



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, September 13, 2018

REGULAR MEETING

4:30 p.m.
Board Room
Building A

Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 - 2018

PERSONNEL COMMISSION:

Daniel Gooch, Chair
Bob Ewing, Vice-Chair
Lance Bidnick, Member

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

THURSDAY, SEPTEMBER 13, 2018
4:30 P.M.

REGULAR MEETING
BOARD ROOM
BUILDING A

1. **CALL TO ORDER** **TIME:** _____ p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the Regular Personnel Commission Meeting of August 9, 2018.

ACTION
Pages 1-3
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Page 4
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

B. RECRUITMENT AND TESTING:

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

- 2018-12 Food Service Worker
- 2018-13 Lead Reprographic Technician
- 2018-14 Instructional Assistant – English Learner
- 2018-15 School Office Clerk
- 2018-16 Payroll Technician
- 2018-17 Lead Evening Custodian
- 2018-18 Network Systems Manager
- 2018-19 Instructional Assistant – Physical Education

- | | | |
|-----|--|--|
| 7. | CLASSIFIED ACTIVITY LISTS: The Personnel Commission will receive for information the following Classified Activity List received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting of: • August 14, 2018 – Exhibit A | INFORMATION
Pages 5-6 |
| 8a. | PERSONNEL COMMISSION DISCUSSION AND POTENTIAL ANNOUNCEMENT OF THE PERSONNEL COMMISSIONER’S JOINT APPOINTEE TO THE PERSONNEL COMMISSION: The appointee of the Board of Trustees and the appointee of the classified employees will discuss and potentially announce their intended Joint Appointee to the Personnel Commission prior to September 30, 2018. | DISCUSSION
Pages 7-11 |
| 8b. | If the Personnel Commission does announce the name of their intended appointee to the Personnel Commission at the September 13, 2018, meeting, it is further recommended that the Personnel Commission discuss and vote upon the date to hold the required public hearing, which will be held to take public input into consideration concerning their appointment decision. | ACTION
Moved: _____
Second: _____
Vote: _____ |
| 9. | ADVANCE STEP PLACEMENT – JAIRO BOJORQUEZ, LEAD REPROGRAPHIC TECHNICIAN: The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Jairo Bojorquez, Lead Reprographic Technician. | ACTION
Pages 12-14
Moved: _____
Second: _____
Vote: _____ |
| 10. | REMOVAL OF NAMES FROM ELIGIBILITY LISTS: The Personnel Commission will receive the Director’s recommendation to remove the names of four candidates from eligibility lists in accordance with Merit System Rule 6.1.8. <i>(Copy of letters provided to Commissioners only.)</i> | ACTION
Pages 15-17
Moved: _____
Second: _____
Vote: _____ |
| 11. | 2018 AALRR EDUCATION LAW CONFERENCE: The Personnel Commission will receive the Director’s recommendation to approve the attendance of the Director, Classified Personnel at the 2018 AALRR Education Law Conference. | ACTION
Pages 18-19
Moved: _____
Second: _____
Vote: _____ |

COMMUNICATIONS

- 12. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
- 13. **COMMISSIONER REPORTS**
- 14. **DIRECTOR AND STAFF REPORTS**

15. ADJOURNMENT

TIME: _____

Moved: _____

Second: _____

Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and available 72 hours in advance of each regular meeting. Items for agenda MUST be submitted to the Personnel Director no later than the end of the working day on the Wednesday preceding the next Commission Meeting. For information call (714) 847-2551 extension 1400 or 1401.

“THE OCEAN VIEW SCHOOL DISTRICT INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL THE DIRECTOR, CLASSIFIED PERSONNEL 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (714) 847-2551 EXTENSION 1400.”

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
August 9, 2018**

CALL TO ORDER Commissioner Gooch called the August 9, 2018, Regular Personnel Commission Meeting to order at 4:32 p.m.

PLEDGE OF ALLEGIANCE Phi Tran led the pledge of allegiance.

ROLL CALL All Commissioners were present. Director Vellanoweth was present.

STAFF MEMBERS AND GUESTS Michelle Eifert; Bophary Ngin; Phi Tran; Gingi Borg; Felix Avila

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF JULY 12, 2018 Motion by Commissioner Ewing to approve the minutes of the July 12, 2018, Regular Personnel Commission meeting.

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

CONSENT CALENDAR The following job description reviews were received on the Consent Calendar:

A. Job Description Reviews/Revisions:

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

B. Recruitment and Testing – Eligibility Lists

- 2018-05 Senior Account Clerk
- 2018-06 Locksmith
- 2018-07 Maintenance Worker
- 2018-08 Lead Mechanic
- 2018-09 Instructional Assistant – Special Education
- 2018-10 Instructional Assistant – Severely Disabled
- 2018-11 Child Care Attendant

Motion by Commissioner Bidnick to approve the Consent Calendar.

Seconded by Commissioner Ewing and carried with a 3:0 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 July 10, 2018.

MINUTES OF THE AUGUST 9, 2018 PERSONNEL COMMISSION MEETING – PAGE 2

**ADVANCE STEP
PLACEMENT –
HENRY
VILLAGRANA,
LEAD MECHANIC**

Director Vellanoweth explained that a request for advance step placement was received from the Director of Transportation, Gingi Borg, for Henry Villagrana, who had been offered and accepted the position of Lead Mechanic. The rationale for the request include demonstrated difficulty in attracting qualified candidates as well as Mr. Villagrana’s extensive experience, training, and certifications as a mechanic. Director Vellanoweth recommends advance step placement to step 3, \$5,254 per month on the classified salary schedule.

Motion by Commissioner Ewing to approve the Advance Step Placement – Henry Villagrana, Lead Mechanic.

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

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, stated that CSEA is in support of the advance step placement for Mr. Villagrana. CSEA continues its negotiations with the District. Mr. Tran returned last week from a CSEA statewide conference. Three delegates from Ocean View’s chapter attended and there were 1,700 delegates in total from all the school district’s in the state of California. Approximately ten districts are moving forward to adopt the Merit System. An online voting system resolution was passed which means members can vote online on contracts and other MOUs. A new “I’m In” campaign will be pushed out which will show classified employees what the value of unions is all about. Mr. Tran expressed his gratitude to the Commissioners for working with CSEA and looks forward to a new school year.

Felix Avila, Assistant Superintendent, Human Resources, stated that it has been a very busy and exciting summer. The Personnel Commission staff has been working hard on recruiting. He extended his appreciation to Director Vellanoweth and the staff for the work they have been doing. As we try to continue to work together and collaborate, he believes some very good people are being brought on board. With these new people, he believes the District will start to see a change with how work is done because they have new skills, different experiences, and he feels they can help move the District into a new direction. He also extended his appreciation for the approval for the advance step placement for the new Lead Mechanic.

**COMMISSIONER
REPORTS**

Commissioner Bidnick had nothing to report.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for September 13, 2018.

Commissioner Gooch asked that whomever motions for the meeting to adjourn, do so in honor of Vietnam veterans.

DIRECTOR AND STAFF REPORTS

Director Vellanoweth stated that the Personnel Commission staff has been working very diligently. As reflected in the recruitment update provided to the Commissioners, there are still 64 openings across 28 classifications. Many positions have been filled and there have also been many promotions. In addition, it has been a very busy payroll month with new hires, transfers, and extended school year temporary assignments.

Director Vellanoweth also mentioned to the Commissioners in her monthly memo about possibly postponing the October meeting. The Commissioners checked their calendars and had no problem with this. Additionally, Director Vellanoweth mentioned that Commissioner Gooch has expressed his interest in being reappointed to the Commission. At the September Personnel Commission meeting an announcement should be made for the joint appointee. Within 30 to 45 days from the announcement, a public hearing needs to take place. Director Vellanoweth noticed that according to the Personnel Commission meeting date calendar, between the September 13 and the October 11, meeting there are only 28 days. This does not fall within the timeframe that is outlined in the Education Code. She asked if the October meeting could be rescheduled for the following week on October 18. The Commissioners checked their calendars and this is fine with all of them.

Director Vellanoweth stated that Return to Work packets are being coordinated to send out to all classified employees. In addition, Reasonable Assurance letters are being prepared to send out to all classified substitutes.

She mentioned that the Personnel Office would like to move forward with the electronic distribution of our Merit Rules. The Personnel Commission office likes to mirror the way the Superintendent's office distributes and prepares its Board Agendas and Board Policies.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting in honor of Vietnam veterans.

Motion was seconded by Commissioner Bidnick, and carried with a 3:0 vote at 4:52 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: September 13, 2018
SUBJECT: Agenda Item No. 6.B.: 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:

- 2018-12 Food Service Worker
- 2018-13 Lead Reprographic Technician
- 2018-14 Instructional Assistant – English Learner
- 2018-15 School Office Clerk
- 2018-16 Payroll Technician
- 2018-17 Lead Evening Custodian
- 2018-18 Network Systems Manager
- 2018-19 Instructional Assistant – Physical Education

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2018-12 through 2018-19.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 13, 2018

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

Background Information

At the Ocean View School District, Regular Board Meeting(s) of August 14, 2018, (Exhibit A), 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 August 14, 2018.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 August 14, 2018

Approve Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>SITE</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Ha, Khoa	Senior Account Clerk	\$3,721.00 per month	District Office	35.1	08/01/18
Sosa, Angela	Custodian	\$19,560 per hour	Harbour View	28.1	08/15/18
Villagrana, Henry	Lead Mechanic	\$4,760.00 per month	Transportation	45.1	08/15/18
Zeitlin, Avital	Locksmith	\$4,208.00 per month	Facilities	40.1	08/15/18

Approve Substitute Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>STATUS</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Nunez, Angel	Custodian	\$18,629 per hour	Substitute	28.1	07/03/18
Reyes, Jose	Bus Driver	\$20,552 per hour	Substitute	32.1	06/25/18

Approve Promotion
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>SITE</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Morones Ramirez, Oscar	Maintenance Worker	\$3,538.00 per month	Facilities	33.1	08/15/18

Approve Reclassification
In accordance with Merit System Rule 3.3.4

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>SITE</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Tran, Phi	Network Systems Specialist	\$6,092.00 per month	District Office	47.5	07/13/18

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>
Canzano, Carolyn	Child Care Attendant	Star View	11/28/16	08/06/18
D'Angelo, Fernanda	Food Service Worker	Golden View	10/17/16	06/20/18
Ortiz, Jose	Instructional Assistant – Physical Education	Multiple Sites	09/22/16	06/19/18
Petrovich, Heather	Lead Food Service Worker	Marine View	06/04/07	06/20/18
Saavedra-Monroe, Sylvia	Preschool Instructional Assistant	Pleasant View	09/20/07	06/20/18

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director of Classified Personnel

DATE: September 13, 2018

SUBJECT: **Agenda Item No. 8a and 8b :Personnel Commission Potential
Announcement of the Personnel Commissioner's Joint Appointee to the
Personnel Commission**

Background Information

The three (3) year term of office of Personnel Commissioner Daniel Gooch expires on December 1, 2018. As required by Merit Rule 2.1.5 Personnel Commissioner's Appointment Procedures, joint Personnel Commissioner's appointee, Daniel Gooch, was contacted to determine if he is interested in reappointment for another three (3) year term of office. Commissioner Gooch indicated he is interested in reappointment. Merit Rule 2.1.4.C provides specifics on the actual appointment process of the Commissioner's joint appointee. The appointee of the Board of Trustees and the appointee of the classified employees may discuss and publicly announce the name of the person they intend to appoint or reappoint as the joint appointee to the Personnel Commission. The Commission may defer the discussion and public announcement to a Special (Open) meeting to be held later in September. If no public announcement of the intended Joint Appointee is made prior to September 30, 2018, the recruitment and selection of the Joint Personnel Commission Appointee will revert to the State Superintendent of Public Instruction.

Should the Commissions' discussion result in the announcement of their intended joint appointee to the Personnel Commission, a decision regarding the date of the required public hearing will be necessary. As referenced in Education Code 45246(f), Merit Rule 2.1.4.C specifies that, "At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publically announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. Should the Commission announce their intended appointee to the Personnel Commission at their September 13, 2018 meeting, the required hearing must be held between October 13 and October 28, 2018. The October Personnel Commission meeting is currently scheduled for October 18, 2018, which will meet that requirement.

Attached are copies of Merit Rules 2.1.5 and 2.1.4.C, outlining the applicable procedure for the appointment of the Personnel Commissioner's joint appointee.

Attachments: Merit Rule 2.1.5
Merit Rule 2.1.4.C

Recommendation

The Director of Classified Personnel recommends:

1. The Board of Trustees appointee to the Personnel Commission and the classified employees appointee to the Personnel Commission announce the name of their intended Joint Appointee to the Personnel Commission prior to September 30, 2018.
2. If the Commission does announce the name of their intended appointee to the Personnel Commission at the September 13, 2018 meeting, it is further recommended that the Personnel Commission discuss and vote on the date to hold the required public hearing.

MERIT RULES FOR APPOINTMENT OF THE PERSONNEL COMMISSIONER'S JOINT APPOINTEE

2.1.5 Personnel Commissioner's Appointment Procedures

new Rule 11/9/00

The following specific procedures are to be utilized for selection of the Personnel Commissioner's appointee to the Personnel Commission.

- A. By July 15 the Director of Classified Personnel shall inquire of the appointee of the Personnel Commission whose term is up in December of that year whether the Commissioner is interested in reappointment to the Personnel Commission for another three (3) year term of office.
 - 1. If the Commissioner is interested in reappointment the Commission shall announce their intent to reappoint or not to reappoint by September 30.
 - a. If the Commission's decision is to reappoint the Commissioners' appointee to a subsequent term of office the procedures of 2.1.4.C of these Rules shall be followed.
 - b. If the Commission's decision is to not reappoint the incumbent to a subsequent term of office, and if they do not announce the name of a new nominee by September 30, the procedures of 2.1.4.C.2 of these Rules shall be followed and the State Superintendent of Public Instruction shall make the appointment.
 - 2. If the Commissioners' appointee is not interested in subsequent appointment to the Commission, the following procedures shall be followed.
 - a. A recruitment process shall be opened by the Director of Classified Personnel as directed by the Personnel Commission. The process may include news releases sent to local newspapers and local community based organizations, e.g., Chamber of Commerce, Rotary Club, parent support groups via the Presidents Round table, or other such resources as specified by the Commission.
 - b. An application form eliciting information to document the applicants meeting the requirements of Education Code 45244 shall be completed by all interested applicants.
 - c. The Commission may make its decision based on the applications as submitted or may conduct individual interviews of the applicants.
 - d. The Commission shall then comply with 2.1.4.C of these Rules.

2.1.4 **Commissioner Appointment Procedures**

On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organization(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming commissioner position.

C. **The Commissioners' Appointment:**

By September 30, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing. Education Code 45246(f)

1. In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a reappointment or on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the State Superintendent of Public Instruction takes the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position (not to exceed ninety (90) calendar days beyond the December 1st expiration of the Commissioners' appointees term). Education Code 45246 (g)
2. If the reason for the lack of appointment is an inability to agree upon a joint appointee by September 30, the State Superintendent of Public Instruction shall make the appointment within thirty (30) days. Education Code 45246(b)(2)

**TIMELINE FOR THE ANNOUNCEMENT OF THE COMMISSIONERS
INTENDED APPOINTEE TO THE PERSONNEL COMMISSION AND PUBLIC
HEARING**

Date Commissioners Can Announce Their Intended Appointee	30 Days After A Commissioners Announcement	45 Days After A Commissioners Announcement	Date Of Public Hearing
September 13, 2018	October 13, 2018	October 28, 2018	To be determined, suggested for the October 18, 2018 PC meeting.

For the Public Hearing to occur after 30 days, but within 45 days, of the Commissioners announcement of their intended appointee, provided a reappointment is the Commissioners determination, the Personnel Commission meeting and Public Hearing could not be held sooner than October 13, 2018. The originally scheduled meeting date of October 11, 2018 would be prior to the minimum 30 days. Consequently, the Commission chose to reschedule this meeting to October 18, 2018 to accommodate a Public Hearing. Alternatively, the Commission could hold the required Public Hearing on any date from October 13 to October 28, 2018.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: September 13, 2018

**SUBJECT: Agenda Item No. 9: Approve Advance Step Placement
Jairo Bojorquez – Lead Reprographic Technician**

Background Information

A request for advanced step placement has been received from Deputy Superintendent, Michael Conroy, for Mr. Jairo Bojorquez who has been offered and accepted the position of Lead Reprographic Technician. Pursuant to Merit Rule 7.2.1.3.A.3, Advanced Step Placement (attached), the request is being brought to the Personnel Commission for approval.

Analysis

The advanced step request for Step 4 placement (\$4,420 per month) on the appropriate salary range for the class of Lead Reprographic Technician (Salary Range 36, \$3,814 per month to \$4,643 per month on the Classified Bargaining Unit Salary Schedule) comes to the Commission upon the request of Deputy Superintendent, Michael Conroy, and the approvals of Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel.

The rationale for this advance step placement include the candidate's 15 years of job related experience working within school districts in addition to their extensive training, both of which exceed that which is required for the position. Additional rationale is presented on the attached Advance Step Placement Request Form.

Attachments: Copy of Merit Rule 7.2.1.3
Advanced Step Placement Request Form

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Recommendation

The Director, Classified Personnel recommends that the Personnel Commission approve the Step 4 (\$4,420 per month) advanced step placement of Mr. Jairo Bojorquez, Lead Reprographic Technician, 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 appropriate salary range 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. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.
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. The approved request will be placed upon the Commission agenda for approval.
4. 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).
5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.
6. A copy of the form is then placed in the employee's personnel file.

B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.
4. If rejected, the form will be returned to the originator with the reasons given.
5. A copy of the form will then be placed in the employee's personnel file.

Rule Revised by Personnel Commission 5/25/2018



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Michael Conroy, Ed.D.

Date: September 5, 2018

Title: Deputy Superintendent

Department: Administrative Services

The above hiring authority has interviewed for the open vacancy in the classification of **Lead Reprographics Technician** and has selected **Jairo Bojorquez** as their choice.

The above hiring authority is requesting advanced step placement on range 36, step 4, for one or more of the following reasons:

1. Candidate's job related experience, or other qualifications when related to the classification, exceeds that required in the classification and makes that person especially qualified for the position. (Explain)

Mr. Bojorquez have over 15 years of experience working within school districts and nonprofit organizations. He poses knowledge of working with an array of different mailing, printing, wide format, software, and bindery equipment. None of the other candidates interviewed had the level of his experience, which is needed in the Reprographics Department.

2. Candidate's training and/or education, when related to the classification, exceeds that which is required and makes that person especially qualified for the position. (Explain)

Mr. Bojorquez has certifications in Xerox and Konica Minolta preventative maintenance servicing. He has extensive experience in operating and maintaining printing equipment manufactured by Konica Minolta, Xerox, Océ Cannon and other equipment. He is also proficient at mailroom equipment, desktop publishing software and bindery services. He has participated in negotiations when purchasing and evaluating new equipment, which is a need the Reprographics Department.

3. Demonstrated difficulty has been experienced in attracting qualified candidates. (Explain)

Although candidates who passed the minimum qualifications to interview, Mr. Bojorquez was clearly more experienced than any of the other candidates. His experience and understanding of school systems will prove very valuable to the reprographics department operations. During the interview process, he demonstrated the technical skills needed to lead the department forward, as well as his analytical problem-solving abilities.

4. Any other extraordinary circumstances not covered above. (Explain)

NOTE: Applicants may not be requested or prompted to provide previous salary history information. If an applicant voluntarily and without prompting discloses salary information, it may be considered in determining salary step advancement.

During interview process, Mr. Bojorquez asked if selected, if his entry placement be higher than his current salary. He indicated that OVSD's salary schedule is lower than his current employer San Bernardino City Unified School District. He brings 15 years of experience and many new ideas to help production and growth in the department, hence the recommendation of Range 36, Step 4.

Approval
Signatures:

Appointing Authority:

Michael Conroy

Date:

9-5-18

Assistant Superintendent, Human Resources

J. Smith

Date:

9/6/18

Director, Classified Personnel

Meredith Vellanor

Date:

9/6/18

Date submitted to the Personnel Commission: _____

- Approved
- Denied

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

Form updated by Personnel Commission 5/24/2018

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: September 13, 2018

SUBJECT: Agenda Item No. 10: 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:

Ector Maguana Eligibility List:	2018-07	Maintenance Worker
Colleen Morreale Eligibility List:	2018-12	Food Service Worker
Kelley Shiverdeck Eligibility List:	2018-11	Child Care Attendant
Henry Villagrana Eligibility List:	2018-08	Lead Mechanic

The attached letters (*Commissioners only*) outline the reasons for the Director's recommendation to remove the above named candidates from the respective eligibility lists. 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 Ector Maguana dated August 31, 2018 (*Commissioners only*)
Letter to eligible Colleen Morreale dated August 28, 2018 (*Commissioners only*)
Letter to eligible Kelly Shiverdeck dated August 28, 2018 (*Commissioners only*)
Letter to eligible Henry Villagrana dated August 28, 2018 (*Commissioners only*)

Removal of Names from Eligibility Lists

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Recommendation:

The Director, Classified Personnel recommends that Ector Maguana be removed from Eligibility List 2018-07 Maintenance Worker, Colleen Morreale be removed from Eligibility List 2018-12 Food Service Worker, Kelley Shiverdeck be removed from Eligibility List 2018-11 Child Care Attendant, and Henry Villagrana be removed from Eligibility List 2018-08 Lead Mechanic 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 Eifert
Personnel Assistant

DATE: September 13, 2018

SUBJECT: Agenda Item No. 11: AALRR 2018 Education Law Conference

Background Information

Atkinson, Andelson, Loya, Ruud, and Romo is a law firm that represents the District in education matters.

The 2018 AALRR Education Law Conference is being held in Long Beach, California, on Thursday, November 1, 2108.

This conference will provide attendees with the necessary tools needed to lead teams effectively.

Director Vellanoweth would like to attend with other District administrators. The Executive Assistant to the Superintendent will include her name on the workshop request with the other administrators.

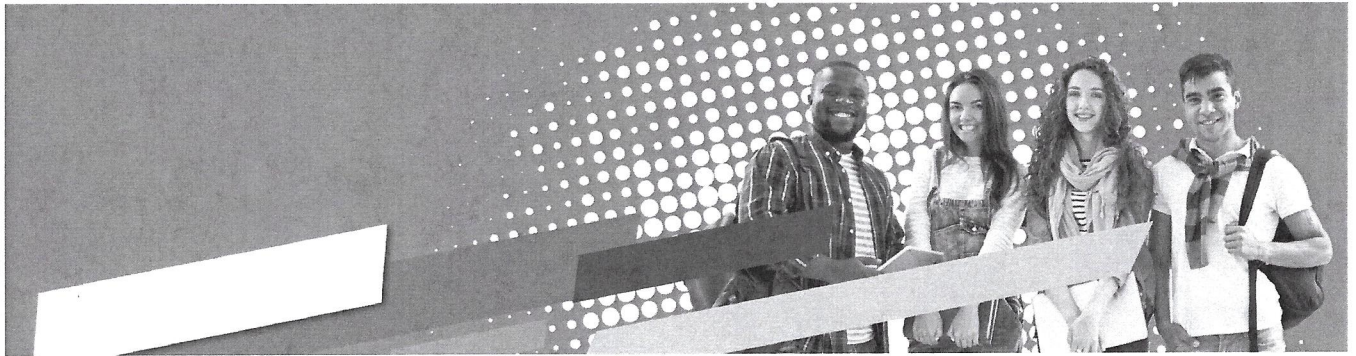
Financial Implications

The cost of registration for the Director is \$145.00.

The estimated cost for this conference, which includes registration fees, mileage, and parking for the Director, is approximately \$185.00.

Recommendation

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of the Director, Classified Personnel at the AALRR 2018 Education Law Conference.



2018 Education Law Conference

Putting Students First

Thursday, November 1, 2018 -
Long Beach Hilton

Tuesday, November 6, 2018 -
Stockton Hilton

Join us for the 2018 Education Law Conference. The Conference will provide attendees with the necessary tools needed to lead teams effectively. As education administrators and board members, you are challenged every day to make tough decisions that impact the success and achievement of California's students. We hope to encourage and inspire our educational leaders as you take the necessary steps to lead teams effectively while *"putting students first."*

Who Should Attend?

Board Members

Superintendents

Deputy Superintendents

Assistant Superintendents

Directors

Principals

QUESTIONS?

Contact | Keesha Clark at
kclark@aalrr.com

REGISTER
NOW

