



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

Thursday, March 8, 2018

REGULAR MEETING

**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, MARCH 8, 2018

4:30 P.M.
REGULAR MEETING

BOARD ROOM
BUILDING A

1. CALL TO ORDER TIME: _____
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. **TIME CERTAIN - DISTRICT BUDGET PRESENTATION:** The Personnel Commission will receive information regarding the District Budget from Deputy Superintendent, Dr. Michael Conroy.
5. **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.
6. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the February 8, 2018, Regular Personnel Commission Meeting for approval.

Page 1- 4
(Action)
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

7. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
 - 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 - 49 Child Care Attendant
 - 2017 - 50 Accounting Technician
 - 2017 - 51 Groundskeeper I
 - 2017 - 52 Instructional Assistant - ABA

Page 5
(Action)
Moved: _____
Second: _____
Vote: _____

- 8. **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:
 - February 6, 2018 – (Exhibit A)
 - February 20, 2018 – (Exhibit B)

**Pages 6-9
(Information)**

- 9. **ADVANCE STEP PLACEMENT FOR KYLE FERGUSON, INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION:** The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Kyle Ferguson, Instructional Assistant – Special Education.

**Page 10-12
(Action)
Moved: ____
Second: ____
Vote: _____**

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

**Pages 13-14
(Action)
Moved: ____
Second: ____
Vote: _____**

- 11. **CSEA REQUEST FOR CLARIFICATION OF MERIT RULE 7.2.1, ADVANCE STEP PLACEMENT:** The Personnel Commission will discuss and review information provided by the Director of Classified Personnel in response to a request from CSEA regarding Advance Step Placement.

**Page 15-18
(Information and Discussion)**

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

- 13. **COMMISSIONER REPORTS**

- 14. **DIRECTOR AND STAFF REPORTS**

- 15. **ADJOURNMENT** **TIME: _____**

**Moved: ____
Second: ____
Vote: _____**

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

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

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

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

PLEDGE OF ALLEGIANCE Assistant Superintendent, Felix Avila led the pledge of allegiance.

ROLL CALL Commissioners Bidnick and Gooch were present. Director Vellanoweth was present. Commissioner Ewing was absent.

STAFF MEMBERS AND GUESTS Michelle Eifert; Yvonne Nguyen; Bophary Ngin; Dr. Carol Hansen; Felix Avila; Jason Bozarth; Craig Sample; Phi Tran.

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

MINUTES OF JANUARY 11, 2018 Motion by Commissioner Bidnick to approve the minutes of the January 11, 2018, Regular Personnel Commission meeting.
Seconded by Commissioner Gooch, and carried with a 2:0 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

| | |
|---------|---|
| 2017-39 | Preschool Educator |
| 2017-40 | School Office Clerk - Bilingual |
| 2017-41 | Instructional Assistant – Special Education |
| 2017-42 | Instructional Assistant – Severely Disabled |
| 2017-43 | Child Care Attendant |
| 2017-44 | Instructional Assistant - ABA |
| 2017-45 | Speech and Language Assistant |
| 2017-46 | Instructional Assistant – Special Education |
| 2017-47 | Instructional Assistant – Severely Disabled |
| 2017-48 | Preschool Instructional Assistant |

Motion by Commissioner Bidnick to approve the Consent Calendar.

Seconded by Commissioner Gooch and carried with a 2:0 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 January 9, 2018, and January 23, 2018.

**ADVANCE STEP
PLACEMENT FOR
LUCAS AIELLO –
DISTRICT
RECEPTIONIST**

Director Vellanoweth stated that a request has been received from the Superintendent's office for an advance step placement for Mr. Lucas Aiello, the new District Receptionist. The request is for advance step placement at step 4 of the salary schedule. Mr. Aiello has extensive job related work experience, that exceed the requirements for the classification. Additionally, his most recent salary, which he voluntarily provided, exceeds steps 1 through 5 of the position he has accepted. Based upon these factors, it is recommended that Mr. Aiello be placed at step 4 on the salary schedule for the classification of District Receptionist.

Commissioner Bidnick asked if Mr. Aiello was coming from another school district. Director Vellanoweth answered yes. Commissioner Bidnick asked if he was coming into a position that pays less than what he previously earned. Director Vellanoweth answered yes.

Motion by Commissioner Bidnick to approve the Advance Step Placement for Lucas Aiello – District Receptionist.

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

**BAN THE BOX
LEGISLATION**

The Personnel Commission received information regarding new legislation that was signed into law effective January 1, 2018, that may have an impact on the operations of the Personnel Commission and Classified Personnel.

**PROPOSED NEW
JOB
CLASSIFICATION
– DATA
ASSESSMENT
TECHNICIAN**

Director Vellanoweth stated that in the summer of 2017, it was proposed that a classified position be established that would serve to provide educational support technology for classrooms across the district including assessment timelines, core program, and applications. In addition, the position would be responsible for assessment integrity to ensure accurate reporting at district, state, and federal levels. Currently, there is no classification that encompasses these duties, responsibilities, and qualifications. Information and research was collected from outside agencies on positions that may have similar duties. These were shared with the Director of Curriculum, Instruction, and Assessment to develop a job classification and job description entitled Data Assessment Technician. The Director recommends approval of the new classification of Data Assessment Technician, that it be assigned to the Network/Communications Series, with placement on the classified salary schedule at Salary Range 39, \$4,106 to \$5,001 per month, and be eligible for overtime compensation in accord with Education Code 45128.

Commissioner Bidnick had a question that he shared with Director Vellanoweth earlier in the day. He asked if the supervision of the employee would be under one person, the Director of Curriculum, Instruction, and Assessment, and would not be shared with the Director of Information Technology. Director Vellanoweth answered that the primary supervision, including evaluations and disciplinary actions, would come from the Director of Curriculum, Instruction, and Assessment, however it will be in coordination with the Director of Information Technology.

**PROPOSED NEW
JOB
CLASSIFICATION
– DATA
ASSESSMENT
TECHNICIAN
(CONTINUED)**

Motion by Commissioner Bidnick to approve the Proposed New Job Classification – Data Assessment Technician.

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

**SECOND PUBLIC
COMMENTS**

Phi Tran, Liaison to the Commission from CSEA Chapter 375, mentioned that CSEA is actively recruiting for the positions of Second Vice President and Treasurer. He stated that he was very impressed with the PAL conference he attended which consisted of a large group of districts coming together. Banquet planning continues. When the final date and location has been established, it will be shared with the Commissioners. Finally, the classified survey has been completed. The results are being compiled and the results will be shared with Director Vellanoweth.

Felix Avila, Assistant Superintendent, shared with the Commissioners that the District has gone through the process of selecting the Classified School Employees of the Year. He extended an invitation to the Commissioners to attend the notifications of those employees who were selected, which are scheduled for Tuesday, February 13, 2018.

Mr. Avila also expressed his appreciation for all of the effort and hard work that went into the job description for the new classification of Data Assessment Technician.

**COMMISSIONER
REPORTS**

Commissioner Bidnick stated that he would be attending the Merit Academy this coming Saturday.

Commissioner Gooch stated that in reviewing the information provided to the Commissioners in the Director’s monthly memo, it is amazing to him that for such a small district, we have recently posted job recruitments seeking applicants in 21 different classifications. He wanted to let the Director and staff know that the Commission appreciates their effort.

In the absence of Commissioner Ewing, Commissioner Gooch asked when the next Personnel Commission was scheduled. Director Vellanoweth answered March 8, 2018.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth thanked the District and CSEA for working together to put together the job description for the Data Assessment Technician. She stated that she is looking forward to receiving the classified survey results. She mentioned that this past week, she, the Personnel Technician and the Personnel Analyst attended the annual CSPCA conference in San Diego. Director Vellanoweth stated that there have been difficulties finding substitutes especially for Instructional Assistant – Special Education and Severely Disabled. However, she is happy to report that almost all of the permanent positions are filled. The Personnel Commission office has been conducting active recruitments, opening and closing every three weeks,

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

in order to test and get people through the interviews, hired on more quickly, and generate more substitutes.

A meeting was recently held with Gingi Borg, Director of Transportation, and Kelly Daniel, Driver Trainer, to implement the same sort of concept as mentioned above, to assist with the Bus Driver recruitment difficulties.

Commissioner Gooch asked whether the recruitment difficulties were county wide and do we know why there is such difficulty. Director Vellanoweth answered that for our district, it has a little to do with the pay because other local districts pay more. However, the biggest challenge is due to the hours and the benefits. Commissioner Gooch asked is it because the hours are split. Director Vellanoweth answered that there are several veteran employees and the routes are distributed based upon seniority, so the most senior employees have the most hours. New Bus Drivers coming in would likely be assigned 20 to 22 hours per week, and it could take some time to move up to a benefited position.

Commissioner Bidnick asked if field trips and cover runs could add to their hours. Director Vellanoweth answered these are temporary assignments that do not count as part of their permanent assignments, and would not count toward acquiring benefits.

Commissioner Bidnick mentioned that one thing that was looked at in the past under the previous Director of Transportation, was having a minimum service contract for drivers who obtained the training through the District. The contract would provide that if they were hired by the District they could not leave for at least one year, otherwise they would have to reimburse the District for the training costs. Director Vellanoweth stated that she would take a look and see if she could find any history regarding this, or whether other districts do something similar.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Bidnick to adjourn the meeting.

Motion was seconded by Commissioner Gooch, and carried with a 2:0 vote at 4:53 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: March 8, 2018
SUBJECT: Agenda Item No. 7.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 - 49 Child Care Attendant
- 2017 - 50 Accounting Technician
- 2017 - 51 Groundskeeper I
- 2017 - 52 Instructional Assistant - ABA

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2017- 49 through 2017- 52.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 8, 2018

SUBJECT: Agenda Item No. 8: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

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

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 February 6, 2018

**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> |
|------------------|--|--------------------------|--|------------------------|---------------------------|
| Castillo, Jesus | Parent Liaison Instructional Assistant Bilingual | Substitute | \$16.456 per hour | 23.1 | 01/31/18 |
| Davis, Luke | Instructional Assistant – Special Education Instructional Assistant – ABA | Substitute Substitute | \$16.053 per hour \$17.724 per hour | 22.1 26.1 | 01/22/18 01/22/18 |
| Flores, Diana | School Office Clerk Intermediate Clerk Typist | Substitute Substitute | \$18.629 per hour \$18.629 per hour | 28.1 28.1 | 01/31/18 01/31/18 |
| Hatfield, Ayumi | Instructional Assistant Instructional Assistant – Special Education | Substitute Substitute | \$15.660 per hour \$16.053 per hour | 21.1 22.1 | 01/22/18 01/22/18 |
| Julian, Fidel | Bus Driver Trainee | Trainee | \$11.00 per hour | | 01/19/18 |
| Nguyen, Paul | Bus Driver Trainee | Trainee | \$11.00 per hour | | 01/19/18 |
| Tran, Hong | Bus Driver | Substitute | \$20.552 per hour | 32.1 | 01/17/18 |
| Vilchez, Crystal | Instructional Assistant – Special Education Instructional Assistant – ABA | Substitute Substitute | \$16.053 per hour \$17.724 per hour | 22.1 26.1 | 01/22/18 01/22/18 |

Approve Retirement

| <u>NAME</u> | <u>POSITION</u> | <u>SITE</u> | <u>BEGINNING DATE</u> | <u>EFFECTIVE DATE</u> |
|-------------|---|---------------|---------------------------|---------------------------|
| Sosa, Irma | Preschool Instructional Assistant – Bilingual | Oak Preschool | 04/15/93 | 01/31/18 |

**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> |
|------------------|-------------------------------|-----------------|---------------------------|---------------------------|
| Abdallah, Maryam | Buyer | District Office | 11/19/13 | 01/26/18 |
| Stark, Summer | Instructional Assistant – ABA | Star View | 10/21/13 | 01/12/18 |

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

| Approve Employment In accordance with Merit System Testing Procedures: | | <u>POSITION</u> | <u>SITE</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
|--|--|--|--|---|-------------------------------|----------------------------------|
| <u>NAME</u> | | Child Care Attendant | Hope View | \$14,546 per hour | 18.1 | 01/24/18 |
| Barrera, Yasmin | | Instructional Assistant – Special Education | Marine View | \$16,053 per hour | 22.1 | 01/29/18 |
| Cabrera, Luis | | Instructional Assistant – Severely Disabled | Mesa View | \$17,290 per hour | 25.1 | 02/20/18 |
| Ferguson, Kyle | | Instructional Assistant – ABA | Hope View | \$17,724 per hour | 26.1 | 01/24/18 |
| Giles, Stephanie | | Instructional Assistant – Special Education | Westmont | \$16,053 per hour | 22.1 | 02/20/18 |
| Krattiger, Kristie | | Instructional Assistant – Severely Disabled | Village View | \$17,290 per hour | 25.1 | 02/08/18 |
| Matheus, Kristin | | Instructional Assistant – Special Education | Hope View | \$16,053 per hour | 22.1 | 02/05/18 |
| Mukherjee, Jayesha | | Speech and Language Assistant | College View | \$20,552 per hour | 32.1 | 02/13/18 |
| Sorenson, Bethany | | Preschool Educator | Oak View Preschool | \$3,452.00 per month | 32.1 | 02/02/18 |
| Vazquez, Norma | | | | | | |
| Approve Substitute Employment In accordance with Merit System Testing Procedures: | | <u>POSITION</u> | <u>SITE</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
| <u>NAME</u> | | Parent Liaison Instructional Assistant Bilingual | Substitute | \$16,456 per hour | 23.1 | 02/20/18 |
| Castillo, Jesus | | Intermediate Clerk Typist School Office Clerk | Substitute Substitute | \$18,629 per hour \$18,629 per hour | 28.1 28.1 | 02/20/18 02/20/18 |
| Flores, Diana | | Child Care Attendant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled | Substitute Substitute Substitute | \$14,546 per hour \$16,053 per hour \$17,290 per hour | 18.1 22.1 25.1 | 02/20/18 02/20/18 02/20/18 |
| Graber, Devon | | Parent Liaison Instructional Assistant Bilingual | Substitute | \$16,456 per hour | 23.1 | 02/20/18 |
| Gutierrez, Karen | | Instructional Assistant – Special Education Instructional Assistant – Severely Disabled | Substitute Substitute | \$16,053 per hour \$17,290 per hour | 22.1 25.1 | 02/20/18 02/20/18 |
| Hernandez, Deanna | | | | | | |

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

**Approve Substitute Employment (Continued)
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> |
|-------------------------------|---|--|---|------------------------|----------------------------------|
| Mezin, Richard | Instructional Assistant Instructional Assistant – Special Education | Substitute Substitute | \$15.660 per hour \$16.053 per hour | 21.1 22.1 | 02/20/18 02/20/18 |
| Powers, Melissa | Instructional Assistant Instructional Assistant – Adapted Physical Education Instructional Assistant – Physical Education | Substitute Substitute Substitute | \$15.660 per hour \$17.290 per hour \$17.290 per hour | 21.1 25.1 25.1 | 02/20/18 02/20/18 02/20/18 |
| Redira, Ethan | Instructional Assistant – Special Education Instructional Assistant – Severely Disabled | Substitute Substitute | \$16.053 per hour \$17.290 per hour | 22.1 25.1 | 02/20/18 02/20/18 |
| Thornton, Jaclyn | Instructional Assistant – Special Education Instructional Assistant – Severely Disabled | Substitute Substitute | \$16.053 per hour \$17.290 per hour | 22.1 25.1 | 02/14/18 02/14/18 |
| Vargas de Delgleize, Cindy | Translator/Interpreter | Substitute | \$21.061 per hour | 33.1 | 02/20/18 |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 8, 2018

**SUBJECT: Agenda Item No. 9: Ratify Advance Step Placement - Kyle Ferguson –
Instructional Assistant – Severely Disabled**

Background Information

A request for advanced step placement has been received from Assistant Principal, Jessica Haag for Mr. Kyle Ferguson who has been offered and accepted the position of Instructional Assistant – Severely Disabled. Pursuant to Merit Rule 7.2.1.3.A.4, Advanced Step Placement (attached), the request is being brought to the Personnel Commission for ratification.

Analysis

The advanced step request for Step 4 placement (\$20.046 per hour) on the appropriate salary range for the class of Instructional Assistant – Severely Disabled (Salary Range 25, \$17.290 per hour to \$21.061 per hour on the Classified Bargaining Unit Salary Schedule) comes to the Commission upon the request of Assistant Principal, Jessica Haag, and the approvals of Executive Director, Special Education, Melissa Hurd, Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. The rationale for the Personnel Commission to ratify include Mr. Ferguson’s level of knowledge and experience working with emotionally disturbed children which far exceeds that found in other candidates. The position for which Mr. Ferguson has been selected is working in the Pathway’s Program, which serves the district’s severely emotionally disabled students. It is very difficult to find and retain employees who are interested and skilled in working in this program, particularly at the middle school level. Mr. Ferguson has training and experience in Applied Behavior Analysis (ABA), both as a Behavior Interventionist and as a paraprofessional within a school district, and is working towards his degree to become a special needs teacher.

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

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 4 (\$20.046 per hour) advanced step placement of Mr. Kyle Ferguson, Instructional Assistant – Severely Disabled, in accord with Merit Rule 7.2.1.3.A.4.

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

New employees shall be hired at the first step of the salary 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.
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. **The approved request will be placed upon the Commission agenda for ratification.**
5. 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). *(Revised 02/12/04)*
6. A copy of the form is then placed in the employee's personnel file.

B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
2. Should the appointing authority still wish to pursue the advanced step placement the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
3. If approved by the Commission, the request will be routed as in number 3 and 5 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: Jessica Haag, Assistant Principal, Mesa View Middle School Date: 02/07/2018

The District has interviewed for the open vacancy in the classification of Instructional Assistant—Severely Disabled

and has selected Kyle Ferguson as their choice.

The District is requesting advanced step placement on range 22, step 4, for one or more of the following reasons:

- 1. Candidate's job related experience exceeds that required in the classification. (Explain)

Kyle Ferguson comes with a wealth of knowledge and has the prior experience needed to be a great support as an Instructional Assistant in a Severely Disabled middle school classroom. He understands the dynamics of a classroom with students who are emotional disturbed. Based on his interview, letters of recommendation, and background, Mr. Ferguson has the ability to take direction in an ED classroom while having the problem-solving abilities to help deescalate situations that occur on a daily basis. He is a great fit for Mesa View and the Pathways Program.

- 2. Candidate's training and/or education exceeds that which is required. (Explain)(Example: exceptional recruitment difficulties)

Kyle Ferguson has the needed experience for the position of Instructional Assistant in the ED classroom. There has been a lot of changes in personnel in the Pathways Program at Mesa View Middle School. There have been several Instructional Assistant substitutes this year as well as substitute teachers. Out students who are emotional disturbed need someone who can step in at this point in the year to be a positive presence, someone who knows what to do in a variety of situations, and someone who is proactive. Mr. Ferguson's prior experience and knowledge have not been found in any other candidate.

- 3. Candidate's current base salary exceeds that of step 1 of our salary range. (Explain)

To my knowledge, Mr. Ferguson applied for the position of Instructional Assistant due to a change of his current living situation. He has recently moved south to Orange County. He will be doing the work of someone who has his experience, but just in a new district.

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

The Pathways Program needs an Instructional Assistant who has experience working with students with severe disabilities. This position has been filled with a variety of substitutes since the first day of school.

Approval Signatures:

Appointing Authority: Jessica Haag Date: 02/07/18
Assistant Superintendent, Human Resources: Melissa Hurd Date: 2/16/18
Director, Classified Personnel: Melissa Hurd Date: 2/16/18

Date submitted to the Personnel Commission: 3/8/18

- Approved
- Denied

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 8, 2018

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

Background Information

Merit System Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently in the course of contacting eligibles for employment, it was recommended by the Director, Classified Personnel that the following eligible be removed from eligibility lists for reasons outlined in Merit System Rule 6.1.8. This eligible is:

Robert Testani
Eligibility List: 2017-21 Custodian

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove Mr. Testani from the designated eligibility list. This letter, sent via regular and certified mail, notified him of the eligibility list being removed from, and the reason for removal in accord with Merit System Rule 6.1.8. He was also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of his name.

Attachment:

- Letter to eligible Mr. Robert Testani dated February 22, 2018 (*Commissioners only*)
- Merit System Rule 6.1.8 – Removal of Names from Eligibility List

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Recommendation

The Director, Classified Personnel recommends that Mr. Robert Testani be removed from eligibility list 2017-21 Custodian in accord with Personnel Commission Rule 6.1.8.

Merit System Rules and Regulations for the Classified Service
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

(Revised 01/16/03)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 8, 2018
SUBJECT: Agenda Item No. 11: Information Only –
CSEA Request for Clarification of Merit Rule 7.2.1 on Advance Step Placement

Current Considerations

On February 26, 2018, Director Michelle Vellanoweth received a letter addressed to Commissioner Daniel Gooch from Jason Bozarth, President of the California School Employees Association, Chapter 375. In this letter, the CSEA Executive Board, on behalf of its Membership, requested a clarification of Merit System Rule 7.2.1 and the grounds by which a new employee may be awarded an advance step placement on the classified bargaining unit or management salary schedules.

Chairman Gooch has received the letter and directed that it be placed on the Personnel Commission's agenda for information and discussion.

Attachments:

- Letter from CSEA dated February 20, 2018
- Merit Rule 7.2.1 Application of Salary Schedules - Initial Placement
- Advance Step Placement Request Form

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Recommendation

The Director recommends that the Commission review and discuss the information presented.



AFL-CIO

**California
School
Employees
Association
Chapter 375
Ocean View
School District**

17200 Pinehurst Ln.
Huntington Beach, CA 92647

Jason Bozarth
President

Cathy Opperud
First Vice President

Elizabeth Carr
Second Vice President

Ann Horton
Secretary

Phi Tran
Communications &
Public Relations Officer/
Interim Treasurer

Steve Hunter
Past President

www.csea375.org
2/2018

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FEB 26 2018
PERSONNEL COMMISSION

February 20, 2018

Commissioner Daniel Gooch, Chair
Personnel Commission
Ocean View School District
17200 Pinehurst Ln.
Huntington Beach, CA 92647

Re: Merit Rule 7.2.1
Advanced Step Placement

Dear Commissioner Gooch:

We thank you for continuing to serve on the Personnel Commission and help lead the charge in hiring, promoting, and retaining the most qualified employees for the Ocean View School District. Our bargaining unit would like to continue to strengthen our partnership for years to come while continuing to best serve the needs of our Membership. Recently, several of our Members have contacted us regarding the advanced step placements that have been authorized by the Commission in the last two years.

We know that it is incumbent on the District and Commission to find ways to entice the best candidates for the jobs that are available. Although CSEA shares in that same sentiment, we also have an interest in retaining the employees we already have. Several of our employees have relayed concerns over the advanced step placements being awarded to upper-level classifications and management positions.

We understand that one of the goals of the merit system is to hire the most qualified employees, and that the Rules and Regulations of the Classified Service clearly define that advanced step placements are possible upon being hired in Ocean View. The Executive Board, however, must respond to the concerns of the classified employees who feel that their merit of work has not been duly noted by the District or the Commission.

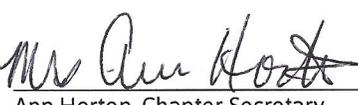
The CSEA Executive Board, on behalf of its Membership, requests a clarification on Merit Rule 7.2.1, and the grounds by which a new employee may be awarded an advanced step placement on the classified bargaining unit or management salary schedules. The Membership feels that the rule is increasingly being used to hire bargaining unit or management employees at a time where the Membership notes that our salary schedules are, on the average, lower than surrounding school districts.

Once again, the Executive Board of CSEA Chapter 375 very much appreciates the work of yourself and the other Commissioners in advancing the merit system and ensuring our students get the very best education. We hope that, through this clarification, we can continue to work together to ensure that the merits of our newest employees, as well as those who continue to serve this great District, will not go unnoticed.

Sincerely,

The Executive Board
Chapter 375, Ocean View School District
California School Employees Association

The CSEA Chapter 375 Executive Board took action at its **February 20, 2018** meeting to approve this statement and authorize the CSEA Chapter Liaison to the Personnel Commission to deliver this statement to the Secretary of the Personnel Commission.

 2/20/18  2-20-18
Jason Bozarth, Chapter President Date Ann Horton, Chapter Secretary Date

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 salary 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.
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. The approved request will be placed upon the Commission agenda for ratification.
5. 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). *(Revised 02/12/04)*
6. A copy of the form is then placed in the employee's personnel file.

B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
2. Should the appointing authority still wish to pursue the advanced step placement the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
3. If approved by the Commission, the request will be routed as in number 3 and 5 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: _____ Date: _____

The District has interviewed for the open vacancy in the classification of _____

and has selected _____ as their choice.
name of candidate

The District is requesting advanced step placement on range _____, step _____, for one or more of the following reasons:

- 1. Candidate's job related experience exceeds that required in the classification. (Explain)

- 2. Candidate's training and/or education exceeds that which is required. (Explain)(Example: exceptional recruitment difficulties)

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

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

Approval Signatures: Appointing Authority: _____ Date: _____
Assistant Superintendent, Human Resources _____ Date: _____
Director, Classified Personnel _____ Date: _____

Date submitted to the Personnel Commission: _____

- Approved
- Denied