

~~Possession of a valid and appropriate California Driver License.~~

Classification established approx 1981

Replaced by classification of Supervisor, Maintenance & Grounds 1986

Reactivate classification approved by Personnel Commission 8/14/08

Job Description Review and Proposed Revisions Effective: 11/12/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: November 12, 2015
SUBJECT: Agenda Item No. 6.B: 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. (*Commissioners only*).

Following are the current lists for ratification:

- | | | |
|----|-----------|---|
| 1. | 2015 – 13 | Instructional Assistant – Special Education |
| 2. | 2015 – 14 | Instructional Assistant – Severely Disabled |
| 3. | 2015 – 15 | School Health Technician |
| 4. | 2015 – 16 | Personnel Analyst |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015-13 through 2015-16.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michellé Eifert
Personnel Assistant

DATE: November 12, 2015

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

Background Information

At the Ocean View School District, Regular Board Meetings of October 20, 2015, (Exhibit A), and November 3, 2015, (Exhibit B), the Board of Trustees received the Classified Personnel Activity Lists 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 of October 20, 2015, and November 3, 2015.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 20, 2015

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> |
|----------------------|---|----------------|-------------------|-------------------|-----------------------|
| Ayala, Luis Jr. | Instructional Assistant - Severely Disabled | Sun View | \$15,676 per hour | 25.1 | 09/16/15 |
| Burke, Joni | School Health Technician | Circle View | \$16,070 per hour | 26.1 | 09/08/15 |
| Davis, Payson | Instructional Assistant - Severely Disabled | Village View | \$15,676 per hour | 25.1 | 10/05/15 |
| Do, Julie | Instructional Assistant - Special Education | Vista View | \$14,554 per hour | 22.1 | 09/09/15 |
| Elgin, Rachael | Instructional Assistant | Circle View | \$14,199 per hour | 21.1 | 09/23/15 |
| Gilbert, Emily | Child Care Attendant | Village View | \$13,189 per hour | 18.1 | 09/09/15 |
| | Instructional Assistant - Special Education | College View | \$14,554 per hour | 22.1 | 09/09/15 |
| Goodwin, Marquise | Instructional Assistant - Special Education | Mesa View | \$14,554 per hour | 22.1 | 09/17/15 |
| Hernandez, Ariana | Child Care Attendant | Circle View | \$16,070 per hour | 18.5 | 09/09/15 |
| Hunter, Victoria | Instructional Assistant - Special Education | Circle View | \$14,554 per hour | 22.1 | 09/29/15 |
| Mangold, Jennifer | Instructional Assistant - Special Education | Golden View | \$14,554 per hour | 22.1 | 09/14/15 |
| Mena, Mariam | Instructional Assistant - Special Education | Vista View | \$14,554 per hour | 22.1 | 10/05/15 |
| Nelson, Whitney | Bus Driver | Transportation | \$18,635 per hour | 32.1 | 09/09/15 |
| Sadri, Ryhaneh | Speech and Language Assistant | Westmont | \$18,635 per hour | 32.1 | 09/23/15 |
| Sifuentes, Alejandra | Child Care Attendant | Hope View | \$13,189 per hour | 18.1 | 09/21/15 |

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 20, 2015

Approve 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> |
|--------------------|---|--------------|-------------------|-----------------------|---------------------------|
| Simkins, Errin | Instructional Assistant | Star View | \$14,199 per hour | 21.1 | 09/28/15 |
| Tintle, Vanessa | Instructional Assistant | Hope View | \$14,199 per hour | 21.1 | 09/09/15 |
| Tran, Ha | Instructional Assistant - English Learner | College View | \$14,921 per hour | 23.1 | 10/06/15 |
| Van Manen, Crystal | Instructional Assistant | Hope View | \$14,199 per hour | 21.1 | 09/09/15 |
| Vang, Victoria | Instructional Assistant | Village View | \$14,199 per hour | 21.1 | 09/21/15 |
| Washburn, Tyler | Instructional Assistant - Special Education | Village View | \$14,554 per hour | 22.1 | 09/29/15 |

Approve Substitute Employment

In accordance with Merit System testing procedures:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> | <u>RANGE STEP</u> | <u>EFFECTIVE DATE</u> |
|------------------|--|-------------------|-----------------------|---------------------------|
| Ayala, Luis Jr. | Instructional Assistant - Severely Disabled | \$15,676 per hour | 25.1 | 09/09/15 |
| | Instructional Assistant - Physical Education | \$15,676 per hour | 25.1 | 09/09/15 |
| | Instructional Assistant - Adapted Physical Education | \$15,676 per hour | 25.1 | 09/09/15 |
| | Instructional Assistant - Special Education | \$14,554 per hour | 22.1 | 09/09/15 |
| | Instructional Assistant | \$14,199 per hour | 21.1 | 09/09/15 |
| Boyack, Jennifer | Instructional Assistant - Special Education | \$14,554 per hour | 22.1 | 10/05/15 |
| Broberg, Melissa | Instructional Assistant - Special Education | \$14,554 per hour | 22.1 | 10/05/15 |
| Castro, Rosa | Preschool Educator | \$17,303 per hour | 29.1 | 09/18/15 |

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 October 20, 2015

Approve Substitute Employment (Continued)

In accordance with Merit System testing procedures:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> | <u>RANGE STEP</u> | <u>EFFECTIVE DATE</u> |
|---------------------|--|-------------------|-------------------|-----------------------|
| Degree, Kristen | Preschool Educator (Substitute) | \$17,303 per hour | 29.1 | 09/18/15 |
| Dulac, Brehz | Instructional Assistant - Special Education (Substitute) | \$14,554 per hour | 22.1 | 10/05/15 |
| Guite, Sean | Instructional Assistant (Substitute) | \$14,199 per hour | 21.1 | 09/28/15 |
| | Instructional Assistant - English Learner (Substitute) | \$14,921 per hour | 23.1 | 09/28/15 |
| | Instructional Assistant - Special Education (Substitute) | \$14,554 per hour | 22.1 | 09/28/15 |
| Larsen-Linza, Sarah | Instructional Assistant - Special Education (Substitute) | \$14,554 per hour | 22.1 | 09/14/15 |
| Mena, Mariam | Instructional Assistant - Special Education (Substitute) | \$14,554 per hour | 22.1 | 10/05/15 |
| | Instructional Assistant - English Learner (Substitute) | \$14,921 per hour | 23.1 | 10/05/15 |
| | Instructional Assistant (Substitute) | \$14,199 per hour | 21.1 | 10/05/15 |
| Mollica, Dana | School Office Clerk (Substitute) | \$23,046 per hour | 28.5 | 09/09/15 |
| | School Office Manager (Substitute) | \$24,209 per hour | 36.2 | 09/09/15 |
| | Intermediate Clerk Typist (Substitute) | \$23,046 per hour | 28.5 | 09/09/15 |
| Moore, Mara | Instructional Assistant (Substitute) | \$14,199 per hour | 21.1 | 09/23/15 |
| | Instructional Assistant - Special Education (Substitute) | \$14,554 per hour | 22.1 | 09/23/15 |
| | Instructional Assistant - English Learner (Substitute) | \$14,921 per hour | 23.1 | 09/23/15 |
| | Instructional Assistant - Severely Disabled (Substitute) | \$15,676 per hour | 25.1 | 09/23/15 |
| | Instructional Assistant - Physical Education (Substitute) | \$15,676 per hour | 25.1 | 09/23/15 |
| | Instructional Assistant - Adapted Physical Education (Substitute) | \$15,676 per hour | 25.1 | 09/23/15 |
| Rothstein, Yvonne | Food Distribution Worker (Substitute) | \$17,516 per hour | 18.5 | 09/09/15 |
| Thies, Veronica | Intermediate Clerk Typist (Substitute) | \$21,194 per hour | 28.5 | 09/15/15 |

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 20, 2015

Approve Substitute Employment (Continued)

In accordance with Merit System testing procedures:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> | <u>RANGE</u> <u>STEP</u> | <u>EFFECTIVE</u> <u>DATE</u> |
|------------------|--|-------------------|-----------------------------|---------------------------------|
| Thompson, Brandi | School Office Manager | \$22,263 per hour | 36.2 | 08/17/15 |
| Tovar, Riley | Instructional Assistant - Special Education | \$14,554 per hour | 22.1 | 10/05/15 |
| Vu, Shirley | Instructional Assistant - Special Education | \$14,554 per hour | 22.1 | 10/05/15 |
| Washburn, Tyler | Instructional Assistant | \$14,199 per hour | 21.1 | 09/23/15 |
| | Instructional Assistant - Special Education | \$14,554 per hour | 22.1 | 09/23/15 |
| | Instructional Assistant - English Learner | \$14,921 per hour | 23.1 | 09/23/15 |
| | Instructional Assistant - Severely Disabled | \$15,676 per hour | 25.1 | 09/23/15 |
| | Instructional Assistant - Physical Education | \$15,676 per hour | 25.1 | 09/23/15 |
| | Instructional Assistant - Adapted Physical Education | \$15,676 per hour | 25.1 | 09/23/15 |
| Wood, Ashleigh | Instructional Assistant - Severely Disabled | \$15,676 per hour | 25.1 | 10/06/15 |

Approve Promotion

In accordance with Merit System testing procedures:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> | <u>RANGE</u> <u>STEP</u> | <u>EFFECTIVE</u> <u>DATE</u> |
|------------------|-----------------------|----------------------|-----------------------------|---------------------------------|
| Thompson, Karmin | School Office Manager | \$3,952.80 per month | 36.1 | 09/21/15 |

Approve Reinstatement

In accordance with Merit System Rules 8.4.1:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> | <u>RANGE</u> <u>STEP</u> | <u>EFFECTIVE</u> <u>DATE</u> |
|-----------------|--------------------------|-------------------|-----------------------------|---------------------------------|
| O'Brien, Teresa | Food Distribution Worker | \$14,554 per hour | 18.3 | 09/09/15 |
| Smith, Martin | Bus Driver | \$23,385 per hour | 32.5 | 09/09/15 |

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 October 20, 2015

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

| <u>NAME</u> | <u>POSITION</u> | <u>REASON</u> | <u>BEGINNING DATE</u> | <u>EFFECTIVE DATE</u> |
|------------------------|-------------------------------|-------------------------|-----------------------|-----------------------|
| Chanco, Patricia | Preschool Educator | Resignation | 11/05/12 | 09/14/15 |
| Gomez Marmolejo, Maria | Instructional Assistant - ABA | Resignation | 10/06/14 | 06/16/15 |
| Hernandez, Ariana | Instructional Assistant | Resignation | 01/08/07 | 06/16/15 |
| Sims, Rebekah | Instructional Assistant - ABA | Abandonment of Position | 02/02/15 | 06/16/15 |

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 3, 2015

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> |
|-----------------------------|---|--------------|-------------------|-------------------|-----------------------|
| Abdin, Bashier | Instructional Assistant - Special Education | Village View | \$14,554 per hour | 22.1 | 10/05/15 |
| Anaya, Cynthia | Instructional Assistant - ABA | Star View | \$16,070 per hour | 26.1 | 10/07/15 |
| Devries, Amanda | Food Distribution Worker | Oak View | \$13,189 per hour | 18.1 | 10/12/15 |
| Larsen-Linza, Sarah Corinne | Instructional Assistant - Special Education | Sun View | \$14,554 per hour | 22.1 | 10/06/15 |
| Rosete, Evangelina | Instructional Assistant - English Learner | Westmont | \$14,921 per hour | 23.1 | 10/15/15 |

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> |
|-----------------------|---|--------------------------|--|-------------------|-----------------------|
| Bigelow, Melanie | School Office Clerk | Substitute | \$16,890 per hour | 28.1 | 10/12/15 |
| Bowen, Gracie | Clerk Typist School Office Clerk | Substitute Substitute | \$14,921 per hour \$16,890 per hour | 23.1 28.1 | 10/19/15 10/19/15 |
| Broberg, Melissa | Instructional Assistant - Special Education | Substitute | \$14,554 per hour | 22.1 | 10/05/15 |
| Conklin, Patricia | School Office Manager | Substitute | \$20,577 per hour | 36.1 | 10/05/15 |
| Degree, Kristen | Associate Preschool Educator | Substitute | \$17,303 per hour | 29.1 | 10/07/15 |
| Gomez Molina, William | Parent Teacher Conference Interpreter | Temporary | \$10.00 per hour | | 10/19/15 |

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 3, 2015

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> |
|------------------|--|-------------|-------------------|-----------------------|---------------------------|
| Jones, Nalinne | Speech and Language Assistant | Substitute | \$22,704 per hour | 32.5 | 10/02/15 |
| Kowarsch, Gary | Child Care Attendant | Substitute | \$13,189 per hour | 18.1 | 10/16/15 |
| | Instructional Assistant | Substitute | \$14,199 per hour | 21.1 | 10/16/15 |
| | Instructional Assistant - English Learner | Substitute | \$14,921 per hour | 23.1 | 10/16/15 |
| | Instructional Assistant - Special Education | Substitute | \$14,554 per hour | 22.1 | 10/16/15 |
| Lopez, Alexis | School Health Technician | Substitute | \$16,070 per hour | 26.1 | 10/07/15 |
| | School Office Clerk | Substitute | \$16,890 per hour | 28.1 | 10/07/15 |
| | School Office Clerk - Bilingual | Substitute | \$17,303 per hour | 29.1 | 10/07/15 |
| Mathews, Kristin | Child Care Attendant | Substitute | \$13,189 per hour | 18.1 | 09/25/15 |
| | Instructional Assistant | Substitute | \$14,199 per hour | 21.1 | 09/25/15 |
| | Instructional Assistant - Special Education | Substitute | \$14,554 per hour | 22.1 | 09/25/15 |
| | Instructional Assistant - English Learner | Substitute | \$14,921 per hour | 23.1 | 09/25/15 |
| | Instructional Assistant - Physical Education | Substitute | \$15,676 per hour | 25.1 | 09/25/15 |
| Morgan, Lindsey | Instructional Assistant | Substitute | \$14,199 per hour | 21.1 | 10/14/15 |
| | Instructional Assistant - Special Education | Substitute | \$14,554 per hour | 22.1 | 10/14/15 |
| | Instructional Assistant - English Learner | Substitute | \$14,921 per hour | 23.1 | 10/14/15 |
| | Instructional Assistant - Severely Disabled | Substitute | \$15,676 per hour | 25.1 | 10/14/15 |
| | Instructional Assistant - Physical Education | Substitute | \$15,676 per hour | 25.1 | 10/14/15 |
| | Instructional Assistant - Adapted Physical Education | Substitute | \$15,676 per hour | 25.1 | 10/14/15 |
| Ortiz, Yolanda | Parent Teacher Conference Interpreter | Temporary | \$10.00 per hour | | 10/19/15 |
| Ransom, Debbie | Instructional Assistant - Special Education | Substitute | \$18,262 per hour | 22.5 | 10/01/15 |
| Tarkington, Ann | Instructional Assistant - Special Education | Substitute | \$14,554 per hour | 22.1 | 10/02/15 |

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 3, 2015

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> |
|--------------|--|-------------|-------------------|-----------------------------|---------------------------------|
| Trend, Kyoko | Instructional Assistant | Substitute | \$14,199 per hour | 21.1 | 10/19/15 |
| | Instructional Assistant - Special Education | Substitute | \$14,554 per hour | 22.1 | 10/19/15 |
| | Instructional Assistant - English Learner | Substitute | \$14,921 per hour | 23.1 | 10/19/15 |
| | Instructional Assistant - Severely Disabled | Substitute | \$15,676 per hour | 25.1 | 10/19/15 |
| | Instructional Assistant - Physical Education | Substitute | \$15,676 per hour | 25.1 | 10/19/15 |
| | Instructional Assistant - Adapted Physical Education | Substitute | \$15,676 per hour | 25.1 | 10/19/15 |

Approve Reinstatement

In accordance with Merit System Rules 8.4.1:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> | <u>RANGE</u> <u>STEP</u> | <u>EFFECTIVE</u> <u>DATE</u> |
|--------------|-------------------------------|-------------------|-----------------------------|---------------------------------|
| Sadek, Nancy | Instructional Assistant - ABA | \$19,580 per hour | 26.5 | 09/28/15 |

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> |
|--------------------|-------------------------------|--------------|----------------------|-----------------------------|---------------------------------|
| Camarena, Emmanuel | Head Custodian | Village View | \$3,886.24 per month | 32.4 | 09/29/15 |
| Clayton, Michael | Delivery Worker | Maintenance | \$3,208.00 per month | 31.2 | 09/28/15 |
| Sadek, Nancy | Speech and Language Assistant | Harbour View | \$20,557 per hour | 32.3 | 09/28/15 |

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 November 3, 2015

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> |
|---------------------|---|----------------------|-----------------------|-----------------------|
| Elgin, Rachael | Instructional Assistant | Circle View | 09/28/15 | 10/16/15 |
| Guerrero, Maria | Instructional Assistant - Bilingual | Oak View | 10/14/04 | 10/16/15 |
| Jones, Naimne | Speech and Language Assistant | Special Education | 09/27/10 | 10/01/15 |
| Kukulski, Lindsey | Instructional Assistant | Marine View | 09/15/15 | 10/02/15 |
| Mailangi, Christine | Child Care Attendant | Westmont | 09/09/15 | 09/17/15 |
| Nair, Shristie | Personnel Analyst | Personnel Commission | 02/11/14 | 10/21/15 |
| Ransom, Debbie | Instructional Assistant - Special Education | Circle View | 01/27/04 | 09/30/15 |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: November 12, 2015

SUBJECT: **Agenda Item No. 8: Recommendation to Reclassify Incumbent Maria del Carmen Sanchez from Instructional Assistant – Bilingual Spanish to Parent Liaison Instructional Assistant Bilingual Spanish**

Background Information

With the absorption of Lake View students onto the Westmont campus for the 2015/2016 school year, the site has experienced an increase demand for bilingual Spanish support. In reviewing the classified bilingual staffing at the site, it was discovered that Maria del Carmen Sanchez, Instructional Assistant – Bilingual, has for some time been working 15 hours per week in the classroom with students and 10 hours per week in the school office making phone calls, doing translations, etc.

A personal interview/desk audit was conducted with the employee by Personnel Analyst, Shristie Nair. During this discussion Ms. Sanchez outlined the following duties which she performs for the majority of her time at Westmont:

- Assist teacher with students or in the classroom as needed. Work closely with English Learner students. Utilize bilingual skills in the classroom to help make lessons clear for students as needed.
- Answer and make phone calls to parents or return messages and assist parents who have come to the office. Support is provided primarily for Spanish speaking situations. Give information to parents such as modernization, behavioral issues, medical, etc.
- Translate documents, memos, letters, flyers, etc. as needed and directed
- Sit in on meetings with parents for translating such as for attendance, behavior issues, etc.

After a review of Ms. Sanchez's responses regarding her position and confirming her responses with Laura Dale-Pash, English Learner Coordinator as well as Sue Broderon, Principal at Westmont, it appears Ms. Sanchez is working outside of her current classification.

**Recommendation to Reclassify Incumbent
Maria del Carmen Sanchez from Instructional
Assistant – Bilingual Spanish to Parent Liaison
Instructional Assistant – Bilingual Spanish**

Page 2

Historical Perspective

Ms. Sanchez was hired into her current position as Instructional Assistant -Bilingual at Westmont for 15 hours per week in January 2002. In January 2005 the school chose to fund an additional 10 hours per week to her assignment. At that time, in addition to her work in the classroom, Ms. Sanchez was allowed to assume additional responsibilities in the school office by communicating with Spanish speaking families, assisting with parent translations, translating written materials and translating at various meetings. The recent identification of these additional duties also confirms that Ms. Sanchez has been working outside of the scope of her current classification of Instructional Assistant – Bilingual.

Analysis

The Parent Liaison Instructional Assistant - Bilingual class (formerly Community Liaison Bilingual Assistant) is required to work with English Learner students in a classroom setting. In addition, the class is distinguished from the Instructional Assistant -Bilingual class by having more involvement with identifying and meeting student needs in health and welfare as well as academics and in working with parents, attending parent meetings and translating materials for the school office staff. The Director, Classified Personnel has determined that the duties and tasks Ms. Sanchez has been performing more closely align with the classification of Parent Liaison Instructional Assistant – Bilingual. The Director, with the support of the English Learner Coordinator and Principal at Westmont has recommended to the District that a reclassification of the existing incumbent is in order. Both the District and CSEA have had the opportunity to review this information and are also in support of the Director’s recommendation.

Ms. Sanchez meets the criteria for reclassification as there has been a gradual accretion of duties and she has been performing these duties well beyond the two years required for a reclassification. In addition, Ms. Sanchez was administered and passed the bilingual exam at the level required for Parent Liaison Instructional Assistant Bilingual Spanish.

.....
Recommendation:

The Director, Classified Personnel recommends that Ms. Sanchez be reclassified from Instructional Assistant- Bilingual to Parent Liaison Instructional Assistant Bilingual as Ms. Sanchez has been performing the majority of the duties and responsibilities described in the job description of Parent Liaison Instructional Assistant Bilingual for over two years, and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rules 3.3.1 and 3.3.4 (Education Code 45285).

Attachments: Merit Rules 3.3.1 and 3.3.4

Job Description – Instructional Assistant-Bilingual dated 6/11/15

Job Description – Parent Liaison Instructional Assistant-Bilingual dated 7/9/15

3.3 RECLASSIFICATION

3.3.1 Basis for Reclassification

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

3.3.4 Affect on Incumbents

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

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

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

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

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

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

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

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - BILINGUAL

JOB SUMMARY:

Under direction of certificated staff and general supervision of the site administrator or designee, performs paraprofessional instructional activities, clerical and supportive tasks to assist in delivering the educational program; uses a student's primary language as needed to provide assistance in learning academic concepts for students who speak limited or no English; regularly translates, writes and converses in a foreign language.

CLASS CHARACTERISTICS:

Positions in this class are distinguished from others in the Instructional series in that incumbents are assigned to academic classrooms to assist certificated staff in the performance of duties requiring interpretation of lessons to non or limited English speaking students and translation of learning and other materials into/from a foreign language for students and parents, and the tutoring of small groups of students who speak limited or no English. Some incumbents may be required to travel between more than one school site.

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

Assist in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lecture; *E*

Tutor individual or small groups of limited-English proficient students, reinforcing instruction directed by certificated staff in regular classroom subjects including language arts, reading, mathematics and other; *E*

Communicate with students in English and a designated second language to facilitate the instructional processes; *E*

Interpret for certificated staff or non-English speaking parents as needed; translate notes, letters and other materials as assigned; *E*

Assist with student supervision during classroom and outdoor (or playground) activities, learning centers, library, field trip activities, and during emergency and preparedness drills; *E*

Serve as an interpreter in various contacts with parents and others in the school environment, i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.; *E*

As directed, research and prepare instructional materials such as vocabulary lists, worksheets, games, flash cards, awards and displays, as well as letters, notices and other communications;
E

Assist in maintaining a disciplined, neat, orderly and attractive learning environment; *E*

Consult with certificated staff regarding student progress and behavior; *E*

Monitor students in the classroom to assure understanding of material being presented; assist in determining English proficiency of identified students; *E*

Read and converse with students explaining words and meanings, rephrasing materials to enhance student understanding, as necessary translates so that lessons and tests may be prepared; *E*

Correct and score classroom and homework assignments, administer, score tests, and record grades, as directed;

Prepare and maintain a variety of records as assigned;

Operate and/or assist students in the use of technology and other equipment in classroom and learning center environments;

Perform routine office duties such as filing and duplicating instructional materials as assigned;

Attend school and in-service meetings; answer telephone, take and transmit messages regarding student performance;

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

SUPERVISION:

General supervision is received from the site administrator or designee. Direction is provided by certificated staff. English Learner program direction is received from the Coordinator or Categorical Programs.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices and terminology used in instructional situations;
- General needs and behaviors of children;
- Classroom procedures and appropriate student contact;
- Modern office equipment and procedures, including the operation of personal computers and word processing software;
- Regular classroom subjects including language arts, reading, mathematics and other;
- Usage, spelling, grammar and punctuation in English and a designated second language;
- Basic record keeping.

Ability to:

- Speak, read and write effectively in English and in a designated language other than English;
- Clearly communicate in English and effectively model English usage;
- Work successfully with a variety of students;
- Apply skills, knowledge and abilities in classrooms and the general school environment requiring interpreting;
- Learn and apply District and school policies and procedures;
- Determine and retain privileged communications;
- Change priorities rapidly based on teacher requirements;
- Monitor and report student behavior and progress according to approved policies and procedures;
- Establish and maintain accurate records;
- Perform routine clerical work and basic mathematical calculations;
- Use copy machines, computers, and other office equipment and software to prepare learning materials and resources;
- Understand and carry out oral and written instructions.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination and passing the District bilingual proficiency examination in a designated second language.
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Some paid or unpaid experience involving the supervision of children in an organized setting whose primary language is not English is desirable.

LICENSES REQUIRED:

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

All of the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT HAZARDS:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 20 lbs; frequently uses arms, hands and fingers on both hands; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment; works primarily inside; has constant direct contact with students, other district staff and student parents, is frequently exposed to minor and on occasion to severe, contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 4/04

Revisions effective 4/26/07

Revisions Effective: 3/14/2013

Job Description Review and Revisions Effective: 6/11/15



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



PARENT LIAISON INSTRUCTIONAL ASSISTANT - BILINGUAL

JOB SUMMARY:

Under direction of certificated staff and general supervision of the site administrator or designee, provides classroom bilingual instructional assistance for students who speak limited or no English in addition to coordinating student/parent support programs; establishes and maintains effective home-school relationships; serves the school as a written translator and oral interpreter; assists school staff and families in identifying and meeting student needs in health, welfare and academics.

CLASS CHARACTERISTICS:

This class is distinguished from Community Liaison - Bilingual in that the Parent Liaison Instructional Assistant - Bilingual class has more direct involvement with students in classroom situations, while the Community Liaison – Bilingual class has a great deal more interaction with community based organizations and municipal agencies. The Parent Liaison Instructional Assistant - Bilingual class is distinguished from the Instructional Aide-Bilingual class by having more involvement with identifying and meeting student needs in health and welfare as well as academics and in working with parents, attending parent meetings and translating materials for the school office staff.

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

Tutor, monitor, and assist English learners in educational activities in a variety of subject areas utilizing a variety of approved instructional materials;

Provide primary language support, when appropriate, to assist the student(s) with understanding overall concepts to better access the core curriculum in individual and group settings within the classroom or in pull out sessions according to instruction/guidance of certificated staff; *E*

Orally communicate with limited English speaking parents by phone and/or home visits, regarding student academic, attendance or health related issues; *E*

Coordinate student/parent support programs as assigned, i.e. after school homework clubs, parent education meetings;

Assist in the preparation and scheduling of parent education meetings, parent conferences, and special events, attending as necessary; *E*

Frequently called upon to use bilingual skills in various contacts with parents and others in the school environment and attend a variety of meetings to serve as an interpreter, i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.; *E*

May proctor, administer and score the state's English language student assessment according to established guidelines;

Maintain current information to make referrals regarding available resources within the community; *E*

Translate written communication from the school utilizing word processing programs; *E*

Assist the site administrator or designated staff in coordinating and maintaining records for meetings related to the English Learner program throughout the year;

Operate a variety of office equipment;

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

SUPERVISION:

Receives general supervision from the site administrator or designee. When assigned to classroom duties, receives direction from certificated staff. English Learner program direction is received from the Coordinator of Categorical Programs.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices and terminology used in instructional situations;
- General needs and behaviors of children;
- Community agencies which serve the needs of students and families;
- Reading, writing and speaking skills in English and the designated second language;
- Regular classroom subjects including language arts, reading, mathematics and other;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Basic record keeping.
- Written and oral communication principles and practices;
- Communicate and demonstrate respect effectively while interacting with students and families from varying cultures.

Ability to:

- Read, write and serve as an interpreter and translator in English and the designated second language;
- Communicate effectively both orally and in writing with a wide range of people including school personnel and parents; Use initiative in recognizing students' academic and social needs and developing techniques, resources and materials to meet such needs;
- Learn and apply District and School policies and procedures;
- Maintain confidentiality of sensitive and privileged information;
- Operate various office equipment, including data and word processing equipment and software programs;
- Establish and maintain effective working relationships;
- Work independently, understand and carry out instructions;;
- Work cooperatively in a team environment and effectively with others of diverse cultures and backgrounds;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

-
- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in child development or early childhood education is desirable;
- College level intermediate coursework (200 level or higher) in the designated second language is highly desirable.

Experience:

- Paid or volunteer experience working with and/or translating for children, adults and service organizations is desirable.
- Prior paid or volunteer experience involving supervision of children's activities is desirable.

LICENSES REQUIRED:

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

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, sits; occasionally stoops, bends, and safely lifts, carries, and/or pushes up to 25 lbs; frequently uses arms, hands and fingers on both hands. Communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment. Works inside; has direct contact with students, parents and district staff and is frequently exposed to minor contagious illnesses and on occasion to severe, contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/96, 4/04

Revisions effective 12/13/07

Revisions effective 9/12/13

Job Description Review and Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015
SUBJECT: Agenda Item No. 9: Recommendation to Reactivate Classification of
Supervisor of Maintenance and Operations

Background Information

The classification of Supervisor of Maintenance and Operations was established in the early 1970's. The classification remained active through 1998 when a restructuring of the Maintenance and Operations Department resulted in the classification no longer being necessary. Since that time the classification has remained inactive.

It is the desire of the Maintenance, Operations and Facilities Department to ensure that the needs of the Ocean View School District are attended to in a strategically planned and systematic effort to ensure premier customer service to all sites, students, and staff. In an effort to increase effectiveness in providing these services, the department requests the position of Maintenance & Operations Supervisor be filled. The volume of work performed in the maintenance, warehouse, and custodial departments is significant and the current management structure is inadequate to provide support to the CSEA employees represented in these groups; ultimately affecting their ability to service Ocean View clients. This position will provide the necessary internal accountability to the maintenance and operational staff that is not currently being provided with the numerous facilities related issues in the district requiring more allocation of time and resources. With aging facilities and infrastructures it is imperative to provide thorough and systematic maintenance services that are thoughtful, intentional, and procedurally driven to provide the necessary stewardship inherent in maintaining aged facilities. There also exists a significant need to bring the warehouse operations into compliance with contemporary practices and procedures which has been neglected for a considerable amount of time. Lastly, in an effort to provide standardization to the custodial functions districtwide it is imperative that supervision be provided that works collaboratively with the site administrators to ensure that we increase the levels of cleanliness so critical to the health of our students and staff at Ocean View and to ensure that schedules and routes are consistently adhered to.

It is the Director, Classified Personnel's recommendation that the classification of Supervisor of Maintenance and Operations be reactivated at the classified management level, be given the new title of Maintenance and Operations Supervisor, be placed back to the Classified Management salary schedule and the job description updated.

**Recommendation to Reactivate Classification of
Supervisor of Maintenance and Operations
Page 2**

Salary Considerations:

When the Supervisor of Maintenance and Operations classification was last active, it was placed at Salary Range M50 on the Classified Management salary schedule. At the time, this salary was in direct alignment with other supervisory positions in the classified service. On July 1, 2005 all supervisor classifications were reallocated to Salary Range M51.

In addition, recent survey information has been gathered from other districts with similar positions.

| <i>District</i> | <i>Comparable job title, tasks, responsibility</i> | <i>Monthly Salary</i> | |
|-----------------------|--|-----------------------|---------|
| Apple Valley USD | Maintenance Supervisor | \$5,419 | \$6,509 |
| Santa Ana Unified SD | Maintenance Supervisor | \$5,094 | \$6,503 |
| Saddleback Valley USD | Maintenance Supervisor | \$5,012 | \$6,092 |
| Escondido Unified SD | Maintenance Supervisor | \$4,874 | \$6,222 |
| Campbell UHSD | Maintenance Supervisor | \$4,506 | \$6,038 |

Median Salary: Starting: \$5,012 Ending: \$6,092

It is the Director's recommendation that the revised classification of Maintenance and Operations Supervisor be assigned to Salary Range M51, \$5095 to \$6207 per month on the Classified Management salary schedule. This would provide a salary competitive with other districts with similar positions as well as best provide for internal alignment to the other Ocean View classified supervisor positions, based upon the level of responsibility and level of education/experience required. This salary recommendation, which would place the position in alignment with the Grounds Maintenance Supervisor and the Child Care Program Supervisor, also at Salary Range M51, is also supported by District administration. (See attached salary schedule draft for proposed salary placement.)

Recommendation:

The Director, Classified Personnel Recommends that the Personnel Commission review, discuss and approve the reactivation and proposed revisions to the classification of Supervisor of Maintenance and Operations and change the title to Maintenance and Operations Supervisor. It is recommended that the classification be a Management/Supervisory class assigned to the Classified Management Salary Schedule and be exempt from overtime compensation in accord with the Fair Labor Standards Act. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees a placement at Salary Range M51, \$5095 to \$6207 per month on the Classified Management Salary Schedule.

Attachments: Draft of proposed reactivated classification Maintenance and Operations Supervisor dated 11/12/15
Classified Management Salary Schedule Draft



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



~~SUPERVISOR OF MAINTENANCE AND OPERATIONS~~
SUPERVISOR

DEFINITION JOB SUMMARY:

Under the general direction of the Director of Maintenance, Operations and Facilities, provides leadership, assists and oversees the planning and scheduling of the daily work assignments for all maintenance and operations staff at all District sites; works collaboratively with the site administrators in the supervision of all custodial staff, including staff development; assists in planning, organizing, coordinating, and supervising custodial staff, directly assigning work; supervises Warehouse operations and staff, including ordering of supplies and equipment, and coordinating delivery services; conducts studies of staffing and workloads, provides in-service training for all maintenance and operations employees; works collaboratively with the grounds staff, provides leadership, and is responsible for the upkeep of departmental equipment.

~~Assists the Director of Maintenance and Operations in planning, directing, coordinating and supervising the work of maintenance, grounds, custodial and storekeeping/delivery staff; assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

This is a single incumbent classified management supervisory position having responsibility for planning and supervising the activities of the Maintenance and Operations staff on a daily basis. This position is accountable for efficient and effective use of assigned staff, supplies, equipment and time to provide optimum customer service. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Maintenance, Operations and Facilities

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

EXAMPLES OF DUTIES

Provide technical support, training, and staff development for maintenance and operations staff; *E*

Ensure the overall safety, security, and sustainability of all district facilities and grounds; *E*

Collaborate with site principals in assessing custodial performance, evaluate custodial services and respond to training requests during the school year; *E*

Conduct studies and make recommendations regarding custodial staffing workloads, and needs; *E*

Inspect school sites and evaluate cleanliness according to established district standards; *E*

Supervise, schedule and monitor work of all custodial personnel throughout the year; *E*

Evaluate maintenance and operations staff under supervision, including new and substitute staff; *E*

Maintain records, files, reports, and present information related to areas of responsibility; *E*

Assess and make recommendations pertaining to new products and equipment needed to efficiently perform custodial, warehouse and emergency work; *E*

Ensure that related equipment is maintained in good working condition; *E*

Establish and maintain effective working relationships with others; *E*

Coordinate the response to security alarm intrusions and vandalism incidents on an as-needed basis; *E*

Provide inspection reports and other technical and accountability data to Principals and other managers; *E*

Assist in planning the assignments for maintenance and operations staff; *E*

Oversee the operation of the District warehouse, including the ordering of supplies and deliveries to all schools and departments; *E*

Supervise warehouse and delivery personnel; *E*

Plan and conduct in-service activities and trainings; *E*

Ensure timely delivery of stores and requested AV equipment;

React to personnel emergencies;

Assist in the selection, transfer, recognition, discipline of department subordinate staff;

Assist in the preparation of the department's annual budget;

Enforce various District policies and work rules;

Keep current on modern practices in responsibility areas;

Perform other tasks and assume responsibility as may be assigned by proper authority.

| Under the administrative leadership of the Director of Maintenance and Operations, assists in ensuring

that the physical school facilities and grounds are maintained in a condition of operational excellence; participates, plans, schedules and supervises the work of maintenance, grounds, custodial and store keeping/delivery employees; analyzes facility, equipment and material needs, makes appropriate recommendations; serves as an advisor to site and other administrators regarding facility and grounds needs, and in their supervision of custodial staff; directly supervises custodial staff at closed schools and at times when schools are not in session; reviews, prioritizes work orders, assigns tasks to ensure effective utilization of staff and timely completion of work which meets District standards; assists in the selection, transfer, recognition, discipline of department subordinate staff; enforces various District policies and work rules; assists in budget development, preparation of plans and specifications for repair, addition and alteration of facilities, grounds and equipment; furnishes technical advice and assistance; estimates work costs; plans and conducts inservice activities; develops, directs and approves various reports; keeps current on modern practices in responsibility areas.

SUPERVISION:

General direction is received from the Director of Maintenance, Operations and Facilities.

Supervision is exercised over other employees. May assign work and act on behalf of the Director of Maintenance Operations and Facilities in his/her absence.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials and equipment used in the planning of maintenance work orders and methods of maintaining school facilities in a clean and sanitary condition;
- Principles of custodial work, including work load and quality standards;
- Inspection methods, and methods and use of cleaning materials and equipment;
- Principles of supervision and training;
- Requirements for maintaining school buildings, grounds and equipment in a safe, clean and orderly condition;
- Safety rules and regulations;
- Methods, materials, supplies, and equipment used in custodial work;
- Methods of planning and organizing work;
- Basic record keeping techniques;
- Modern office methods, procedures, terms and equipment including a basic working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- English usage, spelling, grammar, punctuation and math;
- School District emergency preparedness requirements and procedures.

~~Methods, materials and equipment used in maintenance, custodial and grounds work; requirements for maintaining school buildings, grounds and equipment in a safe clean and orderly condition; laws, regulations and practices governing the construction and repair of school facilities and grounds; principles~~

~~of effective personnel management and supervision.~~

Ability to:

- Develop and enforce work standards, procedures, and levels of service;
- Plan work assignments, supervise, and evaluate the work of others;
- Direct, train and evaluate custodial and warehouse personnel;
- Work independently with little or no direction;
- Inspect and verify proper and safe work practices and procedures;
- Drive an automobile or light truck to deliver equipment or supplies;
- React appropriately, take charge in emergency situations;
- Evaluate new safety, cleaning products or equipment and make recommendations;
- Perform mathematical computations accurately to maintain records, complete reports or update budgets;
- Direct, compose, or delegate the preparation of records, reports, and other communications;
- Employ progressive disciplinary methods;
- Supervise equipment maintenance;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect;
- Train others in the use of intrusion alarms.

~~Plan, schedule, organize, direct, supervise and evaluate the work of subordinate personnel; estimate labor and material costs; establish, schedule, direct and control a diversified maintenance and operations work program; read, interpret and work from drawings and blueprints; direct, prepare and cause to be prepared records, reports, and other communications; apply training, knowledge and experience so as to maximize efficiency and effective of Department functions; establish and maintain effective working relationships.~~

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High school diploma or equivalent;
- Vocational or college level work relating to maintenance, custodial, warehousing, emergency services or directly related skills is desirable;
- Demonstrated leadership abilities.

Experience:

- Three (3) years of progressively responsible experience in custodial and/or building maintenance preferably in a school district including two (2) years of supervision experience.

~~Four years of progressively responsible experience in supervising a large maintenance program involving the utilization of crafts, custodial and grounds personnel, preferably in a California school environment; education equivalent to the completion of the twelfth grade, supplemented by technical, vocational or~~

~~college work involving supervision of crafts, custodial, grounds or building trades, or directly related skills.~~

LICENSE REQUIRED:

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

Perform both sedentary administrative work in a typical office environment and oversight/inspection work in maintenance and/or construction areas. Mobility sufficient to perform site inspections and verification of construction work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 100 pounds, and stand for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Environmental conditions will be indoors and outdoors, sometimes inclement weather. Noise levels will be generally moderate, although may at times be loud, but will remain within acceptable levels for the trade. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revisions 5/98

Reactivation and Proposed Revisions Effective: 11-12-15

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2015-2016 •

SALARY RANGE

| | |
|--|--------------|
| Director, Classified Personnel (H30) | M71 |
| Director, Fiscal Services (H40) | M71 |
| Director, Maintenance, Operations and Facilities (J50) | M65 |
| Director, Information Services (J80) | M61 |
| Director, Food Services (J20)..... | M55 |
| Senior Facilities Planner (J10) | M53 |
| Director, Purchasing (J90)..... | M52 |
| Director, Transportation (J30) | M52 |
| Child Care Program Supervisor (K10)..... | M51 |
| Grounds Maintenance Supervisor (J50)..... | M51 |
| Maintenance and Operations Supervisor | * M51 |

Vacation Schedule
(12 Month Employees)
22 days per year

In addition:

\$ 1,000 per year earned for Doctorate.

- Salaries effective 7/1/14
 - 1% Retroactive Across the Board Salary Increase Board approved 10/20/15
- Longevity:
 - At the beginning of the 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into the new plan approved by the Board of Trustees on 10/20/15, but no later than 6/30/16.
 - 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and Board approved 10/20/15.

Board Approved: 10/20/15

Schedule updated: 10/21/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: November 12, 2015
SUBJECT: Agenda Item No. 10: Removal of Names from Eligibility Lists

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 substitute employment, it was recommended by the Director, Classified Personnel that two eligibles be removed from eligibility lists for reasons outlined in Rule 6.1.8. These eligible are:

Sheri Dettloff
Eligibility List: 2015-06 School Health Technician

Melissa O'Donnell
Eligibility Lists: 2015-09 Instructional Assistant – Special Education and
2015-10 Instructional Assistant – Severely Disabled

The attached letters (*Commissioners only*) outline the reasons for the Director's recommendation to remove Ms. Dettloff and Ms. O'Donnell from the Eligibility Lists listed above. These letters were sent to the eligibles via certified mail and notified them of the eligibility lists they are being removed from, the reason for removal in accord with Personnel Rule 6.1.8, provided a copy of Rule 6.1.8 and gave the opportunity to protest the action of removal of their names.

Attachment: Letter to eligible Ms. Sheri Dettloff dated October 16, 2015 (*Commissioners only*)
Letter to eligible Ms. Melissa O'Donnell dated October 27, 2015 (*Commissioners only*)
Personnel Commission Rule 6.1.8

Recommendation:

The Director, Classified Personnel recommends that Ms. Sheri Dettloff be removed from Eligibility List 2015-06 School Health Technician and Ms. Melissa O'Donnell be removed from Eligibility Lists 2015-09 Instructional Assistant – Special Education and 2015-10 Instructional Assistant – Severely Disabled 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: November 12, 2015
SUBJECT: Agenda Item No. 11: 2016 CSPCA Annual Conference

Background Information

The Personnel Commission maintains an annual membership with the California School Personnel Commissioners Association (CSPCA).

The 2016 CSPCA Annual Conference is being held in Anaheim, California, from Thursday, February 25 through Sunday, February 28, 2016.

The subject of the upcoming conference is "Reaching Excellence With Merit".

Financial Implications

The cost of registration for the Director for the full 3 ½ day conference is \$299.00. The first day of the conference, Thursday, February 25, is a half-day session that is open to Personnel Commission staff, and the cost for this day is \$25.00 per staff member.

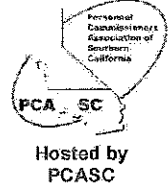
The estimated cost for this conference, which includes registration fees and mileage for both the Director and staff, is approximately \$440.00.

.....
Recommendation

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of the Director, Classified Personnel and the Personnel Commission staff, at the 2016 CSPCA Annual Conference.



2016 CSPCA Annual Conference
February 25-28, 2016
Anaheim, CA
"Reaching Excellence With Merit"



Conference Registration Form (Please print legibly or type)

Name: _____ Title: _____

Organization: _____ Phone: _____

Address: _____ FAX #: _____

_____ Email: _____

Note: Please use attendee's email

Full Conference Registration Fees

(includes all meals)

- | | <u>CSPCA Members</u> | <u>Non-Members</u> |
|--|---------------------------------|-----------------------------|
| • Early Bird (by December 31, 2015) | <input type="radio"/> \$299 | <input type="radio"/> \$349 |
| • Regular Registration | <input type="radio"/> \$350 | <input type="radio"/> \$400 |
| • Late Registration (after January 29, 2016) | <input type="radio"/> \$400 | <input type="radio"/> \$450 |
| • Honorary Life Members (covers all meals) | <input type="radio"/> no charge | |

Support Staff Training Program (open to all attendees)

(No charge if registering for full conference)

- Thursday, February 25, 2016 8 a.m.-4:30 p.m. \$25 \$25
 (includes continental breakfast and lunch)

Daily Program Registration Fees (if not registering for full conference)

- Friday, February 26, 2016 \$200 \$225
 (includes continental breakfast & lunch)
- Saturday, February 27, 2016 \$200 \$225
 (includes continental breakfast, lunch & reception)

Meal Tickets for guests

- Full Conference Breakfast/Lunch/Break \$250
- Friday buffet lunch \$50
- Saturday plated lunch \$50
- Sunday breakfast \$35

To Register

Payment by check or money order ONLY. Please pay to the order of "CSPCA 2016 Conference". No purchase orders accepted. There is a \$25 processing fee for all refunds & returned checks.

Mail check & completed registration form to:

Joan Stiegelmar, Director
 Rowland Unified School District
 1830 Nogales Street
 Rowland Heights, CA 91748
 (626) 854-8380
 jstiegelmar@rowland.k12.ca.us

Cancellation Policy

Refund requests MUST be made in writing. There will be no refunds for "no-shows," or for cancellations after February 18, 2016.

Check the CSPCA website:
www.meritsystem.org for online registration procedures coming soon

Register by February 18, 2016 to ensure adequate materials and space are available.

Make hotel reservations by calling the Paradise Pier Hotel at (714) 520-5005 or log on to the website at <https://resweb.passkey.com/go/GPCB16A>.

Room Rates are \$165 plus tax & applicable charges, and a \$15/night self-parking fee. This rate is available for three days prior and three days after the conference, subject to availability. Make your reservations early as there is a set number of rooms available. Deadline for making room reservations at this rate is **February 2, 2016**.

A **Super Shuttle discount rate** is also available for participants at <http://www.supershuttle.com/default.aspx?GC=FGBN6>

Commuter Parking is \$15, but free for the Thursday program.

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

| | |
|---|--------------------------------------|
| NAME OF WORKSHOP/MEETING/CONFERENCE: 2016 CSPCA Annual Conference (California School Personnel Commissioners Assoc | |
| SPONSORING ORGANIZATION: Hosted by the PCASC (Personnel Commissioners Association of Southern California) | |
| LOCATION: Anaheim, CA | DATE(S): February 25-28, 2016 |
| TOTAL COST PER PERSON: (Include Registration Fee, Transportation, Lodging, Meals, etc.) | \$ 299.00 and \$25.00 x 3 + mileage |

| NAME OF ATTENDEE(S): | DEPARTMENT/SCHOOL: | ACCOUNT TO CHARGE: |
|-------------------------------------|----------------------|---|
| 1. Michelle Vellanoweth, Director | Personnel Commission | 01-443-130-74 5202 \$299 + \$52 mileage |
| 2. Yvonne Nguyen, Pers. Analyst | Personnel Commission | 01-443-130-74 5202 \$25 + \$13 mileage |
| 3. Michelle Eifert, Pers. Assistant | Personnel Commission | 01-443-130-74 5202 \$25 |
| 4. Personnel Technician | Personnel Commission | 01-443-130-74 5202 \$25 |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

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

Purpose of Attendance (required):
 "Reaching Excellence With Merit"
 (Director will attend each day of the 4 day conference.
 Classified Personnel staff will attend the one day session for support staff.)

| FUNDING | TOTAL COST | FUNDING SOURCE |
|------------------------------------|------------|-----------------------------|
| General Funds: | \$ | |
| Project or Restricted: | \$ | |
| Other: Personnel Commission Budget | \$ 439.00 | Personnel Commission Budget |

| | |
|--|---|
| AUTHORIZATION SEQUENCE: | Form submitted by (name/site): Michelle Eifert, Personnel Assistant x 1401 |
| Signature of Supervisor: | Date: |
| Signature of Asst. Superintendent/Administrator: | Date: |
| Signature of Superintendent: | Date: |
| Date of Board Meeting Approval: December 8, 2015 (Approved by Personnel Commission November 12, 2015) | |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: November 12, 2015

SUBJECT: Agenda Item No. 12: 2016 CSPCA Merit System Training Academy

Background Information

The Personnel Commission maintains an annual membership with the California School Personnel Commissioners Association (CSPCA).

The 2016 CSPCA Merit System Training Academy sessions are scheduled for January 9, 2016, February 6, 2016, March 19, 2016, April 16, 2016, and May 21, 2016.

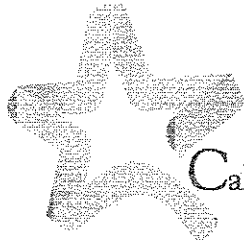
The comprehensive curriculum will include sessions on the following areas: History of the Merit System, Personnel Commission vs. Board Roles and Responsibilities, Decoding the Education Code, Classification and Compensation, Recruitment and Selection, The Brown Act, Collective Bargaining, Hearings and Appeals, Using Technology, Website Design and Branding, Best Practices, Parliamentary Procedure/Robert's Rules of Order.

Financial Implications

There is a cost of \$500.00, which includes the tuition, publications, handouts, documents, and other materials. The Director, Classified Personnel will submit a scholarship request on behalf of Personnel Analyst, Yvonne Nguyen, to cover the cost of the training. In the event the scholarship is not granted, it is requested that the Personnel Commission approve the cost of \$500.00 for Ms. Nguyen to attend.

Recommendation

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of the Personnel Analyst, Yvonne Nguyen, at the 2016 CSPCA Merit System Training Academy, and approve the cost of \$500.00 in the event a scholarship is not granted to Ocean View School District.

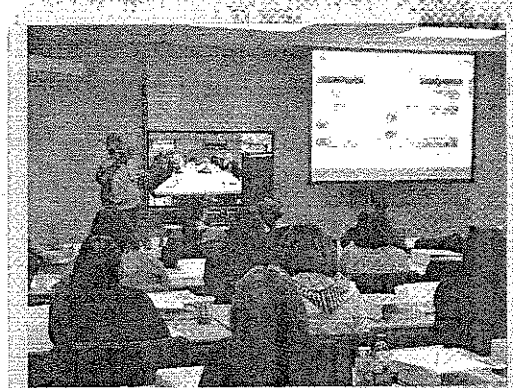


California School Personnel Commissioners Association
Supporting Education Through Merit

2016 CSPCA Merit System Training Academy

Walnut Valley USD, Walnut, CA
Fremont USD, Fremont, CA

CSPCA invites you to attend this 40-hour Merit System Training Academy; an educational program designed for new and aspiring merit system Directors, Personnel Commissioners, and others interested in the workings of a merit system. The Academy will provide a comprehensive curriculum including sessions on the following areas:



2016 TRAINING SCHEDULE

- Session 1: January 9, 2016
- Session 2: February 6, 2016
- Session 3: March 19, 2016
- Session 4: April 16, 2016
- Session 5: May 21, 2016

- ⇒ History of The Merit System
- ⇒ Personnel Commission versus Board
- Roles & Responsibilities
- ⇒ Decoding the Education Code
- ⇒ Classification & Compensation
- ⇒ Recruitment & Selection
- ⇒ The Brown Act
- ⇒ Collective Bargaining
- ⇒ Parliamentary Procedure /
Robert's Rules of Order
- ⇒ Hearings and Appeals
- ⇒ Using Technology
- ⇒ Website Design & Branding
- ⇒ Best Practices

FACULTY

Faculty members are stellar practitioners in merit system districts including Human Resource Directors, Personnel Commissioners, attorneys, and others that are renowned experts in their fields.

COSTS

The 5-day Academy is \$500 per student for CSPCA member agencies and \$600 per student for non member agencies. All Personnel Commissioners, employees and labor representatives of member agencies receive the \$500 per student cost. The cost includes tuition and all publications, handouts, documents and other materials for the entire five classes.

REGISTRATION

- 1) Visit the CSPCA Website at www.meritsystem.org
- 2) Go to the "Merit Academy" tab
- 3) Click "REGISTER ONLINE NOW!"
- 4.) Mail or hand deliver payment

MAIN TRAINING LOCATION

Walnut Valley Unified School District
880 South Lemon Avenue
Walnut, CA 91789

SATELLITE VIDEO LOCATION

Fremont Unified School District
4210 Technology Drive
Fremont, CA 94538

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

| | |
|--|--|
| NAME OF WORKSHOP/MEETING/CONFERENCE: 2016 CSPCA Merit System Training Academy | |
| SPONSORING ORGANIZATION: California School Personnel Commissioners Association | |
| LOCATION: Walnut, CA | DATE(S): 1/9, 2/6, 3/19, 4/16, 5/21, 2016 |
| TOTAL COST PER PERSON: (Include Registration Fee, Transportation, Lodging, Meals, etc.) | \$ 500.00 |

| 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):

Curriculum includes History of the Merit System, Personnel Commission vs. Board Roles and Responsibilities, Decoding the Ed Code, Classification and Compensation, Recruitment and Selection, The Brown Act, Collective Bargaining, Parliamentary Procedure/Robert's Rules of Order, Hearings and Appeals, Using Technology, Website Design and Branding, Best Practices.

| FUNDING | TOTAL COST | FUNDING SOURCE |
|------------------------------------|------------|-----------------------------|
| General Funds: | \$ | |
| Project or Restricted: | \$ | |
| Other: Personnel Commission Budget | \$ 500.00 | Personnel Commission Budget |

| | |
|--|---|
| AUTHORIZATION SEQUENCE: | Form submitted by (name/site): Michelle Eifert, Personnel Assistant x 1401 |
| Signature of Supervisor: | Date: |
| Signature of Asst. Superintendent/Administrator: | Date: |
| Signature of Superintendent: | Date: |
| Date of Board Meeting Approval: December 8, 2015 (Approved by Personnel Commission November 12, 2015) | |