



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, August 8, 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, AUGUST 8, 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 JUNE 27, 2019:**
The Personnel Commission will receive the minutes of the June 27, 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)
Page 5
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

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.*)

- 2019-01 Lead Evening Custodian
- 2019-02 Instructional Assistant – ABA
- 2019-03 Instructional Assistant – Special Education
- 2019-04 Instructional Assistant – Severely Disabled
- 2019-05 Noon Duty Supervisor
- 2019-06 Instructional Assistant – ABA

AGENDA FOR THE PERSONNEL COMMISSION MEETING – AUGUST 8, 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 Meetings of: **(INFORMATION)**
Pages 6-8
- June 25, 2019 – Exhibit A
 - July 9, 2019 – Exhibit B
8. **SALARY ADJUSTMENT REQUEST – PUBLIC INFORMATION MANAGER:** The Personnel Commission will receive the Director’s recommendation to recommend a salary adjustment request for Public Information Manager. **(ACTION)**
Pages 9-14
Moved: _____
Second: _____
Vote: _____
9. **2019-2020 BUDGET MEETING:** The Personnel Commission will receive information from the Director that was discussed in a meeting with the Director, Classified Personnel, the Director, Fiscal Services, and Commissioner Bidnick, Budget Liaison to the Personnel Commission, for discussion. **(INFORMATION AND DISCUSSION)**
Pages 15-21
10. **REMOVAL OF NAMES FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director’s recommendation to remove the names of four candidates from an eligibility list in accordance with Merit System Rule 6.1.8. **(ACTION)**
Pages 22-24
Moved: _____
Second: _____
Vote: _____
(Copy of letters provided to Commissioners only.)

COMMUNICATIONS

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:** _____ **(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)

**2OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
June 27, 2019**

CALL TO ORDER Commissioner Ewing called the June 27, 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; Keith Farrow; Phi Tran.

PUBLIC COMMENTS Mr. Tran indicated he would like to speak to agenda item number 8 at the time the item is reached on the agenda.

MINUTES OF MAY 9, 2019 Motion by Commissioner Gooch to approve the minutes of the May 9, 2019, 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:

1. Recruitment and Testing – Eligibility Lists

- 2018-68 Instructional Assistant – Special Education
- 2018-69 Instructional Assistant – Severely Disabled
- 2018-70 Child Care Attendant
- 2018-71 Noon Duty Supervisor
- 2018-72 Instructional Assistant – ABA
- 2018-73 Child Care Attendant
- 2018-74 Instructional Attendant – Special Education
- 2018-75 Instructional Attendant – Severely Disabled
- 2018-76 Speech and Language Assistant

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 May 7, 2019, May 21, 2019, and June 11, 2019.

MINUTES OF THE JUNE 27, 2019, PERSONNEL COMMISSION MEETING – PAGE 2

**ADVANCE STEP
PLACEMENT –
HENRY
VILLAGRANA,
LEAD MECHANIC**

Director Vellanoweth stated that a request for Advance Step Placement was received from the Director of Transportation, Gingi Borg, for Mr. Henry Villagrana, the new Lead Mechanic. Mr. Villagrana has already started working in his new position. The request is for an advance to step 3 on the classified salary schedule and is due to the extreme recruitment difficulties, and Mr. Villagrana's qualifications and certifications that far exceeded any other applicants that applied for the position. Director Vellanoweth reminded the Commission that Mr. Villagrana was offered this position previously and had accepted. This advance step placement had been brought before the Commission at that time, as well, and was approved. Unfortunately, at that time, Mr. Villagrana did have to renege on his acceptance of the position due to personal reasons. When the position opened up again, he reapplied and went through the process to be placed back on the eligibility list.

Commissioner Bidnick commented that he noticed it was a ratification rather than an approval. He asked if it was customary to ratify rather than approve. Director Vellanoweth answered yes it is ratification, this is what the merit rules state and there have been numerous discussions about this. This does come upon the recommendation of the Director of Transportation, the Deputy Superintendent of Administrative Services, the Assistant Superintendent of Human Resources, and the Director of Classified Personnel.

Commissioner Gooch commented that ratification is an irregular process and a unique situation. At some point in time in the future, it might be something to look at.

Phi Tran, CSEA Liaison to the Personnel Commission, stated that the CSEA executive board supports this request. They have heard amazing things about Mr. Villagrana and feel this request is deserved.

Motion by Commissioner Bidnick to ratify the Advance Step Placement - Henry Villagrana, Lead Mechanic.

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

**EXTEND
ELIGIBILITY LIST
2018-15 –
SCHOOL OFFICE
CLERK**

Director Vellanoweth stated that the current eligibility list for School Office Clerk will expire on September 13, 2019. Currently there is a vacancy at Harbour View school and a possibility that there may other vacancies. This eligibility list is still quite healthy. The Director recommends that this list be extended for three months through December 13, 2019. CSEA has also submitted a formal request to extend this list. Extending this list would get the District through the start of the upcoming school year and allow the candidates, including several internal candidates, to be eligible to interview for vacancies without having to reapply or retest.

Commissioner Gooch commented that the reasons for this request represent all of the reasons he believes are warranted for an extension of an eligibility list.

MINUTES OF THE JUNE 27, 2019, PERSONNEL COMMISSION MEETING – PAGE 3

**EXTEND
ELIGIBILITY LIST
2018-15 –
SCHOOL OFFICE
CLERK
(CONTINUED)**

Motion by Commissioner Gooch to approve the Extension of Eligibility List # 2018-15 – School Office Clerk.

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

**PROPOSED
PERSONNEL
COMMISSION
MEETING DATES
FOR 2019-2020**

Commissioner Ewing stated he had reviewed these proposed dates and there are three dates that he is not available and possibly a fourth. Commissioner Gooch may be also unavailable on one of the dates. It was discussed that the Commission just take these dates as they come. Commissioner Bidnick wanted to be sure there would be a quorum during the critical meetings such as when the budget is approved or a Commissioner's term is being renewed. It does appear that the Commissioners will be present for those meetings.

Motion by Commissioner Bidnick to approve the Proposed Personnel Commission Meeting Dates for 2019-2020.

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

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, shared with the Commissioners that there was a CSEA classified employee dinner, an In-N-Out buffet. CSEA is preparing for their annual state-wide conference in Las Vegas. The full delegation will be attending. The IT and Maintenance departments are working on moving the Westmont staff back to their newly modernized campus and moving College View staff to the interim site. Barstow Unified has appointed two of their Commissioners. They have to appoint their third and have thirty days to do so. Tustin Unified also turned in their merit petition. Mr. Tran has been working very closely with the North Orange County Community College District. He attended their Board Meeting and their Chapter Meeting and will be speaking at their pro/con debate. Mr. Tran also announced that Congress has established a new nationwide award for classified school employees, called the Rise Award, which recognizes inspirational school employees. Mr. Tran also thanked the Commission for approving the extension of the eligibility list for School Office Clerk. He wished the Commission and Personnel staff a nice summer.

**COMMISSIONER
REPORTS**

Commissioner Gooch announced he was very pleased to have attended the Employee Service Award Recognition Ceremony. He also attended the gymnasium dedication at Oak View Elementary School. He stated he was not only impressed with the physical facility itself, but of the turnout from the community and from the families.

Commissioner Bidnick stated that he also attended the Employee Service Award Recognition Ceremony. He was pleased to see many faces that he has known for many years being recognized.

MINUTES OF THE JUNE 27, 2019, PERSONNEL COMMISSION MEETING – PAGE 4

COMMISSIONER REPORTS (CONTINUED) Commissioner Ewing stated that the next meeting of the Personnel Commission is scheduled for August 8, 2019. He also mentioned that he would be meeting with Superintendent Hansen on July 2, 2019.

DIRECTOR AND STAFF REPORTS Director Vellanoweth provided the Commissioners with some dates in July that she and Betzabeth Vazquez, Personnel Analyst, would be out of the office. The District Office will be on a summer schedule, being closed to the public on Fridays, beginning next week, and resuming regular schedule August 19, 2019. She advised the Commissioners that the Personnel Commission budget was submitted to the Orange County Department of Education and accepted. Director Vellanoweth thanked the Commission staff for another productive and successful year. Recruitments are still ongoing during the summer. Currently, we are in our planning and auditing phase for our employee/payroll system. She mentioned that there have been some year-end events. The Commission staff were all able to attend the Ocean View Special Olympics at Village View. In the Commissioner's packets, Director Vellanoweth included some Personnel Commission goals that have been developed for the upcoming school year. She has also been working with the Customer Service Committee to develop a handbook, some trainings, a quiz, and a feedback survey. The Committee is looking to implement this training in August to individual departments, then push out to the schools, as well. The Director was able to meet with some staff from Tustin Unified School District, as there is a petition to implement the Merit System at their district. They are unfamiliar with the Merit System and had many questions. She also welcomed two new certificated administrators, Dr. Rasheedah Gates, Principal at Vista View, and Cheri Daniels, Assistant Principal at Spring View.

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 5:00 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: August 8, 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:

- 2019-01 Lead Evening Custodian
- 2019-02 Instructional Assistant – ABA
- 2019-03 Instructional Assistant – Special Education
- 2019-04 Instructional Assistant – Severely Disabled
- 2019-05 Noon Duty Supervisor
- 2019-06 Instructional Assistant – ABA

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2019-01 through 2019-06.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 8, 2019

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

Background Information

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

- June 25, 2019 (Exhibit A)
- July 9, 2019 (Exhibit B)

The Board of Trustees received the above Classified Personnel Activity List(s) (Exhibits A and B) 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 June 25, 2019, and July 9, 2019.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 25, 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>
Afiy, Yasmin	Noon Duty Supervisor	Village View	\$12.00 per hour	18.1	06/10/19
Nelson, Kyanna Rae	Child Care Attendant	Hope View	\$14.764 per hour		05/20/19
Tomlinson, Patricia	Noon Duty Supervisor	Westmont	\$12.00 per hour		05/22/19

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>
Elabotigy, Meriam	Food Service Worker	Substitute	\$14.764 per hour	18.1	05/28/19
Limon, Jason	Custodian	Substitute	\$18.908 per hour	28.1	05/30/19
Strong, Nayeli	Translator/Interpreter	Substitute	\$21.377 per hour	33.1	05/28/19
Uribe, Maribel	Food Service Worker	Substitute	\$14.764 per hour	18.1	05/28/19
Weaver, Andrew	Custodian	Substitute	\$18.908 per hour	28.1	05/30/19

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>
Castillo, Jesus	Instructional Assistant – English Learner	Harbour View	02/28/19	05/31/19
Fernandez, Krista	Noon Duty Supervisor	Mesa View	05/03/19	05/28/19
Guite, Janae	Child Care Attendant	Village View	09/05/09	08/16/19
Guite, Janae	Instructional Assistant	Village View	09/05/09	08/16/19
Llomas, Ana	Noon Duty Supervisor	Vista View	10/04/17	06/14/19
Mansour, Demyana	Child Care Attendant	Spring View	01/24/18	05/24/19
Montgomery, Kay	Lead Food Service Worker	Village View	09/25/00	06/19/19
Patterson, Brittany	Instructional Assistant – ABA	Lake View	10/05/18	06/06/19
Petty, Julia	Child Care Attendant	Star View	01/17/19	08/23/19
Rodak, Emily	Noon Duty Supervisor	Circle View	10/22/18	06/18/19
Schiefelbein, Joanna	Noon Duty Supervisor	Circle View	04/14/15	06/13/19

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Belcher, Michelle	Instructional Assistant – Special Education	Village View	09/04/19	12/13/19

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 July 9, 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>
Hanna, Enas	Child Care Attendant	Hope View	\$14,764 per hour	18.1	06/24/19

Approve Lateral Transfer
In accordance with Merit System Rules 8.2:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Hernandez, Susan Marie	Intermediate Clerk Typist	Facilities	\$3,277.10 per month	28.5	07/10/19

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>
Edds, Brad	Custodian	Substitute	\$18,908 per hour	28.1	06/10/19
Valdez, Shaun	Custodian	Substitute	\$18,908 per hour	28.1	05/30/19

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>
Hatch, Sonya	Noon Duty Supervisor	Hope View	04/27/17	06/18/19
Sears, Lisa	Noon Duty Supervisor	Lake View	01/05/16	06/13/19

Approve Separation – Release 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>
Autry, Heather	Instructional Assistant – Special Education	Marine View	01/07/19	06/14/19
Pilon, Michelle	Intermediate Clerk Typist	District Office	01/23/19	06/18/19

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: August 8, 2019

SUBJECT: Agenda Item No. 8: Salary Adjustment Request – Public Information Manager

Background Information

The position of Public Information Manager is currently vacant after the resignation of the incumbent on June 14, 2019. On July 22, the Director, Classified Personnel received a written request from Superintendent, Carol Hansen, to review the salary placement of the classification of Public Information Manager. The Superintendent was interested in upgrading the salary of the classification, as she felt a review of the salaries in neighboring districts would reveal that Ocean View pays our Public Information Manager less than neighboring districts for similar responsibilities. Dependent upon the results of the salary comparison, the Superintendent wished to reallocate the salary of the position from Range M54 to Range M61, on the Classified Management Salary Schedule. In response to this request, the Director, Classified Personnel conducted a salary study of the Public Information Manager class as compared to the outside labor market.

Analysis

Recent survey information has been gathered from neighboring and established survey districts with similar positions.

District	Comparable Job Title, Tasks and Responsibilities	Monthly Salary		
		ADA	Entry Step	Top Step
Capistrano USD	Chief Communications Officer	49,844	\$10,899	\$13,910
Newport Mesa USD	Communications Public Relations Officer	21,353	\$0	\$12,170
Anaheim UHSD	Public Information Manager	29,900	\$10,461	\$11,777
Garden Grove USD	Public Information Officer	43,000	\$8,843	\$10,774
Santa Ana USD	Chief Communications Officer	49,790	\$9,348	\$10,673
Irvine USD	Coordinator II, Public Information Officer	34,691	\$8,966	\$10,590
Anaheim Elementary	Director of Communications & Public Info	17,600	\$8,694	\$10,567
Pomona USD	Public Information Officer	23,741	\$7,956	\$9,141
Hunt Beach UHSD	Public Information Coordinator (Confidential)	16,188	\$5,856	\$7,255
Westminster	Public Information Specialist (Confidential)	9,390	\$5,939	\$7,236
		Median	\$8,843	\$10,632
		Mean	\$8,551	\$10,409

Salary Adjustment Request – Public Information Manager

August 8, 2019

Page Two

Salary Considerations:

Based upon the survey data, it is the Director’s conclusion that the current range placement is, in fact, below the majority of local districts surveyed and is well below the median and mean for all districts surveyed. The Director recommends, and is in support of, a reallocation of the Public Information Manager from salary Range M54, \$6,080 to \$7,408 per month, to Salary Range M61, \$7,230 to \$8,810.

The recommended salary range placement will allow for a conservative adjustment to the Public Information Manager classification on the salary schedule while maintaining alignment with other Ocean View School District classified management positions being paid at the same level with comparable levels of skill, responsibility, education and experience. It will also allow for more competitive compensation in comparison to positions with similar responsibilities in neighboring districts, which will assist in our recruitment for qualified candidates. See attached salary schedule draft for proposed salary placement.

This recommendation and rationale have been shared with the Assistant Superintendent, Human Resources and the Superintendent. Both are in support of the new salary placement. If recommended by the Personnel Commission, the Superintendent will bring forth the recommended salary placement to the Board of Trustees for consideration.

.....
Recommendation

The Director, Classified Personnel recommends the Personnel Commission recommend to the Ocean View School District Board of Trustees that the salary range of Public Information Manager be reallocated from Salary Range M54, \$6,080 to \$7,408 per month, to Salary Range M61, \$7,230 to \$8,810 per month, on the Classified Management Salary Schedule.

Attachments:

- Classified Management Salary Schedule Draft
- Merit Rule 7.1

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2018-2019 •

SALARY RANGE

Director, Classified Personnel (H30).....	M71
Director, Fiscal Services (H40)	M71
Director, Maintenance, Operations and Facilities (J50)	M65
Director, Child Development Programs (K10)	M61
Director, Information Services (J80)	M61
Public Information Manager (K10) PROPOSED	M61
Director, Food Services (J20)	M55
Public Information Manager (K10) CURRENT	M54
Senior Facilities Planner (J10).....	M53
Director, Purchasing (J90).....	M52
Director, Transportation (J30).....	M52
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51

Vacation Schedule
 (12 Month Employees)
 22 days per year

In addition:
 \$ 1,000 per year earned for Doctorate.

- Salaries effective 1/1/18
 - 1.5% Retroactive Across the Board Salary Increase, Board approved 8/14/18.
- Longevity:
 - At the beginning of the 10th 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 the new plan approved by the Board of Trustees on 10/20/15.
 - 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 Board approved 10/20/15.

OCEAN VIEW SCHOOL DISTRICT
 CLASSIFIED MANAGEMENT
Salary Range Placement
 2018-2019

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	4,198	4,413	4,633	4,866	5,117
40	4,304	4,521	4,750	4,991	5,242
41	4,413	4,633	4,866	5,117	5,373
42	4,521	4,750	4,991	5,242	5,507
43	4,633	4,866	5,117	5,373	5,647
44	4,750	4,991	5,242	5,507	5,788
45	4,866	5,117	5,373	5,647	5,933
46	4,991	5,242	5,507	5,788	6,080
47	5,117	5,373	5,647	5,933	6,233
48	5,242	5,507	5,788	6,080	6,390
49	5,373	5,647	5,933	6,233	6,550
50	5,507	5,788	6,080	6,390	6,712
51	5,647	5,933	6,233	6,550	6,880
52	5,788	6,080	6,390	6,712	7,053
53	5,933	6,233	6,550	6,880	7,230
54	6,080	6,390	6,712	7,053	7,408
55	6,233	6,550	6,880	7,230	7,594
56	6,390	6,712	7,053	7,408	7,784
57	6,550	6,880	7,230	7,594	7,979
58	6,712	7,053	7,408	7,784	8,178
59	6,880	7,230	7,594	7,979	8,385
60	7,053	7,408	7,784	8,178	8,590
61	7,230	7,594	7,979	8,385	8,810
62	7,408	7,784	8,178	8,590	9,028
63	7,594	7,979	8,385	8,810	9,253
64	7,784	8,178	8,590	9,028	9,484
65	7,979	8,385	8,810	9,253	9,723
66	8,178	8,590	9,028	9,484	9,965
67	8,385	8,810	9,253	9,723	10,213
68	8,590	9,028	9,484	9,965	10,471
69	8,810	9,253	9,723	10,213	10,731
70	9,028	9,484	9,965	10,471	10,997
71	9,253	9,723	10,213	10,731	11,275
72	9,484	9,965	10,471	10,997	11,556
73	9,723	10,213	10,731	11,275	11,845
74	9,965	10,471	10,997	11,556	12,138
75	10,213	10,731	11,275	11,845	12,446
76	10,471	10,997	11,556	12,138	12,753
77	10,731	11,275	11,845	12,446	13,076
78	10,997	11,556	12,138	12,753	13,401
79	11,275	11,845	12,446	13,076	13,738
80	11,556	12,138	12,753	13,401	14,079

CHAPTER 7: WAGE AND SALARY PROVISIONS

Entire chapter revision adopted 02/12/04

7.1 ESTABLISHMENT OF PLAN

7.1.1 Factors in Salary Determination

- A. The Commission shall recommend, upon request by the Board of Trustees, a comprehensive compensation plan for the classified service. The plan shall include the salary schedules for the various classes, with the salary of each class consistent with the responsibility and difficulty of the work as outlined in the class specifications, and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities.
- B. For each class the compensation plan shall include a minimum and maximum rate, and intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service.
- C. The Director, Classified Personnel shall prepare recommendations for the allocation of classes to salary schedules for approval by the Commission. These recommendations may take into account the following factors:
 - 1. Wages and salaries paid for similar work in the recruitment area.
 - 2. Wages and salaries paid by other government agencies in the labor market area.
 - 3. Principle of "like pay for like work."
 - 4. Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
 - 5. Such other information as the Commission may approve.

7.1.2 Salary Studies

- A. A salary study shall be made whenever a new class is created, when requested by the Board of Trustees and when directed by the Commission.
- B. Employees, employee representatives, or the administration may request a salary study of a class or classes by directing a written communication to the Commission and setting forth the reasons for the study.
- C. Data obtained in a salary study shall be made available to interested parties, including employee organization representatives as appropriate.
- D. Salary studies or surveys shall be made yearly of benchmark classifications as determined by the Director. Studies or surveys of management-level classifications shall be done on as-needed basis as determined by the Director. *(Revised 2/12/98)*

7.1.3 **Salary Recommendations**

- A. After making its findings, the Commission shall present salary recommendations to the Governing Board for approval.
- B. Any salary recommendations for classified non-bargaining unit employees shall normally be presented to the Board each year, with a proposed effective date of July 1. A salary recommendation shall also be made each time a new class is created. Salary recommendations at other times of the year shall be based on clear evidence that the class in question is substantially overpaid or underpaid as reflected in a salary study or for purposes of alignment with other classes. Nothing in this paragraph shall prevent adjustments in salary based on classification studies resulting from changes in duties and responsibilities, regardless of when such changes occur.
- C. The Board may approve, amend or reject the recommendation(s), but may not alter relationships among classes as established by the plan.
- D. Following adoption of the salary schedules by the Governing Board, the Commission staff shall prepare a list showing the latest salary for each class. Copies of the list shall be made available to interested employees.

7.1.4 **Appeals of Recommendations**

- A. An employee or representative may appeal the recommendation of the Director, Classified Personnel in regard to the salary of the employee's class. The employee shall have the opportunity to present their appeal in writing and orally at a regular meeting of the Commission. The administration shall have the same privilege.
- B. If the Governing Board desires reconsideration of salary recommendations, it may return the recommendations to the Commission, which shall reconsider them at its next meeting. After reconsideration, the Commission will advise the Board of its findings and the reasons thereof.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: August 8, 2019

SUBJECT: Agenda Item No. 9: Information Only – 2019-2020 Budget Meeting

Background Information

In the spring of this year, the Director, Classified Personnel met on several occasions with the Director, Fiscal Services as well as Personnel Commission Budget Liaison, Lance Bidnick, to develop the Personnel Commission budget for the 2019-2020 school year. Per the guidelines set forth in Education Code 45253, at the April 11, 2019 Personnel Commission meeting, this proposed budget was presented for a first reading and discussion. At The May 9, 2019 Personnel Commission meeting, a public hearing was held and the Personnel Commission budget for the 2019-2020 school year was adopted. The budget has subsequently recommended by the Superintendent and was accepted by the Orange County Department of Education.

Current Considerations

Recently, Director, Fiscal Services, Keith Farrow asked to meet with the Director to review the 2019-2020 Personnel Commission budget. Mr. Farrow indicated that Dr. Conroy, Deputy Superintendent, Administrative Services, requested he meet with all district directors to review their budgets and discuss adjustments to align with District financial goals and objectives. The Director asked that Lance Bidnick, Personnel Commission Budget Liaison, be present at this meeting, which took place on August 1.

The Director and Commissioner Bidnick will provide an update of information shared at this meeting and will open the topic to discussion with the entire Commission.

Attachments: Personnel Commission Approved Budget 2019-2020
Education Code 45253

Recommendation

The Director, Classified Personnel recommends the Personnel Commission review and discuss the information presented.

Education Code 45253

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

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

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

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

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county. (Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

<u>Categories/Object Code</u>	<u>2016-2017</u> Actuals	<u>2017-2018</u> Actuals	<u>2018-2019*</u> Budgeted/ Expended thru 3rd Quarter	<u>2018-2019</u> Budgeted/ Est to close	<u>2019-2020</u> Approved Budget	<u>Comments/Rationnale</u>
Admin Supplies (4305)						
Budgeted	\$6,500.00	\$6,500.00	\$4,500.00	\$4,500.00		
Expended	\$4,789.30	\$3,393.00	\$4,336.00	\$4,500.00	\$4,500.00	
% Expended	73.7%	52.2%	96.4%	100.0%		Continue - Will continue to meet needs with minimal spending while attempting to reduce in areas where possible. Expenditures through end of school year include job fair materials and replacing depleted office supplies.
Non Capitalized Equipment (Over \$500) (4490)						
Budgeted	\$6,000.00	\$1,000.00	\$500.00	\$500.00		
Expended	\$3,702.24	\$0.00	\$0.00	\$0.00	\$0.00	Decrease \$500 - Last year's budget was to cover cost of new printer. Per Fiscal Services, not necessary to budget for contingency equipment costs.
% Expended	61.7%	0.0%	0.00%	0.00%		
Mileage (5201)						
Budgeted	\$500.00	\$500.00	\$150.00	\$150.00		
Expended	\$141.36	\$63.00	\$84.00	\$145.00	\$150.00	Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
% Expended	28.30%	12.6%	56.00%	96.67%		
Travel/Conference (5202)						
Budgeted	\$2,000.00	\$1,500.00	\$2,100.00	\$2,100.00		
Expended	\$656.29	\$1,756.00	\$1,266.00	\$1,500.00	\$2,100.00	Continue - This will maintain current support of director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff training. Last year included Analyst attendance at Merit Academy \$600, but not used. Carrying over \$600 for this year for Analyst to attend Merit System Academy, although we will apply for a scholarship.
% Expended	32.80%	117.1%	60.29%	71.43%		
District Memberships (5301)						
Budgeted	\$2,790.00	\$2,890.00	\$2,890.00	\$2,890.00	\$3,100.00	Increase \$210- PCASC membership increased by \$60 after creation of last year's budget. CODESP increased 2019/2020 by \$150. Also includes membership for CSPCA with no increases.
Expended	\$2,790.00	\$2,890.00	\$2,950.00	\$2,950.00		
% Expended	100.00%	100.00%	102.08%	102.08%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2016-2017</u> Actuals	<u>2017-2018</u> Actuals	<u>2018-2019*</u> Budgeted/ Expended thru 3rd Quarter	<u>2018-2019</u> Budgeted/ Est to close	<u>2019-2020</u> Approved Budget	<u>Comments/Rationnale</u>
Repair/Maintenance (5617)						
Budgeted	\$500.00	\$500.00	\$250.00	\$250.00		Increase \$450 - Repair/maintenance of aging equipment; Increase to cover HP print services now calculated and charged to each individual department rather than districtwide.
Expended	\$236.52	\$0.00	\$0.00	\$0.00	\$700.00	
% Expended	47.30%	0.00%	0.00%	0.00%		
Duplication Charges (5715)						
Budgeted	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		Decrease \$200 - To more closely align with usage trend. Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
Expended	\$707.36	\$834.10	\$442.00	\$800.00	\$800.00	
% Expended	70.70%	83.41%	44.20%	80.00%		
Employment Advertisements (5805)						
Budgeted	\$2,500.00	\$1,500.00	\$2,670.00	\$2,670.00		Decrease \$370 - Last year increased by \$1,170 to cover PC half of Governmentjobs.com. HR no longer sharing cost of Governmentjobs.com, mainly used for posting trade & D.O. positions. Instead of \$2,340 annual cost for unlimited posts shared between two departments (\$1,170 ea), PC reduced service to \$800 individual membership that includes 7 posts per year. EdJoin and Government Jobs meet most posting needs except for highly technical and management positions where outside advertising is necessary, or other recruitment options as needed such as veteran sites and/or Craig's List.
Expended	\$480.00	\$1,385.00	\$870.00	\$920.00	\$2,300.00	
% Expended	19.20%	92.33%	32.58%	34.46%		
Consultants (5820)						
Budgeted	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00		Decrease \$1,000 - Per Fiscal Services, not necessary to budget for contingency cost of hearing officer in event of an appeal. No way to estimate legal costs. District agrees to support cost of hearing officer, if PC deems necessary.
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
% Expended	0.0%	0.0%	0.0%	0.0%		
Outside Services - Non Repair/Mtce (5825)						
Budgeted	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00		Increase \$17,783 - PC's half of HR/PC employee database HR2.0 annual fee totals \$18,533. Last year full amount charged to HR only. Ongoing cost of PC share for workflow system is now \$750, down from \$1,500 last year shared portion of workflow set up.
Expended	\$67.45	\$1.75	\$20,033.00	\$20,033.00	\$19,283.00	
% Expended	167.5%	0.1%	1335.5%	1335.5%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2016-2017</u> Actuals	<u>2017-2018</u> Actuals	<u>2018-2019*</u> Budgeted/ Expended thru 3rd Quarter	<u>2018-2019</u> Budgeted/ Est to close	<u>2019-2020</u> Approved Budget	<u>Comments/Rationnale</u>
TOTAL NON SALARY ITEMS						
Budgeted	\$24,790.00	\$19,890.00	\$16,560.00	\$16,560.00	\$32,933.00	Overall Increase of \$16,373 from previous year All increases are from line items where cost of necessary services have increased, i.e. HR2.0, HP Print Services & District Memberships Excluding Outside Services (Object 5825) for PC share of workflow and employee database, discretionary budget is down to \$13,650, which is equivalent to 2016/2017 actuals
Expended	\$13,570.52	\$10,323.00	\$29,981.00	\$30,848.00		
% Expended	54.70%	51.90%	181.04%	186.28%		

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2016-2017</u> Actuals	<u>2017-2018</u> Actuals	<u>2018-2019*</u> Budgeted/ Expended thru 3rd Quarter	<u>2018-2019</u> Budgeted/ Est to close	<u>2019-2020</u> Approved Budget	<u>Comments/Rationnale</u>
Overtime (2490)						
Budgeted	\$100.00	\$100.00	\$2,400.00	\$2,400.00		
Expended	\$0.00	\$697.00	\$370.00	\$880.00	\$2,400.00	Continue - Personnel Assistant overtime for PC Meetings (12 each year)
% Expended	0.0%	697.0%	15.4%	36.7%		OT for 2 employees for 24 additional hours during peak periods due to increased work load and recruitments. Attempting to use temp time if possible instead of OT as temp is the least expensive option.
Substitutes (2497)						
Budgeted	\$1,600.00	\$3,000.00	\$5,000.00	\$5,000.00		
Expended	\$3,657.05	\$8,994.00	\$3,717.00	\$5,000.00	\$5,000.00	Continue - Support continuing office activities in absence of employees due to illness, scheduled vacation, or workshop attendance.
% Expended	228.6%	299.8%	74.34%	100.00%		
Temporaries (2495)						
Budgeted	\$4,000.00	\$4,000.00	\$14,000.00	\$14,000.00		
Expended	\$2,911.46	\$7,095.00	\$8,974.00	\$14,000.00	\$14,000.00	Continue - Support needed for increased number of panel members, exam proctoring, proctoring/grading foreign language exams, and additional help in PC Department for recruitments, ongoing increased work load and during peak periods.
% Expended	72.80%	177.38%	64.10%	100.00%		
TOTAL OTHER SALARY ITEMS						
Budgeted	\$5,700.00	\$7,100.00	\$21,400.00	\$21,400.00	\$21,400.00	
Expended	\$6,568.51	\$16,786.00	\$13,061.00	\$19,880.00		Same as last year with no increase.
% Expended	115.24%	236.42%	61.03%	92.90%		This amount includes hourly rate of pay plus statutory benefits.

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019*</u>	<u>2018-2019</u>	<u>2019-2020</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Approved Budget
TOTAL SALARY ITEMS					
Budgeted	\$415,188.00	\$431,716.00	\$446,064.00	\$446,064.00	\$471,571.00
Expended		\$441,308.00	\$336,432.00	\$446,064.00	
% Expended		102.2%	75.4%	100.0%	
					Increase \$25,507 - Scheduled salary step increases, longevity increases, and statutory benefit increases for permanent staff: Director, Assistant, Analyst and Technician. Negotiations for any cost of living salary increases yet unsettled for 2018/2019 and 2019/2020

**PERSONNEL COMMISSION
BUDGET TOTALS
THREE YEAR HISTORY**

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019*</u>	<u>2018-2019</u>	<u>2019-2020</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/Est to close	Approved Budget
Budgeted	\$445,678.00	\$458,706.00	\$484,024.00	\$484,024.00	\$525,904.00
Expended	\$435,327.00	\$468,417.00	\$379,474.00	\$496,792.00	
% Expended	97.67%	102.1%	78.40%	102.64%	
					Overall increase of \$41,880
					Increases in budget due to: Staff Salaries & Statutory Benefits, HR2.0 & Workflow, HP Print Services, District Memberships
					Decreases in the areas of: Non-Capitalized Equipment, Duplication, Advertisements, Consultants

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: August 8, 2019

SUBJECT: Agenda Item No. 10: Removal of Names from Eligibility Lists

Background Information

Personnel Commission 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 eligibles be removed from eligibility lists for reasons outlined in Rule 6.1.8. These eligibles are:

Rachel Johnson
Eligibility List: 2018-15 School Office Clerk

Annette Manley
Eligibility List: 2018-15 School Office Clerk

Tamara Stevens
Eligibility List: 2018-15 School Office Clerk

Elizabeth Wilkerson
Eligibility List: 2018-15 School Office Clerk

The attached letters (*Commissioners only*) outline the reasons for the Director's recommendation to remove the above named candidates from the respective eligibility lists. These letters, sent to the eligibles via regular and certified mail, notified them of the eligibility lists they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their names.

Attachments:

Letters to eligibles Rachel Johnson, Annette Manley, Tamara Stevens, and Elizabeth Wilkerson all dated July 31, 2019 (*Commissioners only*)

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**Removal of Names from Eligibility List
August 8, 2019
Page Two**

Recommendation:

The Director, Classified Personnel recommends that Rachel Johnson, Annette Manley, Tamara Stevens, and Elizabeth Wilkerson all be removed from Eligibility List 2018-15 School Office Clerk in accordance 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)

