



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, April 13, 2017

CLOSED SESSION

4:00 p.m.

Human Resources Conference Room
Building B

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, APRIL 13, 2017

CLOSED SESSION
4:00 p.m.
H.R. CONFERENCE ROOM
BUILDING B

REGULAR MEETING
4:30 p.m.
BOARD ROOM
BUILDING A

1. **CLOSED SESSION –**
CALL TO ORDER **TIME: _____ p.m.**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive for approval the minutes of the last Closed Session meeting of April 14, 2016.

ACTION
Page 1
Moved: _____
Second: _____
Vote: _____

INFORMATION/DISCUSSION/ACTION ITEMS

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

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

DISCUSSION

1. Director, Classified Personnel evaluation

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

ACTION
Moved: _____
Second: _____
Vote: _____

6. **RECONVENE TO OPEN SESSION –**
CALL TO ORDER **TIME: _____ p.m.**

7. **PLEDGE OF ALLEGIANCE**

8. ROLL CALL

9. REPORT OUT OF CLOSED SESSION

10. TIME CERTAIN:

A. **MERIT SYSTEM 101:** Director Vellanoweth will share with the Commissioners a PowerPoint presentation she created and shared with Certificated and Classified Management.

B. **2017 CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR RECOGNITIONS:** On behalf of the Personnel Commission and Ocean View School District, Director Vellanoweth and staff will recognize the 2017 Classified School Employees of the Year.

- Susan Burdette – Office and Technical
- Shelly Fernandez – Support Services and Security
- Alicia Helm – Transportation
- Tannya Leal Ghiotto – Child Nutrition
- Clare Shweyk – Para Educator and Instructional Assistance
- Eric Taylor – Maintenance and Operations

11. **RECESS:** Please join the Personnel Commissioners in a brief reception to congratulate the Classified School Employees of the Year.

12. **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.

13. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the March 9, 2017, Special Personnel Commission Meeting for approval.

ACTION
Pages 2-7
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Pages 8-60
Moved: _____
Second: _____
Vote: _____

A. **JOB DESCRIPTIONS REVIEW/REVISIONS:**

1. Custodian
2. Delivery Worker
3. Food Distribution Worker
4. Head Custodian

- 5. Lead Reprographic Technician
- 6. Maintenance Electrician
- 7. Maintenance and Operations Supervisor
- 8. Payroll Technician
- 9. Reprographic Technician
- 10. Storekeeper

B. RECRUITMENT AND TESTING - ELIGIBILITY LISTS:

(Eligibility lists provided to Commissioners only.)

- 1. 2016-41 Payroll Technician
- 2. 2016-42 Maintenance and Operations Supervisor
- 3. 2016-43 Accountant
- 4. 2016-44 Instructional Assistant – Special Education
- 5. 2016-45 Instructional Assistant – Severely Disabled

- 15. **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: **INFORMATION**
Pages 61-65

March 7, 2017 – (Exhibit A)
March 21, 2017 – (Exhibit B)

- 16. **PROPOSED BUDGET 2017-2018 PRELIMINARY DRAFT – FIRST READING:** The Personnel Commission will receive the Director’s recommendation to review and discuss the preliminary annual budget of the Personnel Commission for the fiscal year 2017-2018, for a first reading and discussion. **FIRST READING & DISCUSSION**
Pages 66-72

- 17. **PROPOSED NEW CLASSIFICATION: DIRECTOR OF CHILD DEVELOPMENT PROGRAMS:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the new classification, Director of Child Development Programs. **ACTION**
Pages 73-80
Moved: _____
Second: _____
Vote: _____

- 18. **ADVANCE STEP PLACEMENT FOR KEITH FARROW, ACCOUNTANT:** The Personnel Commission will receive the Director’s recommendation to ratify the advance step placement for Keith Farrow, Accountant. *(Copies of income verification to Commissioners only.)* **ACTION**
Pages 81-84
Moved: _____
Second: _____
Vote: _____

- 19. **REMOVAL OF NAMES FROM ELIGIBILITY LISTS:** The Personnel Commission will receive the Director’s recommendation to remove the names of two candidates from eligibility lists in accordance with Merit System Rule 6.1.8. *(Copies of letters provided to Commissioners only.)* **ACTION**
Pages 85-86
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

21. COMMISSIONER REPORTS

22. DIRECTOR AND STAFF REPORTS

23. ADJOURNMENT

TIME: _____ **p.m.**

ACTION

Moved: _____

Second: _____

Vote: _____

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

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

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

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Closed Session Meeting of the Personnel Commission
April 14, 2016**

- CALL TO ORDER** The April 14, 2016, Regular Closed Session meeting of the Personnel Commission was called to order at 4:00 p.m.
- ROLL CALL** All Commissioners were present.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the April 9, 2015, Regular Closed Session Meeting.
- Seconded by Commissioner Ewing, and carried with a 3:0 vote.

COMMISSION BUSINESS

- INFORMATION/
ACTION ITEMS** The Personnel Commission met regarding:
- A. Discussion of appointment of employees, and employee termination, evaluation of employee performance, complaints or charges against an employee, and other personnel matters as pursuant to Government Code sections 54957, 54957.1, 54957.5 and 54957.6.
1. Director, Classified Personnel

- ADJOURNMENT** Motion by Commissioner Pogrund to adjourn the April 14, 2016, Regular Closed Session Meeting at 4:19 p.m.
- Seconded by Commissioner Gooch, and carried with a 3:0 vote.

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
March 9, 2017**

- CALL TO ORDER** Commissioner Pogrund called the March 9, 2017, Regular Personnel Commission Meeting to order at 4:32 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Pogrund asked Commissioner Ewing to lead the pledge of allegiance.
- ROLL CALL** Commissioners Pogrund and Ewing were present. Director Vellanoweth was also present. Commissioner Gooch was absent.
- TIME CERTAIN** The PowerPoint presentation and recognition of the 2017 Classified School Employees of the Year was postponed until the next Personnel Commission meeting.
- STAFF MEMBERS AND GUESTS** Michelle Eifert; Bophary Ngin; Yvonne Nguyen; Jason Bozarth; Sandy Vaughan
- PUBLIC COMMENTS** Jason Bozarth, CSEA President, stated that he was at the meeting to express several concerns that CSEA has with the job descriptions being brought forward at this meeting. He stated that for a long time there has been a past practice that has [inaudible] their ability to review the positions brought before the Commission. The chapter has continued to operate blissfully unaware that it was within their purview to review and approve changes made to these positions. He continued that CSEA has only recently been made aware that with CSEA's guidance, it was both their responsibility and obligation to make sure that these positions reflect both the interests of the District, as well as the classified membership whose working life would be altered.
- CSEA had formally requested the ability to review these changes with CSEA's oversight as part of their 610 policy, for the original positions being brought forward for approval today. This request was answered with documents that only contained the final versions of the positions without showing any of the recent changes. He noticed in the agenda, those changes are provided.
- Mr. Bozarth continued, stating that this is despite the fact that the CSEA chapter leadership has been operating in an information bubble when it has come to these procedures for decades. He said he has put together a committee representing each department of the bargaining unit, specifically for the purpose of reviewing the changes to these positions. He feels it is imperative that those most impacted should have a say when it comes to the disposition of their job.
- Mr. Bozarth requested that the Chapter, with CSEA's guidance due to their 610 policy, be given until the next meeting of the Personnel Commission to review, request corrections, and approve the changes to the original positions that are before the Commission now.
- He also mentioned CSEA feels that the District in some ways is trying to cut costs by shifting duties downward. He clarified that what he means by this is by reclassifying a specific position with responsibilities that are not under the purview of the proposed job. He stated that this sets a rather dangerous precedent for them

**PUBLIC COMMENTS -
CONTINUED**

because it gives the District an easy way to [inaudible] the Personnel Commission entirely by shifting duties into lower positions under the blanket of other duties as required.

Mr. Bozarth stated that he would appreciate it very much if the Personnel Commission would consider these requests.

Commissioner Poggrund answered Mr. Bozarth by saying the Personnel Commission understands his concerns and will review them. The concerns should be reviewed over time and not at this meeting.

Commissioner Ewing asked Mr. Bozarth if this conversation had taken place three or four months ago. He asked if the job descriptions were being given to CSEA for review for their 610 process and if they were being given the time they need to do so. He stated that he thought these procedures were already being followed.

Director Vellanoweth answered Commissioner Ewing's questions and stated that yes, it was a few months ago under former CSEA President Steve Hunter who came to one of the Personnel Commission meetings, and requested that the Commission postpone the review of the job descriptions because CSEA had not had time to review them and put them through their internal 610 process. It was agreed at that time that Director Vellanoweth would provide the job description drafts to Mr. Hunter with the annotated changes.

Mr. Bozarth mentioned that there has recently just been an election where the entire board of officers has been replaced. He stated that the job descriptions that were recently sent did not have the annotations. Director Vellanoweth replied to Mr. Bozarth to inform him that yes there were annotations and that when there are little lines to the side, it means there are tracking changes. She explained that when in Microsoft Word, one must go to Tracking and select Show Full Mark Up. This will show all of the additions and deletions just as they are seen in the agenda. Director Vellanoweth offered to show Mr. Bozarth how to review track changes for future reference. She stated that had she known that he was not seeing the changes, she would have explained this to him since the whole point of sharing the job descriptions ahead of time is to let him see the proposed changes that are being brought forward.

Commissioner Poggrund asked if it would be an adequate addressing of this issue that CSEA has time to review what is being brought forward.

Director Vellanoweth stated that in finishing her answer to Commissioner Ewing's questions, this matter had been discussed before and it was agreed that she would provide CSEA with job descriptions at least two weeks in advance of the Commission meeting, which she has been doing since that time. In addition, some of the job descriptions that are being presented today were provided as early as December, some were provided in January and the last were shared February 10.

Mr. Bozarth stated that CSEA is only now being brought up to speed in terms of the 610 policy, which is a review in regards to each individual job description. When the job description is green-lighted from the 610 policy, it is then sent back to CSEA where it is reviewed. At that point, it is put into an MOU and approved.

**PUBLIC COMMENTS
CONTINUED**

He stated that the Chapter is trying to do their due diligence in terms of job descriptions and new jobs that are being proposed and he understands that they have been given a great deal of time. But the problem has been that these are only recent additions in terms of how CSEA is expected as the union chapter to safeguard the concerns of the membership.

Commissioner Ewing stated that he still has a problem with this request because he believes the Classified Personnel office is doing exactly what it should be doing. He also said it is not the Classified Personnel's responsibility to work around CSEA's timeline. If the previous CSEA Board did not share this process with the new board, then that is on CSEA.

Commissioner Ewing asked Mr. Bozarth what exactly he was requesting today. There are ten job description reviews and revisions being brought forward at this meeting. Mr. Bozarth answered that he is asking for the approval of the job description reviews and revisions to be postponed until the next Personnel Commission meeting.

Commissioner Ewing made a recommendation that the Personnel Commission do this, but this would be the last time. Mr. Bozarth acknowledged that he understood and stated that he is trying to set all the mechanisms in place so that this process can be fast-tracked and take place in a timely manner.

Commissioner Pogrund asked Mr. Bozarth what is meant by fast-tracked and what are the implications to the District. Mr. Bozarth answered that what he means by fast-tracked is that CSEA can have the job descriptions reviewed by the affected departments as quickly as possible so that CSEA can get them back to Director Vellanoweth.

**MINUTES OF
FEBRUARY 16, 2017**

Motion by Commissioner Ewing to approve the minutes of the February 16, 2017, Regular Personnel Commission meeting.

Seconded by Commissioner Pogrund, and carried with a 2:0 vote.

CONSENT CALENDAR

The following job description reviews/revisions were pulled from the agenda and tabled until the next Personnel Commission meeting:

- A. Job Description Reviews/Revisions:
 - 1. Custodian
 - 2. Delivery Worker
 - 3. Food Distribution Worker
 - 4. Head Custodian
 - 5. Lead Reprographic Technician
 - 6. Maintenance Electrician
 - 7. Maintenance and Operations Supervisor
 - 8. Payroll Technician
 - 9. Reprographic Technician
 - 10. Storekeeper

**CONSENT CALENDAR
(CONTINUED)**

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

B. Recruitment and Testing – Eligibility Lists

1. 2016-39 Child Care Attendant
2. 2016-40 Instructional Assistant – ABA

Motion by Commissioner Ewing to pull the Job Description Reviews/Revisions, agenda item 6A on the Consent Calendar until the next meeting of the Personnel Commission, and to approve the Eligibility Lists, agenda item 6B on the Consent Calendar.

Seconded by Commissioner Pogrund, and carried with a 2:0 vote.

**CLASSIFIED ACTIVITY
LISTS**

The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of February 21, 2017.

**PROPOSED NEW
CLASSIFICATION –
LEAD EVENING
CUSTODIAN**

Director Vellanoweth explained that upon the recommendation of the Director of Maintenance, Operations, and Facilities, and the Deputy Superintendent, the District has put forth some duties for a classification to serve in a lead capacity for the evening custodial staff. The position would assist the Maintenance and Operations Supervisor in scheduling, assigning, inspecting, training, and providing work direction to the evening custodians. The duties put forth by the District have been reviewed and it was determined that they do not fall within any current classifications. A new classification entitled Lead Evening Custodian is being recommended. Salary information is provided, and it is recommended that the new classification be approved at Range 30 on the classified bargaining unit salary schedule.

Commissioner Pogrund asked where the Principals lie in the communication chain. Commissioner Ewing answered that this is brand new. Director Vellanoweth also answered that on page 63 of the agenda, under Supervision, they will receive general supervision from the Director of Maintenance, Operations, and Facilities or designee, and work in collaboration with the site administrator.

Motion by Commissioner Ewing to approve the Proposed New Classification – Lead Evening Custodian.

Seconded by Commissioner Pogrund, and approved with a 2:0 vote.

**PROPOSED NEW
CLASSIFICATION –
LEAD FOOD SERVICE
WORKER**

Director Vellanoweth stated that this is a very similar request. The District has brought forward a request for a position whose duties would pertain to a Lead Food Service Worker. This position would serve as a lead at each school site and the Central Kitchen. The duties have been reviewed and it was determined that there is no current classification that could accommodate these duties. A new classification entitled Lead Food Service Worker is being recommended. There is not a lot of external salary data because school districts are structured very differently with their food service departments. Our food service department is very different because we do very little food preparation. We serve mostly packaged foods. Based upon some of the District's other lead positions, a three range salary difference is being recommended. This would place the salary at a Range 21 on the classified bargaining unit salary schedule.

**PROPOSED NEW
CLASSIFICATION –
LEAD FOOD SERVICE
WORKER
(CONTINUED)**

Motion by Commissioner Ewing to approve the Proposed New Classification – Lead Food Service Worker.

Seconded by Commissioner Pogrund, and approved with a 2:0 vote.

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing reminded everyone that the date for the next meeting is scheduled for April 13, 2017.

He also mentioned that the following morning, at the Monthly Chamber of Commerce Breakfast, Ocean View School District and Dr. Hansen will be featured, and she will be speaking for a few minutes.

Commissioner Pogrund had nothing to report.

**DIRECTOR AND STAFF
REPORTS**

Director Vellanoweth stated that with the approval of the Commission, she would like to postpone the June meeting by one week due to her returning from vacation the week the agenda is due to be prepared. This would give the staff more time to prepare. The Commissioners were in agreement.

Director Vellanoweth thanked Jason Bozarth for coming to the meeting and expressing his concerns. She informed him that Assistant Superintendent of Human Resources, Felix Avila has met with Erica Williams, CSEA Field Representative, and they are working on a procedure that will help assist with the 610 process. She let Mr. Bozarth know she will be happy to work with him on this.

She also reminded the Commissioners that the Classified School Employees of the Year were being recognized at the April 4, 2017, Board of Trustees meeting. She mentioned that she will check with Commissioner Gooch to see if he will be available for the April 13, 2017 Personnel Commission meeting, and if so the Classified School Employees of the Year would also be invited to this meeting for recognition. Director Vellanoweth also congratulated the Teachers of the Year, Vincent Saporito and Jared De La Chica.

She informed the Commissioners that there will be a presentation at the March 21, 2017, Board of Trustees meeting to introduce the Human Resources department and share what our department does. All Human Resources and Personnel Commission staff are asked to be present at this meeting.

Director Vellanoweth mentioned that she is expecting her first grandchild who is due April 26, 2017. When her grandchild arrives, she would like to make a quick trip to Texas to meet her before her scheduled vacation in May.

At the next Personnel Commission meeting, there will be a closed session at 4:00 p.m. prior to the regular meeting to conduct Director Vellanoweth's evaluation. At this meeting, the first reading of the Personnel Commission budget will also be held.

**DIRECTOR AND STAFF
REPORTS
(CONTINUED)**

Lastly, Director Vellanoweth congratulated Yvonne Nguyen who has had another accomplishment. She has received her Public Sector HR Certification from the National Public Management Association.

ADJOURNMENT

Commissioner Pogrund asked for a motion to adjourn.

Motion by Commissioner Ewing.

Motion was seconded by Commissioner Pogrund, and carried with a 2:0 vote at 4:58 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017

SUBJECT: Agenda Item No. 14.A.1: Job Description Revision – Custodian

Background Information

In July 2016, in the spirit of doing business differently with an emphasis on effectiveness, efficiency, and improved client services, Administrative Services worked with Human Resources and the Director, Classified Personnel to realign supervision of the day/night custodial program under the Maintenance, Operations and Facilities Department. The intent of this shift was to provide greater accountability, standardization, and oversight to ensure appropriate levels of cleanliness at all sites.

The District now wishes to expand that oversight by establishing a Lead Evening Custodian classification that will assist the Maintenance and Operations Supervisor, in collaboration with the Head Custodians, to schedule, assign, inspect, train, and provide work direction to evening custodial staff.

Based upon this realignment of supervision and proposed new lead classification, modifications are proposed to the Custodian 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 Custodian job description.

Attachment: Proposed revised job description for Custodian dated April 13, 2017.

Recommendation

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



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

Custodian

JOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee and in collaboration with the site administrator, keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances; during Summer recess periods Custodians work day hours.

CLASS CHARACTERISTICS:

~~The Custodian is the entry-level class in the custodial series. Custodian is distinguished from the Head Custodian and Lead Evening Custodian in that incumbents in the later classes are responsible for training, scheduling, inspecting, and participating in the work Custodians assigned to District buildings and facilities. class in that the primary assignment is the cleaning and closing of District offices and school sites during evening hours and that of the Head Custodian is to open, clean and perform other assigned duties at school sites during day hours. Custodian W~~works late afternoon and evening shift. ~~The incumbent will be R~~required to change regularly assigned shift to work during the day shift for Summer recess periods.

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

- Clean and maintain school facilities (restrooms, class-rooms, conference rooms, walls, windows, custodial equipment, and blackboards/whiteboards etc.);
- Assure security of District facilities by Unlocking, and locking of doors, gates, and windows, and secure areas and turnings lightsing on/off as appropriate;
- Collect, dispose of trash, and redistribute waste containers;
- ~~Vacuum rugs, carpets and other areas;~~
- Dust, wash furniture, woodwork, cupboards, counters and other surfaces and areas;
- ~~Fill soap and paper dispensers; Replenish supplies in an orderly fashion to ensure on-hand availability including soap and paper dispensers;~~
- Sweep, mop, scrub, ~~and vacuum,~~ wax, various applicable interior and exterior areas and floors and surfaces, of many types and kinds on interior and exterior of facilities removing gum and spots as needed;
- Arrange furnishings and equipment for meetings, classroom activities and events;

- Communicate and report with ~~staff and Principal/~~ site administrator and/or Maintenance and Operations ~~Supervisor~~ regarding equipment servicing and repairs, maintenance, safety and activity issues in accord with established procedures;
- Check areas for vandalism, reporting or correcting as necessary;
- ~~Sweep walks, breezeways and other exterior areas, removing gum and spots as necessary;~~
- Perform minor repairs and/or upkeep on facilities as authorized (replace ceiling tiles, change light bulbs, graffiti removal and touch-up painting, adjusting door closures, etc.);
- ~~Report needed major repairs promptly in accord with established procedures;~~
- ~~Maintain custodial equipment for proper operation and long term service;~~
- ~~Inform supervisor of needed servicing of equipment;~~
- Assist with special cleaning assignments and light maintenance tasks;

Other Related Duties

- Travel to various sites as needed to participate in special assignments, custodial crews, pick up materials/equipment, and/or engage in District in-service training
- ~~Keep supplies in an orderly fashion and reorders supplies to assure on hand availability;~~
- ~~Keep grounds free of rubbish;~~
- ~~May be asked to drive and pick up equipment or materials at various sites;~~
- ~~May work on related assignments throughout District, when assigned;~~
- May be called to work after hours for site or District wide emergencies;
- ~~Some positions may require traveling to work at more than one site;~~
- May put up/take down flag(s).;
- ~~Participate in District in-services, workshops and/or seminars;~~

SUPERVISION:

Receives general supervision from the Director, Maintenance, Operations and Facilities or designee and works in collaboration with the site administrator. Leadership, guidance and some assignments are also provided by the site Head Custodian and Lead Evening Custodian. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper methods, materials, cleaning products, tools, and equipment used in custodial and light building maintenance work;
- Modern cleaning methods to maintain school facilities in a clean and sanitary condition including basic methods of cleaning and preserving floors, whiteboards, carpets, furniture, wall, and fixtures;
- Proper methods of storing equipment, materials, and supplies;
- Appropriate safety rules, regulations, precautions, and procedures applicable to school buildings and disposal of hazardous materials
- English usage including grammar, spelling, and punctuation;
- Basic mathematics and recording keeping techniques
- Basic computer and software including Microsoft E-mail and internet computer applications, and maintenance job tracking applications-

Ability to:

- ~~Effectively learn and Pperform basic-custodial procedures, methods, and techniques in a school environmentwork;~~
- ~~Learn custodial procedures, methods, and techniques;~~
- Maintain classrooms, offices, and other school facilities in clean, safe and secure condition;
- Use common cleaning equipment and supplies safely and efficiently;
- Read, write, understand, and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
- Communicate in English, well enough to be understood and convey specifics in emergency situations;
- ~~Work late afternoon and evening hours;~~
- ~~Meet schedules and time lines;~~
- ~~Work safely and effectively with considerable independence;independently without close supervision;~~
- ~~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.

EMPLOYMENT STANDARDS:**Education:**

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- Six (6) months of previous custodial work experience is required.

Licenses Required:

- Some positions may require a valid and appropriate California Driver License in order to pick up supplies, equipment or work at more than one site.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

~~Performs heavy work—occasionally lifts, carries, and/or pushes objects weighing up to 100 pounds; frequently lifts, carries and/or pushes objects weighing 25 or more pounds, reaches above shoulders, walks (occasionally on uneven surfaces), stands, climbs (ladders, stairs), and uses both legs; uses fingers on both hands to grasp irregularly shaped objects; operates mobile motorized equipment; visual acuity sufficient or correctable to see small details; works inside and outside; works with sharp objects; is exposed to frequent temperature changes, noise, odors, dust, fumes and/or vapors; may work in isolation from others frequently without direct guidance from supervisor.~~

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, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses various cleaning agents that may affect the respiratory system such as fumes, odors, dusts, mists, and gases. The incumbent will be subjected to inside and outside environmental conditions with frequent temperature changes; exposed to hazards including moving mechanical parts, sharp objects, scaffolds, chemicals, and moving vehicles. 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 position is continuously required to stand for sustained periods of time, walk, lift, carry, push, pull, stoop, reach, grip, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently talks and hears; will sometimes climb, kneel, and crouch; rarely will the incumbent sit. The work involves little to very heavy physical efforts; frequently exerts 20 - 50 pounds of force to lift and carry; sometimes exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating custodial and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Salary Range 28

Classified Bargaining Unit

Last revised 3/14/02

Revisions effective 10/13/05, 8/14/14, 7/14/16

Job Description Review and Proposed Revisions Effective: ~~7/14/16~~ 4/13/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017

SUBJECT: Agenda Item No. 14.A.2: Job Description Revision – Delivery Worker

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 Delivery Worker classification was fully reviewed and updated in August 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 Delivery Worker 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 Delivery Worker job description.

Attachment: Proposed revised job description for Delivery Worker dated April 13, 2017

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Recommendation

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



Delivery Worker

JOB SUMMARY:

Under general supervision, drives a variety of vehicles to pick up and/or deliver foodstuffs, mail, money, supplies, equipment, books and a variety of other materials; loads and unloads delivery trucks.

CLASS CHARACTERISTICS:

The delivery worker is the entry-level classification in the Delivery Series. Incumbents in this class are responsible for picking up and delivering materials to District facilities. Incumbent's duties may vary by assignment, truck driving and delivery duties are common to all positions in this classification. The Delivery Worker is distinguished from the Storekeeper classification in that the primary duties of a Delivery Worker are to pick up and deliver foodstuffs, material and equipment and that of the Storekeeper are to operate and maintain a central warehouse with responsibility for receiving, storing and issuing materials, supplies and equipment.

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:

- ~~Drive a refrigerated truck to pick up and deliver a variety of food items to and from various school sites following a designated route and/or schedule; **E**_[YN1]~~
- ~~Drive various District vehicles including vans, delivery trucks, and refrigerated trucks to assigned school sites, offices, facilities, and warehouses;~~
- ~~Pick up and deliver supplies including but not limited to mail, equipment, perishable food items, furniture, books, pay checks, etc., over designated routes and schedules from District locations;~~
- ~~AND/OR~~
- ~~Drive a truck or other delivery vehicle to pick up and deliver supplies, mail, equipment, furniture, books, film, classified & certificated pay checks and a variety of other materials to and from the warehouse, administrative and school offices, following a designated route and/or schedule; **E**_[YN2]~~
- Process documents and materials such as packing slips, and backorders; **E**
- ~~May a~~Assist the ~~S~~storekeeper or ~~e~~Central ~~k~~Kitchen ~~C~~oordinator in a variety of warehouse or kitchen duties; **E**
- Group items for delivery, load, and unload food, materials and/or equipment; **E**
- Maintain ~~records such as delivery logs,~~ an inventory of supplies, ~~a record of deliveries~~ and prepare associated reports in accordance with established procedures; **E**
- Maintain vehicles in a safe condition, perform a daily routine inspection of fluid levels and tire condition promptly observing and reporting any static or driving deficiencies noted; **E**

Other Related Duties:

- Make money pickups from school site lunch money, fund raising and/or sales activities and take cash/check deposits to banks;
- May operate a computer with job specific software to maintain accurate records.
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

General supervision is received from the Director, Food Services or Maintenance and Operations ~~Supervisor~~Manager depending on assignment. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard loading and unloading delivery procedures;
- Safe and efficient driving principles and techniques;
- Traffic laws and safe driving practices;
- Record-keeping and report preparation techniques;
- Basic computer and software including Microsoft E-mail, internet computer applications, and maintenance job tracking applications;
- Proper methods for handling food items and storage of materials.

Ability to:

- Maintain a valid California Driver's License;
 - Maintain a work schedule without close supervision;
 - Keep accurate records;
 - Operate a variety of vehicles skillfully and safely;
 - Operate a variety of equipment associated with the handling of materials and supplies;
 - Learn District and area roadways;
 - Learn to operate a personal computer and related job specific software;
 - Understand and follow written and oral instructions;
 - Organize and modify schedules to accommodate unplanned changes;
 - 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 effective interpersonal relations using tact, patience, and courtesy.~~

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess the education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

Experience:

- A satisfactory driving record.
- One (1) year of safe driving experience operating a light or medium duty truck delivering and distributing of food, materials, supplies and/or equipment; OR
- One (1) year of experience as a Food Distribution Worker for the Ocean View School District.

Licenses Required:

- Must possess and maintain a valid and appropriate California Driver License.
- H-6 Current Department of Motor Vehicle printout
- Positions assigned to the Food Services Department will be required to complete Food Handlers Certificate within one (1) month of employment, ServSafe Certificate preferred.

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.

~~Performs heavy work—frequently lifting, carrying for short distances, and/or pushing objects weighing up to 50 pounds; occasionally lifting, carrying and pushing objects weighing 75 pounds; infrequently lifting or pushing objects weighing 100 pounds; stands, walks, stoops, kneels and bends; uses both hands simultaneously; speaks clearly and hears normal voice conversation; has color vision/distinguishes shades, sees small details and long distances; drives a vehicle; works inside and outside; is exposed to frequent temperature changes, dust, chemicals, odors; has direct contact with public, students and other district staff; occasionally may be exposed to minor contagious illnesses; frequently works with delivery deadlines without direct guidance from supervisor; Employment is contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

Work Environment:

~~This job operates in a delivery capacity driving a truck or van to transport food, supplies, equipment, etc. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent regularly works near moving mechanical equipment, exposed to daily vehicle vibration, and subjected to various weather climates including hot, cold, wet, humid, and windy conditions. This position may be exposed to fumes, dust and odors, and may work with high heights within the warehouse.^[YN3] The position requires working with high volume, restricted delivery timelines, 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, walk, and sit for extended periods of time, maintain a grip on the steering wheel, talk, reach within arm’s length, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will frequently stoop, kneel,~~

crouch, and bend at the waist to engage in little to heavy physical efforts; continuously exert up to 50 pounds of force to lift, carry, push, and pull; occasionally exert up to 100 pounds of force lifting, pulling, and pushing items related to delivery tasks. This position requires specific visual acuity including close, distance, color, peripheral, depth, and the ability to adjust focus as necessary to drive and operate District vehicles. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 31

Classified Bargaining Unit

Revised: 10/11/01, 12/9/04, 9/13/07, 8/14/14

~~Last revised 12/9/04~~

~~Revisions effective 9/13/07~~

Job Description Review and Proposed Revisions Effective: ~~8/14/14~~ 4/13/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017
SUBJECT: Agenda Item No. 14.A.3: Job Description Revision – Food Distribution Worker

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 Food Distribution Worker classification was fully reviewed and updated in September 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 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 incumbents and supervisor, modifications are proposed to the Food Distribution Worker job description. In order to be more consistent with industry terminology, it is recommended that the current title of the position Food Distribution Worker be changed to Food Service Worker. This proposed title change will not have any effect on the current salary of the position. Standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. In addition, changes have been incorporated to reflect the proposed new classification of Lead Food Service Worker. The incumbents and supervisor have reviewed and recommend the final draft that 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 Food Distribution Worker job description and change the title of the classification from Food Distribution Worker to Food Service Worker.

Attachment: Proposed revised job description for Food Service Worker dated April 13, 2017.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Food Distribution Worker job description and change the title of the classification from Food Distribution Worker to Food Service Worker.



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Food ~~Distribution~~ Service Worker

JOB SUMMARY:

Under general supervision of the Director of Food Services, leadership and direction of the Central Kitchen Coordinator, and in collaboration with the Lead Food Service Worker performs duties to ensure food is ready to be sold and served to students, faculty and those pursuant to Education Code 38082 during nutrition and lunch periods; keeps accurate records; maintains food service areas, facilities and equipment in a clean and sanitary condition.

CLASS CHARACTERISTICS:

The Food ~~Distribution~~Service Worker is the entry--level classification in the Food Services series and performs basic and routine food services preparation and serving activities at an assigned school site or central kitchen. –The Food ~~Distribution~~Service Worker is distinguished from the Lead Food ~~Distribution~~Service Worker in that incumbents in the later classes ~~has~~ additional responsibility for handling moneyreconcile cash and inventory, performs more complex duties, and work in a lead role.

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:

- ~~Order prepared meals, ala carte foods and other food items daily, based on information received from site staff and estimates; E [YN1]~~
- Receive, store, and assemble ~~prepared~~ breakfasts, lunches, and other packaged ~~and other~~ food items; E
- Serve prepared meals and food items during ~~meal service~~ periods at schools participating in federal or state funded meal programs in the National School Lunch Program, National School Breakfast Program or Child and Adult Care Food Program; E
- Collect monies from ~~from~~ students and ~~and~~ faculty buying food ~~items, purchases;~~
- Maintain and prepare daily reports including total number of student participation in meal programs, funds received, inventory of food items served, returned, or spoiled, etc.; ~~maintain records of students participating in the meal service, use a computer to record transactions during meal service; E~~
- ~~Prepare daily reports and accounting of funds received, food items served, inventories stock on hand and items returned or spoiled; E~~
- Clean kitchen areas, ~~heating~~ ovens, refrigerators, racks, freezers, sinks and tables as necessary to insure sanitary conditions; E
- Report all job related concerns to the Director of Food Service; E

- ~~Operate a computer to p~~Perform basic data entry, ~~prepare and send~~ emails correspondence, and use Food Services point of sale software; ~~E~~
- Monitor and record time and temperature to insure safe food handling per standard operating procedures; ~~E~~
- Assist the Director of Food Services and Central Kitchen Coordinator in ordering, checking, and food, and checking and receiving food based on information received from site staff and estimates;

[YN2]

Other Related Duties:

- Distribute free lunch applications to students and parents;
- ~~May t~~Taste foods to ensure freshness and palatability;
- ~~May assist in orienting and training new food service substitutes to duties of a particular school kitchen~~;
- ~~May transport monies to central location(s)~~;
- ~~May train and provide lead work direction to assigned Food Services staff~~;
- ~~May process confidential free lunch applications~~; [YN3]
- ~~May m~~Move food and serving carts to and from point of service observing safety practices.;
- ~~Perform other duties to accomplish the objectives of the position.~~

SUPERVISION:

General supervision is received from the Director of Food Services. Leadership and/or guidance and direction are provided by the Central Kitchen Coordinator and/or Lead Food Service Worker. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Food serving methods and procedures, such as heating and wrapping food items;
- ~~Proper temperatures and time for preparing, serving and storing food items~~;
- Basic food handling techniques, including Sstoring, proper temperature control, serving and selling food items;
- ~~Simple i~~Inventory, record keeping, and ordering practices;
- Food Ssanitation, preparation (washing, cutting, assembling food items) and safety practices; related to cooking, serving and storing food;
- Standard kitchen equipment, utensils, and measurements;
- ~~Food preparation including washing, cutting, and assembling food items~~;
- Basic arithmetic calculations; mathematics.

Ability to:

- ~~Prepare and set up food services for services to student~~;
- Prepare, set-up, and Sserve food to students according to established procedures;
- Accurately handle and account for money received and make change;
- Safely and efficiently Ooperate standard kitchen equipment, appliances, and utensils in a safe and efficient manner;
- Follow applicable health and sanitation requirements;

- Lift and transport quantities of food and beverage~~dairy~~ items;
- Work~~Function~~ effectively under time pressures~~constraints~~;
- Learn to operate a personal computer, email, internet computer applications, and applicable Food Service point of sale (POS) and related software;
- ~~Operate standard office equipment including calculators, copier machines, and personal computers (PC's);~~
- ~~Learn to efficiently use the Food Service point of sale software used by the District;~~
- Understand and carry out oral and written instructions;
- Communicate effectively with students;
- 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.
 - ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy.~~

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- Some experience in food preparation, serving, cashiering and kitchen sanitation is preferred.

Licenses Required:

- Some positions may require possession of a valid and appropriate California Driver License.
- Some positions are required to possess a ServeSafe Certificate.

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.

~~Lifts, carries, pushes and pulls up to 50 pounds; frequently stands, walks, maintains balance, stoops and bends; occasionally reaches over head; repetitively uses fingers on both hands simultaneously; requires rapid mental/muscular coordination; speaks clearly and hears normal voice conversation; sees small details; may drive a vehicle; works inside and outside; is exposed to high and low temperature equipment and frequent temperature changes; frequently has hands in water; is exposed to minor, occasionally severe, contagious illnesses; has direct contact with students and other district staff; works with deadlines without direct guidance from supervisor; wears oven mitts and latex gloves; employment is contingent upon passing physical and back evaluation test. Reasonable~~

~~accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

Work Environment:

~~The job operates in a kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses kitchen equipment including hot ovens, refrigerator, freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, 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 sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves little to medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.~~

SALARY RANGE

Range 18

Classified Bargaining Unit

~~Revised: Last revision 6/18/2002, 11/9/2005, 3/14/2013, 9/11/2014~~

~~Revisions effective 11/9/05~~

~~Revisions Effective: 3/14/2013~~

Job Description Review and Proposed Revisions Effective: ~~9/11/14~~ 4/13/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017
SUBJECT: Agenda Item No. 14.A.4: Job Description Revision – Head Custodian

Background Information

In July 2016, in the spirit of doing business differently with an emphasis on effectiveness, efficiency, and improved client services, Administrative Services worked with Human Resources and the Director, Classified Personnel to realign supervision of the day/night custodial program under the Maintenance, Operations and Facilities Department. The intent of this shift was to provide greater accountability, standardization, and oversight to ensure appropriate levels of cleanliness at all sites.

The District now wishes to expand that oversight by establishing a Lead Evening Custodian classification that will assist the Maintenance and Operations Supervisor, in collaboration with the Head Custodians, to schedule, assign, inspect, train, and provide work direction to evening custodial staff.

Based upon this realignment of supervision and proposed new lead classification, modifications are proposed to the Head Custodian 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 Head Custodian job description.

Attachment: Proposed revised job description for Head Custodian dated April 13, 2017.

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Recommendation

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



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

Head Custodian

JOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee and in collaboration with the site administrator, the Head Custodian opens the school/site and keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; daily meets with and coordinates the work of evening custodial staff; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances;

CLASS CHARACTERISTICS:

The Head Custodian is distinguished from the Lead Evening Custodian class in that the primary assignment is the opening, and cleaning, of District offices and school sites during daytime business hours and that of the Lead Evening Custodian is to close, clean, and perform other assigned duties at the school sites during evening hours. and performance of minor maintenance tasks at District offices and school sites during daytime business hours and that of the Custodian is to clean, close, and lock up the District office and school sites and perform other assigned duties during afternoon/evening hours. The Head Custodian is distinguished from the Custodian class in that the Head Custodian is a working leader responsible for assisting the Maintenance and Operations Supervisor with collaboration of the Lead Evening Custodian to schedule, assign, inspect, train, and provide work direction to custodial staff.

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

- Sweep, mop, scrub, vacuum, wax, various applicable interior and exterior areas, walkways, and floors, removing gum and spots as needed;
- ~~Sweep, mop, scrub, and wax floors and surfaces of many types and kinds;~~
- ~~Vacuum rugs, carpets, and other areas and, as site schedule permits, shampoo and/or spot clean carpets and mats;~~
- Clean and maintain school facilities (restrooms, locker rooms, showers, classrooms, conference rooms, walls, windows, blackboard/whiteboards, custodial equipment etc.);
- ~~Clean restrooms, classrooms, locker rooms, showers, and other school facilities, walls, windows, projectors, SMART boards, and whiteboards;~~
- Pick up litter from around the school/site, empty trash and waste receptacles, fill soap and paper dispensers, and change light bulbs as necessary;
- Assure security of District facilities by unlocking and locking of doors, gates, and windows, and turning lights on/off as appropriate;

- ~~Turn lighting on/off as appropriate, unlock, lock, and secure areas as appropriate;~~
- Prepare and clean facilities for opening, lunch and nutrition periods indoors or outdoors depending on the weather;
- Check areas for vandalism, repair damage, and clean/remove graffiti as necessary;
- Move and arrange furniture and equipment for special events and activities;
- Respond to a variety of urgent and/or emergency calls for custodial, light maintenance, or other services;
- ~~Sweep walks, breezeways and other exterior areas;~~
- Perform light maintenance tasks on buildings and general grounds at a school or office site including, but not limited to, doing minor repairs on furniture, office and instructional equipment, carpet, locks, doors, hinges and related closing devices, plumbing and/or restroom, and playground equipment; write and monitor work orders for the more major repairs;
- Communicate and report with site administrator and/or Maintenance and Operations Supervisor regarding needed equipment servicing and repairs, maintenance, safety and activity issues in accord with established procedures;
- ~~Keep principal informed of custodial needs, work completed, supply and equipment needs and/or orders placed and the scheduling of custodial work;~~
- Provide assistance to maintenance staff in performing District zone maintenance tasks;
- Conduct regular facility inspections for safety and to determine maintenance and repair needs;
- Rake and ensure proper depth of wood chips in sand box areas where playground equipment is located;
- Work with community groups that use school grounds and facilities to ensure rooms are properly set up and configured to meet user requirements.

Other Related Duties

- ~~Travel to various sites to participate in special assignments, pick up materials and equipment, and/or engage in District tin-service training Deliver received school/office supplies to appropriate staff and /or location;~~
- ~~May provide training for evening custodial staff;~~
- ~~May schedule and/or inspect the work of evening custodial staff;~~
- Train, coach, provide leadership, and work direction to assigned evening Custodians;
- ~~May p~~Provide input regarding employment, retention, training, and performance evaluation of ~~evening~~ custodial staff;
- Dust, wax, wash and polish furniture, woodwork, cupboards, counters and other surfaces and areas as site schedule permits;
- May adjust thermostats, as authorized and/or required;
- May water lawns and shrubs;
- May assist school staff as emergencies arise, enforce closed campus policy and may provide a custodial presence during lunch and/or nutrition periods;
- May assist school site personnel with bus pickups of students to monitor attendance.

SUPERVISION:

Receives general supervision from the Director, Maintenance, Operations and Facilities or designee and works in collaboration with the site administrator. Supervision is not exercised over other employees.

However, leadership, guidance, and specific cleaning assignments may be provided to evening custodial staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper methods, materials, cleaning products, tools, and equipment used in custodial and light building maintenance work;
- Safety rules, ~~and~~ regulations, precautions, and procedures applicable to school buildings and disposal of hazardous materials;
- Modern cleaning methods to maintaining school facilities in a clean and sanitary condition;
- ~~Cleaning products and equipment used in custodial work;~~
- Basic mathematics and recordkeeping techniques;
- English usage including grammar, spelling, and punctuation;
- Basic computer and software including Microsoft Office, email, internet computer applications, and maintenance job tracking applications; program;
- Basic Principles of leadership, and training, and providing work direction to others,

Ability to:

- Effectively perform custodial procedures, methods, and techniques in a school environment~~Perform basic custodial and light building maintenance work;~~
- ~~Use common electrical cleaning equipment;~~
- Lead and provide direction/training on cleaning methods for evening custodial staff;
- Independently work safely and efficiently while meeting schedule and time lines;
- Use common cleaning equipment and supplies safely and efficiently;
- Maintain classrooms, offices, and other school facilities in clean, safe and secure condition;
- Read, write, understand and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
- Understand and carry out oral and written instructions, well enough to be understood and convey specifics in emergency situations;
- ~~Work safely and effectively with considerable independence;~~
- ~~Perform strenuous physical work without close supervision;~~
- Maintain simple records;
- Maintain consistent, punctual and regular attendance.
- Learn to operate a personal computer, email and internet computer applications and applicable shop specific software;
- ~~Work effectively in a school environment;~~
- 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:

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- One (1) year of experience as a custodian working independently in cleaning and maintaining major buildings and adjacent areas is required, prior experience in custodial work for a school district is desirable.
- Prior custodial experience in a California School District is highly desirable.

Licenses Required:

- Some positions may require a valid and appropriate California Driver License in order to pick up supplies.

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.

~~Performs heavy work—occasionally lifts, carries, and/or pushes objects weighing up to 100 pounds; frequently lift, carries, and/or pushes objects weighing 25 or more pounds; walks (occasionally on uneven surfaces), stands, climbs (ladders/stairs), stoops, kneels and bends and uses both legs; reaches above shoulders; uses fingers on both hands simultaneously to grasp irregularly shaped objects; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient or correctable to see small details and long distances; may drive a vehicle and operates mobile motorized equipment; works inside and outside; is exposed to temperature changes, dust, pet dander, chemicals, strong odors and minor contagious illnesses; has direct contact with public, students and other district staff; frequently works with deadlines without direct guidance from supervisor; employment is contingent upon passing physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

Work Environment:

The job operates in a school ground environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses various cleaning agents that may affect the respiratory system such as fumes, odors, dusts, mists, and gases. The incumbent will be subjected to inside and outside environmental conditions with frequent temperature changes; exposed to hazards including moving mechanical parts, sharp objects, scaffolds, chemicals, and moving vehicles. 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 position is continuously required to stand for sustained periods of time, walk, lift, carry, push, pull, stoop, reach, grip, and use repetitive motions of the wrists, hands, and

fingers. The incumbent frequently talks and hears; will sometimes climb, kneel, and crouch; rarely will the incumbent sit. The work involves little to very heavy physical efforts; frequently exerts 20 - 50 pounds of force to lift and carry; sometimes exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating custodial and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 32

Classified Bargaining Unit

Last revised 5/9/02

Revisions effective 10/13/05, 8/14/14, 7/14/16

Job Description Review and Proposed Revisions Effective: ~~7/14/16~~ 4/13/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017
SUBJECT: **Agenda Item No. 14.A.5: Job Description Revision – Lead Reprographic Technician**

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Lead Reprographic Technician classification was established in January 2016 and this year is up for review.

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 Lead Reprographic Technician 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 Lead Reprographic Technician job description.

Attachment: Proposed revised job description for Lead Reprographic Technician dated April 13, 2017

Recommendation

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



Lead Reprographic Technician

JOB SUMMARY:

Under the general supervision of the Deputy Superintendent, Administrative Services or designee, leads, organizes, coordinates and participates in the operation of a print shop. Trains and provides work direction to assigned print shop staff. Performs specialized and highly technical digital printing and photocopying in order to develop and produce quality printed materials for use by customers throughout the District as well as providing binding and mail services. Organizes and coordinates multiple projects on an ongoing basis to ensure efficient and timely delivery of printed product. Helps maintain production and safety standards for the unit.

CLASS CHARACTERISTICS:

This is a single position class with responsibility for coordinating the functions of the District's printing and publications unit to ensure the timely production and distribution of quality printed materials to District customers. This class is distinguished from the Reprographic Technician in that the Lead Reprographic Technician takes on a leadership role in the operations, activities and staff of the District's printing and publications operations.

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

- Plan, organize, and participate in the operation of a ~~print shop~~Reprographics Department;
- Train, provide leadership and work direction to assigned staff in the appropriate utilization of equipment and supplies;
- Coordinate the reproduction of various print media including but not limited to: agenda materials for District elected/appointed board/committees, bulletins, booklets, newsletters, reports, and forms for schools, departments and teachers;
- Work with department staff to ensure a high performance, customer-service oriented work environment achieving department and district objectives and service expectations;
- Operate and maintain a high speed ~~digital electro-photographic printer~~production print systems, advanced digital printers, black white/color copiers, and other machines used in the Reprographics Department;
- ~~reproduction of a variety of printed materials such as agenda materials for the Board of Trustees, Personnel Commission, and District appointed committees, and bulletins, booklets, newsletters, reports, and forms and a variety of other documents for schools, departments and teachers; **E**~~
- ~~Train and provide leadership and work direction to assigned print shop staff in the proper, efficient and safe utilization of equipment and supplies; **E**~~

- ~~Receive print orders, plan and assign work; i~~Inspect completed work in progress to assure compliance with print orders;
- ~~work with staff to ensure a high performance, customer service oriented work environment which supports achieving department and district objectives and service expectations; E~~
- ~~Make necessary preparations for e~~Ensuring quality post print production and/or binding;,-
- ~~operate and maintain~~Safely and efficiently operate and maintain various reprographic equipment and machinery safely and efficiently such as paper cutter, folder, heavy duty stapler, stitcher, paper punch, spiral binder, velobinder, tying machine, shrink wrapper, etc.; -E
- ~~Coordinate, schedule and ensure performance of routine preventive maintenance on equipment, i.e., clearing paper jams and cleaning equipment as required, replace consumable materials, monitor equipment operation; E~~
- Report equipment malfunctions or symptoms of problems to the appropriate vendor or repair contractor, who may make suggestions of items to check and/or adjust; E
- Confer with district staff and committees regarding reprographic requests; E
- Requisition, receive, shelve, and ensure sufficient reprographic supplies of paper and consumables are maintained to minimize production delays; -E
- Research, evaluate and confer with vendors regarding ~~print shop~~reprographic supplies related supplies, materials and equipment; -E

Other Related Duties:

- Sort, open and distribute inter and intra District mail, U.S. mail, ~~and~~ Express mail and parcels; -E
- Deliver mail to post office, process bulk and presort mail; -E
- Determine postage for outgoing mail, and other charges; -E
- Maintain postage meter, keeping and making records of postage accounting; -E
- Prepare and maintain district records on computerized filing system; keep labor, material and other records; -E
- Assist in the preparation of the Reprographics Department budget; -E
- ~~Learn and utilize a variety of modern~~ Operate standard office equipment. -E

SUPERVISION:

General supervision is received from the Deputy Superintendent, Administrative Services or designee. Supervision is not exercised over other employees. Leadership and/or direction are provided to other reprographics staff and to assigned helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, equipment and materials used in ~~large quantity printing work~~the reproduction of printed materials;
- Operational characteristics of a variety of duplicating and printing machines and related equipment including digital printer, photocopy machine, collator, folder cutting and binding equipment, drill press, and padding machine;
- Safe and efficient photocopier and bindery equipment operating procedures;

- ~~Safe and efficient bindery equipment operating procedures;~~
- Health and safety regulations, rules, policies, procedures and precautions, including hazardous waste control
- ~~Correct English usage including grammar, spelling and punctuation, spelling, grammar, and punctuation;~~
- Laws and/or regulations related to copyrights;
- ~~Software programs used in digital reprographic operations, including a thorough knowledge of Adobe Acrobat and PowerPoint;~~
- Modern office methods, procedures, terms, software programs, and equipment, personal computer (PC) and related software used in a Reprographics Department including knowledge of Adobe Acrobat, Microsoft Office word processing, presentation, E-mail, and internet computer applications;
- Basic mathematics;
- ~~Inventory methods and practices;~~
- Record keeping methodologies, inventory principles, procedures and practices;
- Principles and practices of training and providing work direction to others.

Ability to:

- Train, lead, and assign tasks to ~~print shop~~Reprographics Department staff;
- Plan, schedule, ~~lay-out~~ and organize various ~~duplicating activities~~printing operations;
- Operate and adjust a variety of copier and bindery machinery ~~skillfully and safely;~~
- Work independently, safely, accurately and efficiently;
- Utilize sound independent judgment ~~in-to meet deadlines by~~ prioritizing ~~and~~, performing ~~tasks, and~~ fulfilling responsibilities ~~and meeting time requirements;~~
- Estimate materials, time and cost needed to complete assigned tasks;
- Understand and carry out oral and written instructions;
- ~~Communicate effectively both orally and in writing;~~
- Learn postage rates, mailing regulations and procedures;
- ~~Operate office equipment including computers and supporting software applications;~~
- Maintain accurate records;
- Maintain, clean and make minor repairs to a variety of duplicating machines;
- ~~Prioritize workload and conflicting demands;~~
- Establish and maintain effective interpersonal relationships and effectively communicate using, tact, patience, courtesy in a matter that reflects positively on the District;~~and respect.~~
- 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;
- Current training on state-of-the-art duplicating/copier equipment.

Experience:

- Minimum of 2 years of increasingly responsible skilled work experience planning, estimating, laying out and producing a variety of printed materials utilizing state-of-the-art duplicating/copier and bindery equipment for a high volume commercial or public sector employer.

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.

~~Frequently lifts, carries, pushes, pulls objects weighing up to 50 pounds; consistently stands and walks; frequently stoops, bends, kneels, reaches over head, uses step stools and maintains balance; repetitively uses fingers on both hands simultaneously to keyboard and grip materials; speaks clearly and hears normal voice conversation; requires normal depth perception, color vision and the ability to see small details; uses a computer, digital copiers, cutting and bindery equipment and telephone; works inside exclusively; is exposed to loud noise, vibration(s), and dust; works with sharp objects and machinery with moving parts; has direct contact with public and other district staff; works frequently without direct guidance from supervisor; works with high volume and tight deadlines. Employment is contingent upon passing physical and back evaluation exam. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.~~

Work Environment:

This job operates in a print shop environment, predominately standing for sustained periods of time. The noise level is usually loud, causing the incumbent to shout within the department in order to be heard. This role routinely uses reprographics equipment such as computers, industrial printers, copy machines, phones and other related equipment. Exposure to fumes, chemicals, moving sharp mechanical equipment, vibration, and extreme heat used in the printing process is frequent. 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 position is continuously required to stand, walk, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will occasionally sit, climb, stoop, kneel, crouch, reach, grip, and grasp. The work involves little to heavy physical efforts; frequently exerts up to 20-50 pounds of force to lift, carry, push, pull, or move objects. This position requires near visual acuity sufficient to use a computer screen, measurement devices, and operate reprographic machines that are within an arm’s reach.

SALARY RANGE

~~Classified Bargaining Unit Salary Schedule
Salary Range 36
Classified Bargaining Unit~~

New classification effective: 1-14-16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017
SUBJECT: Agenda Item No. 14.A.6: Job Description Revision – Maintenance Electrician

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 Electrician classification was fully reviewed and updated in April 2014.

The Maintenance Electrician classification is currently vacant and a recruitment is anticipated. Therefore, the Personnel Analyst worked closely with the Director, Maintenance, Operations, and Facilities to ask detailed questions about the tasks an incumbent would be expected to 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 supervisor, modifications are proposed to the Maintenance Electrician 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 supervisor has reviewed and recommends 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 Electrician job description.

Attachment: Proposed revised job description for Maintenance Electrician dated April 13, 2017

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Recommendation

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



Maintenance Electrician

JOB SUMMARY:

Under general supervision of the Director of Maintenance, and Operations and Facilities Manager or designee, performs skilled journey level work in the alteration, installation, maintenance, and repair of various electrical equipment and systems at school sites and other District facilities.

CLASS CHARACTERISTICS:

This classification performs highly advanced electrical work. Duties are performed at the “expert” level in the area of an electrician. Incumbents independently perform regular electrical duties of electrical staff including the more complex maintenance and repair tasks. Provides functional leadership to maintenance helpers, including guidance and instructions, techniques, methods, and procedures for accomplishing assigned tasks and solving problems. Incumbents may 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:

Essential Duties:

- Install, inspect, test, troubleshoot, repair, maintain and service a variety of electrical equipment and systems including:
 - Signal systems, clocks and building safety and security systems;
 - Power circuits, conduit and duct systems, switchboards, transformers, switches and relays, motor driven appliances and devices, generators, and control equipment;
 - Interior and exterior lighting systems, e.g., fluorescent fixtures, lamps, ballasts, sensors, energy saving Quartz, Halogen, LED, and Mercury Vapor lights;
- Install interior and exterior wiring for equipment and appliances;
- Interpret electrical plans, specifications and codes, regulations and safety orders;
- Rewire, rebuild, modify existing equipment and systems;
- Coordinate repair and installation of electrical equipment and systems with outside electrical contractors as needed.
- Test and inspect fire alarm systems. Complete and maintain required inspection forms;
- Perform maintenance or replace smoke and heat detectors, bells, horn strobes, pull stations, and fire alarm control panels;
- Plan, engineer, and install new fire alarm components in accordance with NFPA-72 guidelines;
- Utilize a wide variety of tools, equipment and test devices common to the electrical trade;
- Plan, lays-out own work and that of assigned helpers, direct work of assigned helpers, may also act as a helper in other trades;
- Prepare reports; inventories, requisitions materials and supplies;
- Operate District vehicles;

Other Related Duties:

- Direct the work of assigned helpers;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Daily Supervision is received from the Maintenance and Operations ~~Manager~~Supervisor. Leads and/or directs the work of assigned helpers. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General safety awareness, emergency procedures, proper hand/power/motorized tool management, rigging methods and digging techniques;
- Applicable provisions of the Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) regulations;
- National Electrical Code (NEC), local requirement codes, and their required calculations;
- Basic electrical theory and formulas, series, parallel, and combination circuits;
- Various types of conductor and insulators, conductor installation techniques, circuit protections;
- Conduit and wiring support systems recognized by Code;
- Procedures for laying out various types of bends, and making bends when fabricating conduits;
- Function, operation, and requirements for various panel boards, switch gear, lighting systems, motors, overcurrent protection devices, grounding systems;
- Methods, tools, materials, used in electrical installation and repair work;
- Design, construction, installation, maintenance and repair of electrical apparatus;
- ~~Applicable codes, laws, regulations and safety orders;~~
- ~~Electrical theory and operation;~~
- ~~Appropriate safety precautions and procedures;~~
- ~~Shop mathematics.~~

Ability to:

- Perform skilled work in the installation, repair, modification and maintenance of a wide variety of high and low voltage (480v to 24v) electrical and signal systems and equipment;
- Cable assembly wiring methods recognized by Code;
- Install wires, panels, grounding systems, transformers, lighting protection systems, conductors, motors, and connections to electrodes,
- Diagnose and resolve electrical problems;
- Use a variety of electrical diagnostic equipment and repair tools;
- Understand and Work from diagrams, technical manuals, plans, blueprints, oral and written instruction;
- Plan, layout work, estimate time, materials and cost needed to complete assigned tasks;
- Instruct and lead work of assigned helpers;
- Coordinate repairs and installation requirements of electrical equipment and systems with outside electrical contractors;

- ~~Learn and p~~Perform a wide variety of general maintenance and repair work;
- Operate motor vehicle equipment;
- ~~Understand and follow oral and written instructions;~~[YN1]
- ~~Operate a personal computer, email, internet computer applications, and applicable related software; Learn to operate a PC (Personal Computer) and applicable shop specific software;~~
- Lead and coordinate the work of assigned helpers;
- 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 effective interpersonal relationships using tact, patience and courtesy.~~

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Completion of an Electrical/Electrician Apprenticeship Program registered by the Department of Industrial Relations;
- Completion of a C-10 Electrician State Contractor's license desirable.

Experience:

- Four (4) years of experience performing advanced journey level electrician work preferably for a school district, government entity, or commercial building. ~~OR~~
- ~~Three (3) years of experience performing journey level electrician work preferably for a school district, government entity, or commercial building and one (1) year of electrician training from a recognized program.~~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.

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:

This job operates in a school facilities and grounds environment, predominately standing and walking. The noise level is typically within moderate noise level range. The incumbent is subjected to inside and outside environmental conditions with seasonal weather changes; exposed to hazards including moving mechanical parts, sharp objects, scaffolds, caustic chemicals, moving vehicles, and risk of electrical shock. The role occasionally works around 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. The position continuously requires the incumbent to stoop, kneel, crouch, talk, hear, reach within an arms' length, and use repetitive motions of the wrists, hands, and fingers to handle and feel objects, tools, and controls. The position frequently requires the gripping and grasping of specialized powered tools. Occasionally, the incumbent will sit to complete paperwork and drive District vehicles to and from locations. Occasionally, the position requires climbing of the ladder, stairs, or holes, and crawling along the irrigation line to diagnose, install or repair. The position involves little to heavy physical efforts, frequently exerts up to 25 pounds of force to lift and carry; occasionally exerts up to 75 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such installation of electrical system, ability to work in various lighting conditions, 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, kneels, and frequently reaches over head to perform work; Does heavy work, lifting, carrying, pushing objects weighing 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, frequently in poor lighting conditions, and safely operate a District vehicle; works in various lighting conditions; works around a variety of powered and belt driven equipment; uses a telephone; works inside and outside with frequent temperature changes; occasionally exposed to 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.~~

~~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

Last revised 12/12/02, 8/10/06, 4/10/14

~~Revisions effective 8/10/06~~

Job Description Review and Proposed Revisions Effective ~~4/10/14~~ 4/13/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017
SUBJECT: **Agenda Item No. 14.A.7: Job Description Revision – Maintenance and Operations Supervisor**

Background Information

The Maintenance and Operations Supervisor was last reviewed by the incumbent and supervisor in November 2015 and is scheduled again for a full review in the 2017/2018 school year.

Recently in preparing for an upcoming recruitment, the job description was shared with the supervisor to ensure the description was still appropriate for recruitment purposes.

Based upon information provided, some minor modifications are proposed to the Maintenance and Operations supervisor 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 supervisor has reviewed and recommends the final draft which is attached.

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

Attachment: Proposed revised job description for Maintenance and Operations Supervisor dated April 13, 2017

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Recommendation

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



Maintenance and Operations Supervisor

JOB SUMMARY:

Under the general direction of the Director of Maintenance, Operations and Facilities, provides leadership, assists and oversees the planning and scheduling of the daily work assignments for all maintenance and operations staff at all District sites; works collaboratively with the site administrators in the supervision of all custodial staff, including staff development; assists in planning, organizing, coordinating, and supervising custodial staff, directly assigning work; supervises Warehouse operations and staff, including ordering of supplies and equipment, and coordinating delivery services; conducts studies of staffing and workloads, provides in-service training for all maintenance and operations employees; works collaboratively with the grounds staff, provides leadership, and is responsible for the upkeep of departmental equipment.

CLASS CHARACTERISTICS:

This is a ~~single incumbent~~-classified management supervisory position having responsibility for planning and supervising the activities of the Maintenance and Operations staff on a daily basis. This position is accountable for efficient and effective use of assigned staff, supplies, equipment and time to provide optimum customer service. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Maintenance, Operations and Facilities

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

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:

- Provide technical support, training, and staff development for maintenance and operations staff; **E**
- Ensure the overall safety, security, and sustainability of all district facilities and grounds; **E**
- Collaborate with site principals in assessing custodial performance, evaluate custodial services and respond to training requests during the school year; **E**
- Conduct studies and make recommendations regarding custodial staffing workloads, and needs; **E**
- Inspect school sites and evaluate cleanliness according to established district standards; **E**
- Supervise, schedule and monitor work of all custodial personnel throughout the year; **E**
- Evaluate maintenance and operations staff under supervision, including new and substitute

[Type here]

staff; *E*

- Maintain records, files, reports, and present information related to areas of responsibility; *E*
- Assess and make recommendations pertaining to new products and equipment needed to efficiently perform custodial, warehouse and emergency work; *E*
- Ensure that related equipment is maintained in good working condition; *E*
- Establish and maintain effective working relationships with others; *E*
- Coordinate the response to security alarm intrusions and vandalism incidents on an as-needed basis; *E*
- Provide inspection reports and other technical and accountability data to Principals and other managers; *E*
- Assist in planning the assignments for maintenance and operations staff; *E*
- Oversee the operation of the District warehouse, including the ordering of supplies and deliveries to all schools and departments; *E*
- Supervise warehouse and delivery personnel; *E*
- Plan and conduct in-service activities and trainings; *E*

Other Related Duties:

- Ensure timely delivery of stores and requested AV equipment;
- React to personnel emergencies;
- Assist in the selection, transfer, recognition, discipline of department subordinate staff;
- Assist in the preparation of the department's annual budget;
- Enforce various District policies and work rules;
- Keep current on modern practices in responsibility areas;
- Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

General direction is received from the Director of Maintenance, Operations and Facilities. Supervision is exercised over other employees. May assign work and act on behalf of the Director of Maintenance Operations and Facilities in his/her absence.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials and equipment used in the planning of maintenance work orders and methods of maintaining school facilities in a clean and sanitary condition;
- Principles of custodial work, including work load and quality standards;
- Inspection methods, and methods and use of cleaning materials and equipment;
- Principles of supervision and training;
- Requirements for maintaining school buildings, grounds and equipment in a safe, clean and orderly condition;
- Safety rules and regulations;
- Methods, materials, supplies, and equipment used in custodial work;
- Methods of planning and organizing work;

[Type here]

- Basic record keeping techniques;
- Modern office methods, procedures, terms and equipment including a basic working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- English usage, spelling, grammar, punctuation and math;
- School District emergency preparedness requirements and procedures.

Ability to:

- Develop and enforce work standards, procedures, and levels of service;
- Plan work assignments, supervise, and evaluate the work of others;
- Direct, train and evaluate custodial and warehouse personnel;
- Work independently with little or no direction;
- Inspect and verify proper and safe work practices and procedures;
- Drive an automobile or light truck to deliver equipment or supplies;
- React appropriately, take charge in emergency situations;
- Evaluate new safety, cleaning products or equipment and make recommendations;
- Perform mathematical computations accurately to maintain records, complete reports or update budgets;
- Direct, compose, or delegate the preparation of records, reports, and other communications;
- Employ progressive disciplinary methods;
- Supervise equipment maintenance;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect;
- Train others in the use of intrusion alarms.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High school diploma or equivalent;
- Vocational or college level course work relating to maintenance, custodial, warehousing, emergency services or directly related skills is desirable;
- Demonstrated leadership abilities.

Experience:

- Three (3) years of progressively responsible experience in custodial and/or building maintenance preferably in a school district including two (2) years of supervision experience.

Licenses Required:

- Possession of a valid and appropriate California Driver License.

[Type here]

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

Perform both sedentary administrative work in a typical office environment and oversight/inspection work in maintenance and/or construction areas. Mobility sufficient to perform site inspections and verification of construction work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 100 pounds, and stand for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Environmental conditions will be indoors and outdoors, sometimes inclement weather. Noise levels will be generally moderate, although may at times be loud, but will remain within acceptable levels for the trade. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

SALARY RANGE

Range M51

Management/Confidential Unit

Last revisions 5/98

Reactivation and Revisions Effective: 11/12/15

Job Description Review and Proposed Revisions Effective: 4/13/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017

SUBJECT: Agenda Item No. 14.A.8: Job Description Revision – Payroll Technician

Background Information

The Payroll Technician classification was last reviewed by the incumbents and supervisor in July 2016.

Recently in preparing for an upcoming recruitment, the job description was shared with the supervisor to ensure the description was still appropriate for recruitment purposes.

Based upon information provided, some minor modifications are proposed to the Payroll Technician job description. 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 Payroll Technician job description.

Attachment: Proposed revised job description for Payroll Technician dated April 13, 2017

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

Payroll Technician

JOB SUMMARY

Under general supervision of the Director, Fiscal Services, responsible for accurate and timely classified and/or certificated payroll processing; prepares reports; assists in the development, installation and revision of payroll record keeping procedures.

CLASS CHARACTERISTICS

This is a specialist level classification in the accounting series. An incumbent is expected to exercise considerable initiative and make sound independent judgments in the course of preparing a major payroll. Accurate, complete and timely work products within rigid time schedules are consistently expected. A good knowledge of overall payroll systems is required to work successfully in this class.

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:

- Prepare the certificated and/or classified payroll(s), ensuring accurate time records are obtained, verified and maintained;
- Analyze, interpret, and apply existing and changing laws, regulations, labor contract provisions and directives relative to payroll transactions;
- Gather, tabulate, extend, balance, audits, verify, adjust, post, type and input data into payroll system and prepare related reports, documents and data;
- Using Board agenda and/or Personnel Requisitions update payroll data bases to incorporate approved changes in assignments, stipends, and cost of living adjustments;
- Prepare employment verification responses;
- Answer correspond, and/or research payroll/work history/retirement related inquiries from employees, administrators, other agencies and the public, which may be sensitive or confidential in nature;
- Process required payroll adjustments for certificated and classified leave requests, employee status changes, computing and making necessary changes in the retirement accounts of employees;
- Maintain sick leave, vacation, holiday and fringe benefit records;
- Perform earnings corrections and annually compute, reconcile against quarterly employee taxes paid by district and prepare W-2 forms for distribution to employees;
- Process voluntary deductions for tax sheltered annuity (TSA) contracts, insurance and Section 125 changes and submit payments to companies;
- Coordinate with County and Human Resources in implementation of on and off schedule salary adjustments;

Other Related Duties:

- Prepare and perform special projects and reports including salary data, structure and adjustments;
- Research and compile information on employee health and insurance issues, and answer questions on premiums and deductions;
- Compile data and prepare State and Federal reports, e.g., the Multiple Worksite and Unemployment reports;
- Monitor and update employees Workers' Compensation claims, making year-to-date adjustments as necessary; also prepare forms required for processing disability claims;
- May compute and prepare quarterly tax reports;
- Assist ~~Director and Financial Analyst~~Fiscal Department in the preparation of reports and on unusual situations involving deviation from established policy or precedent;
- Upon request compile data to assist in collective bargaining;

SUPERVISION

General supervision is received from the Director, Fiscal Services; Supervision is not exercised over other employees. Provide instruction and/or guidance to employees assisting in the payroll process.

MINIMUM QUALIFICATIONS

Knowledge of:

- Fiscal policies, methods and practices of payroll and financial record keeping, preferably related to classified and/or certificated payrolls;
- Legal and reporting requirements of school district payroll operations;
- Word processing, spreadsheet and data base computer applications;
- Modern office practices, procedures and terms;
- Computerized payroll systems, programs and financial software;
- Financial account record keeping procedures;
- Principles of payroll, including tax withholding, voluntary deductions, and fringe benefits;
- Business mathematics;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette.

Ability to:

- Learn applicable District and County Office payroll practices, procedures, rules, regulations, policies, and contractual obligations;
- Work independently in developing record keeping procedures to meet defined objectives;
- Research, compile, analyze, interpret, and prepare accurate documents, reports, and payroll information;
- Audit payroll records and data; Read, understand, apply and explain technical and legal material relative to payroll matters;
- Develop and/or adapt work procedures and record keeping systems to meet changing needs;
- Operate a wide variety of office equipment associated with making calculations and maintaining accounting records including the use of a personal computer;
- Effectively utilize word processing, spreadsheet, database, internet and email computer applications;
- Make arithmetic calculations with speed and accuracy;

- Perform general and statistical clerical work;
- Follow written and oral instructions;
- Maintain confidentiality of sensitive and privileged information;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Perform technical payroll and recordkeeping work requiring exercise of judgment and knowledge of subject matter;
- Review timesheets and calculate payroll in accordance with district policies and legal requirements;
- Plan and organize work to meet established timelines and payroll schedule;
- Prepare, review and analyze payroll reports and summaries;
- Maintain financial records and prepare payroll reports;
- Communicate effectively with staff and the public using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS

Education:

- High school diploma or equivalent;

Experience:

- Two (2) years of experience performing responsible payroll preparation and record-keeping work, preferably in a California school district or public agency.

Licenses Required:

- A valid and appropriate California Driver License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of this job, the incumbent is continuously required to talk, hear, and sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers, grasping, and gripping. The incumbent may occasionally walk, lift, carry, and reach. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE:

Range 37
Classified Bargaining Unit

Revised 11/00, 8/5/04, 2/12/09, 4/11/13, [7/14/16](#)
Job Description Review and [Proposed](#) Revisions Effective: ~~7/14/16~~ [4/13/17](#)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017

SUBJECT: Agenda Item No. 14.A.9: Job Description Revision – Reprographic Technician

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 Reprographic Technician classification was fully reviewed and updated in May 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 Reprographic Technician 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 Reprographic Technician job description.

Attachment: Proposed revised job description for Reprographic Technician dated April 13, 2017

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Recommendation

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



Reprographic Technician

JOB SUMMARY:

Under general supervision of the Deputy -Superintendent, Administrative Services or designee, operates computer-generated digital printers, high speed copiers, binding and postage equipment, to provide quality printing, binding and mail services for District offices and school sites. Provides assistance and information on efficient and productive print methods.

CLASS CHARACTERISTICS:

This class is distinguished from other classifications required to use copier equipment in that the work performed is primarily devoted to high speed, high volume, production of printed materials and professionally binding them into quality finished products, the sorting and distribution of inter and intra District mail, and the determination of and applying postage to outgoing U.S. mail, Express mail and parcels.

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

- ~~Make necessary preparations for,~~ Operate and maintain a high speed production print systems, advanced digital electrophotographic printers, black white/color copiers, and other machines used in the Reprographics Department;
- Make preparations and reproduction of ~~a variety of various~~ print ed materials media including but not limited to: such as agenda materials for ~~the Board of Trustees, Personnel Commission, and~~ District elected/appointed and board/committees, and bulletins, booklets, newsletters, reports, and forms ~~and a variety of other documents~~ for schools, departments, and teachers; ~~E~~
- ~~Make necessary preparations for e~~ Ensuring quality post print production and/or binding; ~~E~~
- Safely and efficiently operate and maintain various reprographic equipment and machinery ~~safely and efficiently~~ such as paper cutter, folder, heavy duty stapler, stitcher, paper punch, spiral binder, velobinder, tying machine, shrink wrapper, etc.; ~~E~~
- Clean, maintain, schedule services, ~~P~~perform routine preventive maintenance on reprographic equipment, i.e., clearing paper jams ~~and cleaning equipment as required,~~ replace consumable materials, monitor equipment operation; ~~E~~
- Confer with district staff and committees regarding reprographic requests; ~~E~~
- Report equipment malfunctions or symptoms of problems to the appropriate vendor or repair contractor, who may make suggestions of items to check and/or adjust;
- Requisition, receive, shelve, and ensure sufficient reprographic supplies ~~of paper and consumables are maintained~~ to minimize production delays;

- ~~Operate standard office equipment;~~
-

Other Related Duties:

- Learn and utilize a variety of modern office equipment;
- May confer with vendors regarding ~~paper and binding reprographic related~~ supplies;
- Sort, open and distribute inter and intra District mail, U.S. mail, ~~and~~ Express mail, and parcels;
- Deliver mail to post office, process bulk, and presort mail;
- Determine postage for outgoing mail, and other charges;
- Maintain postage meter, keeping and making records of postage accounting;
- Maintain district records on computerized filing system; keep labor, material and other records;
- May provide leadership and/or direction to assigned helpers, including training others in the safe utilization of equipment and supplies;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

General supervision is received from the Deputy Superintendent, Administrative Services or designee. Supervision is not exercised over other employees. However, may provide leadership guidance and/or direction to assigned helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, equipment and materials used in ~~large quantity printing work~~ the reproduction of printed materials;
- Operational characteristics of a variety of duplicating and printing machines and related equipment including digital printer, photocopy machine, collator, folder cutting and binding equipment, drill press, and padding machine;
- Safe and efficient photocopier and bindery equipment operating procedures;
- ~~Safe and efficient bindery equipment operating procedures;~~
- Health and safety regulations, rules, policies, procedures and precautions, including hazardous waste control;
- Laws and/or regulations related to copyrights;
- ~~Software programs used in digital reprographic operations, including a thorough knowledge of Adobe Acrobat and PowerPoint;~~
- Modern office methods, procedures, terms, software programs, and equipment, ~~personal computer (PC) and related software;~~ used in a Reprographics Department including knowledge of Adobe Acrobat, Microsoft Office word processing, presentation, E-mail, and internet computer applications;
- Basic mathematics;
- Record keeping methodologies, procedures, and practices.

Ability to:

- Operate and adjust a variety of copier and bindery machinery ~~skillfully and safely;~~
- Work independently, safely, accurately and efficiently;
- Utilize sound independent judgment ~~in to meet deadlines by~~ prioritizing ~~and,~~ performing ~~tasks,~~ and fulfilling responsibilities ~~and meeting time requirements;~~
- Estimate materials, time and cost needed to complete assigned tasks;
- Understand and carry out oral and written instructions;
- Learn postage rates, mailing regulations and procedures;
- ~~Operate office equipment including computers and supporting software applications;~~
- Maintain accurate records;
- Maintain, clean and make minor repairs to a variety of duplicating machines;
- ~~Prioritize workload and conflicting demands;~~
- 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:

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

Experience:

- One (1) or more years of work experience with copier and bindery equipment for a high volume commercial or public sector employer.

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.

~~Frequently lifts, carries, pushes, pulls objects weighing up to 50 pounds; consistently stands and walks; frequently stoops, bends, kneels, reaches over head, uses step stools and maintains balance; repetitively uses fingers on both hands simultaneously to keyboard and grip materials; speaks clearly and hears normal voice conversation; requires normal depth perception, color vision and the ability to see small details; uses a computer, digital copiers, cutting and bindery equipment and telephone; works inside exclusively; is exposed to loud noise, vibration(s), and dust; works with sharp objects and machinery with moving parts; has direct contact with public and other district staff; works frequently without direct guidance from supervisor; works with high volume and tight deadlines. Employment is contingent upon passing physical and back evaluation exam. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.~~

Work Environment:

This job operates in a print shop environment, predominately standing. The noise level is usually loud, causing the incumbent to shout within the department in order to be heard. This role routinely uses reprographics equipment such as computers, industrial printers, copy machines, phones and other related equipment. Exposure to fumes, chemicals, moving sharp mechanical equipment, vibration, and extreme heat used in the printing process is frequent. 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 position is continuously required to stand, walk, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will occasionally sit, climb, stoop, kneel, crouch, reach, grip, and grasp. The work involves little to heavy physical efforts; frequently exerts up to 20-50 pounds of force to lift, carry, push, pull, or move objects. This position requires near visual acuity sufficient to use a computer screen, measurement devices, and operate reprographic machines that are within an arm's reach.

SALARY RANGE

Range 33

Classified Bargaining Unit

Last revised as Duplicating/Mail Room Services Operator 1/99

Revisions and title change effective: 3/16/04

Reviewed/~~Revised with no revisions~~: 5/7/08; 5/15/14

Job Description Review and Proposed Revisions Effective: 4/13/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017
SUBJECT: Agenda Item No. 14.A.10: Job Description Revision – Storekeeper

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 Storekeeper classification was fully reviewed and updated in August 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 Storekeeper 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 Storekeeper job description.

Attachment: Proposed revised job description for Storekeeper dated April 13, 2017

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Recommendation

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



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

Storekeeper

JOB SUMMARY:

Under general supervision of Maintenance and Operations ~~Supervisor~~ **Manager**, is responsible for the operation of the District's centralized warehouse functions; maintains central stock control and inventory systems; responsible for the receipt, storage, issuance and delivery of materials, supplies and equipment to sites throughout the District.

CLASS CHARACTERISTICS:

The Storekeeper is distinguished from the Delivery Worker in that the primary duties of the Storekeeper are to operate and maintain a central warehousing facility with responsibility for receiving, storing and issuing materials, supplies and equipment and those of the Delivery Worker are to pick up and deliver foodstuffs, material, supplies and equipment to sites throughout the District.

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:

- Perform a variety of responsible warehouse duties including but not limited to processing stock, pulling supply orders, issuing and receiving warehouse supplies and equipment;^[YN1]
- Pack, unpack, load, shelve, arrange, label, and store warehouse stock according to established guidelines and procedures;
- ~~Organize and perform work related to the operation of a central receiving and standard materials storage warehouse;~~ ~~**E**~~^[YN2]
- Fulfill requisitions by ~~R~~receiving, preparing, wrapping, packing, labeling, and distributeing supplies and equipment from the warehouse to various district locations; ~~**E**~~
- Establish and maintain a system of receipt and verification of shipment receipt, storage, issuance and delivery or distribution of materials; ~~**E**~~
- Receive and ~~i~~inspect ~~goods~~ materials and supplies received for buy-out merchandise and store inventory stock items, ~~comparing~~ verifying packing slips against merchandise ~~received~~ to ensure compliance with approved requisitions and noting conformity to purchase orders, identifying any shortages and/or damages; ~~**E**~~
- ~~Maintain complete records of all transactions processed by the warehouse for shipment to sites by inputting the pick ticket order into the bi-tech system, which prints out a packing slip to be placed with the order for verification of receipt by the site;~~ ~~**E**~~
- Update and maintain computerized stock control records of all warehouse transactions, order statuses, and inventory;^[YN3]

- ~~Fill requisitions by pulling the pick ticket order from the shelved inventory, wrapping, packing, and labeling parcels for shipment and delivery; -E~~ [YN4]
- Maintain a perpetual inventory on standard warehouse stock items, rotating stock to maintain freshness and coordinating resupply with the business/purchasing office; ~~-E~~
- Tag and maintain a log of fixed assets received including the serial numbers of specific material;
- Operate and perform routine maintenance on machinery and equipment associated with warehouse operations and storage, including a forklift, stock chaser and tying machines;

Other Related Duties:

- Operates District vehicles to make deliveries as needed.;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

General supervision is received from the Maintenance and Operations ~~Manager~~ Supervisor. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Warehousing procedures for the receipt, inventory, inspection, placement, storage, packaging, issuance and delivery of goods and materials;
- Use and terminology of requisitions, purchase orders, and other warehouse documents;
- ~~Perpetual and physical inventory and receipt procedures;~~ [YN5]
- Equipment and supplies used in a school system;
- ~~Basic understanding of the use of a PC (Personal Computer);~~
- Safety regulations and practices relating to storing, moving, and loading equipment and heavy items;
- Record-keeping and report preparation techniques;
- Basic computer and software including Microsoft E-mail, internet computer applications, and maintenance job tracking applications;
- ~~Basic record keeping and filing systems.~~

Ability to:

- Maintain accurate warehouse inventory control and shipping and receiving records;
- Work ~~alone or independently and~~ with others ~~and be~~ in achieving goals and establishing work priorities;
- Understand and follow oral and written instructions;
- Operate and maintain various types of mechanical equipment for handling stock;
- Operate a PC (Personal Computer) and learn to effectively utilize the bi-tech and warehouse specific software;
- Exercise proper judgment in loading elevators and in loading and operating equipment;
- ~~Establish and maintain effective interpersonal relations using tact, patience, and courtesy.~~ 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:

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess the education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

Experience:

- Two (2) years of progressively responsible experience in receiving, storing, issuing supplies and materials in a warehouse environment.

Licenses Required:

- ~~Must possess a~~A-valid and appropriate California Driver License is required.

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 warehouse environment, predominately standing and walking. The noise level is typically within moderate range. The incumbent occasionally works near moving mechanical parts, exposed to fumes or airborne particles, and is subjected to various weather climates including hot, cold, wet, humid, and windy conditions. The incumbent has direct and indirect contact with the public and other district staff. There may be occasional exposure to bloodborne pathogens, cleaning agents, fumes, and sharp metal objects. The position requires working with high volume, restricted delivery timelines, 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 sustained periods of time, stoop, bend at the waist, crouch, reach below and above the shoulders, grip/grasp objects and tools used in the warehouse, talk, hear, and use repetitive motions of the wrists, hands, and fingers. Occasionally the position will be required to climb ladders or steep stools. The work involves little to heavy physical efforts, continuously exerts up to 50 pounds of force to lift and carry, frequently exerts up to 100 pounds to push, pull, and move objects; occasionally can exert over 100 pounds of force to push, pull, and move objects. This position requires visual acuity sufficient to perform activities such as operating District vehicles and warehouse equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

~~Does heavy work, frequently lifting or carrying for short distances, and/or, pushing objects weighing up to 50 pounds; occasionally lifting, carrying and pushing objects weighing 75 pounds; infrequently~~

~~lifting or pushing objects weighing up to 100 pounds; frequently stands, walks, bends, and reaches over head and shoulders; occasionally sits, stoops, kneels, and climbs on ladders or step stools; uses fingers on both hands to grasp irregularly shaped objects; speaks clearly and hears normal voice conversation; has normal color vision/distinguishes shades; visual acuity sufficient or correctable to see small details and long distances; operates mobile motorized equipment and occasionally drives a District vehicle; primarily works inside a large warehouse, occasionally works outside; is exposed to frequent temperature changes, dust, chemicals and odors; has direct contact with other district staff; occasionally may be exposed to minor contagious illnesses; frequently works with delivery deadlines without direct guidance from supervision. Employment is contingent upon passing a physical and a back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

SALARY RANGE

Range 37

Classified Bargaining Unit

~~Last revision~~Revised: 9/5/2002, 8/14/2014

Reviewed 2/17/05 - No revisions made

Job Description Review and Proposed Revisions Effective ~~8/14/14: 4/13/17~~————

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: April 13, 2017
SUBJECT: Agenda Item No. 14B: 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. 2016-41 Payroll Technician
2. 2016-42 Maintenance and Operations Supervisor
3. 2016-43 Accountant
4. 2016-44 Instructional Assistant – Special Education
5. 2016-45 Instructional Assistant – Severely Disabled

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2016-41 through 2016-45.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 13, 2017

SUBJECT: Agenda Item No. 15: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of March 7, 2017, (Exhibit A), and March 21, 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.

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of March 7, 2017, and March 21, 2017.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 7, 2017

**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>
Ferncez, Vickie	School Office Manager	Substitute	\$22,030 per hour	36.1	01/20/17
	School Office Clerk	Substitute	\$18,083 per hour	28.1	01/20/17
	Clerk Typist	Substitute	\$15,974 per hour	23.1	01/20/17
	Human Resources Technician	Substitute	\$22,030 per hour	36.1	01/20/17
	District Receptionist	Substitute	\$19,459 per hour	31.1	01/20/17
Mominee, Cindy	Instructional Assistant	Substitute	\$15,201 per hour	21.1	02/16/17
	Instructional Assistant – Severely Disabled	Substitute	\$16,783 per hour	25.1	02/16/17
	Instructional Assistant – Special Education	Substitute	\$15,582 per hour	22.1	02/16/17
	Instructional Assistant – Physical Education	Substitute	\$16,873 per hour	25.1	02/16/17
	Instructional Assistant – Adapted Physical Education Child Care Attendant	Substitute	\$14,120 per hour	18.1	02/16/17
O'Donnell, Sharon	Administrative Secretary	Substitute	\$24,307 per hour	40.1	02/08/17
	Department Secretary	Substitute	\$22,030 per hour	36.1	02/08/17
	School Office Manager	Substitute	\$22,030 per hour	36.1	02/08/17
	School Office Clerk	Substitute	\$18,083 per hour	28.1	02/08/17
	Clerk Typist	Substitute	\$15,974 per hour	23.1	02/08/17
Theus, Claude	Department Secretary	Substitute	\$22,030 per hour	36.1	02/08/17
	School Office Manager	Substitute	\$22,030 per hour	36.1	02/08/17
	School Office Clerk Clerk Typist	Substitute	\$18,083 per hour \$15,974 per hour	28.1 23.1	02/08/17 02/08/17
Timmons, Candice	Department Secretary	Substitute	\$22,030 per hour	36.1	02/08/17
	School Office Clerk	Substitute	\$18,083 per hour	28.1	02/08/17
	Clerk Typist	Substitute	\$15,974 per hour	23.1	02/08/17

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 7, 2017

<u>Approve Retirement</u> <u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Eury, Karen	Bus Driver	Transportation	06/22/92	03/31/17
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</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Sanburg, Kathleen	Bus Driver	Transportation	06/26/02	02/03/17
Schofield, Marilyn	Instructional Assistant – Special Education	Sun View	09/18/08	03/24/17

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 21, 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>
Trend, Kyoko	Instructional Assistant – Special Education	Lake View	\$15,582 per hour	22.1	03/01/17

**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>NAME</u>
Bethke, Erika	Instructional Assistant	Substitute	\$15,201 per hour	21.1	02/16/17
	Instructional Assistant – Special Education	Substitute	\$15,582 per hour	22.1	02/16/17
	Instructional Assistant – Severely Disabled	Substitute	\$16,783 per hour	25.1	02/16/17
	Instructional Assistant – Physical Education	Substitute	\$16,783 per hour	25.1	02/16/17
	Instructional Assistant – Adapted Physical Education	Substitute	\$16,783 per hour	25.1	02/16/17

**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>
Gomez, David	Instructional Assistant – ABA	Hope View	07/06/07	02/23/17
Holdaway, Chrysa	Instructional Assistant – Special Education	Marine View	04/24/05	02/28/17
Patel, Hemantika	Instructional Assistant – Special Education	Lake View	09/24/07	02/28/17
Valladares, Teresa	Instructional Assistant	Westmont	11/28/16	03/07/17

**Approve Separation - Released Within Probation
 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>
Hunt, Melissa	Child Care Attendant	Hope View	11/28/16	03/03/17
Thraves, Sharon	Child Care Attendant	Golden View	09/08/16	03/03/17

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 21, 2017

**Approve Separation -All Available Leaves Exhausted
 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>
O'Brien, Aida	Instructional Assistant – Bilingual	Oak View	07/06/07	02/28/17
Poole, Alysha	Instructional Assistant – Special Education	Star View	04/24/05	02/09/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2017

SUBJECT: Agenda Item No. 16: Proposed Budget 2017-2018 – Preliminary Draft

FIRST READING

Background Information

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

The Director, Classified Personnel has attempted to keep the budget as low as possible while maintaining prudent flexibility. Since the Commission must hold a Public Hearing and adopt a budget prior to May 30, this Preliminary Draft Budget for 2017-18 is the Director's best estimate as to the minimum budget required to operate during the next fiscal year.

The Personnel Commission's recommended discretionary operating budget (both salary and non-salary object accounts) is recommended to be decreased by \$4,900 overall. The Director feels most line item amounts should continue or be decreased, as they will meet the needs of the department with minimal spending. However, the Director requests increases in the District Membership budget due to increased CODESP membership fees and the addition of an Outside Services budget to cover the initial and on-going costs of an HR/PC shared automated workflow system.

The recommended preliminary draft 2017-18 fiscal year discretionary operating budget (salary and non-salary object accounts) is \$19,890.00. With the exception of the above-mentioned adjustments, all other accounts are recommended to remain the same or be decreased from last year. The Director will be prudent in authorizing discretionary expenditures to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year.

As established by the Commission in February 2002, Dan Gooch, Vice-Chair of the Commission has acted as budget development liaison, providing input and review of the proposed 2017-18 budget prior to it coming before the entire Commission. Commission Vice-Chair Gooch and Director Vellanoweth recommend the Commission receive for first reading the Preliminary Draft 2017-18 Annual Budget of the Personnel Commission, including discretionary salary and non-salary line items. Should additional

**Proposed Budget 2017-2018
Preliminary Draft – First Reading
Page 2**

budget setting parameters be issued by the District, the Director will revise the Proposed Budget as appropriate.

Attachments: Personnel Commission Preliminary Draft Budget 2017-2018
Education Code 45253

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Recommendation

Personnel Commission Vice-Chair Gooch and Director, Classified Personnel Vellanoweth recommend the Personnel Commission receive the Preliminary Draft 2017-18 Annual Budget of the Personnel Commission for first reading and discussion. Commission staff will then seek additional input from the District and a public hearing/adoption of its 2017-18 budget will be held on May 11, 2017.

Education Code 45253

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

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

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

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

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

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

Discretionary Budget (Non Salary Items)

<u>Categories/Object Code</u>	<u>2014-2015</u> Actuals	<u>2015-2016</u> Actuals	<u>2016-2017*</u> Budgeted/ Expended	<u>2016-2017</u> Budgeted/ Est to close	<u>2017-2018</u> Proposed Budget	<u>Comments/Rationale</u>
Admin Supplies (4305)						
Budgeted	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00		
Expended	\$5,449.47	\$6,119.27	\$3,540.75	\$6,100.00	\$6,500.00	Continue - Meets needs with minimal spending.
% Expended	83.8%	94.1%	54.5%	93.8%		
Non Capitalized Equipment (Over \$500) (4490)						
Budgeted	\$1,000.00	\$1,000.00	\$6,000.00	\$6,000.00		
Expended	\$2,090.88	\$0.00	\$3,702.24	\$3,702.24	\$1,000.00	Decrease back to previous level. No major equipment purchases anticipated.
% Expended	209.1%	0.0%	61.70%	61.70%		
Mileage (5201)						
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00		
Expended	\$169.84	\$118.14	\$66.63	\$170.00	\$500.00	Continue - Meets travel requirements of Director and broadened goal for increased site visitations, visibility at district events, etc.
% Expended	34.0%	23.63%	13.33%	34.00%		
Travel/Conference (5202)						
Budgeted	\$1,000.00	\$1,500.00	\$2,000.00	\$2,000.00		
Expended	\$880.72	\$899.80	\$195.00	\$900.00	\$1,500.00	Decrease back to previous level. Expenditures not as high as anticipated this year as Director did not travel to northern California for CSPCA conference and Technician received scholarship for CSPCA Merit Academy tuition. Higher travel expenses anticipated 2017-2018 as CSPCA Conference will be in San Diego.
% Expended	88.07%	59.99%	9.75%	45.00%		
District Memberships (5301)						
Budgeted	\$2,666.00	\$2,666.00	\$2,790.00	\$2,790.00		
Expended	\$2,666.00	\$2,666.00	\$2,790.00	\$2,790.00	\$2,890.00	Increase - CODESP fee increase by \$100. Remainder meets needs for memberships including CSPCA and CODESP
% Expended	100.0%	100.00%	100.00%	100.00%		

Discretionary Budget (Non Salary Items Continued)

Categories/Object Code	2014-2015		2015-2016		2016-2017*		2016-2017		2017-2018 Proposed Budget	Comments/Rationnale
	Actuals		Actuals		Budgeted/ Expended	%	Budgeted/ Est to close	%		
Repair/Maintenance (5617)										
Budgeted	\$500.00		\$500.00		\$500.00		\$500.00		\$500.00	
Expended	\$275.55		\$0.00		\$236.52		\$350.00			Continue - Should meet expenses for repair/maintenance of aging equipment not under warranty.
% Expended	55.1%		0.00%		47.30%		70.00%			
Duplication Charges (5715)										
Budgeted	\$1,000.00		\$1,000.00		\$1,000.00		\$1,000.00		\$1,000.00	
Expended	\$442.67		\$696.18		\$434.44		\$900.00			Continue - Meets current needs, expected to utilize budgeted amount in order to create job fair materials.
% Expended	44.3%		69.62%		43.44%		90.00%			
Employment Advertisements (5805)										
Budgeted	\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$1,500.00	
Expended	\$1,625.00		\$120.00		\$480.00		\$800.00			Decrease - EdJoin meets most posting needs except for highly technical and management positions. Outside advertising is primarily on-line vs. previously more expensive print ads. Budget needed for potential management replacements due to resignations/retirements.
% Expended	65.00%		4.80%		19.20%		32.00%			
Consultants (5820)										
Budgeted	\$3,000.00		\$3,000.00		\$3,000.00		\$3,000.00		\$3,000.00	
Expended	\$0.00		\$0.00		\$0.00		\$0.00			Continue - Used if a Hearing Officer is needed or for other outside services
% Expended	0.0%		0.0%		0.0%		0.0%			
Outside Services - Non Repair/Mtce (5825)										
Budgeted	\$0.00		\$0.00		\$0.00		\$0.00		\$1,500.00	
Expended	\$0.00		\$0.00		\$0.00		\$0.00			Increase (New) - Initial cost for OCDE Workflow system. Cost of \$3,000 shared by HR/PC. Ongoing PC share of cost will be \$750 annually
% Expended	0.0%		0.0%		0.0%		0.0%			
TOTAL NON SALARY ITEMS										
Budgeted	\$18,666.00		\$19,166.00		\$24,790.00		\$24,790.00		\$19,890.00	
Expended	\$13,600.13		\$10,619.39		\$11,445.58		\$15,712.24			
% Expended	72.86%		55.41%		46.17%		63.38%			

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2014-2015</u> Actuals	<u>2015-2016</u> Actuals	<u>2016-2017*</u> Budgeted/ Expended	<u>2016-2017</u> Budgeted/ Est to close	<u>2017-2018</u> Proposed Budget	<u>Comments/Rationnale</u>
Overtime (2490)						
Budgeted	\$100.00	\$100.00	\$100.00	\$100.00		
Expended	\$0.00	\$122.16	\$0.00	\$0.00	\$100.00	Continue - Personnel Assistant overtime for PC Meetings
% Expended	0.0%	122.2%	0.0%	0.0%		
Substitutes (2497)						
Budgeted	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00		
Expended	\$7,666.86	\$6,564.31	\$2,133.83	\$3,000.00	\$3,000.00	Increase - Coverage for staff out on leave, ill, promoting or resigning.
% Expended	479.2%	410.3%	133.36%	187.50%		
Temporaries (2495)						
Budgeted	\$2,500.00	\$4,000.00	\$4,000.00	\$4,000.00		
Expended	\$4,527.80	\$2,748.20	\$2,684.49	\$3,500.00	\$4,000.00	Continue - Sufficient to meet needs for panel members, exam proctoring, proctoring/grading foreign language exams, and additional help in PC department during peak periods.
% Expended	181.11%	68.71%	67.11%	87.50%		
TOTAL OTHER SALARY ITEMS						
Budgeted	\$4,200.00	\$5,700.00	\$5,700.00	\$5,700.00	\$7,100.00	
Expended	\$12,194.66	\$9,434.67	\$4,818.32	\$6,500.00		
% Expended	290.35%	165.52%	84.53%	114.04%		

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2014-2015</u> Actuals	<u>2015-2016</u> Actuals	<u>2016-2017*</u> Budgeted/ Expended	<u>2016-2017</u> Budgeted/ Est to close	<u>2017-2018</u> Proposed Budget
TOTAL SALARY ITEMS					
Budgeted	\$358,860.94	\$387,648.00	\$415,188.00	\$415,188.00	
Expended			\$270,759.00	\$411,908.00	\$431,716.00
% Expended			65.2%	99.2%	

**PERSONNEL COMMISSION
BUDGET PRIOR THREE YEARS**

	<u>2014-2015</u> Actuals	<u>2015-2016</u> Actuals	<u>2016-2017*</u> Budgeted/ Expended	<u>2016-2017</u> Budgeted/Est to close	<u>2017-2018</u> Proposed Budget	Increase in budget due to : * Proposed 3% Salary Increase * Increase in PERS and Worker's Comp Contribution Rates * New workflow system * Increase substitute expenses. Provide coverage any time employee out on leave to maintain office efficiency * Increase in CODESP Dues
Budgeted	\$381,726.94	\$412,514.00	\$445,678.00	\$445,678.00		
Expended	\$384,655.73	\$407,702.06	\$287,022.90	\$434,120.24	\$458,706.00	
% Expended	100.77%	98.83%	64.40%	97.41%		

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: April 13, 2017

SUBJECT: Agenda Item No. 17: Proposed New Classification – Director of Child Development Programs

Background Information

Upon the recommendation of the Assistant Superintendent, Educational Services, Jodee Brentlinger, District administration has determined that the need exists for a director level position to oversee the expanded learning programs (Kid’s Club/Child Care) and early learning programs (Oak View and Ocean View Preparatory Preschools).

The proposed duties and responsibilities provided by the District were reviewed by the Director, Classified Personnel and are deemed appropriate to a classified management level position. However, there is currently no classification established that encompasses the duties, responsibilities, and qualifications required.

Analysis

After reviewing the input provided by the District, the Director and Analyst began researching and collecting information from outside agencies on positions that may have similar duties to what the District is proposing. The Director and Analyst reviewed and identified these duties and working with the Assistant Superintendent, Educational Services developed a job classification and description entitled Director of Child Development Programs, which accurately describes the duties, responsibilities and qualifications that are required.

Salary

Comparable classifications in other local districts are as follows:

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary (Top Step)</i>
Santa Ana Unified	Director, Extended Learning Programs	\$11,512
Brea-Olinda Unified	Administrative Director – Child Development Services	\$10,097
Fountain Valley Elementary	Director, Child Development & Recreation Programs	\$9,198
Anaheim Elementary	Director, Early Childhood Education	\$8,780
Fullerton Elementary	Director Child Development Services	\$8,523
Huntington Beach City	Director, Early Childhood Education	\$7,499

Median Salary: \$8,989

It is the Director's recommendation to place the new classification at Salary Range M61, \$6,914 to \$8,425 per month on the Classified Management Salary Schedule.

This recommended salary will:

1. Establish the salary close to the median of districts surveyed with positions that have comparable requirements, and
2. Provide for internal equity with other classified management positions in the District with comparable levels of education, skill, and responsibility.

Other Considerations

This proposed classification, job description, and corresponding salary have been reviewed and recommended by the Assistant Superintendent, Educational Services.

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Recommendation

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and approve the new classification of Director of Child Development Programs. It is recommended that the new classification be a Management/Supervisory class assigned to the Classified Management Job Family of non-represented management positions and be exempt from overtime compensation in accord with the Fair Labor Standards Act. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees a placement at Salary Range M61, \$6,914 to \$8,425 per month on the Classified Management Salary Schedule.

Attachments: Draft of proposed classification Director of Child Development Programs dated 4/13/17
 Classified Management Salary Schedule Draft



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

Director of Child Development Programs

JOB SUMMARY:

Under administrative direction of the Assistant Superintendent, Education Services assists in the planning, organizing, directing, and evaluation of the District's Expanded and Early Learning programs, which include but are not limited to, after school Child Care Program, parent fee-based preschool, and State preschool. Plans, organizes, and manages Child Development instructional program design and delivery systems; plans, organizes, designs, and implements expanded learning development, curriculum and instruction, and activities to ensure optimal educational opportunities and growth experiences for Child Development participants; articulates and supports child development principles within Preschool through 8th grade programs.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the Child Care Program and preschool programs. The position provides leadership and vision in the development and achievement of short and long-term goals for Child Care and Early Learning program; evaluates assigned personnel, assures compliance with all laws, codes, and regulations related to the District's Expanded and Early Learning programs. The incumbent works independently in concert with the objectives, scheduling and procedures established by the Assistant Superintendent, Education Services.

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

- Maintain, interpret, and carry out adopted state laws and policies of the Board of Education, contractual agreements, and district administrative policies and procedures;
- Plan, supervise and direct the business operation of the child care and early childhood department in accordance with district policies and procedures;
- Develop, administer and account for Expanded Learning and Early Learning program budgets;
- Coordinate securing and effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds;
- Provide leadership and assistance to schools in planning, implementing and improving the learning continuum of child care and early childhood programs;
- Supervise, implement, and provide direction to the before and after school programs, parent pay preschools, child care and early childhood programs;
- Prepare and submit reports of childcare and early childhood program activities;
- Plan, develop and implement professional learning opportunities for new and existing child care

- and early childhood staff;
- Evaluate program, staff and procedure compliance;

Other Related Duties

- Oversee the planning and implementation of recess camps i.e. Fall Recess, Winter Recess, Spring Recess and Summer Camps.

SUPERVISION:

Receives general supervision from a Division head, District or administrator. Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods and techniques for coordination of early childhood programs;
- Laws, regulations, codes, policies and procedures applicable to early learning programs;
- Instructional methods to educate young children;
- Child development, psychology, family life education, and home economics;
- California Title 22 and Title 5 regulations
- [YN1]State of California for preschool foundations, school readiness policy and early intervention programs;
- [YN2]Program quality criteria, assessment processes and curriculum development;
- [YN3]Health, safety and nutrition regulations for preschool and elementary age children;
- Principles and practices of administration, supervision and training;
- Budget preparation and control;
- Oral and written communication principles and practices;
- Cultural diversity issues within the community;
- English usage, spelling, grammar, and punctuation;
- Modern office practices, procedures, terms and equipment including proficient knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;

Ability to:

- Independently manage multiple projects with demonstrated ability to complete tasks within established timeframes;
- Plan, organize, implement, and administer the Child Care Program of the District;
- Develop and monitor systems to enroll children, document attendance, collect fees, and maintain various required records.
- [YN4]Interpret, apply and explain rules, regulations, policies and procedures;
- [YN5]Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- 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:

- Bachelor's degree with 24 units in Early Childhood Education (ECE)/Child Development, including six units administration and two units adult supervision;
- A master's degree in ECE or Child/Human Development OR teaching/administrative credential with additional ECE units is also preferred.

Experience:

- Five (5) years of experience in a child care program, including two (2) years of site supervisory or administrative position performing program management and support services experience.

Licenses Required:

- Child Development Program Director Permit issued by the Commission on Teacher Credentialing;
- Valid California driver license;
- CPR and first aid certificates.

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:

This position operates in various work environments including indoor, outdoor, office, and classroom; regularly will be driving a vehicle to make site visitations and attend off site meetings as needed. The incumbent is subjected to constant interruptions and is often under severe time constraints. The noise level can vary depending upon daily activity, but will remain within moderate noise level range. The incumbent will frequently be in direct contact with the public, students, and employees.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit for extended periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach at, below and above shoulder level. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force to lift, push or pull objects. This position requires near visual acuity sufficient to read, analyze complex materials, read, and use a computer screen.

PROPOSED SALARY RANGE

Salary Range M61

Classified Management Salary Schedule

Proposed New Classification Effective 4/13/17

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT
Salary Range Placement
2016-2017 •

SALARY RANGE

Director, Classified Personnel (H30).....	M71
Director, Fiscal Services (H40)	M71
Director, Maintenance, Operations and Facilities (J50)	M65
Director, Child Development Programs (K10)	M61
Director, Information Services (J80)	M61
Director, Food Services (J20)	M55
Public Information Manager (K10)	M54
Senior Facilities Planner (J10).....	M53
Director, Purchasing (J90)	M52
Director, Transportation (J30).....	M52
Child Care Program Supervisor (K10)	M51
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51

Vacation Schedule
(12 Month Employees)
22 days per year

In addition:
\$ 1,000 per year earned for Doctorate.

- Salaries effective 7/1/15
 - 6% Retroactive Across the Board Salary Increase, Board approved 4/12/16.
- Longevity:
 - At the beginning of the 10th 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 the new plan approved by the Board of Trustees on 10/20/15.
 - 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 Board approved 10/20/15.

OCEAN VIEW SCHOOL DISTRICT
CLASSIFIED MANAGEMENT
Salary Range Placement
2016-2017

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	4,015	4,221	4,431	4,654	4,893
40	4,116	4,324	4,543	4,773	5,014
41	4,221	4,431	4,654	4,893	5,139
42	4,324	4,543	4,773	5,014	5,267
43	4,431	4,654	4,893	5,139	5,401
44	4,543	4,773	5,014	5,267	5,535
45	4,654	4,893	5,139	5,401	5,674
46	4,773	5,014	5,267	5,535	5,815
47	4,893	5,139	5,401	5,674	5,961
48	5,014	5,267	5,535	5,815	6,112
49	5,139	5,401	5,674	5,961	6,264
50	5,267	5,535	5,815	6,112	6,420
51	5,401	5,674	5,961	6,264	6,579
52	5,535	5,815	6,112	6,420	6,745
53	5,674	5,961	6,264	6,579	6,914
54	5,815	6,112	6,420	6,745	7,085
55	5,961	6,264	6,579	6,914	7,263
56	6,112	6,420	6,745	7,085	7,444
57	6,264	6,579	6,914	7,263	7,630
58	6,420	6,745	7,085	7,444	7,821
59	6,579	6,914	7,263	7,630	8,019
60	6,745	7,085	7,444	7,821	8,215
61	6,914	7,263	7,630	8,019	8,425
62	7,085	7,444	7,821	8,215	8,634
63	7,263	7,630	8,019	8,425	8,849
64	7,444	7,821	8,215	8,634	9,070
65	7,630	8,019	8,425	8,849	9,298
66	7,821	8,215	8,634	9,070	9,530
67	8,019	8,425	8,849	9,298	9,767
68	8,215	8,634	9,070	9,530	10,014
69	8,425	8,849	9,298	9,767	10,262
70	8,634	9,070	9,530	10,014	10,517
71	8,849	9,298	9,767	10,262	10,782
72	9,070	9,530	10,014	10,517	11,051
73	9,298	9,767	10,262	10,782	11,327
74	9,530	10,014	10,517	11,051	11,609
75	9,767	10,262	10,782	11,327	11,903
76	10,014	10,517	11,051	11,609	12,197
77	10,262	10,782	11,327	11,903	12,505
78	10,517	11,051	11,609	12,197	12,816
79	10,782	11,327	11,903	12,505	13,138
80	11,051	11,609	12,197	12,816	13,465

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: April 13, 2017

**SUBJECT: Agenda Item No. 18: Ratify Advance Step Placement
Keith Farrow - Accountant**

Background Information

A request for advanced step placement has been received from Director of Fiscal Services, Joseph Webber for Mr. Keith Farrow who has been offered the position of Accountant. This request is also recommended by Deputy Superintendent, Administrative Services, Michael Conroy, Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. Pursuant to Merit Rule 7.2.1.3.A.4, Advanced Step Placement (attached), the request is brought to the Personnel Commission for ratification.

Analysis

The advanced step placement request for Step 4 placement (\$5,770 per month) on the appropriate salary range for the class of Accountant (Salary Range 48, \$4,976 per month to \$6,063 per month on the Classified Bargaining Unit Salary Schedule) comes to the Commission upon the request of Director of Fiscal Services, Joseph Webber and the approvals of Deputy Superintendent, Michael Conroy, Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. The rationale for the Director's approval and recommendation for ratification by the Personnel Commission includes the candidate's 10 years of experience as an Accounting Technician in a California school district. Additionally, Ocean View's Step 4 salary of \$5,770 per month for the class would most closely match the candidate's current salary of \$5,489 per month and would also compensate for the difference in benefit costs between Ocean View and the current District. The candidate would incur out of pocket expenses for Ocean View's health and welfare benefits of approximately \$350 per month.

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

Advance Step Placement
Keith Farrow, Accountant
Page 2

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 4 (\$5,770 per month) advanced step placement of Mr. Keith Farrow, Accountant, in accord with Merit Rule 7.2.1.3.A.4.

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

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

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

A. Approval

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. Upon approval by the Director, Classified Personnel, the request is routed to the Personnel Technician who will prepare the necessary payroll information.
- 4. The approved request will be placed upon the Commission agenda for ratification.**
5. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment). Revised 2/12/04
6. A copy of the form is then placed in the employee's personnel file.



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by: Joe Webber

Date: 4/4/2017

The District has interviewed for the open vacancy in the classification of Accountant

and has selected Keith Farrow as their choice.
name of candidate

The District is requesting advanced step placement on range 48, step 4, for one or more of the following reasons:

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

2. Candidate's training and/or education exceeds that which is required. (Explain - including licenses and certificates)

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

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

Keith Farrow's current salary is \$5,489.58(see attached). With a promotion rate of a 5% increase to his monthly pay, his starting salary would be step 4 of the OVSD salary schedule, \$5,770.

4. Any other extraordinary circumstances not covered above. (Explain - Example: exceptional recruitment difficulties, or eligible clearly has exceptional qualifications above other eligibles certified)

Approval

Appointing Authority: [Signature]

Date: 4/4/17

Signatures:

Assistant Superintendent, Human Resources [Signature]

Date: 4/4/17

Director, Personnel Commission [Signature]

Date: 4/4/17

- Approved
- Denied

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: April 13, 2017

SUBJECT: Agenda Item No. 19: Removal of Names from Eligibility Lists

Background Information

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

Recently in the course of contacting eligibles for employment, it was recommended by the Director, Classified Personnel that the following eligibles be removed from eligibility lists for reasons outlined in Rule 6.1.8. These eligibles are:

Alex Saucedo
Eligibility List: 2015-33 Custodian

Travis Marsiglia
Eligibility List: 2016-20 Food Distribution Worker

The attached letters (*Commissioners only*) outline the reasons for the Director's recommendation to remove Mr. Saucedo from the Custodian Eligibility List #2015-33 and Mr. Marsiglia from the Food Distribution Worker Eligibility List #2016-20. These letters, sent to the eligibles via regular and certified mail, notified them of the eligibility lists they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their names.

Attachments:

Letter to eligible Mr. Alex Saucedo dated April 3, 2017 (*Commissioners only*)

Letter to eligible Mr. Travis Marsiglia dated April 3, 2017 (*Commissioners only*)

.....
Recommendation:

The Director, Classified Personnel recommends that Mr. Alex Saudeco be removed from Eligibility List 2015-33 Custodian and Mr. Travis Marsiglia be removed from Eligibility List 2016-20 Food Distribution Worker in accordance with Personnel Commission Rule 6.1.8.

Merit System Rules and Regulations for the Classified Service
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

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

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

(Revised 01/16/03)