



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, February 16, 2017

SPECIAL MEETING
2:00 p.m.
HUMAN RESOURCES CONFERENCE ROOM
Building B

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, FEBRUARY 16, 2017

SPECIAL MEETING

2:00 p.m.

HUMAN RESOURCES
CONFERENCE ROOM
BUILDING B

1. **CALL TO ORDER** TIME: _____ p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the January 12, 2017, Regular Personnel Commission Meeting for approval.

ACTION
Pages 1-4

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Page 5

Moved: _____
Second: _____
Vote: _____

- A. **JOB DESCRIPTIONS REVIEW/REVISIONS:**
- B. **RECRUITMENT AND TESTING - ELIGIBILITY LISTS:**
(Eligibility lists provided to Commissioners only.)

1. 2016-35 OVPP Preschool Instructional Assistant
2. 2016-36 Instructional Assistant – Special Education
3. 2016-37 Instructional Assistant – Severely Disabled
4. 2016-38 Benefits and Workers Compensation Specialist

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

January 10, 2017 – (Exhibit A)
January 24, 2017 – (Exhibit B)
February 7, 2017 – (Exhibit C)

**INFORMATION
Pages 6-11**

8. **PROPOSED NEW CLASSIFICATION – ACCOUNTANT:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the new classification, Accountant.

**ACTION
Pages 12-19
Moved: _____
Second: _____
Vote: _____**

COMMUNICATIONS

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

12. COMMISSIONER REPORTS

13. DIRECTOR AND STAFF REPORTS

14. 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 Personnel Commission Meeting
January 12, 2017**

- CALL TO ORDER** Commissioner Gooch called the January 12, 2017, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch asked Director Vellanoweth to lead the pledge of allegiance.
- ROLL CALL** Commissioners Ewing and Gooch, were present. Commissioner Pogrud was absent. Director Vellanoweth was also present.
- STAFF MEMBERS AND GUESTS** Michelle Eifert; Yvonne Nguyen; Assistant Superintendent Avila; Superintendent Hansen; Joseph Webber.
- PUBLIC COMMENTS** There were no comments from the public.
- MINUTES OF DECEMBER 8, 2016** Motion by Commissioner Ewing to approve the minutes of the December 8, 2016, Regular Personnel Commission meeting.
Seconded by Commissioner Gooch, and carried with a 2:0 vote.
- CONSENT CALENDAR** The Personnel Commission received the following items on the Consent Calendar:
A. Recruitment and Testing – Eligibility Lists
1. 2016-32 Instructional Assistant – Bilingual (Spanish)
2. 2016-33 Bus Driver
3. 2016-34 Director of Fiscal Services
Motion by Commissioner Ewing to approve the Consent Calendar.
Seconded by Commissioner Gooch, and approved 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 December 13, 2016.
- ADVANCE STEP PLACEMENT FOR HEATHER SIMPSON, SPEECH AND LANGUAGE ASSISTANT** Director Vellanoweth stated that a request had been received for an advance step placement for Heather Simpson, Speech and Language Assistant. Ms. Simpson comes to the District with extensive Applied Behavior Analysis training, a Bachelor's Degree in Communication Disorders and Deaf Education, and she has also worked as a speech therapist through the Love to Learn Consulting Program.
She currently earns \$23.00 per hour, so in order to closely match this, the District recommends an advance step placement to Step 4 on the salary schedule at \$23.141 per hour.
Motion by Commissioner Ewing to approve the Advance Step Placement for Heather Simpson, Speech and Language Assistant.
Seconded by Commissioner Gooch, and approved with a 2:0 vote.

**REMOVAL OF NAMES
FROM ELIGIBILITY
LISTS**

Director Vellanoweth explained that there are two candidates who are being recommended for removal from the eligibility lists.

One is from the Instructional Assistant – Special Education and Instructional Assistant – Severely Disabled lists. The other is from the ALC Attendant list.

Both candidates are being recommended for removal due to their lack of response to being certified for interviews.

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

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

**OCEAN VIEW SCHOOL
DISTRICT PERSONNEL
COMMISSIONER
PROCEDURES**

Commissioner Ewing stated that this information item looked very good to him. He said that he thinks it answers the questions that were asked and he feels it addresses the proper lines of communication.

Director Vellanoweth stated that the Commission rules address how individuals or groups can bring forth agenda items, but there is nothing that specifically addresses questions about the agenda, proposed agenda items, or the line of responsibility and accessibility of the Commissioners to individuals or union groups.

The document in the agenda item was a draft to address the questions that Commissioner Ewing had brought to the Director's attention. Some of the information was pulled from a handbook developed by the California School Personnel Commissioners Association and some was pulled from our District's Merit System Rules and Regulations. This would not be part of the Rules and Regulations, it would just be a procedural document.

Commissioner Ewing asked if CSEA had seen this document. Director Vellanoweth answered that they had as part of the agenda and she has not received any comments.

Commissioner Gooch suggested that we receive and file this item and keep it on hand should any questions reoccur. He added as a reminder that because the Commission is a three person entity, they are precluded by the Brown Act from casually walking out the door and discussing Commission business.

**SECOND PUBLIC
COMMENTS**

Felix Avila, Assistant Superintendent, Human Resources, welcomed the Commissioners to the 2017 year. He wanted to share with the Commissioners that in Cabinet, there has been discussion regarding some presentations to the school board. Mr. Avila extended an invitation to the Commissioners to attend the Board meeting presentation, which will inform the Board of what Human Resources and Personnel Commission do to serve the needs of the District. Mr. Avila will provide Director Vellanoweth with the date of the Board Meeting so she can notify the Commissioners.

**SECOND PUBLIC
COMMENTS
(CONTINUED)**

Mr. Avila also mentioned that he had an opportunity to have lunch with Dr. Pogrund. He would like to have lunch with Commissioner Ewing and Commissioner Gooch, separately as well, just to get to know them and learn more about the Commission and the Commissioners and their experiences with the District.

Commissioners Ewing and Gooch both expressed their pleasure at the opportunity to have lunch with Mr. Avila.

Commissioner Gooch stated that several years ago when the core mission of the Personnel Commission was reconstituted, it was fairly basic. What the Commission firmly believes in, is that their mission is to provide the departments with qualified applicants in a timely fashion in order to allow the District to complete its functions.

Superintendent Hansen welcomed the Commissioners to 2017. She added that she would like to echo what Assistant Superintendent Avila had just spoken about. It has been under her direction that the members of Cabinet bring forward to the Board of Trustees, a variety of different presentations to highlight the different departments around the District. She is pleased that Mr. Avila has decided to present both the Human Resources department and the Personnel Commission together. She added that she thought it would be wonderful if the Commissioners could all attend the Board Meeting to be introduced to the Board Members, some of whom are rather new and may not know what the functions and role of the Personnel Commission are.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing reminded everyone that the date for the next meeting is scheduled for February 9, 2017.

Commissioner Gooch had nothing to report.

**DIRECTOR AND STAFF
REPORTS**

Director Vellanoweth stated that she had given a presentation to the Classified and Certificated managers on the Merit System. She intended to present it at tonight's meeting but since Commissioner Pogrund was absent, she decided to wait until the next meeting.

Director Vellanoweth also wanted to congratulate some staff members. Bophary Ngin, Personnel Technician, received a scholarship for the Merit System Academy, which she will be starting next month. Yvonne Nguyen, Personnel Analyst, has received her certification as a Human Resources professional through the Human Resources Certification Institute and she has also been appointed Vice President of Conferences for the Personnel Testing Council.

The deadline for Classified School Employee of the Year nominations is Friday, January 13, 2017. Two nominations have been received but Director Vellanoweth is aware of several other administrators who are working on these, as well. Next week a committee will review the applications and submit their recommendations.

Director Vellanoweth also thanked Commissioner Gooch for facilitating the connection of his colleagues with Long Beach State to Ocean View. As a result, the District has a new partnership where students receive vouchers to attend the Long Beach State basketball games.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing.

Motion was seconded by Commissioner Gooch, and carried with a 2:0 vote at 4:47 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 Eifert
Personnel Assistant
DATE: February 16, 2017
SUBJECT: Agenda Item No. 6B: ELIGIBILITY LIST(S)

Background Information

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

Following are the current lists for ratification:

- | | | |
|----|---------|--|
| 1. | 2016-35 | OVPP Preschool Instructional Assistant |
| 2. | 2016-36 | Instructional Assistant – Special Education |
| 3. | 2016-37 | Instructional Assistant – Severely Disabled |
| 4. | 2016-38 | Benefits and Workers Compensation Specialist |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2016-35 through 2016-38.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: February 16, 2017

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

Background Information

At the Ocean View School District, Regular Board Meeting(s) of January 10, 2017, (Exhibit A), January 24, 2017, (Exhibit B), and February 7, 2017, (Exhibit C), the Board of Trustees received the 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 January 10, 2017, January 24, 2017, and February 7, 2017.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 10, 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>
Bowen, Gracie	School Library Specialist	Lake View	\$17.633 per hour	27.1	11/28/16
Burke-Majerus, Susan	Preschool Instructional Assistant	Oak View Preschool	\$15.582 per hour	22.1	11/29/16
Canzano, Carolyn	Child Care Attendant	Sun View	\$14.120 per hour	18.1	11/28/16
David, Janelle	Instructional Assistant	Circle View	\$15.201 per hour	21.1	11/28/16
Garcia, Kevin	Instructional Assistant – Physical Education	Multiple Sites	\$16.783 per hour	28.1	12/5/16
Hart, Julie	Instructional Assistant – ABA	Pleasant View/OVPP	\$17.205 per hour	26.1	12/1/16
Hunt, Melissa	Child Care Attendant	Hope View	\$14.120 per hour	18.1	11/28/16
Kemppainen, Maysy	School Library Specialist	Oak View	\$17.633 per hour	27.1	11/28/16
Trejo, Griselda	Child Care Attendant	Circle View	\$14.120 per hour	18.1	11/28/16
Valadarez, Teresa	Instructional Assistant	Westmont	\$15.201 per hour	21.1	11/29/16
Waale, Alexandra	Instructional Assistant	College View	\$15.201 per hour	21.1	11/29/16
Wu, Evalani	Instructional Assistant	Harbour View	\$15.201 per hour	21.1	11/16/16

**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>
Ataalla, Germin	Instructional Assistant	Substitute	\$15.201 per hour	21.1	11/29/16
	Instructional Assistant – Special Education	Substitute	\$15.582 per hour	22.1	11/29/16
	Instructional Assistant – Severely Disabled	Substitute	\$16.783 per hour	25.1	11/29/16
	Instructional Assistant – Physical Education	Substitute	\$16.783 per hour	25.1	11/29/16
	Instructional Assistant – Adapted Physical Education	Substitute	\$16.783 per hour	25.1	11/29/16
Aviles, Nelson	Custodian	Substitute	\$17.059 per hour	28.1	11/28/16
	Maintenance/Grounds Helper	Substitute	\$17.059 per hour	28.1	11/28/16
	Head Custodian	Substitute	\$18.821 per hour	32.1	11/28/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 10, 2017

**Approve Substitute Employment - Continued
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>
Awadallah, Antwan	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education	Substitute Substitute Substitute Substitute Substitute	\$15.201 per hour \$15.582 per hour \$16.783 per hour \$16.783 per hour \$16.783 per hour	21.1 22.1 25.1 25.1 25.1	11/29/16 11/29/16 11/29/16 11/29/16 11/29/16
Cortez, Emmanuel	Custodian Maintenance/Grounds Helper Head Custodian	Substitute Substitute Substitute	\$17.059 per hour \$17.059 per hour \$18.821 per hour	28.1 28.1 32.1	11/28/16 11/28/16 11/28/16
Henry, Alvina	Child Care Attendant	Substitute	\$14.120 per hour	18.1	12/1/16
Lopez Villa, Hector	Custodian Maintenance/Grounds Helper Head Custodian	Substitute Substitute Substitute	\$17.059 per hour \$17.059 per hour \$18.821 per hour	28.1 28.1 32.1	11/28/16 11/28/16 11/28/16
Nigro, Vincent	Custodian Maintenance/Grounds Helper Head Custodian	Substitute Substitute Substitute	\$17.059 per hour \$17.059 per hour \$18.821 per hour	28.1 28.1 32.1	11/28/16 11/28/16 11/28/16
Raposo, Eric	Custodian Maintenance/Grounds Helper Head Custodian	Substitute Substitute Substitute	\$17.059 per hour \$17.059 per hour \$18.821 per hour	28.1 28.1 32.1	11/28/16 11/28/16 11/28/16
Suyeto, Carrie	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education	Substitute Substitute Substitute Substitute Substitute	\$15.201 per hour \$15.582 per hour \$16.783 per hour \$16.783 per hour \$16.783 per hour	21.1 22.1 25.1 25.1 25.1	11/28/16 11/28/16 11/28/16 11/28/16 11/28/16
Tapia, Sarah	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education	Substitute Substitute Substitute Substitute Substitute	\$15.201 per hour \$15.582 per hour \$16.783 per hour \$16.783 per hour \$16.783 per hour	21.1 22.1 25.1 25.1 25.1	11/29/16 11/29/16 11/29/16 11/29/16 11/29/16

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 January 10, 2017

**Approve Separation - Resignation
 In accordance with Merit System Testing Procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Kaufman, Michele	Alternative Learning Center Attendant	Mesa View	09/04/02	12/06/16
Madrigal Anguiano, Karina	Instructional Assistant – English Learner	Village View/Westmont	01/26/15	12/02/16
Smith, Alyssa	Instructional Assistant – ABA	Pleasant View/OVPP	09/08/16	12/01/16

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>RANGE/STEP</u>	<u>SALARY</u>	<u>EFFECTIVE DATE</u>
Morgan, Lindsey	Instructional Assistant – Severely Disabled	Lake View	25.1	\$16.783 per hour	11/28/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 24, 2017

Approve Employment In accordance with Merit System Testing Procedures:		<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Craig, Christine	Instructional Assistant – English Learner	Instructional Assistant	Lake/Village View	\$15.974 per hour	23.1	01/03/17
Do, Thomas	Instructional Assistant	Instructional Assistant	College View	\$15.201 per hour	21.1	01/09/17
Kitcullen, Donald	Instructional Assistant – English Learner	Instructional Assistant	Star View	\$15.974 per hour	23.1	12/12/16
Rodriguez, Carlos	Instructional Assistant – Bilingual	Instructional Assistant	Spring/Marine View	\$15.582 per hour	22.1	01/03/17
Simpson, Heather	Speech and Language Assistant	Speech and Language Assistant	College view	\$19.950 per hour	32.1	01/03/17
Skorheim, Laurie	Alternative Learning Center Attendant	Alternative Learning Center Attendant	Mesa View	\$14.464 per hour	19.1	01/03/17
Approve Substitute Employment						
In accordance with Merit System Testing Procedures:		<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Neilbee, Tayco	Instructional Assistant	Instructional Assistant	Substitute	\$15.201 per hour	21.1	01/03/17
	Instructional Assistant – Special Education	Instructional Assistant	Substitute	\$15.582 per hour	22.1	01/03/17
Approve Separation - Resignation						
In accordance with Merit System Testing Procedures:		<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>	
Luevanos, Victor	Custodian	Custodian	Village View	04/06/15	01/17/17	
Approve Retirement						
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>		
Wroniak, Patricia	Clerk Typist	District Office	08/25/86	12/29/16		
Approve Leave of Absence Without Pay						
In accordance with Merit System Rule 8.10:		<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>	
Alonso, Alejandra	Instructional Assistant – Bilingual	Instructional Assistant	Oak View	02/01/17	05/28/17	
Lucas, Julia	Instructional Assistant – Special Education	Instructional Assistant	Spring View	01/17/17	05/05/17	

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 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>
Fernandez, Vickie	Administrative Secretary Department Secretary Personnel Technician	Substitute Substitute Substitute	\$24,307 per hour \$22,030 per hour \$21,497 per hour	40.1 36.1 35.1	01/20/17 01/20/17 01/20/17
Pita, Raquel	Instructional Assistant Instructional Assistant – Bilingual (Spanish)	Substitute Substitute	\$15,201 per hour \$15,582 per hour	21.1 22.1	01/11/17 01/11/17

**Approve Separation - Resignation
In accordance with Merit System Testing Procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Cross, Misty	Instructional Assistant – Special Education	Circle View	03/21/16	01/10/17
Letcher, Cheri	Child Care Attendant	Golden View	05/04/15	01/20/17
Springer, Eriq	Child Care Attendant	Hope View	09/09/15	01/27/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: February 16, 2017

SUBJECT: Agenda Item No. 8: Proposed New Classification - Accountant

Background Information

In December 2016, it was proposed by the Deputy Superintendent, Administrative Services that a classified position be established that would serve as the most senior non-management level position in the accounting series. This position would perform, among other duties, financial activities such as budget development and maintenance, analysis and forecasting, and financial report preparation.

The Director, Classified Personnel has reviewed the proposed duties and responsibilities provided by the Deputy Superintendent and has determined that these are appropriate to assign to a classified bargaining unit position. However, there is currently no classification established that encompasses the duties, responsibilities and qualifications required.

Analysis

The Director and Analyst researched and collected 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 worked with the Deputy Superintendent, Administrative Services and the Director, Fiscal Services, to develop a job classification and description entitled Accountant, which accurately describes the duties, responsibilities and qualifications that are required.

Salary

Comparable classifications in other districts are as follows:

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary</i>
Huntington Beach Union High School District	Senior Accountant	\$8,844
Garden Grove Unified	Accountant	\$8,175
Brea-Olinda Unified	Financial & Payroll Specialist	\$7,404
Fountain Valley Elementary	Accountant	\$6,354
Newport-Mesa Unified	Accountant	\$6,330

Tustin Unified	Computer Accounting Specialist I	\$6,249
Fullerton Joint Union High School	Accountant	\$6,130
Santa Ana Unified	Categorical Budget Analyst	\$6,115
Magnolia Elementary	Fiscal Services Technician IV	\$5,892
Los Alamitos Unified	Business Services Specialist	\$5,881
Westminster Elementary	Accountant	\$5,525

Median Salary: \$6,249

It is the Director’s recommendation to place the new classification in the Accounting Series of classifications at Salary Range 48, \$4,976 to \$6,063 per month on the Classified Bargaining Unit Salary Schedule.

This recommended salary will:

- 1) Establish the salary just below the median of districts surveyed with positions that have comparable requirements,
- 2) Provide for internal equity with other positions in the District with comparable levels of skill and responsibility, and
- 3) Provide an appropriate occupational/salary hierarchy within the Accounting job series.

Other Considerations

This proposed classification, job description, and corresponding salary have been reviewed and recommended by the Deputy Superintendent, Administrative Services and the Director, Fiscal Services, and have been shared with the classified employee union, CSEA.

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Recommendation:

The Director recommends that the Personnel Commission review, discuss and approve the proposed job classification and description for Accountant. It is also recommended that the new classification be assigned to the Accounting Series of Classifications and placed at Salary Range 48, \$4,976 to \$6,063 per month on the Classified Bargaining Unit Salary Schedule, and be eligible for overtime compensation in accord with Education Code 45128.

Attachments: Draft of proposed classification Accountant, dated 2/16/17
Classified Bargaining Unit Salary Schedule Draft



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

Accountant

JOB SUMMARY:

Under administrative direction, plans, coordinates, organizes, and participates in professional accounting and budgeting in District accounting and fiscal record management; calculates financial projections; performs a variety of complex, technical accounting functions; assists in preparation of District budget; develops and prepares a variety of financial reports to the Board, County, State and Federal government; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

The Accountant is the most senior non-management level position in the accounting series. This position performs financial activities such as budget development and maintenance, analysis and forecasting, financial report preparation, and position control; plans, organizes and participates in District accounting and fiscal record management; performs a variety of complex, technical accounting functions; prepares and maintains a variety of State, Federal and District financial records and reports. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Fiscal 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:

- Analyzes a variety of fiscal data and specific accounting operations (e.g. budgets, mandatory financial reports, statistical analyses, grants, project proposals, contracts, reports, data, etc.).
- Performs complex and technical accounting work with revenues, expenditures and special program/project funds; prepares analyses, schedules, journal vouchers and reconciliations to produce accurate periodic financial reports in accordance with GAAP and the State Accounting Manual;
- Calculate allocation of costs to District departments and other entities; make recommendations regarding policies, procedures and/or actions related to financial functions;
- Reconciles account balance and major postings to source documents;
- Prepare project accounting reports, projections of revenues, budget estimates, and supporting schedules;
- Review and process requests for budget adjustments;
- Prepare multi-year cash flow analysis, develop databases, answer questions, and compile special reports for departmental use in budget tracking and reporting.
- Monitor, prepare, maintain, audit, process, and compile a wide variety of financial records and information (e.g. budget, fund balances, revenue account status, journal entries, general funds,

categorical funds, procedures, reports, memos, annual financial statements, draft financial statements for auditors, letters, cash flow reports, etc.).

- Collaborate activities with other district personnel.
- Implement and inform involved parties on financial activity, reporting procedures and internal controls;
- Research discrepancies of financial information and/or documentation.
- Respond to inquiries from a variety of sources including staff, other educational institutions, funding agencies, auditors, governing board, etc.

Other Related Duties:

- Lead, guide, and/or coordinate with others;
- Assist other personnel to ensure an efficient and effective work environment;
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

SUPERVISION:

General supervision is received from the Director of Fiscal Services. Provide leadership and/or guidance and direction to subordinate positions assigned to the Fiscal Services Department.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, principles and practices of budgeting, accounting statistics, financial reporting and record keeping;
- Laws, ordinances, and regulations affecting the operation of accounting principles, and practices and their application;
- Financial and/or budgetary reports and statements for District funds;
- Principles of business administration and personnel management;
- Business math;
- Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;
- Analyze situations to define issues and draw conclusions;
- 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;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently in developing district budget and accounting systems and procedures;
- Apply analytical and statistical principles and procedures to resolve budgeting, accounting or payroll problems;
- Work with data of widely varied types and/or purposes;

- Rapidly learn the County accounting system and/or other job specific software systems;
- Objectively and accurately do original and secondary research;
- Prepare comprehensive, clear, concise reports;
- Follow complex and technical oral and written instructions with precision and exercising sound judgement;
- Confer with groups and individuals effectively explaining budgetary and fiscal planning procedures;
- Review, check, verify and/or reconcile the accuracy of accounting or payroll records;
- Adapt to changing work priorities, be attentive to detail, communicate with diverse groups, maintain a professional work environment, establish and maintain effective working relationships, maintain confidentiality, meet deadlines, set priorities, and work with detailed information/data;
- Lead and provide direction/training to office staff;
- Operate a variety of office equipment associated with making calculations and maintaining accounting records;
- 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:

- A bachelor's degree in accounting or closely related field supplemented by the completion of courses that provide at least 12 units or equivalent units in accounting from an accredited institution.
- Public school accounting experience is preferred.
- Experience in the application of data processing to accounting transactions is also preferred.

Experience:

- Four years of responsible accounting experience involving financial record-keeping, bookkeeping or accounting, financial process and reporting with responsibility for general ledgers, special funds, payroll, budget conformity, and governmental reports.

LICENSES REQUIRED:

Required to possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record.

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 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 position is continuously required to sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers. The incumbent may occasionally walk, talk, and hear. The work involves little to light physical efforts; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Proposed Salary Range 48
Classified Bargaining Unit

Proposed new classification effective: 2/16/17

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

Salary Range

ACCOUNTING SERIES

35 Senior Account Clerk
 37 Accounting Technician
 37 Payroll Technician
 45 Financial Analyst
48 Accountant (Proposed)

CHILD CARE SERIES

18 Child Care Attendant
 32 Child Care Program Facilitator

CLERICAL SERIES

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

CUSTODIAL SERIES

28 Custodian
 32 Head Custodian

DELIVERY SERIES

31 Delivery Worker
 37 Storekeeper

FOOD SERVICE SERIES

18 Food Distribution Worker
 35 Central Kitchen Coordinator

GROUNDS SERIES

31 Groundskeeper I
 33 Grounds Equipment Operator
 34 Groundskeeper II
 35 Grounds Maintenance Worker
 37 Sprinkler Mechanic

HEALTH SERIES

26 School Health Technician

HUMAN RESOURCE SERIES

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

INSTRUCTIONAL SERIES

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

Salary Range

LIBRARY/MEDIA SERIES

27 School Library Specialist
 34 Library/Instructional Materials Technician

MAINTENANCE SERIES

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

NETWORK/COMMUNICATIONS SERIES

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

PRINTING SERIES

33 Reprographic Technician
 36 Lead Reprographic Technician

PURCHASING SERIES

34 Senior Purchasing Clerk
 38 Buyer

SECRETARIAL SERIES

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

SPECIAL PROGRAM SERIES

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

TRANSPORTATION SERIES

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

Salaries:

- 6% Retroactive Across the Board Salary Increase effective 7/1/15 and Board of Trustees approved on 4/12/16.

Longevity:

- At beginning of 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 new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.

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

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	1,947	11.591	2,047	12.182	2,149	12.792	2,257	13.430	2,372	14.120
11	1,995	11.872	2,097	12.476	2,203	13.108	2,315	13.776	2,431	14.464
12	2,047	12.182	2,149	12.792	2,257	13.430	2,372	14.120	2,493	14.837
13	2,097	12.476	2,203	13.108	2,315	13.776	2,431	14.464	2,555	15.201
14	2,149	12.792	2,257	13.430	2,372	14.120	2,493	14.837	2,617	15.582
15	2,203	13.108	2,315	13.776	2,431	14.464	2,555	15.201	2,683	15.974
16	2,257	13.430	2,372	14.120	2,493	14.837	2,617	15.582	2,752	16.376
17	2,315	13.776	2,431	14.464	2,555	15.201	2,683	15.974	2,819	16.783
18	2,372	14.120	2,493	14.837	2,617	15.582	2,752	16.376	2,891	17.205
19	2,431	14.464	2,555	15.201	2,683	15.974	2,819	16.783	2,963	17.633
20	2,493	14.837	2,617	15.582	2,752	16.376	2,891	17.205	3,037	18.083
21	2,555	15.201	2,683	15.974	2,819	16.783	2,963	17.633	3,112	18.525
22	2,617	15.582	2,752	16.376	2,891	17.205	3,037	18.083	3,190	18.981
23	2,683	15.974	2,819	16.783	2,963	17.633	3,112	18.525	3,269	19.459
24	2,752	16.376	2,891	17.205	3,037	18.083	3,190	18.981	3,351	19.950
25	2,819	16.783	2,963	17.633	3,112	18.525	3,269	19.459	3,434	20.443
26	2,891	17.205	3,037	18.083	3,190	18.981	3,351	19.950	3,522	20.963
27	2,963	17.633	3,112	18.525	3,269	19.459	3,434	20.443	3,612	21.497
28	3,037	18.083	3,190	18.981	3,351	19.950	3,522	20.963	3,702	22.030
29	3,112	18.525	3,269	19.459	3,434	20.443	3,612	21.497	3,792	22.572
30	3,190	18.981	3,351	19.950	3,522	20.963	3,702	22.030	3,888	23.141
31	3,269	19.459	3,434	20.443	3,612	21.497	3,792	22.572	3,985	23.718
32	3,351	19.950	3,522	20.963	3,702	22.030	3,888	23.141	4,084	24.307
33	3,434	20.443	3,612	21.497	3,792	22.572	3,985	23.718	4,185	24.911
34	3,522	20.963	3,702	22.030	3,888	23.141	4,084	24.307	4,290	25.536
35	3,612	21.497	3,792	22.572	3,985	23.718	4,185	24.911	4,398	26.175
36	3,702	22.030	3,888	23.141	4,084	24.307	4,290	25.536	4,507	26.830
37	3,792	22.572	3,985	23.718	4,185	24.911	4,398	26.175	4,621	27.503
38	3,888	23.141	4,084	24.307	4,290	25.536	4,507	26.830	4,738	28.204
39	3,985	23.718	4,185	24.911	4,398	26.175	4,621	27.503	4,854	28.895
40	4,084	24.307	4,290	25.536	4,507	26.830	4,738	28.204	4,976	29.619
41	4,185	24.911	4,398	26.175	4,621	27.503	4,854	28.895	5,100	30.356
42	4,290	25.536	4,507	26.830	4,738	28.204	4,976	29.619	5,228	31.115
43	4,398	26.175	4,621	27.503	4,854	28.895	5,100	30.356	5,357	31.893
44	4,507	26.830	4,738	28.204	4,976	29.619	5,228	31.115	5,492	32.695
45	4,621	27.503	4,854	28.895	5,100	30.356	5,357	31.893	5,632	33.524
46	4,738	28.204	4,976	29.619	5,228	31.115	5,492	32.695	5,770	34.346
47	4,854	28.895	5,100	30.356	5,357	31.893	5,632	33.524	5,914	35.203
48	4,976	29.619	5,228	31.115	5,492	32.695	5,770	34.346	6,063	36.088
49	5,100	30.356	5,357	31.893	5,632	33.524	5,914	35.203	6,215	36.995
50	5,228	31.115	5,492	32.695	5,770	34.346	6,063	36.088	6,372	37.920