



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, July 12, 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, JULY 12, 2018
4:30 P.M.

REGULAR MEETING

BOARD ROOM
BUILDING E

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 June 14, 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:
- A. JOB DESCRIPTION REVIEWS/REVISIONS:**
- 1. Lead Mechanic
 - 2. Network Systems Manager

ACTION
Pages 4-16
Moved: _____
Second: _____
Vote: _____

B. RECRUITMENT AND TESTING:

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

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

AGENDA FOR THE PERSONNEL COMMISSION MEETING – JULY 12, 2018 – PAGE 2

7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity Lists received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meetings of:
- June 12, 2018 – Exhibit A
 - June 21, 2018 – Exhibit B

INFORMATION
Pages 17-21

8. **PROPOSED NEW CLASSIFICATION – NETWORK SYSTEMS SPECIALIST AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM COMPUTER MULTIMEDIA TECHNICIAN TO NEW CLASSIFICATION OF NETWORK SYSTEMS SPECIALIST:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the new classification of Network Systems Specialist and to reclassify the incumbent, Phi Tran, from Computer Multimedia Technician to Network Systems Specialist.

ACTION
Pages 22-34
Moved: _____
Second: _____
Vote: _____

9. **REMOVAL OF NAMES FROM ELIGIBILITY LISTS:** The Personnel Commission will receive the Director’s recommendation to remove the names of three candidates from eligibility lists in accordance to Merit System Rule 6.1.8. *(Copy of letters provided to Commissioners only.)*

ACTION
Pages 35-36
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

11. **COMMISSIONER REPORTS**

12. **DIRECTOR AND STAFF REPORTS**

13. **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
June 14, 2018**

CALL TO ORDER Commissioner Gooch called the June 14, 2018, Regular Personnel Commission Meeting to order at 4:30 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; Betzabeth Vazquez; Phi Tran; Keith Farrow.

REPORT OUT OF CLOSED SESSION The Commissioners met in closed session to discuss the evaluation of the Director of Classified Personnel and there was nothing to report to the public.

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF MAY 24, 2018 Motion by Commissioner Ewing to approve the minutes of the May 24, 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

2017-68	Computer Multimedia Technician
2017-69	Lead Behavior Intervention Assistant
2017-70	Lead Reprographic Technician
2017-71	Speech and Language Assistant

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 May 8, 2018, and May 22, 2018.

**PROPOSED
PERSONNEL
COMMISSION
MEETING DATES
FOR 2018-2019**

Director Vellanoweth stated that the proposed Personnel Commission meeting dates for the 2018-2019 school year are being presented for approval.

Motion by Commissioner Ewing to approve the proposed Personnel Commission meeting dates for the 2018-2019 school year.

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

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA Chapter 375 Liaison to the Personnel Commission, announced that the employee banquet that was held on June 1, 2018, was very well attended. He also attended the PCASC Annual Conference with the Commission staff and Commissioner Bidnick. He announced that the Chapter has an interim Secretary, Elizabeth Carr, School Office Manager at Village View, and a new Treasurer, Pam Schneider, Department Secretary in Transportation.

Keith Farrow, Director of Fiscal Services, stated that he was present at the previous Personnel Commission meeting. He expressed his concern that the minutes of the meeting were too detailed.

Commissioner Gooch asked Director Vellanoweth what the Commission's response to Mr. Farrow should be. Director Vellanoweth answered that we do try to be sensitive to the information that is included in the minutes. Our practice has been to include specific details because we use the minutes as historical background.

Commissioner Gooch stated that the Commission will take his comments under advisement.

**COMMISSIONER
REPORTS**

Commissioner Bidnick stated that he attended the PCASC conference. He mentioned that there was discussion about new legislation regarding release time for new employees to attend an orientation by CSEA.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for July 12, 2018. He also mentioned that he attended the Special Olympics at Village View. This was the 29th year that it has been held at Village View. He recommends attending if given the opportunity.

Commissioner Gooch mentioned that he attended the employee recognition banquet. He has attended many of them, but this most recent banquet topped them all. He stated that it was terrific and thanked everyone on the committee who made it happen.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth wished Commissioner Ewing a happy birthday next week. She mentioned that the members of leadership have all been tasked with coming up with a legacy statement. Director Vellanoweth stated that she would like to start her comments out with her legacy statement. This legacy statement drives what she does every day and also what the department and staff do on behalf of the Commission.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

“Ocean View School District employs, promotes, and retains the most highly qualified classified employees. These employees recognize their value and are celebrated by the entire Ocean View community for their contributions to our student success. They are inspired and prepared to become our future leaders.”

She mentioned that the Personnel Commission budget has been submitted to the County. She thanked Keith Farrow for assisting her with it. She attached a recruitment calendar to the Commissioner's monthly memo, which is quite lengthy. There were 61 openings in 34 different classifications. Currently, there are 13 job postings listed on Edjoin. In June, there have been 14 permanent new hires and seven promotions. The Sun View consolidation with Westmont will be coming up at the close of the school year. She has spoken individually with each of the Sun View classified employees to advise them of where they will be moving to in the Fall and to answer their questions.

Director Vellanoweth thanked CSEA for allowing her to be a part of the new CSEA orientations. The Personnel Commission office is currently working on the monthly and quarterly reporting of new hires that is now required due to new legislation. She stated that the District and CSEA met to discuss two job descriptions for Lead Mechanic and Network Systems Manager, which will be vacant as of July 1, 2018. She was sorry to have missed the banquet but heard that it turned out to be a great event. She was able to attend the Board Meeting that recognized 47 classified employees and 23 certificated employees.

Michelle Eifert stated that she is responsible for transcribing the minutes for the Personnel Commission meetings and does try to be mindful of the comments that are documented in the minutes, but will also keep Mr. Farrow's previous comments in mind.

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 4:55 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 12, 2018
SUBJECT: Agenda Item No. 6A1: Job Description Revision – Lead Mechanic

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Lead Mechanic classification was last fully reviewed by the incumbent and supervisor and updated in March 2015.

Recently in preparing for a recruitment, the job description was shared with the supervisor to ensure the description was still appropriate for recruitment purposes. The supervisor, Director of Transportation, Gingi Borg, and Deputy Superintendent, Michael Conroy, provided feedback about the representative duties of the position as well as the minimum qualifications, education, experience, and licensing requirements. Their proposed changes and updates were reviewed by the Director, Classified Personnel, incorporated into the existing job description, and were shared with the current incumbent for input.

Based upon information provided by the incumbent and supervisor, modifications are proposed to the Lead Mechanic job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached. The final draft has also been shared with CSEA.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Lead Mechanic job description.

Attachment: Proposed revised job description for Lead Mechanic dated July 12, 2018

.....

Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



LEAD MECHANIC

JOB SUMMARY:

Under the general supervision of the Director of Transportation, serves as the working leader of the transportation mechanic garage; plans, oversees and performs a variety of automotive repair, and automotive maintenance work at the expert level; responsible for administrative tasks to ensure the District's school bus and white fleet vehicles are properly maintained and repaired; prioritizes, plans, and leads the work of assigned mechanics and other garage personnel.

CLASS CHARACTERISTICS:

This is a single position class with responsibility of overseeing and ensuring the District's school bus and white fleet are properly repaired and maintained to meet the requirements of the California Highway Patrol Safety Inspections. The incumbent is expected to work independently in concert with the requirements and general procedures established by the District. Trains and instructs mechanics in performing maintenance repair work.

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

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Perform in a working lead capacity providing daily direction and/or instruction to mechanics; prioritize and assign the work in the District's vehicle repair shop; ~~assist in training new garage employees;~~ **E**
- Inspect, diagnose and repair District automotive and other powered equipment including: the performance of a wide variety of maintenance, repair and rebuilding work such as major and minor engine and transmission overhauls, tune-ups, carburetor rebuilding, electrical systems repair, hydraulic and air brake system adjustment, repair and replacement, axle and wheel bearing replacement, vehicle lubrication, and tire changing and repair; **E**
- Determine which vehicle repair work is to be sent out of the District and prepare the necessary documentation and repair orders; **E**
- Operate District vehicles including: driving to disabled vehicles to diagnose problems, returning vehicles repaired on the road to the District garage, and/or performing road tests on vehicles to diagnose faults and ensure safe operating condition; **E**
- Oversee Maintain records ~~the proper maintenance~~ of vehicle maintenance and inspection records to ensure compliance with the California Highway Patrol (CHP) requirements
- Keep records on Hazardous Materials and Material Safety Data Sheets to comply with County Health requirements; **E**

- Assist CHP Inspector with annual safety inspections on District buses and or County Health Inspectors during compliance reviews; ~~E~~
- Respond to calls for automotive field assistance, effecting necessary emergency repairs; ~~E~~
- Interact with vendors regarding parts, products, and maintenance vehicles, evaluating same and making purchase recommendations, prepare requisitions and inventories parts and supplies; ~~E~~
- Introduce new methods and technologies to improve workplace efficiency, quality and safety; ~~E~~
- Coordinate a vehicular preventive maintenance program; ~~E~~
- Operate computerized and electronic mechanical diagnostic equipment; ~~E~~
- Transport students by driving a school bus in emergency situations such as, but not limited to, a catastrophic event or a natural disaster;

Other Related Duties:

- Assist in purchasing new or used vehicles and buses;
- May assist in gathering and preparing information needed for bus grants;
- Monitor compliance of maintenance vehicles with state licensing and registration requirements;
- Fabricate parts as required;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

General supervision is received from the Director of Transportation

Leadership and direction is provided to garage employees. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, materials, tools and equipment used in the maintenance and repair of automotive equipment including buses, trucks, automobiles and other powered equipment;
- Provisions of the California Motor Vehicle, Education and other Codes, District and Administrative rules and regulations applicable to the use and repair of vehicles utilized in the transportation of students and others;
- Defensive driving methods, ~~and~~ techniques, and current school transportation best practices in the industry;
- Appropriate safety precautions and procedures used in a vehicle repair facility;

- Principles and methods of leadership;
- PC (Personal Computer) including Internet and E-mail computer applications;
- Basic mathematics used in a vehicle maintenance and repair facility;
- Preventative maintenance schedules and procedures;
- Operation, use and care of hand power-tools and equipment used in the repair and maintenance of related parts and equipment;
- Rules, regulations and methods for the safe storage and disposal of flammable and hazardous materials;
- Computerized record keeping and filing procedures.

Ability to:

- Plan, organize and prioritize work of self and effectively provide leadership and direction to the work of others;
- Perform and lead others in performing skilled repair, maintenance, diagnostic testing and overhaul work on a wide variety of automotive and other powered equipment utilizing varied test instruments, tools, gauges and instruments including computers and traditional methods;
- Plan, schedule, and implement a preventative maintenance program;
- **Learn and implement current school transportation best practices as trained;**
- Read, understand, work from and explain to others information contained in technical and shop manuals;
- Operate vehicles and buses utilizing legal and defensive driving practices;
- Operate a PC (Personal Computer) and effectively utilize shop specific, Internet and E-mail software;
- Establish and maintain inventories and records using computerized methods;
- Maintain reports and records related to safety inspections, preventative maintenance and work performed;
- Understand, carry out and give oral and written instructions;
- Observe health and safety regulations;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect **in a manner that reflects positively on the district.**

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- **Heavy Equipment Program Certification preferred;**
- **Compressed Natural Gas Inspection Certification preferred.**

Experience:

- Five (5) years of recent progressively responsible and varied journey level experience in the repair and maintenance of automotive equipment (preferably involving repairs to heavy duty equipment such as diesel trucks and buses), including supervising or leading other skilled mechanics;
- **Experience with electronic work orders and mileage tracking preferred;**
- **Familiarity with compressed natural gas and propane as well as gasoline and diesel engines and their respective maintenance requirements preferred.**

LICENSES REQUIRED:

- **Valid and appropriate California Class A or B Commercial driver license including air brake certification with Passenger “P” endorsement and “Restricted School Bus “S” Endorsement”.**
- **California Special Driver Certificate valid for school busses.**
- **Current California Highway Patrol approved First Aid Card (if required on Special Certificate)**
- Certification of successfully passing a ~~DMV~~ **Department of Transportation (DOT)** medical examination.
- **Recent H-6 printout from the** Department of Motor Vehicles (DMV) ~~driving record~~ dated within the last 30 days of application or certification for interview.
- All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lift, push, pull, carry up to 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and long distances in an outdoor environment and/or inside with marginal lighting; operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school buses; uses a telephone and computer; works inside and outside with temperature changes and heat frequently over 90 degrees F; works in confined spaces, wet/damp areas, and as necessary with inadequate lighting; works with loud noises and vibrations; works with sharp objects, dangerous machinery with moving parts, and moving vehicles; frequently

exposed to chemicals, odors, explosive substances, fumes, dust, gases, and toxic materials; has direct contact with district staff and vendors; occasionally works with tight deadlines, often without direct guidance from supervisor; is required to wear eye protection, steel toe boots, and occasionally gloves, respirator, and hearing protection. Employment is contingent upon passing a pre-employment drug testing (D.O.T.) physical and a back evaluation test. Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 9/99

Last Revised 9/5/02

Reviewed 4/6/06

Revisions effective 12/16/10

Job Description Review and Revisions Effective: 11/13/14

Revisions Effective 3/5/15

Proposed Revisions Effective: 7/12/18

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 12, 2018
SUBJECT: Agenda Item No. 6A2: Job Description Revision – Network Systems Manager

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Network Systems Manager classification was last fully reviewed by the incumbent and supervisor and updated in April 2014.

Recently in preparing for a recruitment, the job description was shared with the supervisor to ensure the description was still appropriate for recruitment purposes. The supervisor, Director of Information Technology, Rick Larson, and Deputy Superintendent, Michael Conroy, provided feedback about the representative duties of the position as well as the minimum qualifications, education, experience, and licensing requirements. Their proposed changes and updates were reviewed by the Director, Classified Personnel, incorporated into the existing job description, and were shared with the current incumbent for input.

Based upon information provided by the incumbent and supervisor, modifications are proposed to the Network Systems Manager job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached. The final draft has also been shared with CSEA.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Network Systems Manager job description.

Attachment: Proposed revised job description for Network Systems Manager dated July 12, 2018

Recommendation

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



NETWORK SYSTEMS MANAGER

JOB SUMMARY

Under general direction of the Director of Information ~~Services~~ **Technology**, applies advanced **computer networking knowledge and skills and knowledge of to maintain, upgrade, and secure** a complex **Local and Wide Area** network, ~~protocols and knowledge of multiple operating systems. Gathers, analyzes, plans and designs unique and original solutions for integrating networks and/or updating existing and new network architectures.~~ Acts as a technical liaison **on behalf of the District** for network products or **to outside consultants and product** system vendors. ~~Responsible for network security.~~

CLASS CHARACTERISTICS:

This single incumbent class ~~is responsible for coordinating acquisition, installation, operation and maintenance of the information systems network, performs and resolves the most complex network problems. The incumbent~~ works closely with the Director of Information **Systems Technology** to evaluate and analyze **Systems architecture, design, hardware, and software that best meets** the needs of District. Works with **the** District's technical staff, ~~and that of outside consultants, vendors, and District certificated staff~~ to deliver ~~existing and emerging information~~ **contemporary and innovative** technology **services.** ~~to students and staff throughout the District.~~

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

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

—Manage **Local and Wide area** network systems, ~~wide area networks, and local area networks including installation, configuration of~~ **to deliver** file, and print, **and Internet access** services routers, hubs, and network management tools, firewall and wireless network systems ~~from the routers/servers to the desktop computers;~~ **in an efficient and secure manner that does not detract from ease of use of network services on the part of students, teachers, and other District support staff; E**

- Design and implement **computer** network security **including the evaluation and implementation of** provisions to protect the District information system from external or ~~internal~~ intrusion **detection software, access privileges, server, and end point hardening; E**

- Use Microsoft Power Shell and other scripting methods for bulk changes in student user account provisioning in Active Directory as well as Google for Education;
- Use a variety of data-communications, network software or hardware tools to diagnose, programs, and test equipment to troubleshoot, and correct **resolve communications, data, and network and information systems problems related issues;** *E*
- **Collaborate and** Work with Information Services **Technology** personnel in using network tools to configure and **troubleshoot** repair operating systems on individual work stations **issues, imaging technologies, and Virtual Desk Infrastructure;** *E*
- Assign network privileges to individual site system managers and users including access to applications programs and Internet and e-mail accounts; *E*
- Develop, implement, and revise anti-intrusion, anti-spamming and content filtering strategies in compliance with federal, state, and ~~e~~District requirements; *E*
- Advise and consult with the Director of Information Services **Technology** as to the appropriate software and hardware configurations to **provide technology services districtwide that are innovative, easy to use, always available, and secure.** Support current and long-range District **technology plans goals** and objectives; plan, oversee, and assist in designing and implementing District wide network sub-system to support wireless communications integrating voice, video, and data traffic with the existing network infrastructure; *E*
- Perform on-site installation, preventive maintenance, troubleshooting, and repair of network and related peripheral equipment, telecommunications equipment, and microcomputers; *E*

Other Related Duties:

- Contact vendors to schedule equipment delivery and/or maintenance;
- **Be current with new innovations in technology and how they can benefit the District;**
- Recommend software acquisition, support services and alternative repairs for the District network systems;
- Facilitate communication between end-users and vendors;
- Research and recommend **evaluate** new **technology products,** architecture of **systems/networks,** and **security for maximum technical advantage** **make appropriate recommendations;**

~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

Receives general direction from the Director of Information ~~Services~~ Technology.

Not responsible for direct supervision of other employees.

Provides leadership, direction, and coordination of outside contractors providing required services.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Thorough understanding of The OSI (Open Standards Implementation Interconnect (OSI) model with regards to Transport Control Protocol/Internet protocol (TCP/IP);
- Systems and end point Mmanagement software such as ~~Zen Configuration or~~ Microsoft's System Center Configuration Manager (SCCM) and IBM BigFix;
- ~~Standard operating systems for desktop and laptop personal computers;~~
- Thorough understanding of Windows Active Directory, Windows 10, etc.
- Virtualization and cloud technologies both VMware and Hyper-V;
- General utilities and diagnostics including routers & servers, and desktop computers and switches such as HP Intelligent Management Center (IMC), and AirWatch;
- Scripting, Storage Area Networks, ~~Cisco Call Manager, Unity Voicemail~~ Voice over Internet Protocol (VoIP);
- ~~Backup and recovery strategies;~~
- ~~Security and patch management;~~
- Google Admin Console (G Suite) to manage Chromebooks;
- Mobile Device Manager (MDM) (AirWatch) to manage mobile devices such as Apple iOS, Android;
- Database application software for in-house custom database solutions; various office application programs (i.e., MicroSoft Word, Excel, Access, Aeries), Internet browser software; E-mail clients; Bi-Tech; Hypertext Transfer Protocol (HTTP); and other software programs used by District personnel;
- ~~Hypertext Transfer Protocol (HTTP);~~
- Maintenance and usage of all aspects of Office 365 a cloud-based E-mail system that is synchronized with on premise Active Directory; proficiency in scripting methods for bulk changes in E-mail distribution lists and account provisioning;
- Effective system backup and recovery strategies for recovering from Ransomware attack;
- Methods of effectively training technicians and users in computer and network capabilities/functions;
- Modern office practices, record keeping;
- ~~Correct~~ English usage, spelling, grammar, and punctuation.

Ability to:

- Troubleshoot network equipment, microcomputers, telecommunications equipment and related peripherals;
- Visualize, design, develop, and deploy solutions for large networks;
- Design, develop, and implement security solutions;
- Design a comprehensive backup plan for backing up a large virtual infrastructure;

leverage the backup system for effective disaster recovery plan. Use best practices for placement of backup hardware and software such that original data and workloads are not compromised;

- ~~Diagnose and resolve hardware/software problems including system maintenance;~~
- **Document all changes to the District network system; maintain change logs;**
- Design network disaster recovery procedures;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy **in a manner that reflects positively on the District.**

EMPLOYMENT STANDARDS:

Education:

- ~~High school diploma or equivalent;~~
- Bachelor's degree in Computer Science, Information Technology, Computer Engineering, or related field ~~may be substituted for (2) years of the required experience.~~ **from an accredited college or university.**
- **Security related coursework, as well as certifications, highly desirable.**

Experience:

- **Minimum** five (5) years of increasingly **and demonstrated** responsible experience **and references** in designing, **implementing and managing** development and support of a large, **complex** network **system.**
- **Minimum five (5) years of experience managing software databases and applications.**

Licenses Required:

- ~~Possess and maintain a valid and appropriate California Driver License.~~
- Microsoft Certified Systems Engineer (MCSE) is desirable.
- **Cisco Certified Network Associate (CCNA) or equivalent certifications are desirable.**

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently sits and stands; safely lifts, carries, and pushes objects weighing up to 50 pounds, occasionally lifts over 50 pounds; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; visual acuity sufficient to see small details in an office environment and normal distance and color vision; hearing and verbal communication sufficient to understand and be understood in routine business conversation. Drives a vehicle and uses a variety of computer and telecommunication equipment. Has direct contact with students and other district staff. Frequently works with high volumes and tight deadlines without direct guidance from supervisor. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised as Network Telecommunications Technician 11/96

Last Revised 3/16/04

Revisions effective 3/13/08

Job Description Review and Revisions Effective 4/10/14

Proposed revisions effective 7/12/18

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: July 12, 2018
SUBJECT: Agenda Item No. 6.B.1: 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:

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

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2018-01 through 2018-04.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 12, 2018

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

Background Information

At the Ocean View School District, Regular Board Meeting(s) of June 12, 2018, (Exhibit A), and June 21, 2018, (Exhibit B), the Board of Trustees received the following Classified Personnel Activity List(s) for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

.....
Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of June 12, 2018, and June 21, 2018.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 12, 2018

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>
Acosta, Alfred	Groundskeeper I	Facilities	\$3,367.00 per month	31.1	07/01/18
Barton, Blake	Human Resources Technician	District Office	\$3,814.00 per month	36.1	06/15/18
Cardenas, Sara	Buyer	District Office	\$4,006.00 per month	38.1	06/13/18
Gonzalez, Jose	Human Resources Technician	District Office	\$3,814.00 per month	36.1	06/05/18
Martins, Anastasia	Instructional Assistant – Severely Disabled	Star View	\$17,290 per hour	25.1	05/29/18
Spicer, Dawn	Instructional Assistant – ABA	Star View	\$17,724 per hour	26.1	05/17/18
Taylor, Emily	Intermediate Clerk Typist	District Office	\$3,129.00 per month	28.1	06/13/18
Zambetti, Jimi	Groundskeeper I	Facilities	\$3,367.00 per month	31.1	07/01/18

Approve Promotion
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>
Bonds, Teresa	Financial Analyst	District Office	\$5,451.09 per month	45.2	07/01/18
Leeing, Laura	Accounting Technician	District Office	\$4,902.80 per month	37.5	07/01/18
Quezada, Araceli	Instructional Assistant – ABA	Hope View	\$21,596 per hour	26.5	05/17/18

Approve Lateral Transfer
In accordance with Merit System Rules 8.2:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Garcia Ortiz, Allen	Head Custodian	Star View	\$4,334.24 per month	32.5	07/01/18
Serrano, Juan David	Head Custodian	Pleasant View	\$4,544.64 per month	32.5	07/01/18
TerBorg, Mackensie	Accounting Technician	District Office	\$4,531.00 per month	37.4	07/01/18

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 12, 2018

**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>
Do, Thomas	Instructional Assistant	College View	11/17/16	06/20/18
Dulac, Lilian	Speech and Language Assistant	Oak/Pleasant View	08/31/10	06/20/18
Kina, Jason	Speech and Language Assistant	Lake/Westmont	09/21/10	06/20/18
Perez, Ruben	Custodian	Harbour View	01/04/10	05/23/18

**Approve Separation – Release Within Probation
In accordance with Merit System Rules 8.1 to 8.6:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Gonzalez, Adriana	Human Resources Technician	District Office	11/30/17	05/22/18
Ly, Steven	Instructional Assistant – English Learner	Vista View	11/06/17	05/04/18

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 21, 2018

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>
Azevedo, Dylan	Custodian	Village View	\$19,560 per hour	28.1	07/01/18
Gogley, Timothy	Computer Multimedia Technician	District Office	\$4,760.00 per month	45.1	07/01/18
La Rock, Thomas	Custodian	Facilities	\$19,560 per hour	28.1	07/01/18
Martins, Anastasia	Instructional Assistant – Severely Disabled	Star View	\$17,290 per hour	25.1	05/29/18
Smithhart, Leanne	Instructional Assistant – ABA	Pleasant View	\$17,724 per hour	26.1	06/01/18
Vorhees, Rebekah	Instructional Assistant – ABA	Star View	\$17,724 per hour	26.1	06/01/18

Approve Substitute Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Aleman, Jonathan	Instructional Assistant	Substitute	\$15,660 per hour	21.1	06/11/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	06/11/18

Approve Promotion
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>
Campbell, Dana	School Office Manager	Harbour View	\$4,006.00 per month	36.2	08/13/18
Conklin, Patricia	School Office Manager	Spring View	\$3,814.00 per month	36.1	08/13/18
Guillen, Francesca	Department Secretary	District Office	\$3,814.00 per month	36.1	07/01/18
Turner, Derrick	Head Custodian	Mesa View	\$4,208.00 per month	32.5	07/01/18

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 21, 2018

Approve Lateral Transfer
In accordance with Merit System Rules 8.2:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Lofitis, Jordan	Custodian	Marine View	\$23,830 per hour	28.5	07/01/18

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>
Hernandez, Ariana	Instructional Assistant	Circle View	01/08/07	06/20/18
Jones, Carissa	Child Care Attendant	Circle/Hope View	11/16/17	06/20/18
Rodriguez Torres, Carlos	Instructional Assistant – Bilingual	Spring/Marine View	01/13/17	05/29/18
Vu, Shirley	Instructional Assistant – ABA	Oak View	10/05/15	08/09/18

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Nuckles, Kathryn	Instructional Assistant	Sun View	06/05/86	06/20/18

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 12, 2018

SUBJECT: **Agenda Item No. 14: Proposed New Classification – Network Systems Specialist And Recommendation to Reclassify Incumbent from Computer Multimedia Technician to New Classification of Network Systems Specialist**

Background Information

Several months ago, Mr. Phi Tran, Computer Multimedia Technician, and Rick Larson, Director of Information Technology, submitted a Position Description Questionnaire and requested a reclassification study of Mr. Tran's position in the Information Technology Department. At that time, both Mr. Tran and Mr. Larson recommended that the position be reclassified to the existing classification of Network Systems Manager.

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

- Review of Mr. Tran's position description questionnaire;
- Review of the position description questionnaires of other Computer Multimedia Technicians;
- In person interview with incumbent, Mr. Tran;
- In person interview with supervisor, Mr. Larson;
- Review of the job descriptions for Computer Multimedia Technician and Network Systems Manager;
- In person interviews with supervisor Rick Larson and Deputy Superintendent, Administrative Services, Michael Conroy.

At the conclusion of the study, it was determined that Mr. Tran was not working within his current classification of Computer Multimedia Technician. In addition, 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.

Historical Perspective:

Mr. Tran's current classification is Computer Multimedia Technician assigned to work in the Information Technology Department. He has held his position in this classification for approximately three years at the time of the reclassification submission.

Analysis

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. His role has developed into a position that does not fit into an already established classification. Therefore, it is proposed that a new classification of Network Systems Specialist be established.

Mr. Tran meets the criteria for reclassification to the proposed new classification as there has been a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities. In addition, Mr. Tran has met the two years of required time in his job classification, and is therefore entitled to placement in the new classification of Network Systems Specialist without examination.

Salary Considerations:

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 new classification of Network Systems Specialist is also recommended to be placed in the Network/Communications Series of jobs on the Classified Bargaining Unit Salary Schedule.

Although salary survey data was collected from other local districts, it is very difficult to compare classifications and determine comparability as all districts have varying levels of technology, and IT departments are structured and staffed very differently.

As the duties and responsibilities of the proposed new classification fall somewhere between the incumbent’s current classification of Computer Multimedia Technician (Range 45) and the next highest classification in the series of Network Systems Manager (Range 50), it was determined that the most appropriate method of establishing salary would be based upon internal alignment. Therefore, it is the Director’s recommendation that the salary of the new classification be placed at Salary Range 47, \$5,001 to \$6,092 per month on the bargaining unit salary schedule. This will provide for career progression and alignment within the job series, and internal equity with other positions in the District with comparable levels of skill and responsibility.

Other Considerations:

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.

.....

Recommendation:

The Director, Classified Personnel recommends that:

- 1) The Personnel Commission review, discuss and approve the proposed new classification and specification of Network Systems Specialist. It is 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

- 2) 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.

Attachments: Job Description: Computer Multimedia Technician, dated 12/12/13
 Draft of proposed new classification: Network Systems Specialist, dated 7/12/18
 Classified Bargaining Unit Salary Schedule Draft
 Merit Rule 3.3.1



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



COMPUTER/MULTIMEDIA TECHNICIAN

JOB SUMMARY:

Under general supervision of the Director, Information Services, installs, troubleshoots, adjusts, repairs and maintains a wide variety of personal computers and computer network equipment, electronic audiovisual and sound equipment.

CLASS CHARACTERISTICS:

This classification is the primary class responsible for providing desktop support of personal computers used throughout the District. The incumbent in this position is expected to work with the Director to prioritize, schedule, track, document, and perform technical services. The incumbent will exercise independent judgment related to the support of computers, application servers, peripherals, and other technologies and will install and troubleshoot applications software and office suites into personal computers for use in offices and classrooms. Volume of work is high and requires the ability to prioritize and acquire new skills and knowledge to meet user's needs.

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

Install, inspect, test, troubleshoot, repair, maintain and service a variety of personal computer hardware, tablets, software, telecommunication, computer network and related peripheral equipment; *E*

Keep current on developments, advancements in computer hardware, software applications, audiovisual and media technologies and equipment; *E*

Assist with training others in hardware and software applications; *E*

Inspect, test, troubleshoot, repair, maintain and service a variety of electronic audiovisual and media equipment such as LCD projectors, public address systems, microphones, headsets, smart boards, and fax machines; *E*

Evaluate, make recommendations regarding repair, replacement of audiovisual and related equipment, assist in developing purchasing specifications; *E*

Set up, install, monitor, operate sound systems for special events; *E*

Monitor, maintain and update ticket system for timely and efficient delivery of services; *E*

May train others in the operation and maintenance of equipment;

May direct or coordinate the work of contractors/consultants;

Maintain service and repair records;

Inventory equipment and supplies, requisition stock and materials, make reports;

Assist in other areas as assigned, by performing unskilled, semi-skilled and/or skilled tasks;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General Supervision is received from the Director, Information Systems.

Supervision is not exercised over other employees.

May coordinate the work of outside contractors/consultants.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of computer and electronic equipment repair technology;
- Client/server technology, wireless data networks, user account management, physical and logical network components and concepts;
- Hardware and software troubleshooting;
- Enterprise electronic mail (i.e. Microsoft Exchange);
- Large scale system backup and recovery strategies;
- Web servers, firewalls, web content filtering, and basic network management techniques;
- Use and troubleshooting of current operating systems (Windows 7, XP, etc.), applications and office suites software (Microsoft Office, etc.);
- Methods, tools, materials, used in computer, telecommunications, audiovisual and sound equipment system installation, troubleshooting and repair work.

Ability to:

- Perform skilled work in the installation, troubleshooting, repair, modification and maintenance of a wide variety of computer and related systems equipment, software, telecommunications, audiovisual, and sound equipment;
- Work from diagrams, technical manuals, plans, blueprints, oral and written instructions;
- Plan and layout work;
- Instruct/assist others in the use and operation of various applications and office suite software;
- Prioritize competing tasks and requirements and accomplish them in a timely fashion;
- Read, understand, interpret and apply complex spoken and written instructions and research issues utilizing standard industry resources;
- Assist and/or coordinate the work of consultants;
- Estimate time, materials and cost needed to complete assigned tasks;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Operate motor vehicle equipment.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Graduation from a two year degree program in Information Technology, Computer Science or related field is highly desirable.

Experience:

- Two (2) years of progressively responsible work experience reflecting use of journey-level skills in the repair and maintenance of computers and related electronic equipment are typically required to obtain the practical experience to succeed in this class.
- Prior K-12 school district experience in the repair, upgrade and maintenance of computers and multimedia equipment is desirable.

LICENSE REQUIRED:

Possession of a valid Class C California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Stands, sits, walks, climbs stairs and ladders, maintains balance, stoops and bends, frequently, kneels, crawls, and occasionally reaches over head to perform work; frequently lifts objects weighing 25 pounds, occasionally up to 75 pounds; carries, pushes, and pulls objects while walking; uses fingers on both hands simultaneously, twists and exerts pressure with wrists and hands; has visual acuity to see small details and long distances, has normal depth perception and must have good color vision; hearing and voice communications skills sufficient to conduct normal conversation in person and on the telephone; drives a vehicle; works around electrical hazards and equipment which makes loud noises; works with sharp objects such as drill bits and screw drivers; has direct contact with District staff and vendors; frequently works with tight deadlines and without direct guidance from supervisors. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 2/97

Last revised 10/14/04

Revisions effective 7/14/11

Job Description Review and Revisions Effective: 12/12/2013



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

Network Systems Specialist

JOB SUMMARY:

Under general direction of the Director, Information Technology, assists in the planning, designing, implementation, and coordination of the activities, operations, and duties in support of the District's Information Technology network; provides technical assistance to system users for computer and network related issues; assist in the monitoring of network systems ensuring performance and reliability standards are met.

CLASS CHARACTERISTICS:

This is a journey-level classification in the Network/Communication Series performing Information Technology support services for the District. The incumbent is responsible for assisting the Network Manager with installing, maintaining, and updating computer and network systems and software. The incumbent works closely with the Network Systems Manager and Director of Information Technology to assist in evaluating and analyzing the technological needs of the District.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Assist Network Manager in routine network maintenance, administration, and updates of the District's servers, including administering security procedures, establishing and maintaining user accounts, and assigning file permissions;
- Assist Network Manager in supporting network management programs.
- Assist in managing network architecture topology including: Local Area Network (LAN) and Wide Area Network (WAN) technologies;
- Install, inspect, test, troubleshoot, repair, maintain, and service a variety of personal computer hardware, tablets, software, telecommunication, computer network and related peripheral equipment;
- Routinely maintain, troubleshoot, and update networks, systems, and applications to prevent potential malfunctions and security threats;
- Assist with the installation, implementation, and upgrades of District software packages by planning, organizing, scheduling, and meeting with vendors, and other agencies;
- Assist in and/or install, configure, test, and update user application functionality and network connectivity; provide users application tools, guides, procedures and rules;
- Assist and ensure network optimally meets the defined service levels and is appropriately integrated for access with other District network systems;

- Research, review, and recommend software and hardware configurations and policy strategies as it relates to District plans and objectives;
- Collaborate with vendors to schedule equipment delivery, maintenance, facilitate end-user communication, and identify future solutions and software acquisitions;
- Assist in the monitoring of network systems traffic to ensure the networks are routed efficiently;
- Monitor, maintain and update ticket system of timely and efficient delivery of IT services.

Other related Duties:

- May assist in analyzing network and technology device usage;
- Make cost-effective and secure recommendations to the Network Manager for new and replacement devices and network designs;
- Assist Network Manager in the development, updating, and maintaining user manuals, databases, and documents pertaining to network services, websites, procedures, and protocols;
- May train others in the operations and maintenance of equipment and software.

SUPERVISION:

Receives general supervision from the Director, Information Technology. May provide technological guidance and direction to subordinate positions. May coordinate the work of outside contractors providing required services.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Modern and future practices, terminology and principals of networking and information technology;
- Network architectures and basic theory and principles of network design and integration, including topologies and protocols;
- Project coordination and planning;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar and punctuation;
- Methods of analyzing systems, procedures, and workflows;
- Network systems hardware and software management;
- Firewall protection software and programs;
- Local Area Network (LAN) and Wide Area Network (WAN) principles and operations.

Ability to:

- Troubleshoot and resolve hardware, software, and connectivity problems;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Effectively plan, organize and prioritize work of self and coordinate the work of others as assigned to successfully meet deadlines;
- Prepare clear, concise, and accurate reports and other documentation;
- Understand and carry out oral and written instructions;
- Troubleshoot and analyze issues, create plans of action and reach solutions;

- Work confidentially and with discretion;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- Bachelor's degree in Computer Science, Information Technology, Computer Engineering or related field from an accredited university.

Experience:

- Three (3) years of increasingly responsible experience in design, development and support of a large network.

Licenses Required:

- Possess and maintain a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

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

Physical Demands:

While performing the duties of this job, the position is continuously required to sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers. The incumbent frequently walk, talk, and hear while performing network system maintenance and troubleshooting of software and hardware equipment. The work involves light to moderate physical efforts; frequently exert up to 20 pounds of force to lift, carry, and pull equipment and wiring; may occasionally exert more to 50 pounds of force to lift, push, or carry equipment. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 47

Classified Bargaining Unit

Job Description Proposed Effective Date: 7/12/18

OCEAN VIEW SCHOOL DISTRICT
2017-2018* Classified Bargaining Unit Range Placement

Salary Range

ACCOUNTING SERIES

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

CHILD CARE SERIES

18 Child Care Attendant
 32 Child Care Program Facilitator

CLERICAL SERIES

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

CUSTODIAL SERIES

28 Custodian
 30 Lead Evening Custodian
 32 Head Custodian

DELIVERY SERIES

31 Delivery Worker
 37 Storekeeper

FOOD SERVICE SERIES

18 Food Distribution Worker
 21 Lead Food Service Worker
 35 Central Kitchen Coordinator

GROUNDS SERIES

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

HEALTH SERIES

26 School Health Technician

HUMAN RESOURCE SERIES

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

INSTRUCTIONAL SERIES

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

Salary Range

INSTRUCTIONAL SERIES (Continued)

32 Preschool Educator
 32 OVPP Preschool Educator
 32 Speech and Language Assistant

LIBRARY/MEDIA SERIES

27 School Library Specialist
 34 Library/Instructional Materials Technician

MAINTENANCE SERIES

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

NETWORK/COMMUNICATIONS SERIES

37 Field Service Technician
 45 Computer/Multimedia Technician
 45 Database Analyst
 47 Network Systems Specialist (Proposed)
 50 Network Systems Manager

PRINTING SERIES

33 Reprographic Technician
 36 Lead Reprographic Technician

PURCHASING SERIES

34 Senior Purchasing Clerk
 38 Buyer

SECRETARIAL SERIES

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

SPECIAL PROGRAM SERIES

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

TRANSPORTATION SERIES

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

Salaries:

* 1% Retroactive Across the Board Salary Increase effective 1/1/17 and Board of Trustees approved on 5/23/17.

Updates:

** Classification reactivation (formerly Grounds/Gardener Lead Worker) approved by Personnel Commission 7/13/17

Longevity:

- At beginning of 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.

OCEAN VIEW SCHOOL DISTRICT
 Classified Bargaining Unit
Master Salary Schedule
 2017-2018

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,006	11.941	2,109	12.550	2,214	13.178	2,325	13.836	2,443	14.546
11	2,055	12.230	2,160	12.853	2,269	13.504	2,385	14.193	2,505	14.901
12	2,109	12.550	2,214	13.178	2,325	13.836	2,443	14.546	2,568	15.285
13	2,160	12.853	2,269	13.504	2,385	14.193	2,505	14.901	2,632	15.660
14	2,214	13.178	2,325	13.836	2,443	14.546	2,568	15.285	2,696	16.053
15	2,269	13.504	2,385	14.193	2,505	14.901	2,632	15.660	2,764	16.456
16	2,325	13.836	2,443	14.546	2,568	15.285	2,696	16.053	2,835	16.871
17	2,385	14.193	2,505	14.901	2,632	15.660	2,764	16.456	2,904	17.290
18	2,443	14.546	2,568	15.285	2,696	16.053	2,835	16.871	2,978	17.724
19	2,505	14.901	2,632	15.660	2,764	16.456	2,904	17.290	3,052	18.166
20	2,568	15.285	2,696	16.053	2,835	16.871	2,978	17.724	3,129	18.629
21	2,632	15.660	2,764	16.456	2,904	17.290	3,052	18.166	3,206	19.085
22	2,696	16.053	2,835	16.871	2,978	17.724	3,129	18.629	3,287	19.555
23	2,764	16.456	2,904	17.290	3,052	18.166	3,206	19.085	3,367	20.046
24	2,835	16.871	2,978	17.724	3,129	18.629	3,287	19.555	3,452	20.552
25	2,904	17.290	3,052	18.166	3,206	19.085	3,367	20.046	3,538	21.061
26	2,978	17.724	3,129	18.629	3,287	19.555	3,452	20.552	3,628	21.596
27	3,052	18.166	3,206	19.085	3,367	20.046	3,538	21.061	3,721	22.146
28	3,129	18.629	3,287	19.555	3,452	20.552	3,628	21.596	3,814	22.696
29	3,206	19.085	3,367	20.046	3,538	21.061	3,721	22.146	3,907	23.253
30	3,287	19.555	3,452	20.552	3,628	21.596	3,814	22.696	4,006	23.840
31	3,367	20.046	3,538	21.061	3,721	22.146	3,907	23.253	4,106	24.434
32	3,452	20.552	3,628	21.596	3,814	22.696	4,006	23.840	4,208	25.041
33	3,538	21.061	3,721	22.146	3,907	23.253	4,106	24.434	4,312	25.663
34	3,628	21.596	3,814	22.696	4,006	23.840	4,208	25.041	4,420	26.307
35	3,721	22.146	3,907	23.253	4,106	24.434	4,312	25.663	4,531	26.966
36	3,814	22.696	4,006	23.840	4,208	25.041	4,420	26.307	4,643	27.641
37	3,907	23.253	4,106	24.434	4,312	25.663	4,531	26.966	4,760	28.334
38	4,006	23.840	4,208	25.041	4,420	26.307	4,643	27.641	4,881	29.056
39	4,106	24.434	4,312	25.663	4,531	26.966	4,760	28.334	5,001	29.768
40	4,208	25.041	4,420	26.307	4,643	27.641	4,881	29.056	5,127	30.513
41	4,312	25.663	4,531	26.966	4,760	28.334	5,001	29.768	5,254	31.273
42	4,420	26.307	4,643	27.641	4,881	29.056	5,127	30.513	5,386	32.054
43	4,531	26.966	4,760	28.334	5,001	29.768	5,254	31.273	5,519	32.856
44	4,643	27.641	4,881	29.056	5,127	30.513	5,386	32.054	5,658	33.682
45	4,760	28.334	5,001	29.768	5,254	31.273	5,519	32.856	5,802	34.536
46	4,881	29.056	5,127	30.513	5,386	32.054	5,658	33.682	5,944	35.383
47	5,001	29.768	5,254	31.273	5,519	32.856	5,802	34.536	6,092	36.266
48	5,127	30.513	5,386	32.054	5,658	33.682	5,944	35.383	6,246	37.178
49	5,254	31.273	5,519	32.856	5,802	34.536	6,092	36.266	6,402	38.112
50	5,386	32.054	5,658	33.682	5,944	35.383	6,246	37.178	6,564	39.065

3.3 RECLASSIFICATION

3.3.1 Basis for Reclassification

The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities.

3.3.2 Requests for Study

Requests for classification study of existing positions shall be presented to the Director, Classified Personnel together with a statement of the reasons for requesting the study.

Requests for study may be initiated by the administration with approval of the Superintendent or by employees or employee organizations.

3.3.3 Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed.

3.3.4 Affect on Incumbents

Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or
2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or
3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination.

(Reference Education Code 45285 + AB 1070) (Revised 10/09/03)

3.3.5 Reemployment List for Displaced Incumbents

Any displacement of a permanent employee resulting from a reclassification of a position, positions, or class of positions shall be considered a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules.

This rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.

3.4 REORGANIZATION

Positions created or changed as a result of reorganization or the assignment of completely new duties/responsibilities or duties/responsibilities unrelated to those which the position was classified to perform shall be filled through the normal selection process as provided in these rules.

(Reference Education Code sections 45285 and 45285.5) (Revised 07/18/02)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 12, 2018

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:

Jacqueline Brock		
Eligibility List:	2017-65	School Office Manager
Angel Ortiz		
Eligibility List:	2017-62	Custodian
Manuel Subia		
Eligibility List:	2017-70	Lead Reprographic Technician

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 Ms. Jacqueline Brock dated June 27, 2018 (*Commissioners only*)
Letter to eligible Mr. Angel Ortiz dated June 27, 2018 (*Commissioners only*)
Letter to eligible Mr. Manuel Subia dated June 27, 2018 (*Commissioners only*)
.....

Recommendation:

The Director, Classified Personnel recommends that Ms. Jacqueline Brock be removed from Eligibility List 2017-65 School Office Manager, Mr. Angel Ortiz be removed from Eligibility List 2017-62 Custodian, and Mr. Manuel Subia be removed from Eligibility List 2017-70 Lead Reprographic Technician 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)