



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, October 18, 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, OCTOBER 18, 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 September 13, 2018.

ACTION
Pages 1-5
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Page 6
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

B. RECRUITMENT AND TESTING:

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

- 2018-20 Instructional Assistant
- 2018-21 Groundskeeper I
- 2018-22 Community Liaison Bilingual (Spanish)
- 2018-23 Department Secretary
- 2018-24 Bus Driver
- 2018-25 Instructional Assistant – Special Education
- 2018-26 Instructional Assistant – Severely Disabled
- 2018-27 Field Service Technician
- 2018-28 Intermediate Clerk Typist

7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity List received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting of:
- September 4, 2018 – Exhibit A
 - September 17, 2018 – Exhibit B
 - October 2, 2018 – Exhibit C

INFORMATION
Pages 7-11

- 8a. **PUBLIC HEARING AND APPOINTMENT FOR THE ANNOUNCED JOINT APPOINTEE DANIEL GOOCH TO THE PERSONNEL COMMISSION:**

ACTION
Pages 12-15
Moved: _____
Second: _____
Vote: _____

A. PUBLIC HEARING: The Personnel Commission will conduct a Public Hearing to receive input from the public on their announced Joint Appointee, Daniel Gooch, to the Personnel Commission.

Open – Time: _____

Closed – Time: _____

- 8b. **B. APPOINTMENT:** The Personnel Commission will vote to appoint their announced Joint Appointee, Daniel Gooch, to the Personnel Commission for a three (3) year term of office from December 1, 2018, to November 30, 2021.

9. **ADVANCE STEP PLACEMENT – ANGELA MATZ, INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION:** The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Angela Matz, Instructional Assistant – Special Education.

ACTION
Pages 16-18
Moved: _____
Second: _____
Vote: _____

10. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director’s recommendation to remove the name of one candidate from an eligibility list in accordance with Merit System Rule 6.1.8. *(Copy of letter provided to Commissioners only.)*

ACTION
Pages 19-20
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

13. **COMMISSIONER REPORTS**

14. **DIRECTOR AND STAFF REPORTS**

AGENDA FOR THE PERSONNEL COMMISSION MEETING – OCTOBER 18, 2018 – PAGE 3

15. ADJOURNMENT

TIME: _____

Moved: _____

Second: _____

Vote: _____

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

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

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
September 13, 2018**

CALL TO ORDER Commissioner Gooch called the September 13, 2018, Regular Personnel Commission Meeting to order at 4:32 p.m.

PLEDGE OF ALLEGIANCE Dr. Michael Conroy led the pledge of allegiance.

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

STAFF MEMBERS AND GUESTS Michelle Eifert; Felix Avila; Dr. Michael Conroy; Keith Farrow; Jason Bozarth; Phi Tran

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF AUGUST 9, 2018 Motion by Commissioner Ewing to approve the minutes of the August 9, 2018, Regular Personnel Commission meeting.

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

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

A. Job Description Reviews/Revisions:

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

B. Recruitment and Testing – Eligibility Lists

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

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

CLASSIFIED ACTIVITY LISTS The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of August 14, 2018.

**PERSONNEL
COMMISSION
DISCUSSION AND
POTENTIAL
ANNOUNCEMENT
OF THE
PERSONNEL
COMMISSIONER'S
JOINT APPOINTEE
TO THE
PERSONNEL
COMMISSION**

Director Vellanoweth explained that each Commissioner is appointed to a three year term. This year the term of the Joint Appointee, Daniel Gooch, is expiring. Mr. Gooch has expressed his interest in being appointed to another three year term. A discussion was opened to discuss the potential reappointment of Mr. Gooch as the Joint Appointee to the Personnel Commission.

Commissioner Ewing stated that it is his recommendation to reappoint Mr. Gooch. Commissioner Bidnick was in agreement. The result of the discussion was to reappoint Mr. Gooch.

Subsequently, a date to hold the Public Hearing was scheduled for October 18, 2018.

**ADVANCE STEP
PLACEMENT –
JAIRO BOJORQUEZ,
LEAD
REPROGRAPHIC
TECHNICIAN**

Director Vellanoweth explained that an advanced step placement has been received from Deputy Superintendent, Michael Conroy, for Mr. Jairo Bojorquez who has been offered and accepted the position of Lead Reprographic Technician. Pursuant to Merit Rule 7.2.1.3.A.3, Advanced Step Placement, the request is being brought to the Personnel Commission for approval. The advanced step request for Step 4 placement (\$4,420 per month) on the appropriate salary range for the class of Lead Reprographic Technician comes to the Commission upon the request of Deputy Superintendent, Michael Conroy, and the approvals of Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel.

The rationale for this advance step placement include the candidate's fifteen years of job related experience working within school districts in addition to his extensive training, both of which exceed that which is required for the position.

Jason Bozarth, CSEA Chapter 375 President, stated that CSEA has been watching the requests for advance step placement very carefully. He stated that CSEA does recognize that in this instance the candidate's qualifications do qualify for advance step placement. However, the step requested was a concern to the chapter. He has been advised by his e-board, and he concurs, that they would be in support of an advance step placement of three. They believe an advance step placement to step four is excessive and would not be in the best interest of the classified staff and the Merit System at Ocean View School District.

Commissioner Gooch asked Mr. Bozarth to clarify what he bases the excessiveness of step four on. Mr. Bozarth stated that the chapter ran the numbers and felt that a step placement of three did place the candidate at the appropriate step for someone of his qualifications.

**ADVANCE STEP
PLACEMENT –
JAIRO BOJORQUEZ,
LEAD
REPROGRAPHIC
TECHNICIAN
(CONTINUED)**

Dr. Michael Conroy stated that he is the administrator that oversees the Reprographics department. He made the step four recommendation after also running the numbers. He stated that this is the second time this recruitment has been flown. The individual did not apply the first time. There was a distinct difference in his ability than there was in any of the other candidates that applied in the first and second recruitment, in terms of the experience, knowledge, and certifications that he brings. Dr. Conroy also mentioned that he felt it was warranted to recommend step four because it would place his salary closer to the District's past practice of trying to grant a 5% increase over the previous salary.

Commissioner Bidnick asked how the candidate found the job posting. Director Vellanoweth had the candidate's application and it indicated he found the posting through Edjoin.

Commissioner Gooch commented that he is in favor of advance step placement as it is submitted, but what he thinks the District needs to do is take a cautious, collaborative step, between Mr. Avila and Mrs. Vellanoweth, to discuss the method the District is currently using. In this instance, here is someone who is already working for the District, already on the payroll, coming from another school district, hoping the Personnel Commission approves the recommendation for advance step placement. It appears that this will occur, but if for any reason, it does not occur, it might place the District and the current employee in an awkward position. Commissioner Gooch said that moving forward, perhaps the District could look at whether this is the best way to do this. He added that we may be putting the horse before the cart. In Commissioner Gooch's previous jurisdiction, everything was settled before the employee ever set foot on campus.

Dr. Conroy agreed with Commissioner Gooch and mentioned that there are times during the recruitment and hiring process, depending upon what the position is, that filling the vacancy becomes a critical factor. As he mentioned, this vacancy was flown two times so the length of time that the position was vacant created an urgency to get someone hired. Also with the timing of the new school year starting and the volume and quantity of work in Reprographics, it was critical to get someone in there as soon as possible.

Motion by Commissioner Ewing to approve the Advance Step Placement – Jairo Bojorquez, Lead Reprographic Technician.

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 by the Director, Classified Personnel that four eligibles be removed from eligibility lists for reasons outlined in Rule 6.1.8. Letters were sent to the eligibles via regular and certified mail, notifying them of the eligibility lists they were being removed from and the reason for the removal in accord with Personnel Rule 6.1.8. A copy of this rule was also provided and they were given the opportunity to protest the removal of their names.

The Director, Classified Personnel recommended that the four eligibles be removed from the appropriate eligibility lists in accordance with Personnel Commission Rule 6.1.8.

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

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

**2018 AALRR
EDUCATION LAW
CONFERENCE**

Director Vellanoweth stated that AALRR, a law firm that represents the District in education matters, is holding a conference in November in Long Beach. She has attended this conference for several years. These conferences are very beneficial in providing important information regarding recent legislation and items that affect human resources and education.

Director Vellanoweth would like to attend this conference and noted that there are sufficient funds in our budget to cover the cost for this conference.

Motion by Commissioner Ewing to approve the attendance of the Director at the 2018 AALRR Education Law Conference.

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

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, stated that the District had a very successful welcome back event. He thanked Commissioners Gooch and Ewing for attending and representing the Personnel Commission. The first Chapter meeting of the school year was held two days prior. New employee orientations have been going well, providing as much information to new employees as possible. CSEA also provides learning opportunities, such as a Maintenance and Operations Academy, and a Para-educator Academy.

**COMMISSIONER
REPORTS**

Commissioners Gooch and Bidnick had nothing to report. Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for October 18, 2018.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth thanked everyone who attended the meeting today. She mentioned that there was a group Leadership meeting earlier in the day today with school site and district office administrators. The kick off event that Phi Tran mentioned went well and she also thanked Commissioners Ewing and Gooch for attending. She mentioned the Personnel Office activities, including recruitment updates and payroll entries. The temporary office support person we had helping out now has a permanent position at Harbour View as their School Office Clerk. The impact of losing her help is greatly missed and felt. Moving forward, we are scheduling or opening no more than three recruitments per week at most. She commended the staff for their dedication and hard work. As part of the District's Relationships Matter focus, the Superintendent asked the school sites and departments to help publicize their departments via video. We have recorded two videos, one for the classified personnel section of the District website explaining about classified employment with the District, and one for the Personnel Commission section explaining about the Commission and the Merit System.

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 4:57 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: October 18, 2018
SUBJECT: Agenda Item No. 6.B.: ELIGIBILITY LIST(S)

Background Information

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

Following are the current lists for ratification:

- 2018-20 Instructional Assistant
- 2018-21 Groundskeeper I
- 2018-22 Community Liaison Bilingual (Spanish)
- 2018-23 Department Secretary
- 2018-24 Bus Driver
- 2018-25 Instructional Assistant – Special Education
- 2018-26 Instructional Assistant – Severely Disabled
- 2018-27 Field Service Technician
- 2018-28 Intermediate Clerk Typist

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2018-20 through 2018-28.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 18, 2018

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

Background Information

At the Ocean View School District, Regular Board Meeting(s) of September 4, 2018, September 17, 2018, and October 2, 2018, (Exhibits A, B, C), 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 September 4, 2018, September 17, 2018, and October 2, 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>
Camacho, Andrew	School Office Clerk	Marine View	\$18,629 per hour	28.1	08/27/18
Juarez, Marisa	Child Care Attendant	Hope View	\$14,546 per hour	18.1	09/05/18
Mezin, Richard	Child Care Attendant	Golden View	\$14,546 per hour	18.1	09/05/18
Silva, Carissa	Food Service Worker	Star View	\$14,546 per hour	18.1	09/04/18
Timmons, Candice	School Office Clerk	Harbour View	\$18,629 per hour	28.1	08/27/18
Vargas, Miriam	Food Service Worker	Golden View	\$14,546 per hour	18.1	09/04/18

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>
Banner, Bobbie	School Library Specialist	Substitute	\$18,166 per hour	27.1	08/21/18
Guerrero, Hector	Head Custodian	Substitute	\$20,552 per hour	32.1	08/17/18
Lupino, Andrew	Custodian	Substitute	\$18,629 per hour	28.1	08/17/18
Sonsma, Mireille	Food Service Worker	Substitute	\$14,546 per hour	18.1	09/04/18

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>
Schaffer, Melissa	School Office Clerk	Village View	\$20,552 per hour	28.3	08/22/18

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Byrne, Bridget	Bus Driver	Transportation	05/03/93	09/20/18

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>
Burke-Majerus, Susan	Preschool Instructional Assistant	Oak View Preschool	11/29/16	06/19/18
Diaz, Yazmin	Instructional Assistant – Bilingual	Westmont	10/13/14	06/20/18
Dixon, Xzasha	Instructional Assistant	Golden View	12/02/14	06/19/18
Dubon, Nga	School Library Specialist	Harbour View	09/22/16	08/24/18
Hunter, Travis	Field Service Technician	District Office	06/09/14	09/14/18
Lopez, Jadira	Instructional Assistant	Oak View Preschool	09/14/17	06/18/18
Luis, Anakaren	Instructional Assistant – ABA	Lake View	03/16/18	06/20/18
Nesbitt, Tamela	Instructional Assistant	Village View	04/08/14	06/20/18
Rhodes, Kristian	Instructional Assistant – ABA	Hope View	02/25/13	10/10/17

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>
Bojorquez, Jairo	Lead Reprographic Technician	District Office	\$3,814.00 per month	36.1	09/10/18
Cabrera, Luis	Speech and Language Assistant	Vista/Golden View	\$20,552 per hour	32.1	09/05/18
Coble, Michelle	Instructional Assistant – Severely Disabled	Westmont	\$17,290 per hour	25.1	09/05/18
Daro, Kimberley	Instructional Assistant – Special Education	Golden View	\$16,053 per hour	22.1	09/05/18
Garrison, Delayna	Bus Driver	Transportation	\$20,552 per hour	32.1	09/13/18
Gerard, Abigail	Speech and Language Assistant	Lake View	\$20,552 per hour	32.1	09/10/18
Jimenez, Alejandra	Child Care Attendant	Hope View	\$14,546 per hour	18.1	09/05/18
Larson, Liam	Child Care Attendant	Circle View	\$14,546 per hour	18.1	09/05/18
Linares, Emmanuel	Instructional Assistant – Special Education	Oak View	\$16,053 per hour	22.1	09/05/18
Mach, Sara	Instructional Assistant – Special Education	Mesa View	\$16,053 per hour	22.1	09/05/18
Martinez, Amy	Instructional Assistant – Severely Disabled	Lake View	\$17,290 per hour	25.1	09/10/18
Matz, Angela	Instructional Assistant – Special Education	Village View	\$16,053 per hour	22.1	09/05/18
Reyes, Jose	Instructional Assistant – ABA	Transportation	\$20,552 per hour	32.1	09/04/18
Sanburg, Garland	Payroll Technician	Lake View	\$17,724 per hour	26.1	09/05/18
Silva, Sergio	Bus Driver	District Office	\$3,907.00 per month	37.1	09/17/18
Snyder, Tricia	Bus Driver	Transportation	\$20,552 per hour	32.1	09/12/18
Spates, Wendy	Bus Driver	Transportation	\$20,552 per hour	32.1	09/05/18

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>
Melendez, Mariko	Child Care Attendant	Substitute	\$14,546 per hour	18.1	09/12/18
	Instructional Assistant	Substitute	\$15,660 per hour	21.1	09/12/18
	Preschool Instructional Assistant	Substitute	\$16,053 per hour	22.1	09/12/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	09/12/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	09/12/18
	Instructional Assistant – Physical Education	Substitute	\$17,290 per hour	25.1	09/12/18
	Instructional Assistant – Adapted Physical Education	Substitute	\$17,290 per hour	25.1	09/12/18
Romero, Virginia Christina	Clerk Typist	Substitute	\$16,456 per hour	23.1	08/22/18
	Intermediate Clerk Typist	Substitute	\$18,629 per hour	28.1	08/22/18
	School Office Clerk	Substitute	\$18,629 per hour	28.1	08/22/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	09/05/18
Toma, Sara	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	09/05/18

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>
Boyd, Matthew	Lead Behavior Intervention Assistant	Multiple Sites	\$23,950 per hour	31.4	09/05/18
Ferguson, Kyle	Bus Driver	Transportation	\$21,596 per hour	32.2	09/07/18

Approve Retirement (Corrected Effective Date)

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Byrne, Bridget	Bus Driver	Transportation	05/03/93	09/21/18

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>
Abdin, Bashier	Instructional Assistant – ABA	Pleasant View	10/05/15	08/09/18
Condon, Sara	Instructional Assistant – ABA	Hope View	03/20/18	06/18/18
Estrada, Vanessa	Child Care Attendant	Hope View	07/05/17	06/20/18
Hart, Julie	Instructional Assistant – ABA	Lake View	01/25/16	06/20/18
Kardos, Lara	School Health Technician	Lake View	06/20/16	09/14/18
Krynski, Cristina	Instructional Assistant	Star View	09/08/17	06/19/18
Matz, Angela	Custodian	Facilities	12/16/15	09/05/18
Molina, Michelle	Instructional Assistant – ABA	Lake View	01/09/17	06/20/18
Spencer, Alexis	Instructional Assistant – Special Education	Vista View	11/16/15	06/20/18
Tovar, Riley	Instructional Assistant – ABA	Circle View	10/05/15	08/09/18
Trejo, Griselda	Child Care Attendant	Circle View	06/03/15	08/29/18
Uy, Caritas	Speech and Language Assistant	Village View	01/19/16	06/20/18
Vorhees, Rebekah	Instructional Assistant – ABA	Vista View	03/16/18	09/21/18

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>
Banner, Bobbie	School Library Specialist	Harbour View	\$18,166 per hour	27.1	09/20/18
Castillo, Jesus	Instructional Assistant – English Learner	Harbour View	\$16,456 per hour	23.1	09/24/18
Garrison, Hortensia	Instructional Assistant – Bilingual	Marine/Spring View	\$16,053 per hour	22.1	09/05/18
White, Aja	Speech and Language Assistant	Pleasant/Oak View Preschools	\$20,552 per hour	32.1	09/05/18

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>
Arutunian, Sabrena	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	10/03/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	10/03/18
Jimenez, Ana	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	10/03/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	10/03/18
Morado, Priscila	Child Care Attendant	Substitute	\$14,546 per hour	18.1	10/03/18
Statieh, Nour	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	10/03/18
Wu, Juiyuan	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	10/03/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	10/03/18

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Tillman, Alana	Child Care Program Facilitator	Star View	04/03/89	12/21/18

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>
Skorheim, Laurie	ALC Attendant	Mesa View	09/22/15	09/28/18

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director of Classified Personnel

DATE: October 18, 2018

SUBJECT: **Agenda Item No. 8a and 8b: Public Hearing and Appointment for the Announced Joint Appointee, Daniel Gooch, to the Personnel Commission**

Background Information

The three (3) year term of office of Personnel Commissioner Daniel Gooch expires on December 1, 2018. As required by Merit Rule 2.1.5 Personnel Commissioner's Appointment Procedures, joint Personnel Commissioner's appointee, Mr. Daniel Gooch, was contacted to determine if he is interested in reappointment for another three (3) year term of office. Commissioner Gooch indicated he is interested in reappointment.

Merit Rule 2.1.4.C provides specifics on the actual appointment process of the Commissioner's joint appointee. The appointee of the Board of Trustees and the appointee of the classified employees may discuss and publicly announce the name of the person they intend to appoint or reappoint as the joint appointee to the Personnel Commission. At the September 13, 2018 Personnel Commission meeting, Commissioner Bob Ewing, CSEA appointee and Commissioner Lance Bidnick, Board appointee, both announced Daniel Gooch as their intended appointee to be reappointed to another three (3) year term as Personnel Commissioner.

As referenced in Education Code 45246(f), Merit Rule 2.1.4.C goes on to state that, "At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publically announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing".

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

Date Commissioners Announced Their Intended Appointee	30 Days After Commissioners Announcement	45 Days After Commissioners Announcement	Date Of Public Hearing
September 13, 2018	October 13, 2018	October 28, 2018	October 18, 2018

The Commission meeting on October 18, 2018 falls within the above required time line. Therefore, the Director of Classified Personnel recommends the Personnel Commission hold a public hearing to receive input from the public on the qualifications of Mr. Daniel Gooch to be a Personnel Commissioner of the Ocean View School District. After receiving public input, it is recommended that the Commission discuss and consider the public input received then make its appointment, or substitute appointment or recommendation, to the Personnel Commission.

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

Attachments: Merit Rule 2.1.5
Merit Rule 2.1.4.C

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Recommendation

The Director of Classified Personnel recommends:

1. The Personnel Commission hold a public hearing to receive input from the public on the qualifications of Mr. Daniel Gooch to be a Personnel Commissioner of the Ocean View School District.
2. After receiving public input, the Personnel Commission discuss and consider the public input received then make its appointment, or a substitute appointment or recommendation.

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

2.1.5 Personnel Commissioner's Appointment Procedures

new Rule 11/9/00

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

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

2.1.4 **Commissioner Appointment Procedures**

New Rule 11/9/00

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

C. The Commissioners' Appointment:

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

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 18, 2018

**SUBJECT: Agenda Item No. 9: Approve Advance Step Placement
Angela Matz – Instructional Assistant – Special Education**

Background Information

A request for advanced step placement has been received from Principal, Francesca Ligman at Village View Elementary, for Ms. Angela Matz who has been offered and accepted the position of Instructional Assistant – Special Education. Pursuant to Merit Rule 7.2.1.3.A.3, Advanced Step Placement (attached), the request is being brought to the Personnel Commission for approval.

Analysis

The advanced step request for Step 3 placement (\$17.724 per hour) on the appropriate salary range for the class of Instructional Assistant – Special Education (Salary Range 22, \$16.053 per hour to \$19.555 per hour on the Classified Bargaining Unit Salary Schedule) comes to the Commission upon the request of Principal Francesca Ligman, and the approvals of Executive Director of Special Education, Melissa Hurd, Assistant Superintendent, Human Resources, Felix Avila, and the Director, Classified Personnel.

The rationale for this advance step placement include the candidate's 20 years of job related experience working at a state school serving clients with special needs. She also has extensive education and training in the field, both of which exceed that which is required for the position. Additional rationale is presented on the attached Advance Step Placement Request Form.

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

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission approve the Step 3 (\$17.724 per hour) advanced step placement of Ms. Angela Matz, Instructional Assistant – Special Education, in accord with Merit Rule 7.2.1.3.A.

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: Francesca Ligman

Date: Sept. 11, 2018

Title: Principal

Department: Village View

The above hiring authority has interviewed for the open vacancy in the classification of Instructional Assistant - Sp Ed.
and has selected Angela Matz as their choice.
name of candidate

The above hiring authority is requesting advanced step placement on range 22, step 3-5, for one or more of the following reasons:

- 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)
 - 20 years IA-SE at Rainer State School w/ SDC, SD and ED
 - 2 years nursing home and 2 years Home care
 - 7 years volunteer K-HS for SD, SDC and ED

- 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)
 - NARC Nurse's assistant registered) - 2013
 - passed Health Tech Assistant Exam for SH
 - College level courses → psychology, DDIP, DDII's, Effective Supervision
 - Therapeutic Option trained (Pro-Act) in Wa. State.

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

Special Education aides have been very challenging to fill and retain. Angela Matz is a strong fit. She can handle a multitude of special needs classes and behavioral support.

- 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.

Angela has been working for OUSD as a night Custodian for three years. She is committed to OUSD and making a difference in student's lives.

Approval Signatures:

Appointing Authority: Francesca Ligman Date: 9-17-18

Assistant Superintendent, Human Resources: [Signature] Date: 9/25/18

Director, Classified Personnel: Marelee Villanueva Date: 10/8/18

Date submitted to the Personnel Commission: 10/18/2018 Step 3 on Range 22 - Approval

Approved
 Denied

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

SEP 18 2018

Form updated by Personnel Commission 5/24/2018

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 18, 2018

SUBJECT: Agenda Item No. 10: Removal of Name from Eligibility List

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 eligible be removed from eligibility lists for reasons outlined in Rule 6.1.8. This eligible is:

Ignacio Rivera
Eligibility List: 2017-62 Custodian

The attached letter (*Commissioners only*) outlines the reason for the Director's recommendation to remove the above named candidate from the respective eligibility list. This letter, sent to the eligible via regular and certified mail, notified them of the eligibility list 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 name.

Attachments:

- Merit System Rule 6.1.8
- Letter to eligible Mr. Ignacio Rivera dated September 21, 2018 (*Commissioners only*)

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Recommendation:

The Director, Classified Personnel recommends that Mr. Ignacio Rivera be removed from Eligibility List 2017-62 Custodian 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)