



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

Thursday, March 5, 2015

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 Fogrund, Member

A G E N D A
PERSONNEL COMMISSION

OCEAN VIEW
SCHOOL DISTRICT

THURSDAY,
MARCH 5, 2015

4:30 P.M. Regular Meeting
Human Resources Conference Room
Building B

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 February 12, 2014, Regular Personnel Commission Meeting.

Pages 1-2
(Action)

Moved: _____

Second: _____

Vote: _____

COMMISSION BUSINESS

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

Pages 3-32
(Action)

A. JOB DESCRIPTION REVIEWS/REVISIONS:

Moved: _____

Second: _____

Vote: _____

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

Page 33

1. The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists.
(Commissioners only)
 - a. 2014 – 32 Preschool Instructional Assistant
 - b. 2014 – 33 Preschool Instructional Assistant - Bilingual (Spanish)
 - c. 2014 – 34 Bus Driver
 - d. 2014 – 35 Community Liaison - Bilingual Assistant (Spanish)
 - e. 2014 – 36 Community Liaison – Bilingual Assistant (Arabic)

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

Pages 34-39
(Information)

- February 17, 2015 – (Exhibit A)
- March 3, 2015 – (Exhibit B)

8. **EXTEND ELIGIBILITY LIST - 2013-28 – SCHOOL OFFICE MANAGER:** The Personnel Commission will receive the Director’s recommendation to extend the eligibility list 2013-28, School Office Manager. *(Commissioners only)*

Page 40
(Action)
Moved: _____
Second: _____
Vote: _____

9. **CLASSIFIED MANAGEMENT EVALUATION FORM:** The Personnel Commission will receive the Director’s recommendation to discuss, review, and adopt the proposed revisions to the Performance Evaluation Form for Management Employees.

Page 41-49
(Action)
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

11. **COMMISSIONERS’ REPORTS**

12. **DIRECTOR AND STAFF REPORTS**

13. **ADJOURNMENT** TIME: _____ p.m. Moved: _____
Second: _____
Vote: _____

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

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

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

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
February 12, 2015**

CALL TO ORDER Commissioner Gooch called the February 12, 2015, Regular Personnel Commission Meeting to order at 4:32 p.m.

PLEDGE OF ALLEGIANCE Commissioner Ewing 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 JANUARY 15, 2015 Motion by Commissioner Pogrund to approve the minutes of the January 15, 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. Director of Transportation

B. Recruitment and Testing – Eligibility Lists:

2014 – 30 School Office Clerk

2014 – 31 Delivery Worker

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 List that was presented for approval to the Board of Trustees, at the February 3, 2015, Board of Trustees meeting.

SECOND PUBLIC COMMENTS There were no comments from the public.

COMMISSIONERS' REPORTS Commissioner Pogrund had nothing to report.

Commissioner Ewing stated that the next meeting of the Personnel Commission is scheduled for March 12, 2015, however it would be difficult for him to meet at 4:30, and asked if 4:00 would work for everyone. Commissioner Gooch also stated that his schedule on March 12, 2015, would make it difficult for him to attend, as well. After further discussion, the meeting was rescheduled for March 5, 2015, which worked better with everyone's schedules.

**COMMISSIONERS'
REPORTS (CONTINUED)**

Commissioner Gooch had nothing further to report.

**DIRECTOR AND STAFF
REPORTS**

Director Vellanoweth mentioned that the Professional Development Day for Classified employees did have some offerings that she believes were well received. It is hoped to be able to offer more trainings in March.

She also announced the good news that some of our Hope View students will be returning to Ocean View campuses over the upcoming weekend. Teachers, Maintenance, and Information Services have been working long, hard hours to make this happen. She thanked again the Classified employees, who have really stepped up during the whole relocation process.

Director Vellanoweth also mentioned that there are two Classified School Employee of the Year nominees who are moving forward to the County as finalists. They are Craig Sample, Groundskeeper II, in the Maintenance, Operations, and Facilities department, and Sandy Vaughan, Department Secretary, in the BTSA Program. One of them will also be selected as Ocean View School District's Classified School Employee of the Year.

Commissioner Gooch asked Director Vellanoweth to refresh his memory as to who participates in the selection process. Director Vellanoweth answered that nominations can be received from anyone. Nominees should have three letters of recommendation, one of which should be from a supervisor or someone in a leadership role within the District. The nominations are reviewed by Cabinet. If there is more than one person nominated in a category, Cabinet selects the nominee who will move forward. There are six categories for which employees can be nominated.

Director Vellanoweth also stated that she attended the CSPCA Conference over the weekend of January 22, 2015. She stated that it was a great conference with many good presentations. Shristie Nair, Personnel Analyst, also attended the staff session.

She also thanked CSEA and Steve Hunter, CSEA President, and stated that they had their first official meeting earlier in the day.

ADJOURNMENT

Motion by Commissioner Pogrund to adjourn the February 12, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Ewing, and carried with a 3:0 vote at 4:43 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: March 5, 2015

SUBJECT: Agenda Item No. 6A1: Job Description Revision – Human Resource Analyst

Background Information

The Human Resource Analyst job classification and description was reviewed with no revisions in March 2006 and was fully reviewed in October 2013. In preparing for an upcoming recruitment to fill a current Human Resource Technician vacancy, recommendations were made by Assistant Superintendent, Human Resources Felix Avila to make minor updates, particularly in the area of supervision. These changes are consistent with the wording included in the Personnel Analyst job description (the equivalent analyst position in classified personnel) so that both classes can provide the same level of leadership and/or guidance to their respective sides of the Human Resource office.

The Director, Classified Personnel, Mr. Avila and the incumbent 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 Human Resource Analyst job description.

Attachment: Proposed revised job description for Human Resource Analyst 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 Human Resource Analyst job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



HUMAN RESOURCES ANALYST

JOB SUMMARY:

Under general direction, performs highly specialized technical and analytical duties related to the induction and retention of certificated personnel; advises, assists and monitors the certificated workforce to ensure compliance with State and Federal credentialing requirements; coordinates recruitments and selection; assists with staffing; responsible for database management; performs studies and prepares a wide variety of reports.

CLASS CHARACTERISTICS:

The Human Resources Analyst performs technical and analytical tasks including but not limited to interpreting State and Federal laws, the Education Code, and the collective bargaining agreement. Incumbents are expected to support the employment of credentialed educators in the District. This position has a variety of public contact, a high degree of responsibility, and a high degree of expertise in credentialing and human resources procedures. The Human Resources Analyst serves as a lead in the monitoring and interpretation of credentials.

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

Oversee, monitor, and maintain records of credentials held by all temporary, probationary and permanent certificated staff including the type of credential, major and minor areas of studies, expiration dates and subjects/grades authorized to ensure compliance with State and Federal law; *E*

Notify and/or update administrators and certificated staff of changes in credential requirements, and assist staff in filing for credential renewals, added authorizations, waivers and emergency credentials; *E*

Perform a wide variety of clerical tasks associated with record keeping of personnel transactions, including: receiving and processing personnel requisitions, maintaining personnel records and files to document assignment changes, salary placement, employment contracts, and terminations; *E*

Initiates the recruitment and selection process by reviewing job description, creating application supplemental questionnaire, defining minimum qualifications and preferred qualifications of the position, and provide guidance to Human Resources Technician on the posting of the position; *E*

Assist management by making job offers based on recommendations from the hiring manager; *E*

Establish and maintain valid certificated seniority lists; *E*

Work closely with ~~Senior Director~~ Assistant Superintendent, Human Resources in the development, revision and updates of job descriptions;

Prepare and maintain staffing lists, records of school and class enrollment numbers used to monitor that class size reduction standards are met and to monitor general fund and categorically funded positions; *E*

Assist in preparation of the annual certification of proper credentialing report to the Board of Trustees; *E*

Interpret and provide information on district policies, procedures, Education Code, collective bargaining agreement, and Federal and State regulations; *E*

Conduct special studies and surveys on personnel related issues and prepare reports; *E*

Input personnel related information and data into the district personnel database, including updating information as necessary; *E*

Audit and verify information necessary to clear emergency permits;

Work closely and cooperatively with school site personnel and administrators, serve as liaison contact with County or State credentialing offices and credentials personnel in other school districts;

Provide support in the coordination of the district layoff process;

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

SUPERVISION:

General direction is received from the ~~Senior Director~~ Assistant Superintendent, Human Resources.

Provide leadership and/or guidance and direction to subordinate positions assigned to the Human Resources Office.

~~Supervision is not exercised over other employees.~~

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fundamentals, principles, techniques, and procedures of human resources management;
- Laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;
- Word processing, spreadsheet, database, Internet and E-mail computer applications;
- Methods of making mathematical and statistical analysis, calculations and projections;
- Correct English usage, spelling, grammar and punctuation;
- Modern office methods, procedures, practices, terms and equipment used in a personnel office;
- Standard record keeping and filing system procedures;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently utilizing sound judgments and discretion in a wide variety of situations;
- Understand, interpret and apply complex laws, rules, regulations and policies;
- Research, gather data and information and prepare complex and comprehensive written and oral reports;
- Compose and edit routine correspondence independently;
- Work effectively, efficiently and cooperatively in a busy modern office environment;
- Communicate effectively with and provide quality customer service to a wide variety of audiences both orally and in writing;
- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;
- Keyboard at a net corrected speed of 45 words per minute;
- Effectively and efficiently maintain accurate records and files;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Maintain confidentiality of information.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

Experience:

- Four (4) years of successful progressively responsible experience in a personnel office in a California school district involving but not limited to credentialing, recruitment and processing of employees.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Safely lift, carry, push and pull up to 25 pounds; frequently sits, walks, stands; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates

clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 1/17/02

Reviewed with no revisions 3/9/06

Job Description Review and Revisions Effective: 10/10/13

| Proposed revisions effective 3/5/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 5, 2015
SUBJECT: Agenda Item No. 6A2: Job Description Revision – Human Resource Technician

Background Information

The Human Resource Technician job classification and description was developed in October 2006 and was fully reviewed in October 2013. In preparing for an upcoming recruitment to fill a current vacancy, recommendations were made by Assistant Superintendent, Human Resources Felix Avila to make minor updates. In addition, as the name of the District absence reporting system has changed on several occasions, the Director, Classified Personnel suggested a more generic title to the system so the job description would be current, regardless of the system being used.

The Director, Classified Personnel and Mr. Avila 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 Human Resource Technician job description.

Attachment: Proposed revised job description for Human Resource Technician 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 Human Resource Technician job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



HUMAN RESOURCES TECHNICIAN

JOB SUMMARY:

Under general supervision performs a variety of responsible technical human resources duties; assists in one or more technical human resources functions including: recruitment, selection, and records management and maintenance. Is responsible for the management and operation of the ~~Smart Find Express SoFE system~~ District absence reporting system; serves as a technical resource for assigned employees in specific functions within classified or certificated unit.

CLASS CHARACTERISTICS:

This is a position having responsibility for performing technical personnel work involved in employing certificated employees and ensuring certificated employees maintain appropriate and valid credentials to perform their assignments. The incumbent is the initial contact for all certificated applicants. Processes all certificated substitutes, verifying qualifications, processing required documentation and entry on the County payroll. The incumbent also oversees the daily staffing of absent certificated and classified employee positions on a pre-established priority basis, providing substitutes through the ~~Smart Find Express SoFE system~~ District absence reporting system. Answers the questions of administrators and/or substitutes and trouble shoots the ~~Smart Find Express SoFE system~~ District absence reporting system to resolve problems as necessary.

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

Serve as Human Resources Department receptionist, assist in answering questions, respond to requests; maintain an understanding of human resources functions ; *E*

Assist in answering questions about and reviewing, maintaining and monitoring credentials of certificated employees; *E*

Process assigned employees, including inputting information into the County payroll system; *E*

Assist with recruitment by preparing and posting certificated job opportunities, and by screening applications for completeness following prescribed guidelines; *E*

Assist and schedule interviews for filling positions,

Assemble interview packets with rating forms, generate reply letters/invitations to applicants and advise candidates of results; *E*

Establish and maintain a wide variety of records and reports for certificated applicant tracking, prepare the annual district personnel directory, and ensure certificated staff compliance with mandatory tuberculosis testing requirements; *E*

Operate and provide support for the computerized substitute assignment management system, including: monitoring and making adjustments in assignments to ensure proper substitute coverage for certificated and classified positions, updating/modifying the database to ensure optimal efficiency and updating the certificated substitute handbook as necessary; *E*

Review and reconcile employee absence records to monthly absence reports, researching and resolving discrepancies; *E*

Receive and respond to calls from site administrators, certificated, classified staff and substitutes regarding ~~Smart Find Express SoFE system~~ District absence reporting system questions; may make recommendations to site administrators regarding long term substitutes; *E*

Request and respond to requests for confidential information and file materials of applicants for certificated employment; provide written and verbal employment verifications; *E*

Inputs personnel related information and data into the computer system including updating information as necessary; *E*

Maintain the human resources staff development calendar, maintain record of attendance and ensure coverage for attendees; *E*

Assist with the staffing for all non-classified/non certificated employees keeping accurate accounting of minimum qualifications, processing new hire paperwork;

Assist other human resources staff during peak demand periods;

~~Maintain a list of tutors and provide names to parents as requested;~~

~~Retrieve, sort and distribute department mail;~~

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

SUPERVISION:

General supervision is received from the ~~Senior Director~~ Assistant Superintendent, Human Resources. Leadership and/or guidance and direction are provided by the Human Resources Analyst.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Practices and procedures related to certificated personnel;
- Modern office methods, procedures, practices, terms and equipment used in a personnel office;
- Applicable sections of the Education Code and other rules and regulations related to assigned areas;
- Word processing, spreadsheet, database, Internet and E-mail computer applications;
- Methods of making mathematical and statistical calculations;
- Correct English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Basic research methods;
- Business office telephone techniques and etiquette.

Ability to:

- Learn the laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;
- Understand, interpret and apply complex rules, regulations, procedures and policies;
- Perform a variety of technical duties related to the processing and employment of classified or certificated personnel;
- Work independently using sound judgment and discretion in a wide variety of situations to provide quality customer service;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Research, gather data and information and prepare complex and comprehensive written and oral reports;
- Compose and edit routine correspondence independently;
- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;
- Keyboard at a net corrected speed of 45 words per minute;
- Maintain confidentiality of information;
- Work effectively, efficiently and cooperatively in a busy modern office environment;
- Communicate effectively with a wide variety of audiences both orally and in writing;
- Effectively and efficiently maintain accurate records and files;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Perform basic mathematical calculations accurately.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent,;
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

Experience:

- Three (3) years of responsible varied experience in a human resources office, preferably in a California school district personnel office. Experience managing a substitute management system is highly desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks; occasionally stoops, bends, and reaches over head; repetitively uses fingers, on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

New Classification adopted 10/12/06

Job Description Review and- Revisions Effective: 10/10/13

Proposed revisions effective 3/5/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 5, 2015
SUBJECT: Agenda Item No. 6A3: Job Description Revision – Instructional Aide

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 Aide classification was fully reviewed in August 2003, reviewed with no revisions in November 2006, and reviewed for recruitment purposes in September 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 and the supervisors, modifications are proposed to the Instructional Aide job description. In order to provide consistency in instructional job titles, it is recommended that the current title of the position Instructional Aide be changed to Instructional Assistant. This proposed title change will not have any effect on the current salary of the position. 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 Aide job description and change the title of the classification from Instructional Aide to Instructional Assistant.

Attachment: Proposed revised job description for Instructional Assistant 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 Aide job description and change the title of the classification from Instructional Aide to Instructional Assistant.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT/AIDE

JOB SUMMARY:

Under daily direction of a classroom teacher, ~~or~~ Preschool Educator, ~~or~~ Associate Preschool Educator and general supervision of the school principal, site administrator or designee, performs paraprofessional instructional activities, clerical and supportive tasks to assist and free certificated/permited instructional staff in delivering the educational process.—

CLASS CHARACTERISTICS:

This class differs from others in the Instructional series in that incumbents are assigned to academic classrooms to assist teachers working with the general student population. Other classifications in the Instructional series work with student populations having specifically identified needs or in programs directed at other than academic achievement, such as Physical Education.

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

Assist certificated/permited staff with the presentation of learning materials; *E*

Tutor students individually and in small groups; *E*

Monitor and assist students in a variety of activities such as drill, practice, study habits and research in a variety of subject areas utilizing a variety of instructional materials according to instruction/guidance of certificated staff; *E*

Oversee and supervise students during classroom activities, learning center, library, recess and field trip activities, and during fire and earthquake emergencies and preparedness drills; *E*

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

Assist the classroom Teacher/Preschool Educator in maintaining a disciplined, neat, orderly and attractive learning environment; *E*

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

Instructional Aide Assistant—Continued

- Read and converse with students explaining words and meanings;
- As directed, administer, score tests, and record grades;
- Correct and score classroom and homework assignments;
- Order and distributes audio visual and other equipment and supplies;
- Operate a variety of office equipment;
- Attend school and in-service meetings; answer telephone, take and transmit messages;
- Maintain a variety of records as assigned;
- May accompany and assist certificated staff in supervising field trips;
- May take roll;
- May collect and record receipt/disbursement of student monies;
- Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the school Principal, site administrator or designee. Daily direction is provided by a certificated classroom teacher, or Preschool Educator or Associate Preschool Educator.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices and terminology used in instructional situations;
- General needs and behaviors of children;
- Classroom procedures and appropriate student contact;
- Modern office equipment and procedures including the operation of personal computers and word processing software;
- Basic mathematics and science, English usage including reading, grammar, spelling and punctuation;
- Simple record keeping.

Ability to:

- Work successfully with a variety of students;
- Work and communicate effectively with other adults in the school setting;
- Clearly communicate in English and effectively model correct English usage;
- Apply skills, knowledge and abilities in classroom and general school environment;
- Operate a variety of modern office equipment, including personal computer and word processing software;

- Learn and apply District and school policies and procedures;
- Determine what are and retain privileged communications;
- Change priorities rapidly based on teacher requirements;
- Establish and maintain accurate records;
- Perform routine clerical work and basic arithmetical calculations;
- Use copy machines, computers, and other equipment to prepare learning materials and resources;
- ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- Understand and carry out oral and written instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff;-
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;-
- Passing the Instructional Assistant Competency Examination is required;-
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Some paid or unpaid experience involving the supervision of children in an organized setting is highly desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 40 lbs; frequently uses arms, hands and fingers on both hands, communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; works primarily inside, occasionally outside; has constant direct contact with students and other district staff and is frequently exposed to minor contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 8/03

Reviewed with no revisions 11/9/06

Revisions effective: 9/12/13

Proposed revisions effective: 3/5/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 5, 2015

SUBJECT: Agenda Item No. 6A4: Job Description Revision – Lead Mechanic

Background Information

The Lead Mechanic job classification and description was last reviewed and revised in November 2014. In preparation for an upcoming recruitment for Mechanic, recommendations were made by the Interim Director, Transportation to make minor updates to all of the Mechanic job descriptions including Mechanic Assistant and Lead Mechanic. These updates include familiarity with the use of computers for automated recordkeeping and operation of computerized mechanical and diagnostic equipment.

The Director, Classified Personnel and the Interim Director, Transportation 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 Mechanic job description.

Attachment: Proposed revised job description for Lead Mechanic 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 Lead Mechanic job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



LEAD MECHANIC

JOB SUMMARY:

Under the general supervision of the Director of ~~Transportation, Maintenance, Operations and Facilities~~, serves as the working leader of the transportation mechanic garage; plans, oversees and performs a variety of automotive repair, and automotive maintenance work at the expert level; responsible for administrative tasks to ensure the District's school bus and white fleet vehicles are properly maintained and repaired; prioritizes, plans, and leads the work of assigned mechanics and other garage personnel.

CLASS CHARACTERISTICS:

This is a single position class with responsibility of overseeing and ensuring the District's school bus and white fleet are properly repaired and maintained to meet the requirements of the California Highway Patrol Safety Inspections. The incumbent is expected to work independently in concert with the requirements and general procedures established by the District. Trains and instructs mechanics in performing maintenance repair work.

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

Perform in a working lead capacity providing daily direction and/or instruction to mechanics; prioritize and assign the work in the District's vehicle repair shop; assist in training new garage employees; *E*

Inspect, diagnose and repair District automotive and other powered equipment including: the performance of a wide variety of maintenance, repair and rebuilding work such as major and minor engine and transmission overhauls, tune-ups, carburetor rebuilding, electrical systems repair, hydraulic and air brake system adjustment, repair and replacement, axle and wheel bearing replacement, vehicle lubrication, and tire changing and repair; *E*

Determine which vehicle repair work is to be sent out of the District and prepare the necessary documentation and repair orders; *E*

Operate District vehicles including: driving to disabled vehicles to diagnose problems, returning vehicles repaired on the road to the District garage, and/or performing road tests on vehicles to diagnose faults and ensure safe operating condition; *E*

Oversee the proper maintenance of vehicle maintenance and inspection records to ensure compliance with the California Highway Patrol (CHP) requirements and keep records on Hazardous Materials and Material Safety Data Sheets to comply with County Health

requirements; *E*

Assist CHP Inspector with annual safety inspections on District buses and or County Health Inspectors during compliance reviews; *E*

Respond to calls for automotive field assistance, effecting necessary emergency repairs; *E*

Interact with vendors regarding parts, products, and maintenance vehicles, evaluating same and making purchase recommendations, prepare requisitions and inventories parts and supplies; *E*

Introduce new methods and technologies to improve workplace efficiency, quality and safety; *E*

Coordinate a vehicular preventive maintenance program; *E*

Operate computerized and electronic mechanical diagnostic equipment; *E*

Assist in purchasing new or used vehicles and buses;

May assist in gathering and preparing information needed for bus grants;

Monitor compliance of maintenance vehicles with state licensing and registration requirements;

Fabricate parts as required;

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

SUPERVISION:

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

Leadership and direction is provided to garage employees. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, materials, tools and equipment used in the maintenance and repair of automotive equipment including buses, trucks, automobiles and other powered equipment;

- Provisions of the California Motor Vehicle, Education and other Codes, District and Administrative rules and regulations applicable to the use and repair of vehicles utilized in the transportation of students and others;
- Defensive driving methods and techniques;
- Appropriate safety precautions and procedures used in a vehicle repair facility;
- Principles and methods of leadership.
- PC (Personal Computer) including Internet and E-mail computer applications;
- Basic mathematics used in a vehicle maintenance and repair facility;
- Preventative maintenance schedules and procedures;
- Operation, use and care of hand power-tools and equipment used in the repair and maintenance of related parts and equipment;
- Rules, regulations and methods for the safe storage and disposal of flammable and hazardous materials;
- Standard-Computerized record keeping and filing procedures.

Ability to:

- Plan, organize and prioritize work of self and effectively provide leadership and direction to the work of others;
- Perform and lead others in performing skilled repair, maintenance, diagnostic testing and overhaul work on a wide variety of automotive and other powered equipment utilizing varied test instruments, tools, gauges and instruments including computers and traditional methods;
- Plan, schedule, and implement a preventative maintenance program;
- Read, understand, work from and explain to others information contained in technical and shop manuals;
- Operate vehicles and buses utilizing legal and defensive driving practices;
- Operate a PC (Personal Computer) and effectively utilize shop specific, Internet and E-mail software;
- Establish and maintain inventories and records using computerized methods;
- Maintain reports and records related to safety inspections, preventative maintenance and work performed;
- Understand, carry out and give oral and written instructions;
- Observe health and safety regulations;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and courtesy respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;

Experience:

- Five (5) years of recent progressively responsible and varied journey level experience in the repair and maintenance of automotive equipment (preferably involving repairs to heavy duty equipment such as diesel trucks and buses), including supervising or leading other skilled mechanics.

LICENSES REQUIRED:

- Valid and appropriate California Class A or B Commercial driver license including air brake certification with Passenger "P" endorsement and "Restricted School Bus "S" Endorsement".
- Certification of successfully passing a DMV medical examination.
- Recent Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.
- All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lift, push, pull, carry up to 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and long distances in an outdoor environment and/or inside with marginal lighting; operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school buses; uses a telephone and computer; works inside and outside with temperature changes and heat frequently over 90 degrees F; works in confined spaces, wet/damp areas, and as necessary with inadequate lighting; works with loud noises and vibrations; works with sharp objects, dangerous machinery with moving parts, and moving vehicles; frequently exposed to chemicals, odors, explosive substances, fumes, dust, gases, and toxic materials; has direct contact with district staff and vendors; occasionally works with tight deadlines, often without direct guidance from supervisor; is required to wear eye protection, steel toe boots, and occasionally gloves, respirator, and hearing protection. Employment is contingent upon passing a pre-employment drug testing (D.O.T.) physical and a back evaluation test. Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Lead Mechanic - Continued

Page 5

Revised 9/99

Last Revised 9/5/02

Reviewed 4/6/06

Revisions effective 12/16/10

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

| Proposed Revisions Effective 3/5/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 5, 2015
SUBJECT: Agenda Item No. 6A5: Job Description Revision – Mechanic

Background Information

The Mechanic job classification and description was last reviewed and revised in November 2014. In preparation for an upcoming recruitment to fill an anticipated vacancy, recommendations were made by the Interim Director, Transportation to make minor updates. These updates include familiarity with the use of computers for automated recordkeeping and operation of computerized mechanical and diagnostic equipment.

The Director, Classified Personnel and the Interim Director, Transportation 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 Mechanic job description.

Attachment: Proposed revised job description for Mechanic 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 Mechanic job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



MECHANIC

JOB SUMMARY:

Under general supervision of the Director, ~~Maintenance, Operations and Facilities of Transportation~~ and daily direction and leadership of the Lead Mechanic, performs a variety of skilled and semi-skilled automotive repair and maintenance tasks on school buses and other District vehicles.

CLASS CHARACTERISTICS:

This class is a full journey level heavy duty automotive repair mechanic and is distinguished from the Lead Mechanic in that incumbents are not expected to provide leadership and direction to other garage employees.

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

Inspect, diagnose and repair District automotive and other powered equipment including: the performance of a wide variety of maintenance, repair and rebuilding work such as major and minor engine and transmission overhauls, tune-ups, carburetor rebuilding, electrical systems repair, hydraulic and air brake system adjustment, repair and replacement, axle and wheel bearing replacement, vehicle lubrication, and tire changing and repair; *E*

Operate District vehicles including: driving to disabled vehicles to diagnose problems, returning vehicles repaired on the road to the District garage, and/or performing road tests on vehicles to diagnose faults and ensure safe operating condition; *E*

Perform California Highway Patrol (CHP) required periodic bus inspections to identify and/or repair potential problems before they occur and document compliance, including a visual walk through, adjusting brakes, checking suspension part and tire wear and for leaks of any kind; *E*

Perform preventive maintenance on District's maintenance vehicles; *E*

Respond to calls for automotive field assistance, effecting emergency repairs as necessary; *E*

Operate computerized and electronic mechanical diagnostic equipment; *E*

Perform electrical and gas welding;

Check batteries and drains air tanks;

May repair and replace damaged upholstery items in District school buses and other vehicles;

Prepare, keep and maintain records of work and material;

Maintain an orderly and safe work area;

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

SUPERVISION:

General supervision is received from the Director, ~~Maintenance, Operations and Facilities,~~ of Transportation while daily leadership and direction is provided by the Lead Mechanic.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, materials, tools and equipment, including computers, used in the maintenance and repair of automotive equipment, including buses, trucks, automobiles and other powered equipment;
- Provisions of the California Motor Vehicle, and other Codes applicable to the use and repair of vehicles utilized in the transportation of students and others;
- Defensive driving methods and techniques;
- Basic mathematics used in a garage;
- Standard record keeping and filing procedures;
- Safe operation of related tools, equipment and procedures necessary for the repair and adjustment of motorized equipment;
- Appropriate safety precautions and procedures used in a vehicle repair facility.

Ability to:

- Locate, diagnose, repair a variety of mechanical defects on heavy duty equipment such as diesel trucks and buses using computers and traditional methods of diagnosis;
- Read and understand test instruments, gauges and meters;
- Efficiently perform skilled repair and overhaul work on a variety of automotive and other powered equipment utilizing varied test instruments, tools, gauges and instruments;
- Operate vehicles and buses utilizing legal and defensive driving practices;
- ~~Learn District and Administrative regulations applicable to vehicles utilized in the transportation of students and others;~~
- ~~students and others;~~
- Read, understand, and work from information contained in technical and shop manuals;
- Maintain simple records, shop and vehicle records using computerized methods;
- Understand and carry out oral and written instructions;
- Demonstrate time management;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy, and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- Three (3) years of journey level vehicle repair and servicing experience (preferably involving repairs to heavy duty equipment such as diesel trucks and buses).

LICENSES REQUIRED:

At time of hire:

- Valid and appropriate Class C California driver license.
- Recent Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

Shall within the first five (5) months of employment obtain:

- Valid and appropriate California Class A or B, Commercial driver license including air brake certification with passenger "P" endorsement and "Restricted School Bus "S" Endorsement".
- Certification of successfully passing a DMV medical examination.

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lift, push, pull, carry up to 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and long distances in an outdoor environment and/or inside with marginal lighting; operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school buses; uses a telephone and computer; works inside and outside with temperature changes and heat frequently over 90 degrees F; works in confined spaces, wet/damp areas, and as necessary with inadequate lighting; works with loud noises and vibrations; works with sharp objects, dangerous machinery with moving parts, and moving vehicles; frequently exposed to chemicals, odors, explosive substances, fumes, dust, gases, and toxic materials; has

direct contact with district staff and vendors; occasionally works with tight deadlines, often without direct guidance from supervisor; is required to wear eye protection, steel toe boots, and occasionally gloves, respirator, and hearing protection. Employment is contingent upon passing a pre-employment drug testing (D.O.T.), physical and a back evaluation test. Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 9/5/02

Reviewed 4/6/06

Revisions effective 12/16/10

Job Description Review and Revisions Effective 11/13/14

| Proposed Revisions Effective 3/5/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 5, 2015
SUBJECT: Agenda Item No. 6A6: Job Description Revision – Mechanic Assistant

Background Information

The Mechanic Assistant job classification and description was last reviewed and revised in November 2014. In preparation for an upcoming recruitment for Mechanic, recommendations were made by the Interim Director, Transportation to make minor updates to all of the Mechanic job descriptions including Mechanic Assistant and Lead Mechanic. These updates include familiarity with the use of computers for automated recordkeeping and operation of computerized mechanical and diagnostic equipment.

The Director, Classified Personnel and the Interim Director, Transportation 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 Mechanic Assistant job description.

Attachment: Proposed revised job description for Mechanic Assistant 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 Mechanic Assistant job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



MECHANIC ASSISTANT

JOB SUMMARY:

Under general supervision of the Director, ~~Maintenance, Operations and Facilities~~ of Transportation and daily direction and leadership of the Lead Mechanic, services and makes repairs and adjustments to the District's automotive equipment and other vehicles as assigned; learns specifics of the trade and assists skilled mechanics.

CLASS CHARACTERISTICS:

This class is an automotive repair mechanic, not yet at the full journey level, and is distinguished from journey Mechanics in that incumbents are in training to learn various aspects of the heavy duty automotive repair trade and provide assistance to other mechanics as necessary or required.

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

Make routine mechanical and electrical repairs or adjustments to vehicles, or assist a mechanic in major repair work; *E*

Assist Mechanics in performing California Highway Patrol (CHP) required periodic bus inspections to identify and/or repair potential problems before they occur and document compliance, including a visual walk through, adjusting brakes, checking suspension parts and tire wear and for leaks of any kind; *E*

Operate District vehicles and equipment as assigned, including: driving to disabled vehicles to diagnose problems, returning vehicles repaired on the road to the District garage, and/or performing road tests on vehicles to diagnose faults and ensure safe operating condition; *E*

Lubricate vehicles and equipment, change oil and replace oil filters; *E*

Check and maintain vehicles' operating fluids, batteries, tires, belts, hoses and other equipment to ensure a safe operating condition, report needed repairs, and perform repairs as assigned; *E*

Answer road calls and make emergency repairs as necessary; *E*

Operate computerized and electronic mechanical diagnostic equipment: *E*

Keep records of work performed;

Pick up and delivers parts;

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

SUPERVISION:

General supervision is received from the Director, ~~Maintenance, Operations and Facilities.~~ of Transportation.

Leadership/direction, guidance and/or training is received from the Lead Mechanic and Mechanic.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of preventive maintenance, methods of lubricating and servicing automotive and other mechanical, motor-driven equipment;
- Basic methods, materials, tools and equipment used in the maintenance and repair of automotive equipment;
- Basic mathematics used in a vehicle maintenance and repair facility;
- ~~Standard~~ Computerized record keeping and filing procedures;
- Appropriate safety precautions and procedures used in a vehicle repair facility.

Ability to:

- Perform semi-skilled tasks involved in repairing and servicing standard automotive equipment such as cars, vans, and pick-up trucks;
- Learn to perform skilled and semi-skilled tasks involved in locating, diagnosing, repairing and servicing heavy duty automotive equipment such as trucks and buses using computers and traditional methods of diagnosis;
- Learn to make CHP required vehicle inspections;
- Learn provisions of the California Motor Vehicle and other Codes, District, and Administrative regulations applicable to the use and repair of vehicles utilized in the transportation of students and others;
- Learn to operate District vehicles and buses utilizing legal and defensive driving practices defensive driving methods and techniques;
- Read and understand test instruments, gauges and meters and work from information contained in technical and shop manuals;
- Maintain simple records using computerized methods;
- Work in a safe and efficient manner;
- Understand and carry out oral and written instructions;
- Establish and maintain effective ~~working~~ interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- Two (2) years of vehicle repair and servicing experience.

LICENSES REQUIRED:

At time of hire:

- Valid and appropriate Class C California driver license;
- Recent Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

Shall within the first five (5) months of employment obtain:

- Valid and appropriate California Class A or B Commercial Driver License including air brake certification with passenger "P" endorsement and "Restricted School Bus "S" Endorsement";
- Certification of successfully passing a DMV medical examination;
- All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lift, push, pull, carry up to 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and long distances in an outdoor environment and/or inside with marginal lighting; operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school buses; uses a telephone and computer; works inside and outside with temperature changes and heat frequently over 90 degrees F; works in confined spaces, wet/damp areas, and as necessary with inadequate lighting; works with loud noises and vibrations; works with sharp objects, dangerous machinery with moving parts, and moving vehicles; frequently exposed to chemicals, odors, explosive substances, fumes, dust, gases, and toxic materials; has direct contact with district staff and vendors; occasionally works with tight deadlines, often without direct guidance from supervisor; is required to wear eye protection, steel toe boots, and

occasionally gloves, respirator, and hearing protection. Employment is contingent upon passing a pre-employment drug testing (D.O.T), physical and a back evaluation test. Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 9/99

Revised for testing purposes 3/01

Revisions effective 9/5/02

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

Proposed Revisions Effective 3/5/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: March 5, 2015
SUBJECT: Agenda Item No. 6.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:

- | | | |
|----|-----------|---|
| a) | 2014 – 32 | Preschool Instructional Assistant |
| b) | 2014 – 33 | Preschool Instructional Assistant – Bilingual (Spanish) |
| c) | 2014 – 34 | Bus Driver |
| d) | 2014 – 35 | Community Liaison – Bilingual Assistant (Spanish) |
| e) | 2014 – 36 | Community Liaison – Bilingual Assistant (Arabic) |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2014 – 32, 2014 – 33, 2014 – 34, 2014 – 36, and 2014 - 35.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 5, 2015

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

Background Information

At the Ocean View School District, Regular Board Meetings of February 17, 2015, (Exhibit A), March 3, 2015, (Exhibit B), the Board of Trustees received the Classified Personnel Activity Lists for approval.

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

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of February 17, 2015, and March 3, 2015.

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

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Acosta, Esperanza	Instructional Assistant - ABA	\$16,070 per hour	26.1	12/01/14
Bailey, Eddi	Instructional Assistant - ABA	\$16,070 per hour	26.1	12/01/14
Bergeron, Salma	Instructional Assistant - ABA	\$16,070 per hour	26.1	12/01/14
Bruzzo, Mayka	Instructional Assistant - Special Education	\$14,554 per hour	22.1	01/21/15
	Instructional Assistant - Severely Disabled	\$15,676 per hour	25.1	01/21/15
Davis, Paula	Instructional Assistant - ABA	\$16,070 per hour	26.1	12/01/14
Edwards, Tara	Instructional Aide (substitute)	\$14,199 per hour	21.1	01/21/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	01/21/15
	Instructional Assistant - EL (substitute)	\$14,921 per hour	23.1	01/21/15
Flores-Garcia, Yeni	Instructional Assistant - ABA	\$16,070 per hour	26.1	12/01/14
Gomez Marmolejo, Maria	Instructional Assistant - ABA	\$16,070 per hour	26.1	12/01/14
Madrigal Anguiano, Karina	Instructional Assistant - EL	\$14,921 per hour	23.1	01/27/15
Murray, Kelly	Instructional Assistant - Special Education	\$14,554 per hour	22.1	01/27/15
Rosa, Isaac	Instructional Aide	\$14,199 per hour	21.1	12/04/14

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

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Camarena, Abraham	Custodian	All Leaves Exhausted	08/02/07	01/05/15
Leon, Tyler	Instructional Assistant - ABA	Resignation - Another Job	01/14/08	01/12/15
Marony, Janett	Food Distribution Worker	All Leaves Exhausted	11/03/93	12/15/14
Patterson, Kelli	Bus Driver Trainee (substitute)	Sub Services No Longer Needed	07/21/14	01/13/15
Rios-Campa, Juan	Head Custodian	All Leaves Exhausted	06/23/99	12/31/14

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

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Alaniz, Laura	Instructional Assistant - Special Education	\$14,554 per hour	22.1	01/29/15
Anaya, Cynthia	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	02/02/15
Baker, Ashley	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	02/02/15
Bowhay, Brice	School Health Technician (substitute)	\$16,070 per hour	26.1	02/05/15
Brown, Robin	Food Distribution Worker (substitute)	\$13,189 per hour	18.1	02/02/15
Devries, Amanda	Food Distribution Worker (substitute)	\$13,189 per hour	18.1	02/04/15
Dixon, Xzasha	Instructional Assistant - Special Education	\$14,554 per hour	22.1	02/10/15
Edwards, Tara	Instructional Assistant - Severely Disabled (substitute)	\$15,676 per hour	25.1	02/02/15
	Instructional Assistant - Physical Education (substitute)	\$15,676 per hour	25.1	02/02/15
	Instructional Assistant - Adapted Physical Education (substitute)	\$15,676 per hour	25.1	02/02/15
Esparza, Nicholas	Delivery Worker	\$18,176 per hour	31.1	02/12/15
Garcia, Leticia	Instructional Assistant - Special Education	\$14,554 per hour	22.1	02/04/15
Gomez, Alexandra	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	02/02/15
Grams, Diana	Instructional Aide (substitute)	\$14,199 per hour	21.1	02/04/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	02/04/15
	Instructional Assistant - Physical Education (substitute)	\$15,676 per hour	25.1	02/04/15
	Instructional Assistant - Severely Disabled (substitute)	\$15,676 per hour	25.1	02/04/15

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

<u>Approve Employment</u>		<u>In accordance with Merit System testing procedures:</u>	
<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>
			<u>EFFECTIVE DATE</u>
Greenway, Charity	Instructional Assistant - Special Education	\$14,554 per hour	22.1 02/04/15
Herrera, Melina	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1 02/02/15
Hunter, Victoria	Child Care Attendant (substitute)	\$13,891 per hour	18.1 02/02/15
	Instructional Aide (substitute)	\$14,199 per hour	21.1 02/02/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1 02/02/15
Hylton, LaDawnta	School Health Technician (substitute)	\$16,070 per hour	26.1 02/04/15
Jacques, Charles	Instructional Assistant - Special Education	\$14,554 per hour	22.1 01/27/15
Lai, Jackson	Instructional Aide (substitute)	\$14,199 per hour	21.1 01/21/15
	Instructional Assistant - EL (substitute)	\$14,921 per hour	23.1 01/21/15
Madole, Joy	School Health Technician (substitute)	\$16,070 per hour	26.1 02/10/15
Maguire, Michelle	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1 02/02/15
Petrovich, Thomas	Food Distribution Worker (substitute)	\$13,189 per hour	18.1 02/04/15
Pham, Thuy	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1 02/02/15
Rodriguez, Vanesa	Community Liaison Bilingual Assistant - Spanish (temporary)	\$14,921 per hour	23.1 02/04/15
Sims, Rebekah	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1 02/02/15

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

Approve Promotion
In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Hernandez, Oscar	School Office Manager	\$3,457.00 per month	36.1	01/26/15
Turner, Derrick	Custodian	\$16,890 per hour	28.1	01/27/15

Approve Separation
In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Anaya, Cynthia	Instructional Aide	Resignation - Another Job	11/15/12	01/30/15
Duenas, Marisol	Instructional Aide - Bilingual(substitute)	Resignation - Moving	03/26/14	02/10/15
Flores, Patricia	Human Resources Technician	Resignation - Personal	12/14/06	02/20/15
Garcia, Marisela	Child Care Attendant	Resignation - Another Job	03/03/14	01/16/15
Gomez Bastidas, Teresa	Preschool Instructional Assistant - Bilingual	Resignation - No Longer Available	10/14/04	01/19/15
Greenway, Charity	Instructional Assistant - Special Education	Resignation - Moving	02/04/15	02/26/15
Ward, Philomena	Instructional Assistant - Severely Disabled (substitute) Instructional Assistant - Physical Education (substitute)	Resignation - No Longer Available	02/03/14 02/03/14	02/04/15 02/04/15

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Mollica, Dana	School Office Clerk	06/02/82	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 DATE</u>	<u>ENDING DATE</u>
Dulac, Lillian	Speech and Language Assistant	Personal	03/09/15	06/05/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 5, 2015
SUBJECT: Agenda Item No. 8: Extend Eligibility List #2013-28– School Office Manager

Background Information

The current eligibility list for School Office Manager will expire on March 15, 2015. In the near future there may be School Office Manager openings based upon other vacant positions to which School Office Managers will be able to laterally transfer and/or promote.

Our current School Office Manager eligibility list still contains five (5) ranks of viable candidates, all of which are promotional, in-house candidates. It is the Director's recommendation that the eligibility list be extended for six months with a new expiration date of September 15, 2015 as the current list should be sufficient to fill any upcoming vacancies we may have. This will allow the Personnel Commission Office to fill any vacancies expeditiously prior to the start of the 2015/2016 school year without sites having to wait on a new recruitment. In addition, the current promotional candidates on the eligibility list will not have to repeat the application and testing process.

This process is authorized by Education Code Section 45300 and Merit System Rule 6.1.2.F.

Ed Code 45300 A list may be extended for an additional period of two years or less at the discretion of the Commission.

Merit Rule 6.1.2.F Eligibility lists may be extended for an additional period of two years or less at the discretion of the Commission.

.....
Recommendation

The Director recommends that the Personnel Commission authorize the extension of the eligibility list for School Office for six months to a new expiration date of September 15, 2015.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 5, 2015

SUBJECT: Agenda Item No. 9: Classified Management Evaluation Form

Background Information

During 2012-2013 negotiations between the District and California School Employees' Association (CSEA), both agreed to form a subcommittee to review the classified bargaining unit evaluation form and process. On November 4, 2014 the Board of Trustees approved the Collective Bargaining Agreement between the Ocean View School District and CSEA which included the proposed revisions to the Performance Evaluation Form for Classified Employees and revised contract language.

On December 11, 2014 the Personnel Commission approved the proposed revisions to the classified bargaining unit evaluation form in accord with Merit System Rule 8.11.3.A which stipulates that:

“Performance evaluation reports shall be made on forms prescribed by the Commission...”

As the evaluation form for classified bargaining unit members and classified management members are almost identical in format including rating factors, etc., the Director thought it appropriate that changes made to the bargaining unit form should also be incorporated into the classified management evaluation form.

The proposed changes have been reviewed by the Superintendent and his Cabinet and are recommended by your Director.

Attachments: Original Performance Evaluation for Classified Management Employees dated
March 2000
Proposed revised Performance Evaluation for Classified Management Employees dated
March 2015
Current Performance Evaluation for Classified Employees (Bargaining Unit) dated
January 2015
Merit System Rule 8.11

Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Performance Evaluation Form for Classified Management Employees.

OCEAN VIEW SCHOOL DISTRICT
PERFORMANCE EVALUATION FOR CLASSIFIED MANAGEMENT EMPLOYEES

Employee Name _____

School or Department _____

Class Title _____

Due Date _____

Type of Evaluation: ___ 3 Month ___ 6 Month ___ Annual (Permanency)* ___ Annual ___ Annual with Merit

Indicate only those factors that apply to the employee's position

Check each applicable item: ✓ Satisfactory
 – Needs Improvement
 × Unsatisfactory

Use comments space to describe employee's strengths and areas that need improvement or are unsatisfactory. Give examples of work well done and plans for improving performance where appropriate. A "Needs Improvement" or "Unsatisfactory" requires suggestions for improvement.

1. QUANTITY OF WORK

- Volume of work performed
- Completion of work on time
- Effective use of time

2. QUALITY OF WORK PERFORMED

- Accuracy
- Neatness
- Thoroughness
- Job knowledge

3. WORK HABITS

- Observance of working hours
- Attendance
- Observance of rules and regulations
- Ability to work without immediate supervision

4. ATTITUDES

- Acceptance of change
- Acceptance of direction
- Acceptance of responsibility
- Effectiveness under stress

5. RELATIONSHIPS WITH OTHERS

- Getting along with fellow employees
- Meeting and handling the public
- Working with students
- Exercises good judgement

6. OTHER (Use Comment Area)

7. SUPERVISORY ABILITY

- Planning and assigning
- Training and instructing
- Fairness and impartiality

(Use additional sheets as necessary)

*** FOR PERMANENCY RATING:**

It is recommended that this employee:

- Be granted permanent status
- Be terminated from this position

It is understood that signing this performance form acknowledges that the employee has received a copy and does not necessarily imply agreement. An employee may attach additional comments.

Supervisor _____

Date _____

Employee _____

Date _____

OCEAN VIEW SCHOOL DISTRICT

PERFORMANCE EVALUATION FOR CLASSIFIED MANAGEMENT EMPLOYEES

Employee Name: _____

Site or Department: _____

Class Title: _____

Due Date: _____

Type of Evaluation: _____ 3 Month _____ 6 Month _____ One Year (Permanency)* _____ Annual _____ Annual w/Merit

Indicate only those factors that apply to the employee's position:
E Exceeds Standards
S Satisfactory
N Needs Improvement
U Unsatisfactory
X Not Applicable

Exceeds Standards: Examples of exemplary work (Optional)
Satisfactory: Examples of work well done (Optional)
Needs Improvement: Requires suggestions for improvement
Unsatisfactory: Requires factual evidence and documentation of previous discussions to be attached and directions/suggestions for improvement

Comments: Use this space to describe employee's strengths and areas that need improvement or are unsatisfactory. (Use additional sheets as necessary)

1. QUANTITY OF WORK

- Select Volume of work performed
Select Completion of work on time
Select Effective use of time

2. QUALITY OF WORK PERFORMED

- Select Accuracy
Select Neatness
Select Thoroughness
Select Job knowledge

3. WORK HABITS

- Select Observance of working hours
Select Attendance
Select Observance of rules and regulations
Select Ability to work without immediate supervision

4. ATTITUDE

- Select Acceptance of change
Select Acceptance of direction
Select Acceptance of responsibility
Select Effectiveness under stress

5. RELATIONSHIPS WITH OTHERS

- Select Getting along with fellow employees
Select Meeting and handling the public
Select Working with students
Select Exercising good judgement

6. SUPERVISORY ABILITY (If applicable)

- Select Planning and assigning
Select Training and instructing
Select Fairness and impartiality

7. OTHER (Use Comment Area)

Optional: Mutually agreed upon suggestions for professional growth, goals and/or objectives, and work priorities:

Site or Department Administrator: Initial, Sign and Date

Met with employee
Did not meet with employee because:

Site or Department Administrator Signature

Date

*FOR ONE YEAR PERMANENCY RATING:

It is recommended that this employee:
Be granted permanent status
Be terminated from this position

Employee: Initial, Sign and Date

Employee received copy
Employee understands signature does not imply agreement
Employee may attach additional comments

Employee Signature

Date

PURPOSE OF THE EVALUATION

Remember that an evaluation conference is a communication process. It affords an opportunity for both the employee and the evaluator to share ideas about work expectations and performance. It provides a forum to review goals and objectives and achieve mutual understanding about work priorities.

INSTRUCTIONS FOR PREPARING PERFORMANCE EVALUATION FORMS

WHO IS EVALUATED?

All permanent classified employees are evaluated annually on their anniversary date. "Annual with Merit" evaluations are relevant in determining whether an employee receives a step advancement. Step advancements are given only upon receipt of a satisfactory annual evaluation in accordance with Personnel Commission Rule 7.2.2.

Probationary classified management employees (new employees or employees new to a classification) are evaluated at the end of the third (3rd) month, sixth (6th) month and before one year of service. The one year evaluation is relevant in determining whether an employee is given permanent status.

WHO COMPLETES THE EVALUATION?

The Site or Department Administrator. Input can be considered from someone other than the Site or Department Administrator, such as the immediate line supervisor. This is the person who oversees, assigns and checks the daily work of the employee, or is the person who is most closely acquainted with the employee's work. ~~As an example at the school site, a teacher may give input on their instructional aide but the Principal signs as the evaluator.~~

WHEN IS THE EVALUATION GIVEN?

Although classified management employees may be evaluated at any time, probationary employees are evaluated at the end of the third (3rd) month, sixth (6th) month and before one year of service. The one year evaluation must be completed and returned to the Personnel Office prior to the end of the one year. If this evaluation is returned late, it may result in the employee receiving permanent status. Permanent employees are evaluated once a year on their anniversary date.

WHAT SHOULD THE EVALUATOR DO?

1. Review the work performance of the employee over the entire span of time covered by the evaluation. The supervisor is cautioned not to cover just the last few weeks before the due date of the evaluation.
2. Hold a conference with each employee for whom the evaluation is completed.
3. Explain to each employee:
 - a. The purpose and use of the evaluation form.
 - b. The basis for the specific evaluations.
 - c. Where appropriate, the suggestions for changes or improvements in work performance.
4. The Site or Department Administrator should initial, sign and date the evaluation form and have the employee initial, sign and date as well.
5. Give the employee a photocopy, keep a copy for your records and forward the original to the Personnel Commission Office.
6. Inform the employee that they have the right to attach any comments of his/her own to the evaluation.

OCEAN VIEW SCHOOL DISTRICT
PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES

Employee Name: _____

Site or Department: _____

Class Title: _____

Due Date: _____

Type of Evaluation: _____ 2 Month _____ 6 Month _____ (Permanency Date) _____ Annual _____ Annual w/Merit

Indicate only those factors that apply to the employee's position:

- E** Exceeds Standards
- S** Satisfactory
- N** Needs Improvement
- U** Unsatisfactory
- X** Not Applicable

Exceeds Standards: Examples of exemplary work (Optional)
Satisfactory: Examples of work well done (Optional)
Needs Improvement: Requires suggestions for improvement
Unsatisfactory: Requires factual evidence and documentation of previous discussions to be attached and directions/suggestions for improvement

Comments: Use this space to describe employee's strengths and areas that need improvement or are unsatisfactory. (Use additional sheets as necessary)

1. QUANTITY OF WORK

- ___ Volume of work performed
- ___ Completion of work on time
- ___ Effective use of time

2. QUALITY OF WORK PERFORMED

- ___ Accuracy
- ___ Neatness
- ___ Thoroughness
- ___ Job knowledge

3. WORK HABITS

- ___ Observance of working hours
- ___ Attendance
- ___ Observance of rules and regulations
- ___ Ability to work without immediate supervision

4. ATTITUDE

- ___ Acceptance of change
- ___ Acceptance of direction
- ___ Acceptance of responsibility
- ___ Effectiveness under stress

5. RELATIONSHIPS WITH OTHERS

- ___ Getting along with fellow employees
- ___ Meeting and handling the public
- ___ Working with students
- ___ Exercising good judgement

6. SUPERVISORY ABILITY (If applicable)

- ___ Planning and assigning
- ___ Training and instructing
- ___ Fairness and impartiality

7. OTHER (Use Comment Area)

Site or Department Administrator: Initial, Sign and Date

- ___ Met with employee
- ___ Did not meet with employee because: _____

 Site or Department Administrator Signature

 Date

Employee: Initial, Sign and Date

- ___ Employee received copy
- ___ Employee understands signature does not imply agreement
- ___ Employee may attach additional comments

 Employee Signature

 Date

Optional: Mutually agreed upon suggestions for professional growth, goals and/or objectives, and work priorities:

FOR 6 MONTH PERMANENCY RATING:

- It is recommended that this employee:
- ___ Be granted permanent status
 - ___ Be terminated from this position

PURPOSE OF THE EVALUATION

Remember that an evaluation conference is a communication process. It affords an opportunity for both the employee and the evaluator to share ideas about work expectations and performance. It provides a forum to review goals and objectives and achieve mutual understanding about work priorities.

INSTRUCTIONS FOR PREPARING PERFORMANCE EVALUATION FORMS

WHO IS EVALUATED?

All permanent classified employees are evaluated annually on their anniversary date. "Annual with Merit" evaluations are relevant in determining whether an employee receives a step advancement. Step advancements are given only upon receipt of a satisfactory annual evaluation in accordance with Personnel Commission Rule 7.2.2.

Probationary employees (new employees or employees new to a classification) are evaluated at the end of the second (2nd) and fifth (5th) months of service. The 6 month evaluation is relevant in determining whether an employee is given permanent status.

WHO COMPLETES THE EVALUATION?

The Site or Department Administrator. Input can be considered from someone other than the Site or Department Administrator, such as the immediate line supervisor. This is the person who oversees, assigns and checks the daily work of the employee, or is the person who is most closely acquainted with the employee's work. As an example at the school site, a teacher may give input on their instructional aide but the Principal signs as the evaluator.

WHEN IS THE EVALUATION GIVEN?

Although Classified employees may be evaluated at any time, probationary employees are evaluated at the end of the second (2nd) and fifth (5th) months of service. The 6 month evaluation must be completed and returned to the Personnel Office prior to the end of the 6th month. If this evaluation is returned late, it may result in the employee receiving permanent status. Permanent employees are evaluated once a year on their anniversary date.

WHAT SHOULD THE EVALUATOR DO?

1. Review the work performance of the employee over the entire span of time covered by the evaluation. The supervisor is cautioned not to cover just the last few weeks before the due date of the evaluation.
2. Hold a conference with each employee for whom the evaluation is completed.
3. Explain to each employee:
 - a. The purpose and use of the evaluation form.
 - b. The basis for the specific evaluations.
 - c. Where appropriate, the suggestions for changes or improvements in work performance.
4. The Site or Department Administrator should initial, sign and date the evaluation form and have the employee initial, sign and date as well.
5. Give the employee a photocopy, keep a copy for your records and forward the original to the Personnel Commission Office.
6. Inform the employee that they have the right to attach any comments of his/her own to the evaluation.

8.11 PERFORMANCE EVALUATIONS (BARGAINING UNIT EMPLOYEES SEE CONTRACT)

8.11.1 Purpose of Performance Evaluations

- A. The employee performance evaluation report, embodying significant factors for the various positions, shall have reference to the quality and quantity of work done, and other characteristics which may be considered important in rating and reporting the ability, performance and efficiency of the respective employee(s) and the value of said employee(s) to the District service.
- B. The following rules provide the performance rating standards and procedures which shall be used in connection with eligibility for advancement, promotion, demotion, and dismissal from the Classified Service, as well as other decisions relative to members of the Classified Service. Such evaluation reports shall be one means by which a member of the Classified Service can learn how his/her supervisor feels about the quantity and quality of the work being performed by the employee and have the opportunity to discuss the matter with the supervisor. In addition, the completion and review of the evaluation report with the employee affords the supervisor an opportunity to review the employee's performance with him/her in an effort to correct work deficiencies, recognize the employee's accomplishments, set goals and objectives, and/or encourage the person to greater efforts in the performance of his/her duties and responsibilities.

8.11.2 When Evaluations are to be Made

Performance evaluations for all permanent and probationary employees shall be filed with the Personnel Commission Office. Rating intervals shall be determined by the Commission.

- A. Probationary employees shall be evaluated at the end of the second and fifth months of service by their site or department administrator. Administrative and executive classes having probationary periods of twelve (12) months shall be rated at the end of the third, sixth and eleventh months of service.
- B. Permanent employees shall be evaluated at least once each year on or before their anniversary date by their site or department administrator. If an employee's date of hire is before the 15th of the month, his/her anniversary date is established as the first of that month. If an employee is hired the 15 of the month or after, his/her anniversary date is established as the first of the following month.

In the event a permanent employee has been under the supervision of a site or department administrator for less than two (2) months, the Director of Classified Personnel or administrative designee shall determine the employee's evaluator.

- C. The Commission may provide for performance reports to be completed for temporary, substitute, and provisional employees.

8.11.3 Evaluator

Each employee is to be evaluated by his or her site or department administrator, who is defined as the person who assigns, checks, and supervises the work of the employee and who is immediately responsible for the employee, and is the most closely acquainted with the employee's performance. If the employee has more than one site or department administrator, each such administrator may evaluate the employee's work performance.

8.11.4 Procedure to be Followed

- A. Performance evaluation reports shall be made on forms prescribed by the Commission, which shall be completed by the employee's evaluating site or department administrator. The form may be reviewed by the next higher supervisor.

- B. The immediate supervisor shall present the performance evaluation to the employee, and discuss it with him/her. Together they will analyze the employee's strong points and the areas in which improvement may be made.
- C. The form shall be signed by the site or department administrator and the employee. The employee's signature indicates receipt of the evaluation form, but does not imply agreement. The original evaluation form shall be sent to the Personnel Commission Office to be placed in the employee's personnel file. A copy of the evaluation shall be given to the employee.
- D. Evaluation shall be based upon knowledge and/or investigation by the supervisor.
- E. The employee shall have the right to respond in writing within ten (10) work days to the evaluation. Such response shall be attached to the evaluation and shall be placed in the employee's personnel file.
- F. If, in the judgment of the site or department administrator, the employee is performing in an unsatisfactory manner or needs improvement, the site or department administrator shall discuss the unsatisfactory performance with the employee prior to the completion of the formal performance evaluation and within a reasonable time frame to allow the employee to improve. A written Performance Improvement Plan may be utilized by the site or department administrator and the employee to support the improvement process.
- G. Performance evaluation reports shall be filed in the employee's personnel folder and shall be available for review in connection with promotional examinations and disciplinary actions.
- H. Information of a derogatory nature shall not be placed in an employee's permanent file until after the employee is given ten (10) work days' notice to review and comment thereon. Such review shall take place during the normal business hours, and employees shall be released from duty for this purpose without salary deduction provided timely notice is given to the supervisor in advance. An employee shall have the right to attach a rebuttal statement to any derogatory information.

8.11.5 Special Evaluations

- A. At any time, a site or department administrator may, issue to an employee a "Notice of Outstanding Performance" or a "Notice of Unsatisfactory Performance".
- B. Above notices shall be completed on forms provided by the Commission and shall give specific reasons for either of the notices.
- C. A copy of the notice shall be given to the employee and one copy placed in the employee's personnel file and shall be available for review in connection with promotional exams.

8.11.6 Request for Reevaluation

In the event the performance rating is unsatisfactory or the employee believes the rating does not accurately report his or her work performance, (s)he may request a review of the rating by the head of the department no later than 60 days from date of the original evaluation.

8.11.7 Rating of Record

When an employee terminates employment, his or her most recent rating on file shall be the rating of record, and no additional rating need be made unless his or her performance has changed to unsatisfactory.

(Section 8.11 Revised 1/15/15)

