



# OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, September 10, 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, SEPTEMBER 10, 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 August 13, 2015.

**Pages 1-4  
(Action)**

**Moved:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Vote:** \_\_\_\_\_

### COMMISSION BUSINESS

6. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
  - A. **RECRUITMENT AND TESTING – ELIGIBILITY LISTS:**  
The Personnel Commission will receive the Director’s recommendation to certify the following eligibility lists.  
*(Eligibility lists provided to Commissioners only.)*

**Page 5  
(Action)**

**Moved:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Vote:** \_\_\_\_\_

1. 2015 – 03      Bus Driver
2. 2015 – 04      School Office Clerk Bilingual
3. 2015 – 05      Child Care Attendant

7. **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:
  - August 18, 2015 – (Exhibit A)
  - September 1, 2015 – (Exhibit B)

**Pages 6-15  
(Information)**

8. **THREE YEAR JOB DESCRIPTION REVIEW SCHEDULE:** The Personnel Commission will receive the Director’s recommendation to review the information as presented and provide direction. **Pages 16-30 (Action)**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**
9. **MERIT RULE REVIEW AND REVISION – CHAPTER 7, SECTION 2.14 – LONGEVITY – FIRST READING AND DISCUSSION:** The Personnel Commission will receive the Director's recommendation to review, discuss, and receive the proposed changes to Merit Rule, Chapter 7, Section 2.14, Longevity, for a first reading and discussion. **Pages 31-33 (First Reading and Discussion)**
- 10a. **PERSONNEL COMMISSION DISCUSSION AND POTENTIAL ANNOUNCEMENT OF THE PERSONNEL COMMISSIONER’S JOINT APPOINTEE TO THE PERSONNEL COMMISSION:** The appointee of the Board of Trustees and the appointee of the classified employees will discuss and potentially announce their intended Joint Appointee to the Personnel Commission prior to September 30, 2015. **Pages 34-39 (Information and Discussion)**
- 10b. If the Personnel Commission does announce the name of their intended appointee to the Personnel Commission at the September 10, 2015, meeting, it is further recommended that the Personnel Commission discuss and vote upon the date to hold the required public hearing, which will be held to take public input into consideration concerning their appointment decision. **(Action)**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**
11. **CLASSIFIED VACANCIES – INFORMATION ONLY:** The Personnel Commission will receive the Director’s recommendation to review and discuss information provided pertaining to classified vacancies. **Page 40 (Information and Discussion)**

**COMMUNICATIONS**

12. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
13. **COMMISSIONER REPORTS**
14. **DIRECTOR AND STAFF REPORTS**

**15. 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](http://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  
August 13, 2015**

**CALL TO ORDER** Commissioner Gooch called the August 13, 2015, Regular Personnel Commission Meeting to order at 4:31 p.m.

**PLEDGE OF ALLEGIANCE** Dr. Carol Hansen, Superintendent, led the Pledge of Allegiance.

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

**PUBLIC COMMENTS** Sandy Vaughan stated that as job descriptions are being reviewed, additional responsibilities and job duties are being added and revisions being made, based on the classified employee's feedback. She stated that with the job description review cycle, we are seeing what the employees do, but we now need to look at what they are being paid. Ms. Vaughan thinks it is time the District conducts a salary study and compares salaries with other Districts. She added that salary adjustments will not just happen with pay raises that are negotiated. This is something the Commission needs to look at and make some adjustments to the salary schedules. Ms. Vaughan stated that the District is losing too many good people to other Districts because they get higher salaries, better benefits, and more hours.

**MINUTES OF JULY 9, 2015** Motion by Commissioner Pogrund to approve the minutes of the July 9, 2015, Regular Personnel Commission meeting.  
  
Seconded by Commissioner Ewing, and carried with a 3:0 vote.

**COMMISSION BUSINESS**

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

- A. Job Description Reviews/Revisions:
  - 1. Child Care Attendant
  - 2. Child Care Program Facilitator
  - 3. Instructional Assistant - ABA
  - 4. Lead Behavior Intervention Assistant
  - 5. Lead DTT/ABA Instructional Assistant
  
- B. Recruitment and Testing – Eligibility Lists:
  - 1. 2015 – 01 Senior Facilities Planner
  - 2. 2015 – 02 Director of Transportation

Motion by Commissioner Ewing to approve the Consent Calendar.

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

**RATIFY ADVANCE  
STEP PLACEMENT –  
JULIE JENNINGS,  
SENIOR FACILITIES  
PLANNER**

Director Vellanoweth stated that Ms. Julie Williams was offered the position of Senior Facilities Planner. The hiring authority has made a recommendation for an advance step placement due to Ms. Williams' vast amount of experience, as well as the salary she was earning preceding coming to Ocean View School District. The recommendation, which has the support of the Director of Classified Personnel, and the Assistant Superintendent of Human Resources, is for placement at salary step 4.

Motion by Commissioner Pogrund to approve the Advance Step Placement – Julie Jennings, Senior Facilities Planner.

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

**ANNUAL REPORT OF  
THE PERSONNEL  
COMMISSION 2014-  
2015 FIRST READING  
AND ADOPTION**

Director Vellanoweth stated that the annual report for the 2014-2015 school year has been prepared and the Commissioners were given a chance to review it at the last Personnel Commission meeting. She noted the inclusion of the number of schools, employees, and students per Commissioner Gooch's recommendation. A five year recap showing a comparison of all the Personnel Commission activity over the course of the last five years was also included in the agenda.

Commissioner Gooch commented that the report was very well done, and he is amazed at the number of recruitments, exams given, and job description reviews, that are completed. He stated that it is truly an example of very hard work.

Motion by Commissioner Ewing to approve the Annual Report of the Personnel Commission 2014-2015, First Reading and Adoption.

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

**SECOND PUBLIC  
COMMENTS**

There were no further comments from the public.

**COMMISSIONERS'  
REPORTS**

Commissioner Pogrund commented that he was impressed with the summary reports in the annual report. He welcomed Dr. Hansen to Ocean View School District.

Commissioner Ewing stated that the next meeting of the Personnel Meeting was scheduled for September 10, 2015. He also welcomed Dr. Hansen to the District.

Commissioner Gooch congratulated Dr. Hansen on being named Superintendent for Ocean View School District and offered her the opportunity to discuss anything she'd like with the Commission.

Dr. Hansen thanked the Commissioners for having her at the meeting. She stated that she is thrilled and honored to be serving in the Ocean View School District. She has enjoyed getting to know all of the employees and community members. She commented that she is fully aware that there are challenges facing the District but she is anxiously awaiting the new year and is building a new team.

**COMMISSIONERS'  
REPORTS  
(CONTINUED)**

She introduced Dr. Michael Conroy, Deputy Superintendent of Administrative Services, and announced that at the next Board Meeting, the Board will be naming a new Assistant Superintendent of Educational Services. Dr. Hansen added that she is very impressed with the quality of the staff, including Michelle Vellanoweth, the Classified Personnel staff, along with the other departments at the District Office. She also stated that she is especially looking forward to working with the District's union groups. In her past position, she was the Assistant Superintendent of Human Resources at ABC Unified School District. She also added as a bit of information, that at one point in her career, she served in the same position as Director Vellanoweth in the Westminster School District. She thanked the Commissioners for their warm welcome and looks forward to working with the Commission.

Dr. Michael Conroy was welcomed by the Commission and stated that he began his career in education as a classroom teacher. He moved up the ranks to become a high school principal and moved to the business office. In a short time, he became the Assistant Superintendent at Magnolia Elementary School District. Then he moved to Paramount Unified School District and spent five years there as the Assistant Superintendent of Business Services. He stated he is now very fortunate to be here at Ocean View School District. He looks forward to the opportunities to move in a successful direction under the leadership of Dr. Hansen.

Commissioner Gooch addressed Dr. Hansen and Dr. Conroy, and stated that for their information, as reflected in the annual report of the Personnel Commission, the number one goal of the Commission is to recruit qualified applicants and provide timely eligibility lists to the hiring authorities.

Commissioner Gooch also asked Director Vellanoweth to prepare a list of the number of positions that were vacated within the past year for other positions.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth also welcomed Dr. Hansen and Dr. Conroy and stated she really appreciates having them both at the Personnel Commission meeting, and looks forward to working with them.

Director Vellanoweth stated that the first leadership retreat was held the previous week with all the Principals, Certificated and Classified management. A Nuts and Bolts session was also held this past week.

She mentioned that the Personnel Commission office has been working on several recruitments. There are three Bus Driver Trainees who have passed their training and will be hired to fill some of the vacant positions, and another three who are in the process of completing their training. There have been several other vacancies submitted this last week, so recruitments for Custodian, School Health Technician, Food Distribution Worker, and Clerk Typist are taking place.

A new Senior Facilities Planner, Julie Williams, and Director of Transportation, Gingi Borg, both Classified Management positions, were recently hired.

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

Director Vellanoweth stated that the October Personnel Commission meeting may have to be rescheduled. Commissioner Gooch's term is coming up for reappointment in December. He has indicated his interest in serving another three year term. At the next Personnel Commission meeting on September 10, 2015, it is hoped that the Commissioners will make their announcement of their intended appointee. Afterward, between 30 and 45 days of the announcement, there needs to be a Public Hearing. The October Personnel Commission meeting is scheduled for October 8, 2015, which is two days too soon, so Director Vellanoweth recommends that the October meeting be rescheduled to October 15, 2015, or an alternate date after October 10, 2015.

The Commissioners checked their calendars and it was agreed that the date of the October Personnel Commission meeting would be changed from October 8, 2015, to October 15, 2015.

Lastly, Director Vellanoweth advised the Commissioners that she sent a written note to the family of Mr. Charles Osterlund letting them know that the July 9, 2015, Personnel Commission meeting was adjourned in his honor.

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn.

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

Motion was seconded by Commissioner Pogrund, and carried with a 3:0 vote at 4:55 p.m.

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

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Date



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** September 10, 2015  
**SUBJECT:** Agenda Item No. 6A: ELIGIBILITY LIST(S)

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## 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 – 03 Bus Driver
2. 2015 – 04 School Office Clerk Bilingual
3. 2015 – 05 Child Care Attendant

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## Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015-03, 2015-04, 2015-05.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** September 10, 2015

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

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**Background Information**

At the Ocean View School District, Regular Board Meetings of August 18, 2015, (Exhibit A), and September 1, 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 August 18, 2015, and September 1, 2015.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 August 18, 2015

Approve 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>
Baker, Ashley	Bus Driver Trainee	\$9.00 per hour		07/01/15
Lavayen, Omar	Bus Driver Trainee	\$9.00 per hour		07/01/15
Lopez, Kyle	Instructional Assistant - EL	\$14,921 per hour	23.1	09/09/15
Miller, Richard	Custodian	\$16,890 per hour	28.1	07/07/15
Nguyen, Amy	Bus Driver Trainee	\$9.00 per hour		07/01/15
Quan, Nina	Child Care Attendant (substitute)	\$16,070 per hour	18.5	07/01/15
Ruiz, Orfa	School Office Clerk - Bilingual (substitute)	\$21,715 per hour	29.5	06/23/15
Schmieg, Richard	Bus Driver Trainee	\$9.00 per hour		07/01/15
Show, Zak	Custodian (substitute)	\$16,890 per hour	28.1	07/01/15
	Maintenance/Grounds Helper (substitute)	\$16,890 per hour	28.1	07/01/15
Springer, Eriq	Child Care Attendant	\$13,189 per hour	18.1	09/09/15
Williams, Julie	Senior Facilities Planner	\$5,300.00 per month	M53.1	08/19/15

Approve Reemployment

In accordance with Merit System Rule 8.5.2:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Jakymiw, Denise	Instructional Assistant - EL	\$19,630 per hour	23.5	09/09/15

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
August 18, 2015

<u>Approve Retirement</u>		<u>POSITION</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
<u>NAME</u>				
Hall, Donna		Administrative Secretary	08/31/98	06/30/15
Le, Thin		Custodian Head Custodian (substitute)	09/08/98	07/17/15
<u>Approve Separation</u>				
<b>In accordance with Merit System Rules 8.1 to 8.6:</b>				
<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Adams, Jason	Custodian Head Custodian (substitute)	Resignation	09/20/01	07/06/15
Albor, Sonia	Instructional Assistant - Special Education (substitute)	Resignation	04/25/11	06/30/15
Bailey, Eddi	Instructional Assistant - ABA	Resignation	12/01/14	06/16/15
Capifoni, Michelle	Instructional Assistant - Special Education (substitute) Instructional Assistant - Severely Disabled (substitute)	Resignation	01/09/15	06/30/15
Cordova, Rick	Custodian (substitute) Maintenance/Grounds Helper (substitute)	Resignation	05/21/15	05/21/15
DeEncio, Jennifer	School Office Manager Bilingual	Resignation	09/09/03	06/24/15
Delgado, Alvin	Groundskeeper I (substitute) Maintenance Worker (substitute)	Resignation	02/15/12	06/30/15
Do, Julie	Instructional Assistant - Severely Disabled (substitute)	Resignation	09/23/10	06/30/15
Gray, Donald	Instructional Assistant - Severely Disabled (substitute)	Resignation	02/12/14	06/30/15
Hagan, Marie	Instructional Assistant (substitute)	Resignation	01/24/79	06/30/15

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
August 18, 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>
Hunter, Victoria	Child Care Attendant (substitute)	Resignation	10/08/14	06/30/15
Jimenez, Nora	Instructional Assistant - Special Education (substitute)	Resignation	06/01/11	06/30/15
Kavetsky, Barbara	Child Care Attendant	Resignation	05/08/15	07/02/15
Keller, Nancy	Instructional Assistant - PE (substitute)	Resignation	09/21/12	06/30/15
Knowles, Robin	Instructional Assistant - Special Education (substitute)	Resignation	10/25/10	06/16/15
Kong, Melvin	Instructional Assistant - Severely Disabled (substitute)	Resignation	03/23/15	06/30/15
McNiven, Janet	Clerk Typist (substitute) Intermediate Clerk Typist (substitute)	Resignation	12/13/06	06/30/15
McGee, Casey	Custodian (substitute)	Resignation	02/19/13	06/30/15
Nguyen, Sampson	Bus Driver	Resignation	10/11/12	06/29/15
Nicewarner, Dawn	Instructional Assistant (substitute) Instructional Assistant - PE (substitute) Instructional Assistant - EL (substitute) Instructional Assistant - APE (substitute) Instructional Assistant - Special Education (substitute) Instructional Assistant - Severely Disabled (substitute)	Resignation	12/12/13	06/17/14
Overbay, Doris	Speech and Language Assistant (substitute)	Resignation	03/03/14	03/03/14

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
August 18, 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>
Parker, Elizabeth	Clerk Typist (substitute)	Resignation	02/09/11	06/30/15
Pinto, Michelle	Administrative Secretary (substitute) District Receptionist (substitute) School Office Clerk (substitute) Intermediate Clerk Typist (substitute)	Resignation	07/01/14	12/11/14
Post, Lilia	Bus Driver (substitute) Child Care Attendant (substitute) Instructional Assistant - Special Education (substitute)	Resignation	06/25/01	03/17/15
Quan, Nina	Child Care Attendant	Resignation	06/20/06	06/17/15
Royster, Jody	Food Distribution Worker (substitute)	Resignation	01/22/14	06/30/15
Ruiz, Orfa	School Office Clerk Bilingual	Resignation	01/09/01	06/22/15
Sanchez Zamora, Juan	Grounds Maintenance Worker	Resignation	07/21/14	07/15/15
Shih, Paul	Instructional Assistant - Severely Disabled (substitute)	Resignation	01/21/14	06/30/15
Smith, Martin	Bus Driver	Resignation	02/23/04	06/17/15
Villegas, Maria	Instructional Assistant (substitute) Instructional Assistant Bilingual (substitute)	Resignation	03/15/13	06/30/15
Wang, Rebecca	Instructional Assistant Bilingual (substitute)	Resignation	12/11/14	06/17/15
Ward, Philomena	Instructional Assistant - PE (substitute)	Resignation	02/03/14	06/30/15

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
September 1, 2015

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>
Adams, Angeline	Food Distribution Worker (substitute)	\$13,858 per hour	18.2	08/13/15
Alday, Christine	Food Distribution Worker (substitute)	\$16,070 per hour	18.5	08/13/15
Applebee, Sonya	Food Distribution Worker (substitute)	\$15,296 per hour	18.4	08/13/15
Atachian, Lena	Food Distribution Worker (substitute)	\$16,552 per hour	18.5	08/13/15
Atachian, Talin	Food Distribution Worker (substitute)	\$16,552 per hour	18.5	06/22/15
Bailey, Jenny	Food Distribution Worker (substitute)	\$14,554 per hour	18.3	08/13/15
Bavouset, Monica	Food Distribution Worker (substitute)	\$13,189 per hour	18.1	08/13/15
Benner, Janice	Food Distribution Worker (substitute)	\$16,070 per hour	18.5	08/13/15
Bourdeau Rubio, Cary	Food Distribution Worker (substitute)	\$13,858 per hour	18.2	08/13/15
Braff, Corrine	Food Distribution Worker (substitute)	\$16,552 per hour	18.5	08/13/15
Carpenter, Cathy	Food Distribution Worker (substitute)	\$16,070 per hour	18.5	08/13/15
Carr, Rebecca	Food Distribution Worker (substitute)	\$16,552 per hour	18.5	08/13/15
Cortez, Sergio	Custodian (substitute)	\$21,606 per hour	28.5	07/01/15
Davis, Nancy	Food Distribution Worker (substitute)	\$16,712 per hour	18.5	08/13/15

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 September 1, 2015

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>
Davis, Payson	Instructional Assistant - Severely Disabled (substitute)	\$15,676 per hour	25.1	07/01/15
	Instructional Assistant - Physical Education (substitute)	\$15,676 per hour	25.1	07/01/15
	Instructional Assistant - Adapted Physical Education (substitute)	\$15,676 per hour	25.1	07/01/15
Dekle, Carolyn	Food Distribution Worker (substitute)	\$17,516 per hour	18.5	08/13/15
Dinapoli, Allison	Food Distribution Worker (substitute)	\$17,998 per hour	18.5	08/13/15
Earnest, Jill	Food Distribution Worker (substitute)	\$16,070 per hour	18.5	08/13/15
Foreman, Amy	Food Distribution Worker (substitute)	\$16,070 per hour	18.5	08/13/15
Gorham, Lauren	Food Distribution Worker (substitute)	\$17,194 per hour	18.5	08/13/15
Hoeker, Gail	Food Distribution Worker (substitute)	\$16,552 per hour	18.5	08/13/15
Hoffman, Sharon	Food Distribution Worker (substitute)	\$16,070 per hour	18.5	08/13/15
Hulen, Leigh	Instructional Assistant (substitute)	\$17,303 per hour	21.5	07/01/15
	Instructional Assistant - Special Education (substitute)	\$17,730 per hour	22.5	07/01/15
	Instructional Assistant - Severely Disabled (substitute)	\$19,095 per hour	25.5	07/01/15
Jankowski, Wendy	Food Distribution Worker (substitute)	\$13,858 per hour	18.2	08/13/15
Jordan, Karen	Food Distribution Worker (substitute)	\$17,034 per hour	18.5	08/13/15
Levy, Kathleen	Food Distribution Worker (substitute)	\$16,552 per hour	18.5	08/13/15



OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
September 1, 2015

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>
Lucas, Alyssia	Food Distribution Worker (substitute)	\$15.296 per hour	18.4	08/13/15
Lund, Yvette	Food Distribution Worker (substitute)	\$16.552 per hour	18.5	08/13/15
Majoo, Zahida	Food Distribution Worker (substitute)	\$16.552 per hour	18.5	08/13/15
Montgomery, Kay	Food Distribution Worker (substitute)	\$17.034 per hour	18.5	08/13/15
Moyer, Dana	Food Distribution Worker (substitute)	\$16.552 per hour	18.5	08/13/15
O'Connor, Gayle	Food Distribution Worker (substitute)	\$16.712 per hour	18.5	08/13/15
Osborne, Christina	Food Distribution Worker (substitute)	\$16.552 per hour	18.5	08/13/15
Petrovich, Christina	Food Distribution Worker (substitute)	\$16.070 per hour	18.5	08/13/15
Pham, Julie	Food Distribution Worker (substitute)	\$16.552 per hour	18.5	08/13/15
Quillan Andrea	Food Distribution Worker (substitute)	\$16.552 per hour	18.5	08/13/15
Taylor, Jane	Food Distribution Worker (substitute)	\$14.554 per hour	18.3	08/13/15
Vanderhoof, Stacy	Food Distribution Worker (substitute)	\$16.070 per hour	18.5	08/13/15
Washington, Bessie	Food Distribution Worker (substitute)	\$16.552 per hour	18.5	08/13/15
Weissman, Michael	Instructional Assistant - Special Education (substitute)	\$17.730 per hour	22.5	07/01/15

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
September 1, 2015

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>
Wohlken, Pamela	Food Distribution Worker (substitute)	\$16,552 per hour	18.2	08/13/15
Womble, Jeanette	Food Distribution Worker (substitute)	\$16,070 per hour	18.5	08/13/15
Zech, Jean	Food Distribution Worker (substitute)	\$16,070 per hour	18.5	08/13/15

Approve Promotion

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Bomalick, Greg	Grounds Maintenance Worker	\$3,374.00 per month	35.1	08/03/15

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Manos, Jody	Instructional Assistant - Severely Disabled	09/05/07	06/17/15

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>
Andrew, Arthur	Child Care Attendant	Resignation	09/30/13	07/23/15
Baker, Mary	Food Distribution Worker	Resignation	10/18/11	06/17/15

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 September 1, 2015

Approve Separation (Continued)

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>
Chaudhuri, Shampa	Instructional Assistant - Special Education	Resignation	11/05/01	06/17/15
Condron, Joseph	Instructional Assistant	Resignation	01/11/10	06/17/15
Drapet, Jace	Instructional Assistant - Special Education	Resignation	01/05/15	06/17/15
Hulen, Leigh	Instructional Assistant - Special Education	Resignation	06/23/08	06/17/15
Quan, Nina	Speech and Language Aide	Resignation	06/20/06	06/17/15
Weissman, Michael	Instructional Assistant - Special Education	Resignation	10/21/05	06/17/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** September 10, 2015

**SUBJECT: Agenda Item No. 8: THREE YEAR JOB DESCRIPTION REVIEW SCHEDULE**

## Background Information

Personnel Commission Rules provide for a periodic review of the content of classification descriptions, to ensure they adequately and accurately represent the duties being performed by incumbents, and that the requisite skills, knowledges and abilities required are appropriate. The Commission has committed to a review of approximately one-third of all classification descriptions each year, so that in a three year cycle, all active classification descriptions have been examined.

As part of the three year formal review process the classified job descriptions for 88 bargaining unit classifications, 2 confidential classifications and 2 management classifications have been reviewed and updated. The last 10 classified management descriptions are in the final stages. When the last of these descriptions have been updated in October or November, all 104 of our classified job descriptions will have been reviewed and updated. In addition, as a result of this process 12 new classifications have been developed.

The process will now begin again with the job descriptions that were reviewed during the 2012/2013 school year. This three year review cycle will focus on the following areas:

- Review all basic components of description
- Adjust description format
- Create promotional steps for each series for comparison purposes
  - Education requirements
  - Experience requirements
  - License requirements
- Analyze Physical and Mental Abilities, Working Environment and Hazards
- Identify and standardize language across all job descriptions

In reviewing the “cycle” of job description reviews, the groupings still seem appropriate. The three review cycles were developed by grouping similar job series. Suggested updates from the last review will be to include any new classifications added to existing job series and to exclude those which were designated as inactive and removed from the schedule.

**Three Year Job Description Review Schedule**  
**Page 2**

Attached is a copy of the schedule approved by the Commission in November 2012 as well as an updated schedule recommended to be implemented. It is recommended that this review cycle begin with Group A in the current 2015-2016 school year, continue with Group B in 2016-2017, and finish with Group C in 2017-2018. The entire cycle should be repeated thereafter in this order.

- Attachments: Job Description Review Schedule, dated November 2012  
Updated Job Description Review Schedule, dated September 2015  
Current job description format sample  
Proposed job description format sample

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**Recommendation**

The Director recommends that the Commission review the information as presented and provide direction.

## JOB DESCRIPTION REVIEW SCHEDULE

November 2012

### Group A

#### 2012/2013 School Year

##### Accounting Series

Senior Account Clerk  
Financial Technician  
Payroll Technician  
Accounting Technician

##### Clerical Series

- Clerk Typist
- Intermediate Clerk Typist
- School Office Clerk
- Intermediate Clerk Typist-Bilingual
- School Office Clerk-Bilingual
- Switchboard Operator/Receptionist
- Senior Clerk Typist
- Translator (*staffed on a temporary basis only*)
- Staff Development Technician

##### Confidential Classifications

Administrative Assistant  
Executive Assistant

##### Health Series

School Health Technician

##### Human Resource Series

- Intermediate Personnel Specialist
- Personnel Technician
- Assistant Credential Technician
- Health & Welfare Technician
- Personnel Analyst
- Senior Personnel Specialist – Credentials

##### Library/Media Series

- School Library Specialist
- Instructional Resource Center Technician
- Library/Instructional Materials Technician
- Graphics Technician

##### Purchasing Series

- Purchasing Clerk
- Senior Purchasing Clerk
- Buyer

##### Secretarial Series

Department Secretary  
School Office Manager  
School Office Manager-Bilingual  
Administrative Secretary

##### Additional Job Description

Personnel Commissioner

- Classification not currently in use

**JOB DESCRIPTION REVIEW SCHEDULE**  
**November 2012**

**Group B**  
**2013/2014 School Year**

Custodial Series

Custodian  
Head Custodian

Delivery Series

Delivery Worker  
Storekeeper

Food Service Series

Food Distribution Worker  
Central Kitchen Coordinator

Gardening Series

- Groundskeeper/Gardener
- Sprinkler Repair Worker
- Grounds Equipment Operator
- Grounds Maintenance Worker
- Sprinkler Mechanic
- Grounds/Gardener Lead Worker

Maintenance Series

- Maintenance Helper
- Maintenance Worker
- Equipment Mechanic
- Flooring Repair Worker
- Skilled Maintenance Worker
- Maintenance Locksmith
- Carpenter/Cabinetmaker
- Heating, Ventilation & Air Conditioning Mechanic
- Maintenance Electrician
- Heating & Air Conditioning Mechanic/Energy Conservation Coordinator
- Facilities Planner/Coordinator

Network/Communications Series

Information Technology Support Specialist  
Computer/Multimedia Technician  
Network Systems Manager

Printing Series

Reprographic Technician

Transportation Series

- Bus Driver
- Driver Trainer (*staffed on a temporary basis only*)
- Mechanic Assistant
- Transportation Dispatcher
- Mechanic
- Lead Mechanic

- Classification not currently in use

## JOB DESCRIPTION REVIEW SCHEDULE

November 2012

### Group C 2014/2015 School Year

#### Child Care Series

Child Care Attendant  
Child Care Program Facilitator

#### Instructional Series

Instructional Aide  
Instructional Aide-Bilingual  
Instructional Assistant - Special Education  
Preschool Instructional Assistant  
Instructional Assistant-Computer  
Instructional Assistant - EL  
Instructional Assistant-Farm Facility  
Instructional Assistant-Interpreter  
Preschool Instructional Assistant - Bilingual  
Speech and Language Aide  
Instructional Assistant-Adapted Physical Ed  
Instructional Assistant-Physical Education  
Instructional Assistant-Severely Disabled  
Inst Asst-Applied Behavior Analysis (ABA)  
Associate Preschool Educator  
OVPP Associate Preschool Educator  
Lead DTT/ABA - Instructional Assistant  
Preschool Educator  
OVPP Preschool Educator  
Speech and Language Assistant

- Lead Preschool Educator-Oak View Preschool

#### Management Classifications

Assistant Superintendent, Administrative Services  
Child Care Program Supervisor  
Communications Supervisor  
Director, Classified Personnel  
Director, Fiscal Services  
Director, Food Services  
Director, Information Systems  
Director, Purchasing  
Director, Transportation  
Grounds Maintenance Supervisor  
Maintenance and Operations Manager

- Preschool Supervisor  
Senior Facilities Planner

#### Special Program Series

ALC Attendant  
Community Liaison/Bilingual Assistant

- Community Resource Coordinator  
Parent Educator
- American Indian Education Program Assistant  
Community Liaison  
American Indian Education Project Coord

- Classification not currently in use



**UPDATED JOB DESCRIPTION REVIEW SCHEDULE**

**September 2015**

<b><u>Group A</u></b>	<b>Occupied Job Classifications:</b>	<b>31</b>
<b><u>2015/2016 School Year</u></b>	<b>Total Incumbents:</b>	<b>107</b>

Accounting Series

Senior Account Clerk  
Accounting Technician  
Payroll Technician  
Financial Analyst

Clerical Series

Clerk Typist  
Intermediate Clerk Typist  
School Office Clerk  
Intermediate Clerk Typist-Bilingual  
School Office Clerk-Bilingual  
District Receptionist  
• Senior Clerk Typist  
Translator/Interpreter

Confidential Classifications

Administrative Assistant  
Executive Assistant

Health Series

School Health Technician

Human Resource Series

Personnel Technician  
Human Resources Technician  
Benefits & Worker's Compensation Specialist  
Personnel Assistant  
Human Resources Analyst  
Personnel Analyst

Library/Media Series

School Library Specialist  
Library/Instructional Materials Technician

Purchasing Series

Senior Purchasing Clerk  
Buyer

Secretarial Series

Program Support Specialist  
Department Secretary  
School Office Manager  
Department Secretary - Bilingual  
School Office Manager-Bilingual  
Administrative Secretary

Additional Job Description

Personnel Commissioner

- Classification not currently in use

**UPDATED JOB DESCRIPTION REVIEW SCHEDULE**  
**September 2015**

**Group B**  
**2016/2017 School Year**

**Occupied Job Classifications: 31**  
**Total Incumbents: 150**

Custodial Series

Custodian  
Head Custodian

Delivery Series

Delivery Worker  
Storekeeper

Food Service Series

Food Distribution Worker  
Central Kitchen Coordinator

Grounds Series

Groundskeeper I  
Grounds Equipment Operator  
Groundskeeper II  
Grounds Maintenance Worker  
Sprinkler Mechanic

Maintenance Series

Maintenance/Grounds Helper (*staffed on a temporary basis only*)  
Maintenance Worker  
Flooring Repair Worker  
Skilled Maintenance Worker  
Locksmith  
Painter  
Maintenance Carpenter/Cabinetmaker  
Maintenance Heating, Ventilation & Air Conditioning Mechanic  
Maintenance Electrician  
Maintenance Plumber

- Facilities Planner/Coordinator

Network/Communications Series

Field Service Technician  
Computer/Multimedia Technician  
Database Analyst  
Network Systems Manager

Printing Series

Reprographic Technician

Transportation Series

Bus Driver  
Driver Instructor

- Mechanic Assistant  
Transportation Dispatcher  
Mechanic  
Lead Mechanic

- Classification not currently in use

## UPDATED JOB DESCRIPTION REVIEW SCHEDULE

September 2015

### Group C 2017/2018 School Year

Occupied Job Classifications: 37  
Total Incumbents: 338

#### Child Care Series

Child Care Attendant  
Child Care Program Facilitator

#### Instructional Series

Instructional Assistant  
Instructional Assistant -Bilingual  
Instructional Assistant - Special Education  
Preschool Instructional Assistant  
Instructional Assistant-Computer I  
Instructional Assistant – English Learner  
Instructional Assistant-Farm Facility  
Instructional Assistant-Sign Language (Deaf/Hard of Hearing)  
Preschool Instructional Assistant - Bilingual  
Speech and Language Aide  
Instructional Assistant-Adapted Physical Ed  
Instructional Assistant-Physical Education  
Instructional Assistant-Severely Disabled  
Instructional Assistant-Applied Behavior Analysis (ABA)  
• Instructional Assistant – Computer II  
• Associate Preschool Educator  
OVPP Associate Preschool Educator  
Lead Behavior Intervention Assistant  
Lead DTT/ABA - Instructional Assistant  
Preschool Educator  
OVPP Preschool Educator  
Speech and Language Assistant

#### Management Classifications

- Assistant Superintendent, Administrative Services  
Child Care Program Supervisor  
Director, Classified Personnel  
Director, Fiscal Services  
Director, Food Services  
Director, Information Services  
Director, Maintenance, Operations and Facilities  
Director, Purchasing  
Director, Transportation  
Grounds Maintenance Supervisor
- Maintenance and Operations Manager  
Senior Facilities Planner

#### Special Program Series

- Alternative Learning Center Attendant  
Parent Liaison Instructional Assistant Bilingual  
Parent Educator - Bilingual  
Community Liaison - Bilingual  
Public Information Assistant
- Classification not currently in use



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## **PRESCHOOL INSTRUCTIONAL ASSISTANT - BILINGUAL**

### **JOB SUMMARY:**

Under direction of the certificated/permitted staff and general supervision of the site administrator or designee, assists with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting to students needing English language development; monitors and reports student progress regarding behavior and performance; translates written and verbal information in a designated second language.

### **CLASS CHARACTERISTICS:**

This classification is distinguished from other Instructional Assistant classes in that incumbents work with preschool aged children, must have taken a prescribed number of Early Childhood Education or Child Development units and be bilingual in a designated second language to work in this capacity. Incumbents provide assistance to certificated/permitted staff in the care, supervision and learning activities of preschool age children requiring English language development in the classroom and on the playground.

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

Assist in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students; *E*

Assist with the preparation and presentation of learning materials for individual students or groups of children; *E*

Communicate with students in English and a designated second language to facilitate instruction; *E*

Provide translations, orally and written, for limited or non-English speaking parents and school staff; *E*

Supervise children in all activities including indoors and outdoors, during snack and mealtime, parent meetings field trips and emergency and preparedness drills; *E*

Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance; *E*

Participate with children and encourage their involvement in activities; *E*

Observe and redirect student behavior according to approved procedures; *E*

Monitor student behavior and communicate with certificated/permitted staff and parents regarding student activities; *E*

Provide support to the certificated/permitted staff by setting up work areas and operating technological equipment; *E*

Provide for the safety of the children as required; guide students into safe place activities; respond to a child's needs and problems in a patient, caring and sensitive manner; *E*

Assist communicating with children and parents in a designated second language; translate written and oral information as directed; *E*

Assist students in developing communication skills and serve as an appropriate language model; *E*

Assist children in the development of independence, social skills and self-help skills; *E*

Set up and clean up eating areas, assist children with washing as needed; assist children in toileting and proper hygiene as appropriate; *E*

Communicate with certificated/permitted staff regarding needs for appropriate materials to meet the developmental and linguistic needs of the children; *E*

Assist the certificated/permitted staff in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines; *E*

Prepare and maintain a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities;

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

Attend staff meetings and participate in meetings and in-service training programs as assigned;

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 received from certificated/permitted staff.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Basic principles of early childhood development including proper discipline applicable in a preschool setting;
- Student behavior management strategies and techniques;
- Needs and characteristics of preschool age children;
- Basic instructional methods and techniques in early childhood education;
- Subjects taught in the primary grades, including mathematics, reading and writing;
- Safe practices for preschool classroom and playground activities;
- English usage, spelling, grammar and punctuation;
- Usage, spelling, grammar and punctuation of a designated language other than English;
- Basic record-keeping procedures;
- Written and oral communication principles and practices.

**Ability to:**

- Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines;
- Demonstrate an understanding, patient, and receptive attitude toward young children;
- Monitor and report student behavior and progress according to approved policies and procedures;
- Read, write and communicate effectively in English and a designated second language;
- Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding;
- Assist in planning and implementing a variety of activities to meet the needs and interests of preschool aged children;
- Coordinate and participate in activities with groups of children;
- Use positive and appropriate methods of behavior control and modification for preschool aged children;
- Ensure that preschoolers are supervised at all times;
- Work collaboratively in a team environment;
- Maintain classroom in a clean, sanitary, orderly and safe condition;
- Determine appropriate action within clearly defined guidelines;
- Understand and follow oral and written directions;
- Perform clerical duties such as filing, duplicating and maintaining simple records;
- 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;
- Completion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college.

**Experience:**

- Prior paid or volunteer experience working with preschool aged children is desirable.

**LICENSES REQUIRED:**

Within two (2) months of employment all Preschool Instructional Assistants are required to possess and maintain valid current First Aid and Adult/Child CPR Certificates.

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

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a preschool classroom and/or playground environment without direct 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.

Classification adopted 3/16/01

Revised 7/18/02, 8/14/03, 12/7/06, 5/9/13

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



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## Preschool Instructional Assistant – Bilingual

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### **JOB SUMMARY:**

Under daily direction of the Preschool Educator or Associate Preschool Educator assigned to and general supervision of the site administrator or designee, assists instructional personnel with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting to students needing English language development; monitors and reports student progress regarding behavior and performance; translates written and verbal information in a designated second language.

### **CLASS CHARACTERISTICS:**

This classification is distinguished from other Instructional Assistant classes in that work involves preschool aged children and incumbents must have taken a prescribed number of Early Childhood Education units and be bilingual in a designated second language to work in this capacity. Incumbents provide assistance to instructional personnel working with preschool children requiring English language development.

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

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

- Supervise children in all activities, indoors and outdoors, during snack and mealtime, during parent meetings and on field trips; *E*
- Assist with planning, preparing and implementing a variety of activities to meet the needs and interests of preschool-aged children; *E*
- Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance; *E*
- Participate with children and encourage their involvement in activities; *E*
- Observe and control behavior of students according to approved procedures. Report progress regarding student performance and behavior to teacher/supervisor; *E*
- Provide support to the teacher by setting up work areas and operating audio-visual equipment; *E*
- Prepare instructional materials as directed by the supervisor; *E*
- Provide for the safety of the children as required; guide students into safe place activities; respond to a child's needs and problems in a patient, caring and sensitive manner; *E*
- Assist communicating with children and parents in a designated second language; translate written and oral information as directed; *E*
- Assist students in developing communication skills and serve as an appropriate language model; *E*
- Set up and clean up eating areas, assist children with washing as needed; assist children with toileting, changing those who have experienced toileting accidents; assist students in developing self-help skills; *E*
- Communicate with teacher regarding needs for appropriate materials to meet the developmental and linguistic needs of the children; *E*
- Assist the Preschool Educator or Associate Preschool Educator in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines; *E*
- Participate in meetings and in-service training programs as assigned;
- Attend staff meetings;



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

### **SUPERVISION:**

General supervision is received from the site administrator of the Preschool Program or designee. Daily direction, leadership and/or guidance is received from assigned Preschool Educator or Associate Preschool Educator.

Supervision is not exercised over other employees.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Basic principles of early childhood development including proper discipline applicable in a preschool setting;
- Safe practices for Preschool classroom and playground activities;
- Appropriate English usage, spelling, grammar and punctuation;
- Appropriate usage, spelling, grammar and punctuation of a designated language other than English.
- Basic record-keeping procedures;
- Interpersonal relations skills using tact, patience and courtesy.

#### **Ability to:**

- Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines;
- Read, write and communicate effectively in English and a designated second language;
- Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding;
- Establish and maintain cooperative working relationships with children and adults;
- Assist in planning and implementing a variety of activities to meet the needs and interests of preschool aged children.
- Coordinate and participate in activities with groups of children;
- Use positive and appropriate methods of behavior control and modification for Preschool aged children;
- Determine appropriate action within clearly defined guidelines;
- Understand and follow oral and written directions.

### **EMPLOYMENT STANDARDS:**

#### **Education:**

- Graduation from High school or equivalent is required
- Completion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college.

#### **Experience:**

- Prior paid or volunteer experience working with preschool aged children is desirable.

### **LICENSES REQUIRED:**

- Within two (2) months of employment all Preschool Instructional Assistants are required to possess and maintain valid current First Aid and Adult/Child CPR Certificates.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a preschool classroom and/or playground environment without direct 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.

Range 32  
Classified Bargaining Unit Salary Schedule

Past Revisions: 8/14/03, 12/7/06, 5/9/13  
Job Description Review and Revisions Effective: 6/11/2015

PROPOSED

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

Memo

**TO:** Personnel Commissioners

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

**DATE:** September 10, 2015

**SUBJECT: Agenda Item No. 9: Merit Rule Review and Revision Chapter 7, Section 2.14  
LONGEVITY**

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**FIRST READING AND DISCUSSION**

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**Background Information**

On November 4, 2014 the Board of Trustees approved negotiated changes to the Collective Bargaining Agreement between the Ocean View School District and CSEA which included changes to the way classified bargaining unit members accrue longevity increments.

Previously at the beginning of the tenth year of employment and each succeeding year employees received a one percent increase above base pay until a maximum of eight percent was reached. Presently this accrual procedure will remain in place for all classified management and confidential employees.

However, with the agreement approved by the Board of Trustees on November 4, 2014, effective July 1, 2014 classified bargaining unit members shall receive the following longevity increments above their base pay at the beginning of the following years of employment:

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

As the protocol for classified employee longevity accrual is also reflected in Ocean View’s Merit System Rules and Regulations, the Director recommends the associated rule be updated to mirror the new contract language approved in the Collective Bargaining Agreement between Ocean View School District and CSEA. The proposed revisions have been shared with and reviewed by Personnel Commission staff, the Superintendent’s Cabinet and CSEA. The Director presents the proposed revisions to Merit System Rule 7.2.14 Wage and Salary Provisions – Longevity for review and discussion.

Attachments: Article 10 Salaries of the Collective Bargaining Agreement between the District and CSEA  
Proposed revised Merit Rule 7.2.14 LONGEVITY, dated 9/10/15

.....  
**Recommendation**

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

**Article 10 – Salaries**

10.1 Implement the attached MOU concerning salary for 2013 – 2014 only.

10.8 Longevity Pay

~~At the beginning of the 10<sup>th</sup> year of employment and each succeeding year, an employee will receive a 1% increase above base pay until a maximum of 8% is reached~~ **Unit members shall receive the following longevity increments above their base pay at the beginning of the following years of their employment:**

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

**Article 11 – Health & Welfare Benefits**

11.1.1 ~~In consideration for eliminating Appendix G – Lotto Days, the District will increase the maximum annual health benefit contribution for eligible unit members from \$7,225.00 to \$7,775.00 effective beginning 2011-2012 insurance year. Effective July 1, 2014, the District shall contribute the following amounts for each full-time unit member towards medical, dental, vision, income protection, and life insurance. The employee shall select one of the below benefit tiers:~~



<b>Employee Only</b>	<b>\$8,450</b>
<b>Employee plus 1</b>	<b>\$9,200</b>
<b>Employee plus family</b>	<b>\$11,000</b>

**Full-time unit members shall be required to participate in at least employee only District medical, dental, vision and life insurance unless modified by mutual agreement between CSEA and the District.**

11.2.3 Unless changed by mutual agreement of CSEA and the District, the District will provide a health and welfare benefit program that will require each bargaining unit member to participate in in the Employee Only medical, **vision**, and dental and life insurance and will provide the following provisions:

~~Health Insurance Plans:~~

- ~~Indemnity Plan – Mutually acceptable carrier (\$300 deductible)~~
- ~~\*Employee Only~~
- ~~\*Employee + one dependent~~
- ~~\*Employee + family~~

FA   
SV 

**7.2 APPLICATION OF SALARY SCHEDULES**

7.2.14 **Longevity**

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

3% at year 10

3% at year 15 for a maximum of 6%

3% at year 18 for a maximum of 9%

3% at year 21 for a maximum of 12%

3% at year 25 for a maximum of 15%

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

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** September 10, 2015

**SUBJECT: Agenda Item No. 10a and 10b: Personnel Commission Potential Announcement of the Personnel Commissioner's Joint Appointee to the Personnel Commission**

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## **Background Information**

The three (3) year term of office of Personnel Commissioner Daniel Gooch expires on December 1, 2015. As required by Merit Rule 2.1.5 Personnel Commissioner's Appointment Procedures, joint Personnel Commissioner's appointee, Gooch, was contacted to determine if he is interested in reappointment for another three (3) year term of office. Commissioner Gooch indicated he is interested in reappointment. Merit Rule 2.1.4.C provides specifics on the actual appointment process of the Commissioner's joint appointee. The appointee of the Board of Trustees and the appointee of the classified employees may discuss and publicly announce the name of the person they intend to appoint or reappoint as the joint appointee to the Personnel Commission. The Commission may defer the discussion and public announcement to a Special (Open) meeting to be held later in September. If no public announcement of the intended Joint Appointee is made prior to September 30, 2015, the recruitment and selection of the Joint Personnel Commission Appointee will revert to the State Superintendent of Public Instruction.

The Board of Trustee's appointee to the Personnel Commission, Allan Pogrund will be unable to attend the September 10, 2015 Personnel Commission meeting and therefore will be unable to announce his intended appointee in person. As an alternative, Dr. Pogrund has submitted the attached letter dated August 19, 2015 and asked that this letter serve as his formal communication and announcement of his intended appointee.

Should the Commissions' discussion result in the announcement of their intended joint appointee to the Personnel Commission, a decision regarding the date of the required public hearing will be necessary. As referenced in Education Code 45246(f), Merit Rule 2.1.4.C specifies that, "At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publically announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. Should the Commission announce their intended appointee to the Personnel Commission at their September 10, 2015 meeting, the required hearing must be held between October 10 and October 25, 2015.

Attached are copies of Merit Rules 2.1.5 and 2.1.4.C, outlining the applicable procedure for the appointment of the Personnel Commissioner's joint appointee.

**Personnel Commission Potential Announcement of the  
Personnel Commissioner's Joint Appointee to the Personnel Commission  
Page 2**

attachments: Merit Rule 2.1.5  
Merit Rule 2.1.4.C

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**Recommendation**

The Director of Classified Personnel recommends:

1. The appointee of the Board of Trustees and the appointee of the classified employees announce the name of their intended Joint Appointee to the Personnel Commission prior to September 30, 2015.
2. If the Commission does announce the name of their intended appointee to the Personnel Commission at the September 10, 2015 meeting, it is further recommended that the Personnel Commission discuss and vote on the date to hold the required public hearing.

# MERIT RULES FOR APPOINTMENT OF THE PERSONNEL COMMISSIONER'S JOINT APPOINTEE

## 2.1.5 Personnel Commissioner's Appointment Procedures

new Rule 11/9/00

The following specific procedures are to be utilized for selection of the Personnel Commissioner's appointee to the Personnel Commission.

- A. By July 15 the Director of Classified Personnel shall inquire of the appointee of the Personnel Commission whose term is up in December of that year whether the Commissioner is interested in reappointment to the Personnel Commission for another three (3) year term of office.
  - 1. If the Commissioner is interested in reappointment the Commission shall announce their intent to reappoint or not to reappoint by September 30.
    - a. If the Commission's decision is to reappoint the Commissioners' appointee to a subsequent term of office the procedures of 2.1.4.C of these Rules shall be followed.
    - b. If the Commission's decision is to not reappoint the incumbent to a subsequent term of office, and if they do not announce the name of a new nominee by September 30, the procedures of 2.1.4.C.2 of these Rules shall be followed and the State Superintendent of Public Instruction shall make the appointment.
  - 2. If the Commissioners' appointee is not interested in subsequent appointment to the Commission, the following procedures shall be followed.
    - a. A recruitment process shall be opened by the Director of Classified Personnel as directed by the Personnel Commission. The process may include news releases sent to local newspapers and local community based organizations, e.g., Chamber of Commerce, Rotary Club, parent support groups via the Presidents Round table, or other such resources as specified by the Commission.
    - b. An application form eliciting information to document the applicants meeting the requirements of Education Code 45244 shall be completed by all interested applicants.
    - c. The Commission may make its decision based on the applications as submitted or may conduct individual interviews of the applicants.
    - d. The Commission shall then comply with 2.1.4.C of these Rules.



2.1.4 **Commissioner Appointment Procedures**

New Rule 11/9/00

On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organization(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming commissioner position.

**C. The Commissioners' Appointment:**

By September 30, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing. Education Code 45246(f)

1. In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a reappointment or on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the State Superintendent of Public Instruction takes the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position (not to exceed ninety (90) calendar days beyond the December 1st expiration of the Commissioners' appointees term). Education Code 45246 (g)
2. If the reason for the lack of appointment is an inability to agree upon a joint appointee by September 30, the State Superintendent of Public Instruction shall make the appointment within thirty (30) days. Education Code 45246(b)(2)

**TIMELINE FOR THE ANNOUNCEMENT OF THE COMMISSIONERS  
INTENDED APPOINTEE TO THE PERSONNEL COMMISSION AND PUBLIC  
HEARING**

Date Commissioners Can Announce Their Intended Appointee	30 Days After A Commissioners Announcement	45 Days After A Commissioners Announcement	Date Of Public Hearing
September 10, 2015	October 10, 2015	October 25, 2015	To be determined, suggested for the October 15, 2015 PC meeting.

For the Public Hearing to occur after 30 days, but within 45 days, of the Commissioners announcement of their intended appointee, provided a reappointment is the Commissioners determination, the Personnel Commission meeting and Public Hearing could not be held sooner than October 10, 2015. The originally scheduled meeting date of October 8, 2015 would be prior to the minimum 30 days. Consequently the Commission chose to reschedule this meeting to October 15, 2015 to accommodate a Public Hearing. Alternatively, the Commission could hold the required Public Hearing on any date from October 10 to October 25, 2015.



# Ocean View School District

17200 Pinehurst Lane  
Huntington Beach  
California 92647-5569  
714-847-2551  
Fax: 714-847-1430  
Web: [www.ovsd.org](http://www.ovsd.org)

## Personnel Commission

Commissioners  
Bob Ewing  
Daniel P. Gooch  
Dr. Allan Pogrund

Job Opportunities: [www.edjoin.org](http://www.edjoin.org)

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August 19, 2015

Director Vellanoweth,

I regret my being unable to attend the September 10, 2015 Personnel Commission Meeting and my late notice. My daughter, who now lives in Baltimore, will be traveling to Indonesia to coordinate a conference for Johns Hopkins University; we will be visiting her preceding her extended travel to Europe, this creating the conflict with the September Personnel Commission meeting.

At the September 10, 2015 Personnel Commission Meeting, I as the Board of Trustee appointee to the Personnel Commission, and Bob Ewing as the CSEA appointee to the Personnel Commission, are expected to announce the name of the person we intend to appoint or reappoint to the Personnel Commission as the joint appointee. The term for the current joint appointee, Mr. Daniel Gooch, will expire on November 30, 2015 and he has indicated his interest in reappointment. As I will be unable to attend the September 10 meeting, please let this letter serve as notice that I wish to announce the name of the person I intend to reappoint as the joint appointee to the Personnel Commission is Mr. Daniel Gooch.

Ocean View School District classified staff are an excellent and central element in the excellence of the district. I value Mr. Gooch's contribution to that staff and the governance of the district. Positive coordination between the Personnel Commission and the district has been a continuing source of district effectiveness.

Thank you for your consideration.

Allan Pogrund, Ed.D.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** September 10, 2015

**SUBJECT: Agenda Item No. 11: INFORMATION ONLY – CLASSIFIED VACANCIES**

## Background Information

At the August 13, 2015 Personnel Commission meeting, Chairman Gooch requested that information be brought forth at the September 10 meeting outlining the number of classified vacancies within the 2014-2015 school year attributed to employees finding other jobs. The following represents the numbers and percentages of voluntary employee separations for 2014-2015, excluding retirements.

### **Permanent Employees**

Another Job	37	42%
Personal	30	34%
Moving	17	19%
School	4	5%

### **Substitute Employees**

No Response	68	62%
No Longer Available	37	34%
Another Job	3	3%
Personal	1	1%

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### **Recommendation**

The Director recommends that the Commission review and discuss the information presented.