



# OCEAN VIEW SCHOOL DISTRICT

## PERSONNEL COMMISSION

### AGENDA

Thursday, February 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, FEBRUARY 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. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the January 11, 2018, Regular Personnel Commission Meeting for approval.

Page 1- 2  
(Action)  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

### COMMISSION BUSINESS

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

Page 3  
(Action)  
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 – 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

7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity List received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting of:
- January 9, 2018 – (Exhibit A)
  - January 23, 2018 – (Exhibit B)
8. **ADVANCE STEP PLACEMENT FOR LUCAS AIELLO – DISTRICT RECEPTIONIST:** The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Lucas Aiello, District Receptionist.
9. **BAN THE BOX LEGISLATION:** The Personnel Commission will receive for review and discussion, 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.
10. **PROPOSED NEW JOB CLASSIFICATION – DATA ASSESSMENT TECHNICIAN:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the proposed new job classification for Data Assessment Technician.
11. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
12. **COMMISSIONER REPORTS**
13. **DIRECTOR AND STAFF REPORTS**
14. **ADJOURNMENT** **TIME:** \_\_\_\_\_

**Pages 4-9  
(Information)**

**Page 10-12  
(Action)**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**Pages 13-18  
(Information &  
Discussion)**

**Page 19-25  
(Action)**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

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

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

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Personnel Commission Meeting  
January 11, 2018**

**CALL TO ORDER** Commissioner Gooch called the January 11, 2018, Regular Personnel Commission Meeting to order at 4:30 p.m.

**PLEDGE OF ALLEGIANCE** Michelle Vellanoweth led the pledge of allegiance.

**ROLL CALL** Commissioners Bidnick, Ewing and Gooch were present. Director Vellanoweth was present.

**STAFF MEMBERS AND GUESTS** Michelle Eifert; Jason Bozarth; Felix Avila.

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

**MINUTES OF DECEMBER 14, 2017** Motion by Commissioner Ewing to approve the minutes of the December 14, 2017, Regular Personnel Commission meeting.  
Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

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

A. Job Description Reviews/Revisions:

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

B. Recruitment and Testing – Eligibility Lists

2017-33	Child Care Attendant
2017-34	District Receptionist
2017-35	Maintenance HVAC Mechanic
2017-36	Human Resources Technician
2017-37	Maintenance Electrician
2017-38	Sprinkler Mechanic

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of December 11, 2017.

**SECOND PUBLIC COMMENTS** Jason Bozarth, CSEA Chapter 375 President, stated that Phi Tran was absent and in his absence he had a few updates. A classified survey was sent out asking employees to measure job satisfaction, their satisfaction with the bargaining unit, and included questions about their awareness of the Personnel Commission. The results of the survey will be shared with Director Vellanoweth and any of the Commissioners, at their request.

**SECOND PUBLIC  
COMMENTS  
(CONTINUED)**

He mentioned that the first session of the Merit Academy was coming up on January 20, 2018, at which both he and Commissioner Bidnick will be attending.

Mr. Bozarth also stated that he hoped the Commissioners were able to spend time with family and friends over the holidays.

Felix Avila, Assistant Superintendent of Human Resources, welcomed the Commissioners back to a new year. He mentioned it was nice to see a full team of Commissioners on board and is looking forward to a great 2018.

**COMMISSIONERS'  
REPORTS**

Commissioner Ewing reported that the next meeting of the Personnel Commission was scheduled for February 8, 2018.

Commissioner Bidnick had nothing to report.

Commissioner Gooch mentioned that around the latter part of December every year, he is curious to read what the new laws are. One that caught his eye was there was a law that bars the box on applications that asks if the applicant has ever been arrested. His understanding is that this cannot be asked until after a job offer has been made. He asked Director Vellanoweth if this was her understanding, as well. Director Vellanoweth answered that this is correct, however school districts are exempt as there are certain convictions that exclude an applicant from being hired. Some districts do not ask this until a job offer is made, but many districts still do. This question is on Ocean View School District's standard Edjoin application. Commissioner Gooch asked Director Vellanoweth to place a call and get clarification with regard to specificity of the arrest or detainment. Another law that Mr. Gooch noticed was that employers are precluded from asking applicants for their previous salaries. Director Vellanoweth confirmed this and stated that it is no longer allowed to ask an applicant for their previous salary and these fields have been removed from the Edjoin application.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth stated that she is excited for Mr. Bidnick to begin the Merit System Academy. She also mentioned that the CSPCA Conference is coming up on February 1-4, 2018. The District is moving forward with the Classified School Employee of the Year. Nominations are being received and a committee will be formed to recommend one nominee from each category. Director Vellanoweth looks forward to receiving the results of the classified survey.

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Bidnick, and carried with a 3:0 vote at 4:41 p.m.

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

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Date

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** February 8, 2018  
**SUBJECT: Agenda Item No. 6.B.1: ELIGIBILITY LIST(S)**

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### Background Information

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

Following are the current lists for ratification:

- 2017 – 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

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### Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2017-39 through 2017-48.





OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

**Memo**

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** February 8, 2018

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

**Background Information**

At the Ocean View School District, Regular Board Meeting(s) of January 9, 2018, (Exhibit A), and January 23, 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 January 9, 2018, and January 23, 2018.



OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
January 9, 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>
Ashley, Sarah	Instructional Assistant – ABA	Westmont	\$17,724 per hour	26.1	12/11/17
Cerami, Susan	Instructional Assistant	Hope View	\$15,660 per hour	21.1	12/11/17
Nguyen, Tina Tuyen	Preschool Instructional Assistant	Oak Preschool	\$16,053 per hour	22.1	12/18/17
Robinson, Andrea	Instructional Assistant	Oak Preschool	\$15,660 per hour	21.1	12/11/17
Trujillo, Jessica	Preschool Instructional Assistant	OVP/PPleasant	\$16,053 per hour	22.1	12/11/17

**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>
DeWilde, Lynn	Food Service Worker	Substitute	\$14,546 per hour	18.1	01/08/18
Giles, Stephanie	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	12/11/17
Herchert, Shawna	Food Service Worker	Substitute	\$14,546 per hour	18.1	01/08/18
Mach, Sarah	Preschool Instructional Assistant	Substitute	\$16,053 per hour	22.1	12/18/17
Nguyen, Tina Tuyen	Child Care Attendant	Substitute	\$14,546 per hour	18.1	12/18/17
Rusenescu, Lavinia	Food Service Worker	Substitute	\$14,546 per hour	18.1	01/08/18
Steadman, Amanda	Food Service Worker	Substitute	\$14,546 per hour	18.1	01/08/18
Yancey, Jessica	Food Service Worker	Substitute	\$14,546 per hour	18.1	01/08/18

**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>
Garcia, Xitlaly	School Office Manager – Bilingual	Golden View	\$3,814.00 per month	37.1	11/16/17
Velazquez, Jose	Accountant	District Office	\$5,127.00 per month	48.1	01/10/18

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 January 9, 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>
Cervantes, Hugo	Custodian	Spring View	08/01/16	12/06/17
Grams, Diana	Instructional Assistant – Severely Disabled	Village View	02/04/15	12/22/17
Simpson, Heather	Speech and Language Assistant	College View	01/03/17	12/15/17

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
January 23, 2018

**Approve Employment**  
**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Aiello, Lucas	District Receptionist	District Office	\$3,367.00 per month	31.1	01/24/18
Barrera, Yasmin	Child Care Attendant	Hope View	\$14.546 per hour	18.1	01/24/18
Basillos, Azza	Child Care Attendant	Hope View	\$14.546 per hour	18.1	01/24/18
Carlton, Donna	Child Care Attendant	Lake View	\$14.546 per hour	18.1	01/24/18
Gonzalez, Ramiro	Custodian	Mesa View	\$18.629 per hour	28.1	01/24/18
Herrera, Jeffrey	Custodian	Spring View	\$18.629 per hour	28.1	01/24/18
Kalliny, Reham	Instructional Assistant – Special Education	Westmont	\$16.053 per hour	22.1	12/11/17
Mansour, Demyana	Child Care Attendant	Hope View	\$14.546 per hour	18.1	01/24/18
Mejia, Yaritza	Instructional Assistant – ABA	Hope View	\$17.724 per hour	26.1	01/08/18
Rivas, Christian	Maintenance HVAC Mechanic	Facilities	\$4312.00 per month	41.1	01/24/18
Robinson, Andrea	Instructional Assistant	Oak View	\$15.660 per hour	21.1	12/11/17

**Approve Substitute Employment**  
**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Cohen, Leah	Instructional Assistant – Special Education	Substitute	\$16.053 per hour	22.1	01/16/18
DeWilde, Lynn	Instructional Assistant – Severely Disabled	Substitute	\$17.290 per hour	25.1	01/16/18
Herchert, Shawna	Food Service Worker	Substitute	\$14.546 per hour	18.1	01/16/18
Luna, Patsy	Food Service Worker	Substitute	\$14.546 per hour	18.1	01/16/18
	Child Care Attendant	Substitute	\$14.546 per hour	18.1	01/11/18

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
January 23, 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>
Mach, Sarah	Instructional Assistant	Substitute	\$15.660 per hour	21.1	12/18/17
	Instructional Assistant – Special Education	Substitute	\$16.053 per hour	22.1	12/18/17
	Instructional Assistant – English Learner	Substitute	\$16.456 per hour	23.1	12/18/17
	Instructional Assistant – Severely Disabled	Substitute	\$17.290 per hour	25.1	12/18/17
	Instructional Assistant – Physical Education	Substitute	\$17.290 per hour	25.1	12/18/17
	Instructional Assistant – Adapted Physical Education	Substitute	\$17.290 per hour	25.1	12/18/17
Pedenko, Connie	Instructional Assistant	Substitute	\$15.660 per hour	21.1	01/04/18
	Instructional Assistant – Special Education	Substitute	\$16.053 per hour	22.1	01/04/18
Rusenescu, Lavinia	Food Service Worker	Substitute	\$14.546 per hour	18.1	01/08/18
Steadman, Amanda	Food Service Worker	Substitute	\$14.546 per hour	18.1	01/08/18
Williams, Steven	Custodian	Substitute	\$18.629 per hour	28.1	01/10/18
Yancey, Jessica	Food Service Worker	Substitute	\$14.546 per hour	18.1	01/08/18

**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>
Aponte, Vilma	School Office Clerk - Bilingual	Oak View	\$21.692 per hour	29.3	01/24/18
Laris, Sergio	Maintenance Electrician	Facilities	\$4,757.55 per month	41.2	01/24/18
Rivera, Alexander	Sprinkler Mechanic	Facilities	\$4,106.00 per month	37.2	01/24/18

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Kalliny, Reham	Instructional Assistant – Special Education	Westmont	12/11/17	12/19/17

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
January 23, 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>
Daro, Kimberley	Instructional Assistant – Special Education	Sun View	05/29/15	12/15/17
Moonan, Bryson	Bus Driver	Transportation	08/21/17	12/22/17
Peasley, Kelsey	Child Care Attendant	Hope View	11/16/12	01/05/18
Stead, Teresa	Instructional Assistant – ABA	Hope View	12/05/11	01/23/18
Williams, Julie	Senior Facilities Planner	Facilities	08/19/15	01/05/18





OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** February 8, 2018

**SUBJECT: Agenda Item No. : Ratify Advance Step Placement  
Lucas Aiello – District Receptionist**

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## Background Information

A request for advanced step placement has been received from Superintendent Carol Hansen for Mr. Lucas Aiello who has been offered and accepted the position of District Receptionist. This request is also recommended by Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. Pursuant to Merit Rule 7.2.1.3.A.4, Advanced Step Placement (attached), the request is brought to the Personnel Commission for ratification.

## Analysis

The advanced step placement request for Step 4 placement (\$3,907 per month) on the appropriate salary range for the class of District Receptionist (Salary Range 31, \$3,367 per month to \$4,106 per month on the Classified Bargaining Unit Salary Schedule) comes to the Commission upon the request of Superintendent Carol Hansen and the approvals of Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. The rationale for the Director's approval and recommendation for ratification by the Personnel Commission include the candidate's extensive job related experience and training in various district office departments within school districts that exceed those required for the classification. This training and experience will allow the candidate to quickly acclimate, assume responsibilities, and perform tasks within a short period of training time. Additionally, the rate of pay assigned to the candidate's most recent position with his school district employer, as posted on the district's website (\$4,290 to \$4,669 per month), is well above Ocean View's current salary steps for the District Receptionist classification (\$3,367 to \$4,106 per month). A Step 4 salary placement of \$3,907 per month would more closely match the steps of the candidate's current position and still offer the opportunity for future step advancement.

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

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## Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 4 (\$3,907 per month) advanced step placement of Mr. Lucas Aiello, District Receptionist, 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: Dr. Carol Hansen Date: January 17, 2018

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

and has selected Lucas Aiello as their choice.  
*name of candidate*

The District is requesting advanced step placement on range 31, step 4, for one or more of the following reasons:

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

School district experience as receptionist, administrative assistant, HR technician, payroll technician; experience running reports, pay data, timesheets, job codes, salary placement. Always practicing confidentiality during personnel matters such as hiring, resignations, testing, fingerprints, pay rate, etc. In addition, served for four years as front desk/receptionist in the medical field.

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

Training in accounting software, OCDE HR 2.0, budgets, purchase orders, fiscal month and year-end procedures, and vendor check processing. Customer service training. Trained to submit district payroll tax retirements, retirement buy backs, and state disability applications.

3. Candidate's current base salary exceeds that of step 5 of our salary range.

Salary steps of candidate's most recent school district position far exceed the step 5 rate for District Receptionist at \$4,106 per month.

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

Extensive years of experience and various district office departments within school districts will allow the candidate to quickly acclimate, assume responsibilities, and perform tasks with accuracy in a short period of training time.

Approval  
Signatures:

Appointing Authority: *Carol Hansen*  
Assistant Superintendent,  
~~Senior Director~~, Human Resources

Date: 1/29/18

Director, Classified Personnel *Michelle Vago*

Date: 1/31/18

Date: 1/31/18

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:** February 8, 2018

**SUBJECT: Agenda Item No. 9: Information Only – Ban the Box Legislation**

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## **Background Information**

At the Personnel Commission meeting on January 11, 2018, Commissioner Gooch inquired about 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.

In particular, he mentioned Assembly Bill 1008. This “Ban the Box” legislation prohibits state and local agencies from asking an applicant to disclose information regarding a criminal conviction until the agency has determined the applicant meets the minimum employment qualifications for the position. Director Vellanoweth indicated that this legislation does not apply to school districts and agreed to provide additional information at the following Commission meeting.

Attached is copy of the legislation provided by Mr. Ron Wenkart, General Counsel in the Legal Services Department at the Orange County Department of Education. Mr. Wenkart presented this information at a recent PERAD (Personnel Administrators) meeting and highlighted the key language in the legislation that exempts school districts.

Because school district employers are required by law to conduct criminal background checks for employment purposes and employment may be restricted based upon specific criminal history, this law does not apply. Examples of specific criminal history, defined in California Education Code, which could exclude a candidate from school district employment include certain violent or serious felonies, convictions for controlled substance offenses, and convictions for sex offenses.

Attachment: Assembly Bill No. 1008

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## **Recommendation**

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



## Assembly Bill No. 1008

### CHAPTER 789

An act to add Section 12952 to the Government Code, and to repeal Section 432.9 of the Labor Code, relating to employment discrimination.

[Approved by Governor October 14, 2017. Filed with Secretary of State October 14, 2017.]

#### legislative counsel's digest

AB 1008, McCarty. Employment discrimination: conviction history.

Existing law, the California Fair Employment and Housing Act (FEHA), prohibits an employer from engaging in various defined forms of discriminatory employment practices.

Existing law prohibits an employer, whether a public agency or private individual or corporation, from asking an applicant for employment to disclose, or from utilizing as a factor in determining any condition of employment, information concerning an arrest or detention that did not result in a conviction, or information concerning a referral or participation in, any pretrial or posttrial diversion program, except as specified. Existing law also prohibits a state or local agency from asking an applicant for employment to disclose information regarding a criminal conviction, except as specified, until the agency has determined the applicant meets the minimum employment qualifications for the position.

This bill would repeal the prohibition on a state or local agency from asking an applicant for employment to disclose information regarding a criminal conviction, as described above. The bill would, instead, provide it is an unlawful employment practice under FEHA for an employer with 5 or more employees to include on any application for employment any question that seeks the disclosure of an applicant's conviction history, to inquire into or consider the conviction history of an applicant until that applicant has received a conditional offer, and, when conducting a conviction history background check, to consider, distribute, or disseminate information related to specified prior arrests, diversions, and convictions.

This bill would also require an employer who intends to deny an applicant a position of employment solely or in part because of the applicant's conviction history to make an individualized assessment of whether the applicant's conviction history has a direct and adverse relationship with the specific duties of the job, and to consider certain topics when making that assessment. The bill would require an employer who makes a preliminary decision to deny employment based on that individualized assessment to provide the applicant written notification of the decision. The bill would require the notification to contain specified information. The bill would grant an applicant 5 business days to respond to that notification before the

employer may make a final decision. If the applicant notifies the employer in writing that he or she disputes the accuracy of the conviction history and is obtaining evidence to support that assertion, the bill would grant the applicant an additional 5 business days to respond to the notice. The bill would require an employer to consider information submitted by the applicant before making a final decision. The bill would require an employer who has made a final decision to deny employment to the applicant to notify the applicant in writing of specified topics. The bill would exempt specified positions of employment from the provisions of the bill.

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

SECTION 1. The Legislature finds and declares all of the following:

(a) In 2013, the State of California passed historic legislation to reduce barriers to employment for people with conviction histories, and to decrease unemployment in communities with concentrated numbers of people with conviction histories, recognizing that these barriers are matters of statewide concern. The Ban the Box law passed in 2013 applied to state agencies, all cities and counties, including charter cities and charter counties, and special districts.

(b) In 2015, President Obama directed all federal agencies to “Ban the Box” and refrain from asking applicants about their convictions on the initial job application.

(c) Nationwide, 29 states and over 150 cities and counties have adopted a “Ban the Box” law, and over 300 companies have signed the White House Fair Chance hiring pledge.

(d) Nine states and 15 major cities, including Los Angeles and San Francisco, have adopted fair chance hiring laws that cover both public and private sector employers. Over 20 percent of the United States population now lives in a state or locality that prohibits private employers from inquiring into an applicant’s record at the start of the hiring process.

(e) Since 2013, when Assembly Bill 218 was signed into law, five states have adopted fair chance hiring laws that cover private employers, Connecticut, Illinois, New Jersey, Oregon, and Vermont, as well as several major cities, including Baltimore, New York City, Philadelphia, and Austin, Texas.

(f) Roughly seven million Californians, or nearly one in three adults, have an arrest or conviction record that can significantly undermine their efforts to obtain gainful employment.

(g) Experts have found that employment is essential to helping formerly incarcerated people support themselves and their families, that a job develops prosocial behavior, strengthens community ties, enhances self-esteem, and improves mental health, all of which reduce recidivism. These effects are strengthened the longer the person holds the job, and especially when it pays more than minimum wage.



(h) Experts have found that people with conviction records have lower rates of turnover and higher rates of promotion on the job and that the personal contact with potential employees can reduce the negative stigma of a conviction by approximately 15 percent.

SEC. 2. Section 12952 is added to the Government Code, to read:

12952. (a) Except as provided in subdivision (d), it is an unlawful employment practice for an employer with five or more employees to do any of the following:

(1) To include on any application for employment, before the employer makes a conditional offer of employment to the applicant, any question that seeks the disclosure of an applicant's conviction history.

(2) To inquire into or consider the conviction history of the applicant, including any inquiry about conviction history on any employment application, until after the employer has made a conditional offer of employment to the applicant.

(3) To consider, distribute, or disseminate information about any of the following while conducting a conviction history background check in connection with any application for employment:

(A) Arrest not followed by conviction, except in the circumstances as permitted in paragraph (1) of subdivision (a) and subdivision (f) of Section 432.7 of the Labor Code.

(B) Referral to or participation in a pretrial or posttrial diversion program.

(C) Convictions that have been sealed, dismissed, expunged, or statutorily eradicated pursuant to law.

(4) To interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right provided under this section.

(b) This section shall not be construed to prevent an employer from conducting a conviction history background check not in conflict with the provisions of subdivision (a).

(c) (1) (A) An employer that intends to deny an applicant a position of employment solely or in part because of the applicant's conviction history shall make an individualized assessment of whether the applicant's conviction history has a direct and adverse relationship with the specific duties of the job that justify denying the applicant the position. In making the assessment described in this paragraph, the employer shall consider all of the following:

(i) The nature and gravity of the offense or conduct.

(ii) The time that has passed since the offense or conduct and completion of the sentence.

(iii) The nature of the job held or sought.

(B) An employer may, but is not required to, commit the results of this individualized assessment to writing.

(2) If the employer makes a preliminary decision that the applicant's conviction history disqualifies the applicant from employment, the employer shall notify the applicant of this preliminary decision in writing. That notification may, but is not required to, justify or explain the employer's

reasoning for making the preliminary decision. The notification shall contain all of the following:

(A) Notice of the disqualifying conviction or convictions that are the basis for the preliminary decision to rescind the offer.

(B) A copy of the conviction history report, if any.

(C) An explanation of the applicant's right to respond to the notice of the employer's preliminary decision before that decision becomes final and the deadline by which to respond. The explanation shall inform the applicant that the response may include submission of evidence challenging the accuracy of the conviction history report that is the basis for rescinding the offer, evidence of rehabilitation or mitigating circumstances, or both.

(3) The applicant shall have at least five business days to respond to the notice provided to the applicant under paragraph (2) before the employer may make a final decision. If, within the five business days, the applicant notifies the employer in writing that the applicant disputes the accuracy of the conviction history report that was the basis for the preliminary decision to rescind the offer and that the applicant is taking specific steps to obtain evidence supporting that assertion, then the applicant shall have five additional business days to respond to the notice.

(4) The employer shall consider information submitted by the applicant pursuant to paragraph (3) before making a final decision.

(5) If an employer makes a final decision to deny an application solely or in part because of the applicant's conviction history, the employer shall notify the applicant in writing of all the following:

(A) The final denial or disqualification. The employer may, but is not required to, justify or explain the employer's reasoning for making the final denial or disqualification.

(B) Any existing procedure the employer has for the applicant to challenge the decision or request reconsideration.

(C) The right to file a complaint with the department.

(d) This section does not apply in any of the following circumstances:

(1) To a position for which a state or local agency is otherwise required by law to conduct a conviction history background check.

(2) To a position with a criminal justice agency, as defined in Section 13101 of the Penal Code.

(3) To a position as a Farm Labor Contractor, as described in Section 1685 of the Labor Code.

(4) To a position where an employer or agent thereof is required by any state, federal, or local law to conduct criminal background checks for employment purposes or to restrict employment based on criminal history. For purposes of this paragraph, federal law shall include rules or regulations promulgated by a self-regulatory organization as defined in Section 3(a)(26) of the Securities Exchange Act of 1934, as amended by 124 Stat. 1652 (Public Law 111-203), pursuant to the authority in Section 19(b) of the Securities Exchange Act of 1934, as amended by 124 Stat. 1652 (Public Law 111-203).

(e) The remedies under this section shall be in addition to and not in derogation of all other rights and remedies that an applicant may have under any other law, including any local ordinance.

(f) For purposes of this section:

(1) “Conviction” has the same meaning as defined in paragraphs (1) and (3) of subdivision (a) of Section 432.7 of the Labor Code.

(2) Notwithstanding paragraph (1), the term “conviction history” includes:

(A) An arrest not resulting in conviction only in the specific, limited circumstances described in subdivision (f) of Section 432.7 of the Labor Code, when an employer at a health facility, as defined in Section 1250 of the Health and Safety Code, may ask an applicant for certain positions about specified types of arrests.

(B) An arrest for which an individual is out on bail or his or her own recognizance pending trial.

SEC. 3. Section 432.9 of the Labor Code is repealed.

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OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** February 8, 2018

**SUBJECT: Agenda Item No. 10: Proposed New Classification –  
Data and Assessment Technician**

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## **Background Information**

In the summer of 2017, it was proposed by the Educational Services Division 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 the district, state, and federal level.

The Director, Classified Personnel and Personnel Analyst have reviewed the proposed duties and responsibilities provided by the Assistant Superintendent, Educational Services and the Director of Curriculum, Instruction and Assessment, and have determined that these are appropriate to assign to a classified bargaining unit position. However, there is currently no classification established that encompasses the duties, responsibilities and qualifications required.

## **Analysis**

The Director and Analyst researched and collected information from outside agencies on positions that may have similar duties to what the District is proposing. The Director and Analyst reviewed and identified these duties and worked with the Assistant Superintendent, Educational Services and the Director of Curriculum, Instruction and Assessment, to develop a job classification and description entitled Data and Assessment Technician, which accurately describes the duties, responsibilities and qualifications that are required.

## **Salary**

Comparable classifications in other districts are as follows:

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary (Top Step)</i>
Fountain Valley School District	Assessment/Data Technician	\$5,236
Coachella Valley School District	Data Assessment Specialist	\$5,186
Newport Mesa	Student Data Analyst	\$5,167
Anaheim City School District	Data and Assessment Technician	\$4,723

Median Salary: \$5,177  
 (Top Step)

It is the Director’s recommendation to place the new classification in the Network/Communications Series of classifications at Salary Range 39, \$4,106 to \$5,001 per month on the Classified Bargaining Unit Salary Schedule.

This recommendation will establish the salary just below the median of districts surveyed with positions that have comparable requirements and provide for internal equity with other positions in the District with comparable levels of skill and responsibility.

**Other Considerations**

This proposed classification, job description, and corresponding salary have been reviewed and recommended by the Assistant Superintendent, Educational Services, the Assistant Superintendent, Human Resources, and the Director of Curriculum, Instruction and Assessment. In addition, the information has also been shared and discussed with the classified employee union, CSEA.

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**Recommendation:**

The Director recommends that the Personnel Commission review, discuss and approve the proposed job classification and description for Data and Assessment Technician. It is also recommended that the new classification be assigned to the Network/Communications Series of Classifications, be placed at Salary Range 39, \$4,106 to \$5,001 per month on the Classified Bargaining Unit Salary Schedule, and be eligible for overtime compensation in accord with Education Code 45128.

Attachments: Draft of proposed classification Data and Assessment Technician,  
 dated 2/8/18  
 Classified Bargaining Unit Salary Schedule Draft



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## **Data and Assessment Technician**

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### **JOB SUMMARY:**

Under the general supervision of the Director of Curriculum, Instruction, and Assessment, and in collaboration with the Director of Information Technology, performs coordination and monitoring of all educational technology and services. Maintains and prepares a variety of technical, complex, and specialized records and reports; provides digital media resources. Serves as a liaison working collaboratively with Information Services and Educational Services regarding support for educational technology and ease of use for students and staff.

### **CLASS CHARACTERISTICS:**

This position in the Network/Communication Series operates with the focus of providing educational support technology for classrooms across the district including assessment timelines, core program, and applications. The incumbent is responsible for assessment integrity to ensure accurate reporting at the district, state, and federal level.

### **REPRESENTATIVE DUTIES:**

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

#### **Essential Duties:**

- Provide leadership for project management, technical reporting, standards development, and systems administration and use practices;
- Maintain, monitor, develop, utilize and update specialized databases to maintain assessment data records, including but not limited to: California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), Physical Fitness Test, multiple measures, and benchmarks;
- Prepare and maintain complex comprehensive records/reports for site administrators and staff;
- Provide training, support, operational assistance, and related technical advice in the use of various applications in the classroom, home, or at the District Office;
- Participate, coordinate, or conduct a variety of meetings, professional learning, workshops and/or conferences in order to present information regarding educational technology, data, assessments, etc.;
- Conduct regular system performance monitoring for accuracy, data integrity, and to troubleshoot and resolve data-related issues and implement remediation processes;
- Research, compile, disaggregate, organize, manage, and manipulate large amounts of data to generate charts, graphs, or reports as needed;
- Follow established procedures to maintain confidentiality and security of pertinent data and information, such as: test results, confidential student records, etc.;

- Provide user support training for teachers, staff, and administrators regarding the student database management system, such as: report cards, progress reports, assessments, etc.;

### **SUPERVISION:**

Receives general supervision from the Director of Curriculum, Instruction Assessment, and Instruction. Provides leadership and/or guidance and direction to subordinate positions assigned. May coordinate the work of outside contractors providing required services.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Student data information systems and educational technology programs;
- School data analysis, design, and documentation;
- Importing/exporting data from various database systems into other formats;
- Project coordination and planning;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar and punctuation;
- Principles of leadership, records management, public relations, and training;
- Standard record keeping and filing system procedures;
- Business letter and report writing techniques.

#### **Ability to:**

- Prepare, maintain, and submit clear, concise reports;
- Read, understand and explain a variety of general and technical data and materials;
- Design and maintain specialized databases to support assessment record maintenance;
- Detect errors and ensure data integrity;
- Perform responsible analytical work with efficiency, speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively plan, organize and prioritize work of self and coordinate the work of others as assigned to successfully meet deadlines;
- Understand and carry out oral and written instructions;
- Conduct presentations to individuals and large groups;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Rapidly learn procedures and software as required including but not limited to: Illuminate, AERIES;
- Troubleshoot and analyze issues, create plans of action and reach solutions;
- Work confidentially and with discretion;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

### **EMPLOYMENT STANDARDS:**



**Education:**

- High School Diploma or equivalent;
- Post-Secondary course work in computer applications, computer science, or database is highly desired.

**Experience:**

- Three (3) years of increasing responsibility and technical experience utilizing a computer with emphasis on processing numerical data and query reports.
- Experience with related student database management systems is highly desired.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

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

**Work Environment:**

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

**Physical Demands:**

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

**SALARY RANGE**

Proposed Range 39

Classified Bargaining Unit

Proposed New Classification Effective 2/8/18



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

**DRAFT**

**Salary Range**

**ACCOUNTING SERIES**

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

**CHILD CARE SERIES**

18 Child Care Attendant  
 32 Child Care Program Facilitator

**CLERICAL SERIES**

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

**CUSTODIAL SERIES**

28 Custodian  
 30 Lead Evening Custodian  
 32 Head Custodian

**DELIVERY SERIES**

31 Delivery Worker  
 37 Storekeeper

**FOOD SERVICE SERIES**

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

**GROUNDS SERIES**

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

**HEALTH SERIES**

26 School Health Technician

**HUMAN RESOURCE SERIES**

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

**INSTRUCTIONAL SERIES**

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

**Salary Range**

**INSTRUCTIONAL SERIES (Continued)**

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

**LIBRARY/MEDIA SERIES**

27 School Library Specialist  
 34 Library/Instructional Materials Technician

**MAINTENANCE SERIES**

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

**NETWORK/COMMUNICATIONS SERIES**

37 Field Service Technician  
**39 Data and Assessment Technician**  
 45 Computer/Multimedia Technician  
 45 Database Analyst  
 50 Network Systems Manager

**PRINTING SERIES**

33 Reprographic Technician  
 36 Lead Reprographic Technician

**PURCHASING SERIES**

34 Senior Purchasing Clerk  
 38 Buyer

**SECRETARIAL SERIES**

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

**SPECIAL PROGRAM SERIES**

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

**TRANSPORTATION SERIES**

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

**Salaries:**

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

**Updates:**

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

**Longevity:**

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

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

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