



# OCEAN VIEW SCHOOL DISTRICT

## PERSONNEL COMMISSION

### AGENDA

Thursday, January 12, 2017

**REGULAR MEETING**  
**4:30 p.m.**  
**Board Room**  
**Building A**

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

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

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

**THURSDAY, JANUARY 12, 2017**  
**REGULAR MEETING**  
**4:30 p.m.**  
**BOARD ROOM, BUILDING A**

1. **CALL TO ORDER** TIME: \_\_\_\_\_ p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the December 8, 2016, Regular Personnel Commission Meeting for approval.

**ACTION**  
**Pages 1-3**  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**COMMISSION BUSINESS**

6. **CONSENT CALENDAR** - The Personnel Commission will receive the following items on the Consent Calendar:
  - A. **JOB DESCRIPTIONS REVIEW/REVISIONS:**
  - B. **RECRUITMENT AND TESTING - ELIGIBILITY LISTS:**  
*(Eligibility lists provided to Commissioners only.)*
    1. 2016-32 Instructional Assistant – Bilingual (Spanish)
    2. 2016-33 Bus Driver
    3. 2016-34 Director of Fiscal Services

**ACTION**  
**Page 4**  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

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:

**INFORMATION**  
**Pages 5-7**

December 13, 2016 – (Exhibit A)

- 8. **ADVANCE STEP PLACEMENT FOR HEATHER SIMPSON, SPEECH AND LANGUAGE ASSISTANT:** The Personnel Commission will receive the Director's recommendation to ratify the advance step placement for Heather Simpson, Speech and Language Assistant. *(Wage verification provided to Commissioners only.)* **ACTION**  
**Pages 8-10**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**
  
- 9. **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 Personnel Commission Rule 6.1.8. *(Letters provided to Commissioners only.)* **ACTION**  
**Pages 11-13**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**
  
- 10. **OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSIONER PROCEDURES:** The Personnel Commission will receive for information and discussion, a draft of Ocean View School District Personnel Commissioner Procedures. **INFORMATION AND DISCUSSION**  
**Pages 14-16**

**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](http://www.ovsd.org). Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. For information call (714) 847-2551, 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  
December 8, 2016**

- CALL TO ORDER** Commissioner Ewing called the December 8, 2016, Regular Personnel Commission Meeting to order at 4:31 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing asked Commissioner Gooch to lead the pledge of allegiance, and asked that everyone keep in mind the date of December 7, 1941, in memory of Pearl Harbor.
- ROLL CALL** Commissioners Ewing, Gooch, and Pogrund were present. Director Vellanoweth was also present.
- STAFF MEMBERS AND GUESTS** Michelle Eifert; Yvonne Nguyen; Bophary Ngin; Steve Hunter; Jason Bozarth; Ann Horton; Felix Avila; Phi Tran; and Sandy Vaughan.
- ELECTION OF OFFICERS** In accordance with Merit Rule 2.1.6, Chairman Ewing opened nominations for officers of the Personnel Commission.
- Chair: Commissioner Gooch nominated Commissioner Pogrund as Chair. Seconded by Commissioner Ewing, and carried with a 2:0 vote.
- Commissioner Pogrund was elected as Chair for the Personnel Commission.
- Vice-Chair: Commissioner Ewing nominated Commissioner Gooch as Vice-Chair. Seconded by Commissioner Pogrund, and carried with a 2:0 vote.
- Commissioner Gooch was nominated as Vice-Chair for the Personnel Commission.
- PUBLIC COMMENTS** Steve Hunter, CSEA President, announced he is coming to the end of his term as CSEA President and wanted to express his gratitude for the service of all of the Commissioners and for their willingness to work with CSEA.
- Commissioner Pogrund added that on behalf of the Commission, he appreciates the investment of CSEA to the District and stated that it has been great working with Mr. Hunter this last year.
- Commissioner Ewing thanked Mr. Hunter and Mr. Bozarth for their confidence in reappointing him as the CSEA appointee to the Commission for another term.
- Jason Bozarth, CSEA President-Elect, had just been informed that United States Senator and astronaut John Glenn passed away, and so he requested a moment of silence.
- MINUTES OF OCTOBER 13, 2016** Motion by Commissioner Gooch to approve the minutes of the October 13, 2016, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing, and carried with a 3:0 vote.

**CONSENT CALENDAR** The Personnel Commission received the following items on the Consent Calendar:

- A. Recruitment and Testing – Eligibility Lists
1. 2016-22 Instructional Assistant – Sign Language
  2. 2016-23 Instructional Assistant – Special Education
  3. 2016-24 Instructional Assistant – Severely Disabled
  4. 2016-25 Bus Driver
  5. 2016-26 Speech and Language Assistant
  6. 2016-27 Child Care Attendant
  7. 2016-28 Instructional Assistant
  8. 2016-29 School Library Specialist
  9. 2016-30 Instructional Assistant – Physical Education
  10. 2016-31 Clerk Typist

Motion by Commissioner Ewing to approve the Consent Calendar.

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

**CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meeting of October 5, 2016, October 18, 2016, November 1, 2016, and November 15, 2016.

**REMOVAL OF NAME FROM ELIGIBILITY LISTS** Director Vellanoweth explained that she had a telephone conversation with the individual and mailed out a letter, as well, advising that their name was being removed from the eligibility lists.

Commissioner Gooch followed up on previous discussions regarding the removal of names from eligibility lists for failing to include all information, and asked if there were strongly worded notifications advising applicants ahead of time to include all information. Director Vellanoweth answered yes, there is certain wording on the applications that informs applicants of this.

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

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

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

**COMMISSIONERS' REPORTS** Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for January 12, 2017, and he would be out of town at that time.

Commissioner Ewing also thanked Mr. Bozarth for the email that he sent, but he could not respond at this time because Mr. Ewing believes there are some things that all of the Commissioners and the Director need to speak about. He will ask the Director to place an item on the next month's agenda.

Commissioner Poggrund congratulated Commissioner Ewing on his reappointment.

Commissioner Gooch wished everyone a safe and happy holiday and a merry Christmas.

**DIRECTOR AND STAFF  
REPORTS**

Director Vellanoweth congratulated Commissioner Pogrund on his election to the Chair. She also congratulated Commissioner Ewing on his reappointment to the Personnel Commission by CSEA.

Director Vellanoweth announced that the District is currently accepting CSEY (Classified School Employees of the Year) nominations through January 13, 2017. There are six categories in which employees can be nominated, and it is hoped that nominations for each of the categories will be received. There have been two stated wide winners in the last four to five years.

She congratulated Gina Clayton-Tarvin for her re-election and to Norman Westwell for his appointment to the Board of Trustees.

Director Vellanoweth communicated the District's excitement about the passing of the bond issue, Measure R, and a settlement agreement between Rainbow Environmental Services and the District.

She also stated that she had prepared a survey about the Merit System and the Personnel Commission, trying to ascertain from the District leadership what their questions are about the Merit System and the Personnel Commission. She is working on a Q&A PowerPoint presentation to try to publicize information about the Personnel Commission and create a better understanding of what we do.

She also extended her wishes to the Commissioners for a happy holiday with their families.

**ADJOURNMENT**

Commissioner Pogrund asked for a motion to adjourn.

Motion by Commissioner Ewing.

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

---

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

---

Date

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** January 12, 2017  
**SUBJECT: Agenda Item No. 7B: 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. 2016-32 Instructional Assistant – Bilingual (Spanish)
2. 2016-33 Bus Driver
3. 2016-34 Director, Fiscal Services

---

## Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2016-32 through 2016-34.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

**Memo**

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** January 12, 2017

**SUBJECT: Agenda Item No. 8: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

**Background Information**

At the Ocean View School District, Regular Board Meeting(s) of December 13, 2016, (Exhibit A), 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.

.....  
**Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of December 13, 2016.



OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 December 13, 2016

**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>
Dubon, Nga	School Library Specialist	Harbour View	\$17,633 per hour	27.1	11/15/16
Lopez, Stephanie	Instructional Assistant – Severely Disabled	Sun View	\$16,783 per hour	25.1	11/08/16
Moyer, Lori	Food Distribution Worker	Mesa View	\$14,120 per hour	18.1	10/26/16

**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>
Bergstrom Dunn, Ingegerd	Instructional Assistant	Substitute	\$15,201 per hour	21.1	11/07/16
	Instructional Assistant – Special Education	Substitute	\$15,582 per hour	22.1	11/07/16
	Instructional Assistant – Severely Disabled	Substitute	\$16,783 per hour	25.1	11/07/16
	Instructional Assistant – Physical Education	Substitute	\$16,783 per hour	25.1	11/07/16
	Instructional Assistant – Adapted Physical Education Clerk Typist	Substitute	\$16,783 per hour	25.1	11/07/16
		Substitute	\$15,974 per hour	23.1	11/07/16
Do, Thomas,	Instructional Assistant	Substitute	\$15,201 per hour	21.1	11/17/16
	Instructional Assistant – Special Education	Substitute	\$15,582 per hour	22.1	11/17/16
	Instructional Assistant – Severely Disabled	Substitute	\$16,783 per hour	25.1	11/17/16
	Instructional Assistant – Physical Education	Substitute	\$16,783 per hour	25.1	11/17/16
	Instructional Assistant – Adapted Physical Education	Substitute	\$16,783 per hour	25.1	11/17/16
Garrido, Laura	Food Distribution Worker	Substitute	\$14,120 per hour	18.1	11/07/16
Kerr, Julie	Food Distribution Worker	Substitute	\$14,120 per hour	18.1	11/08/16
Mitzner, Linda	Food Distribution Worker	Substitute	\$14,120 per hour	18.1	11/07/16
Sandoval, Sean	Instructional Assistant	Substitute	\$15,201 per hour	21.1	11/17/16
	Instructional Assistant – Special Education	Substitute	\$15,582 per hour	22.1	11/17/16
	Instructional Assistant – Severely Disabled	Substitute	\$16,783 per hour	25.1	11/17/16
	Instructional Assistant – Physical Education	Substitute	\$16,783 per hour	25.1	11/17/16
	Instructional Assistant – Adapted Physical Education	Substitute	\$16,783 per hour	25.1	11/17/16

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 December 13, 2016

**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>
Burns, Tina	Instructional Assistant – ABA	Pleasant View	01/13/14	10/24/16
Rojas, Priscilla	Child Care Attendant	Golden View	09/07/16	11/03/16
Smith, Alyssa	Instructional Assistant – ABA	Pleasant View	09/08/16	11/17/16

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** January 12, 2017

**SUBJECT: Agenda Item No. 8: Ratify Advance Step Placement  
Heather Simpson – Speech & Language Assistant**

---

## Background Information

A request for advanced step placement has been received from Executive Director of Special Education, Melissa Hurd, for Ms. Heather Simpson who has been offered and accepted a position for Speech and Language Assistant. This request is also recommended by 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 (\$23.141 per hour) on the appropriate salary range for the class of Speech and Language Assistant (Salary Range 32, \$19.950/hour to \$24.307/hour) comes to the Commission upon the request of Executive Director, Special Education, Melissa Hurd and with the approval of 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 include the candidate's extensive applied behavior analysis training and her Bachelor's Degree in Communication Disorders and Deaf Education. Additionally, Ocean View's Step 4 salary rate of \$23.141 per hour for the class would most closely match the candidate's current rate of \$23.000 per hour.

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

---

## Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Range 32, Step 4 (\$23.141 per hour) advanced step placement of Ms. Heather Simpson, Speech and Language Assistant, 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: Melissa Hurd, Executive Director of Special Education Date: December 2, 2016

The District has interviewed for the open vacancy in the classification of Speech & Language Assistant

and has selected Heather Simpson as their choice.  
*name of candidate*

The District is requesting advanced step placement on range 23, step 4, for one or more of the following reasons:

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

Candidate has extensive applied behavior analysis (ABA) training  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Candidate has a Bachelor's Degree in Communication Disorders and Deaf Education.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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).

Candidate's hourly rate in her current position providing speech therapy through Love 2 Learn Consulting LLC is \$23.00/hour. This is the average hourly rate paid to speech therapists in outside agencies.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: 12/12/16  
Signatures: Assistant Superintendent, Human Resources [Signature] Date: 12/13/16  
Director, Personnel Commission [Signature] Date: 12/12/16

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:** January 12, 2017

**SUBJECT:** Agenda Item No. 9: 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:

Desiree Glaze		
Eligibility Lists:	2016-23	Instructional Assistant – Special Education
	2016-24	Instructional Assistant – Severely Disabled

Roberta Yee		
Eligibility List:	2016-16	ALC Attendant

The attached letters (*Commissioners only*) outline the reasons for the Director's recommendation to remove Ms. Glaze and Ms. Yee from the above mentioned eligibility lists.

These letters, sent to the eligibles via certified mail, notified them of the eligibility lists they were being removed from, and the reasons 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 Ms. Desiree Glaze dated December 14, 2016  
(*Commissioners only*)

Letter to eligible Ms. Roberta Yee dated January 3, 2017  
(*Commissioners only*)

.....  
Recommendation:

The Director, Classified Personnel recommends that:

- Ms. Desiree Glaze be removed from Eligibility Lists 2016-23 Instructional Assistant-Special Education and 2016-24 Instructional Assistant-Severely Disabled in accordance with Personnel Commission Rule 6.1.8.
- Ms. Roberta Yee be removed from Eligibility List 2016-16 ALC Attendant 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)*



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** January 12, 2017

**SUBJECT: Agenda Item No. 10: Information Only – Draft Ocean View School District Personnel Commissioner Procedures**

---

## Background Information

At the December 8, 2016 Personnel Commission meeting, Commissioner Ewing addressed an email he received from CSEA President-Elect Mr. Jason Bozarth. Mr. Ewing commented that he could not respond at that time as there were some things that all of the Commissioners and Director should speak about. Commissioner Ewing asked that the Director place an item on the January 2017 agenda.

Based upon Commissioner Ewing's request, the attached document is being presented as information only. This document is a preliminary draft of internal procedures for Ocean View School District Personnel Commissioners. This initial draft could potentially be included in an inclusive Commissioner Handbook.

Attachments: Draft – OVSD Personnel Commissioner Procedures

---

## Recommendation

The Director recommends that the Commission review and discuss the information presented.

**Authority of Commissioners (PC Rule 2.1.9)**

The Commission was created by law to provide impartiality in the administration of the provisions of the law that govern merit systems. Commissioners are appointed by the District and the classified employees bargaining representatives and their points of view should be considered. However, Commissioners are independent and impartial and should seek to apply that standard to all deliberations and actions. Commission and staff should seek to maintain open, cooperative and effective communication with both the appointing entities.

The Commission has a threefold responsibility:

1. To cooperate with the governing board and administrators in the quest for competent employees and good personnel administration
2. To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping good workers in the service of the jurisdiction
3. To see that classified employees receive fair and equitable treatment.

This three-way division of responsibilities sometimes places commissioners in the position of being mediators between the conflicting interests of employees, management, and the general public. They must make decisions which are fair and which contribute to the overall goal of a personnel program based on merit.

Personnel Commissioners have no independent authority in making decisions, recommendations, etc. to management or employees. Every action must be approved by the Commission as a whole.

**Agenda Materials**

Information on potential agenda items of interest to district administration and/or union leadership, insofar as possible, will be shared by the Director, Classified Personnel with these groups prior to agenda publication. Interested parties are encouraged to consult with the Director allowing for questions and concerns to be resolved prior to items being placed on the agenda.

The Director and the Commission chair shall review the Commission agenda prior to publication to discuss potential questions or concerns.

District administrators, union representatives, employees, or members of the public who have questions or concerns regarding any item placed on the Personnel Commission agenda are encouraged to consult with the Director, Classified Personnel prior to the Commission meeting. Individual Commissioners will, insofar as possible, also work to let the Director and staff know ahead of time when a request for information will be made in a public meeting so the Director can be prepared to provide a thorough response.

**Line of Responsibility**

Personnel Commissions make policy. The Director, Classified Personnel and staff members make the day-to-day operating decisions and establish methods to ensure the efficient operation of the department.

The Director, acting as Secretary to the Commission, shall issue and receive all notifications on its behalf. The legal relationship of the Director, Classified Personnel and the Commission is similar to that of the district superintendent to the governing board of trustees.

Keep in mind that Commissioners have no individual authority to fix problems, or make recommendations and decisions. Complaints or concerns regarding Commission functions should be communicated directly to the Director or Commission staff. Requests for information and matters requiring action by the Commission made to individual Commissioners shall also be referred to the Director, Classified Personnel. It is the Director's responsibility to keep the Commissioners informed of major personnel problems and disputed issues through briefings, concise reports, and recommendations so that Commissioners can make intelligent policy decisions as a group at official meetings.

### **Commissioner Accessibility**

Commissioners, who are charged with serving the public interest, are encouraged to maintain open lines of communications with all stakeholders and to promote the philosophy of the merit system.

While the Commissioner must try to be aware of different interests, they cannot advocate any single special interest or need. Therefore, care should be taken with the individual relationships and discussions between Commissioners and stakeholders which may be perceived as favoritism or a Commissioner providing advice that could be erroneously interpreted as Commission policy.

All public statements in the name of the Commission should be made by the Commission Chair, or if appropriate, by the Director. When speaking to community groups, the media, or to the public, the individual Commission members have a responsibility to identify personal viewpoints as such and not as the view of the Commission.