



**OCEAN VIEW SCHOOL DISTRICT**

**PERSONNEL COMMISSION  
AGENDA**

**Thursday, August 9, 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, AUGUST 9, 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 July 12, 2018.

**ACTION**  
**Pages 1-4**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMISSION BUSINESS**

6. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
  - A. **JOB DESCRIPTION REVIEWS/REVISIONS:**
  - B. **RECRUITMENT AND TESTING:**

**ACTION**  
**Page 5**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

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

- 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

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|--|--|
| <p>7.       <b>CLASSIFIED ACTIVITY LISTS:</b> 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:</p> <ul style="list-style-type: none"><li>• July 10, 2018 – Exhibit A</li></ul> | <p><b>INFORMATION</b><br/><b>Pages 6-7</b></p>   |
| <p>8.       <b>ADVANCE STEP PLACEMENT – HENRY VILLAGRANA, LEAD MECHANIC:</b> The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Henry Villagrana, Lead Mechanic.</p>  | <p><b>ACTION</b><br/><b>Pages 8-10</b><br/><b>Moved: _____</b><br/><b>Second: _____</b><br/><b>Vote: _____</b></p> |

**COMMUNICATIONS**

- |  |                           |
|--|---------------------------|
| <p>9.       <b>SECOND PUBLIC COMMENTS:</b> The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.</p> |                           |
| <p>10.      <b>COMMISSIONER REPORTS</b></p>  |                           |
| <p>11.      <b>DIRECTOR AND STAFF REPORTS</b></p>  |                           |
| <p>12.      <b>ADJOURNMENT</b></p>   | <p><b>TIME: _____</b></p> |

**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

*The Ocean View School District Personnel Commission meets on the 2<sup>nd</sup> Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and 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  
July 12, 2018**

**CALL TO ORDER** Commissioner Gooch called the July 12, 2018, Regular Personnel Commission Meeting to order at 4:30 p.m.

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

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

**STAFF MEMBERS AND GUESTS** Michelle Eifert; Rick Larson; Gingi Borg; Phi Tran.

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

**MINUTES OF JUNE 14, 2018** Motion by Commissioner Ewing to approve the minutes of the June 14, 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:

1. Lead Mechanic
2. Network Systems Manager

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

B. Recruitment and Testing – Eligibility Lists

- 2018-01 Instructional Assistant - ABA
- 2018-02 School Library Specialist
- 2018-03 Administrative Secretary
- 2018-04 Payroll Technician

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 Lists that were presented for approval at the Board of Trustees meetings of June 12, 2018, and June 21, 2018.

**MINUTES OF THE JULY 12, 2018 PERSONNEL COMMISSION MEETING – PAGE 2**

**PROPOSED NEW CLASSIFICATION – NETWORK SYSTEMS SPECIALIST AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM COMPUTER MULTIMEDIA TECHNICIAN TO NEW CLASSIFICATION OF NETWORK SYSTEMS SPECIALIST**

Director Vellanoweth stated that a Position Description Questionnaire and request for a reclassification study was received from Phi Tran, Computer Multimedia Technician, and Rick Larson, Director of Information Technology. At the time of the submission, it was requested by Mr. Tran and Mr. Larson that Mr. Tran's position be reclassified to Network Systems Manager.

The Personnel Analyst and Director, Classified Personnel conducted a thorough review of Mr. Tran's position and his reclassification request.

At the conclusion of the study, it was determined that Mr. Tran was not working within his current classification of Computer Multimedia Technician. However, it was also determined that Mr. Tran was not working within the Network Systems Manager classification recommended by himself and his supervisor Mr. Larson. Instead, it appeared Mr. Tran was working in a role that did not fit within an already established classification.

The recommendation of the Personnel Analyst and Director, Classified Personnel was the establishment of a new classification and reclassification of the incumbent, Mr. Tran.

Over the past several years, the work and function of the Information Technology Department has grown, in the quantity of work, projects, and complexity. As technology progressed, Mr. Tran's role evolved to support a growing number of network devices by automating network updates and resolutions. Based upon the findings of the study, it is evident that the incumbent is not working within his current classification.

Currently, the incumbent of the position is assigned to the classification of Computer Multimedia Technician. This classification is assigned to the Network/Communications Series on the Classified Bargaining Unit Salary Schedule at Salary Range 45, \$4,760 to \$5,802 per month.

The proposed job classification and job description have been shared with the incumbent, appropriate District administration, and CSEA. All are in support of the job classification and description. The incumbent and District administration agree that the new classification adequately describes the duties and responsibilities of Mr. Tran. The proposed salary recommendation has also been shared with District Administration and CSEA who support the salary placement and also support the proposed reclassification of Mr. Tran.

The Director, Classified Personnel recommends that The Personnel Commission review, discuss and approve the proposed new classification and specification of Network Systems Specialist.

**PROPOSED NEW CLASSIFICATION – NETWORK SYSTEMS SPECIALIST AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM COMPUTER MULTIMEDIA TECHNICIAN TO NEW CLASSIFICATION OF NETWORK SYSTEMS SPECIALIST (CONTINUED)**

It is also recommended that the new classification be assigned to the Network/Communications Series of classifications within the CSEA Bargaining Unit and be eligible for overtime compensation in accord with Education Code 45128. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees a placement at Salary Range 47, \$5,001 to \$6,092 per month, on the Classified Bargaining Unit Salary Schedule and as Mr. Tran has been performing the majority of the duties and responsibilities described in the proposed job description of Network Systems Specialist for over two years, and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rule 3.3.1 (Education Code 45285), the Director recommends that Mr. Tran be reclassified from Computer Multimedia Technician to Network Systems Specialist.

Commissioner Bidnick asked if the additional functions that Mr. Tran is performing are unique to his position, and is it clear and well understood to the other incumbents in the classification of Computer Multimedia Technician, that these tasks are the qualifying reason for Mr. Tran's reclassification.

Director Vellanoweth answered that yes these additional functions are unique to Mr. Tran, and no that it has not been communicated to the other incumbents that these functions are the reason for Mr. Tran's reclassification. However, in reviewing their responses to the questionnaire and interviewing them, it was apparent that the other Computer Multimedia Technicians were not performing the same tasks that Mr. Tran is.

Motion by Commissioner Ewing to approve the Proposed New Classification – Network Systems Specialist and Recommendation to Reclassify Incumbent from Computer Multimedia Technician to New Classification of Network Systems Specialist.

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

**REMOVAL OF NAMES FROM ELIGIBILITY LISTS**

Director Vellanoweth explained that recently in the course of contacting eligibles for employment, it was recommended that three eligibles be removed from eligibility lists for reasons outlined in Merit Rule 6.1.8. Copies of the letters sent to the eligibles were provided to the Commissioners. These letters were sent via certified mail and the eligibles were notified that they were being removed, and the reasons for the 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.

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

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

**MINUTES OF THE JULY 12, 2018 PERSONNEL COMMISSION MEETING – PAGE 4**

**SECOND PUBLIC COMMENTS**

Phi Tran thanked the Commission for recognizing the work of the Information Technology Department. Speaking on behalf of CSEA Chapter 375, he mentioned that the Chapter has been working closely with Director Vellanoweth on the effects of the Janus decision that went into effect recently. There will be three delegates attending the CSEA annual conference in Sacramento.

**COMMISSIONER REPORTS**

Commissioner Bidnick mentioned that he was really happy to see a number of familiar faces when he attended the retirement party in the Maintenance, Operations, and Facilities department.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for August 9, 2018.

Commissioner Gooch had nothing to report.

**DIRECTOR AND STAFF REPORTS**

Director Vellanoweth thanked Phi Tran for attending the meeting and congratulated him on his reclassification. She mentioned she appreciates the support from CSEA regarding the Janus decision and will be working closely with CSEA to work through the effects of it. She also thanked Director Larson and Director Borg for coming to the meeting to support the job description revisions and to support the reclassification for Mr. Tran.

Director Vellanoweth mentioned there are still several vacancies and recruitments taking place. She stated that Classified Personnel staff has been very busy working on a large volume of payroll transactions. She brought up the revised Transfer Request Form that was included in the monthly memo to the Commissioners and asked if they had any concerns or comments to let her know. She also shared the CSEA brochure that Phi Tran and she put together which contains information on the Merit System, CSEA and how the Personnel Commission works collaboratively with them.

Commissioner Gooch asked what the general feeling is when individuals submit a transfer request. Director Vellanoweth answered that there are no negative connotations associated with submitting transfer requests and added that the majority of transfer requests are usually submitted to acquire more hours.

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Bidnick, and carried with a 3:0 vote at 4:52 p.m.

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

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Date

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** August 9 2018  
**SUBJECT: Agenda Item No. 6.B.: ELIGIBILITY LIST(S)**

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## 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:

- 2018-05 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

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## Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2018-05 through 2018-11.



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** August 9, 2018

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

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## Background Information

At the Ocean View School District, Regular Board Meeting(s) of July 10, 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 July 10, 2018.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 July 10, 2018

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Bauer, Jordan	Administrative Secretary	District Office	\$4,208.00 per month	40.1	07/16/18
Carr, Rebecca	School Health Technician	Star View	\$17,724 per hour	26.1	09/04/18
Luis, Anakaren	Instructional Assistant – ABA	Pleasant View/OVPP	\$17,724 per hour	26.1	06/11/18
Taylor, Emily	Intermediate Clerk Typist	District Office	\$3,129.00 per month	28.1	08/15/18
White, Aja	Speech and Language Assistant	Oak View/Pleasant View	\$20,552 per hour	32.1	09/05/18

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Braff, Corinne	Lead Food Service Worker	Spring View	\$20,230 per hour	21.5	09/04/18

**Approve Separation - Resignation  
 In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Ashley, Sarah	Instructional Assistant – ABA	Westmont	11/07/17	06/20/18
Davis, Luke	Instructional Assistant – ABA	Pleasant View/OVPP	01/22/18	06/20/18
Gibbs, Tracy	Classified Substitute	All sites	03/27/18	06/08/18

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** August 9, 2018

**SUBJECT: Agenda Item No. 8: Approve Advance Step Placement  
Henry Villagrana – Lead Mechanic**

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## Background Information

A request for advanced step placement has been received from Director, Transportation, Gingi Borg, for Mr. Henry Villagrana who has been offered and accepted the position of Lead Mechanic. Pursuant to Merit Rule 7.2.1.3.A.3, the Advanced Step Placement Request (attached), is being brought to the Personnel Commission for approval.

## Analysis

The advanced step request for Step 3 placement (\$5,254 per month) on the appropriate salary range for the class of Lead Mechanic (Salary Range 45, \$4,760 per month to \$5,802 per month on the Classified Bargaining Unit Salary Schedule) comes to the Commission upon the request of Director, Transportation, Gingi Borg, and the approvals of Deputy Superintendent, Administrative Services, Michael Conroy, Assistant Superintendent, Human Resources, Felix Avila, and the Director, Classified Personnel.

The rationale for the Personnel Commission to ratify this request include demonstrated difficulty in attracting qualified candidates as well as Mr. Villagrana's extensive experience, training, and certifications as a mechanic. Mr. Villagrana meets many of the preferred education and experience criteria including heavy equipment program certification, journey level experience in the repair and maintenance of automotive equipment including heavy duty equipment such as diesel trucks and buses, and experience with electronic work orders and mileage tracking. He also holds many other relevant certificates as indicated on the 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 3 (\$5,254 per month) advanced step placement of Mr. Henry Villagrana, Lead Mechanic, in accord with Merit Rule 7.2.1.3.A.3.

# OCEAN VIEW SCHOOL DISTRICT

## Merit System Rules and Regulations for the Classified Service

### 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: Gingi Borg

Date: 07/30/2018

Title: Director

Department: Transportation

The above hiring authority has interviewed for the open vacancy in the classification of Lead Mechanic

and has selected Henry Villagrana as their choice.  
*name of candidate*

The above hiring authority is requesting advanced step placement on range 45, step 3, 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)

Henry has experience with taking a Transportation Shop and implementing use of new technology for diagnosis and documentation. He is familiar with Zonar and has taught classes in conjunction with training staff to teach drivers to work better with mechanics to report defects. At La Habra School District, Henry utilized TransTraks for work orders to improve record keeping to provide better data for the budget.

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)

Henry attended Santa Ana College and earned a certificate in Diesel/ Heavy Equipment Program. He also holds relevant certificates in Diesel Electrical & Multiplex Systems, Maintenance/ Operation of Bendix Air Brakes, Allison Transmission Service, Wheelchair Lift Service and Repair, Air Conditioning/ Heating Service and Repair, Oxyacetylene-Arc Welding, and is enthusiastic about learning more.

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

The District has had difficulty finding one candidate that meets the minimum qualifications for Lead Mechanic, we don't want to lose our one well-qualified candidate. The other two well-qualified candidates that contacted me make equivalent to our Step 5 pay as a mechanic.

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.

The Transportation Department needs an individual who can implement new programs and get our shop running more efficiently. Henry has done just that at his previous school district, trained someone to replace him, and is now ready for a new challenge.

Approval Signatures:

Appointing Authority: *Gingi Borg* Date: 07/30/2018

Assistant Superintendent, Human Resources: *[Signature]* Date: 8/3/18

Director, Classified Personnel: *Monelle Villanueva* Date: 8/3/18

Date submitted to the Personnel Commission: 8/9/18

- Approved
- Denied

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