



# OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, August 13, 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, AUGUST 13, 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 July 9, 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:

**Pages 6-49**

**(Action)**

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

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

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

**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

- 7. RATIFY ADVANCED STEP PLACEMENT – JULIE WILLIAMS, SENIOR FACILITIES PLANNER:** The Personnel Commission will receive the Director’s recommendation to ratify the advanced step placement for Julie Williams, Senior Facilities Planner. **Pages 6-49**  
**(Action)**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**
  
- 8. ANNUAL REPORT OF THE PERSONNEL COMMISSION 2014-2015 FIRST READING AND ADOPTION:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and adopt the 2014-2015 Annual Report of the Personnel Commission. **Pages 6-49**  
**(Action)**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMUNICATIONS**

- 9. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
  
- 10. COMMISSIONERS’ REPORTS**
  
- 11. DIRECTOR AND STAFF REPORTS**
  
- 12. 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  
July 9, 2015**

**CALL TO ORDER** Commissioner Gooch called the July 9, 2015, Regular Personnel Commission Meeting to order at 4:30 p.m.

**PLEDGE OF ALLEGIANCE** Commissioner Pogrund led the Pledge of Allegiance.

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

**PUBLIC COMMENTS** There were no comments from the public.

**MINUTES OF JUNE 11, 2015** Motion by Commissioner Pogrund to approve the minutes of the June 11, 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. ALC Attendant
2. Community Liaison
3. Community Liaison Bilingual Assistant
4. Instructional Assistant – Computer I
5. Instructional Assistant – Computer II
6. Instructional Assistant - EL
7. Instructional Assistant – Farm Facility
8. Instructional Assistant – Sign Language (Deaf/HoH)
9. Parent Educator

Motion by Commissioner Ewing to approve the Consent Calendar.

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

**CLASSIFIED ACTIVITY LIST(S)** The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval to the Board of Trustees, at the June 16, 2015, and July 7, 2015, Board of Trustees meetings.

**REMOVAL OF NAME FROM ELIGIBILITY LIST** Director Vellanoweth stated that in interviewing and offering positions for substitutes from our Custodian eligibility list, there was a candidate who was offered employment and was sent for Department of Justice fingerprint clearance. There were some misdemeanors on his record that were not disclosed on his application. Director Vellanoweth had a conversation with the applicant to let them know that their name would be removed from the eligibility list and that the offer of employment was rescinded. The applicant was given the opportunity to file a protest, which he did not.

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

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

**REMOVAL OF  
INACTIVE JOB  
CLASSIFICATIONS**

Director Vellanoweth stated that the Personnel Commission is coming to the end of the third round of job description reviews, and in doing so have been reviewing classes that have been inactive or not in use for some time. In order to keep the salary schedules up to date, and not appear misleading to people from outside the District seeking employment, Director Vellanoweth proposes that the Personnel Commission inactivate four classifications, American Indian Education Program Assistant, American Indian Education Project Coordinator, Community Resource Coordinator, and Lead Preschool Educator – Oak View Preschool. These can be reactivated by the Commission if the need exists in the future.

Director Vellanoweth stated that she reached out to the Coordinator of Categorical Programs regarding the Indian Education classifications and at this time there is not any intent to fill these positions because of very limited funding.

Commissioner Pogrund asked what would happen if somebody were to come in and say this is a service they need. Director Vellanoweth answered that she maintains a list of inactive classifications and she could go back and check to see if any of the inactive classifications would fit the need and could potentially reactivate and/or modify them.

Motion by Commissioner Pogrund to approve the Removal of Inactive Job Classifications.

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

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public.

**COMMISSIONERS'  
REPORTS**

Commissioner Ewing stated that the date of the next Personnel Commission meeting is scheduled for August 13, 2015.

Commissioners Gooch and Pogrund had nothing to report.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth welcomed the District's new Superintendent, Dr. Carol Hansen, and new Deputy Superintendent, Dr. Michael Conroy. The former classified position of Assistant Superintendent, Administrative Services is now a Deputy Superintendent and is a certificated position.

The Personnel Commission just completed two classified management recruitments for Director of Transportation and Senior Facilities Planner. Final interviews will be held next week.

There has been some movement with Principal placements for fall and there is a new Principal, Rosa Mendieta, at Oak View. Brett Hardy, former Assistant Principal at Mesa View, will be the Principal at Golden View.

Director Vellanoweth stated that she received correspondence from Commissioner Gooch indicating his interest in serving another term as Commissioner.

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

Information regarding the Personnel Commission's annual report for 2014-2015 was included in the Commissioner's packets. Commissioner Gooch had a suggestion to include the number of schools, number of students, and number of classified and certificated personnel. Director Vellanoweth stated that this would come back next month as a reading and adoption incorporating the suggestions by Commissioner Gooch.

Lastly, Director Vellanoweth stated that former Personnel Commissioner and Board Member, Charles Osterlund, passed away and she wanted to recognize him for his years of service and dedication to the District.

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn in honor of Mr. Charles Osterlund's years of service and dedication to Ocean View School District. He also asked Director Vellanoweth to send a note to Mrs. Osterlund letting her know that the Personnel Commission meeting of July 9, 2015, was adjourned in his honor.

Motion by Commissioner Ewing to adjourn the July 9, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Pogrund, and carried with a 3:0 vote at 4:45 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:** August 13, 2015  
**SUBJECT:** Agenda Item No. 6A1: Job Description Revision – Child Care Attendant

**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 Attendant classification was fully reviewed and updated in May 2003, reviewed with minor revisions in November 2008, revised to comply with new legislation in October 2010 and revised for recruitment purposes in August 2012 and April 2013.

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

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

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Child Care Attendant job description.

Attachment: Proposed revised job description for Child Care Attendant dated August 13, 2015.

.....  
**Recommendation**

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





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## CHILD CARE ATTENDANT

### JOB SUMMARY:

Under general supervision of the Child Care Program Supervisor, direction of the Child Care Program Facilitator and in collaboration with the site administrator and staff, assists in providing a quality educational and recreational program and a safe and loving environment for children within a District child care program for school age children. ~~;- assumes and performs related work as necessary or required.~~

### CLASS CHARACTERISTICS:

Positions in this class assist the Child Care Program Facilitator in implementing a quality child care program. Incumbents are responsible for providing custodial care, developmentally appropriate educational and recreational activities and supervision for assigned children. ~~utilizing considerable independence. Incumbents are expected to work with considerable independence to implement District Child Care Program standards and policies in partnership with the school to enhance the educational opportunities and achieve goals of the school.~~

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

~~Plans, o~~rganizes, implements and participates in a variety of educational and recreational activities to meet the needs and interests of individual and/or groups of children. ~~including, but not limited to, arts, crafts, games, singing, dancing and other special projects; supervises children in outdoor and indoor play activities; - E E~~

Provides each child the opportunity to develop in a positive environment that enhances and encourages children's social, intellectual, motor, creative and language development; provides guidance, assistance, and encouragement with various projects; ~~assists in promoting self-esteem, self-help skill development and a healthy self-image; E~~

Provides for the supervision and safety of the children as required during indoor and outdoor activities; responds to children's needs and problems in a patient, caring and sensitive manner; ~~reports health and/or safety concerns to immediate supervisor; E~~

Models appropriate behavior for children and assist in promoting a healthy self-esteem; **E**

Assists school age child care participants with homework and school assignments; **E**

Monitors children's behavior and special education needs; ~~watches for signs of neglect or suspected abuse~~; consults with certificated staff, Child Care Program Facilitator, and parents regarding children's progress and behavior; ~~reports concerns according to established guidelines; -E~~

Utilize appropriate behavior management strategies and techniques as needed; E

As a mandated reporter, watch for signs of neglect or suspected abuse; report any concerns according to established guidelines; E

Maintains a clean, safe, sanitary and orderly child care environment; E

Assists with ~~snack and lunch~~ meal times; prepares and cleans up eating areas; E

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary; E

~~Provides for physical and personal hygiene needs of children including basic first aid and/or CPR when necessary; may assist in the feeding, toileting and self-help skill development of the child care participants; E~~

Prepares and maintains a variety of records, reports and program materials and perform a variety of clerical tasks including attendance, activity participation and receptivity, health, accident and injury reports, routine maintenance, student portfolios and others as assigned;

~~Stores and monitors inventory of supplies, equipment and materials, notifying supervisor when supplies need to be replenished;~~

~~Assists in supervising rest periods;~~

Attends staff meetings and training;

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

## **SUPERVISION:**

~~Daily d~~Direction is provided by a Child Care Program Facilitator and general supervision is received from the Child Care Program Supervisor.

Supervision is not exercised over other employees.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- General needs and age appropriate behaviors of children;
- Rules of play, craft and game activities;
- Child development and appropriate behavior modification methods;
- Appropriate safety and health procedures and precautions;
- Correct English usage, including grammar, spelling, punctuation and vocabulary;
- 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;
- Simple Basic record keeping;
- Basic mathematics.

### **Ability to:**

- Provide a clean, safe, and positive environment for child care participants;

- Plan and implement a variety of age appropriate children's activities;
- Coordinate and participate in activities with groups of children;
- Use positive and appropriate methods to maintain appropriate standards of behavior among child care activity participants;
- Operate various office equipment, including data and word processing equipment and software programs;
- Rapidly learn and apply District and Child Care objectives, policies and procedures;
- Establish and maintain effective working relationships with diverse groups, including site leaders, District personnel, parents and children;
- Communicate effectively with children and adults, demonstrating poise, patience, sensitivity and understanding;
- Work independently. Understand and carry out oral and written instructions;
- Maintain simple-accurate records;-
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- ~~Graduation from high school or equivalent and passing the Instructional Assistant Competency Examination is required.~~
- ~~Course work in Child Development is highly desirable.~~
- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in child development or early childhood education is desirable.

### **Experience:**

- Prior paid or unpaid experience working with school aged children in a classroom, recreational or child care setting is desirable.

## **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).

Within two (2) months of employment all Child Care Attendants 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 ~~CONDITIONS~~ ENVIRONMENT AND HAZARDS:**

The job requires standing, walking, sitting, and physical agility sufficient to move about; frequently lifts, carries, pulls and pushes up to 30 pounds, occasionally up to 50 pounds; frequently stoops and bends; occasionally kneels and bends repeatedly; visual acuity sufficient to see and observe

children's activities and behavior, both indoor and outdoor; speech and vocal capacity sufficient to be heard by children in a noisy environment; hearing sufficient to be able to tell when a child is having difficulty or being disruptive. The working environment is both indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to minor, and on occasion to severe, contagious illnesses, and to noise generated by children involved in activities. Has direct contact with public, children, and other district staff. 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.

Revised 5/6/03, 11/9/05, 11/13/08

Last revised 10/14/10

Revisions effective 8/9/12

Revisions Effective 4/11/2013

[Job Description Review and Proposed Revisions Effective: 8-13-15](#)

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** August 13, 2015

**SUBJECT: Agenda Item No. 6A2: Job Description Revision – Child Care Program Facilitator**

## 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 Facilitator classification was fully reviewed and updated in October 2003, reviewed with no revisions in February 2008, revised to comply with new legislation in October 2010 and revised for recruitment purposes in March 2013.

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

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

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Child Care Program Facilitator job description.

Attachment: Proposed revised job description for Child Care Program Facilitator dated August 13, 2015.

.....  
**Recommendation**

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## CHILD CARE PROGRAM FACILITATOR

### -JOB SUMMARY:

Under ~~the~~ general ~~administrative directions~~ supervision of the Child Care Program Supervisor and in collaboration with the site administrator and staff ~~general supervision of the school Principal or site administrator~~, plans, organizes and directs the operation of the Child Care Program at a school site; ~~assumes and performs related work as necessary or required.~~

### CLASS CHARACTERISTICS:

This class is distinguished from the Child Care Attendant class in that it has complete responsibility for overseeing and coordinating the Child Care Program which provides custodial care, developmentally appropriate educational and recreational activities and supervision for assigned children at a school site. The class is also distinguished from the Child Care Program Supervisor in that positions in the Child Care Program Facilitator class are not responsible for District wide operations of the Child Care Program. Positions in this class will follow a work schedule consistent with the operation of the Child Care Program at an individual school site, which may be different from the general district calendar and work schedule. Incumbents are expected to work with considerable independence to implement District Child Care Program standards and policies in partnership with the school to enhance the educational opportunities and achieve goals of the school.

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

Manage the daily operation and functions of a Child Care Program at a school site; *E*

Plan, select, implement and participate in a variety of educational and recreational activities to meet the needs and interests of individual and/or groups of children; *E*

~~Plan, select, implement, supervise and participate in the monthly and daily program activities to enhance the students' educational opportunities and achieve goals of the school;~~ *E*

Provide each child the opportunity to develop in a positive environment that enhances and encourages children's social, intellectual, motor, creative and language development; provide guidance, assistance, and encouragement with various projects; *E*

Provide for the supervision and safety of the children as required during indoor and outdoor activities; respond to children's needs and problems in a patient, caring and sensitive manner; *E*

Coordinate, train, and provide daily direction for the work of Child Care Program staff at a school site; *E*

Establish and monitor children behavior standards in cooperation with the ~~Principal or site administrator~~ and Child Care Program Supervisor; *E*

Utilize appropriate behavior management strategies and techniques as needed; E

As a mandated reporter, watch for signs of neglect or suspected abuse; report any concerns according to established guidelines; E

Under ~~D~~irection of the Child Care Program Supervisor, assist in evaluating the performance of ~~and giving to subordinate~~Child Care Program staff; *E*

May make recommendations to Child Care Program Supervisor in establishing and monitoring District policies and guidelines; *E*

Work with the site administrator and Child Care Program Supervisor to determine the use of facilities and equipment and communicate any problems or concerns as appropriate; E

~~Communicate problems and concerns to the Principal, site administrator or Child Care Program Supervisor, as appropriate; E~~

Monitor; and maintain the budget and other financial records of the Child Care site ~~and oversees the collection of fees from the parents for participation in special events; E~~

Maintain parent contact through formal and informal ~~meetings and phone contacts as necessary~~communications; *E*

Plan student ~~snaek~~meal times, inventory~~ies~~ supplies, order~~s~~ supplies from District warehouse and shop~~s~~ for items not available through District resources; *E*

~~Work with the Principal or site administrator to determine the use of facilities and equipment;~~

Attend staff meetings and training sessions;

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;

~~May administer first aid, CPR and/or prescribed medications.~~

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

## **SUPERVISION:**

Receives general ~~administrative directions~~supervision from the Child Care Program Supervisor and ~~general supervision from the school Principal~~works in collaboration with the ~~or~~ site administrator or designee.

Provides daily leadership, direction and guidance to assigned Child Care Attendants. This classification does not exercise full supervision over other employees.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Rules, regulations and daily practices of operating a ~~Children's Day~~Child Care facility;
- General needs and age appropriate behaviors of children;

- Child development and appropriate behavior modification methods;
- Positive and appropriate methods to maintain acceptable standards of behavior among child care participants;
- Rules of play, craft and game activities;
- Appropriate safety and health procedures and precautions;
- ~~Correct~~ English usage, grammar, spelling, punctuation and vocabulary;
- 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;
- ~~Modern record-keeping practices and procedures;~~
- Business math;
- District rules and policies.

#### **Ability to:**

- Plan, direct, coordinate and participate in a Child Care Program consistent with optimum growth and development of school age children;
- Provide a clean, safe, and positive environment for child care participants;
- Plan and implement a variety of age appropriate children's activities;
- ~~Coordinate and direct the activities of site Child Care Program staff;~~
- Use positive and appropriate methods to maintain appropriate standards of behavior among child care activity participants;
- Operate various office equipment, including data and word processing equipment and software programs;
- ~~Direct activities and assign personnel to provide a positive environment for children;~~
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies, public;
- Establish and maintain effective working relationships with diverse groups, including site administrators & teachers, District personnel, parents and children;
- Determine and retain privileged communications;
- ~~Communicate effectively both orally and in writing with staff, parents, children, public and District personnel demonstrating poise, patience, sensitivity and understanding;~~
- ~~Prepare, present clear and concise reports;~~
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

#### **EMPLOYMENT STANDARDS:**

##### **Education:**

- ~~Requires e~~Completion of 48 semester units from an accredited college or junior college with emphasis in child development, education or related field; **OR**
- A certificate or credential issued by the Commission on Teacher Credentialing; Passing the Instructional Assistant Competency Examination;
- A Bachelor's degree in education or related field from an accredited college or university is desirable.

##### **Experience:**

- ~~Requires t~~Three (3) years of experience, with increasing responsibility, working with school aged children in a classroom, recreational or child care setting.~~in a child care~~



~~program.~~

## **LICENSES REQUIRED:**

~~Valid, current First Aid and CPR Certificates.~~

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).

Within two (2) months of employment all Child Care Program Facilitators are required to possess and maintain valid, current First Aid and Adult/Child CPR Certificates.

Valid and appropriate California Driver License.

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

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

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

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; frequently stoops, bends, occasionally kneels; visual acuity sufficient to see and observe children's activities and behavior, both indoor and outdoor; speech and vocal capacity sufficient to be heard by children in a noisy environment; hearing sufficient to be able to tell when a child is having difficulty or being disruptive. The working environment is both indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to minor, and on occasion to severe, contagious illnesses, and to noise generated by children involved in activities. Has direct contact with the public, children, and other district staff. 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.

Last Revised 10/9/03

Reviewed with no revisions 2/14/08

Revisions effective 10/14/10

Revisions Effective: 3/14/2013

Job Description Review and Proposed Revisions Effective: 8-13-15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** August 13, 2015  
**SUBJECT:** **Agenda Item No. 6A3: Job Description Revision – Instructional Assistant – (ABA) Applied Behavior Analysis**

---

## 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 Instructional Assistant – (ABA) Applied Behavior Analysis classification was fully reviewed and updated in September 2003, reviewed with minor revisions in September 2009 and December 2010, and revised for recruitment purposes in October 2013.

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

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

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant - ABA job description.

Attachment: Proposed revised job description for Instructional Assistant - ABA dated August 13, 2015.

.....

## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## INSTRUCTIONAL ASSISTANT - (ABA) APPLIED BEHAVIOR ANALYSIS

### JOB SUMMARY:

Under the ~~daily~~ direction of ~~a certificated~~ Special Education certificated staff ~~Teacher experienced in Autism~~ and the general supervision of the Director, Special Education and site administrator or designee, administers Applied Behavior Analysis (ABA) tutoring to students ~~in a school or home setting~~ to assist children in acquiring learning and social skills, ~~as needed, participate in behavior modification and management of students, and assist students with and demonstrate proper physical care and hygienic needs.~~

### CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with students having severe behavior challenges and/or learning needs. Incumbents are expected to assist Special Education ~~teachers~~ certificated staff working with assigned students to achieve behavior, educational and/or daily living skill goals as established by the ~~teacher~~ certificated staff or Program Specialist to implement the students Individual Education Plan (IEP). Some incumbents may be required to travel between more than one school site.

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

Conduct specific behavioral therapy with students one-on-one or in groups(s) using behavior intervention plans and report outcomes to supervisor, with understanding that strict confidentiality must be maintained at all times while maintaining strict confidentiality at all times; *E*

Collect data, prepare summary, and record anecdotal therapy notes of student's progress in targeted behavioral areas; *E*

Confer with certificated staff and Program Specialist to provide input regarding student progress, performance and behavior; *E*

~~Build, maintain and organize student program notebooks~~; *E*

~~Participate in training sessions as provided by District/West Orange County Consortium for Special Education (WOCCSE)~~; *E*

~~Implement ABA needs of the student's IEP and implement program modifications as directed~~; *E*

Administer drills and implement program accommodation and modifications as directed and according to the needs of the students IEP; *E*

Assist assigned children in communication and social activities; work with children in their development of psycho-motor, self-help and social skills; *E*

Use positive reinforcement to assist students in their development and behavior; identify appropriate replacement behaviors, guidance and strategies needed to further enhance student development; *E*

Assist and supervise in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of children as necessary and maintain awareness of the disability of each child; *E*

Observe and control the behavior of students according to approved procedures; *E*

Oversee ~~Assist with overseeing~~ students during class, tutoring, playground, eating activities, during fire and earthquake emergencies and preparedness drills; assist in transferring children to and from buses, special equipment, classrooms, and events; *E*

~~Assist assigned children in communication and social activities; *E*~~

~~Assist in transferring children to and from buses, special equipment, classrooms, and events; *E*~~

~~Assist and supervise in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of children as necessary; *E*~~

~~Maintain awareness of disability of child; *E*~~

Build, maintain and organize student program notebooks and prepare materials to use in therapy; confer and identify with certificated staff any new teaching materials; *E*

Participate in training sessions as provided by District/West Orange County Consortium for Special Education (WOCCSE); *E*

~~Attend required District provided first aid training and administer first aid as necessary; *E*~~  
Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary; *E*

Attend staff meetings and trainings as required; *E*

~~Attend clinics, administer drills, conduct specific behavioral therapy, review data with supervisor, report concerns; *E*~~

Prepare and maintain a variety of records, reports and program materials and perform a variety of clerical tasks; *E*

Provide demonstration and instruction to less experienced aides through modeling and/or shadowing techniques ~~(a skill taught in training)~~; *E*

~~Prepare materials to use in therapy;~~ *E*

Operate, remove, and replace special equipment, devices, orthopedic braces, wheelchairs, while monitoring cleanliness and functionality of such apparatus; *E*

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

~~Some positions may be required to travel to various sites including student homes to deliver services;~~

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

### **SUPERVISION:**

General supervision is received from the Director, Special Education ~~or~~ and site administrator or designee. ~~Daily~~ direction is provided by ~~a certified~~ Special Education certificated staff, Teacher and/or Program Specialist.

Supervision is not exercised over other employees. However, leadership and/or guidance may be provided to Instructional Assistants as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- General needs and behavior of children diagnosed with autism;
- Appropriate behavior management techniques and interventions for use with special education students;
- Child guidance principles and practices as they relate to students with learning disabilities;
- ~~General needs and behavior of children;~~
- ~~Unique needs of students with disabilities such as Autism;~~
- ~~Take and pass the ABA/DTT training including: methods, practices and terminology used in applied behavior analysis;~~
- Record keeping systems and methods;
- Appropriate safety and health procedures and precautions;
- Basic mathematics and science, English usage including reading, grammar, spelling, and punctuation;
- 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;
- ~~Modern office equipment and procedures including operation of personal computers and word processing software.~~

### Ability to:

- Successfully complete ABA/DTT training; including: methods, practices and terminology used in applied behavior analysis;
- Effectively use behavior management techniques and deliver therapy;
- Follow behavioral intervention plans identified in student IEPs;
- Utilize a variety of instructional materials and procedures to enhance a positive educational environment;
- Oversee and discipline students in accordance with approved policies and procedures;
- Exercise flexibility, patience and sensitivity;
- ~~Establish and maintain effective interpersonal relationships with adults and children using tact, patience and courtesy;~~
- ~~Apply skills, knowledge and abilities in classroom and general school environment;~~
- ~~Operate a variety of modern office equipment, including personal computers and word processing software;~~
- Operate various office equipment, including data and word processing equipment and software programs;
- ~~Communicate constructively with students, parents and staff;~~ Communicate effectively with children and adults, demonstrating poise, patience, sensitivity and understanding;
- Maintain confidentiality in all communications, including with parents, staff and students;
- ~~Determine and retain privileged communications;~~
- ~~Be dependable and punctual;~~
- Maintain accurate records and schedules;
- Work independently, understand and carry out instructions;
- ~~Use time effectively and efficiently;~~
- ~~Effectively manage student behavior, deliver therapy;~~
- ~~Follow directions of supervisor and/or Program Specialist.~~
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

### EMPLOYMENT STANDARDS:

#### Education:

- ~~Graduation from a~~ High School Diploma or equivalent;
- ~~Passing the Instructional Assistant Competency Examination; is required.~~
- Some post-secondary education in child development or early childhood education is desirable.

#### Experience:

- ~~Some previous~~ Prior paid or unpaid experience working with the severely disabled and knowledge of applied behavior analysis methodology is ~~preferred~~ desirable.

### LICENSES REQUIRED:

Certification/verification of successful completion of required ABA/DTT training;

Some positions may require possession of a valid and appropriate California Driver License;

Within two (2) months of employment 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:**

Requires frequent standing, sitting, bending, stooping, kneeling; occasionally runs after eloping students, climbs stools or step ladders and reaches over head. Performs heavy work with frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Uses fingers on both hands; frequently twists wrists/hands when manipulating materials. Requires rapid mental and muscular coordination. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Has hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations. 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 revised 9/10/09

Revisions effective 12/16/10

Proposed revisions effective: 10/10/13

Job Description Review and Proposed Revisions Effective: 8-13-15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** August 13, 2015

**SUBJECT: Agenda Item No. 6A4: Job Description Revision – Lead Behavior Intervention Assistant**

## Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Lead Behavior Intervention Assistant classification was adopted 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 completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to Principals, the Director of Special Education, ABA Supervisor and ABA Program Specialist who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

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

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Lead Behavior Intervention Assistant job description.

Attachment: Proposed revised job description for Lead Behavior Intervention Assistant dated August 13, 2015.

.....

## Recommendation

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





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## LEAD BEHAVIOR INTERVENTION ASSISTANT

### JOB SUMMARY:

Under the general supervision of the Director, Special Education ~~Coordinator~~ and direction of the District Lead Psychologist, and with support of the Program Specialists, the Lead Behavior Intervention Assistant is involved in direct student services by providing behavioral support to students and staff as planned by the District staff and West Orange County Consortium for Special Education (WOCCSE) Behavioral Support Team (BST).

### CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with and/or provide leadership to staff working with students needing behavioral support. The primary areas of responsibility are to provide support, monitoring, and training using behavior management techniques, intervention strategies, and skill building for students with behavioral challenges. The incumbent will provide services throughout the District and in a variety of environments. Incumbents will be required to travel between more than one school site.

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

Serve as a support and direct resource for ~~classroom teachers and staff~~ certificated and classified staff by providing specific behavioral services and guidance for effective behavioral student management; *E*

Assist with crisis situations by following crisis intervention procedures as set forth by the West Orange County Consortium for Special Education; E

Problem solve with students through coaching and mentoring; *E*

Work in collaboration with certificated and classified staff to promote an effective learning atmosphere for all students; *E*

Collaborate with special education team on conducting Functional Behavior Assessments and implementing Behavior Support Plans, implement program modifications as needed; *E*

Assist with the development of materials and reinforcement of behaviors according to the student IEP; E

Collect and record data on students, accurately describing interventions, techniques, strategies, responses, and progress; *E*

Assist in training staff and parents in specialized instructional strategies and techniques being used in behavior intervention; *E*

~~Assist with crisis situations by following crisis intervention procedures as set forth by the West Orange County Consortium for Special Education; *E*~~

Attend meetings regarding student(s) progress; *E*

Participate in on-going training programs with District employees, West Orange County Consortium for Special Education (WOCCSE) staff or members of the Strategies for Utilization of Comprehensive Strategies for Ensuring Student Success (SUCSESS); *E*

Update and maintain student records as necessary;

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;  
~~Provide first aid, CPR as necessary;~~

~~May be required to travel to various sites including student homes to observe and/or deliver services;~~

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

#### **SUPERVISION:**

General supervision is received from Director, Special Education ~~Coordinator~~ or designee. ~~Daily d~~Direction is provided by the District Lead Psychologist.

Supervision is not exercised over other employees. However, leadership and/or guidance is provided to Special Education Instructional staff as assigned.

#### **MINIMUM QUALIFICATION:**

##### **Knowledge of:**

- Basic concepts of child growth and development, including behavior characteristics, particularly pertaining to students with special learning needs;
- Behavior management strategies and techniques relating to students experiencing behavior difficulties;
- Basic understanding of the function of behavior, replacement behaviors, autism and emotional disturbance;
- Appropriate safety and health procedures and precautions;
- Positive behavioral interventions;
- Applied Behavior Analysis/Discreet Trial Training;
- Basic academic skills;
- Crisis intervention;

- Basic mathematics and science, English usage including reading, grammar, spelling, and punctuation;
- 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;
- Record keeping systems and methods.

**Ability to:**

- Model, coach and provide training to staff and students;
- Learn and apply District and school policies and procedures;
- Work and communicate effectively with other adults in the school setting;
- Work effectively without close supervision;
- Calmly collaborate during crisis situations and identify and analyze sensitive situations with a safety focus;
- Effectively communicate both orally and in writing;
- Maintain confidentiality regarding students, families, and specifics of programming;
- Demonstrate close attention to details;
- Operate various office equipment, including data and word processing equipment and software programs;
- ~~Operate a variety of modern office equipment, including personal computer and word processing software;~~
- Establish and maintain accurate records;
- Provide basic First Aid and CPR;
- ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- 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;
- ~~Some post-secondary education in child development or early childhood education is desirable.~~
- ~~Successful completion of Applied Behavior Analysis training.~~

**Experience:**

- Two (2) years of experience working with students including those in preschool to 8<sup>th</sup> grade who have social and behavioral needs.
- Experience working with students with severe behavioral needs is desirable.

## **LICENSES REQUIRED:**

Valid and current CPR and First Aid certificates;

Certification/verification of successful completion of required ABA/DTT training;

Within probation period employee is required to successfully complete Pro-Act Training;

Possession of a valid and appropriate California Driver License;

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

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

Requires frequent standing, sitting, bending, stooping, kneeling; occasionally climbs stools or step ladders and reaches over head. Performs heavy work with frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Uses fingers on both hands; frequently twists wrists/hands when manipulating materials. Requires rapid mental and muscular coordination. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequently immerses hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations. Possible exposure to communicable diseases. Possible exposure to verbal and/or physical assaultive student behavior. 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.

Proposed new classification 2/13/14

Job Description Review and Proposed Revisions Effective: 8-13-15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** August 13, 2015

**SUBJECT: Agenda Item No. 6A5: Job Description Revision – Lead DTT/ABA- Instructional Assistant**

## Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Lead DTT/ABA - Instructional Assistant classification was adopted in October 2004 and updated with minor revisions in July 2005.

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

Based upon information provided by the incumbents and supervisors, modifications are proposed to the Lead DTT/ABA - Instructional Assistant job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Lead DTT/ABA - Instructional Assistant job description.

Attachment: Proposed revised job description for Lead DTT/ABA - Instructional Assistant dated August 13, 2015.

.....

## Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Lead DTT/ABA - Instructional Assistant job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



---

OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

## LEAD DTT/ABA - INSTRUCTIONAL ASSISTANT

### JOB SUMMARY:

#### DEFINITION:

Under the ~~daily~~ direction of ~~a certificated~~ Special Education certificated staff Teacher experienced in Autism and the general supervision of the Director, Special Education Coordinator and site administrator or designee, demonstrates and/or instructs Discrete Trial Therapy (DTT) methods; trains and coaches other Instructional Assistant ~~— Applied Behavior Analysis (ABA) staff=s;~~ updates ABA student logbooks; observes drills being conducted, conducts probes and implements behavioral strategies and program modifications in accord with the student's Individual Education Program (IEP); ~~performs related work as is necessary and required.~~

#### CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with and/or provide leadership, training to other ABA staff working with students having severe behavior and/or learning challenges. Incumbents are expected to assist Special Education certificated staff teachers who supervise the DTT/ABA employees working with assigned students to achieve educational and/or daily living skill goals as established by the teacher-certificated staff to implement the student's IEP. Some incumbents may be required to travel between more than one school site.

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

##### EXAMPLES OF DUTIES:

Assists ~~certificated staff~~ in scheduling tutoring hours and appointments of ABA employees to provide Discrete Trial Therapy and Applied Behavior Analysis to students diagnosed with autism and related disorders ~~in primary, off-site school, or home settings;~~  
**E**

~~Assists certificated staff in coordinating the work of Special Education and ABA Aides providing one-on-one service to students with autism and related disorders;~~  
**E**

Assists ~~Special Education and~~ ABA Aides in development, implementation and reinforcement of Discrete Trial Therapy DTT training, providing demonstration and instruction to less experienced aides through modeling and/or shadowing techniques; **E**

Observes and/or administers drills and conducts probes to implement behavioral strategies and program modifications in accord with the student's IEP; *E*

~~Reports on~~ and provides input to certificated staff regarding student's performance, behavior and progress; *E*

~~As required, C~~conducts specific behavioral therapy with students one-on-one or in groups using behavior intervention plans(s), prepares program summaries and reports to/consults with program supervisor on modifications and behavioral strategies; *E*

May assist children in communication and social activities; work with children in their development of psycho-motor, self-help and social skills; *E*

Use positive reinforcement to assist students in their development and behavior; identify appropriate replacement behaviors, guidance and strategies needed to further enhance student development; *E*

Collect data, prepare summary, and record anecdotal therapy notes of student's progress in targeted behavioral areas; *E*

~~When required works with specific student(s) to implement ABA needs of the student's IEP and implement program modifications;~~ *E*

Assists students in focusing on assigned learning and functional tasks, according to each student's therapy plan and IEP; *E*

Attend staff meetings and trainings as required; *E*

~~Attends meetings and/or clinics regarding student(s) progress;~~ *E*

*E denotes an essential function of the job.*

Participates in on-going training programs with District employees, West Orange County Consortium for Special Education (WOCCSE) staff or members of the Strategies for the Utilization of Comprehensive Strategies for Ensuring Student Success (SUCSESS) team; *E*

Build, maintain and organize student program notebooks and prepare materials to use in therapy; confer and identify with certificated staff any new teaching materials; *E*

~~Updates, maintains and organizes student program notebooks as necessary;~~ *E*

~~Collects data, prepares summary, and records anecdotal therapy notes;~~ —

May oversee students during class, tutoring, playground, eating activities, during fire and earthquake emergencies and preparedness drills; may assist in transferring children to and from buses, special equipment, classrooms, and events;

~~May assist children in communication and social activities;~~

~~May assist in transferring children to and from buses, special equipment, classrooms, and events;~~

May assist and supervise others in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of students as necessary;

Operates, removes, and replaces special equipment, devices, orthopedic braces, wheelchairs, while monitoring cleanliness and functionality of such apparatus;

Assists in maintaining a disciplined, neat, orderly and attractive learning environment;

~~Administers first aid, CPR as necessary;~~

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;

~~May be required to travel to various sites including student homes to observe and/or to deliver services.~~

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

## **SUPERVISION:**

General supervision is received from the Director, Special Education ~~Coordinator or and site administrator or~~ designee. ~~Daily d~~Direction is provided by ~~a-certificated~~ Special Education ~~Teacher~~certificated staff.

Supervision is not exercised over other employees. However, leadership and/or guidance is provided to Special Education, Severely Disabled, and ABA Instructional Assistants as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- General needs and behavior of children diagnosed with autism and related disorders, including an understanding of the children's unique learning needs;
- Discrete Trial Therapy (DTT) and Applied Behavior Analysis (ABA) training methods;
- Basic math, grammar, spelling, language and reading;
- General methods and practices of training;
- Child guidance principles and practices as they relate to students with learning disabilities;
- ~~Interpersonal relations skills using tact, patience, and courtesy;~~
- Record keeping systems and methods;
- 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;



~~Modern office equipment and procedures;~~

- Safe lifting techniques for single, paired and multiple lifts;
- Safe working practices and cleaning methods used in working with the severely disabled;
- CPR and First Aid techniques and practices.

**Ability to:**

- Model and train others in the use of behavior management techniques and application of Discrete Trial Therapy including: methods, practices and terminology used in applied behavior analysis;
- Learn and apply District and school policies and procedures;
- Provide direction and work guidance to others;
- Effectively use behavior management techniques and deliver therapy;
- Utilize a variety of instructional materials and procedures to enhance a positive educational environment;
- Oversee and discipline students in accordance with approved policies and procedures;
- Exercise flexibility, patience and sensitivity;
- ~~Manage student behavior, deliver therapy;~~
- Work independently, Understand and carry out oral and written instructions and follow the directions of supervisor(s) and IEPs;
- ~~Establish and maintain effective working relationships;~~
- ~~Establish and maintain effective relationships with adults and children;~~
- Communicate effectively with children and adults, demonstrating poise, patience, sensitivity and understanding~~Communicate clearly and constructively with students, parents and staff;~~
- Operate various office equipment, including data and word processing equipment and software programs;
- Maintain confidentiality in all communications, including with parents, staff and students;
- ~~Determine and retain privileged communications;~~
- Establish and maintain records and schedules;
- ~~Use time effectively and efficiently;~~
- React appropriately in emergency medical situations;
- Use the safe lifting procedures and techniques provided in training;
- ~~Be dependable and punctual.~~
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

**EDUCATION AND EXPERIENCE:**

**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.

## Experience:

- Two years of experience working with severely disabled students;
- At least 6 months experience administering Discrete Trial Therapy to students at various stages of therapy and knowledge of applied behavior analysis methodology.

~~Graduation from high school or equivalent, pass the Instructional Assistant Competency Examination and successful completion of WCCCSE Discrete Trial Level II Training. Substantial (one to two years) previous experience working with severely disabled students, at least 6 months (19 hrs/wk) of administering Discrete Trial Therapy to students at various stages of therapy and knowledge of applied behavior analysis methodology is required.~~

## **LICENSES REQUIRED:**

Possess and maintain ~~V~~valid, current CPR and First Aid Certificates;

Certification/verification of successful completion of required DTT/ABA ~~Level I & II~~ training;

Possession of a valid and appropriate California Driver License.

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

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

Requires frequent standing, sitting, bending, stooping, kneeling; occasionally climbs stools or step ladders and reaches over head. Performs heavy work with frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Uses fingers on both hands; frequently twists wrists/hands when manipulating materials. Requires rapid mental and muscular coordination. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequently immerses hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations. 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 by Personnel Commission 10/14/04

Revisions effective 7/14/05

Job Description Review and Proposed Revisions Effective: 8-13-15

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** August 13, 2015  
**SUBJECT: Agenda Item No. 6B: 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 – 01 Senior Facilities Planner
2. 2015 – 02 Director of Transportation

---

## Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015 – 01, 2015 – 02 .

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** August 13, 2015  
**SUBJECT: Agenda Item No. 7: Ratify Advanced Step Placement  
Julie Williams – Senior Facilities Planner**

---

## Background Information

A request for advanced step placement has been received from Director Maintenance, Operations and Facilities Jim Choate, for Ms. Julie Williams who has been offered and accepted the position of Senior Facilities Planner. This request is also recommended by Assistant Superintendent, Human Resources Felix Avila and the Director, Classified Personnel. Pursuant to Merit Rule 7.2.1.3.A.4, Advanced Step Placement (attached), the request is brought to the Personnel Commission for ratification.

## Analysis

The advanced step placement request for Step 4 placement (\$6,146/month) on the appropriate salary range for the class of Senior Facilities Planner (Salary Range M53, \$5,300/month to \$6,458/month) comes to the Commission upon the request of Director Maintenance, Operations and Facilities Jim Choate, the recommendation of Assistant Superintendent, Human Resources Felix Avila and the approval of the Director, Classified Personnel. The rationale for the Director's approval and recommendation for ratification by the Personnel Commission include: An advanced certificate in Educational Facility Planning, an advanced degree in Educational Facilities Planning and an advanced degree in Pre-construction and Project Management Technical Services. Additionally, her rate of pay with her most current employer of \$125,000 annually is well above Ocean View's Step 5 salary of \$6,458 per month (\$77,496 annually) for the class. A Step 4 placement would help to meet the candidate's current salary.

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

---

## Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 4 (\$6,146 per month) advanced step placement of Ms. Julie Williams, Senior Facilities Planner, in accord with Merit Rule 7.2.1.3.A.4.

## **7.2 APPLICATION OF SALARY SCHEDULES**

### **7.2.1 Initial Placement**

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

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

#### **A. Approval**

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. Upon approval by the Director, Classified Personnel, the request is routed to the Personnel Technician who will prepare the necessary payroll information.

#### **4. The approved request will be placed upon the Commission agenda for ratification.**

5. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).  
Revised 2/12/04
6. A copy of the form is then placed in the employee's personnel file.



Ocean View School District  
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by: Jim Choate

Date: 07/21/2015

The District has interviewed for the open vacancy in the classification of Senior Facilities Planner and has selected Julie Williams as their choice.

The District is requesting advanced step placement on range M53, step 4, for one or more of the following reasons:

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

Position requires 4 years of experience in facilities planning, or construction project management working with building contractors and State regulatory agencies. Candidate has 14 years of project management and business development experience.

2. Candidate's training and/or education exceeds that which is required. (Explain)(Example: exceptional recruitment difficulties)

Position requires high school diploma or equivalent and a Bachelor's degree in Planning, Landscape, Maintenance, Construction Management, Engineering, or related field is preferred. Candidate holds an Advanced Certificate in Educational Facility Planning, Advance degree in Educational Facilities Planning, Advanced degree in Pre-construction and Project Management Technical Services and many additional certifications.

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

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

Candidate is presently employed where she is earning \$125,000 salary range annually. A Step 4 placement would help to meet the most current salary.

4. Any other extraordinary circumstances not covered above. (Explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval  
Signatures:

Appointing Authority: \_\_\_\_\_

Date: 7/28/15

Senior Director, Human Resources \_\_\_\_\_

Date: 7/24/15

Director, Classified Personnel \_\_\_\_\_

Date: \_\_\_\_\_

Approved  
 Denied

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

**OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**Memo**

**TO:** Personnel Commissioners

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

**DATE:** August 13, 2015

**SUBJECT: Agenda Item No. 8: Annual Report of the Personnel Commission 2014-15  
First Reading and Adoption**

---

**Background Information**

Annually, in accord with Education Code 45266 the Director, Classified Personnel is required to prepare an Annual Report of Personnel Commission activity to be sent to the Board of Trustees. A draft of the 2014-15 Annual Report of the Personnel Commission was shared with the Personnel Commission at the July 9, 2015 meeting.

The Annual Report prepared for 2014-15 provides information about the Merit System, the role of the Personnel Commission, Commission meetings, and data about many other activities performed by the Commission and its staff. The report includes specific information about classified workforce statistics, recruitment, testing, eligibility lists established during the year, employment actions, classification and job description review actions, Merit Rule revisions and other activities done on behalf of the District and its classified employees. As requested, the report now includes the number of schools, number of students and the number of both classified and certificated employees. The report also contains the ongoing Goals of the Personnel Commission.

When finalized, the Annual Report of the Personnel Commission will be presented to the Board of Trustees, displayed in the Personnel Commission Office, distributed throughout the District and posted on the Personnel Commission’s page of the District website in a PowerPoint format.

It is recommended that the Personnel Commission review, discuss and provide comment and/or direction regarding the 2014-15 Annual Report of Personnel Commission activities.

Attachments: 2014-15 Annual Report of the Personnel Commission  
(Both brochure and PowerPoint formats)  
5 Year Personnel Commission Annual Report Information

.....  
**Recommendation**

The Director, Classified Personnel recommends the Personnel Commission review, discuss and adopt the 2014-15 Annual Report of Personnel Commission activities to be forwarded to the Board of Trustees.

## 5 Year Recap - Personnel Commission Activities

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
<p><b><u>Class Workforce Stats</u></b></p> <p>74 Active CSEA Classes                  2 Active Confidential Classes                  12 Active Management Classes                  612 Total Regular Class Employees</p> <p><b><u>Recruitment and Test Stats</u></b></p> <p>533 Applicants                  493 Examinees                  95 Disqualified/fail                  256 Eligibles                  24 Exams (22 Classes)                  71 No shows to exams                  45 OVSD interview panelists                  7 Panelists other districts</p> <p><b><u>Employment Actions</u></b></p> <p>86 New Hires - Regular Employees                  20 Promotions of current employees                  84 New Hires - Subs and Temps                  9 Reemployment from layoff                  2 Reinstatements                  63 Separations - Regular employees                  5 Separations - Probationary                  89 Separations - Subs/Temps                  23 Retirements                  5 Layoffs                  1 Voluntary Demotions                  5 Unpaid Leaves of Absence</p>	<p><b><u>Class Workforce Stats</u></b></p> <p>77 Active CSEA Classes                  2 Active Confidential Classes                  12 Active Management Classes                  589 Total Regular Class Employees</p> <p><b><u>Recruitment and Test Stats</u></b></p> <p>1601 Applicants                  641 Examinees                  86 Disqualified/fail                  352 Eligibles                  31 Exams (28 Classes)                  133 No shows to exams                  55 OVSD interview panelists                  9 Panelists other districts</p> <p><b><u>Employment Actions</u></b></p> <p>56 New Hires - Regular Employees                  9 Promotions of current employees                  107 New Hires - Subs and Temps                  30 Reemployment from layoff                  9 Reinstatements                  43 Separations - Regular employees                  2 Separations - Probationary                  56 Separations - Subs/Temps                  9 Retirements                  47 Layoffs                  3 Voluntary Demotions                  1 Termination                  1 Close Public Record                  2 Unpaid Leave of Absence</p>	<p><b><u>Class Workforce Stats</u></b></p> <p>79 Active CSEA Classes                  2 Active Confidential Classes                  12 Active Management Classes                  586 Total Regular Class Employees</p> <p><b><u>Recruitment and Test Stats</u></b></p> <p>1658 Applicants                  891 Examinees                  106 Disqualified/fail                  325 Eligibles                  36 Exams (30 Classes)                  356 No shows to exams                  57 OVSD interview panelists                  10 Panelists other districts</p> <p><b><u>Employment Actions</u></b></p> <p>54 New Hires - Regular Employees                  9 Promotions of current employees                  121 New Hires - Subs and Temps                  24 Reemployment from layoff                  2 Reinstatements                  53 Separations - Regular employees                  2 Separations - Probationary                  37 Separations - Subs/Temps                  12 Retirements                  14 Layoffs                  1 Voluntary Demotions                  11 Unpaid Leave of Absence                  1 Lateral Transfer</p>	<p><b><u>Class Workforce Stats</u></b></p> <p>88 Active CSEA Classes                  2 Active Confidential Classes                  10 Active Management Classes                  571 Total Regular Class Employees</p> <p><b><u>Recruitment and Test Stats</u></b></p> <p>1589 Applicants                  989 Examinees                  167 Disqualified/fail                  508 Eligibles                  45 Exams (35 Classes)                  380 No shows to exams                  90 OVSD interview panelists                  22 Panelists other districts</p> <p><b><u>Employment Actions</u></b></p> <p>86 New Hires - Regular Employees                  10 Promotions of current employees                  135 New Hires - Subs and Temps                  5 Reemployment from layoff                  5 Reinstatements                  67 Separations - Regular employees                  5 Separations - Probationary                  55 Separations - Subs/Temps                  15 Retirements                  15 Layoffs                  0 Voluntary Demotions                  13 Unpaid Leave of Absence                  0 Lateral Transfer</p>	<p><b><u>Class Workforce Stats</u></b></p> <p>84 Active CSEA Classes                  2 Active Confidential Classes                  8 Active Management Classes                  594 Total Regular Class Employees</p> <p><b><u>Recruitment and Test Stats</u></b></p> <p>1704 Applicants                  1293 Examinees                  164 Disqualified/fail                  439 Eligibles                  53 Exams (44 Classes)                  546 No shows to exams                  104 OVSD interview panelists                  23 Panelists other districts</p> <p><b><u>Employment Actions</u></b></p> <p>89 New Hires - Regular Employees                  15 Promotions of current employees                  147 New Hires - Subs and Temps                  4 Reemployment from layoff                  3 Reinstatements                  71 Separations - Regular employees                  1 Separations - Probationary                  55 Separations - Subs/Temps                  10 Retirements                  4 Layoffs                  0 Voluntary Demotions                  9 Unpaid Leaves of Absence                  1 Lateral Transfer</p>



## 5 Year Recap - Personnel Commission Activities

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
<p><b>24 Exams During 10/11</b>                      Associate Preschool Educator                      Asst Supt Administ Services                      Child Care Attendant                      Custodian                      Delivery Worker                      Head Custodian                      Information Tech Support Spec                      Inst Asst - ABA (3)                      Inst Asst - Computer                      Inst Asst - EL                      Inst Asst - Farm Facility                      Inst Asst - Severely Disabled                      Inst Asst - Special Education                      Instructional Aide                      Maintenance Worker                      Mechanic                      Parent Educator                      Preschool Educator                      Preschool Instructional Asst                      School Office Manager                      School Off Mgr Bilingual Spanish                      Skilled Maintenance Worker                      Skilled Maintenance Worker (2)</p>	<p><b>31 Exams During 11/12</b>                      Child Care Attendant                      Comm Liaison Biling Asst Span                      Computer Multimedia Tech                      Director, Classified Personnel                      Director, Food Service                      Food Distribution Worker (2)                      Grounds Equipment Operator                      Groundskeeper/Gardener                      Inst Aide - Bilingual Vietnamese                      Inst Asst - ABA (2)                      Inst Asst - Severely Disabled (2)                      Inst Asst - Special Education (2)                      Intern Clk Typist Biling Spanish                      Lead DTT/ABA Inst Asst                      Ld Preschool Educator Oak PS                      Maintenance Electrician                      Payroll Technician                      Personnel Technician                      Presch Inst Asst Biling Spanish                      Preschool Educator                      Reprographics Technician                      School Health Technician                      School Library Specialist                      School Office Clerk                      Speech &amp; Language Aide                      Exams Continued                      Speech &amp; Language Asst                      Translator (Spanish)</p>	<p><b>36 Exams During 12/13</b>                      ALC Attendant                      Bus Driver                      Child Care Attendant (2)                      Child Care Program Facilitator                      Comm Liaison Biling Asst Spanish                      Custodian                      Department Secretary                      Food Distribution Worker (2)                      Instructional Aide                      Inst Asst - EL                      Inst Asst - ABA (3)                      Inst Asst - Computer                      Inst Asst - Physical Education                      Inst Asst - Severely Disabled                      Inst Asst - Special Education                      Intern Clerk Typ Biling Spanish                      Library Inst Materials Technician                      OVPP Associate Presch Educ (2)                      OVPP Preschool Educator                      Parent Educator                      Payroll Technician                      Personnel Analyst                      Preschool Educator                      Preschool Inst Asst                      Presch Inst Asst Bil Spanish (2)                      Exams Continued                      School Health Technician                      School Office Manager                      Speech &amp; Language Asst                      Translator Spanish                      Translator Vietnamese</p>	<p><b>45 Exams During 13/14</b>                      Administrative Secty                      Assistant Supt, Administrative Serv                      Buyer                      Child Care Attendant (2)                      Community Liaison Bil Asst Arabic                      Computer Multimedia Tech                      Custodian                      Director, Food Service                      Food Distribution Worker                      Head Custodian (2)                      Human Resources Analyst                      Instructional Aide                      Inst Aide - Bilingual Spanish                      Inst Asst- ABA (2)                      Inst Asst - Computer (2)                      Inst Asst - EL (2)                      Inst Asst - PE                      Inst Asst - Severely Disabled (3)                      Inst Asst - Special Ed (2)                      Intermediate Clerk Typist                      Lead Behavior Intervention Asst                      Maintenance &amp; Operations Mgr                      Personnel Technician                      Preschool Inst Asst Bil Spanish (3)                      Public Information Assistant                      Exams Continued                      School Health Technician                      School Library Specialist                      School Office Clerk                      School Office Manager                      School Office Manager Bil Spanish                      Senior Purchasing Clerk                      Speech &amp; Language Aide (2)                      Translator Arabic                      Translator/Interpreter Spanish</p>	<p><b>53 Exams During 14/15</b>                      Bus Driver                      Central Kitchen Coordinator                      Child Care Attendant (3)                      Child Care Program Facilitator                      Child Care Program Supervisor                      Comm Liaison Bil Asst Arabic (2)                      Comm Liaison Bil Asst Spanish (2)                      Custodian                      Delivery Worker                      Department Secretary                      Dir Mtce, Operations &amp; Facilities                      Director, Transportation                      District Receptionist                      Food Distribution Worker                      Grounds Maintenance Worker                      Groundskeeper I                      Human Resources Technician                      Instructional Assistant (3)                      Instl Aide - Bilingual Spanish                      Inst Asst - ABA (2)                      InstAsst - EL                      Inst Asst - Severely Disabled (2)                      Inst Asst - Sign Language                      Inst Asst - Special Education (2)                      Intermediate Clerk Typist                      Maintenance Plumber                      Maintenance Worker                      Mechanic                      OVPP Assoc Preschool Educator                      Painter                      Payroll Technician                      Personnel Analyst                      Personnel Technician                      Preschool Educator                      Preschool Inst Assistant                      Preschool Inst Asst Biling Spanish                      Public Information Assistant                      Reprographic Technician                      School Office Clerk                      School Office Mgr-Biling Spanish                      Senior Purchasing Clerk                      Skilled Maintenance Worker                      Speech &amp; Language Assistant                      Storekeeper</p>

## 5 Year Recap - Personnel Commission Activities

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Child Care Attendant                      Child Care Program Facilitator                      Child Care Program Supervisor                      Grounds Equipment Operator                      Groundskeeper/Gardener                      Instructional Asst - ABA                      IT Support Specialist                      Lead Mechanic                      Mechanic                      Translator/Interpreter</p>	<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Clerk Typist                      Computer/Multimedia Tech                      Department Secretary                      Instructional Asst - EL                      Library/Inst Material Tech                      Personnel Analyst                      Personnel Technician</p>	<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Administrative Secretary                      ALC Attendant                      Bus Driver                      Buyer                      Child Care Attendant (2)                      Child Care Program Facilitator                      Clerk Typist                      Department Secretary                      Food Distribution Worker                      Health &amp; Welfare Technician                      Instructional Aide - Bilingual                      Instructional Asst - APE                      Instructional Asst - PE                      Intermediate Clerk Typist                      Intermediate Clerk Typist - Billing                      M&amp;O Manager                      Parent Educator                      Payroll Technician                      Preschool Inst Asst - Bilingual                      School Office Clerk                      School Office Clerk - Bilingual                      School Office Manager                      School Office Manager - Bilingual                      Senior Account Clerk                      Senior Clerk Typist                      Senior Purchasing Clerk                      Translator/Interpreter</p>	<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Accounting Technician                      Administrative Assistant                      Assistant Credential Tech                      Asst Supt, Administrative Services                      Bus Driver Trainee                      Carpenter/Cabinetmaker                      Central Kitchen Coordinator                      Community Liaison - Bilingual Asst                      Computer/Multimedia Technician                      Director, Food Services                      Executive Assistant                      Facilities Planner/Coordinator                      Financial Technician                      Flooring Repair Worker                      Grounds Equipment Operator                      Grounds Maintenance Worker                      Groundskeeper/Gardener                      Heating, Vent &amp; AC Mechanic                      Instructional Aide                      Inst Asst - ABA                      Inst Asst - Computer                      Inst Asst - EL                      Inst Asst - Interpreter (Deaf/HoH)                      Inst Asst - Severely Disabled                      Inst Asst - Special Education                      Library/Instructional Materials Tech                      Maintenance Electrician                      Maintenance Helper                      Maintenance Locksmith                      Maintenance Worker                      Network Systems Manager                      OVPP Assoc Preschool Educator                      Personnel Analyst                      Personnel Technician                      Reprographics Technician                      School Health Technician                      School Library Specialist                      Sr Personnel Spec - Credentials                      Skilled Maintenance Worker                      Speech &amp; Language Aide                      Speech &amp; Language Asst                      Sprinkler Mechanic                      Translator/Interpreter</p>	<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Associate Preschool Educator                      Bus Driver                      Child Care Program Supervisor                      Community Liaison                      Custodian                      Delivery Worker                      Director, Transportation (2)                      Driver Trainer                      Food Distribution Worker                      Head Custodian                      Human Resource Analyst                      Human Resource Technician                      Instructional Assistant- Bilingual                      Instructional Assistant                      Instructional Assistant - Computer                      Instructional Assistant - APE                      Instructional Assistant - PE                      Inst Asst - Severely Disabled                      Inst Asst - Special Ed                      Lead Mechanic (2)                      Mechanic (2)                      Mechanic Assistant (2)                      OVPP Associate Preschool Educ                      OVPP Preschool Educator                      Preschool Educator (2)                      Preschool Instructional Assistant                      Preschool Inst Asst - Bilingual                      Senior Facilities Planner                      Speech and Language Aide                      Speech and Language Assistant                      Storekeeper                      Switchboard Oper/Receptionist                      Transportation Dispatcher</p>
<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Child Care Attendant                      Child Care Program Facilitator                      Child Care Program Supervisor                      Grounds Equipment Operator                      Groundskeeper/Gardener                      Instructional Asst - ABA                      IT Support Specialist                      Lead Mechanic                      Mechanic                      Translator/Interpreter</p>	<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Clerk Typist                      Computer/Multimedia Tech                      Department Secretary                      Instructional Asst - EL                      Library/Inst Material Tech                      Personnel Analyst                      Personnel Technician</p>	<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Administrative Secretary                      ALC Attendant                      Bus Driver                      Buyer                      Child Care Attendant (2)                      Child Care Program Facilitator                      Clerk Typist                      Department Secretary                      Food Distribution Worker                      Health &amp; Welfare Technician                      Instructional Aide - Bilingual                      Instructional Asst - APE                      Instructional Asst - PE                      Intermediate Clerk Typist                      Intermediate Clerk Typist - Billing                      M&amp;O Manager                      Parent Educator                      Payroll Technician                      Preschool Inst Asst - Bilingual                      School Office Clerk                      School Office Clerk - Bilingual                      School Office Manager                      School Office Manager - Bilingual                      Senior Account Clerk                      Senior Clerk Typist                      Senior Purchasing Clerk                      Translator/Interpreter</p>	<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Accounting Technician                      Administrative Assistant                      Assistant Credential Tech                      Asst Supt, Administrative Services                      Bus Driver Trainee                      Carpenter/Cabinetmaker                      Central Kitchen Coordinator                      Community Liaison - Bilingual Asst                      Computer/Multimedia Technician                      Director, Food Services                      Executive Assistant                      Facilities Planner/Coordinator                      Financial Technician                      Flooring Repair Worker                      Grounds Equipment Operator                      Grounds Maintenance Worker                      Groundskeeper/Gardener                      Heating, Vent &amp; AC Mechanic                      Instructional Aide                      Inst Asst - ABA                      Inst Asst - Computer                      Inst Asst - EL                      Inst Asst - Interpreter (Deaf/HoH)                      Inst Asst - Severely Disabled                      Inst Asst - Special Education                      Library/Instructional Materials Tech                      Maintenance Electrician                      Maintenance Helper                      Maintenance Locksmith                      Maintenance Worker                      Network Systems Manager                      OVPP Assoc Preschool Educator                      Personnel Analyst                      Personnel Technician                      Reprographics Technician                      School Health Technician                      School Library Specialist                      Sr Personnel Spec - Credentials                      Skilled Maintenance Worker                      Speech &amp; Language Aide                      Speech &amp; Language Asst                      Sprinkler Mechanic                      Translator/Interpreter</p>	<p><b>Classification Actions</b>  <u>Job Description Reviews</u>                      Associate Preschool Educator                      Bus Driver                      Child Care Program Supervisor                      Community Liaison                      Custodian                      Delivery Worker                      Director, Transportation (2)                      Driver Trainer                      Food Distribution Worker                      Head Custodian                      Human Resource Analyst                      Human Resource Technician                      Instructional Assistant- Bilingual                      Instructional Assistant                      Instructional Assistant - Computer                      Instructional Assistant - APE                      Instructional Assistant - PE                      Inst Asst - Severely Disabled                      Inst Asst - Special Ed                      Lead Mechanic (2)                      Mechanic (2)                      Mechanic Assistant (2)                      OVPP Associate Preschool Educ                      OVPP Preschool Educator                      Preschool Educator (2)                      Preschool Instructional Assistant                      Preschool Inst Asst - Bilingual                      Senior Facilities Planner                      Speech and Language Aide                      Speech and Language Assistant                      Storekeeper                      Switchboard Oper/Receptionist                      Transportation Dispatcher</p>

## 5 Year Recap - Personnel Commission Activities

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
<p>1 <u>New Classifications Developed</u> Asst Supt Administrative Services</p>	<p>3 <u>New Classifications Developed</u> Lead Presch Educator Oak PS OVPP Assoc Presch Educator OVPP Preschool Educator</p>	<p>4 <u>New Classifications Developed</u> Department Secty Bilingual Span Personnel Assistant Program Support Specialist Public Information Assistant</p>	<p>7 <u>New Classifications Developed</u> Benefits &amp; Worker's Comp Spec Database Analyst Field Service Technician Groundkeeper II Lead Behavior Intervention Asst Maintenance Plumber Painter</p>	<p>1 <u>New Classifications Developed</u> Instructional Asst - Computer II</p> <p>1 <u>Classifications Reactivated</u> Dir Mtce, Operations &amp; Facilities</p> <p>3 <u>Reclassifications</u> Bus Driver Driver Instructor</p>
<p>2 <u>Classifications Deactivated</u> COFO Risk Manager</p>	<p>1 <u>Reclassification</u> Facilities Planner/Coordinator to Senior Facilities Planner</p> <p>1 <u>Extend Eligibility List</u> Speech &amp; Language Assistant</p>	<p>2 <u>Reclassifications</u> Administrative Secretary to Personnel Assistant</p> <p>Senior Account Clerk to Program Support Specialist</p>	<p>5 <u>Reclassifications</u> Groundskeeper/Gardener Groundskeeper II</p> <p>Health &amp; Welfare Tech to Benefits and Worker's Comp Spec</p> <p>IT Support Specialist Database Analyst</p> <p>Maintenance Worker to Skilled Maintenance Worker</p> <p>Skilled Maintenance Worker Field Service Technician</p>	<p>Instructional Assistant Preschool Instructional Assistant</p> <p>Mtce &amp; Operations Supervisor Dir, Mtce, Operations &amp; Facilities</p>
<p>1 <u>Reclassification</u> School Office Manager to School Office Manager Bilingual</p>			<p>5 <u>Classifications Deactivated</u> Graphics Technician Instructional Resource Cntr Tech Intermediate Personnel Spec Purchasing Clerk Staff Development Technician</p> <p>2 <u>Extend Eligibility List</u> Bus Driver (2)</p> <p>1 <u>Continuous Testing Authorized</u> Child Care Attendant</p>	<p>6 <u>Classifications Deactivated</u> Equipment Mechanic Grounds/Gardener Lead Worker Health &amp; Welfare Technician HVAC Energy Conserv Coord IT Support Specialist Sprinkler Repair Worker</p> <p>2 <u>Evaluation Forms Adopted</u> Classified Bargaining Unit Classified Mgmt/Confidential</p> <p>3 <u>Merit Rule Revisions</u> 7.2.2 Step Advancement 8.11 Classified Evaluations 11.1.7 Health Exams</p> <p>1 <u>Extend Eligibility List</u> School Office Manager</p> <p>3 <u>Removal from Eligibility Lists</u> Custodian(2) Delivery Worker (1)</p> <p>3 <u>Advance Step Placements</u> Asst Supt Administrative Serv Dir Mtce, Operations &amp; Facilities Maintenance Plumber</p>

## **Personnel Commissioners**

Commissioner Bob Ewing  
CSEA Appointee

Commissioner Daniel Gooch  
Joint Appointee

Commissioner Allan Pogrund, Ed.D.  
Board Appointee

## **Classified Personnel**

Michelle Vellanoweth  
Director

Michelle Eifert  
Personnel Assistant

Shristie Nair  
Personnel Analyst

Yvonne Nguyen  
Personnel Technician

## **Board of Trustees**

John Briscoe  
Gina Clayton-Tarvin  
Debbie Cotton  
Joseph Gaglione  
Jack Souders

## **District Superintendent**

Gustavo Balderas

# **OCEAN VIEW SCHOOL DISTRICT**

# **Annual Report of the PERSONNEL COMMISSION**

## **2014 – 2015**



# The Merit System

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to insure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

## GOALS OF THE COMMISSION

- Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- Conduct job description reviews on a 3 year cycle to ensure meeting changing requirements of the jobs.
- Develop new classes to meet changing needs of the District.
- Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

## PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. in the District Office Board Room. Agendas are posted at the District Office, outside the Board Room and in each location, at least 72 hours preceding the next meeting and are distributed to Board Members and each school site for posting in a prominent location. Agendas are also posted on our District website. Agendas include the exact time, location, date and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Ocean View School District employees and members of the community are invited to attend.

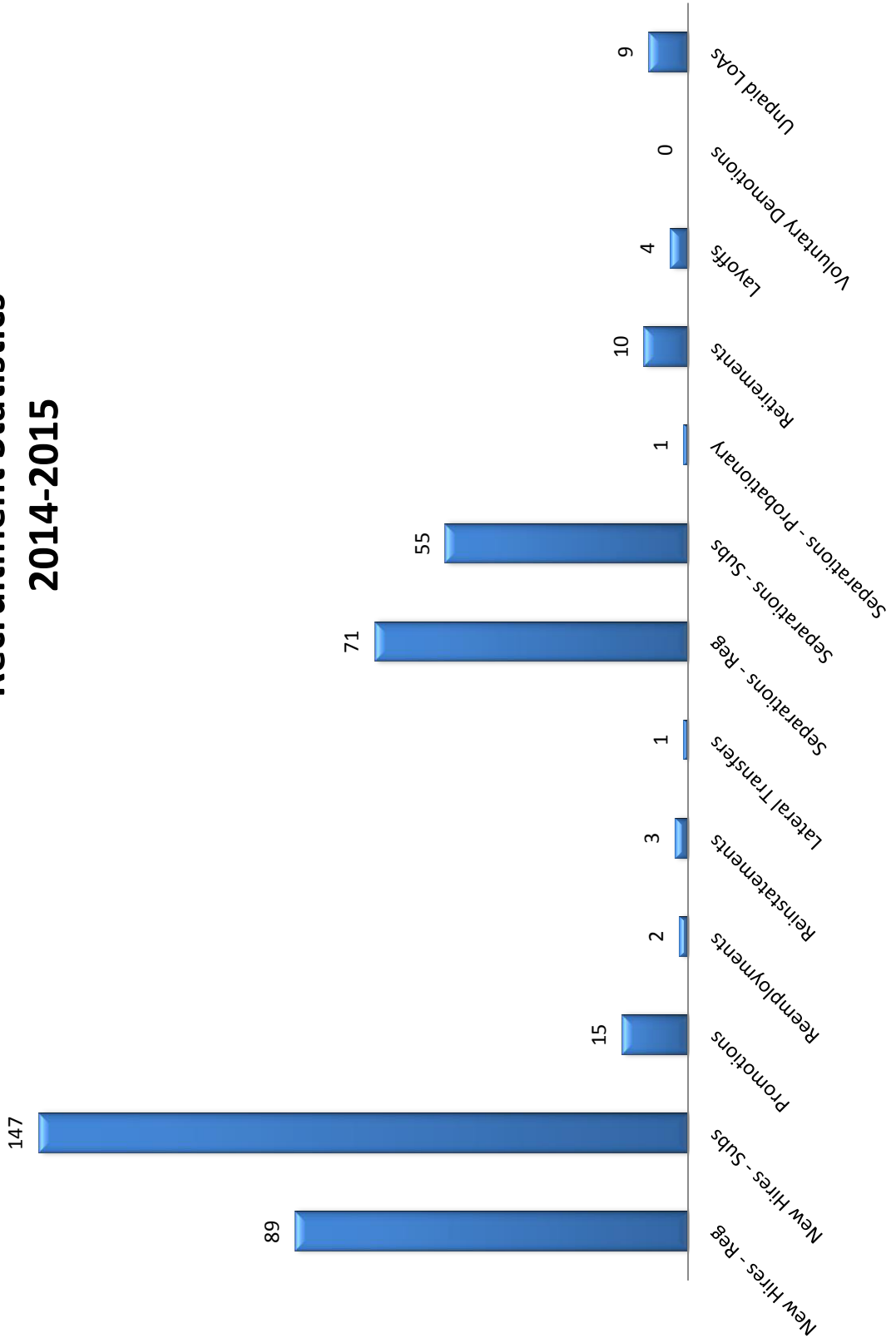
The Commission office is located at District Office facilities. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The Commission posts and accepts applications for all current job opportunities with the District at [www.EdJoin.org](http://www.EdJoin.org) and maintains a District web-page address, [www.ovsd.org](http://www.ovsd.org).

# What We Do

Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- Recommends salaries to the governing board. (EC 45268)
- Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
- Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- Provides for training of its own staff. (EC 45255)

# Employment Actions & Recruitment Statistics 2014-2015



## **Class Workforce Statistics**

84	Active CSEA Classes
2	Active Confidential Classes
8	Active Management Classes
594	Total Regular Class Employees

## **Recruitment and Testing Statistics**

1704	Applicants
1293	Examinees
164	Disqualified
439	Eligibles
53	Exams (44 Classes)
546	No Shows to Exams
104	OVSD interview panelists
23	Panelists from other districts

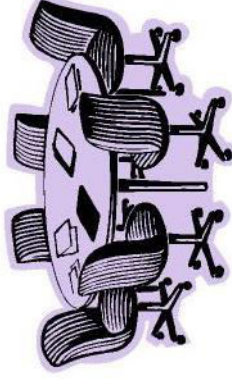
## **Employment Actions**

89	New Hires – Regular Employees
147	New Hires – Substitutes
4	Reemployments from Layoff
3	Reinstatements
15	Promotions of current employees
1	Lateral Transfer
71	Separations – Regular Employees
55	Separations – Substitutes
1	Separation within Probation
10	Retirements
0	Voluntary Demotions
4	Layoffs
9	Unpaid Leaves of Absence



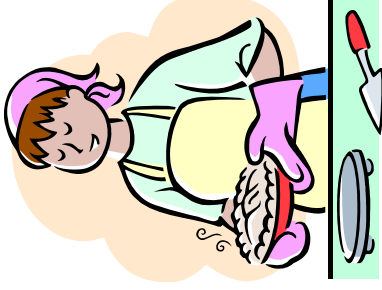
# 53 Exams Were Proctored

- Bus Driver
- Central Kitchen Coordinator
- Child Care Attendant (3)
- Child Care Program Facilitator
- Child Care Program Supervisor
- Community Liaison Bilingual Assistant – Arabic (2)
- Community Liaison Bilingual Assistant – Spanish (2)
- Custodian
- Delivery Worker
- Department Secretary
- Director of Maintenance, Operations, and Facilities
- Director of Transportation
- District Receptionist
- Food Distribution Worker
- Grounds Maintenance Worker
- Groundskeeper I
- Human Resources Technician
- Instructional Assistant (3)
- Instructional Aide Bilingual – Spanish
- Instructional Assistant – ABA (2)
- Instructional Assistant – EL
- Instructional Assistant – Severely Disabled (2)
- Instructional Assistant – Sign Language
- Instructional Assistant – Special Education (2)
- Intermediate Clerk Typist
- Maintenance Plumber
- Maintenance Worker
- Mechanic
- OVPP Associate Preschool Educator
- Painter
- Payroll Technician
- Personnel Analyst
- Personnel Technician
- Preschool Educator
- Preschool Instructional Assistant
- Preschool Instructional Assistant Bilingual – Spanish
- Public Information Assistant
- Reprographic Technician
- School Office Clerk
- School Office Manager Bilingual – Spanish
- Senior Purchasing Clerk
- Skilled Maintenance Worker
- Speech and Language Assistant
- Storekeeper



# 38 Job Descriptions Were Reviewed

- Associate Preschool Educator
- Bus Driver
- Child Care Program Supervisor
- Community Liaison
- Custodian
- Delivery Worker
- Director of Transportation (2)
- Driver Trainer
- Food Distribution Worker
- Head Custodian
- Human Resources Analyst
- Human Resources Technician
- Instructional Assistant
- Instructional Assistant Bilingual
- Instructional Assistant – Computer
- Instructional Assistant – APE
- Instructional Assistant – PE
- Instructional Assistant – Severely Disabled
- Instructional Assistant – Special Education
- Lead Mechanic (2)
- Mechanic (2)
- Mechanic Assistant (2)
- OVPP Associate Preschool Educator
- OVPP Preschool Educator
- Preschool Educator (2)
- Preschool Instructional Assistant
- Preschool Instructional Assistant Bilingual
- Senior Facilities Planner
- Speech and Language Aide
- Speech and Language Assistant
- Storekeeper
- Switchboard Operator/Receptionist
- Transportation Dispatcher



# Other Classification Actions

## **1 New Classification was developed**

- Instructional Assistant Computer II

## **1 Classification was reactivated**

- Director of Maintenance, Operations, and Facilities

## **3 Reclassifications**

- Bus Driver to Driver Instructor
- Instructional Assistant to Preschool Instructional Assistant
- Maintenance and Operations Manager to Director of Maintenance, Operations, and Facilities

## **6 Classifications were deactivated**

- Equipment Mechanic
- Grounds/Gardener Lead Worker
- Health & Welfare Technician
- HVAC Energy Conservation Coordinator
- IT Support Specialist
- Sprinkler Repair Worker

## **3 Professional Growth Payments**

## **2 Evaluation Forms were adopted**

- Classified Bargaining Unit
- Classified Management/Confidential

## **3 Merit Rules were revised**

- 7.2.2 Step Advancement
- 8.11 Classified Evaluations
- 11.1.7 Health Exams

## **1 Eligibility List was extended**

- School Office Manager

## **3 Names were removed from Eligibility Lists**

- Custodian (2)
- Delivery Worker (1)

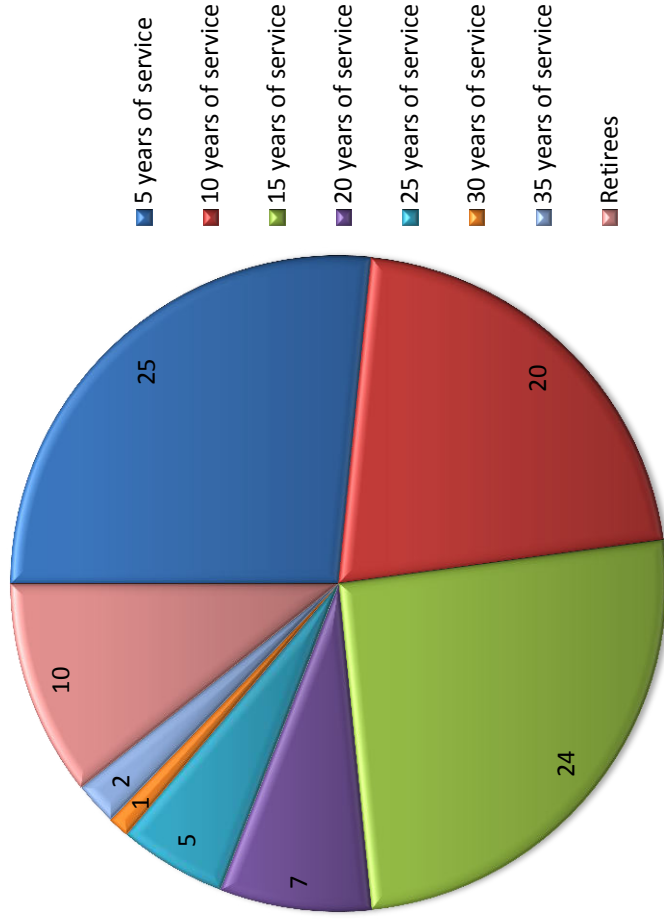
## **3 Advance Step Placements**

- Assistant Superintendent, Administrative Services
- Director of Maintenance, Operations, and Facilities
- Maintenance Plumber

# Service Awards Retirements

## Classified School Employees of the Year

### Service Awards and Retirees



### Classified School Employees of the Year

- Sandy Vaughan, Department Secretary - Induction (BTSA)
- Craig Sample, Groundskeeper II – Maintenance, Operations, and Facilities

May 11-15, 2015 was designated as the Week of the Employee.

Classified School Employees of the Year and Teachers of the Year were recognized at the May 19, 2015 Board Meeting and District retirees were recognized at the Board Meeting of June 2, 2015.

# About Ocean View School District

- Ocean View School District is the seventeenth largest school district in Orange County.
- The District operates eleven elementary schools, four middle schools, and two preschools.
- Student enrollment is currently slightly less than 10,000 students.
- The District boundaries encompass portions of Huntington Beach, Fountain Valley, Westminster, and Midway City.
- The District currently employs:
  - 462 certificated staff
  - 621 classified staff
  - 482 substitute & exempt staff



# How To Reach Us:

## OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

17200 Pinehurst Lane  
Huntington Beach, CA 92647

Building B

Phone: 714-847-2551

Fax: 714-847-1430

[www.ovsd.org](http://www.ovsd.org)

**Michelle Vellanoweth**  
Director  
Ext. 1400  
[mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org)

**Michelle Eifert**  
Personnel Assistant  
Ext. 1401  
[meifert@ovsd.org](mailto:meifert@ovsd.org)

**Shristie Nair**  
Personnel Analyst  
Ext. 1404  
[snair@ovsd.org](mailto:snair@ovsd.org)

**Yvonne Nguyen**  
Personnel Technician  
Ext. 1403  
[ynguyen@ovsd.org](mailto:ynguyen@ovsd.org)

## THE MERIT SYSTEM

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to insure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

### GOALS OF THE COMMISSION

- ◆ Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- ◆ Conduct job description reviews on a 3 year cycle to ensure meeting changing needs of the District.
- ◆ Develop new classes to meet changing needs of the District
- ◆ Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- ◆ Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- ◆ Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

### PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. in the District Office Board Room. Agendas are posted at the District office outside the Board Room, are also posted on the District website, at least 72 hours preceding the next meeting, and are distributed to Commissioners, Board Members, District Administrators, and the school sites. Agendas include the exact time, date, and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Employees and members of the community are cordially invited to attend Commission meetings.

The Personnel Commission is located at the District Office. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The Commission posts and accepts applications for all job opportunities at [www.EdJoin.org](http://www.EdJoin.org) and maintains a District web page, [www.ovsd.org](http://www.ovsd.org).

## WHAT WE DO

Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- ◆ Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- ◆ Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- ◆ Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- ◆ Recommends salaries to the governing board. (EC 45268)
- ◆ Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- ◆ Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- ◆ Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
- ◆ Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- ◆ Provides for training of its own staff. (EC 45255)

## HOW TO REACH US:

**OVSD Personnel Commission**  
17200 Pinehurst Lane  
Huntington Beach, CA 92647

[www.ovsd.org](http://www.ovsd.org)

Phone: 714-847-2551  
Fax: 714-847-1430

**Michelle Vellanoweth**  
Director  
Ext. 1400  
[mvelanoweth@ovsd.org](mailto:mvelanoweth@ovsd.org)

**Michelle Eifert**  
Personnel Assistant  
Ext. 1401  
[meifert@ovsd.org](mailto:meifert@ovsd.org)

**Shristie Nair**  
Personnel Analyst  
Ext. 1404  
[snair@ovsd.org](mailto:snair@ovsd.org)

**Yvonne Nguyen**  
Personnel Technician  
Ext. 1403  
[ynguyen@ovsd.org](mailto:ynguyen@ovsd.org)

Ocean View School District is the seventeenth largest school district in Orange County. The District boundaries encompass portions of Huntington Beach, Fountain Valley, Westminster, and Midway City.

The District operates eleven elementary schools, four middle schools, and two preschools.

Student enrollment is currently slightly less than 10,000 students.

The District currently employs:

- ◆ 462 Certificated Staff
- ◆ 621 Classified Staff
- ◆ 482 Substitute and Exempt Staff

2014-2015

# PERSONNEL COMMISSION ANNUAL REPORT

Ocean View School District



### Personnel Commissioners

Commissioner Bob Ewing  
CSEA Appointee

Commissioner Daniel Gooch  
Joint Appointee

Commissioner Allan Pogrund, Ed.D.  
Board Appointee

### Classified Personnel

Michelle Vellanoweth  
Director, Classified Personnel

Michelle Eifert  
Personnel Assistant

Shristie Nair  
Personnel Analyst

Yvonne Nguyen  
Personnel Technician

### Board of Trustees

John Briscoe  
Gina Clayton-Tarvin  
Debbie Cotton  
Joseph Gaglione  
Jack Souders

### District Superintendent

Gustavo Balderas



**Class Workforce Statistics**

(as of 5/30/15)

- 84 Active Classes
- 2 Active Confidential Classes
- 8 Active Management Classes
- 594 Total Regular Classified Employees

**Recruitment and Testing Statistics**

- 1704 Applicants
- 1293 Examinees
- 164 Disqualified
- 439 Eligibles
- 53 Exams (44 classes)
- 546 No Shows to Exams
- 104 OVSD interview panelists
- 23 Panelists from other districts

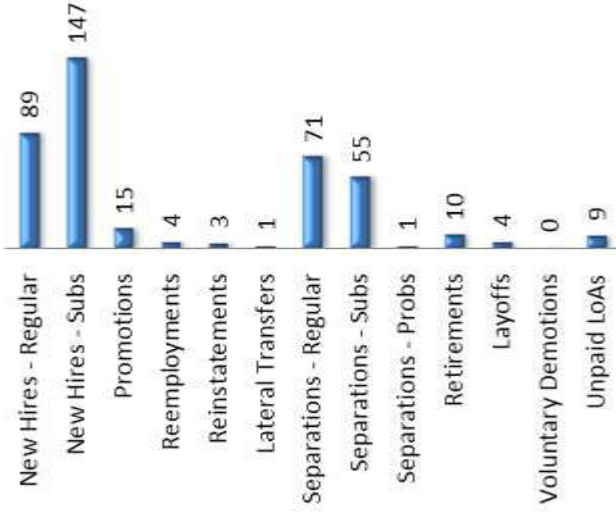
**Examinations Given (53)**

- Bus Driver
- Central Kitchen Coordinator
- Child Care Attendant (3)
- Child Care Program Facilitator
- Child Care Supervisor
- Community Liaison Bilingual Assistant – Arabic (2)
- Community Liaison Bilingual Assistant – Spanish (2)
- Custodian
- Delivery Worker
- Department Secretary
- Director of Maintenance, Operations, and Facilities
- Director of Transportation
- District Receptionist
- Food Distribution Worker
- Grounds Maintenance Worker
- Groundskeeper I
- Human Resources Technician
- Instructional Assistant (3)
- Instructional Aide Bilingual - Spanish
- Instructional Assistant – ABA (2)
- Instructional Assistant – EL
- Instructional Assistant – Severely Disabled (2)
- Instructional Assistant – Sign Language
- Instructional Assistant – Special Education (2)
- Intermediate Clerk Typist
- Maintenance Plumber
- Maintenance Worker
- Mechanic
- OVPP Associate Preschool Educator
- Painter
- Payroll Technician
- Personnel Analyst
- Personnel Technician
- Preschool Educator
- Preschool Instructional Assistant
- Preschool Instructional Assistant Bilingual – Spanish
- Public Information Assistant
- Reprographic Technician

**Examinations Continued**

- School Office Clerk
- School Office Manager Bilingual – Spanish
- Senior Purchasing Clerk
- Skilled Maintenance Worker
- Speech and Language Assistant
- Storekeeper

**Employment Actions**



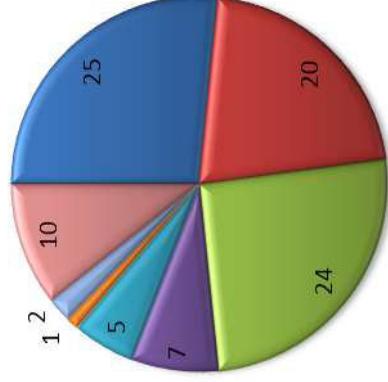
**Classification Actions**

- 1 New Classification Developed  
Instructional Assistant Computer II
- 1 Classification Reactivated  
Director of Maintenance, Operations & Facilities
- 3 Reclassifications  
Bus Driver to Driver Instructor  
Instructional Assistant to Preschool Instructional Assistant  
Maintenance and Operations Manager to Director of Maintenance, Operations & Facilities
- 2 Evaluation Forms Adopted  
Classified Bargaining Unit  
Classified Management/Confidential
- 3 Professional Growth Payments

**Classification Actions Continued**

- 3 Merit Rule Revisions  
7.2.2 Step Advancement  
8.11 Classified Evaluations  
11.1.7 Health Examinations
- 6 Classifications Deactivated  
Equipment Mechanic  
Grounds/Gardener Lead Worker  
Health & Welfare Technician  
HVAC Energy Conservation Coordinator  
IT Support Specialist  
Sprinkler Repair Worker
- 1 Eligibility List Extended  
School Office Manager
- 3 Names Removed from Eligibility Lists  
Custodian (2)  
Delivery Worker (1)
- 3 Advance Step Placements  
Assistant Superintendent, Administrative Services  
Director of Maintenance, Operations & Facilities  
Maintenance Plumber

**Service Awards & Retirements**



- 25 at 5 years
- 20 at 10 years
- 24 at 15 years
- 7 at 20 years
- 5 at 25 years
- 1 at 30 years
- 2 at 35 years
- 10 Retirements



**Classified School Employees of the Year**

- Sandy Vaughan, Department Secretary – Induction (BTSA)
- Craig Sample, Groundskeeper II – Maintenance, Operations & Facilities

May 11-15, 2015 was designated as the Week of the Employee. Classified School Employees of the Year and Teachers of the Year were recognized at the May 19, 2015 Board Meeting. District retirees were recognized at the Board Meeting of June 2, 2015.

**Job Description Reviews (38)**

- Associate Preschool Educator
- Bus Driver
- Child Care Program Supervisor
- Community Liaison
- Custodian
- Delivery Worker
- Director of Transportation (2)
- Driver Trainer
- Food Distribution Worker
- Head Custodian
- Human Resources Analyst
- Human Resources Technician
- Instructional Assistant
- Instructional Assistant Bilingual
- Instructional Assistant – Computer
- Instructional Assistant – APE
- Instructional Assistant – PE
- Instructional Assistant – Severely Disabled
- Instructional Assistant – Special Education
- Lead Mechanic (2)
- Mechanic (2)
- Mechanic Assistant (2)
- OVPP Associate Preschool Educator
- OVPP Preschool Educator
- Preschool Educator (2)
- Preschool Instructional Assistant
- Preschool Instructional Assistant Bilingual
- Senior Facilities Planner
- Speech and Language Aide
- Speech and Language Assistant
- Storekeeper
- Switchboard Operator/Receptionist
- Transportation Dispatcher