



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, April 9, 2015

CLOSED SESSION

4:00 p.m.

REGULAR MEETING

4:30 p.m.

Human Resources Conference Room, Building B

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 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, APRIL 9, 2015

4:00 P.M. CLOSED SESSION

4:30 P.M. REGULAR MEETING

**HUMAN RESOURCES
CONFERENCE ROOM – BLDG B.**

1. **CLOSED SESSION –
CALL TO ORDER**

TIME: _____ p.m.

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of May 15, 2014.

**Page 1
(Action)**

Moved: _____

Second: _____

Vote: _____

INFORMATION/DISCUSSION/ACTION ITEMS

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

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

(Discussion)

1. Director, Classified Personnel

5. **ADJOURNMENT**

TIME: _____ p.m.

Moved: _____

Second: _____

Vote: _____

6. **RECONVENE TO OPEN SESSION –
CALL TO ORDER**

TIME: _____ p.m.

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

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

11. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the March 5, 2015, Regular Personnel Commission Meeting for approval.

Pages 2-6
(Action)

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

Pages 7-21
(Action)

A. JOB DESCRIPTION REVIEWS/REVISIONS:

Moved: _____
Second: _____
Vote: _____

1. Instructional Assistant – Physical Education
2. Instructional Assistant – Adapted Physical Education
3. Senior Facilities Planner

B. RECRUITMENT AND TESTING – ELIGIBILITY LISTS:

Page 22

The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists. (*Commissioners only.*)

1. 2014 – 37 Instructional Assistant – Special Education
2. 2014 – 38 Instructional Assistant – Severely Disabled
3. 2014 – 39 Custodian
4. 2014 – 40 Grounds Maintenance Worker
5. 2014 – 41 Child Care Attendant
6. 2014 – 42 Instructional Assistant – Sign Language
7. 2014 – 43 Instructional Assistant - ABA
8. 2014 – 44 Instructional Assistant - ABA

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

Pages 23-25
(Information)

- March 17, 2015 – (Exhibit A)

14. **PROPOSED BUDGET 2015 – 2016 PRELIMINARY DRAFT:** The Personnel Commission will receive the Director's recommendation to review and discuss the preliminary annual budget of the Personnel Commission for the fiscal year 2015 - 2016.

Pages 26-32
(First Reading
and Discussion)

15. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director's recommendation to remove the name of a candidate from an eligibility list in accordance with Personnel Commission Rule 6.1.8. (*Letter provided to Commissioners Only*)

Pages 33-34
(Action)

Moved: _____

Second: _____

Vote: _____

COMMUNICATIONS

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

17. **COMMISSIONERS' REPORTS**

18. **DIRECTOR AND STAFF REPORTS**

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

Moved: _____

Second: _____

Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org. Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. For information call (714) 847-2551, extension 1400 or 1401.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission less than 72 hours prior to the meeting, and that are public record not otherwise exempt from disclosure, will be available for review at the Personnel Commission Office, 17200 Pinehurst Lane, Huntington Beach, California, 92647, during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.)

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400 or 1401, at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Closed Session Meeting of the Personnel Commission
May 15, 2014**

CALL TO ORDER The May 15, 2014, Closed Session meeting of the Personnel Commission was called to order at 4:01 p.m.

ROLL CALL Commissioners Ewing, Gooch, and Pogrud were present.

APPROVAL OF MINUTES Motion by Commissioner Ewing to approve the minutes of the April 10, 2014, Closed Session Meeting.

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

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS** The Personnel Commission met regarding:

A. Public Employee Appointment, Public Employment, Public Employee Performance Evaluation, Public Employee Discipline/Dismissal/Release/Appeal.

1. Hear appeal from applicant for Custodian and Head Custodian.

ADJOURNMENT Motion by Commissioner Ewing to adjourn the May 15, 2014, Closed Session Meeting at 4:30 p.m.

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

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
March 5, 2015**

CALL TO ORDER

Commissioner Gooch called the March 5, 2015, Regular Personnel Commission Meeting to order at 4:30 p.m.

**PLEDGE OF
ALLEGIANCE**

C.S.E.A. President, Steve Hunter, led the Pledge of Allegiance.

ROLL CALL

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

PUBLIC COMMENTS

There were no comments from the public.

**MINUTES OF
FEBRUARY 12, 2015**

Motion by Commissioner Pogrund to approve the minutes of the February 12, 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. Human Resources Analyst
2. Human Resources Technician
3. Instructional Aide
4. Lead Mechanic
5. Mechanic
6. Mechanic Assistant

B. Recruitment and Testing – Eligibility Lists:

1. 2014 – 32 Preschool Instructional Assistant
2. 2014 – 33 Preschool Instructional Assistant – Bilingual (Spanish)
3. 2014 – 34 Bus Driver
4. 2014 – 35 Community Liaison – Bilingual Assistant (Spanish)
5. 2014 – 36 Community Liaison – Bilingual Assistant (Arabic)

Commissioner Ewing stated that he really likes seeing the revisions to the job descriptions in one document, rather than two as they had previously been done. He stated that it is much easier and more helpful in this format.

Commissioner Gooch had a question regarding the three Mechanic job descriptions. He asked what procedures are in place to ensure that the requirements of licensing and/or other items that are due within a five month period are adhered to.

Director Vellanoweth answered that currently there is not a procedure in place due to these positions having been filled for a very long time. However, when recruitments for these positions become necessary, this will be something we can

**CONSENT CALENDAR
(CONTINUED)**

track in our database and tag in our evaluations so that when the six month evaluation is coming up we will know to follow up.

Commissioner Pogrund pointed out a few minor grammatical and spelling corrections to the Human Resources Analyst job description.

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 February 17, 2015, and the March 3, 2015, Board of Trustees meetings.

**EXTEND ELIGIBILITY
LIST 2013 – 28 – SCHOOL
OFFICE MANAGER**

Director Vellanoweth stated that our current eligibility list for School Office Manager will expire on March 13, 2015. The eligibility list was established from a promotional recruitment. The list still contains five ranks of viable candidates. The Personnel Office anticipates that there may be some openings prior to the end of the school year. Principals would most likely want to interview and fill these positions prior to the end of the school year to be prepared when the new school year begins. Since the candidates are all in-house, we would like to avoid requiring them to reapply and go through the whole process again. Director Vellanoweth recommends that the eligibility list be extended for six months, with a new expiration date of September 13, 2015.

Commissioner Gooch asked if there were at least three ranks on the current eligibility list. Director Vellanoweth answered there are five eligibles and five rankings.

Commissioner Gooch wanted to make sure that everyone understands that when a list is extended it is important that some recommendation from Administration be received. He explained the reason why. When lists are extended it reduces the work load of staff and makes lists available that may not be available if the list is canceled or expires, which are all good things. The difficulty is that sometimes the appointing authorities may have interviewed people on this existing list and they have not found the person with the skill sets they would like to hire, and so potentially a list may be extended without being able to provide viable candidates. So in the future, Commissioner Gooch, would like these extensions to be run by the Administration to make sure there is not any objection.

Director Vellanoweth agreed and stated that she had brought this matter up in Cabinet and made a recommendation to extend the eligibility list. Commissioner Gooch asked that a line in the agenda item be included to let the Commissioners know that the Administration approves the recommendation.

**MINUTES OF THE MARCH 5, 2015
REGULAR PERSONNEL COMMISSION MEETING**

PAGE 3

**EXTEND ELIGIBILITY
LIST 2013 – 28 – SCHOOL
OFFICE MANAGER
(CONTINUED)**

Motion by Commissioner Pogrund to approve the Extension of the Eligibility List 2013-28 School Office Manager.

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

**CLASSIFIED
MANAGEMENT
EVALUATION FORM**

Director Vellanoweth stated that at a previous meeting of the Personnel Commission the Commission gave final approval on the evaluation form for classified bargaining unit members. As the form for classified bargaining unit members and classified management members are almost identical in format, including rating factors, Director Vellanoweth thinks it appropriate that the changes made to the bargaining unit evaluation form also be incorporated into the management evaluation form. The revisions were presented to Cabinet and they are in agreement that the changes be incorporated. Director Vellanoweth recommended that the Personnel Commission approve and adopt the changes to the Classified Management Evaluation form.

Motion by Commissioner Ewing to approve the Classified Management Evaluation Form.

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

**SECOND PUBLIC
COMMENTS**

Steve Hunter, C.S.E.A. Chapter 375 President, had a question about the extension of the eligibility lists. He was curious about the Administrative input into the extensions of the lists. He asked whether Administration was referring to the Principal who is reviewing candidates or to the District Office Administration.

Director Vellanoweth answered that her interpretation would be District Administration input. She further answered that she would not be consulting a certain administrator to tell them who was on the eligibility and ask them whether he or she wanted her to extend the list.

Mr. Hunter stated that he was looking at it from a hiring manager's point of view where they have burnt through the candidates and none of them were viable. He asked what is the format for conveying this or do they just wait until the list expires and then repost for a position.

Director Vellanoweth answered that it depends on why the hiring manager feels the candidates are not viable and if it is a reason for removing them from the eligibility list. If they just do not feel the candidates are a good fit for the position, they would still have to make a selection from the top three ranks. If all candidates in the top three ranks are certified to interview, being eligible by passing all tests and minimum qualifications, and are interested and available for the position, then the Administrator needs to make a selection from those three ranks of candidates.

**SECOND PUBLIC
COMMENTS
(CONTINUED)**

Commissioner Pogrund asked if typically once the candidates have gone through the process, then the assumption is that they are qualified to perform the functions of the position.

Director Vellanoweth answered yes, that this is the whole meaning of the Merit System. To have candidates apply, be screened for minimum qualifications, participate in an examination and an oral technical panel, so that by the time their names appear on an eligibility list they are deemed qualified by the Commission to fill the classification.

Commissioner Gooch stated that the reason for his comments earlier was to ensure that when the Commission takes action it is aware of all the circumstances. When the eligibility list is due to expire the administration should receive an alert. He stated that he wants the Commission to have the comfort of knowing that once the Director brings a recommendation to extend an eligibility list to them, that it has first been run by the appointing authority. Then when it comes before the Commission and an audience is present, anyone can stand up to the microphone and state their needs and concerns.

Mr. Hunter stated that this was where he was going with his comments. He said that the candidates on the list may all be qualified but there may be circumstances where there might be need for a special kind of person, and everyone may be qualified but they may not carry those personality traits that would fit within the environment. Mr. Hunter asked if the proper forum for those individuals who were concerned with their candidates to come to Personnel Commission meetings and express that to see if they could petition for a possible reopening of the hiring process.

Director Vellanoweth answered that the Personnel Office does ask for feedback from hiring supervisors about all of the candidates interviewed, not only the one that was selected.

Commissioner Gooch wanted to make sure that it is understood that the eligibility lists that are certified, are certified using the criteria that is included in the job description. If there is some reason why the job description is not as specific as may be desired, then when an opening occurs for that position, that is the time to begin including those specifications.

Commissioner Pogrund stated that his experience is, when an eligibility list is established, that a range of skills are looked for. He stated that in most cases, he suspects that there is usually a broad enough range that the best candidates will be found.

**COMMISSIONERS'
REPORTS**

Commissioner Pogrund had nothing to report, but commented that he appreciates the hard work that the Commission does.

**MINUTES OF THE MARCH 5, 2015
REGULAR PERSONNEL COMMISSION MEETING**

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**COMMISSIONERS'
REPORTS (CONTINUED)**

Commissioner Ewing had nothing to report. The next meeting of the Personnel Commission has been scheduled for April 9, 2015.

Commissioner Gooch had nothing to report.

**DIRECTOR AND STAFF
REPORTS**

Director Vellanoweth reminded the Commissioners that her annual evaluation was due at the next meeting of the Personnel Commission.

ADJOURNMENT

Motion by Commissioner Pogrund to adjourn the March 5, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Ewing, and carried with a 3:0 vote at 4:55 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: April 9, 2015
SUBJECT: Agenda Item No. 12.A.1 : Job Description Revision – Instructional Assistant – Physical Education

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 – Physical Education classification was fully reviewed and updated in May 2003, reviewed with no revisions in April 2007 and updated for CPR/First Aid requirements in April 2013.

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

Based upon information provided by the incumbents, supervisors, as well as Physical Education teachers, modifications are proposed to the Instructional Assistant – Physical Education 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 Instructional Assistant – Physical Education job description.

Attachment: Proposed revised job description for Instructional Assistant – Physical Education dated March 5, 2015.

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - PHYSICAL EDUCATION

JOB SUMMARY:

Under general supervision of the Principal or designee, and daily direction of a certificated physical education teacher, assists in implementing a program of physical education for both general and/or supplemental purposes generally for the 4th and 5th grade student population; ~~assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

Incumbents perform paraprofessional activities reflecting their special knowledge and training in physical education. They are expected to work with assigned groups of students in providing a general and/or supplemental program of physical education with considerable independence, receiving technical direction and supervision from certificated staff. Incumbents in these positions are expected to regularly work at more than one school and may have to travel from one school to another during the day.

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

Monitor, assist, tutor students in a variety of physical education activities including, but not limited to, organized team and individual sports such as: baseball, basketball, soccer, football, tennis, track and field, volleyball and jump rope; *E*

Consult with certificated staff regarding student progress and behavior, and receive prior approval for modification of student programs from certificated staff; *E*

Motivate student participation, promote good habits and sportsman like conduct for the purpose of improving the quality of students outcome and encouraging student development; *E*

Assist assigned teacher with the implementation of lesson plans; ~~in~~ administering and scoring tests; and recording grades; *E*

Administer and score the State and District physical fitness tests, completing the State Scantron forms in the Spring and preparing District awards for students; *E*

Maintain appropriate student discipline within the learning environment; *E*

Maintain a neat, orderly and attractive learning environment; *E*

Assure the health and safety of students by following established practices and procedures and maintain outdoor environment in a safe, neat and orderly manner; *E*

Prepare instructional, reinforcement and motivational learning materials;

- Prepare written worksheets for students;
- Maintain a variety of records;
- May order equipment and supplies;
- May operate a variety of office equipment;
- Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the school Principal or designee. Daily direction is provided by a certificated physical education teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- General needs and behaviors of children;
- Physical and psychomotor development;
- Various exercises, activities intended to develop coordination and muscle strengthening;
- Safe practices in physical education and playground activities;
- Proper stretching and warm-up techniques;
- Basic learning theory related to physical activities;
- Rules of play for a variety of sports;
- ~~Correct~~ English usage, including grammar, spelling and punctuation;
- Simple record keeping, basic mathematics;
- Modern office equipment and procedures.

Ability to:

- Observe and critique physical movements;
- Perform and model sporting activities and techniques;
- Lead and instruct students in various physical education activities, including warm-ups;
- Analyze situations accurately, make appropriate judgments, take proper action as necessary;
- Learn to administer and score the State and District physical fitness tests and complete the State Scantron forms;
- Work independently; provide instructional assistance and technical advice to students;
- Assess student achievement;
- Generate enthusiasm for learning;
- Rapidly learn and apply relevant procedures and practices;
- Operate a variety of modern office equipment;
- Perform simple mathematical computations;
- Understand and carry out instructions;
- ~~Establish and maintain effective work relationships and work successfully with students;~~
- Work successfully with students and motivate participation in activities;

- React appropriately in emergency medical situations;
- 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 training or post-secondary course work in Physical Education or Child Development is desirable.

Experience:

- Prior paid or volunteer experience involving the supervision of children in an organized setting is desirable. Prior experience working with children in a physical education or recreational setting is highly desirable.

LICENSES REQUIRED

These positions are required to possess a valid and appropriate California Driver License.

Within two (2) months of employment the employee is required to possess and maintain valid CPR and First Aid certification.

PHYSICAL DEMANDS, WORKING CONDITIONS AND HAZARDS:

The job requires constant standing, walking, bending, stooping, frequent reaching over head and physical agility sufficient to move about and model physical techniques on both hard, soft and uneven surfaces; does frequent physical work, lifting, carrying, pushing, and pulling objects weighing up to 50 pounds; visual acuity sufficient to see and observe student activities and behavior on the playing field; speech and vocal capacity sufficient to be heard by students in a noisy outdoor environment; hearing sufficient to be able to tell when a student is having difficulty or is being disruptive. The working environment is mostly out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to minor contagious illnesses and to noise generated by students involved in physical activities. 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 5/6/03

Reviewed with no revisions 4/26/07

Revisions Effective: 4/11/2013

Job Description Review and Proposed Revisions Effective 4/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: April 9, 2015

SUBJECT: **Agenda Item No. 12.A.2 : Job Description Revision – Instructional Assistant – Adapted Physical Education**

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 – Adapted Physical Education classification was adopted by the Personnel Commission in May 2003 and was reviewed with no revisions in April 2007.

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 all Principals as well as the Director, Special Education who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents, supervisors, as well as Adapted Physical Education teachers, modifications are proposed to the Instructional Assistant – Adapted Physical Education 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 Instructional Assistant – Adapted Physical Education job description.

Attachment: Proposed revised job description for Instructional Assistant – Adapted Physical Education dated March 5, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – Adapted Physical Education job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - ADAPTED PHYSICAL EDUCATION

JOB SUMMARY:

Under daily direction of an Adapted PE Specialist and general supervision of the Principal or designee, assists in planning, scheduling and implementing a program of adapted physical education to implement the requirements of individual education plans established for, identified special education students. Typically works with small groups of students, may, on occasion, work with an individual student; ~~assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

Incumbents perform paraprofessional activities reflecting their special knowledge and training in physical education. They are expected to assume responsibility for implementing a developmentally appropriate program of physical skills and/or education with considerable independence, receiving technical direction and supervision from certificated staff/Adapted PE Specialist. Incumbents in these positions are expected to regularly work at more than one school and may have to travel from one school to another during the day.

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

Works with, monitors, assists, tutors assigned students in a variety of physical activities on an individual and/or group basis, modifying a sport or activity as appropriate to the individual student's needs; *E*

Demonstrates or models skills and/or activities and, as appropriate, assists students to learn the physical motor skills required; *E*

Make appropriate adaptations to physical activities to ensure that each student will experience success in a safe environment, monitor equipment usage and activity participation; *E*

Facilitate participation of students with special needs with typically developing peers in age-appropriate activities; *E*

Be aware of and implement student specific behavior plans; *E*

Consults with certificated staff regarding student progress and behavior, and receives prior approval for modification of student programs from certificated staff; *E*

Communicate with certificated staff regarding any special considerations regarding a student with special needs; *E*

Assists the instructor in administering and scoring tests for initial placement or triennial review, records progress; *E*

Maintains appropriate student discipline within the learning environment; *E*

Assure the health and safety of students by following established practices and procedures and maintain outdoor environment in a safe, neat and orderly manner; *E*
~~Maintains and keeps equipment clean and safe; *E*~~

Prepares instructional, reinforcement and motivational learning materials; *E*

Prepares written communications for students and parents;

Establishes and maintains a variety of records;

May order equipment and supplies;

May operate a variety of office equipment;

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

SUPERVISION:

General supervision is received from the school Principal or designee. Daily direction is provided by a certificated Adapted PE Specialist.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General needs and behaviors of children including severely disabled, special education and/or physically disabled children;
- Physical and psychomotor development;
- Behavior intervention/modification techniques;
- Safe practices in physical education and playground activities;
- Proper stretching and warm-up techniques;
- Various exercises, activities intended to develop coordination and muscle strengthening;
- Basic learning theory related to physical activities;
- Rules of play for a variety of sports;
- ~~Correct~~ English usage, including grammar, spelling and punctuation;
- Simple record keeping, basic mathematics;
- Modern office equipment and procedures.

Ability to:

- Observe and critique physical movements;
- Perform, explain and model physical skills and techniques;
- Modify sports or activities as appropriate to individual student needs;
- Analyze situations accurately, make appropriate judgments, take proper action as necessary;
- Work independently; provide instructional assistance and technical advice to students;
- Assess student progress and achievement;
- Generate enthusiasm for learning;
- Rapidly learn and apply relevant procedures and practices;
- Operate a variety of modern office equipment;
- Perform simple mathematical computations;
- Understand and carry out instructions;
- Work successfully with students and motivate participation in activities;
- ~~Establish and maintain effective work relationships and work successfully with students;~~
- React appropriately in emergency medical situations;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:**Education:**

- ~~Graduation from high school diploma~~ or equivalent ~~and;~~
- ~~P~~passing the Instructional Assistant Competency Examination is required;
- Some training or post-secondary course work in Physical Education or Child Development is desirable.

Experience:

- Prior paid or volunteer experience involving the supervision of children in an organized setting is desirable. Prior experience working with children in a physical education or recreational setting or with children with special needs is highly desirable.
- ~~Previous paid or volunteer experience in working with Pre-school and/or school age children is desirable.~~

LICENSES REQUIRED

These positions are required to possess a valid and appropriate California Driver License.

Within two (2) months of employment the employee is required to possess and maintain valid CPR and First Aid certification.

PHYSICAL DEMANDS, WORKING CONDITIONS AND HAZARDS:

The job requires predominately standing, walking, bending, stooping and kneeling; physical agility and balance sufficient to move about and model physical techniques on both hard, soft and uneven surfaces; repetitively uses fingers, twists and exerts pressure with wrists and hands; uses both hands and arms simultaneously, and reaches over head; does frequent physical work, lifting, carrying, pushing, and pulling objects weighing up to 100 pounds; requires rapid mental and muscular coordination; visual acuity sufficient to see and observe student activities and behavior on the playing field; speech and vocal capacity sufficient to be heard by students in a noisy outdoor 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. Frequent exposure to minor and on occasion to severe, contagious illnesses and to noise generated by students involved in physical activities. 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 5/6/03

Reviewed with no revisions 4/26/07

Revisions Effective: 4/11/2013

| [Job Description Review and Proposed Revisions Effective 4/9/15](#)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 9, 2015
SUBJECT: Agenda Item No. 12.A.3: Job Description Revision – Senior Facilities Planner

Background Information

The classification of Senior Facilities Planner was developed and approved by the Personnel Commission in October 2011 in connection with a reclassification of the incumbent at that time. Although the position has been vacant since September 2013, it is still an active classified management classification.

The District has recently decided to fill a position in this classification. Therefore, in preparing for the upcoming recruitment to fill that vacancy, the Director, Classified Personnel proposes standard changes and formatting updates in order to maintain consistency with the current job description format.

Draft revisions were prepared and provided to Superintendent Gustavo Balderas and Assistant Superintendent, Human Resources Felix Avila who were asked to review the proposed changes as well as provide feedback on identifying essential duties. Both have reviewed and recommend the final draft which is attached.

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

Attachment: Proposed revised job description for Senior Facilities Planner dated 4/9/15.

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



SENIOR FACILITIES PLANNER

DEFINITION JOB SUMMARY:

Under general direction of the Director of Maintenance, and Operations and Transportation Facilities Manager, is responsible for planning, estimating, and coordinating long and short range projects of district-wide facilities development and improvement involving maintenance, alterations, repair, capital outlay and deferred maintenance work; conducts required inspections to ensure conformance with plans and specifications; performs a variety of responsible duties related to the supervision of staff and contractors; performs related work as necessary or required.

CLASS CHARACTERISTICS:

This is a single incumbent class having responsibility for assisting the Assistant Superintendent, Administrative Services and Director of Maintenance, and Operations and Transportation Facilities Manager in planning, organizing, and coordinating maintenance, capital outlay and deferred maintenance projects. The incumbent is expected to work independently in concert with the objectives and schedules, implementing general procedures, established by the Assistant Superintendent, Administrative Services and Director of Maintenance, and Operations and Transportation Facilities Manager. Incumbent is expected to communicate and coordinate with administrators, site and department staff, vendors, facilities consultants, local and state agencies and contractors and may assign work and answer questions in the absence of the Maintenance and Operations Manager, Director of Maintenance, Operations and Facilities.

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

Implement and monitor work plans to achieve District mission, goals and performance measures; participate in developing and monitoring performance against the annual division budget; supervise, participate in developing, recommend and implement plans, policies, systems and procedures applicable to facilities planning; E

Assist in the evaluation of proposed maintenance, capital outlay, and deferred maintenance projects, recommend priorities, prepare requests for proposals and construction bid specifications, plans, and justifications; E

Plan and coordinate the design, cost control and management of construction projects on District-owned properties and facilities, including new construction, rehabilitation, renovations, remodeling; E

Work with staff, consultant, architects, engineer and contractors; determine that the costs for

construction contracts are reasonable and that proposed projects are designed to be as cost effective as possible; E

Prepare and coordinate plans and specifications for modernization, repair, addition and alteration of facilities and perform plan checks to ensure District acceptance; E

Prepare and develop scope of work and material requirements for planned projects, estimate labor and material requirements and determine an appropriate job sequence plan using a variety of estimating practices, standards, and manuals; E

Coordinate the identification, maintenance and removal of hazardous materials at school sites and other District facilities in accordance with applicable laws, regulations and guidelines; E

Visit sites requesting service to determine needs; gather necessary information; and develop plans to complete the project, compute estimated total project cost in order to determine availability of funds; E

Estimate useful life of existing building systems and prepare tentative replacement schedules and budgets, recommends and oversees the repair, addition and alteration of existing facilities, grounds and equipment and of new capital improvement projects; E

~~Prepare and coordinate plans and specifications for modernization, repair, addition and alteration of facilities and performs plan checks to ensure District acceptance; E~~

~~Prepare and develop scope of work and material requirements for planned projects, estimate labor and material requirements and determine an appropriate job sequence plan using a variety of estimating practices, standards, and manuals; E~~

~~Assist in the evaluation of proposed maintenance, capital outlay, and deferred maintenance projects, recommend priorities, prepare requests for proposals and construction bid specifications, plans, and justifications; E~~

Coordinates and administers periodic construction meetings, oversees all construction activities, evaluates and processes change orders, ensures compliance with plans, specifications, accepted and current building codes and compliance with the Division of State Architects standards; obtains State Inspectors certification as required; is responsible for recommending the final acceptance of all capital improvement projects; E

Communicate with other administrators, District personnel, contractors and various Federal, State and County agencies to coordinate activities and programs, resolve issues and conflicts and exchange information; E

Attend Board, public, staff and other meetings as required; represent the District at City, County, State, and other public and private sector meetings and/or forums, as necessary; present reports regarding Facility and Operations matters of the District; E

Organize and establish priorities for emergency, urgent, and routine job order requests; -E

Maintain, update and submit the District's five-year Deferred Maintenance Plan required by the State Allocation Board; -E

Provide input for preparation of the annual maintenance budget; -E

Coordinate and implement Integrated Pest Management Program, Long Range Master Maintenance Plan, Universal Waste Program, and other regulatory programs as required; -E

Develops and presents training programs regarding District's Safety and Integrated Pest Management programs as required;

Conduct safety meetings conducts and inservice activities related to safety issues and procedures to Maintenance and Operations staff and implement safety regulations and practices;

Survey, study, analyze various issues, and prepare management reports;

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

SUPERVISION:

General direction is received from the Director of Maintenance, and Operation=s s and TransportationManagerFacilities.

Supervision may be exercised over other employees. May assign work and act on behalf of the Director of Maintenance, and Operations and TransportationFacilitiesManager in his/her absence.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of school planning, architectural and building design, equipment and construction practices, trends, and statistics affecting public school planning;
- Building codes, state regulations, and laws governing construction; use and repair of public school facilities;
- Principles and practices of managing large, complex construction and repair programs from project inception to completion;
- Laws, rules, regulations, policies and procedures governing California school district building construction, deferred maintenance, modernization, bid specification requirements, current building codes and the Division of State Architects Standards;
- Methods, materials and equipment used in maintenance and grounds work;
- Relationships between building trades;

- Coordinating, scheduling, and sequencing multi-craft projects;
- Safety rules, regulations, and practices related to construction, and maintenance;
- Reading and writing English communication skills;
- Personal computers and applicable software;
- ~~Correct~~ English usage, spelling, grammar, and punctuation;
- Public presentation methods and use of related software and/or equipment;
- Math used in budgeting and the building trades;
- Principles of administration and supervision.

Ability to:

- Prepare long and short range facility plans involving the major repairs, alteration and construction needs of the district;
- Coordinate work to be assigned to department staff and coordinate the work of contract personnel;
- Plan a wide variety of complex and technical duties related to the districts facilities planning;
- Analyze complex operational problems, evaluate alternatives and recommend or adopt effective courses of action;
- Work with applicable codes and regulations;
- Plan, schedule, coordinate, and oversee multi-craft projects;
- Plan, organize, prioritize, coordinate and expedite a large volume of detailed work efficiently and effectively;
- Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;
- Meet schedules and time lines;
- Read blueprints, interpret specifications, and estimate labor and material costs;
- Develop and maintain detailed records;
- Use a computer and applicable software including Excel, MS Project and other programs related to facilities and school building construction/modernization;
- Use available equipment and software to make effective public presentations;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with others, including: District administrators, employees and local and state agencies (DSA, OPSC, city planning departments);
- Read, interpret, apply, and explain complex rules, regulations, policies, and procedures;
- Resolve job site conflicts by establishing review processes and mechanisms early in the projects to minimize delays to job progress and their potential impact on project budget;
- Establish and maintain effective interpersonal relationships using tact, ~~patience and courtesypatience, courtesy and respect.~~

EDUCATION AND EXPERIENCE:EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Post-secondary Bachelor's degree education in Planning, Landscape, Maintenance, ~~or~~ Construction Management, Engineering, or related field is preferred, is desirable, and several years prior work experience in facilities planning, working with building contractors and State regulatory agencies.

Experience:

- Four (4) years of experience in facilities planning, or construction project management working with building contractors and State regulatory agencies.

LICENSES REQUIRED:

Must possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, AND WORKING ENVIRONMENT AND HAZARDS:

Performs both sedentary administrative work in a typical office environment and oversight/inspection work in maintenance and/or construction areas. Mobility sufficient to perform site inspections and verification of construction work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 50 pounds, and standing for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Employment contingent upon passing a physical and back evaluation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

LICENSES REQUIRED:

~~Must possess a valid and appropriate California Driver License.~~

New classification adopted by Personnel Commission 10/20/11

Job Description Review and Proposed Revisions Effective 4/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 9, 2015

SUBJECT: Agenda Item No. 12.B.1.: 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. | 2014 – 37 | Instructional Assistant – Special Education |
| 2. | 2014 – 38 | Instructional Assistant – Severely Disabled |
| 3. | 2014 – 39 | Custodian |
| 4. | 2014 – 40 | Grounds Maintenance Worker |
| 5. | 2014 – 41 | Child Care Attendant |
| 6. | 2014 – 42 | Instructional Assistant – Sign Language |
| 7. | 2014 – 43 | Instructional Assistant – ABA |
| 8. | 2014 – 44 | Instructional Assistant – ABA |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2014 – 37, 2014 – 38, 2014 – 39, 2014 – 40, 2014 – 41, 2014 – 42, 2014 – 43, 2014 – 44.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 9, 2015

SUBJECT: Agenda Item No. 13: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting of March 17, 2015, (Exhibit A), the Board of Trustees received the Classified Personnel Activity List for approval.

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

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of March 17, 2015.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 17, 2015

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Borton, Tracy	Instructional Aide (substitute)	\$14,199 per hour	21.1	02/23/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	02/23/15
	Instructional Assistant - EL (substitute)	\$14,921 per hour	23.1	02/23/15
Bruce, Sarah	School Office Clerk	\$16,890 per hour	28.1	02/23/15
Do, Julie	Instructional Aide	\$14,199 per hour	21.1	02/12/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	02/12/15
	Instructional Assistant - EL (substitute)	\$14,921 per hour	23.1	02/12/15
	Instructional Assistant - Severely Disabled (substitute)	\$15,676 per hour	25.1	02/12/15
	Instructional Assistant - Physical Education (substitute)	\$15,676 per hour	25.1	02/12/15
Grove, Esther	Personnel Technician (substitute)	\$20,079 per hour	35.1	02/23/15
	Human Resources Technician (substitute)	\$20,577 per hour	36.1	02/23/15
Guite, Janae	Instructional Aide	\$14,199 per hour	21.1	02/23/15
Gutierrez, Crystal	Instructional Aide (temporary)	\$14,199 per hour	21.1	03/02/15
Hozayen, Nahed	Food Distribution Worker (substitute)	\$13,189 per hour	18.1	02/23/15
Nguyen, Trang	Food Distribution Worker (substitute)	\$13,189 per hour	18.1	02/23/15
Oppenrud, Catherine	School Office Clerk (substitute)	\$16,890 per hour	28.1	03/03/15
Rodriguez, Vanesa	Community Liaison Bilingual Assistant (Spanish)	\$14,921 per hour	23.1	03/09/15
Santos, Gabriel	Delivery Worker	\$3,053.00 per month	31.1	02/23/15

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 17, 2015

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Valadez Jr., Noah	Head Custodian	\$3,130.00 per month	32.1	02/26/15
Vang, Victoria	Instructional Aide (temporary)	\$14,199 per hour	21.1	02/23/15
Wells, Andrea	Instructional Aide (substitute)	\$14,199 per hour	21.1	02/04/15
	Instructional Assistant - Special Education (substitute)	\$14,534 per hour	22.1	02/04/15
	Instructional Assistant - Severely Disabled (substitute)	\$15,676 per hour	25.1	02/04/15
	Instructional Assistant - Physical Education (substitute)	\$15,676 per hour	25.1	02/04/15

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START</u> <u>DATE</u>	<u>ENDING</u> <u>DATE</u>
Vuong, Danthuy	Instructional Assistant - Sign Language	Child Rearing Leave	02/23/15	04/10/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: April 9, 2015

SUBJECT: Agenda Item No. 14: Proposed Budget 2015-2016 – Preliminary Draft

Education Code 45253 requires a public hearing be held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action. Prior to holding the Public Hearing a proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and District officials an opportunity for input prior to the Public Hearing.

The Director, Classified Personnel has attempted to keep the budget as low as possible while maintaining prudent flexibility. Since the Commission must hold a Public Hearing and adopt a budget prior to May 30, this Preliminary Draft Budget for 2015-16 is the Director's best estimate as to the minimum budget required to operate during the next fiscal year.

The Personnel Commission's recommended discretionary operating budget (both salary and non-salary object accounts) is recommended to be increased by \$500. The Director feels most line item amounts should continue as they currently meet the needs of the department with minimal spending. However, the Director would like to increase the Travel/Conference budget to enable staff to participate in more professional development opportunities. In addition the Director would like to increase the budget in the category of temporaries in order to provide for actual expenses being incurred. This would eliminate the need to transfer from other accounts in order to cover expenditures. The temporaries budget provides for payment of oral interview panel members, the development and grading of foreign language exams and additional support in the Personnel Commission Department during peak periods.

The recommended preliminary draft 2015-16 fiscal year discretionary operating budget (salary and non-salary object accounts) is \$19,166. With the exception of the above mentioned adjustments all other accounts are recommended to remain the same as last year. The Director will be prudent in authorizing discretionary expenditures to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year.

As established by the Commission in February 2002, Bob Ewing, Vice-Chair of the Commission has acted as budget development liaison, providing input and review of the proposed 2015-16 budget prior to it coming before the entire Commission. Commission Vice-Chair Ewing and Director Vellanoweth recommend the Commission receive for first reading the Preliminary Draft 2015-16 Annual Budget of the Personnel Commission, including discretionary salary and non-salary line items. Should additional budget setting parameters be issued by the District, the Director will revise the Proposed Budget as appropriate.

Attachment: Personnel Commission Preliminary Draft Budget 2015-2016
Education Code 45253

Recommendation

Personnel Commission Vice-Chair Ewing and Director, Classified Personnel Vellanoweth recommend the Personnel Commission receive the Preliminary Draft 2015-16 Annual Budget of the Personnel Commission for first reading and discussion. Commission staff will then seek additional input from the District and a public hearing/adoption of its 2015-16 budget will be held in May 2015.

EDUCATION CODE 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

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

Discretionary Budget (Non Salary Items Continued)

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

Discretionary Budget (Other Salary Items)

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

Non Discretionary Budget (Salaries)

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

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

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OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 9, 2015
SUBJECT: Agenda Item No. 15: Removal of Name from Eligibility List

Background Information

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

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

Green, William G.
Eligibility List: 2014-31 Delivery Worker

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove Mr. Green from Eligibility List 2014-31 Delivery Worker. This letter was sent to the eligible via certified mail and notified him of the eligibility list he is being removed from, the reason for removal in accord with Personnel Rule 6.1.8, provided him a copy of Rule 6.1.8 and gave him the opportunity to protest the action of removal of his name.

Attachment: Letter to eligible Mr. William G. Green dated March 12, 2015 (*Commissioners only*)
Personnel Commission Rule 6.1.8

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Recommendation:

The Director, Classified Personnel recommends that Mr. William G. Green be removed from Eligibility List 2014-31 Delivery Worker in accordance with Personnel Commission Rule 6.1.8.

6.1.8 **Removal of Names from Eligibility List**

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

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

(Revised 01/16/03)