



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, October 10, 2019

REGULAR MEETING

4:30 p.m.

Board Room
Building A

Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 – 2019

PERSONNEL COMMISSION:

Bob Ewing, Chair
Lance Bidnick, Vice-Chair
Dan Gooch, Member

A G E N D A
PERSONNEL COMMISSION
OCEAN VIEW
SCHOOL DISTRICT

THURSDAY, OCTOBER 10, 2019
REGULAR MEETING
4:30 p.m.
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 – REGULAR MEETING SEPTEMBER 12, 2019:** The Personnel Commission will receive the minutes of the September 12, 2019, Regular Personnel Commission Meeting for approval.

(ACTION)
Pages 1-4
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

(ACTION)
Pages 5
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISION

B. RECRUITMENT AND TESTING:

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

- 2019-18 Noon Duty Supervisor
- 2019-19 Custodian
- 2019-20 Public Information Manager
- 2019-21 Bus Driver

AGENDA FOR THE PERSONNEL COMMISSION MEETING – OCTOBER 10, 2019 – PAGE 2

7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity Lists received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meeting of: **(INFORMATION)**
Pages 6-9
- September 3, 2019 – Exhibit A
 - September 17, 2019 – Exhibit B
8. **ADVANCE STEP PLACEMENT – TRISH MONTGOMERY, PUBLIC INFORMATION MANAGER:** The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Trish Montgomery, Public Information Manager. **(ACTION)**
Pages 10-12
Moved: _____
Second: _____
Vote: _____
9. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director’s recommendation to remove the name of one candidate from an eligibility list in accordance with Merit System Rule 6.1.8. *(Copy of letter provided to Commissioners only.)* **(ACTION)**
Pages 13-14
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

10. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
11. **COMMISSIONER REPORTS**
12. **DIRECTOR AND STAFF REPORTS**
13. **ADJOURNMENT** **TIME:** _____ **(ACTION)**
Moved: _____
Second: _____
Vote: _____
- The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org. Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. For information call (714) 847-2551, extensions 1400 or 1401.*

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400 or 1401, at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
September 12, 2019**

CALL TO ORDER Commissioner Ewing called the September 12, 2019, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Phi Tran led the pledge of allegiance.

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

STAFF MEMBERS AND GUESTS Michelle Eifert; Betzabeth Vazquez; Phi Tran

PUBLIC COMMENTS Phi Tran, CSEA Liaison to the Personnel Commission, congratulated Commissioner Ewing on his reappointment to the Personnel Commission. He provided some chapter updates, mentioning that Sandy Vaughan, former Ocean View School District employee, former CSEA President and member, was reappointed as Regional Representative for Region 12. He stated that he was reappointed to the CSEA Merit System Committee. Mr. Tran mentioned there were over thirty attendees at the first chapter meeting of the 2019-2020 school year. Lastly, he stated that the Tustin Unified School District held their meeting earlier in the day to implement the Merit System in their district. The results would be available later in the evening.

MINUTES OF AUGUST 8, 2019 Motion by Commissioner Gooch to approve the minutes of the August 8, 2019, Regular Personnel Commission meeting.

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

Commissioner Ewing abstained from the vote due to being absent from the August 8, 2019, Personnel Commission meeting.

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

A. Job Description Reviews/Revisions:

1. Director, Transportation

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

1. Recruitment and Testing – Eligibility Lists

- 2019-07 Instructional Assistant – ABA
- 2019-08 Child Care Attendant
- 2019-09 Food Service Worker
- 2019-10 Instructional Assistant – Special Education
- 2019-11 Instructional Assistant – Severely Disabled
- 2019-12 Instructional Assistant - ABA

**CONSENT
CALENDAR
(CONTINUED)**

- 2019-13 Lead Food Service Worker
- 2019-14 Noon Duty Supervisor
- 2019-15 Instructional Assistant – Special Education
- 2019-16 Instructional Assistant – Severely Disabled
- 2019-17 Instructional Assistant - ABA

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**CLASSIFIED
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of August 13, 2019.

**ANNUAL REPORT
OF THE
PERSONNEL
COMMISSION
2018-2019 FIRST
READING AND
ADOPTION**

Director Vellanoweth presented a Power Point presentation of the Annual Report of the Personnel Commission. The presentation highlighted the activities performed by the Personnel Commission in the 2018-2019 school year. These activities include classified work force statistics, recruitment, testing, eligibility lists, employment actions, classification and job description reviews, Merit Rule revisions, and other actions taken on behalf of the District and its classified employees. The report also provides information on what a Merit System does, what the role of the Personnel Commission is, and the ongoing goals of the Personnel Commission.

Commissioner Gooch brought up the job description reviews getting further behind and asked if the possibility of reaching out to local colleges to find interns who might be able to help out in the Personnel Office has been considered. Director Vellanoweth answered it has not. She mentioned that she would like to come up with a realistic plan to start tackling the job description reviews in small pieces moving forward. Director Vellanoweth would also like to train the Analyst on working with job descriptions since it is part of her job.

Commissioner Bidnick expressed his appreciation to the Personnel Commission staff for their work and for supporting Director Vellanoweth.

Motion by Commissioner Bidnick to approve the Annual Report of the Personnel Commission 2018-2019 for adoption.

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

**REACTIVATE
CLASSIFICATION
OF PRESCHOOL
SUPERVISOR**

The preschool program at Ocean View School District is currently in a state of transition. The program structure and staffing are being evaluated with varying objectives in mind, one of which is to operate a fiscally sound and independent fee-based business program that is able to financially sustain itself.

**REACTIVATE
CLASSIFICATION
OF PRESCHOOL
SUPERVISOR
(CONTINUED)**

The program currently operates fee-based, state funded, and special education programs and encompasses three sites, College View (at the interim site), Westmont, and Oak View Preschool.

With the recent departure of the Early Learning Assistant Principal, there is only one administrator, Director of Child Development Programs, who oversees the early learning programs at all three of these sites. In addition, the Director continues to oversee the before and after school expanded learning programs. Consequently, while the preschool/early learning program structure and staffing are being evaluated, and long-term solutions are being discussed, there is a temporary need for support in supervising and evaluating preschool/early learning staff.

It is proposed that the former classification of Preschool Supervisor be temporarily reactivated until such time that the District comes up with a formal plan on how to staff the program. Currently, there is an employee with the appropriate site supervisor permit who the District would like to have working out of class, but there is no way to properly compensate her. The Director recommends that the Personnel Commission approve the reactivation of the classification of Preschool Supervisor.

Motion by Commissioner Gooch to approve to Reactivate Classification of Preschool Supervisor.

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

**SECOND PUBLIC
COMMENTS**

There were no comments at this time from the public.

**COMMISSIONER
REPORTS**

Commissioner Gooch and Commissioner Bidnick had nothing to report.

Commissioner Ewing stated that he would be out of town in October and would not be in attendance for the October 10, 2019, Personnel Commission meeting. He will also be unavailable for the November 14, 2019, Personnel Commission meeting.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth congratulated Commissioner Ewing on his reappointment to the Commission by CSEA. She announced that the school year got off to a smooth start. All employees are receiving their annual trainings. Several employee groups have participated in the Customer Service training, which has had very positive feedback. Some recruitment updates include the Public Information Manager which closed recently. The testing is this Friday and it is hoped that a candidate will be selected in order to go to the Board at its early October meeting. There will also be a recruitment for Director of Transportation, hence the job description review on the agenda. The Director also mentioned that the District assisted CSEA to schedule two meetings for Noon Duty Supervisors to provide them with more information about CSEA and encouraging them to become members of the union.

MINUTES OF THE SEPTEMBER 12, 2019, PERSONNEL COMMISSION MEETING – PAGE 4

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

At the last Personnel Commission meeting Felix Avila discussed PAL, Partnership of Administration and Labor. Last fall Julie Jennings, former Public Information Manager, Assistant Superintendent, Julianne Hoefler, and Superintendent Hansen wrote an article that highlights how PAL and the Ocean View School District blueprint have created a transformation in Ocean View School District. The article that was submitted was recently published in the latest issue of ACSA, the Association of California School Administrators, leadership magazine.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting.

Motion was seconded by Commissioner Bidnick, and carried with a 3:0 vote at 5:09 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: October 10, 2019
SUBJECT: Agenda Item No. 6B.: 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:

- 2019-18 Noon Duty Supervisor
- 2019-19 Custodian
- 2019-20 Public Information Manager
- 2019-21 Bus Driver

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2019-18 through 2019-21.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 10, 2019

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

Background Information

At the Ocean View School District, Regular Board Meeting(s) of:

- September 3, 2019 (Exhibit A)
- September 17, 2019 (Exhibit B)

The Board of Trustees received the above Classified Personnel Activity List(s) (Exhibits A) for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of September 3, 2019, and September 17, 2019.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 3, 2019

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>
Adel, Christiane	Instructional Assistant – Special Education	Marine View	\$16.294 per hour	25.1	09/04/19
Alcala, Anthony	Instructional Assistant – ABA	Westmont	\$17.990 per hour	26.1	09/04/19
Brackley, Linda	School Office Clerk	Vista View	\$18.908 per hour	28.1	08/15/19
Castillo, Michelle	Instructional Assistant – Severely Disabled	Village View	\$17.549 per hour	25.1	09/04/19
Dinh, Kaylee	Child Care Attendant	Hope View	\$14.764 per hour	18.1	09/04/19
Flores, Diana	School Office Clerk	Spring View	\$18.908 per hour	28.1	08/15/19
Flores, Yesica	Instructional Assistant – Special Education	Marine View	\$16.294 per hour	25.1	09/04/19
Perez, Cynthia	Instructional Assistant – Special Education	Oak View	\$16.294 per hour	25.1	09/04/19

Approve Substitute Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
El-Hatoum, Sarah	Instructional Assistant - ABA	Substitute	\$17.990 per hour	26.1	09/04/19
El-Hatoum, Sarah	Instructional Assistant – Severely Disabled	Substitute	\$17.549 per hour	25.1	09/04/19
El-Hatoum, Sarah	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	09/04/19
Kasparian, Levon	Bus Driver Trainee	Substitute	\$12.00 per hour		07/25/19
Parra Rodriguez, Melissa	Translator/Interpreter	Substitute	\$21.377 per hour	33.1	09/04/19

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>
Monnette, Kimberly	Instructional Assistant - ABA	College View	\$18.908 per hour	26.2	09/04/19

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>
Galvan, Diana	Noon Duty Supervisor	Circle View	01/26/18	06/19/19
Jenkins, Nicole	Instructional Assistant – Special Education	Marine View	03/11/19	06/19/19
Krattiger, Kristie	Instructional Assistant – Special Education	Westmont	02/20/18	06/19/19
Mezin, Richard	Child Care Attendant	Golden View	02/20/18	07/10/19
Nakamoto, Kelly	Instructional Assistant – ABA	Hope View	10/31/16	06/19/19
Sample, Brianna	Instructional Assistant – Special Education	Oak/Village View	09/06/17	08/01/19

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 17, 2019

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>
Baker, Mary	Food Service Worker	Marine View	\$14,764 per hour	18.1	09/03/19
Cruz, Alisabel	Instructional Assistant – Severely Disabled	College View	\$17,549 per hour	25.1	09/04/19
El-Hatoum, Sarah	Instructional Assistant – ABA	Pleasant View	\$17,990 per hour	26.1	09/04/19
Huffman, Kristy	Noon Duty Supervisor	Mesa View	\$12.00 per hour		09/09/19
Humphrey, Garrett	Noon Duty Supervisor	Circle View	\$12.00 per hour		09/09/19
Pluma, Vanessa	Child Care Attendant	Circle View	\$14,764 per hour	18.1	09/04/19

Approve Substitute Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Funk, Jette	Speech and Language Assistant	Substitute	\$20,860 per hour	32.1	09/04/19

Approve Reinstatement

In accordance with Merit System Rule 8.4.1:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Springer, Eriq	Child Care Attendant	Mesa View	\$15,514 per hour	18.2	09/04/19

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>
Spreeman, Lori	Lead Food Service Worker	Village View	\$17,549 per hour	21.3	09/03/19

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 17, 2019

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>
Borg, Gingi	Director	Transportation	08/24/15	06/19/19
Cabrera, Ashley	Instructional Assistant	Star View	09/21/17	08/27/19
Caiazzo, Wendy	Noon Duty Supervisor	Hope View	10/22/13	06/19/19
Cherrier, Christine	School Health Technician	Lake View	12/18/18	06/19/19
Kee, Amber	Instructional Assistant – Sign Language	Vista View	08/30/07	06/19/19
Moran Meza, Consuelo	Noon Duty Supervisor	Westmont	02/18/18	06/19/19
Mullen, Stacey	Instructional Assistant	College View	10/14/11	06/19/19
Vang, Victoria	Instructional Assistant	College View	02/23/18	06/19/19
Wood, Ashleigh	Instructional Assistant – Severely Disabled	Spring View	10/16/15	06/19/19

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 10, 2019

**SUBJECT: Agenda Item No. 8: Advance Step Placement
Trish Montgomery – Public Information Manager**

Background Information

A request for advanced step placement has been received from Superintendent Carol Hansen, for Ms. Trish Montgomery who has been offered and accepted the position of Public Information Manager. Pursuant to Merit Rule 7.2.1.3.A.3, the Advanced Step Placement Request (attached), is being brought to the Personnel Commission for approval.

Analysis

The advanced step request for Step 5 placement on the appropriate salary range for the class of Public Information Manager, Salary Range M61, on the Classified Management Salary Schedule, comes to the Commission upon the request of Superintendent Carol Hansen, and the approval of Assistant Superintendent Human Resources, Felix Avila, and the Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request include Ms. Montgomery's extensive training and experience, specifically as a public school Public Information Officer in Orange County, for over 20 years. Her experience working with school district superintendents, school boards, and employee unions, as well as the complexities of marketing, crisis management, and communication within a public school system, set her apart from other candidates.

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

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission approve the Step 5 advanced step placement of Ms. Trish Montgomery, Public Information Manager, in accord with Merit Rule 7.2.1.3.A.3.

OCEAN VIEW SCHOOL DISTRICT

Merit System Rules and Regulations for the Classified Service

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

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

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.
 - A. APPROVAL
 1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
 2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
 3. The approved request will be placed upon the Commission agenda for approval.
 4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).
 5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.
 6. A copy of the form is then placed in the employee's personnel file.
 - B. REJECTION
 1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
 2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
 3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.
 4. If rejected, the form will be returned to the originator with the reasons given.
 5. A copy of the form will then be placed in the employee's personnel file.

Rule Revised by Personnel Commission 5/25/2018



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Dr. Carol Hansen

Date: September 27, 2019

Title: Superintendent

Department: Superintendent's Office

The above hiring authority has interviewed for the open vacancy in the classification of Public Information Manager

and has selected Trish Montgomery as their choice.
name of candidate

The above hiring authority is requesting advanced step placement on range M61, step 5, for one or more of the following reasons:

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

Trish has over 20 years of experience as a Public Information Officer in a public school district. It is rare to find candidates with such a strong, consistent, and proven record of success in this position.

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

Trish possesses extensive training and experience related to public schools, including marketing, crisis management, communication, and navigation of dealing with unions and school boards.

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

Trish was the only top candidate interviewed with current experience as a public school PIO in Orange County. It is difficult to find candidates that understand the complexities of working with a school board and within the public school system.

4. Any other extraordinary circumstances not covered above. (Explain)
NOTE: Applicants may not be requested or prompted to provide previous salary history information. If an applicant voluntarily and without prompting discloses salary information, it may be considered in determining salary step advancement.

Previously, because of Trish's long work history in Westminster School District (longevity steps), her salary is higher than the starting salary in OVSD. By placing her at Step 5 and compensating her commensurate with her experience and previous salary, she will make a long term commitment to OVSD.

Approval
Signatures:

Appointing Authority: [Signature] Date: 9/27/19

Assistant Superintendent, Human Resources [Signature] Date: 10/1/19

Director, Classified Personnel [Signature] Date: 10/11/19

Date submitted to the Personnel Commission: 10/10/19

- Approved
- Denied

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

Form updated by Personnel Commission 5/24/2018

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 10, 2019

SUBJECT: Agenda Item No. 9: 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:

Jason Bustillos		
Eligibility Lists:	2018-34	Custodian
	2019-01	Lead Evening Custodian

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

Attachment:

- Letter to eligible Mr. Jason Bustillos dated September 9, 2019 (*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. Jason Bustillos be removed from eligibility lists 2018-34 Custodian and 2019-01 Lead Evening 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)