



**OCEAN VIEW SCHOOL DISTRICT**

**PERSONNEL COMMISSION**  
**AGENDA**

**Thursday, May 24, 2018**

**CLOSED SESSION**

4:00 p.m.

Conference Room  
Building E

**REGULAR MEETING**

4:30 p.m.

Professional Learning Center  
Building E

*Classified Employees*

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2018

**PERSONNEL COMMISSION:**

Daniel Gooch, Chair

Bob Ewing, Vice-Chair

Lance Bidnick, Member



# AGENDA

## PERSONNEL COMMISSION

## OCEAN VIEW SCHOOL DISTRICT

THURSDAY, MAY 24, 2018

4:00 P.M.  
CLOSED SESSION  
CONFERENCE ROOM  
BUILDING E

4:30 P.M.  
REGULAR MEETING  
PROFESSIONAL LEARNING CENTER  
BUILDING E

1. CLOSED SESSION  
CALL TO ORDER TIME: \_\_\_\_\_ p.m.

2. ROLL CALL

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of April 12, 2018.

**ACTION**

Page 1

Moved: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

### INFORMATION/DISCUSSION/ACTION ITEMS

4. **THE PERSONNEL COMMISSION WILL MEET IN CLOSED SESSION TO DISCUSS:**

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

**DISCUSSION**

1. Director, Classified Personnel evaluation

5. **ADJOURNMENT** TIME: \_\_\_\_\_ p.m.

**ACTION**

Moved: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

6. **RECONVENE TO OPEN SESSION – CALL TO ORDER** TIME: \_\_\_\_\_ p.m.

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

**9. REPORT OUT OF CLOSED SESSION**

**10. 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.

**11. APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the April 12, 2018, Regular Personnel Commission Meeting for approval.

**ACTION**  
**Page 2-9**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMISSION BUSINESS**

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

**ACTION**  
**Page 10**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**A. JOB DESCRIPTION REVIEWS/REVISIONS:**

**B. RECRUITMENT AND TESTING:**

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

- 2017 – 60 Instructional Assistant – Special Education
- 2017 – 61 Instructional Assistant – Severely Disabled
- 2017 – 62 Custodian
- 2017 – 63 Head Custodian
- 2017 – 64 Department Secretary
- 2017 – 65 School Office Manager
- 2017 – 66 Instructional Assistant - ABA
- 2017 – 67 Buyer

**13. 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:

**INFORMATION**  
**Pages 11-15**

- April 10, 2018 – (Exhibit A)
- April 24, 2018 – (Exhibit B)

**14. PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2018-2019:** The Personnel Commission will hold a Public Hearing prior to taking action on its proposed Annual Budget of the Personnel Commission for the fiscal year 2018-2019. The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2018-2019.

**DISCUSSION**

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – MAY 24, 2018 - PAGE 3**

Open Time: \_\_\_\_\_ p.m.

Close Time: \_\_\_\_\_ p.m.

- 15. ADOPTION OF THE PROPOSED BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2018-2019:** The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2018-2019. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for Fiscal Year 2018-2019, to be forwarded to the County Superintendent once the District's budget is adopted. **ACTION**  
**Pages 16-23**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**
- 16. MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2.1 – APPLICATION OF SALARY SCHEDULES – INITIAL PLACEMENT – SECOND READING AND ADOPTION:** The Personnel Commission will receive the Director's recommendation for proposed changes to Merit Rule 7.2.1, Application of Salary Schedules – Initial Placement, for a second reading and adoption. **ACTION**  
**Pages 24-29**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**
- 17. EXTEND ELIGIBILITY LIST # 2017-01 – LEAD FOOD SERVICE WORKER:** The Commission will receive the Director's recommendation to extend eligibility list # 2017-01 – Lead Food Service Worker. **ACTION**  
**Page 30**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMUNICATIONS**

- 18. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
- 19. COMMISSIONER REPORTS**
- 20. DIRECTOR AND STAFF REPORTS**
- 21. ADJOURNMENT** **TIME: \_\_\_\_\_** **Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**
- The Ocean View School District Personnel Commission meets on the 2<sup>nd</sup> Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and available 72 hours in advance of each regular meeting. Items for agenda MUST be submitted to the Personnel Director no later than the end of the working day on the Wednesday preceding the next Commission Meeting. For information call (714) 847-2551 extension 1400 or 1401.*

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



**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Closed Session Meeting of the Personnel Commission  
April 12, 2018**

**CALL TO ORDER**

The April 12, 2018, Regular Closed Session meeting of the Personnel Commission was called to order at 3:32p.m.

**ROLL CALL**

Commissioners Bidnick, Ewing and Gooch were present. Director Vellanoweth was also present.

**APPROVAL OF MINUTES**

Motion by Commissioner Ewing to approve the minutes of the October 12, 2017, Regular Closed Session Meeting.

Seconded by Commissioner Gooch, and carried with a 2:0 vote. Commissioner Bidnick abstained from the vote because he was not present at the October 12, 2017, meeting.

**COMMISSION BUSINESS**

**INFORMATION/  
ACTION ITEMS**

The Personnel Commission met regarding:

- A. Discussion of appointment of employees, and employee termination, evaluation of employee performance, complaints or charges against an employee, and other personnel matters as pursuant to Government Code sections 54957, 54957.1, 54957.5 and 54957.6.

- 1. Director, Classified Personnel

**ADJOURNMENT**

Motion by Commissioner Ewing to adjourn the April 12, 2018, Regular Closed Session Meeting at 4:30 p.m.

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

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Michelle Vellanoweth  
Director, Classified Personnel  
Secretary to the Personnel Commission

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Date





**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Personnel Commission Meeting  
April 12, 2018**

**CALL TO ORDER** Commissioner Gooch called the April 12, 2018, Regular Personnel Commission Meeting to order at 4:35 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; Dr. Michael Conroy; Felix Avila; Keith Farrow; Cindi Lee; Cindy Pulfer; Rick Larson; Gingi Borg; Jim Choate; Arthur Camarena; Ryan Keel; Tom Wroniak; Jason Kina; Ruth Nelson; spouses and other family members.

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

**TIME CERTAIN** Director Vellanoweth shared a PowerPoint presentation recognizing the 2018 Classified School Employees of the Year. They were given flowers and congratulated by the Commissioners. A short recess followed to enjoy refreshments and take pictures with the Commissioners and Classified School Employees of the Year. The regular meeting reconvened at 4:57 p.m.

**PUBLIC COMMENTS** There were no comments from the public at this time.

**MINUTES OF MARCH 8, 2018** Motion by Commissioner Ewing to approve the minutes of the March 8, 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

- |         |   |
|---------|---|
| 2017-53 | Instructional Assistant – Severely Disabled   |
| 2017-54 | Instructional Assistant – Special Education   |
| 2017-55 | Instructional Assistant – Bilingual (Spanish) |
| 2017-56 | Buyer   |
| 2017-57 | Data and Assessment Technician                |
| 2017-58 | Personnel Analyst                             |
| 2017-59 | Instructional Assistant - ABA                 |

**CONSENT  
CALENDAR  
(CONTINUED)**

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 March 6, 2018, and March 20, 2018.

**MERIT RULE  
REVIEW AND  
REVISION,  
CHAPTER 7,  
SECTION 2.1 –  
APPLICATION OF  
SALARY  
SCHEDULES –  
INITIAL  
PLACEMENT –  
FIRST READING  
AND DISCUSSION**

Director Vellanoweth explained that periodically the Merit Rules and Regulations need to be updated to reflect changes in policy or new legislation. As previously discussed, Assembly Bill 168, effective January 1, 2018, amends the labor code and prohibits employers from relying on salary information of an applicant as a factor in whether or not to offer employment. The law expands the equal pay protection in California which requires equal pay for equal or substantially similar work. The updates to the current law are intended to prevent perpetuation of inequitable pay, which can happen if an applicant's current pay is based upon their past employer's pay decisions, which could have been discriminatory. However, nothing prohibits applicants from voluntarily, and without prompting, disclosing salary history information from a prospective employer. And in this case, an employer may rely on that information in determining the salary for that applicant.

Director Vellanoweth stated that she has reviewed the rules and practices that require revision in response to AB168. Several things have since taken place such as salary fields being removed from the online employment application, hiring supervisors have been notified of the new prohibitions, the final interview communication email and illegal and improper questions form have been updated to give specific direction to hiring supervisors on what may and may not be asked during the final interview.

Lastly, Director Vellanoweth recommends that updates be made Merit System Rule 7.2.1, Initial Salary Placement, and the associated request form, which addresses the advance step placement process. The proposed updates will serve two purposes, to include language associated with AB168, prohibiting employers from asking applicants about salary history and to clarify the advance step placement request process.

These proposed changes are presented to the Commission for a first reading and discussion. They have been shared with Assistant Superintendent, Felix Avila, and CSEA Chapter 375, and have been reviewed by the legal counsel at Orange County Department of Education.

Phi Tran, CSEA Liaison to the Personnel Commission, informed the Commissioners that when the agenda for this meeting came out, he presented it to the CSEA executive board and they directed him to advise the Commission that they endorse these changes and appreciate that their concerns were considered. They believe these changes address all of the concerns the bargaining unit members had with this particular merit rule. He thanked the Commissioners and Director Vellanoweth for helping to resolve this issue.

**MINUTES OF THE APRIL 12, 2018 PERSONNEL COMMISSION MEETING – PAGE 3****PROPOSED  
BUDGET  
2018-2019 –  
PRELIMINARY  
DRAFT – FIRST  
READING AND  
DISCUSSION**

Director Vellanoweth stated that Education Code 45253 requires a public hearing be held prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. Prior to adopting a proposed budget, it is required to fully consider these expressed views before sending the budget to the County Superintendent for action. Prior to holding the Public Hearing, a proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and District officials an opportunity for input prior to the Public Hearing.

In 2002, the Commission established that the Vice-Chair of the Commission would serve as the budget development liaison with the Director of Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Bob Ewing, current Vice-Chair, is serving as the liaison this year for the 2018-2019 Personnel Commission budget.

As previously explained, Education Code 45253 says that the Commission shall prepare an annual budget for its own office, which upon approval by the County Superintendent of Schools, should be included by the Governing Board in the regular budget of the school district. The legislature allows for the Commission to be independent in matters of order to operate as an impartial and neutral entity in three ways. Financially, with the Commission formulating its own budget. Politically, which means they can appoint their own staff. And functionally, which states that the Commission can supervise its own employees.

Today will be the first reading and discussion giving the Commission an opportunity to hear input and also have a discussion as a group as to what the mission and goals are for the Commission and how the budget meets those needs. The public hearing and adoption will take place prior to May 30. There will be a formal invitation to the Board and administrative representatives to attend this public hearing and share their views on the budget. At that time the Commission will fully consider the expressed views of the Board, district administration, or other concerned persons or organizations. Efforts will be made to resolve any differences that may exist between the Commission and the Board and at that time, the Commission will vote to adopt the budget. The approved budget will then be submitted to the County Superintendent of Schools.

Director Vellanoweth then brought forth, in collaboration with the Commission Vice-Chair, three budget proposals for the Commission's consideration and discussion as a first reading. It is felt that these proposals will best allow the Commission and staff to address the current and long-term needs of the department. The financial impact along with the adverse impact on district and Commission functions will also be reviewed.

**MINUTES OF THE APRIL 12, 2018 PERSONNEL COMMISSION MEETING – PAGE 4****PROPOSED  
BUDGET  
2018-2019 –  
PRELIMINARY  
DRAFT – FIRST  
READING AND  
DISCUSSION  
(CONTINUED)**

The current budget of the Personnel Commission does not support the current needs of the department. Although we are doing our best to work smarter, better, and thinking outside the box, and implementing procedures to streamline our processes as much as possible, we are continuing to see an adverse impact on the Commission functions that we are required to perform. These functions include job description reviews, job analysis, classification plans, salary studies, reclassification requests, exam development, and creating eligibility lists.

Recruitments have continued to increase over time. At the time this information was put together, the Personnel Office was at 52 recruitments, with three months remaining in the school year. This is equivalent to the total number of recruitments for last school year. The applicant pool has increased significantly. New hires, promotions, reemployments, and reinstatements have also increased significantly. Recruitment tasks have increased in a multitude of ways.

As can be seen in the agenda item, in order to meet the Commission goals, objectives, and mission, the Director is proposing some additional staffing for the department. This was shared with the Commissioners and it was felt that this was the appropriate forum to bring this forward to discuss not only the needs of the department but how it will affect the budget, while working in cooperation with the district and within the financial constraints the district is currently under.

The first proposal shared had no additional staff being added to the department. Director Vellanoweth went over each budget line, which includes administrative supplies, advertisements, duplication, mileage, workshops and conferences, memberships, consultants, temporary and substitute help, and salaries. She pointed out which budget lines were being either increased and decreased and explained the rationale. With no additional position allocated to the department, this proposal would result in an overall increase of \$36,668.

The second proposal that was shared accounted for an additional part-time staff member to the department. Each budget line was gone over again. Most line items remained the same. With a part-time staff member allocated to the department, this proposal would result in an overall increase of \$66,683.

The third proposal included the addition of a full-time staff member to the department. Again the budget lines were gone over with explanations. With a full-time staff member allocated to the department, this proposal would result in an overall increase of \$87,951.

**MINUTES OF THE APRIL 12, 2018 PERSONNEL COMMISSION MEETING – PAGE 5****PROPOSED  
BUDGET  
2018-2019 –  
PRELIMINARY  
DRAFT – FIRST  
READING AND  
DISCUSSION  
(CONTINUED)**

Dr. Conroy, Deputy Superintendent, commented that although the Commission operates independently from the District, the Commission does budget and spend funds from the District, so in essence, it spends someone else's funds. As the Director shared, Education code 45253 states that the Commission shall fully consider the views of the governing board prior to adopting the proposed budget, which is why Dr. Conroy is at this meeting. The District feels that the Commission needs to hear from them regarding the proposed budget. Given the current budget of the District as he shared in the previous Commission meeting, the District is in a budget reduction mode and operating in a deficit moving forward every year. Dr. Conroy stated that as a supervisor overseeing a majority of the classified departments, there are other departments that have a greater need for staffing than the Personnel Commission, such as Information Technology, Fiscal Services, Facilities, and Transportation. He also mentioned that other local personnel commission districts have the same level of support as our district, but with larger student enrollment.

Dr. Conroy added that he met with the Director and voiced his concern over the additional staffing and sent her an email explaining his rationale for why he does not support the request for additional staffing. The District's position is to request that the Commission direct the Director to meet with himself, Felix Avila, Assistant Superintendent of Human Resources, and Keith Farrow, Director of Fiscal Services, to review the Personnel Commission department needs to address solutions that will best meet the District, as well as the Personnel Commission. In addition, Dr. Conroy recommended that the Commission Chair and the Superintendent, Dr. Hansen, meet regularly, maybe monthly, to discuss related issues and to keep an ongoing conversation and dialogue.

Keith Farrow, Director of Fiscal Services, stated that a personnel requisition was received for an additional staff member in the Personnel Commission, prior to receiving any budget information for 2018-2019. The process in Fiscal Services is when they notice that a requisition has no Position Control Number, it is flagged. The fiscal impact is determined and then it is sent to Leadership for discussion. Leadership denied the position, so he is really surprised to see it in the budget proposals that were presented. He received the draft budget in the agenda with no collaboration and no invitation to this meeting. He sees the same position that was denied embedded into the budget, along with large increases to the 4000 and 5000 budget lines, and large increases to overtime, substitutes, and temporary budget lines. Mr. Farrow stated that he knows there is a short time between now and the date the budget needs to be approved and he feels that all three of the budget proposals are over budgeted and not set up to serve the District very well. Budgets need to be allocated properly and spending should be consistent with previous years. He cannot support any of the budgets that were presented tonight.

**PROPOSED  
BUDGET  
2018-2019 –  
PRELIMINARY  
DRAFT – FIRST  
READING AND  
DISCUSSION  
(CONTINUED)**

Commissioner Bidnick asked if invitation notices had to be sent out to the Board of Trustees to comment on the budget. Commissioner Gooch answered that the budget will be prepared and presented to the Commissioners at the next meeting which is scheduled for May 24, 2018, and this will be the time for discussion. Commissioner Bidnick stated that he heard comments that the District had not received invitations to review the budget and asked if that invitation would be for the meeting scheduled for May.

Mr. Farrow stated that he would like an opportunity to discuss and review the proposed budget before it is presented for approval. Commissioner Gooch answered that he will at the public hearing.

Dr. Conroy stated that this is a public hearing and is the reason he and others are here at this meeting. The entire District's budget is due June 7, and having a public hearing for the approval of the Personnel Commission's budget at the end of May does not give the Commission proper time to consider the District's comments for changing the budget. Commissioner Gooch responded that there is approximately five weeks for the District to review what they have in front of them, to make comments to the Commissioners through the Director, and they would be more than happy to take it into consideration.

Rick Larson, Director of Information Technology, Gingi Borg, Director of Transportation, and Jim Choate, Director of Facilities all addressed the Commission explaining the needs for additional staff in each of their departments, as well, and thanked the Commissioners for their consideration.

Felix Avila, Assistant Superintendent of Human Resources, addressed the Commissioners and advised them that the District is not in support of adding additional staff and felt it was important that the Commission hear from him because this was the only opportunity to voice the District's opinions. He mentioned that there are several things that can be done to minimize and reprioritize the work that happens on a daily basis in the Personnel department.

Mr. Avila mentioned that he has shared his opinions with Commissioner Bidnick with regard to Personnel Commission office functions and stated that if this is the only opportunity he has to share with the Commissioners, then he will continue to come to every Personnel Commission meeting so that the Commissioners will be made aware.

Phi Tran, CSEA Liaison to the Personnel Commission, stated that as the liaison he does not speak on behalf of the President of the Chapter, but he must share what the executive board has directed him to share. The Chapter has reviewed the budget line by line and Mr. Tran was directed to inform the Commission that the Chapter endorses the budget for a full time Personnel Technician, being fully aware of what is going on in the Personnel Commission with the increase of responsibilities and duties.

**PROPOSED  
BUDGET  
2018-2019 –  
PRELIMINARY  
DRAFT – FIRST  
READING AND  
DISCUSSION  
(CONTINUED)**

Mr. Tran continued stating that some members of the Executive Board and other employees have observed and also see the need for staffing, not just in the Commission, but also in other departments, as well. The Chapter believes having another full time Personnel Technician, additional support for the Personnel Commission, will help the District in supporting the classified employees.

Cindi Lee, Executive Assistant, stated to the Commissioners that she has complete confidence in Director Vellanoweth also. She also respects the opinions of the Assistant Superintendent and the Deputy Superintendent, and asked that the Commission please consider all sides.

**SECOND PUBLIC  
COMMENTS**

Phi Tran gave the Commission an update on what is happening within the Chapter. The Chapter is going to have a revote of the Data and Assessment Technician. It did fail ratification at the last Chapter meeting. They were directed by their regional representative to have another vote. The Chapter will also be electing their delegates to attend their annual state wide conference. They are hard at work with Director Vellanoweth in trying to get a flyer out to all of the classified employees explaining the Merit System and the Personnel Commission. Mr. Tran also congratulated the new Personnel Analyst, Betzabeth Vazquez and welcomed her. Finally, he announced that the Employee Banquet is Friday, June 1, 2018.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick congratulated all of the Classified School Employees of the Year. He will be attending another session of the Merit Academy this Saturday. He wished the best of luck to Arthur Camarena in his endeavors with the state Classified Employee of the Year.

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for May 24, 2018.

Commissioner Gooch had nothing to report.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth introduced the department's new Personnel Analyst, Betzabeth Vazquez and welcomed her. She also congratulated all of the Classified School Employees of the Year.

Director Vellanoweth personally thanked all of the District leadership that came out today and all of the department directors and stated that she greatly appreciates the working relationships she has with them. She appreciates that everyone feels like they are in the same situation needing additional help. She hopes that it is understood that a request coming forth from the Commission does not diminish whatsoever what they do in their departments. She hopes that this was a productive discussion. It was meant to be open so everyone could share their thoughts and concerns with the Commission as the opportunity to address all three Commissioners together only happens once each month. She let Dr. Conroy know she looked forward to meeting with him to see if they could come to a consensus on the budget that would help support the Personnel department.

**MINUTES OF THE APRIL 12, 2018 PERSONNEL COMMISSION MEETING – PAGE 8**

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn in remembrance of the Holocaust.

Motion by Commissioner Ewing to adjourn the meeting in remembrance of National Holocaust Day.

Motion was seconded by Commissioner Bidnick, and carried with a 3:0 vote at 6:24 p.m.

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

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Date



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** May 24, 2018  
**SUBJECT: Agenda Item No. 12.B.1: ELIGIBILITY LIST(S)**

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## Background Information

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

Following are the current lists for ratification:

- 2017 – 60 Instructional Assistant – Special Education
- 2017 – 61 Instructional Assistant – Severely Disabled
- 2017 – 62 Custodian
- 2017 – 63 Head Custodian
- 2017 – 64 Department Secretary
- 2017 – 65 School Office Manager
- 2017 – 66 Instructional Assistant – ABA
- 2017 – 67 Buyer

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## Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2017-60 through 2017-67.



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** May 24, 2018

**SUBJECT: Agenda Item No. 13: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

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## **Background Information**

At the Ocean View School District, Regular Board Meeting(s) of April 10, 2018, (Exhibit A), and April 24, 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.

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## **Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of April 10, 2018, and April 24, 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>
Azar, Jessica	Instructional Assistant – Severely Disabled	Lake View	\$17,290 per hour	25.1	03/23/18
Cottone, Brandi	Accounting Technician	District Office	\$3,907.00 per month	37.1	04/23/18
Lloyd, Amber	Buyer	District Office	\$4,006.00 per month	38.1	04/11/18

**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>
Angelus, Christi	Instructional Assistant	Substitute	\$15,660 per hour	21.1	03/27/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/27/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	03/27/18
Bala, Inu	Bus Driver Trainee	Trainee	\$11.00 per hour		03/26/18
Coble, Michelle	Instructional Assistant	Substitute	\$15,660 per hour	21.1	03/27/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/27/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	03/27/18
Frias, Martha	Instructional Assistant	Substitute	\$15,660 per hour	21.1	03/27/18
	Instructional Assistant – Bilingual	Substitute	\$16,053 per hour	22.1	03/27/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/27/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	03/27/18
Gibbs, Tracy	Instructional Assistant	Substitute	\$15,660 per hour	21.1	03/27/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/27/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	03/27/18
Linares, Emmanuel	Instructional Assistant	Substitute	\$15,660 per hour	21.1	03/27/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/27/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	03/27/18

**Approve Substitute Employment (Continued)  
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>
Major, Thania	Bus Driver Trainee	Trainee	\$11.00 per hour		03/26/18
Sihombing, Yuliana	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled	Substitute Substitute Substitute	\$15.660 per hour \$16.053 per hour \$17.290 per hour	21.1 22.1 25.1	03/27/18 03/27/18 03/27/18
Smith, Katie	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled	Substitute Substitute Substitute	\$15.660 per hour \$16.053 per hour \$17.290 per hour	21.1 22.1 25.1	03/27/18 03/27/18 03/27/18

**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>
Cerda, Javier	Child Care Attendant	Golden View	09/06/17	03/23/18
Costales, Khristina	Instructional Assistant – ABA	Hope View	03/30/09	03/20/18
Nguyen, Tina Tuyen	Preschool Instructional Assistant	Oak View Preschool	12/18/17	03/31/18
Young, Ashley	Instructional Assistant – Severely Disabled	Star View	09/06/17	03/21/18

<b>Approve Employment In accordance with Merit System Testing Procedures:</b>		<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>NAME</u></b>		Instructional Assistant – ABA	Hope View	\$17,724 per hour	26.1	04/09/18
Condon, Sara		District Receptionist	District Office	\$3,367.00 per month	31.1	04/19/18
Intharakamhang, Anna		Data and Assessment Technician	District Office	\$4,106.00 per month	39.1	04/25/18
Munoz, Omar		Personnel Analyst	District Office	\$4,312.00 per month	41.1	04/04/18
Vazquez, Betzabeth		Instructional Assistant – ABA	Hope View	\$17,724 per hour	26.1	03/07/18
Vilchez, Crystal						
<b>Approve Promotion In accordance with Merit System Testing Procedures:</b>		<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>NAME</u></b>		Skilled Maintenance Worker	Facilities	\$4,312.00 per month	37.3	04/25/18
Santos, Gabriel						
<b>Approve Substitute Employment In accordance with Merit System Testing Procedures:</b>		<b><u>POSITION</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>NAME</u></b>		Instructional Assistant	Substitute	\$15,660 per hour	21.1	03/13/18
Coles, Celine		Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/13/18
		Instructional Assistant – Physical Education	Substitute	\$17,290 per hour	25.1	03/13/18
		Instructional Assistant – Adapted Physical Education	Substitute	\$17,290 per hour	25.1	03/13/18
		Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	03/13/18
Desouza, Cido		Custodian	Substitute	\$18,629 per hour	28.1	03/19/18
Garza, Dahlia		Bus Driver	Substitute	\$20,552 per hour	32.1	04/18/18
Luis, Anakaren		Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/19/18
Mezin, Richard		Child Care Attendant	Substitute	\$14,546 per hour	18.1	02/20/18
		Instructional Assistant	Substitute	\$15,660 per hour	21.1	02/20/18
		Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	02/20/18
		Instructional Assistant – Physical Education	Substitute	\$17,290 per hour	25.1	02/20/18
		Instructional Assistant – Adapted Physical Education	Substitute	\$17,290 per hour	25.1	02/20/18

**Approve Substitute Employment (Continued)  
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>
Ponce, Maria	Instructional Assistant – Bilingual	Substitute	\$16,053 per hour	22.1	04/18/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	04/18/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	04/18/18
Rabbani, Kiandokht	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	04/16/18
Sanburg, Garland	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/19/18
Sanchez, Mario	Child Care Attendant	Substitute	\$14,546 per hour	18.1	04/18/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	04/18/18
Smithhart, Leanne	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/19/18
Spicer, Dawn	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/19/18
Vorhees, Rebekah	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	03/19/18

**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>
Aiello, Lucas	District Receptionist	District Office	01/24/18	04/13/18
Lloyd, Amber	Buyer	District Office	04/11/18	04/11/18



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** May 24, 2018

**SUBJECT: Agenda Items No. 14 and 15: Public Hearing on the Proposed Budget 2018-2019 of the Personnel Commission – Followed by Personnel Commission Discussion and Adoption of a 2018-2019 Budget**

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Education Code 45253 requires a public hearing be held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action. Prior to holding the Public Hearing a proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and District officials an opportunity for input prior to the Public Hearing.

At the April 12, 2018 meeting, the Commission reviewed for a first reading, proposed drafts of the budget for Personnel Commission operations in the 2018-2019 school year. They also heard and considered views expressed by District administrators, employees, and the employee union. Subsequently, Director Vellanoweth met individually with Director, Fiscal Services, Keith Farrow, Deputy Superintendent, Michael Conroy, and Personnel Commission Vice-Chair and Budget Advisor, Bob Ewing to formulate a final budget proposal. Following these discussions, the proposed budget for 2018-2019 was to be brought back to the Commission prior to May 30, 2018, for the required Public Hearing and adoption.

If the Commission acts to approve the proposed budget, it will be forwarded for the Superintendent's review and signature, and then forwarded to Dean West, Associate Superintendent Business Services, at the Orange County Department of Education.

## Discussion

The Director, Classified Personnel has reviewed all areas of the budget and has obtained input from a variety of sources in an attempt to keep the budget as low as possible, meet the minimal needs of the department, while maintaining prudent flexibility.

Increases in the conference budget to allow for the new Analyst to attend the Merit System Academy and in the advertising budget to utilize Governmentjobs.com in recruitment efforts were offset by decreases of \$5,100 in the areas of supplies, equipment, mileage, repair and consultants. This reduced the non-salary discretionary budget by a total of \$3,300 from last year. The Director does request that the overtime, substitute and temporary budgets be increased to support staff with increased recruitments and workload. The Director feels all other line item amounts should continue, as they will meet the needs of the department with minimal spending. This results in an overall discretionary operating budget (salary and non-salary object accounts) of \$37,960.00, an overall increase to the Personnel Commission's recommended discretionary operating budget of \$10,970 from last fiscal year.

**PUBLIC HEARING ON THE PROPOSED BUDGET  
2018-2019 OF THE PERSONNEL COMMISSION  
PAGE 2**

The Director will be prudent in authorizing discretionary expenditures to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year.

The Personnel Commission's proposed 2018-2019 non-salary discretionary budget contains ten line items totaling \$16,500. The expenditures supported by these individual line items are summarized as follows:

- **Administrative Supplies** *Recommended decrease from last year.* Used to purchase all consumable paper products, office supplies, printer toner, testing materials, postage, job fair materials, the revolving cash funds, and any other materials purchased for operating the Personnel Office.
- **Non Capitalized Equipment (Over \$500)** *Recommended decrease from last year.* To be used to replace printer that is more cost effective per page. No other major equipment purchases are anticipated.
- **Mileage** *Recommended decrease from last year.* Used to reimburse Commissioners and Commission staff for personal vehicle travel expenses incurred in the course of Commission business.
- **Travel/Conference** *Recommended increase from last year.* Used for attendance of Personnel Commissioners and staff at the State and regional Personnel Commissioner conferences. This account is also used to cover expenses involved in Personnel Commission staff development, i.e., sending employees to job related workshops, seminars and Merit System Academy. Increase will allow for new Analyst to attend Merit System Academy, in the event a scholarship is not granted. Any expenditure for Travel/Conference will be subject to prior approval.
- **District Memberships** *Recommended no change.* Used to pay for organizational memberships in CODESP (testing consortiums), California School Personnel Commissioners Association, Orange County Personnel Commissioners Association, and Personnel Commissioners Association of Southern California. This account has also been used to pay for memberships in several other professional organizations, i.e., Personnel Testing Council, Western Regional Intergovernmental Personnel Assessment Council, and the Southern California Personnel Management Association.
- **Repair/Maintenance** *Recommended decrease from last year.* Anticipated to be used for repair/maintenance of aging equipment not under warranty.
- **Duplication** *Recommended no change.* Used to pay for internal printing costs, i.e. Personnel Commission agendas, job announcement bulletins, recruitment and job fair materials, employment processing packets, etc.
- **Employment Advertisements** *Recommended increase from last year.* Used to purchase job advertisements in job specific publications i.e., CASBO Job Finder, ASCA (EdCal), Craig's List and related media. Recommend increase due to the addition of Governmentjobs.com as a recruitment resource.

**PUBLIC HEARING ON THE PROPOSED BUDGET  
2018-2019 OF THE PERSONNEL COMMISSION  
PAGE 3**

- **Consultants** *Recommended decrease from last year.* Used to pay Hearing Officers employed by the Commission to conduct hearings/investigations into appeals from disciplinary actions or alleged Rule violations. Unable to estimate cost.
- **Outside Services** *Recommended no change.* Used to pay for initial and on-going costs of a shared HR/PC automated workflow system. Budget reflects PC share of initial cost. On-going PC share of annual cost will be \$750.

The Personnel Commission’s 2018-2019 discretionary salary budget contains three line items totaling \$21,400. The expenditures supported by these individual line items are summarized as follows:

- **Overtime** *Recommended increase from last year.* Used for overtime of the Commission’s Personnel Assistant taking minutes at Personnel Commission meetings and other PC staff during peak periods.
- **Substitutes** *Recommended increase from last year.* Used for coverage when a Commission staff member is out on extended illness leave, on vacation, on a leave of absence, or promotes/resigns (to assist remaining staff as necessary). Increase in budget will allow for coverage that is more consistent when an employee is out of the office, to help maintain office efficiency.
- **Temporaries** *Recommended increase from last year.* Used to provide additional support and assistance in Commission Office when needed due to increased recruitments and during peak periods i.e. Increased number of panel members serving outside their normal work hours, exam proctoring, proctoring/grading of foreign language examinations, providing additional assistance when needed.

Attachments: Personnel Commission Preliminary Draft Budget 2018-2019  
Education Code 45253

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**Recommendation**

The Director, Classified Personnel recommends the Personnel Commission hold a Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2018-19 and fully consider any input received. The Commission is then requested to make any changes it deems appropriate, and adopt the Annual Budget of the Personnel Commission for Fiscal Year 2018-2019, to be forwarded to the County Superintendent.

Education Code 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

<u>Categories/Object Code</u>	<u>2015-2016</u>		<u>2016-2017</u>		<u>2017-2018*</u>		<u>2017-2018</u>		<u>2018-2019</u>		<u>Comments/Rationale</u>
	Actuals	Actuals	Actuals	Actuals	Budgeted/ Expended	Budgeted/ Est to close	Budgeted/ Expended	Budgeted/ Est to close	Proposed Budget	Proposed Budget	
<b>Admin Supplies (4305)</b>											
Budgeted	\$6,500.00	\$6,500.00			\$6,500.00	\$6,500.00					
Expended	\$6,119.27	\$4,789.30			\$1,705.41	\$4,500.00				<b>\$4,500.00</b>	Decrease by \$2000. Will continue to meet needs with minimal spending while attempting to reduce in areas where possible. Expenditures through end of school year include job fairs, replacing depleted supplies and providing supplies for replacement Analyst.
% Expended	94.1%	73.7%			26.2%	69.2%					
<b>Non Capitalized Equipment (Over \$500) (4490)</b>											
Budgeted	\$1,000.00	\$6,000.00			\$1,000.00	\$1,000.00					
Expended	\$0.00	\$3,702.24			\$0.00	\$0.00				<b>\$500.00</b>	Decrease by \$500. Remaining cost to replace printer with more cost effective per page. No necessary to budget for contingency equipment costs.
% Expended	0.0%	61.7%			0.00%	0.00%					
<b>Mileage (5201)</b>											
Budgeted	\$500.00	\$500.00			\$500.00	\$500.00					
Expended	\$118.14	\$141.36			\$47.60	\$150.00				<b>\$150.00</b>	Decrease by \$350. Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
% Expended	23.6%	28.30%			9.52%	30.00%					
<b>Travel/Conference (5202)</b>											
Budgeted	\$1,500.00	\$2,000.00			\$1,500.00	\$1,500.00					
Expended	\$899.80	\$656.29			\$1,543.78	\$1,800.00				<b>\$2,100.00</b>	Increase by \$600. This will maintain current support of director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff training. Increase of \$600 will allow for replacement Analyst to attend Merit System Academy, although we will apply for a scholarship.
% Expended	59.99%	32.80%			102.92%	120.00%					
<b>District Memberships (5301)</b>											
Budgeted	\$2,666.00	\$2,790.00			\$2,890.00	\$2,890.00					
Expended	\$2,666.00	\$2,790.00			\$2,890.00	\$2,890.00				<b>\$2,890.00</b>	Continue - Meets needs for membership including CSPCA and CODESP no anticipated fee increases.
% Expended	100.0%	100.00%			100.00%	100.00%					

Discretionary Budget (Non Salary Items Continued)

Categories/Object Code	2015-2016	2016-2017	2017-2018*		2017-2018		2018-2019	Comments/Rationale
	Actuals	Actuals	Budgeted/ Expended	Budgeted/ Est to close	Budgeted/ Est to close	Proposed Budget		
<b>Repair/Maintenance (5617)</b>								
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$250.00	Decrease by \$250 - Contingency only for repair/maintenance of aging equipment not under warranty
Expended	\$0.00	\$236.52	\$0.00	\$0.00	\$0.00	\$0.00		
% Expended	0.0%	47.30%	0.00%	0.00%	0.00%	0.00%		
<b>Duplication Charges (5715)</b>								
Budgeted	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Continue - Meets current needs, including duplication expenses for job fair materials
Expended	\$696.18	\$707.36	\$700.58	\$1,000.00	\$1,000.00	\$1,000.00		
% Expended	69.6%	70.70%	70.06%	100.00%	100.00%	100.00%		
<b>Employment Advertisements (5805)</b>								
Budgeted	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,670.00	Increase by \$1,170 - Began using Governmentjobs.com per recommendation Michael Conroy September 2017 in addition to EdJoin to widen recruitment for positions, mostly trades. Now need to include in budget, splitting annual \$2,340 cost with HR. Total increase \$1,170. EdJoin and Government Jobs meet most posting needs except for highly technical and management positions where outside advertising is necessary.
Expended	\$120.00	\$480.00	\$1,385.00	\$1,385.00	\$1,385.00	\$1,385.00		
% Expended	4.80%	19.20%	92.33%	92.33%	92.33%	92.33%		
<b>Consultants (5820)</b>								
Budgeted	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$1,000.00	Decrease \$2,000 - Contingency only for hearing officer if required for appeal. No way to estimate cost. District would need to supplement cost if needed.
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
% Expended	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
<b>Outside Services - Non Repair/Mtce (5825)</b>								
Budgeted	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Continue - Workflow has not yet been implemented so budget for initial set up last year of \$1,500 (\$3,000 shared by HR & PC) has not yet been expended. Ongoing PC share of cost will be \$750 annually
Expended	\$0.00	\$67.45	\$0.00	\$0.00	\$0.00	\$0.00		
% Expended	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
<b>TOTAL NON SALARY ITEMS</b>								
Budgeted	\$19,166.00	\$24,790.00	\$19,890.00	\$19,890.00	\$19,890.00	\$19,890.00	\$16,560.00	
Expended	\$10,619.39	\$13,570.52	\$8,272.37	\$12,725.00	\$12,725.00	\$12,725.00		
% Expended	55.41%	54.70%	41.59%	63.98%	63.98%	63.98%		

Discretionary Budget (Other Salary Items)

Categories/Object Code	2015-2016		2016-2017		2017-2018*		2017-2018		2018-2019		Comments/Rationnale
	Actuals	Actuals	Actuals	Actuals	Budgeted/Expended	Budgeted/Est to close	Budgeted/Expended	Budgeted/Est to close	Budgeted/Expended	Proposed Budget	
<b>Overtime (2490)</b>											
Budgeted	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00			
Expended	\$122.16	\$0.00	\$0.00	\$2,220.00	\$0.00	\$2,220.00	\$2,220.00	\$2,220.00			
% Expended	122.2%	0.0%	0.0%	2220.0%	0.0%	2220.0%	2220.0%	2220.0%			
										<b>\$2,400.00</b>	Increase \$2,300 - More accurate calculation of Personnel Assistant overtime for PC Meetings (12 each year) + OT for 2 employees for 24 additional hours due to increased work load and recruitments.
<b>Substitutes (2497)</b>											
Budgeted	\$1,600.00	\$1,600.00	\$1,600.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00			
Expended	\$6,564.31	\$3,657.05	\$3,657.05	\$7,798.89	\$4,798.89	\$7,798.89	\$7,798.89	\$7,798.89			
% Expended	410.3%	228.6%	228.6%	259.96%	159.96%	259.96%	259.96%	259.96%			
										<b>\$5,000.00</b>	Increase \$2,000 - Support continuing office activities in absence of employees due to illness or scheduled vacation.
<b>Temporaries (2495)</b>											
Budgeted	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00			
Expended	\$2,748.20	\$2,911.46	\$2,911.46	\$10,500.00	\$2,229.47	\$10,500.00	\$10,500.00	\$10,500.00			
% Expended	68.71%	72.80%	72.80%	262.50%	55.74%	262.50%	262.50%	262.50%			
										<b>\$14,000.00</b>	Increase \$10,000 - Support need for increased number of panel members, exam proctoring, proctoring/grading foreign language exams, and additional help in PC Department for recruitments, ongoing increased work load and during peak periods.
<b>TOTAL OTHER SALARY ITEMS</b>											
Budgeted	<b>\$5,700.00</b>	<b>\$5,700.00</b>	<b>\$5,700.00</b>	<b>\$7,100.00</b>	<b>\$7,100.00</b>	<b>\$7,100.00</b>	<b>\$7,100.00</b>	<b>\$7,100.00</b>			
Expended	\$9,434.67	\$6,568.51	\$6,568.51	\$20,498.89	\$7,028.36	\$20,498.89	\$20,498.89	\$20,498.89			
% Expended	165.52%	115.24%	115.24%	288.72%	98.99%	288.72%	288.72%	288.72%			
										<b>\$21,400.00</b>	

**Non Discretionary Budget (Salaries)**

<u>Categories/Object Code</u>	<u>2015-2016</u> Actuals	<u>2016-2017</u> Actuals	<u>2017-2018*</u>		<u>2017-2018</u>		<u>2018-2019</u>	
			Budgeted/ Expended	Budgeted/ Est to close	Budgeted/ Est to close	Budgeted/ Est to close	Proposed Budget	
<b>TOTAL SALARY ITEMS</b>								
Budgeted	\$387,648.00	\$415,188.00	\$431,716.00	\$431,716.00	\$431,716.00	\$431,716.00	\$446,064.00	
Expended			\$287,049.46	\$440,862.00				Increase of \$14,348 to existing salary and benefits
% Expended			66.5%	102.1%				

**PERSONNEL COMMISSION  
BUDGET TOTALS  
THREE YEAR HISTORY**

	<u>2015-2016</u> Actuals	<u>2016-2017</u> Actuals	<u>2017-2018*</u>		<u>2017-2018</u>		<u>2018-2019</u>	
			Budgeted/ Expended	Budgeted/ Est to close	Budgeted/ Est to close	Budgeted/ Est to close	Proposed Budget	
Budgeted	\$412,514.00	\$445,678.00	\$458,706.00	\$458,706.00	\$458,706.00	\$458,706.00	\$484,024.00	
Expended	\$407,702.06	\$435,327.00	\$287,049.46	\$458,706.00	\$458,706.00	\$458,706.00		
% Expended	98.83%	97.67%	62.58%	100.00%	100.00%	100.00%		



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** May 24, 2018

**SUBJECT: Agenda Item No. 16: Merit Rule Review and Revision Chapter 7,  
Section 2.1  
APPLICATION OF SALARY SCHEDULES – INITIAL PLACEMENT**

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## SECOND READING AND ADOPTION

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Periodically the Merit System Rules and Regulations for the Classified Service must be revised to reflect changes in policy and/or reflect new legislation.

Assembly Bill 168, effective January 1, 2018, amends Labor Code Section 432.3 which prohibits employers from relying on the salary information of an applicant as a factor in deciding whether or not to offer employment. It also prohibits employers from seeking this information for applicants for employment.

The law expands the equal pay protection in California which requires equal pay for equal, or substantially similar work. The updates to the current law are intended to prevent perpetuation of inequitable pay, which can happen if an applicant's current pay is based upon their past employer's pay decisions, which may have been discriminatory. However, nothing prohibits applicants from voluntarily, and without prompting, disclosing salary history information from a prospective employer. In this case, an employer may rely on that information in determining the salary for that applicant.

The Director has reviewed the rules and practices that require revision in response to AB 168. For example, the salary fields have been removed from the online employment application. Hiring supervisors have been notified of the new prohibitions. Our final interview communication email and illegal and improper questions have been updated to give specific direction to hiring supervisors on what may and may not be asked. Lastly, to ensure compliance with the law, the Director proposes to the Commission that updates be made to Merit System Rule 7.2.1, Initial Salary Placement, and the associated request form, which address the advance step placement process. The proposed updates will serve two purposes 1) To include language associated with AB 168 prohibiting employers from asking applicants about their salary history and 2) To clarify the advance step placement request process.

**MERIT RULE REVIEW AND REVISION  
CHAPTER 7, SECTION 2.1  
APPLICATION OF SALARY SCHEDULES – INITIAL PLACEMENT  
PAGE 2**

The proposed revisions were brought to the Commission for a first reading at the April 12, 2018 meeting and are returned at this time for a second reading and adoption. The Director has shared the proposed changes for comment and recommendation with both Felix Avila, Assistant Superintendent, Human Resources, and CSEA Chapter 375. The proposed rule changes have also been reviewed by Orange County Department of Education legal counsel.

Attachments:

- Assembly Bill No. 168
- Proposed revised Merit Rule 7.2.1 APPLICATION OF SALARY SCHEDULES, Initial placement, dated 4/2018
- Proposed revised Advance Step Placement Request Form, dated 5/2018

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**Recommendation**

The Director recommends that the Personnel Commission review, discuss and receive the proposed changes to Merit Rules, Chapter 7, Section 2.1, APPLICATION OF SALARY SCHEDULES – Initial Placement, and the associated request form, for a second reading and adoption.

**Assembly Bill No. 168**

**CHAPTER 688**

An act to add Section 432.3 to the Labor Code, relating to employers.

[Approved by Governor October 12, 2017. Filed with  
Secretary of State October 12, 2017.]

LEGISLATIVE COUNSEL'S DIGEST

AB 168, Eggman. Employers: salary information.

Existing law imposes various restrictions on employers with respect to applicants for employment. A violation of those restrictions is a misdemeanor.

This bill would prohibit an employer from relying on the salary history information of an applicant for employment as a factor in determining whether to offer an applicant employment or what salary to offer an applicant. The bill also would prohibit an employer from seeking salary history information about an applicant for employment and would require an employer, upon reasonable request, to provide the pay scale for a position to an applicant for employment. The bill would not prohibit an applicant from voluntarily and without prompting disclosing salary history information and would not prohibit an employer from considering or relying on that voluntarily disclosed salary history information in determining salary, as specified. The bill would apply to all employers, including state and local government employers and the Legislature and would not apply to salary history information disclosable to the public pursuant to federal or state law. The bill would specify that a violation of its provisions would not be subject to the misdemeanor provision.

*The people of the State of California do enact as follows:*

SECTION 1. Section 432.3 is added to the Labor Code, to read:

432.3. (a) An employer shall not rely on the salary history information of an applicant for employment as a factor in determining whether to offer employment to an applicant or what salary to offer an applicant.

(b) An employer shall not, orally or in writing, personally or through an agent, seek salary history information, including compensation and benefits, about an applicant for employment.

(c) An employer, upon reasonable request, shall provide the pay scale for a position to an applicant applying for employment.

(d) Section 433 does not apply to this section.

(e) This section shall not apply to salary history information disclosable to the public pursuant to federal or state law, including the California Public

**Ch. 688**

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Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code) or the federal Freedom of Information Act (Section 552 of Title 5 of the United States Code).

(f) This section applies to all employers, including state and local government employers and the Legislature.

(g) Nothing in this section shall prohibit an applicant from voluntarily and without prompting disclosing salary history information to a prospective employer.

(h) If an applicant voluntarily and without prompting discloses salary history information to a prospective employer, nothing in this section shall prohibit that employer from considering or relying on that voluntarily disclosed salary history information in determining the salary for that applicant.

(i) Consistent with Section 1197.5, nothing in this section shall be construed to allow prior salary, by itself, to justify any disparity in compensation.

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# OCEAN VIEW SCHOOL DISTRICT

## Merit System Rules and Regulations for the Classified Service

### 7.2 APPLICATION OF SALARY SCHEDULES

#### 7.2.1 Initial Placement

New employees shall be hired at the first step of the appropriate salary range unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.
  - A. APPROVAL
    1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
    2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
    - ~~3. Upon approval by the Director, Classified Personnel, the request is routed to the Personnel Technician who will prepare the necessary payroll information.~~
    - 4.3. The approved request will be placed upon the Commission agenda for ratification 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. *(Revised 02/12/04)*
    6. A copy of the form is then placed in the employee's personnel file. *(Revised 02/12/04)*
  - 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 ~~3~~ and 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. *(Revised 01/13/99)*



Ocean View School District  
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

The District above hiring authority has interviewed for the open vacancy in the classification of \_\_\_\_\_

and has selected \_\_\_\_\_ as their choice.  
*name of candidate*

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

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

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

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- ~~3. Candidate's current base salary exceeds that of step \_\_\_\_\_ of our salary range. (Explain)~~

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

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

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

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Approval  
Signatures:

Appointing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent, Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

Director, Classified Personnel \_\_\_\_\_ Date: \_\_\_\_\_

Date submitted to the Personnel Commission: \_\_\_\_\_

- Approved
- Denied

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** May 24, 2018

**SUBJECT: Agenda Item No. 17: Extend Eligibility List #2017-01 – Lead Food Service Worker**

## Background Information

The current eligibility list for Lead Food Service Worker will expire on July 13, 2018. The list still contains eight (8) ranks of viable candidates, all of which are promotional, in-house candidates. Director Vellanoweth consulted with the Director, Food and Nutrition Services and recommends that the eligibility list be extended for six months with a new expiration date of January 13, 2019 as the current list should be sufficient to fill any upcoming vacancies we may have. This will allow the Personnel Commission Office to fill any vacancies expeditiously that might occur prior to the start of the 2018/2019 school year without having to wait on a new recruitment. In addition, the current promotional candidates on the eligibility list will not have to repeat the application and testing process.

This process is authorized by Education Code Section 45300 and Merit System Rule 6.1.2.F.

*Ed Code 45300 A list may be extended for an additional period of two years or less at the discretion of the commission.*

*Merit Rule 6.1.2.F Eligibility lists may be extended for an additional period of two years or less at the discretion of the Commission.*

## Attachments:

- Eligibility List #2017-01 – Lead Food Service Worker (*For Commissioners Only*)

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## Recommendation

The Director recommends that the Personnel Commission authorize the extension of the eligibility list for Lead Food Service Worker for six months to a new expiration date of January 13, 2019.

