



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

Thursday, February 12, 2015

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2015

PERSONNEL COMMISSION:

Daniel Gooch, Chair

Bob Ewing, Vice-Chair

Dr. Allan Pogrund, Member

A G E N D A
PERSONNEL COMMISSION

OCEAN VIEW
SCHOOL DISTRICT

THURSDAY,
FEBRUARY 12, 2015

4:30 P.M. REGULAR MEETING
BOARD ROOM – BUILDING A

1. **CALL TO ORDER** **TIME:** _____ p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the January 15, 2015, Regular Personnel Commission Meeting.

Pages 1-3
(Action)
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

Pages 4-8
(Action)
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

1. Director of Transportation

B. RECRUITMENT AND TESTING: ELIGIBILITY LISTS

Page 9

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

- 2014 – 30 School Office Clerk
- 2014 – 31 Delivery Worker

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 10-12
(Information)

- February 3, 2015 – (Exhibit A)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
January 15, 2015**

CALL TO ORDER

Commissioner Gooch called the January 15, 2015, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE

Sandy Vaughan led the Pledge of Allegiance.

ROLL CALL

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

PUBLIC COMMENTS

Sandy Vaughan wished the Commissioners a Happy New Year. She also stated that it had been a pleasure working with the Commissioners in her position as CSEA President. The positive attitude, professionalism, sense of collaboration, and the respect that the Commissioners show not only to each other but to the staff and employees is really a breath of fresh air. Their willingness to not only listen to concerns, but to take them into consideration when making decisions is something she greatly values. It is evident by the questions the Commissioners ask, and their concerns and actions, that the Classified employees of the District are in good hands. As she steps down as CSEA President and turns the duties over to Steve Hunter, she knows the relationship between the Commission and CSEA will continue to be a very positive one.

Steve Hunter, President of CSEA, stated that he is honored and privileged to serve in his new capacity and is really looking forward to working with the Commission, simply due to the good nature that comes from the Commission. He thanked the Commissioners for their hard work, dedication, and service.

MINUTES OF DECEMBER 11, 2014

Motion by Commissioner Pogrund to approve the minutes of the December 11, 2014, 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. Recruitment and Testing - Eligibility Lists:

2014 – 24	Storekeeper
2014 – 25	Child Care Program Supervisor
2014 – 26	Community Liaison Bilingual Assistant – (Spanish)
2014 – 27	Reprographics Technician
2014 – 28	Instructional Assistant – EL
2014 – 29	Instructional Aide – Bilingual (Spanish)

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 January 13, 2015, Board of Trustees meeting.

**MERIT RULE REVIEW
AND REVISION,
CHAPTER 8, SECTION 11
– PERFORMANCE
EVALUATIONS AND
MERIT RULE REVIEW
AND REVISION,
CHAPTER 7, SECTION 2.2.
– STEP ADVANCEMENT –
SECOND READING AND
ADOPTION**

Director Vellanoweth stated that this rule is coming back to the Commission for a second reading and adoption. As she explained at the last Commission meeting the District and CSEA worked together to revise the Classified employee evaluation form, which was approved by the Commission. With that there are some associated changes that she feels need to be included in the Merit Rules, relating to how the form is used and as far as the step advancement that would take place upon the receipt of a satisfactory performance evaluation.

Commissioner Gooch stated that an issue that was brought up at the last Personnel Commission meeting relative to the District determining what constitutes an acceptable performance evaluation, or what is required to for an employee to not receive a merit increase, is ongoing.

Motion by Commissioner Pogrund to approve the adoption of Merit Rule revision Chapter 8, Section 11, Performance Evaluations and Merit Rule revision Chapter 7, section 2.2, Step Advancement.

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

**MERIT RULE REVIEW
AND REVISION,
CHAPTER 8, SECTION 4.3
– RESIGNATIONS –
SECOND READING AND
ADOPTION**

Director Vellanoweth stated that this is another Merit Rule change recommendation, based upon the District's Board Policy in relation to resignations. The Merit Rules should be consistent with Board Policy in order not to create any loopholes that might create confusion.

Motion by Commissioner Ewing to approve the adoption of Merit Rule revision Chapter 8, Section 4.3, Resignations.

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

**SECOND PUBLIC
COMMENTS**

There were no further comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioner Pogrund thanked Sandy Vaughan for all she has done and stated that she should take credit for clear communication in working with the Commission.

Commissioner Ewing stated he was present at the last District Board Meeting and asked that the District be kept in everyone's prayers and thoughts.

Commissioner Ewing also announced that the next meeting of the Personnel Commission was scheduled for February 12, 2015.

**COMMISSIONERS'
REPORTS (CONTINUED)**

Commissioner Gooch stated that he did not want to pass up the opportunity to acknowledge the newsletter that the Personnel Commission staff will be distributing and noted that it will be Volume 1, Issue 1, because there is only one chance to be first. He appreciates the newsletter and thinks it is a giant step forward in communicating to the Classified employees.

**DIRECTOR AND STAFF
REPORTS**

Director Vellanoweth thanked Sandy Vaughan for the opportunity to work with her as CSEA President. She also welcomed Steve Hunter and stated that she hopes to continue the wonderful working relationship with CSEA.

She reminded the Commissioners that the annual CSPCA conference was coming up, next weekend in San Diego. She will be attending the full conference and Shristie Nair would be attending the half-day staff session. In addition, she expressed congratulations to Ms. Nair for being awarded a \$500 scholarship to attend the Merit System Academy, which is sponsored by CSPCA, California School Personnel Commissioners Association.

Director Vellanoweth mentioned the newsletter that Commissioner Gooch referred to and stated that the plan is to distribute it three to four times per year. The newsletter will contain news about the Commission, updates, as well as tips for classified employees.

She stated that the first step in adjusting the longevity increases that CSEA negotiated with the District is complete and should appear on the February 10, 2015, paychecks. Payroll is working toward paying any retroactive longevity increases.

ADJOURNMENT

Motion by Commissioner Pogrund to adjourn the January 15, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Ewing, and carried with a 3:0 vote at 4:45 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: February 12, 2015
SUBJECT: Agenda Item No. 6.A.1: Job Description Revision – Director of Transportation

Background Information

The Director of Transportation job description was reviewed and revised in June 2004 and reviewed again with no revisions in September 2007. In preparing for an upcoming recruitment to fill a current vacancy, the Director, Classified Personnel proposes standard formatting changes in order to maintain consistency with the current job description format and an update to reflect current licensing requirements. In addition, the Director, Classified Personnel recommends that supervision of the mechanics now return to the Director of Transportation. This is an appropriate line of supervision that is followed in most school district transportation departments and was only removed in order to adhere to Board Policy 4112.8 which prohibits an employee from managing or supervising a relative. These conditions will no longer exist.

These proposed changes were initially shared and reviewed with the Interim Director of Transportation Rita Costello and were then reviewed with the Superintendent and his Cabinet. All are in favor of recommending the final draft of the job description which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Director of Transportation job description.

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

Recommendation

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

DIRECTOR OF TRANSPORTATION

DEFINITION: JOB SUMMARY

Under administrative direction of ~~Chief Operations and Facilities Officer (COFO)~~ Assistant Superintendent, Administrative Services, plans, ~~organizes~~, directs, coordinates and supervises the District's student transportation program including maintenance and repair of school busses, trucks cars, vans and other vehicles and equipment; supervises all assigned personnel including bus drivers, mechanics, and other transportation staff, ensuring their proper training and performance. ~~;~~ ~~assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

This is a management position having responsibility for direction of the Transportation Department staff and the District's overall transportation operations. Ensures requirements compliance with Federal, State and local laws, rules and regulations related to student transportation. ~~of the California Highway Patrol are maintained and the safe transportation of students in accordance with laws of the State of California are fully complied with. This position requires thorough knowledge of school bus transportation operations and all related and applicable laws.~~ The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the ~~Chief Operations and Facilities Officer (COFO), Assistant Superintendent, Administrative Services.~~

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

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

Plans, ~~supervises~~, organize and directs and ~~evaluates~~ the work of bus drivers and other transportation support personnel; ~~except for those assigned to the Garage;~~ **E**

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

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

~~Interviews, selects, evaluates, recommends permanence, discipline, and termination of department subordinate staff;~~ **E**

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

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

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

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

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

Conducts and/or coordinates in-service and training of transportation employees; E

Prepares, ~~and~~ recommends and manage the transportation departmental budget; E

Provide information to and resolve student transportation problems with parents, principals and other school administrators; E ~~Handles complaints and requests for information regarding student transportation; E~~

Supervises departmental compliance with ~~various~~ all licensing and certification requirements; E

Investigates and compiles information on any accident involving pupil transportation, prepares necessary reports and recommends remedial action as appropriate; E

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

Supervises the requisition of supplies, equipment, and inventory;

Develops, directs and approves various reports;

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

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

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

SUPERVISION:

General ~~Administrative~~ direction is received from the ~~Chief Operations and Facilities Officer (COFO)~~ Assistant Superintendent, Administrative Services.

~~Supervision~~ is exercised over and evaluates all employees assigned to the Transportation Department, ~~except for those assigned to the Garage, including shop/garage staff.~~

MINIMUM QUALIFICATIONS:

Knowledge of:

- Practices, procedures and legal requirements related to the transportation of students and the operation of a school transportation system;
- California Motor Vehicle Code, traffic ordinances, and California Highway Patrol and Federal regulations pertaining to student transportation;
- Safety rules and practices related to bus and truck transportation operation;
- Types and availability of resource materials related to instruction and training of drivers;
- Systems for record keeping, inventory control, ~~and~~ budget preparation and expenditure controls;

- General practices related to routine bus maintenance required by the California Highway Patrol;
- Principles of effective personnel management, ~~progressive discipline, and~~ supervision, ~~and~~ training of employees;
- Operation of personal computers and applicable ~~transportation-related~~ software including transportation specific software;
- Modern office equipment and procedures;-
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy;

Ability to:

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

EDUCATION AND EXPERIENCE: EMPLOYMENT STANDARDS:

Education:

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

Experience:

- Four years of progressively responsible experience in a fleet transportation system, involving complex scheduling of routes and personnel, two years of which were in a supervisory capacity and preferably in a California school environment,; ~~education equivalent to the completion of the twelfth grade, supplemented by technical/vocational training or college course work involving business management, pupil/public transportation or related disciplines.~~

LICENSES AND CERTIFICATES REQUIRED:

- Valid California Class A or B Commercial driver license with Passenger “P” and School Bus “S” endorsements;
- Valid California Special Driver Certificate for school bus with no restrictions preferred except numbers “1” (automatic transmission only) and “6” (first aid test waived);
- Valid CPR certification and First Aid certification if first aid was waived at CHP;
- Certification of successfully passing a DMV medical examination;
- Current, unrestricted California School Bus Driver Instructor Certification
- 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.

~~Valid and appropriate California Drivers' License; successful completion of all examination components required of school bus drivers by the California Highway Patrol including a Class B, P endorsement; valid and unrestricted School Bus Certificate; certificate of completion of the California School Bus Driver Instructor Course. Valid Medical Examiners Certificate.~~

PHYSICAL DEMANDS, AND WORKING ENVIRONMENT AND HAZARDS:

Frequently sits, stands, walks, climbs stairs; occasionally stoops, bends, reaches over head; may move students weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment; occasionally drives a school bus; works inside and outside; works with loud noises and vibration; occasionally exposed to fumes, gases, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; has direct contact with Transportation employees, the public, students, passengers and other district staff; works frequently without guidance from supervisor frequently in negative interpersonal situations; works with high volume and tight deadlines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/98

Last Revised 6/10/04

Reviewed with no revisions 9/13/07

Proposed revisions effective 2/12/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: February 12, 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:

2014 – 30	School Office Clerk
2014 – 31	Delivery Worker

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2014 – 30, and 2014 – 31.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: February 12, 2015

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

Background Information

At the Ocean View School District, Regular Board Meeting of February 3, 2015, (Exhibit A), the Board of Trustees received the Classified Personnel Activity List for approval.

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

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Recommendation

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

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 February 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>
Alonso, Alejandra	Instructional Aide - Bilingual	\$14,554 per hour	22.1	01/05/15
Burdi, Melissa	Instructional Aide (substitute)	\$14,199 per hour	21.1	01/05/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	01/05/15
Capifoni, Michelle	Instructional Aide (substitute)	\$14,199 per hour	21.1	01/09/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	01/09/15
	Instructional Assistant - Severely Disabled (substitute)	\$15,676 per hour	25.1	01/09/15
	Instructional Assistant - Physical Education (substitute)	\$15,676 per hour	25.1	01/09/15
Congelliere, Colleen	Instructional Assistant - Special Education (substitute)	\$17,730 per hour	22.5	10/23/14
Corley, Jacob	Bus Driver	\$18,635 per hour	32.1	12/17/14
Draper, Jace	Instructional Assistant - Special Education	\$14,554 per hour	22.1	01/05/15
Goudy, Kimberly	Speech and Language Assistant	\$18,635 per hour	32.1	01/05/15
Hernandez, Reyna	Community Liaison Bilingual Assistant	\$14,921 per hour	23.1	01/05/15
Ruiz Vara, Dalila	Instructional Aide - Bilingual	\$14,554 per hour	22.1	01/05/15
Stoner, Robert	School Library Specialist (substitute)	\$16,470 per hour	27.1	12/15/14

Approve Promotion

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Turner, Brenda	Reprographics Technician	\$19,095 per hour	33.1	12/29/14

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 February 3, 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>
Baldwin, Jerry	Instructional Assistant - Severely Disabled	Resignation - Another Job	02/05/14	01/05/15
Beaumont, Richard	Custodian	Resignation - Personal	12/06/00	01/06/15
Hall, Denise	Food Distribution Worker	Resignation - Personal	05/10/05	09/30/14
Wilson, Tami	School Office Clerk	Resignation - Another Job	11/06/00	01/05/15

<u>Approve Retirement</u>	<u>POSITION</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Hitchens, Robert	Grounds Maintenance Worker	03/09/01	12/30/14