



# OCEAN VIEW SCHOOL DISTRICT

## PERSONNEL COMMISSION AGENDA

**Thursday, July 13, 2017**

**REGULAR MEETING**

**4:30 p.m.**

**Board Room**

**Building A**

*Classified Employees*

in **PARTNERSHIP** with **EDUCATION**  
**Personnel Commission**  
1966 - 2017

**PERSONNEL COMMISSION:**

**Dr. Allan Pogrund, Chair**  
**Daniel Gooch, Vice-Chair**  
**Bob Ewing, Member**

**A G E N D A**  
**PERSONNEL COMMISSION**  
**OCEAN VIEW**  
**SCHOOL DISTRICT**

**THURSDAY,**  
**JULY 13, 2017**

**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 June 15, 2017, Regular Personnel Commission Meeting for approval.

**Pages 1-3**  
**(Action)**  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**COMMISSION BUSINESS**

6. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
- A. JOB DESCRIPTION REVIEWS/REVISIONS:**
- 1. Locksmith
  - 2. HVAC Mechanic

**Page 4-14**  
**(Action)**  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**B. RECRUITMENT AND TESTING:**

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

- 1. 2017-01      Lead Food Service Worker
- 2. 2017-02      Field Service Technician
- 3. 2017-03      Lead Evening Custodian
- 4. 2017-04      Director, Child Development Programs
- 5. 2017-05      Parent Educator - Bilingual

- 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 15-20 (Information)**
- June 13, 2017 – (Exhibit A)
  - June 27, 2017 – (Exhibit B)

- 8. REACTIVATE CLASSIFICATION OF GROUNDS/GARDENER LEAD WORKER AND TITLE CHANGE TO LEAD GROUNDSKEEPER:** The Personnel Commission will receive the Director’s recommendation to reactivate the classification of Grounds/Gardener Lead Worker and change the title to Lead Groundskeeper. **Pages 21-31 Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_**

**COMMUNICATIONS**

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

**10. COMMISSIONER REPORTS**

**11. DIRECTOR AND STAFF REPORTS**

- 12. ADJOURNMENT** **TIME: \_\_\_\_\_ p.m.** **Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_**

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

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 at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Personnel Commission Meeting  
June 15, 2017**

**CALL TO ORDER** Commissioner Pogrund called the June 15, 2017, Regular Personnel Commission Meeting to order at 4:31 p.m.

**PLEDGE OF ALLEGIANCE** Commissioner Pogrund led the pledge of allegiance.

**ROLL CALL** All three Commissioners were present. Director Vellanoweth was also present.

**STAFF MEMBERS AND GUESTS** Michelle Eifert; Yvonne Nguyen; Jason Bozarth; Michael Hoeker; and Felix Avila, Assistant Superintendent, Human Resources.

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

**MINUTES OF MAY 11, 2017** Motion by Commissioner Gooch to approve the minutes of the May 11, 2017, Regular Personnel Commission meeting.

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

**CONSENT CALENDAR** The following recruitment and testing – eligibility lists were received on the Consent Calendar:

**B. Recruitment and Testing – Eligibility Lists**

1. 2016-48 Accounting Technician
2. 2016-49 Skilled Maintenance Worker
3. 2016-50 Child Care Attendant
4. 2016-51 Parent Liaison Instructional Assistant – Bilingual (Spanish)
5. 2016-52 Maintenance Electrician

Motion by Commissioner Ewing to approve the Consent Calendar.

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

**CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of May 9, 2017, and May 23, 2017.

**ADVANCE STEP PLACEMENT FOR JOSE VELAZQUEZ, ACCOUNTING TECHNICIAN** Director Vellanoweth stated that a request for Advance Step Placement was received from the Director of Food Services, Jim Riner, for Jose Velazquez, who has been offered the position of Accounting Technician. The request is also recommended by Deputy Superintendent, Michael Conroy, Assistant Superintendent of Human Resources, Felix Avila, and the Director of Classified Personnel.

**ADVANCE STEP  
PLACEMENT FOR  
JOSE  
VELAZQUEZ,  
ACCOUNTING  
TECHNICIAN  
(CONTINUED)**

This request is to allow the new employee a salary that is commensurate with what he was earning at his previous employer. The request is for a placement at Step 4 on the classified bargaining unit salary schedule.

Motion by Commissioner Gooch to approve the Advance Step Placement for Jose Velazquez, Accounting Technician.

Seconded by Commissioner Ewing and carried with a 2:1 vote.

**REMOVAL OF  
NAMES FROM  
ELIGIBILITY LISTS**

Director Vellanoweth provided information to the Commissioners and recommended that three candidates be removed from eligibility lists.

Commissioner Gooch stated that he is concerned that someone who may make an error of omission would be excluded from being hired and/or be removed from eligibility lists, and wanted to be certain that we are doing everything we can to inform applicants that making an error of omission would remove them from the lists.

Director Vellanoweth answered that we have gone back on numerous occasions to review and double check the employment application to ensure that this is very clearly stated. It has been added in multiple locations throughout the application. She also stated that she has personal conversations with each of the candidates before she sends letters to them, and explains why they are being removed. She also gives them recommendations for future applications they may submit.

Motion by Commissioner Ewing to approve the Removal of Names from Eligibility Lists.

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

**PROPOSED  
PERSONNEL  
COMMISSION  
MEETING DATES  
FOR 2017-2018**

The Personnel Commission received the Proposed Personnel Commission Meeting Dates for 2017-2018.

Motion by Commissioner Ewing to adopt the Proposed Personnel Commission Meeting Dates for 2017-2018.

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

**SECOND PUBLIC  
COMMENTS**

Jason Bozarth, President of CSEA, extended his thanks to the Commissioners who attended the Classified and Certificated Banquet. He congratulated the employees who are retiring and thanked them for their service. He also wished everyone a great summer.

**COMMISSIONERS'  
REPORTS**

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is July 13, 2017.

Commissioners Gooch and Pogrund had nothing to report.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth wished Commissioner Ewing a happy birthday next week. She thanked the Commissioners for her vacation and thanked the staff for their hard work while she was gone. She also thanked Felix Avila for helping to support the staff during her absence.

Bophary and Michelle Eifert will be taking some vacation at the end of July.

She stated that we have a very busy summer coming up. The recruitment for Lead Food Service Worker is wrapping up. There will be seventeen openings and final interviews are scheduled for Monday and Wednesday of next week. Other recruitments that are in process are Lead Evening Custodian, Director of Child Development Programs, and Field Service Technician. Upcoming recruitments include School Office Clerk, Maintenance Electrician, Intermediate Clerk Typist, Instructional Assistant – Bilingual, Child Care Facilitator, Instructional Assistant – Adapted Physical Education, Locksmith, and Food Service Worker.

Director Vellanoweth attended the Village View Special Olympics and stated that Commissioner Ewing and his whole family also attended.

She also mentioned that all of the across the board salary increases have been approved and enacted.

**ADJOURNMENT**

Commissioner Pogrund asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Pogrund, and carried with a 3:0 vote at 4:53 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:** July 13, 2017

**SUBJECT: Agenda Item No. 6.A.1: Job Description Revision – Locksmith**

---

## 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 Locksmith classification was fully reviewed and updated in April 2014.

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

Based upon information provided by the incumbent and supervisor, modifications are proposed to the Locksmith job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached. The final draft has also been shared with CSEA.

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

Attachment: Proposed revised job description for Locksmith dated July 13, 2017

.....

## Recommendation

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



---

## Locksmith

---

### **JOB SUMMARY:**

Under general supervision of the Director, Maintenance, Operations and Facilities or designee, Maintenance and Operations Manager performs highly skilled journey-level duties ~~man locksmithing work~~ in the installation, repair and maintenance of locks; ~~M~~maintains and repairs ~~exit~~existing and exit hardware; develops and maintains accurate records of master, ~~and~~ grand master key, and keyless systems; and performs and/or assists other skilled and semi-skilled crafts and trades employees in a variety of maintenance work and assists other journey level trades staff as required.

### **CLASS CHARACTERISTICS:**

This is a highly skilled locksmith class. The incumbent ~~is expected to work~~ independently in repairing and maintaining the locks, keys, exit security hardware, keyless systems, and accurate records of master and grand master systems at school sites and other District facilities. ~~The Incumbents~~ may also be assigned to perform a wide range of maintenance work at an unskilled, semi-skilled or skilled level in other trades as needs arise.

### **REPRESENTATIVE DUTIES:**

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

#### **Essential Duties:**

- Install new locks, repair, open and remove locks, and clear keyways of obstructions;
- Programs, reprograms, installs, and maintains coded keyless systems; ~~E~~
- Disassemble locks and repair, replace and/or alter worn tumblers, springs and other parts; ~~E~~
- Cut new, replacement or duplicate keys; re-key ~~and re-combinate~~ locks as necessary; ~~E~~
- ~~Establish and maintain master and grand master key systems;~~ ~~i~~Issue and maintain automated District-wide record of duplicate keys and keys issued; ~~E~~
- Troubleshoot, repair, replace and maintain a variety of metal and wood doors, closers, panic bars, door holders, hinges and install latches and dead bolts and other security and/or emergency hardware; ~~E~~
- Plan and lay out assigned tasks, estimate amounts of materials and labor required for locksmithing jobs; requisition, order required supplies and materials; ~~E~~
- Recommend purchase of selected parts, materials and equipment to be kept on hand; prepare and maintain work orders, records, and reports related to work performed; ~~E~~
- Operate a variety of equipment, tools and machines, such as drill presses, grinders, key cutters, keying machines, saws, locksmith picks and hand tools; ~~E~~
- Establish and Mmaintain computerized records of master, ~~and~~ grand master, and great grand master key systems; ~~E~~



### **Other Related Duties:**

- ~~Assist other skilled and semi-skilled maintenance personnel in work order loads.~~
- ~~May be assigned to perform other building maintenance trades functions by performing skilled and semi-skilled duties; assisting with work order load;;~~
- Drive and operate a vehicle to travel to various District sites;
- May lead the work of other maintenance helpers;
- May perform heavy manual labor;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

### **SUPERVISION:**

Receives General supervision ~~is received~~ from the Director, Maintenance, Operations and Facilities or designee, Maintenance and Operations Manager. Leadership and direction may be provided to assigned helpers. Supervision is not exercised over other employees.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- ~~Proper m~~Methods, materials, tools and equipment used in the locksmithing trade, including installation and anchoring of equipment;
- ~~Methods, equipment, and materials used in the installation and anchoring of equipment;~~
- ~~The v~~Current variety of locks and hardware available and the best use for each type;
- Master key systems, inventory, control and record keeping systems;
- Applicable laws, codes and regulations including: building, fire, safety, and handicap and related codes;
- ~~Shop~~Basic math applicable to locksmithing and repair trades;
- ~~Interpersonal skills using tact, patience and courtesy;~~
- Appropriate safe working, health and safety precautions and procedures
- Basic record keeping systems.

#### **Ability to:**

- Safety and efficiently Pperform journey-level ~~man highly~~ skilled locksmithing duties in the installation, repair and maintenance of locks, and related parts;
- Plan and lay out locksmithing projectswork, including estimating labor and material costs estimates;
- Work from blueprints, diagrams, plans, ~~and~~ specifications, drawings, sketches, and technical trade manuals, ~~to estimate materials and cost needed to complete assigned tasks;~~
- ~~Operate a~~ personal computer PC (personal computer) and effectively utilize record keeping and other applicable, email, internet computer applications, and applicable related software;
- ~~shop specific software;~~
- ~~Use the tools, equipment and materials of the locksmithing and other trades skillfully and safely;~~
- Understand and carry out oral and written instructions;

- Communicate effectively both orally and in writing;
- Perform heavy manual labor in outdoor weather conditions;
- ~~Establish and maintain effective interpersonal relationships using tact, patience, and courtesy;~~
- Operate District vehicles, observing legal and defensive driving practices.
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.
- 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.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent;
- Completion of training or formal apprenticeship in the locksmith trade is desirable.

### **Experience:**

- Three (3) years of highly skilled level work experience as a locksmith. OR
- Two (2) years of successful experience as a grounds or maintenance employee performing as a Skilled Maintenance Worker performing locksmithing related duties for the Ocean View School District.
- Highly skilled is defined as: Work which involves skill and competence in the area, working efficiently leading the work of unskilled, semi-skilled, and skilled employees

### **Licenses Required:**

- Possession of a valid and appropriate California Driver License.

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

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

The position operates in a school environment. The noise level is within moderate noise level range. The incumbent is subjected to inside and outside environmental conditions with occasional temperate changes; exposed to hazards including moving mechanical parts, sharp objects, scaffolds, chemicals, and moving vehicles. The employee may be exposed to flying debris, paint, gas, fumes, dust, and odors. The incumbent has direct and indirect contact with public and other district staff. There may be occasional exposure to bloodborne pathogens. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

### **Physical Demands:**

While performing the duties of this job, the position is continuously required to stand and walk for extended periods of time, reach within an arms' length, grip and grasp specialized tools and keys, and

use repetitive motions of the wrists, hands, and finger. The position frequently requires the incumbent to sit, stoop, climb and work on ladders, kneel, crouch, talk and hear. The position involves little to heavy physical efforts, frequently exerts up to 20 pounds of force to lift and carry hardware and tools; occasionally exerts up to 50 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such installation of key system in various lighting conditions, operating a computer, and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

~~Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, and frequently reaches over head to perform work; frequently lifts, pushes, pulls, and carries over 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 safely operate a District vehicle; works in various lighting conditions; works around a variety of powered and belt driven equipment; uses a telephone and personal computer (PC); works inside and outside with frequent temperature changes; occasionally exposed to odors, fumes, dust, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

New classification adopted: 1/19/06

Job Description Review and Revisions Effective: 4/10/14

Job Description Review and Proposed Revisions Effective: 7/13/17

~~Highly skilled is defined as: Work which involves skill and competence in the area, working efficiently leading the work of unskilled, semi-skilled, and skilled employees.~~

### **SALARY RANGE**

Range 40

Classified Bargaining Unit

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** July 13, 2017  
**SUBJECT:** Agenda Item No. 6.A.2.: Job Description Revision – Maintenance Heating, Ventilation, and Air Conditioning Mechanic

---

## 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 Maintenance HVAC Mechanic classification was fully reviewed and updated in April 2014.

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 job. Draft revisions were prepared and provided to the supervisor who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisor, modifications are proposed to the Maintenance Heating, Ventilation, and Air Conditioning Mechanic job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisor have reviewed and recommend the final draft which is attached. The final draft has also been shared with CSEA.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Maintenance HVAC Mechanic job description.

Attachment: Proposed revised job description for Maintenance HVAC Mechanic dated July 13, 2017

.....

## Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Maintenance HVAC Mechanic job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepare students for lifelong success!*

---

## **Maintenance Heating, Ventilation, and Air Conditioning Mechanic**

---

### **JOB SUMMARY:**

Under general supervision of the ~~Maintenance and Operations Manager~~Director, Maintenance, Operations and Facilities or designee, performs skilled journey level work in the installation, maintenance and repair of a variety of air conditioning, ventilating and heating equipment at school sites and other District facilities.

### **CLASS CHARACTERISTICS:**

This ~~classification performs highly is a journey-level advanced~~HVAC Mechanic position responsible for work. Duties are performed at the “expert” level in the area of HVAC performing installation and repairs on HVAC systems to ensure that all systems are maintained in a safe and effective working condition. Incumbents independently perform regular HVAC duties ~~of HVAC staff~~ including the ~~more~~ complex maintenance and repair tasks, in accord with the requirements and ~~generalestablished~~ procedures ~~set forth by the district. established by the Board of Trustees and the Assistant Superintendent, Administrative Services. Provides functional leadership to maintenance helpers, including guidance, and instructions, techniques, methods, and procedures for accomplishing assigned tasks and solving problems.~~ Incumbents may also be assigned to perform a wide range ~~of maintenanceof maintenance~~ work in other trade areas at unskilled, semi-skilled or skilled levels as needs arise.

### **REPRESENTATIVE DUTIES:**

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

#### **Essential Duties:**

- ~~Based on work orders i~~Install, inspect, diagnose and repair and/or maintain a variety of air conditioning, heating and ventilation equipment, ~~refrigeration systems~~, ducts and vents; ~~E~~
- Using computer-(s), configured with appropriate software, either remotely or on site, troubleshoot HVAC concerns and make adjustments to heating and air conditioning systems and balance air supplies throughout the District; ~~E~~
- Make frequent inspection of HVAC equipment to ensure operational efficiency; ~~E~~
- Install, repair, maintain valves, fans, motors, switches, gaskets, filters, belts, fuses, controls, thermostats, dampers, pumps, gauges, tubing, pipe, and related HVAC equipment; ~~E~~
- Maintain and make repairs to gas heaters, gas water boilers and domestic water heaters, including repair of gas lines, test joints; insulate pipes, utilize a wide variety of tools, equipment and test devices common to the HVAC trade;
- Rewire, braze, rebuild, modify existing equipment and systems assuring work in progress and completed complies with applicable EPA laws, rules and regulations; ~~E~~

**Other related duties:**

- Direct the work of assigned helpers;
- Inventory, requisition materials and supplies;
- Prepare written and/or make verbal reports on the status of HVAC and related equipment as necessary or required;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

**SUPERVISION:**

Receives ~~G~~general supervision ~~is received~~ from the Director, Maintenance and Operations, and Facilities or designee Manager. Leadership and direction is provided to assigned helpers. Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

- Methods, materials, tools, and equipment used in the maintenance, repair and operation of HVAC systems and equipment;
- Pipefitting, sheet metal, electrical, welding/brazing skills used in skilled HVAC work;
- HVAC and electrical theory and operation;
- Energy conservation methods and procedures;
- Basic computer and software including Microsoft E-mail internet computer applications, and maintenance job tracking applications;
- ~~Basic understanding of the use of a PC (Personal and/or laptop computer);~~
- Appropriate ~~safets~~safety working, health and safety precautions and procedures;
- Applicable laws, codes, and regulations;
- Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers;
- ~~Shop mathematics;~~Math applicable to HVAC maintenance and repair trades;
- ~~Basie-Standard~~ record keeping and filing system procedures.

**Ability to:**

- Safely and efficiently ~~P~~perform skilled work in the installation, repair, modification and maintenance of a wide variety of HVAC systems and equipment;
- Perform skilled work in the maintenance and repair of a wide variety of high and low voltage (480v to 24v) electrical circuits and associated HVAC equipment;
- Use a variety of HVAC and/or electrical diagnostic equipment and repair tools;
- Read, understand, Wwork from and explain to others diagrams, plans, blueprints, specifications, drawings, sketches, and applicable technical trade manuals;~~blueprints, oral and written instructions;~~
- ~~Read, understand, work from and explain to others information contained in technical manuals;~~
- Plan, layout work; instruct, lead work of assigned helpers;
- Estimate time, materials and cost needed to complete assigned tasks;
- Coordinate repair and installation requirements to outside HVAC contractors;
- ~~Operate a personal computer, email, internet computer applications, and applicable related software; Operate PC(Personal Computer) and effectively utilize shop specific software to~~

~~troubleshoot and repair HVAC equipment;~~

~~• Operate motor vehicle equipment;~~

• Understand and follow oral and written instructions;

• Lead and coordinate the work of assigned helpers;

• Operate District vehicles, observing legal and defensive driving practices;

• Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;

• 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 interpersonal relationships using tact, patience, and courtesy.~~

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent;
- Completion of a C-20 HVAC State Contractor's license desirable.

### **Experience:**

- Four (4) years of experience performing journey level HVAC work preferably for a school district, government entity, or commercial building. OR
- Three (3) years of experience performing journey level HVAC work preferably for a school district, government entity, or commercial building and one (1) years of HVAC training from a recognized program. OR
- Two (2) years of experience as a Skilled Maintenance Worker performing HVAC work for the Ocean View School District.
- Journey level as defined by Contractor's State Licensing Board: Journey-level experience applies to a person who has completed an apprenticeship program or is an experienced worker, not a trainee, and is fully qualified and able to perform a specific trade without supervision.

### **Licenses Required:**

- Possession of a valid and appropriate California Driver License.
- Environmental Protection Agency (EPA) Type II Certification for handling Freon 22 (R22).

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

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

The job operates in a school environment in various lighting conditions, primarily outdoors involving frequent exposure to outside weather conditions and temperature changes. The noise level can become very loud depending on activity (i.e., HVAC etc.) but will remain within moderate noise level range. The position is exposed to extreme heat (above 90 degrees Fahrenheit), hazards including moving mechanical parts, motorized and belt driven electric equipment, sharp objects, scaffolds, moving vehicles, risk of



electrical shock and may work around gasses and poisonous fumes. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

**Physical Demands:**

While performing the duties of this job, the incumbent is continuously required to stand and walk for extended periods of time. The incumbent frequently talks, hears, stoops, kneels, crouches, grips, grasps, reaches above and below the head, and uses repetitive motions of the wrists, hands, and fingers to operate specialized tools and maintain school landscapes. The incumbent frequently climb stairs and ladders; occasionally will the incumbent sit and crawl. This position involves heavy labor involving little to very heavy physical efforts; frequently exerts up to 50 pounds of force to lift and carry equipment (blower, lopper, gas tanks, etc.); sometimes exerts up to 100 pounds of force to lift, carry, push, pull, and/or move objects. This position requires specific visual acuity to perform activities such as driving a District vehicle, operating a computer, and operating related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

**Work Environment:**

**Physical Demands:**

~~Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and frequently reaches over head to perform work; lifts, pushes, pulls, carries up to 40 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/museular 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 safely operate a District vehicle; works in various lighting conditions; works in and around motorized and belt driven electric equipment; uses a variety of refrigeration test equipment and drives a District vehicle; uses a telephone and computer; works inside and outside with frequent temperature changes and occasionally in heat above 90EF; works in confined spaces, wet/damp areas; occasionally exposed to odors, fumes, dust, gases, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; occasionally wears a respirator or dust mask. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

Last revised 5/95, 4/10/2014

Deactivated 3/28/06

Classification reactivated & revised by Personnel Commission 8/12/09

Job Description Review and Revisions Effective 4/10/14

[Job Description Review and Proposed Revisions Effective 7/13/17](#)

~~Most trades require one (1) to five (5) years of apprentice time to fully understand the complexity of the work along with codes, standards, business management, and troubleshooting.~~

**SALARY RANGE**

Range 41

Classified Bargaining Unit



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** July 13, 2017  
**SUBJECT: Agenda Item No. 6B: ELIGIBILITY LIST(S)**

---

## Background Information

The following eligibility list(s) are forwarded for ratification. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. (Eligibility Lists to Commissioners only).

Following are the current lists for ratification:

- |    |         |                                      |
|----|---------|--------------------------------------|
| 1. | 2017-01 | Lead Food Service Worker             |
| 2. | 2017-02 | Field Service Technician             |
| 3. | 2017-03 | Lead Evening Custodian               |
| 4. | 2017-04 | Director, Child Development Programs |
| 5. | 2017-05 | Parent Educator - Bilingual          |

---

## Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2017-01 through 2017-05.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

**Memo**

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant July

**DATE:** July 13, 2017

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

**Background Information**

At the Ocean View School District, Regular Board Meeting(s) of June 13, 2017, (Exhibit A), and June 27, 2017, (Exhibit B), the Board of Trustees received the following Classified Personnel Activity List(s) for approval.

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

.....  
**Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of June 13, 2017, and June 27, 2017.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
June 13, 2017

**Approve Employment**  
**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Estrada, Margarita	Parent Liaison Instructional Assistant – Bilingual	Marine View	\$15.987 per hour	23.1	05/22/17
Huynh, Tetyana	Instructional Assistant – ABA	Circle View	\$17.205 per hour	26.1	05/23/17
Johnson, Nicole	School Office Clerk	Westmont	\$18.083 per hour	28.1	05/22/17
Reichenthaler, Katie	Instructional Assistant – ABA	Hope View	\$17.205 per hour	26.1	05/10/17
Pita, Raquel	Instructional Assistant – Bilingual	Oak View	\$15.582 per hour	22.1	05/10/17
Velasquez, Jose	Accounting Technician	District Office	\$4,398.00 per month	37.4	06/14/17

**Approve Substitute Employment**  
**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Carr, Rebecca	School Health Technician Food Distribution Worker	Substitute Substitute	\$17.205 per hour \$17.721 per hour	26.1 18.5	09/05/17 09/05/17
Castillo, Amanda	Instructional Assistant Instructional Assistant – Special Education	Substitute Substitute	\$15.201 per hour \$15.582 per hour	21.1 22.1	05/22/17 05/22/17
Crumb, Deanna	School Health Technician	Substitute	\$17.205 per hour	26.1	05/29/17
Hile, Marie Grace	School Health Technician	Substitute	\$17.205 per hour	26.1	09/05/17
Kenemixay, Sophia	School Health Technician	Substitute	\$17.205 per hour	26.1	05/29/17

<u>Approve Promotion</u>					
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/STEP</u>	<u>EFFECTIVE DATE</u>
Welander, Yvette	Department Secretary	Maintenance & Operations	\$3,888.00 per month	36.2	06/01/17
<u>Approve Separation - Resignation</u>					
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>		<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Hilborne, Michelle	Instructional Assistant – Severely Disabled	Lake View		02/16/06	05/26/17
Oppedah, Erin	School Office Clerk	Mesa View		08/17/16	06/28/17
Ramirez, Karla	Intermediate Clerk Typist	OVPP/Pleasant View		03/30/15	06/26/17
<u>Approve Retirement</u>					
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>		<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Boose, Susan	Instructional Assistant – Physical Education	Multiple		09/08/99	06/22/17
Taitt, Tina	Bus Driver	Transportation		10/02/96	06/07/17

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 June 27, 2017

**Approve Employment**

**In accordance with Merit System Testing Procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Cerda, Javier	Child Care Attendant	Golden View	\$14,546 per hour	18.1	09/06/17
Eggebrecht, Jessica	Child Care Attendant	Hope View	\$14,546 per hour	18.1	06/28/17
Van Holt, Andrea	School Office Clerk	Star View	\$18,629 per hour	28.1	06/19/17

**Approve Substitute Employment**

**In accordance with Merit System Testing Procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Ashurst, Sandrae	Child Care Attendant	Substitute	\$14,546 per hour	18.1	06/28/17
Basilios, Azza	Child Care Attendant	Substitute	\$14,546 per hour	18.1	06/28/17
Carter, Morgan	Bus Driver Trainee	Substitute	\$10.50 per hour		06/09/17
D'Angelo, Fernanda	Bus Driver Trainee	Substitute	\$10.50 per hour		06/09/17
Estrada, Vanessa	Child Care Attendant	Substitute	\$14,546 per hour	18.1	06/28/17
Pavia, Juan	Bus Driver Trainee	Substitute	\$10.50 per hour		06/09/17
Vu, Hung	Bus Driver Trainee	Substitute	\$10.50 per hour		06/09/17

**Approve Reemployment**

**In accordance with Merit System Rules 8.5.2:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Camarena, Luis	Skilled Maintenance Worker	Maintenance & Operations	\$4,902.80 per month	37.5	06/09/17

**Approve Promotion**

**In accordance with Merit Systems Testing procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Baitx-Kennedy, Nicole	Director of Child Development Programs	District Office	\$7,123.00 per month	M61.1	07/01/17

**Approve Retirement**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Lichtenberger, Steve	Locksmith	Maintenance & Operations	11/22/88	08/04/17
Paller, Ruben	HVAC Mechanic	Maintenance & Operations	06/26/81	08/11/17
Pedersen, Barbara	Instructional Assistant - Special Education	Village View	04/29/96	06/22/17
Toumanian, Isabelle	Instructional Assistant	Hope View	10/11/10	06/22/17

**Approve Separation - Resignation**

**In accordance with Merit System Rules 8.1 to 8.6:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Balandran, Eli	Custodian	Vista View	06/13/05	06/22/17
Gonzalez, Jesus	Custodian	Star View	03/01/06	06/15/17
Hill, Karen	Instructional Assistant - Special Education	Westmont	10/16/06	06/22/17

**Approve Separation - Resignation (Continued)**

**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Jean, Frank	Custodian	Sun View	12/17/15	06/15/17
Lucas, Julia	Instructional Assistant - Special Education	Spring View	09/06/06	06/01/17
Navarette, Jonathan	Instructional Assistant - Bilingual	Oak View	05/15/16	06/19/17

**Approve Leave of Absence Without Pay**

**In accordance with Merit System Rule 8.10:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Alvarez, Laureen	Instructional Assistant	Village View	5/22/2017	06/22/17
Blythe, Kathleen	Preschool Educator	Oak View Preschool	6/9/2017	06/22/17

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** July 13, 2017

**SUBJECT:** Agenda Item No. 8: Reactivate Classification of Grounds/Gardener Lead Worker and Title Change to Lead Groundskeeper

---

## Background Information

Upon the recommendation of the Director, Maintenance, Operations, and Facilities, Jim Choate and the support of the Deputy Superintendent, Administrative Services, Michael Conroy, District administration has determined that the need exists for a lead position that will assist the Maintenance and Operations Supervisors to train, provide leadership, and work direction to employees within the Grounds Series.

The proposed duties and responsibilities provided by the District were reviewed by the Director, Classified Personnel and are deemed appropriate to a classified bargaining unit position.

## Analysis

The Director, Classified Personnel and Analyst reviewed current and former bargaining unit classifications to determine if any would be an appropriate match for the duties provided by the District. The Director and Analyst determined that the former classification of Grounds/Gardener Lead Worker, with some necessary updates, would be an appropriate placement.

The classification of Grounds/Gardener Lead Worker was established as a bargaining classification in July 1988. In October 2008 the most recent incumbent of the position promoted to a newly created classified management classification of Grounds Maintenance Supervisor. The Grounds/Gardener Lead Worker position remained unfilled and was formally deactivated by the Personnel Commission in July 2014.

The Director and Analyst worked with the Director of Maintenance, Operations, and Facilities to update the classification description of Grounds/Gardener Lead Worker, including a recommended title change to Lead Groundskeeper, to ensure the content of the classification specification adequately and accurately represented the duties to be performed by the incumbents, and that the requisite skills, knowledge and abilities required were appropriate. In addition, standard formatting changes and updates are proposed in order to maintain consistency with the current job description format.



**Reactivate Classification of Grounds/Gardener Lead Worker  
and Title Change to Lead Groundskeeper  
Page Two**

**Salary**

Comparable classifications in other districts are as follows:

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Rate of Pay</i>
Westminster	Lead Grounds Maintenance Worker	\$5,633.00
Huntington Beach City	Lead Groundskeeper	\$5,543.00
Centralia	Grounds Lead Worker	\$5,306.00
Irvine	Lead Grounds Technician	\$5,265.00
Garden Grove	Lead Groundskeeper-Gardener	\$5,241.00
Magnolia	Lead Gardener	\$5,208.00
Los Alamitos	Grounds Maintenance Worker II	\$5,168.00
Newport-Mesa	Lead Grounds Maintenance Worker	\$5,167.00
Fullerton	Lead Gardener	\$4,983.00
Brea-Olinda	Lead Grounds Maintenance Worker	\$4,965.00
Santa Ana	Senior Groundskeeper	\$4,890.00
Fountain Valley	Lead Groundskeeper	\$4,838.00

Median Salary: \$5,188

It is the Director’s recommendation that the reactivated classification be assigned to the previous salary level, Salary Range 39, \$4,106 to \$5,001 per month on the Classified Bargaining Unit Salary Schedule. This placement will:

- Maintain the salary close to the median level of districts surveyed with positions that have comparable requirements;
- Provide for internal equity with other positions in the District with comparable levels of skill and responsibility;
- Provide equitable compensation for the additional experience requirement and level of responsibility of a lead position, above which is required for other positions within the Grounds Series, and
- Provide an adequate two-range differential between the salary of the highest level classification within the Grounds Series, Sprinkler Mechanic, and the Lead Groundskeeper. See Classified Bargaining Unit Salary Schedule Draft attached.

**Other Considerations:**

The proposed reactivation, job description, and corresponding salary have been reviewed and recommended by the Director, Maintenance, Operations, and Facilities and have been shared with CSEA.

**Reactivate Classification of Grounds/Gardener Lead Worker  
and Title Change to Lead Groundskeeper  
Page Three**

---

**Recommendation**

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and approve the reactivation and proposed revisions to the Grounds/Gardener Lead Worker and title change to Lead Groundskeeper. It is also recommended that the salary be assigned to the previous level, Salary Range 39, \$4,106 to \$5,001 per month, be assigned to the Grounds Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Attachments:

- Draft of proposed reactivated classification Grounds/Gardener Lead Worker (Lead Groundskeeper) dated 7/13/17.
- Classified Bargaining Unit Salary Schedule Draft



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepare students for lifelong success!*

---

## **Grounds/Gardener Lead Worker Lead Groundskeeper**

---

### **DEFINITION JOB SUMMARY:**

Under general direction of the Director Maintenance, Operations, and Facilities or designee, performs complex and responsible grounds maintenance; exercises independent judgment in the selection of work methods and procedures used in general ground maintenance projects; performs pest control duties such as the application, inventory, safety and maintaining compliance records of the Districts' Integrated Pest Management Program.

~~Under general supervision of the Maintenance and Operations Manager, provides leadership, direction, supervises and may participate in the work of the crews of gardeners and other grounds maintenance and repair personnel, in the care and maintenance of landscaped areas and school grounds, including installation and maintenance of sprinkler systems; assumes and performs related work as necessary or required.~~

### **CLASS CHARACTERISTICS:**

The Lead Groundskeeper is the most senior non-management level position in the grounds series. This position works in a lead role, performing skilled grounds keeping projects utilizing landscape and horticulture designs sufficient to layout, contour, and construct special areas and fields. Follows planned landscaping designs to determine where to lay sod, sow grass, or plant flowers and foliage. The incumbent in this class is responsible for performing skilled pest control duties utilizing Integrated Pest Management (IPM) approach. Works independently in concert with the requirements and general procedures established by the Director, Maintenance, Operations, and Facilities or Designee.

~~This is a single position class with responsibility of overseeing and ensuring the District's landscaping and grounds are kept healthy, groomed, and well maintained. The incumbent is expected to work independently in concert with the requirements and general procedures established by the Maintenance and Operations Manager and/or department head.~~

### **REPRESENTATIVE DUTIES:**

#### **EXAMPLES OF DUTIES:**

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

#### **Essential Duties:**

- Train, provide leadership, and work direction to assigned grounds substitutes and staff;
- Serve as the District's school designee and IPM Coordinator complying to the requirements of the Healthy Schools Act (HSA);
- Assist the Maintenance and Operations Supervisor in reviewing the landscape and grounds condition of the District's school sites and other properties;

- Confer and coordinate with site administrators regarding scheduling of grounds work and pesticide management;
- Prepare and treat soil for planting, remove tree stumps, limbs, clippings and other debris;
- Design and construct landscape areas, create cost estimates and labor plans for such projects;
- Perform and assist in playground and playing field work which includes but is not limited to fencing, play equipment and sandboxes;
- Order and receive parts, supplies and equipment;
- Operate, service and maintain a variety of grounds maintenance equipment, tools and machinery including mower, backhoe, sprayer, trencher, power sprayer, edger, saws, power sweepers, and lawn mowers;
- Operate small and medium size district trucks including dump truck and small tractor;
- Inspect school sites and other District property for evidence of infestation of noxious animals and insects;
- Determine most efficient, effective, and safest application of pesticides;
- Spray and/or provide instruction to other employees on spraying requirements/techniques;
- Perform and oversee the spraying of insecticides, herbicides and other types of sprays on athletic fields, fences, trees, hedges, garden areas and other locations as directed;
- Maintain and submit as required federal, state, and district mandated reports regarding pesticide use and department work orders.

#### Other Related Duties:

- Participate in the work of grounds employees including but not limited to: mowing, edging, trimming lawns, fields, around walks, flower beds, walls, fences and related grounds areas;
- Review work orders, keep records and submit reports as required.

~~Determines crew work priorities and scheduling, based on existing site upkeep schedules, work orders and management direction, conferring with supervision as necessary and appropriate; E Reviews the landscape and grounds condition of the District's school sites and other properties; E Reviews and provides guidance and direction regarding the work of and working practices of grounds crews and other grounds personnel and ensures compliance with departmental work specifications and schedules; E Designs new or replacement irrigation systems for landscape and grounds and prepares as built drawings and records; E Trains and instructs gardening/grounds/sprinkler personnel in safe, efficient and proper methods, materials and equipment handling, operation and utilization; E Meets with site administrators regarding special or unique scheduling requirements, site conditions, maintenance to be performed, etc.; E Provides input into and assists in the evaluation of grounds department employees; E May participate in work of grounds department employees and assist as necessary or required; Reviews work orders, keeps records and submits reports as required. E denotes an essential function of the job.~~

#### **SUPERVISION:**

General supervision is received from the Director of Maintenance, Operations, and Facilities or designee. Daily supervision is received from the Maintenance and Operations Supervisor. Provides daily leadership and/or guidance and direction to assigned Grounds staff. Supervision is not exercised over other employees.

~~Supervision is received from the Maintenance and Operations Manager and/or department head. Leadership and direction is provided to Grounds Department employees.~~

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Principles and practices in the safe application of chemicals including but not limited to: pesticides, insecticides, rodenticides, growth regulators, herbicides, and fertilizers;
- Federal and state laws pertaining to landscaping, grounds maintenance, gardening, and chemical programs and regulations, including the California Healthy School Acts (HSA) and its provisions;
- Safe, efficient, and effective operation of hand and power tools used in gardening and grounds keeping;
- Appropriate methods, equipment, materials, used in gardening and grounds keeping work;
- Gardening and grounds maintenance procedures including mowing, edging, raking, planting, and weeding;
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs
- Sprinkler system design, installation, maintenance and repair;
- Knowledge of pest control prevention and eradication techniques;
- Judiciously spray, test, and bait pests to control their infestation;
- Basic principles of leadership, training, and providing direction to others;
- Basic computer and software including Microsoft E-mail internet computer applications, and maintenance job tracking applications.
- Mathematics used in calculating areas, flow rates, irrigation requirements, and other grounds specific calculations;
- Standard record keeping and filing system procedures.

~~Methods, materials, tools and equipment used in planting, cultivating and caring for lawns, shrubs, trees, plants and other greenery;~~

~~Sprinkler system design, installation, maintenance and repair;~~

~~Safe, effective and efficient utilization of fertilizers, herbicides, insecticides and pesticides;~~

~~Safe, efficient, effective use of power grounds maintenance equipment;~~

~~Modern principles and practices of effective personnel management;~~

~~Basic understanding of the use of a PC (Personal Computer) including applicable software and E-mail computer applications;~~

~~Mathematics used in calculating areas, flow rates, irrigation requirements, and other grounds specific calculations;~~

~~Standard record keeping and filing system procedures;~~

### **Ability to:**

- Lead and provide direction/training on methods and procedures to grounds staff;
- Independently work safely and efficiently while meeting schedule and time lines;
- Perform heavy manual labor in outdoor weather conditions such as general landscaping, gardening and grounds keeping activities (i.e. mowing, edging, weeding, raking, planting, pruning, spraying, watering and cleaning up);
- Safely and efficiently operate a variety of grounds maintenance tools and motor vehicle equipment including walk-behind mowers, edgers, blowers, vacuums, and standard gardening tools;
- Repair and maintain gardening tools and equipment;

- Read, understand, work from and explain to others information contained in technical manuals and publications;
- Operate a personal computer, email, internet computer applications, and applicable Maintenance related software
- Understand and carry out oral and written instructions;
- Develop, maintain, keep a variety of work and work schedule records;
- 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 and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

~~Plan, organize, prioritize, direct, instruct, coordinate, evaluate, and provide effective leadership to the work of others;~~

~~Perform, and lead others in performing grounds maintenance and gardening work;~~

~~Read blueprints, compose or make changes to “as built” drawings;~~

~~Safely operate a wide variety of power grounds equipment;~~

~~Read, understand, work from and explain to others information contained in technical manuals and publications;~~

~~Operate a PC (Personal Computer) and utilize applicable software and District E-mail applications;~~

~~Understand and carry out oral and written instructions;~~

~~Develop, maintain, keep a variety of work and work schedule records;~~

~~Develop and maintain effective working relationships.~~

## EMPLOYMENT STANDARDS:

### **Education:**

- High school diploma or equivalent;
- Post-secondary education in ornamental horticulture, landscape design is preferable.

~~Individuals possessing the foregoing skills, knowledge and abilities are considered to have attained sufficient education to succeed in the position. The basic educational skills are typically acquired in completion of high school.~~

### **Experience:**

- Two (2) years of successful work experience performing a wide variety of grounds keeping and gardening work preferably in a school environment.
- At least one (1) year of this experience should include the application of pesticides.
- Prior experience as a lead worker is desirable.

~~Job specific skills are typically acquired through completion of post-secondary training or experience in ornamental horticulture, landscape design and one to two years of experience in grounds/gardening work. At least two years prior successful work experience in performing a wide variety of grounds keeping and gardening work is required, preferably in a school environment. Prior experience as a lead worker is desirable.~~

### **Licenses Required:**

- Possession of a valid and appropriate California Driver License.

- Possession of a valid California Department of Food and Agriculture Qualified Applicator's License; or procurement within 6 months from the date of hire. ~~Possession of an appropriate pesticide application certificate of competence.~~

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

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

The job operates in a school ground environment, primarily outdoors involving frequent exposure to outside weather conditions and temperature changes. The noise level can become very loud depending on activity (i.e., lawn mower, edger, hedge trimmer, etc.) but will remain within moderate noise level range. The role may frequently work with and mix toxic chemicals including those that are identified as toxic, poisonous, hazardous, or dangerous. The incumbent works with gases, and /or around poisonous fumes. The position is exposed to hazards including moving mechanical parts, sharp objects, scaffolds, moving vehicles, and risk of electrical shock. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

### **Physical Demands:**

While performing the duties of this job, the incumbent is continuously required to stand and walk for extended periods of time. The incumbent frequently talks, hears, stoops, kneels, crouches, grips, grasps, reaches above the head and forward, and uses repetitive motions of the wrists, hands, and fingers to operate specialized tools and maintain school landscapes. The incumbent will sometimes climb ladders and climb on/off riding mowers; seldom will the incumbent sit. This position involves heavy labor involving little to very heavy physical efforts; frequently exerts up to 50 pounds of force to lift and carry grounds equipment (blower, lopper, gas tanks, etc.); sometimes exerts up to 100 pounds of force to lift, carry, push, pull, and/or move objects (debris bag, mower, edger, etc.). This position requires specific visual acuity to perform activities such as driving a District vehicle, operating a computer, and operating grounds and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

~~Stands, walks, occasionally climbs stairs and ladders, maintains balance; stoops, bends, and kneels; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands and arms simultaneously, and reaches over head; lifts carries pushes objects weighing 50 pounds; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; requires good depth perception and color vision; visual acuity sufficient to see small details and long distances to safely operate District motorized equipment and drive a vehicle; uses a telephone and computer; works inside and outside; occasionally exposed to chemicals, odors, fumes, dust and gases; works with sharp objects and machinery with moving parts; has direct contact with district staff, contractors and the public; frequently works alone without direct guidance from supervisor, occasionally with tight deadlines; Employment is contingent upon passing a physical examination and back evaluation test.~~

**SALARY RANGE**

Proposed Salary Range 39  
Bargaining Unit Schedule

| [Proposed Reactivation and Revisions Effective 7/13/17](#)



**OCEAN VIEW SCHOOL DISTRICT**  
**2016-2017\* Classified Bargaining Unit Range Placement**

Salary Range

**ACCOUNTING SERIES**

- 35 Senior Account Clerk
- 37 Accounting Technician
- 37 Payroll Technician
- 45 Financial Analyst
- 48 Accountant

**CHILD CARE SERIES**

- 18 Child Care Attendant
- 32 Child Care Program Facilitator

**CLERICAL SERIES**

- 23 Clerk Typist
- 28 Intermediate Clerk Typist
- 28 School Office Clerk
- 29 Intermediate Clerk Typist-Bilingual
- 29 School Office Clerk-Bilingual
- 31 District Receptionist
- 31 Senior Clerk Typist
- 33 Translator/Interpreter

**CUSTODIAL SERIES**

- 28 Custodian
- 30 Lead Evening Custodian
- 32 Head Custodian

**DELIVERY SERIES**

- 31 Delivery Worker
- 37 Storekeeper

**FOOD SERVICE SERIES**

- 18 Food Distribution Worker
- 21 Lead Food Service Worker
- 35 Central Kitchen Coordinator

**GROUNDS SERIES**

- 31 Groundskeeper I
- 33 Grounds Equipment Operator
- 34 Groundskeeper II
- 35 Grounds Maintenance Worker
- 37 Sprinkler Mechanic
- 39 **Lead Groundskeeper**

**HEALTH SERIES**

- 26 School Health Technician

**HUMAN RESOURCE SERIES**

- 35 Personnel Technician
- 36 Human Resources Technician
- 39 Benefits & Workers' Compensation Specialist
- 40 Personnel Assistant
- 41 Human Resources Analyst
- 41 Personnel Analyst

**INSTRUCTIONAL SERIES**

- 21 Instructional Assistant
- 22 Instructional Assistant-Bilingual
- 22 Instructional Assistant - Special Education
- 22 Preschool Instructional Assistant
- 23 Instructional Assistant-Computer I
- 23 Instructional Assistant – English Learner
- 23 Instructional Assistant-Farm Facility
- 23 Instructional Assistant-Sign Language (Deaf/Hard of Hearing)
- 23 Preschool Instructional Assistant - Bilingual
- 24 Speech and Language Aide
- 25 Instructional Assistant-Adapted Physical Ed
- 25 Instructional Assistant-Physical Education
- 25 Instructional Assistant-Severely Disabled
- 26 Inst Asst-Applied Behavior Analysis (ABA)
- 27 Instructional Assistant-Computer II
- 29 Associate Preschool Educator
- 29 OVPP Associate Preschool Educator
- 31 Lead Behavior Intervention Assistant

Salary Range

**INSTRUCTIONAL SERIES (Continued)**

- 31 Lead DTT/ABA - Instructional Assistant
- 32 Preschool Educator
- 32 OVPP Preschool Educator
- 32 Speech and Language Assistant

**LIBRARY/MEDIA SERIES**

- 27 School Library Specialist
- 34 Library/Instructional Materials Technician

**MAINTENANCE SERIES**

- 28 Maintenance/Grounds Helper
- 33 Maintenance Worker
- 37 Flooring Repair Worker
- 37 Skilled Maintenance Worker
- 40 Locksmith
- 40 Painter
- 41 Maintenance Carpenter/Cabinetmaker
- 41 Maintenance Heating, Ventilation & Air Conditioning Mechanic
- 41 Maintenance Electrician
- 41 Maintenance Plumber
- 50 Facilities Planner/Coordinator

**NETWORK/COMMUNICATIONS SERIES**

- 37 Field Service Technician
- 45 Computer/Multimedia Technician
- 45 Database Analyst
- 50 Network Systems Manager

**PRINTING SERIES**

- 33 Reprographic Technician
- 36 Lead Reprographic Technician

**PURCHASING SERIES**

- 34 Senior Purchasing Clerk
- 38 Buyer

**SECRETARIAL SERIES**

- 35 Program Support Specialist
- 36 Department Secretary
- 36 School Office Manager
- 37 Department Secretary-Bilingual
- 37 School Office Manager-Bilingual
- 40 Administrative Secretary

**SPECIAL PROGRAM SERIES**

- 19 Alternative Learning Center Attendant
- 23 Parent Liaison Instructional Assistant-Bilingual
- 25 Parent Educator-Bilingual
- 31 Community Liaison-Bilingual
- 38 Public Information Assistant

**TRANSPORTATION SERIES**

- 32 Bus Driver
- 35 Driver Instructor
- 36 Mechanic Assistant
- 38 Transportation Dispatcher
- 42 Mechanic
- 45 Lead Mechanic

Salaries:

\* 2% Retroactive Across the Board Salary Increase effective 7/1/16 and Board of Trustees approved on 5/23/17.

Longevity:

- At beginning of 10<sup>th</sup> year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.

**OCEAN VIEW SCHOOL DISTRICT**  
 Classified Bargaining Unit  
Master Salary Schedule  
 2016-2017

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	1,986	11.823	2,088	12.426	2,192	13.048	2,302	13.699	2,419	14.402
11	2,035	12.109	2,139	12.726	2,247	13.370	2,361	14.052	2,480	14.753
12	2,088	12.426	2,192	13.048	2,302	13.699	2,419	14.402	2,543	15.134
13	2,139	12.726	2,247	13.370	2,361	14.052	2,480	14.753	2,606	15.505
14	2,192	13.048	2,302	13.699	2,419	14.402	2,543	15.134	2,669	15.894
15	2,247	13.370	2,361	14.052	2,480	14.753	2,606	15.505	2,737	16.293
16	2,302	13.699	2,419	14.402	2,543	15.134	2,669	15.894	2,807	16.704
17	2,361	14.052	2,480	14.753	2,606	15.505	2,737	16.293	2,875	17.119
18	2,419	14.402	2,543	15.134	2,669	15.894	2,807	16.704	2,949	17.549
19	2,480	14.753	2,606	15.505	2,737	16.293	2,875	17.119	3,022	17.986
20	2,543	15.134	2,669	15.894	2,807	16.704	2,949	17.549	3,098	18.445
21	2,606	15.505	2,737	16.293	2,875	17.119	3,022	17.986	3,174	18.896
22	2,669	15.894	2,807	16.704	2,949	17.549	3,098	18.445	3,254	19.361
23	2,737	16.293	2,875	17.119	3,022	17.986	3,174	18.896	3,334	19.848
24	2,807	16.704	2,949	17.549	3,098	18.445	3,254	19.361	3,418	20.349
25	2,875	17.119	3,022	17.986	3,174	18.896	3,334	19.848	3,503	20.852
26	2,949	17.549	3,098	18.445	3,254	19.361	3,418	20.349	3,592	21.382
27	3,022	17.986	3,174	18.896	3,334	19.848	3,503	20.852	3,684	21.927
28	3,098	18.445	3,254	19.361	3,418	20.349	3,592	21.382	3,776	22.471
29	3,174	18.896	3,334	19.848	3,503	20.852	3,684	21.927	3,868	23.023
30	3,254	19.361	3,418	20.349	3,592	21.382	3,776	22.471	3,966	23.604
31	3,334	19.848	3,503	20.852	3,684	21.927	3,868	23.023	4,065	24.192
32	3,418	20.349	3,592	21.382	3,776	22.471	3,966	23.604	4,166	24.793
33	3,503	20.852	3,684	21.927	3,868	23.023	4,065	24.192	4,269	25.409
34	3,592	21.382	3,776	22.471	3,966	23.604	4,166	24.793	4,376	26.047
35	3,684	21.927	3,868	23.023	4,065	24.192	4,269	25.409	4,486	26.699
36	3,776	22.471	3,966	23.604	4,166	24.793	4,376	26.047	4,597	27.367
37	3,868	23.023	4,065	24.192	4,269	25.409	4,486	26.699	4,713	28.053
38	3,966	23.604	4,166	24.793	4,376	26.047	4,597	27.367	4,833	28.768
39	4,065	24.192	4,269	25.409	4,486	26.699	4,713	28.053	4,951	29.473
40	4,166	24.793	4,376	26.047	4,597	27.367	4,833	28.768	5,076	30.211
41	4,269	25.409	4,486	26.699	4,713	28.053	4,951	29.473	5,202	30.963
42	4,376	26.047	4,597	27.367	4,833	28.768	5,076	30.211	5,333	31.737
43	4,486	26.699	4,713	28.053	4,951	29.473	5,202	30.963	5,464	32.531
44	4,597	27.367	4,833	28.768	5,076	30.211	5,333	31.737	5,602	33.349
45	4,713	28.053	4,951	29.473	5,202	30.963	5,464	32.531	5,745	34.194
46	4,833	28.768	5,076	30.211	5,333	31.737	5,602	33.349	5,885	35.033
47	4,951	29.473	5,202	30.963	5,464	32.531	5,745	34.194	6,032	35.907
48	5,076	30.211	5,333	31.737	5,602	33.349	5,885	35.033	6,184	36.810
49	5,202	30.963	5,464	32.531	5,745	34.194	6,032	35.907	6,339	37.735
50	5,333	31.737	5,602	33.349	5,885	35.033	6,184	36.810	6,499	38.678