



**OCEAN VIEW SCHOOL DISTRICT**

**PERSONNEL COMMISSION  
AGENDA**

**Thursday, June 27, 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, JUNE 27, 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 MAY 9, 2019:** The Personnel Commission will receive the minutes of the May 9, 2019, Regular Personnel Commission Meeting for approval.

**(ACTION)**  
**Pages 1-5**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMISSION BUSINESS**

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

**(ACTION)**  
**Page 6**  
**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.)*

- 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 Assistant – Special Education
- 2018-75 Instructional Assistant – Severely Disabled
- 2018-76 Speech and Language Assistant

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – JUNE 27, 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 7-11
- May 7, 2019 – Exhibit A
  - May 21, 2019 – Exhibit B
  - June 11, 2019 – Exhibit C
8. **ADVANCE STEP PLACEMENT – HENRY VILLAGRANA, LEAD MECHANIC:** The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Henry Villagrana, Lead Mechanic. **(ACTION)**  
Pages 12-14  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_
9. **EXTEND ELIGIBILITY LIST # 2018-15 – SCHOOL OFFICE CLERK:** The Commission will receive the Director’s recommendation to extend eligibility list # 2018-15 – School Office Clerk. (*Eligibility list provided to Commissioners only.*) **(ACTION)**  
Pages 15  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_
10. **PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2019-2020:** The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2019-2020. **(ACTION)**  
Page 16  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**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)

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Personnel Commission Meeting  
May 9, 2019**

**CALL TO ORDER** Commissioner Ewing called the May 9, 2019, Regular Personnel Commission Meeting to order at 4:38 p.m.

**PLEDGE OF ALLEGIANCE** Commissioner Bidnick led the pledge of allegiance.

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

**STAFF MEMBERS AND GUESTS** Michelle Eifert; Betzabeth Vazquez; Keith Farrow; Phi Tran; Gingi Borg; Jason Bozarth; Michael Hoeker; Felix Avila

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

**MINUTES OF APRIL 11, 2019** Motion by Commissioner Gooch to approve the minutes of the April 11, 2019, Regular Personnel Commission meeting.  
Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

**MINUTES OF APRIL 25, 2019** Motion by Commissioner Gooch to approve the minutes of the April 25, 2019, Special 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
  - 2018-60 Noon Duty Supervisor
  - 2018-61 Instructional Assistant - ABA
  - 2018-62 Instructional Assistant – Bilingual
  - 2018-63 Child Care Attendant
  - 2018-64 Instructional Assistant – Special Education
  - 2018-65 Payroll Technician
  - 2018-66 Lead Mechanic
  - 2018-67 Bus Driver

Commissioner Bidnick asked if Henry Villagrana was the same Henry Villagrana who was on the previous Lead Mechanic eligibility list. Director Vellanoweth answered yes.

**MINUTES OF THE MAY 9, 2019 PERSONNEL COMMISSION MEETING – PAGE 2**

**CONSENT  
CALENDAR  
(CONTINUED)**

Commissioner Bidnick commented that it is his understanding that Mr. Villagrana declined the position the first time and inquired that now he has accepted the position again. Director Vellanoweth answered that he was previously offered the position and accepted but due to personal reasons had to withdraw his acceptance. The vacancy has been posted since then with no applicants. Mr. Villagrana's situation has since changed and so he did reapply.

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 Lists that were presented for approval at the Board of Trustees meetings of April 9, 2019, and April 23, 2019.

**PUBLIC HEARING  
ON THE  
PROPOSED  
ANNUAL BUDGET  
OF THE  
PERSONNEL  
COMMISSION  
FOR FISCAL  
YEAR 2019-2020**

Commissioner Ewing opened the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2019-2020 at 4:41 p.m.

There were no comments on the Proposed Annual Budget of the Personnel Commission for fiscal year 2019-2020.

The Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2019-2020 was closed at 4:42 p.m.

**ADOPTION OF  
THE PROPOSED  
ANNUAL BUDGET  
OF THE  
PERSONNEL  
COMMISSION  
FOR FISCAL  
YEAR 2019-2020**

Director Vellanoweth stated that the proposed budget for the Personnel Commission for 2019-2020 is coming back today for a second reading, public hearing, and adoption. Education Code 45253 requires the Commission to 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. A public hearing shall be held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action. Prior to holding the public hearing, a proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to the public hearing.

Director Vellanoweth stated that in preparing this draft budget, she met on several occasions with the Director, Fiscal Services, Keith Farrow, to obtain information necessary to identify past expenditures and trends, project future expenditures, including salary and benefit costs, and discuss budget strategies. She also had conversations with Personnel Commission Vice-Chair and budget liaison, Lance Bidnick, to discuss the needs of the Commission.

**ADOPTION OF  
THE PROPOSED  
ANNUAL BUDGET  
OF THE  
PERSONNEL  
COMMISSION  
FOR FISCAL  
YEAR 2019-2020  
(CONTINUED)**

The budget proposal that is being presented today is the best estimate of the minimum budget required for the Commission to operate and fulfil its mission. Most line items are recommended to continue as currently budgeted, as they will meet the needs of the department with minimal spending. Increases are limited to line items where cost of living and cost of necessary outside services have increased such as salaries and statutory benefits, county services, district memberships, etc. Decreases are recommended for contingency line items deemed no longer necessary. Director Vellanoweth went over each budget line and stated that she will be prudent in authorizing discretionary expenditures to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year.

Motion by Commissioner Bidnick to approve the Annual Budget of the Personnel Commission for the Fiscal Year 2019-2020.

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

**REMOVAL OF  
NAME FROM  
ELIGIBILITY LIST**

Director Vellanoweth stated that recently in the course of contacting eligibles for employment, it was recommended by the Director, Classified Personnel, that Eric Ramirez be removed from eligibility list 2018-34 Custodian for reasons outlined in Merit System Rule 6.1.8. The Commissioners were provided with a letter outlining the reasons for the Director's recommendation for the removal of Mr. Ramirez's name from the eligibility list. There has been no request from the eligible to appeal this removal from the eligibility list.

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

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

**SECOND PUBLIC  
COMMENTS**

Jason Bozarth, President, CSEA Chapter 375, thanked the Commission for the opportunity to speak. He shared that on Tuesday night, the District tried to pass layoffs through two board resolutions. After a significant showing from the members of the association, the Board unanimously voted against one resolution and the other died for lack of a second motion. Mr. Bozarth stated that throughout it all, it has been the chapter's firm desire to promote transparency, and be a part of the conversation and decision making process. He also noted that Barstow has reinstated the Merit System.

Phi Tran, CSEA liaison to the Personnel Commission, shared that a vote did pass in favor of reinstating the Merit System in the Barstow Unified School District. He also shared that the North Orange County Community College District has turned in a merit petition and designated him to be their pro speaker at an upcoming pro/con debate where classified employees will attend and hear the pros and cons of the Merit System.

**COMMISSIONER  
REPORTS**

Commissioner Gooch had nothing to report.

Commission Bidnick asked whether other district's turnover rates were comparable to our District's, or whether this was something only we were experiencing. He asked if this is something we have a measure of, or could obtain a measure of, for a future meeting. He also asked if we could look into whether there are factors unique to our District that would contribute to a higher turnover rate.

Director Vellanoweth answered that she would be happy to get a measure of this information for a future meeting. She also stated that she is aware that recruitment difficulties are the same across local districts but she does not have the information for turnover rates at this time.

Commissioner Bidnick also stated that our District is doing some very specific things to prevent turnover rates for certain positions, such as providing the Gateway training program for Instructional Assistants – ABA. He added it would be helpful to have a baseline turnover rate so the Commissioners can see some historical data as far as the turnover rate for this position. He is interested to know whether implementing this training, and making the candidates employees before they go through the training, will have a positive impact on the turnover rate.

Commissioner Ewing stated that June 13, 2019 is the next scheduled meeting of the Personnel Commission, however two things have come up. One is the District Employee Service Recognition Ceremony being held that same evening, and also his grandson is graduating from Huntington Beach High School. The next meeting of the Personnel Commission was rescheduled for June 27, 2019.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth wished Commissioner Gooch a belated happy birthday. She mentioned that as we get closer to the end of the school year, there are many end of the year celebrations. One is the "We Honor Our Own", which Commissioner Ewing mentioned, recognizing District employees for their years of service. Next week is designated as the Week of the Employee which encompasses all employees, including certificated, classified, and management. Director Vellanoweth was also able to attend the recognition of Noah Valadez as the County's Classified Employee of the Year.

The Personnel Office continues to conduct recruitments and create eligibility lists to fill vacant positions in preparation for fall. Reasonable assurance letters have gone out to the ten and eleven month employees. The Personnel Office has worked with Child Care to solicit interest in working the Extended School Year (ESY) program. Payroll updates have been entered for Child Care, Special Education, Food Service, and Transportation for ESY. The annual Professional Development survey was recently sent out, which solicits topics of interest for professional development opportunities from classified employees.

**MINUTES OF THE MAY 9, 2019 PERSONNEL COMMISSION MEETING – PAGE 5**

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

The Customer Service Committee is working on developing a training and a manual for all employees. Director Vellanoweth also stated that Westmont will be moving back onto their newly modernized campus in September and College View will be moving to the interim campus, formerly Sun View. She also informed the Commission that she continues to attend site visits, including the Maintenance and Transportation departments. Director Vellanoweth and the office staff will also all be attending the Ocean View School District Special Olympics at Village View on June 7, 2019.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting in honor and memory of Kendrick Castillo, a student who unselfishly lost his life as he protected and defended other students from a school shooter.

Motion was seconded by Commissioner Bidnick, and carried with a 3:0 vote at 5:13 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:** June 27, 2019  
**SUBJECT: Agenda Item No. 6B.: 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:

- 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 Assistant – Special Education
- 2018-75 Instructional Assistant – Severely Disabled
- 2018-76 Speech and Language Assistant

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### Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2018-68 through 2018-76.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** June 27, 2019

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

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## **Background Information**

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

- May 7, 2019 (Exhibit A)
- May 21, 2019 (Exhibit B)
- June 11, 2019 (Exhibit C)

The Board of Trustees received the above Classified Personnel Activity List(s) (Exhibits A, B, and C) 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 May 7, 2019, May 21, 2019, and June 11, 2019.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 May 7, 2019

**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>
Huber, Kristina	Instructional Assistant	Westmont	\$15.895 per hour	21.1	04/23/19
Lodge, Kaitlyn	Instructional Assistant – ABA	Golden View	\$17.990 per hour	26.1	04/22/19

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Alvarado, Angel	Custodian	Substitute	\$18.908 per hour	28.1	04/16/19
Ayala, Andrew	Custodian	Substitute	\$18.908 per hour	28.1	04/16/19
Guite, Janae	Preschool Instructional Assistant	Substitute	\$16.294 per hour	22.1	04/22/19
Sanchez, Sergio	Custodian	Substitute	\$18.908 per hour	28.1	04/17/19
Vanderhoof, Stacy	Child Care Attendant	Substitute	\$14.764 per hour	18.1	04/22/19

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Van Manen, Crystal	Instructional Assistant – Special Education	Westmont	10/01/13	04/12/19
Wood, Kimberly	Noon Duty Supervisor	Harbour View	11/29/16	04/23/19

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 May 21, 2019

**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>
Collins, Gary	Bus Driver	Transportation	\$20.860 per hour	32.1	04/30/19
Dillon, Eva	Custodian	Harbour View	\$18.908 per hour	28.1	05/06/19
Fernandez, Krista	Noon Duty Supervisor	Mesa View	\$12.00 per hour		05/03/19
Glinskas, Amy	Payroll Technician	District Office	\$3,966.00 per month	37.1	05/13/19
Hanna, Haidy	Noon Duty Supervisor	Spring View	\$12.00 per hour		05/06/19
Magallanes, Vianey	Noon Duty Supervisor	Mesa View	\$12.00 per hour		05/07/19

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Baggetta, Leanna	Noon Duty Supervisor	Substitute	\$12.00 per hour		05/06/19
Coss, Antonio	Custodian	Substitute	\$18.908 per hour	28.1	05/06/19
Lee, Yoon Ji	Intermediate Clerk Typist	Substitute	\$18.908 per hour	28.1	05/06/19
Lee, Yoon Ji	School Office Clerk	Substitute	\$18.908 per hour	28.1	05/06/19
Schiefelbein, Joanna	Instructional Assistant	Substitute	\$15.895 per hour	21.1	05/02/19
Schiefelbein, Joanna	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	05/02/19
Schiefelbein, Joanna	Instructional Assistant – Severely Disabled	Substitute	\$17.549 per hour	25.1	05/02/19
Schiefelbein, Joanna	Instructional Assistant – Physical Education	Substitute	\$17.549 per hour	25.1	05/02/19
Schiefelbein, Joanna	Instructional Assistant – Adapted Physical Education	Substitute	\$17.549 per hour	25.1	05/02/19

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Hanna, Haidy	Noon Duty Supervisor	Spring View	05/06/19	05/06/19
Hunter, Victoria	Instructional Assistant – Severely Disabled	Village View	10/08/14	05/17/19
Jorge, Lia	Parent/Teacher Conference Interpreter	Multiple Sites	01/22/19	06/30/19

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 May 21, 2019

**Approve Retirement**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Dorrough, Junita Ellis, Tracy	Instructional Assistant – Severely Disabled Instructional Assistant – Special Education	Village View Marine View	11/05/13 03/08/03	06/19/19 06/19/19

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>ENDING DATE</u></b>
Silva, Nancy	Instructional Assistant – Bilingual	Westmont	06/06/19	06/19/19

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
June 11, 2019

**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>
Morgan, Rachel	Noon Duty Supervisor	Westmont	\$12.00 per hour	22.1	05/13/19
Sadzikava, Nadya	Instructional Assistant – Special Education	Westmont	\$16.294 per hour		05/10/19
Villagrana, Henry	Lead Mechanic	Transportation	\$4,831.00 per month	45.1	05/20/19

**Approve Substitute Employment**

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Autry, Tanner	Custodian	Substitute	\$18.908 per hour	28.1	05/24/19
Fatum, Kimberly	Public Information Assistant	Substitute	\$24.198 per hour	38.1	06/12/19
Garcia, Francisco	Custodian	Substitute	\$18.908 per hour	28.1	05/24/19
Garcia Hernandez, Rodolfo	Custodian	Substitute	\$18.908 per hour	28.1	05/24/19
Hayles, Clayton	Custodian	Substitute	\$18.908 per hour	28.1	05/24/19

**Approve Separation – Resignation**

**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Dettman, Marti	Child Care Attendant	Circle View	09/07/16	05/24/19
Ferguson, Kyle	Bus Driver	Transportation	02/20/18	05/17/19
Flores, Cynthia	School Library Specialist	Mesa View	08/22/16	05/30/19
Jankowski, Wendy	Food Service Worker	Central Kitchen	01/06/14	05/28/19
Jennings, Julie	Public Information Manager	District Office	06/01/15	06/14/19
Mejia, Yaritza	Instructional Assistant – ABA	Hope View	01/08/18	05/17/19
Pena, Helen	School Office Clerk	Spring View	02/06/10	06/21/19
Watkins, Michelle	Noon Duty Supervisor	College View	11/01/01	06/17/19

**Approve Separation – Release Within Probation**

**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Arutunian, Sabrena	Instructional Assistant – Severely Disabled	Circle View	11/05/18	05/17/19

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** June 27, 2019

**SUBJECT: Agenda Item No. 8: Ratify Advance Step Placement  
Henry Villagrana – Lead Mechanic**

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## Background Information

A request for advanced step placement has been received from Director, Transportation, Gingi Borg, for Mr. Henry Villagrana who has been offered and accepted the position of Lead Mechanic. 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 3 placement (\$5,333 per month) on the appropriate salary range for the class of Lead Mechanic (Salary Range 45, \$4,831 per month to \$5,889 per month on the Classified Bargaining Unit Salary Schedule) comes to the Commission upon the request of Director, Transportation, Gingi Borg, and the approvals of Deputy Superintendent, Administrative Services, Michael Conroy, Assistant Superintendent, Human Resources, Felix Avila, and the Director, Classified Personnel.

The rationale for the Personnel Commission to ratify this request include demonstrated difficulty in attracting qualified candidates as well as Mr. Villagrana's extensive experience, training, and certifications as a mechanic. Mr. Villagrana meets many of the preferred education and experience criteria including diesel/heavy equipment program certification, journey level experience in the repair and maintenance of automotive equipment including heavy duty equipment such as diesel trucks and buses, and experience with electronic work orders and mileage tracking. He also holds many other relevant certificates as indicated on the Advance Step Placement Request Form.

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 3 (\$5,333 per month) advanced step placement of Mr. Henry Villagrana, Lead Mechanic, 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

RECEIVED

MAY 03 2019

PERSONNEL COMMISSION

Submitted by:

Name: Gingi Borg

Date: 05/03/2019

Title: Director

Department: Transportation

The above hiring authority has interviewed for the open vacancy in the classification of Lead Mechanic

and has selected Henry Villagrana as their choice.  
*name of candidate*

The above hiring authority is requesting advanced step placement on range 45, step 3, 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)

Henry has experience with taking a Transportation Shop and implementing use of new technology for diagnosis and documentation. He is familiar with Zonar and has taught classes in conjunction with training staff to teach drivers to work better with mechanics to report defects.  
At La Habra School District, Henry utilized TransTraks for work orders to improve record keeping to provide better data for the budget.

- 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)

Henry attended Santa Ana College and earned a certificate in Diesel/ Heavy Equipment Program. He also holds relevant certificates in Diesel Electrical & Multiplex Systems, Maintenance/ Operation of Bendix Air Brakes, Allison Transmission Service, Wheelchair Lift Service and Repair, Air Conditioning/ Heating Service and Repair, Oxyacetylene-Arc Welding, and is enthusiastic about learning more.

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

The District has had difficulty finding one candidate that meets the minimum qualifications for Lead Mechanic, we don't want to lose our one well-qualified candidate. The other four well-qualified candidates that contacted me make equivalent to our Step 5 pay as a mechanic.

- 4. Any other extraordinary circumstances not covered above. (Explain) 3 years experience at Certified & 4 years at LHCS  
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.

The Transportation Department needs an individual who can implement new programs and get our shop running more efficiently. Henry has done just that at his previous school district, trained someone to replace him, and is now ready for a new challenge.

Approval Signatures:

Appointing Authority: [Signature] Date: 05/03/2019

Assistant Superintendent, Human Resources [Signature] Date: 5/19/19

Director, Classified Personnel [Signature] Date: 5/11/19

Date submitted to the Personnel Commission: \_\_\_\_\_

- 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:** June 27, 2019

**SUBJECT: Agenda Item No. 9: Extend Eligibility List #2018-15 – School Office Clerk**

## Background Information

The current eligibility list for School Office Clerk, #2018-15, will expire on September 13, 2019. The list still contains ten (10) ranks of viable candidates, several of which are promotional, in-house candidates. Currently there is one School Office Clerk vacancy and as the end of the school year approaches, we may receive resignations creating other vacancies.

CSEA recently expressed an interest in having the eligibility list extended so current candidates on the list who have been waiting, may be considered for openings for the 2019/2020 school year. Director Vellanoweth also supports an extension for several reasons. It will allow for the Personnel Commission staff to fill any vacancies for the coming school year in an expeditious manner without supervisors having to wait on a new recruitment. An extension will also allow promotional candidates on the current eligibility list to be considered for any vacancies without having to repeat the application and testing process. Director Vellanoweth has also consulted with Assistant Superintendent, Human Resources, Felix Avila who is in support of an extension. An extension of the current eligibility list for three (3) months, until December 13, 2019, will be an appropriate length of time to fill any vacancies that occur at the start of the 2019/2020 school year due to resignations, promotions, or lateral transfers.

This process is authorized by Education Code Section 45300 and Merit System Rule 6.1.2.F.

*Ed Code 45300 A list may be extended for an additional period of two years or less at the discretion of the commission.*

*Merit Rule 6.1.2.F Eligibility lists may be extended for an additional period of two years or less at the discretion of the Commission.*

## Attachments:

- Eligibility List #2018-15 – School Office Clerk (*For Commissioners Only*)

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## Recommendation

The Director recommends that the Personnel Commission authorize the extension of the eligibility list for School Office Clerk for three (3) months to a new expiration date of December 13, 2019. Page 15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** June 27, 2019  
**SUBJECT: Agenda Item No. 10: PROPOSED PERSONNEL COMMISSION MEEETING  
DATES FOR 2019-2020 SCHOOL YEAR**

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**Background Information**

The Personnel Commission meets on the second Thursday of the month, in the District Office Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, California, at 4:30 p.m., unless otherwise noted.

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2019-2020 school year and are forwarded for ratification:

- Schedule if needed
- Thursday, August 8, 2019
- Thursday, September 12, 2019
- Thursday, October 10, 2019
- Thursday, November 14, 2019
- Thursday, December 12, 2019
- Thursday, January 16, 2020\*
- Thursday, February 13, 2020
- Thursday, March 12, 2020
- Thursday, April 9, 2020
- Thursday, May 14, 2020
- Thursday, June 11, 2020

\*Third Thursday of the month due to Winter Break holiday

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**Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates for the 2019-2020 school year.