



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, April 12, 2018

CLOSED SESSION

3:30 p.m.

Human Resources Conference Room
Building B

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, APRIL 12, 2018

**3:30 P.M.
CLOSED SESSION
HR/PC CONFERENCE ROOM
BUILDING B**

**4:30 P.M.
REGULAR MEETING
BOARD ROOM
BUILDING A**

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 October 12, 2017.

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. TIME CERTAIN – 2018 CLASSIFIED SCHOOL EMPLOYEE OF THE YEAR RECOGNITIONS: On behalf of the Personnel Commission and Ocean View School District, Director Vellanoweth and staff will recognize the 2018 Classified School Employees of the Year.

- Arthur Camarena Maintenance and Operations Harbour View
- Laurie Gorham Child and Nutrition Spring View
- Ryan Keel Office and Technical Lake View
- Jason Kina Instructional Assistance Lake View/Westmont
- Thomas Wroniak Transportation Transportation

11. RECESS: Please join the Personnel Commissioners in a brief reception to congratulate the Classified School Employees of the Year.

12. 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.

13. APPROVAL OF MINUTES: The Personnel Commission will receive the minutes of the March 8, 2018, Regular Personnel Commission Meeting for approval.

ACTION
Page 2-7
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Page 8
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 – 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

AGENDA FOR THE PERSONNEL COMMISSION MEETING – APRIL 12, 2018 - PAGE 3

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| <p>15. 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:</p> <ul style="list-style-type: none">▪ March 6, 2018 – (Exhibit A)▪ March 20, 2018 – (Exhibit B) <p>16. MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2.1 – APPLICATION OF SALARY SCHEDULES – INITIAL PLACEMENT – FIRST READING AND DISCUSSION: 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 first reading and discussion.</p> <p>17. PROPOSED BUDGET 2018-2019 – PRELIMINARY DRAFT – FIRST READING AND DISCUSSION: The Personnel Commission will receive the Director’s recommendation to review and discuss the preliminary budget of the Personnel Commission for the fiscal year 2018-2019, for a first reading and discussion.</p> | <p>INFORMATION
Pages 9-12</p> <p>FIRST READING AND DISCUSSION
Page 13-18
Moved: _____
Second: _____
Vote: _____</p> <p>FIRST READING AND DISCUSSION
Pages 19-33
Moved: _____
Second: _____
Vote: _____</p> |
|--|--|

COMMUNICATIONS

- | | |
|---|--|
| <p>18. SECOND PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.</p> <p>19. COMMISSIONER REPORTS</p> <p>20. DIRECTOR AND STAFF REPORTS</p> <p>21. ADJOURNMENT</p> | <p>TIME: _____</p> <p>Moved: _____
Second: _____
Vote: _____</p> |
|---|--|
- 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 Closed Session Meeting of the Personnel Commission
October 12, 2017**

CALL TO ORDER The October 12, 2017, Regular Closed Session meeting of the Personnel Commission was called to order at 4:00 p.m.

ROLL CALL Commissioners Ewing and Gooch were present.

APPROVAL OF MINUTES Motion by Commissioner Ewing to approve the minutes of the April 13, 2017, Regular Closed Session Meeting.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

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 October 12, 2017, Regular Closed Session Meeting at 4:35 p.m.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
March 8, 2018**

CALL TO ORDER Commissioner Gooch called the March 8, 2018, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Commissioner Bidnick led the pledge of allegiance.

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

STAFF MEMBERS AND GUESTS Michelle Eifert; Yvonne Nguyen; Bophary Ngin; Michael Hoeker; Phi Tran; Dr. Michael Conroy; Felix Avila; Sandy Vaughan; Keith Farrow

TIME CERTAIN Dr. Michael Conroy, Deputy Superintendent, gave a presentation to the Personnel Commission which provided information regarding the District budget. He also answered questions asked by the Personnel Commissioners.

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

MINUTES OF FEBRUARY 8, 2018 Motion by Commissioner Bidnick to approve the minutes of the February 8, 2018, Regular Personnel Commission meeting.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

Commissioner Ewing abstained from the vote because he was not present at the February 8, 2018, meeting.

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

2017-49	Child Care Attendant
2017-50	Accounting Technician
2017-51	Groundskeeper I
2017-52	Instructional Assistant – ABA

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Bidnick 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 February 6, 2018, and February 20, 2018.

**ADVANCE STEP
PLACEMENT FOR
KYLE
FERGUSON,
INSTRUCTIONAL
ASSISTANT –
SEVERELY
DISABLED**

Director Vellanoweth stated that a request for advance step placement has been received for Kyle Ferguson, Instructional Assistant – Severely Disabled.

Mr. Ferguson is assigned to the Pathways program which deals with emotionally disturbed students. He comes to the district with a high level of experience and training working in Applied Behavior Analysis. He has school district experience and additionally has experience working with high school students and adults.

The hiring supervisor has requested an advance step placement to step 4 on the classified salary schedule since he has exceeded the requirements for this position.

Motion by Commissioner Bidnick to approve the Advance Step Placement for Kyle Ferguson, Instructional Assistant – Severely Disabled.

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

**REMOVAL OF
NAME FROM
ELIGIBILITY LIST**

Director Vellanoweth explained that this request is to remove Mr. Robert Testani from the eligibility list for Custodian. A letter was mailed to him explaining the reason for his removal in accordance with Merit System Rule 6.1.8. He was given an opportunity to protest the action of removal of his name, and that period has passed.

Motion by Commissioner Ewing to approve the Removal of Name from Eligibility List.

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

**CSEA REQUEST
FOR
CLARIFICATION
OF MERIT RULE
7.2.1, ADVANCE
STEP
PLACEMENT**

Director Vellanoweth stated that on February 26, 2018, she received a letter to Commissioner Gooch from Jason Bozarth, President of CSEA, Chapter 375. On behalf of their membership and executive board, they have requested clarification of Merit System Rule 7.2.1, the advance step placement rule, and the grounds by which an employee may be granted an advance step placement. The letter from CSEA, Merit System Rule 7.2.1, and an advance step placement form were provided for discussion.

Commissioner Ewing stated that he has a concern with this because in the past two years, more of these requests have come in than have in the previous twelve or thirteen years. He voted yes today because he perceived the need in special education as being very important. However, he also thinks that this could be a possible issue of budgeting. If the district is setting a pattern where it is advancing new employees to steps 2, 3, or 4, it has defeated the purpose of any kind of reduction needed for the budget. He mentioned that there are some considerations he would like to think about beyond this. If this continues, he will continue to vote no. In addition, if this continues, it sends a message to the union membership of where does this stop. Continuing in this pattern will impact the budget, personnel, and morale.

**CSEA REQUEST
FOR
CLARIFICATION
OF MERIT RULE
7.2.1, ADVANCE
STEP
PLACEMENT
(CONTINUED)**

Commissioner Ewing asked that this be considered in the future.

Commissioner Bidnick asked when an employee is offered employment, is salary negotiated at that time or is it an issue requested by the hiring authority. Director Vellanoweth answered that sometimes it comes up in the final interview with the hiring authority, or sometimes the candidate will contact the personnel office directly. The recommendation does need to come from the hiring supervisor. New legislation prohibits employers from inquiring about previous salary history or benefit history. If this information is voluntarily provided without any prompting, it can be considered when making a salary placement.

Commissioner Bidnick asked whether the offer of advance step placement is made before the employee accepts the position. Director Vellanoweth answered sometimes yes, and sometimes after the employee accepts. Commissioner Bidnick asked if an employee were to request advance step placement but the request is denied, would they have the option to refuse the position. Director Vellanoweth answered yes, but typically because the approval for advance step placement has to come before the Commission, the employee has already started working. The candidate is advised by the Personnel staff that they would need to make a decision to accept the position at step 1, and that a recommendation for advance step placement could be made, but there is no guarantee that it will be approved.

Commissioner Bidnick stated that he understands for a lot of employees, they may be relocating their families or have a change in living conditions, so they would be relying on the advance step placement. He stated that having this option available to recruit employees is important.

Commissioner Gooch asked the administration, what would be the effect if the district offered a position to a prospective employee and offered advance step placement predicated on the approval process, and the Commission denied the request after the person had already started working. Felix Avila answered that if the employee has already started working and the request for advance step placement is not approved, the employee would have to make a decision as to whether they will continue to work at step 1 or resign their position if the confines of the salary are not something they can live with.

Commissioner Gooch stated his concern that an employee would have to resign their current position in order to accept a position at Ocean View School District, while anticipating that an advance step placement request will be approved. He stated that the prospective employee should be advised that if they accept the position, the advance step placement is not guaranteed. Director Vellanoweth stated that it is clearly communicated to the candidate that they are being hired at step 1, and in fact they sign a form that is a recap of what they are being hired for. It lists their classification and their salary at step 1 with a notation that advance step placement has been recommended by the hiring supervisor but it is contingent upon approval by the Commission.

**CSEA REQUEST
FOR
CLARIFICATION
OF MERIT RULE
7.2.1, ADVANCE
STEP
PLACEMENT
(CONTINUED)**

Commissioner Ewing asked if the prospective employee were to delay acceptance of the position in anticipation of the advance step placement, how could the request be presented to the Commission for approval, if technically they are not yet an employee of the District. Director Vellanoweth answered that with the exception of instructional positions, all new hires must be board approved before an employee can begin working. With board agenda deadlines and Personnel Commission agenda deadlines, and also with the possible notice an employee gives to their current employer, it is possible for a request to come before the Commission before an employee begins working for Ocean View School District.

Michael Hoeker addressed the Commission and stated that when he was originally hired in 2009-2010, he was hired at step 1. His supervisor at the time recommended that Mr. Hoeker be granted step advance placement to step 5. The union rejected this request, however he was granted an advance placement to step 3. Since that time, it has been observed that most maintenance employees for whom advance step placement is recommended, there has been a cap of step 3. Mr. Hoeker asked if that could be an option. He also stated that he does not think advance step placement should be used as negotiation for employment because it is not fair to the current membership. As someone who has benefited from it, he sees what it has done for morale.

Sandy Vaughan asked if an employee is hired and granted advance step placement to step 4, can they remain at step 4 until the natural attrition would catch up so that they along with others who were hired at the same time but did not receive advance step placement would move up to step 5 together.

Director Vellanoweth stated that she would have to research this. Commissioner Gooch asked the Director to bring information back to the next meeting about this question.

Dr. Michael Conroy referenced a statement he made earlier. He stated that our district's salary schedules compared to other Orange County districts are at the lower end, so when we are looking to hire quality individuals coming from other districts that pay more, this is a conundrum that we have. Ocean View School District is trying to become a destination district, and to do that we want to make sure we get the best employees, which means that advance step placement is something that needs to be taken into consideration.

Commissioner Bidnick stated that having this discussion is good. In the spirit of the Merit System Rules and Regulations, we want to make sure that the advance step placements are being made on the merits of the employee. Having the process enumerated in the Merit Rules where these can be reviewed on a case by case basis is what he thinks the Merit System is designed for.

SECOND PUBLIC COMMENTS

Phi Tran thanked the Commissioners and everyone involved in the previous discussion. He will take back the information he heard to the membership. He mentioned that he finished his attendance at the Merit Academy and stated that it was very informative. Mr. Tran also informed the Commissioners that the employee banquet is set for Friday, June 1, 2018. Administration will be recognized along with certificated and classified staff. The venue this year will be the Costa Mesa Country Club. Schools First Federal Credit Union is generously donating \$2000 toward the banquet. Elizabeth Carr, School Office Manager at Village View, has been elected as the Chapter's second vice president. Mr. Tran shared some reflections on the PAL retreat.

Felix Avila thanked the CSEA committee members who helped put together the PAL retreat. He stated that if the Commissioners would like to attend in the future, the dates and times will be shared with the Director of Classified Personnel.

COMMISSIONER REPORTS

Commissioner Bidnick stated that he is looking forward to attending the Merit Academy on Saturday morning. He attended the Classified School Employee of the Year recognition in the Transportation department and extended his congratulations to all the other employees selected in the other categories.

Commissioner Ewing attended some of the presentations for Classified School Employee of the Year, as well, and is proud of the employees who were recognized by the District. He also announced that the next meeting of the Personnel Commission is scheduled for April 12, 2018.

Commissioner Gooch also attended several of the Classified School Employee of the Year recognitions. He was very appreciative of the effort that was put forth to recognize the classified employees. Commissioner Gooch wished Yvonne Nguyen well in her new job.

DIRECTOR AND STAFF REPORTS

Director Vellanoweth stated that at the next Personnel Commission meeting there will be a closed session so the Commissioners can complete her evaluation. She will send her self-evaluation and the forms prior to the meeting. Also at the next meeting there will be the first reading of the 2018-2019 Personnel Commission budget. She thanked the Commissioners for participating in the site presentations for the Classified School Employees of the Year. She reminded Commissioner Bidnick to have his portrait taken for the lobby. Director Vellanoweth stated that Yvonne Nguyen, Personnel Analyst, has submitted her resignation and will be leaving in two weeks and wished her well in her new endeavors. She mentioned that she is still working on her request to provide additional support in the classified personnel office. Last year the personnel office conducted 52 classified recruitments. The personnel office is already at 52 recruitments at this point in the current school year. Director Vellanoweth provided information about the Bus Driver Training. She looked back through her records and did not find any

MINUTES OF THE MARCH 8, 2018 PERSONNEL COMMISSION MEETING – PAGE 6

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

information indicating that a contract was implemented requiring that bus drivers could not leave employment for at least one year, otherwise they would have to reimburse the District for training costs. She also reached out to Kelly Daniel, Driver Trainer, who has been employed here for quite some time and she acknowledged there was a discussion at one time but it was never enforced or implemented. Director Vellanoweth also participated in a site visit to Star View.

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 5:52 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: April 12, 2018
SUBJECT: Agenda Item No. 14.B.1: ELIGIBILITY LIST(S)

Background Information

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

Following are the current lists for ratification:

- 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

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2017-53 through 2017-59.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 12, 2018

SUBJECT: Agenda Item No. 15: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of March 6, 2018, (Exhibit A), and March 20, 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 March 6, 2018, and March 20, 2018.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 6, 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>
Davis, Luke	Instructional Assistant – ABA	Pleasant View	\$17,724 per hour	26.1	02/13/18
Hernandez, Deana	Instructional Assistant – Severely Disabled	Lake View	\$17,290 per hour	25.1	02/20/18
Mukherjee, Jayesha	Instructional Assistant – Special Education	Hope View	\$16,070 per hour	22.1	02/05/18
Tadrous, Rania	Instructional Assistant – Severely Disabled	Village View	\$17,290 per hour	25.1	02/08/18

**Approve Reinstatement
 In accordance with Merit System Rule 8.4.1:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Hilborne, Michelle	Instructional Assistant – Special Education	Star View	\$16,053 per hour	22.1	02/20/18

**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>
Duarte, Rene	Instructional Attendant – Severely Disabled	Golden View	09/19/07	02/23/18
Foster, Robert	Skilled Maintenance Worker	Facilities	08/15/07	02/23/18
Morgan, Lindsey	Instructional Assistant – Severely Disabled	Lake View	10/14/15	03/01/18

**Approve Leave of Absence Without Pay
 In accordance with Merit System Rules 8.10:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Urquiza, Perla	School Office Manager	Marine View	Personal	02/16/18	03/16/18

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 20, 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>
Morones, Oscar	Groundskeeper I	Facilities	\$3,367.00 per month	31.1	04/02/18
Van Hoepen, Jessica	Instructional Assistant – Severely Disabled	Lake View	\$17,290 per hour	25.1	03/05/18

Approve Substitute 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>
Bala, Indu	Bus Driver Trainee	Trainee	\$11.00 per hour		03/19/18
Sihombing, Yuliana	Child Care Attendant	Substitute	\$14,456 per hour	18.1	03/19/18
Soledad Major, Thania	Bus Driver Trainee	Trainee	\$11.00 per hour		03/19/18
Warren, Stephanie	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 – Severely Disabled	Substitute	\$17,290 per hour	25.1	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 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>
Thompson, Brandi	Department Secretary	District Office	\$4,166.24 per month	36.2	07/01/18

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Melcer, Laura	Instructional Assistant	Oak View Preschool	11/21/05	04/06/18

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 20, 2018

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Mukherjee, Jayesha	Instructional Assistant – Special Education	Hope View	10/25/16	03/06/18
Nguyen, Yvonne	Personnel Analyst	District Office	10/09/14	03/28/18
Quezada, Araceli	Instructional Assistant – Severely Disabled	Lake View	06/14/12	03/02/18
Selters, Brian	Custodian	Village View	05/11/15	03/09/18

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: April 12, 2018

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

FIRST READING AND DISCUSSION

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

**Merit Rule Review and Revision, Chapter 7, Section 2.1
APPLICATION OF SALARY SCHEDULES –
INITIAL PLACEMENT – FIRST READING AND DISCUSSION
Page 2**

168 prohibiting employers from asking applicants about their salary history and 2) To clarify the advance step placement request process.

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 4/2018

.....
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 first reading and discussion.

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

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.

○

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)

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)~~

~~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)

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.

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: April 12, 2018

SUBJECT: Agenda Item No. 17: Proposed Budget 2018-2019 – Preliminary Draft

Background Information

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.

The Commission established in February 2020 that each year the Vice-Chair of the Commission serve as the budget development liaison with the Director, 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.

The Director, Classified Personnel is asking that the Commission consider the recommendation to budget for an additional full time, permanent staff member in the Personnel Commission Department. However, Commission Vice-Chair Ewing and Director Vellanoweth are presenting the 2018-19 budget with several staffing options for the Commission's review and consideration. These Preliminary Draft options for the 2018-2019 Annual Budget are being presented for a first reading.

The Director, Classified Personnel has attempted to keep the budget as low as possible while providing the necessary staff support in the Commission Office and maintaining prudent flexibility. Since the Commission must hold a Public Hearing and adopt a budget prior to May 30, these Preliminary Draft Budget options for 2018-19 are the Director's best estimates as to the minimum budget required to operate during the next fiscal year.

In all scenarios, the Director has recommended decreases in both the areas of administrative supplies and mileage. The Director also feels most line item amounts should continue as currently budgeted, as they will meet the needs of the department with minimal spending. 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.

Attachments: Personnel Commission Preliminary Draft Budget Options 2018-2019

- No Additional Position
- Additional Part Time Position
- Additional Full Time Position
- Education Code 45253

Recommendation

Personnel Commission Vice-Chair Ewing and Director, Classified Personnel Vellanoweth recommend the Personnel Commission receive the Preliminary Draft options for the 2018-19 Personnel Commission Annual Budget for first reading and discussion, and provide further direction to the Director. A public hearing/adoption of the 2018-19 budget will be held on May 24, 2018.

Discretionary Budget (Non Salary Items)

Categories/Object Code	2015-2016		2016-2017		2017-2018*		2017-2018		2018-2019		Comments/Rationnale
	Actuals		Actuals		Budgeted/ Expended	%	Budgeted/ Est to close	%	Proposed Budget		
Admin Supplies (4305)											
Budgeted	\$6,500.00		\$6,500.00		\$6,500.00		\$6,500.00				Decrease by \$1,000. 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	\$6,119.27		\$4,789.30		\$1,705.41		\$5,500.00		\$5,500.00		
% Expended	94.1%		73.7%		26.2%		84.6%				
Non Capitalized Equipment (Over \$500) (4490)											
Budgeted	\$1,000.00		\$6,000.00		\$1,000.00		\$1,000.00				Continue - No major equipment purchases anticipated.
Expended	\$0.00		\$3,702.24		\$0.00		\$0.00		\$1,000.00		
% Expended	0.0%		61.7%		0.00%		0.00%				
Mileage (5201)											
Budgeted	\$500.00		\$500.00		\$500.00		\$500.00				Decrease by \$350. Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
Expended	\$118.14		\$141.36		\$47.60		\$150.00		\$150.00		
% Expended	23.6%		28.30%		9.52%		30.00%				
Travel/Conference (5202)											
Budgeted	\$1,500.00		\$2,000.00		\$1,500.00		\$1,500.00				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	\$899.80		\$656.29		\$1,543.78		\$1,800.00		\$2,100.00		
% Expended	59.99%		32.80%		102.92%		120.00%				
District Memberships (5301)											
Budgeted	\$2,666.00		\$2,790.00		\$2,890.00		\$2,890.00				Continue - Meets needs for membership including CSPCA and CODESP no anticipated fee increases.
Expended	\$2,666.00		\$2,790.00		\$2,890.00		\$2,890.00		\$2,890.00		
% 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/Rationnale
	Actuals	Actuals	Actuals	Actuals	Budgeted/Expended	%	Budgeted/Est to close	%	Proposed Budget		
Repair/Maintenance (5617)											
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00		\$500.00		\$500.00		Continue - Should meet expenses 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%	0.0%	0.00%	0.00%		0.00%				
Duplication Charges (5715)											
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	\$707.36	\$1,000.00	\$700.58		\$1,000.00				
% Expended	69.6%	70.70%	70.70%	100.00%	70.06%		100.00%				
Employment Advertisements (5805)											
Budgeted	\$2,500.00	\$2,500.00	\$2,500.00	\$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	\$480.00	\$1,385.00	\$1,385.00		\$1,385.00				
% Expended	4.80%	19.20%	19.20%	92.33%	92.33%		92.33%				
Consultants (5820)											
Budgeted	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00		\$3,000.00		Continue - Used if a Hearing Officer is needed or for other outside services
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%				
Outside Services - Non Repair/Mtce (5825)											
Budgeted	\$0.00	\$0.00	\$0.00	\$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	\$67.45	\$0.00	\$0.00		\$0.00				
% Expended	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%				
TOTAL NON SALARY ITEMS											
Budgeted	\$19,166.00	\$24,790.00	\$24,790.00	\$19,890.00	\$19,890.00		\$19,890.00		\$20,310.00		
Expended	\$10,619.39	\$13,570.52	\$13,570.52	\$8,272.37	\$12,725.00		\$8,272.37				
% Expended	55.41%	54.70%	54.70%	41.59%	63.98%		41.59%				

*As of March 19, 2017 Pseudo/Object Code Summary

Discretionary Budget (Other Salary Items)

Categories/Object Code	2015-2016 Actuals		2016-2017 Actuals		2017-2018* Budgeted/Expended		2017-2018 Budgeted/Est to close		2018-2019 Proposed Budget		Comments/Rationnale
Overtime (2490)											
Budgeted	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$3,000.00		Increase \$2,900 - More accurate calculation of Personnel Assistant overtime for PC Meetings (12 each year) + OT for 2 employees for 24 additional hours due to ongoing increased work load.
Expended	\$122.16	\$0.00	\$0.00	\$2,220.00	\$0.00	\$2,220.00	\$2,220.00				
% Expended	122.2%	0.0%	0.0%	2220.0%	0.0%	2220.0%					
Substitutes (2497)											
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	\$5,000.00		Increase \$2,000 - Support continuing office activities in absence of employees due to illness or scheduled vacation.
Expended	\$6,564.31	\$3,657.05	\$3,657.05	\$7,798.89	\$4,798.89	\$7,798.89	\$7,798.89				
% Expended	410.3%	228.6%	228.6%	259.96%	159.96%	259.96%					
Temporaries (2495)											
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	\$21,000.00		Increase \$17,000 - 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.
Expended	\$2,748.20	\$2,911.46	\$2,911.46	\$10,500.00	\$2,229.47	\$10,500.00	\$10,500.00				
% Expended	68.71%	72.80%	72.80%	262.50%	55.74%	262.50%					
TOTAL OTHER SALARY ITEMS											
Budgeted	\$5,700.00	\$5,700.00	\$5,700.00	\$7,100.00	\$7,100.00	\$7,100.00	\$7,100.00	\$7,100.00	\$29,000.00		
Expended	\$9,434.67	\$6,568.51	\$6,568.51	\$20,498.89	\$7,028.36	\$20,498.89	\$20,498.89				
% Expended	165.52%	115.24%	115.24%	288.72%	98.99%	288.72%					

Non Discretionary Budget (Salaries)

Categories/Object Code	2015-2016	2016-2017	2017-2018*		2018-2019
	Actuals	Actuals	Budgeted/ Expended	Budgeted/ Est to close	Proposed Budget
TOTAL SALARY ITEMS					
Budgeted	\$387,648.00	\$415,188.00	\$431,716.00	\$431,716.00	\$446,064.00
Expended			\$287,049.46	\$440,862.00	
% Expended			66.5%	102.1%	

PERSONNEL COMMISSION
BUDGET TOTALS
THREE YEAR HISTORY

	2015-2016	2016-2017	2017-2018*		2018-2019
	Actuals	Actuals	Budgeted/ Expended	Budgeted/Est to close	Proposed Budget
Budgeted	\$412,514.00	\$445,678.00	\$458,706.00	\$458,706.00	\$495,374.00
Expended	\$407,702.06	\$435,327.00	\$287,049.46	\$458,706.00	
% Expended	98.83%	97.67%	62.58%	100.00%	
Overall Increase \$36,668 * - \$1,000 Admin Supplies * - \$ 350 Mileage * +\$14,348 Existing salaries and benefits * +\$2,000 Substitute * +2,900 Overtime * +\$17,000 Temp **+\$600 Travel/Conference - Merit Academy * +\$1,170 Advertising - Governmentjobs.com					

Discretionary Budget (Non Salary Items)

Categories/Object Code	2015-2016		2016-2017		2017-2018*		2017-2018		2018-2019		Comments/Rationnale
	Actuals		Actuals		Budgeted/Expended	Budgeted/Est to close	Budgeted/Expended	Budgeted/Est to close	Proposed Budget		
Admin Supplies (4305)											
Budgeted	\$6,500.00		\$6,500.00		\$6,500.00	\$6,500.00	\$6,500.00				Decrease by \$1,000. 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	\$6,119.27		\$4,789.30		\$1,705.41	\$5,500.00	\$5,500.00			\$5,500.00	
% Expended	94.1%		73.7%		26.2%	84.6%	84.6%				
Non Capitalized Equipment (Over \$500) (4490)											
Budgeted	\$1,000.00		\$6,000.00		\$1,000.00	\$1,000.00	\$1,000.00				Increase by \$1,500 - Contingency for major equipment purchase, monitor, printer, etc. Increase for computer/monitor for new Technician
Expended	\$0.00		\$3,702.24		\$0.00	\$0.00	\$0.00			\$2,500.00	
% Expended	0.0%		61.7%		0.00%	0.00%	0.00%				
Mileage (5201)											
Budgeted	\$500.00		\$500.00		\$500.00	\$500.00	\$500.00				Decrease by \$350. Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
Expended	\$118.14		\$141.36		\$47.60	\$150.00	\$150.00			\$150.00	
% Expended	23.6%		28.30%		9.52%	30.00%	30.00%				
Travel/Conference (5202)											
Budgeted	\$1,500.00		\$2,000.00		\$1,500.00	\$1,500.00	\$1,500.00				Increase by \$1,200. This will maintain current support of director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff training. Increase of \$1,200 will allow for new Analyst and Technician to attend Merit System Academy, although we will apply for a scholarship.
Expended	\$899.80		\$656.29		\$1,543.78	\$1,800.00	\$1,800.00			\$2,700.00	
% Expended	59.99%		32.80%		102.92%	120.00%	120.00%				
District Memberships (5301)											
Budgeted	\$2,666.00		\$2,790.00		\$2,890.00	\$2,890.00	\$2,890.00				Continue - Meets needs for membership including CSPCA and CODESP no anticipated fee increases.
Expended	\$2,666.00		\$2,790.00		\$2,890.00	\$2,890.00	\$2,890.00			\$2,890.00	
% Expended	100.0%		100.00%		100.00%	100.00%	100.00%				

Discretionary Budget (Non Salary Items Continued)

Categories/Object Code	2015-2016 Actuals		2016-2017 Actuals		2017-2018* Budgeted/Expended		2017-2018 Budgeted/Est to close		2018-2019 Proposed Budget		Comments/Rationnale
Repair/Maintenance (5617)											
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00		
Expended	\$0.00	\$236.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00		Continue - Should meet expenses for repair/maintenance of aging equipment not under warranty
% Expended	0.0%	47.30%	0.0%	0.00%	0.00%	0.00%	0.00%	0.00%			
Duplication Charges (5715)											
Budgeted	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		
Expended	\$696.18	\$707.36	\$707.36	\$707.36	\$700.58	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		Continue - Meets current needs, including duplication expenses for job fair materials
% Expended	69.6%	70.70%	70.70%	70.70%	70.06%	100.00%	100.00%	100.00%			
Employment Advertisements (5805)											
Budgeted	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,670.00		
Expended	\$120.00	\$480.00	\$480.00	\$480.00	\$1,385.00	\$1,385.00	\$1,385.00	\$1,385.00	\$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.
% Expended	4.80%	19.20%	19.20%	19.20%	92.33%	92.33%	92.33%	92.33%			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.
Consultants (5820)											
Budgeted	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00		
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00		Continue - Used if a Hearing Officer is needed or for other outside services
% Expended	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Outside Services - Non Repair/Mtce (5825)											
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00		
Expended	\$0.00	\$67.45	\$67.45	\$67.45	\$0.00	\$0.00	\$0.00	\$0.00	\$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	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
TOTAL NON SALARY ITEMS											
Budgeted	\$19,166.00	\$24,790.00	\$24,790.00	\$24,790.00	\$19,890.00	\$19,890.00	\$19,890.00	\$19,890.00	\$22,410.00		
Expended	\$10,619.39	\$13,570.52	\$13,570.52	\$13,570.52	\$8,272.37	\$12,725.00	\$12,725.00	\$12,725.00	\$22,410.00		
% Expended	55.41%	54.70%	54.70%	54.70%	41.59%	63.98%	63.98%	63.98%			

*As of March 19, 2017 Pseudo/Object Code Summary

Discretionary Budget (Other Salary Items)

Categories/Object Code	2015-2016	2016-2017	2017-2018*		2017-2018		2018-2019	Comments/Rationnale
	Actuals	Actuals	Budgeted/ Expended	Budgeted/ Est to close	Budgeted/ Expended	Budgeted/ Est to close		
Overtime (2490)								
Budgeted	\$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	\$1,800.00	Increase \$1,700 - More accurate calculation of Personnel Assistant overtime for PC Meetings (12 each year) + OT for 2 employees for 12 additional hours due to ongoing increased work load
% Expended	122.2%	0.0%	0.0%	2220.0%	0.0%	2220.0%		
Substitutes (2497)								
Budgeted	\$1,600.00	\$1,600.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00		
Expended	\$6,564.31	\$3,657.05	\$4,798.89	\$7,798.89	\$4,798.89	\$7,798.89	\$5,000.00	Increase \$2,000 - Support continuing office activities in absence of employees due to illness or scheduled vacation.
% Expended	410.3%	228.6%	159.96%	259.96%	159.96%	259.96%		
Temporaries (2495)								
Budgeted	\$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	\$2,229.47	\$10,500.00	\$2,229.47	\$10,500.00	\$13,000.00	Increase \$9,000 - 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.
% Expended	68.71%	72.80%	55.74%	262.50%	55.74%	262.50%		
TOTAL OTHER SALARY ITEMS								
Budgeted	\$5,700.00	\$5,700.00	\$7,100.00	\$7,100.00	\$7,100.00	\$7,100.00	\$19,800.00	
Expended	\$9,434.67	\$6,568.51	\$7,028.36	\$20,498.89	\$7,028.36	\$20,498.89		
% Expended	165.52%	115.24%	98.99%	288.72%	98.99%	288.72%		

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018*</u>		<u>2018-2019</u>
	Actuals	Actuals	Budgeted/ Expended	Budgeted/ Est to close	Proposed Budget
TOTAL SALARY ITEMS					
Budgeted	\$387,648.00	\$415,188.00	\$431,716.00	\$431,716.00	\$483,179.00
Expended			\$287,049.46	\$440,862.00	
% Expended			66.5%	102.1%	

**PERSONNEL COMMISSION
BUDGET TOTALS
THREE YEAR HISTORY**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018*</u>		<u>2018-2019</u>
	Actuals	Actuals	Budgeted/ Expended	Budgeted/ Est to close	Proposed Budget
Budgeted	\$412,514.00	\$445,678.00	\$458,706.00	\$458,706.00	\$525,389.00
Expended	\$407,702.06	\$435,327.00	\$287,049.46	\$458,706.00	
% Expended	98.83%	97.67%	62.58%	100.00%	
Overall Increase \$66,683 * - \$1,000 Admin Supplies * - \$ 350 Mileage * +\$37,115 new position salary and benefits * +\$14,348 Existing salaries and benefits * +\$2,000 Substitute * +\$1,700 Overtime * +\$9,000 Temp * +\$1,500 Non capitalized equipment - computer * +\$1,200 Travel/Conference - Merit Academy * +\$1,170 Advertising - Governmentjobs.com					

Discretionary Budget (Non Salary Items)

Categories/Object Code	2015-2016	2016-2017	2017-2018*		2017-2018	2018-2019	Comments/Rationnale
	Actuals	Actuals	Budgeted/ Expended	Budgeted/ Est to close	Budgeted/ Est to close	Proposed Budget	
Admin Supplies (4305)							
Budgeted	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00		Decrease by \$1,000. 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	\$6,119.27	\$4,789.30	\$1,705.41	\$5,500.00	\$5,500.00	\$5,500.00	
% Expended	94.1%	73.7%	26.2%	84.6%	84.6%		
Non Capitalized Equipment (Over \$500) (4490)							
Budgeted	\$1,000.00	\$6,000.00	\$1,000.00	\$1,000.00	\$1,000.00		Increase by \$1,500 - Contingency for major equipment purchase, monitor, printer, etc. Increase for computer/monitor for new Technician
Expended	\$0.00	\$3,702.24	\$0.00	\$0.00	\$0.00	\$2,500.00	
% Expended	0.0%	61.7%	0.00%	0.00%	0.00%		
Mileage (5201)							
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00		Decrease by \$350. Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
Expended	\$118.14	\$141.36	\$47.60	\$150.00	\$150.00	\$150.00	
% Expended	23.6%	28.30%	9.52%	30.00%	30.00%		
Travel/Conference (5202)							
Budgeted	\$1,500.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00		Increase by \$1,200. This will maintain current support of director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff training. Increase of \$1,200 will allow for new Analyst and Technician to attend Merit System Academy, although we will apply for a scholarship.
Expended	\$899.80	\$656.29	\$1,543.78	\$1,800.00	\$1,800.00	\$2,700.00	
% Expended	59.99%	32.80%	102.92%	120.00%	120.00%		
District Memberships (5301)							
Budgeted	\$2,666.00	\$2,790.00	\$2,890.00	\$2,890.00	\$2,890.00		Continue - Meets needs for membership including CSPCA and CODESP no anticipated fee increases.
Expended	\$2,666.00	\$2,790.00	\$2,890.00	\$2,890.00	\$2,890.00	\$2,890.00	
% Expended	100.0%	100.00%	100.00%	100.00%	100.00%		

Discretionary Budget (Non Salary Items Continued)

Categories/Object Code	2015-2016 Actuals		2016-2017 Actuals		2017-2018* Budgeted/Expended		2017-2018 Budgeted/Est to close		2018-2019 Proposed Budget		Comments/Rationnale
	Budgeted	Expended	Budgeted	% Expended	Budgeted	% Expended	Budgeted	% Expended	Budgeted	% Expended	
Repair/Maintenance (5617)											
Budgeted	\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		Continue - Should meet expenses for repair/maintenance of aging equipment not under warranty
Expended	\$0.00		\$236.52		\$0.00		\$0.00		\$0.00		
% Expended	0.0%		47.30%		0.00%		0.00%		0.00%		
Duplication Charges (5715)											
Budgeted	\$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		
% Expended	69.6%		70.70%		70.06%		100.00%		100.00%		
Employment Advertisements (5805)											
Budgeted	\$2,500.00		\$2,500.00		\$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		\$2,670.00		
% Expended	4.80%		19.20%		92.33%		92.33%		92.33%		
Consultants (5820)											
Budgeted	\$3,000.00		\$3,000.00		\$3,000.00		\$3,000.00		\$3,000.00		Continue - Used if a Hearing Officer is needed or for other outside services
Expended	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
% Expended	0.0%		0.0%		0.0%		0.0%		0.0%		
Outside Services - Non Repair/Mtce (5825)											
Budgeted	\$0.00		\$0.00		\$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		
% Expended	0.0%		0.0%		0.0%		0.0%		0.0%		
TOTAL NON SALARY ITEMS											
Budgeted	\$19,166.00		\$24,790.00		\$19,890.00		\$19,890.00		\$22,410.00		
Expended	\$10,619.39		\$13,570.52		\$8,272.37		\$12,725.00		\$12,725.00		
% Expended	55.41%		54.70%		41.59%		63.98%		63.98%		

*As of March 19, 2017 Pseudo/Object Code Summary

Discretionary Budget (Other Salary Items)

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

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018*</u>		<u>2018-2019</u>	
	Actuals	Actuals	Budgeted/ Expended	Budgeted/ Est to close	Proposed Budget	Proposed Budget
TOTAL SALARY ITEMS						
Budgeted	\$387,648.00	\$415,188.00	\$431,716.00	\$431,716.00	\$514,647.00	
Expended			\$287,049.46	\$440,862.00		
% Expended			66.5%	102.1%		

**PERSONNEL COMMISSION
BUDGET TOTALS
THREE YEAR HISTORY**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018*</u>		<u>2018-2019</u>	
	Actuals	Actuals	Budgeted/ Expended	Budgeted/Est to close	Proposed Budget	Proposed Budget
Budgeted	\$412,514.00	\$445,678.00	\$458,706.00	\$458,706.00	\$546,657.00	
Expended	\$407,702.06	\$435,327.00	\$287,049.46	\$458,706.00		
% Expended	98.83%	97.67%	62.58%	100.00%		
<p>Overall Increase \$87,951 * - \$1,000 Admin Supplies * - \$ 350 Mileage * +\$68,583 new position salary and benefits * +\$14,348 Existing salaries and benefits * +\$2,000 Sub support * + \$500 Overtime * +\$1,500 Non capitalized equipment - computer * +\$1,200 Travel/Conference - Merit Academy * +\$1,170 Advertising - Governmentjobs.com</p>						

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.)