



**OCEAN VIEW SCHOOL DISTRICT**

**PERSONNEL COMMISSION  
AGENDA**

**Thursday, May 9, 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, MAY 9, 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 APRIL 11, 2019:** The Personnel Commission will receive the minutes of the April 11, 2019, Regular Personnel Commission Meeting for approval. **(ACTION)**  
**Pages 1-4**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

6. **APPROVAL OF MINUTES – SPECIAL MEETING APRIL 25, 2019:** The Personnel Commission will receive the minutes of the April 25, 2019, Special Personnel Commission Meeting for approval. **(ACTION)**  
**Pages 5-7**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMISSION BUSINESS**

7. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar: **(ACTION)**  
**Pages 8**  
**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.  
*(Lists provided to Commissioners only.)*

- 2018-60 Noon Duty Supervisor
- 2018-61 Instructional Assistant – ABA
- 2018-62 Instructional Assistant – Bilingual

**CONSENT CALENDAR – CONTINUED:**

- 2018-63 Child Care Attendant
- 2018-64 Instructional Assistant – Special Education
- 2018-65 Payroll Technician
- 2018-66 Lead Mechanic
- 2018-67 Bus Driver

8. **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 9-13**

- April 9, 2019 – Exhibit A
- April 23, 2019 – Exhibit B

9. **PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2019-2020:** The Personnel Commission will hold a Public Hearing prior to taking action on its proposed Annual Budget of the Personnel Commission for the fiscal year 2019-2020. **(DISCUSSION)**  
**Pages 14-23**

Open Time: \_\_\_\_\_ p.m.

Close Time: \_\_\_\_\_ p.m.

10. **ADOPTION OF THE PROPOSED BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2019-2020:** The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2019-2020. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for Fiscal Year 2019-2020, to be forwarded to the County Superintendent once the District's budget is adopted. **(ACTION)**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

11. **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 24-25**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMUNICATIONS**

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

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – MAY 9, 2019 – PAGE 3**

**13. COMMISSIONER REPORTS**

**14. DIRECTOR AND STAFF REPORTS**

**15. 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](http://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  
April 11, 2019**

**CALL TO ORDER** Commissioner Ewing called the April 11, 2019, Regular Personnel Commission Meeting to order at 4:33 p.m.

**PLEDGE OF ALLEGIANCE** Mr. Keith Farrow led the pledge of allegiance.

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

**STAFF MEMBERS AND GUESTS** Michelle Eifert; Betzabeth Vazquez; Bophary Ngin; Phi Tran; Keith Farrow; Craig Sample; Kimberly Slack; Mike Hoeker; Carrie Haskin; Cynthia Smith; Noah Valadez

**REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that the Commissioners and Director Vellanoweth met in closed session to discuss the evaluation of the Director of Classified Personnel.

**TIME CERTAIN** Director Vellanoweth shared a PowerPoint presentation recognizing the 2019 Classified School Employees of the Year. They were given flowers and congratulated by the Commissioners. A short recess followed to enjoy refreshments and take pictures with the Commissioners and Classified School Employees of the Year. The regular meeting reconvened at 4:57 p.m.

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

**MINUTES OF MARCH 14, 2019** Motion by Commissioner Gooch to approve the minutes of the March 14, 2019, Regular Personnel Commission meeting, as amended.

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

- 2018-54 Lead Reprographic Technician
- 2018-55 Instructional Assistant
- 2018-56 Instructional Assistant – Special Education
- 2018-57 Instructional Assistant – Severely Disabled
- 2018-58 Noon Duty Supervisor
- 2018-59 Bus Driver

**MINUTES OF THE APRIL 11, 2019 PERSONNEL COMMISSION MEETING – PAGE 2**

**CONSENT  
CALENDAR  
(CONTINUED)**

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 March 5, 2019, and March 19, 2019.

**PROPOSED  
BUDGET –  
2019-2020 –  
PRELIMINARY  
DRAFT – FIRST  
READING AND  
DISCUSSION**

Director Vellanoweth shared a PowerPoint presentation outlining the proposed budget of the Personnel Commission for the 2019-2020 school year. She stated that Education Code 45253 requires a public hearing 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. Prior to adopting a proposed budget, the Commission 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.

This first reading gives the Commission an opportunity to hear input and also have a discussion as a group as to what the mission and goals are for the Commission and how the budget meets those needs. The public hearing and adoption will take place at the next Personnel Commission meeting on May 9, 2019, since the Education Code dictates the budget must be adopted by May 30. There will be a formal invitation to the Board and administrative representatives to attend this public hearing and share their views on the budget. At that time the Commission will fully consider the expressed views of the Board, district administration, or other concerned persons or organizations. The approved budget will then be submitted to the County Superintendent of Schools.

Director Vellanoweth stated that this year she and Director of Fiscal Services, Keith Farrow, had a very cooperative working relationship to help develop the budget and consider alignment with the district budget goals and objectives. She stated that the proposal being presented this evening is the best estimate as to the minimum budget required for the Commission to operate and fulfill its mission. She identified past expenditures and trends, projected future expenditures, and tried to maintain prudent flexibility. She went over each budget line, explaining the rationale for either maintaining, decreasing, or increasing the budget amount.

Director Vellanoweth touched on future considerations and trends such as increases in recruitments and increased personnel transactions. Other ongoing considerations are job description reviews and updates, the acquisition of approximately 70 Noon Duty Supervisors to the classified service, and the continued employee turnover.

**MINUTES OF THE APRIL 11, 2019 PERSONNEL COMMISSION MEETING – PAGE 3**

**PROPOSED  
BUDGET –  
2019-2020 –  
PRELIMINARY  
DRAFT – FIRST  
READING AND  
DISCUSSION  
(CONTINUED)**

Commissioner Bidnick asked Director Vellanoweth if she knew the number of comparable turnover rates from other districts. Director Vellanoweth answered no, she did not.

Commissioner Ewing asked if exit interviews were conducted. Director Vellanoweth answered yes. Commissioner Ewing asked if we received information as to why employees leave. Director Vellanoweth answered yes, currently we do paper exit surveys and have discussed revising our procedure to conduct them electronically. Most responses indicate salary, health benefits, and assigned hours per week are the main reasons employee leave our district. Other reasons include moving or going to school.

Commissioner Gooch asked by what percentage classified employee numbers increased as a result of adopting Noon Duty Supervisors into the classified service. Director Vellanoweth answered there are close to 580 classified employees and this added an additional 70, so approximately 15%.

Commissioner Ewing stated that at next month's meeting, this proposed budget will be brought forth for a public hearing and adoption.

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, congratulated the Classified Employees of the Year on behalf of the chapter. Other updates include CSEA sending their full delegation to the annual CSEA conference in Las Vegas, CSEA finishing up their negotiations survey as they enter into their full three year contract, the chapter sending a group of 12 people to their leadership conference, two active petitions from other districts being submitted to implement the Merit System, and four other chapters considering implementing the Merit System as well.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick congratulated all of the Classified School Employees of the Year and wished Noah Valadez luck in moving forward at the county level. He also mentioned he attended the Board Meeting in which the Classified School Employees of the Year were recognized, and attended some events at Lake View where he saw Superintendent Hansen. He commented it is nice that she is so visible at the school sites.

Commissioner Gooch mentioned, for those who are interested, that the Vietnam Memorial moving wall is currently in Costa Mesa at Balearic Park and will be there through Sunday.

Commissioner Ewing announced that the next regular meeting of the Personnel Commission is scheduled for May 9, 2019.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth stated that at the next meeting on May 9, 2019, there will be the second reading, public hearing, and adoption for the 2019-2020 budget of the Personnel Commission. She thanked the Commissioners for her evaluation and their support of her, the staff, and the merit system. She thanked and congratulated the Classified School Employees of the Year.

**MINUTES OF THE APRIL 11, 2019 PERSONNEL COMMISSION MEETING – PAGE 4**

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

Director Vellanoweth recognized Felix Avila who was named ACSA's Human Resources Administrator of the Year. She also thanked Keith Farrow for assisting with the budget development.

**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 5:26 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  
MINUTES  
Special Personnel Commission Meeting  
April 25, 2019**

**CALL TO ORDER** Commissioner Ewing called the April 25, 2019, Special Personnel Commission Meeting to order at 4:16 p.m.

**PLEDGE OF ALLEGIANCE** Commissioner Ewing 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; Nicole Baitx-Kennedy; Felix Avila

**PUBLIC COMMENTS** There were no comments from the public.

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

- A. Job Description Reviews/Revisions:
  - 1. Preschool Instructional Assistant
  - 2. Preschool Instructional Assistant - Bilingual

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**CONSOLIDATION OF CLASSIFICATIONS – PRESCHOOL EDUCATOR AND OVPP PRESCHOOL EDUCATOR TO NEW CLASSIFICATION OF EARLY LEARNING EDUCATOR**

Director Vellanoweth explained that the Preschool Educator and OVPP Preschool Educator job descriptions were last reviewed in 2015. In 2017, the Director of Child Development Programs, Nicole Baitx-Kennedy, contacted Director Vellanoweth to review the classifications serving the preschool student population. Ideally, these classifications would not identify to a specific site, but would be designed to serve preschool students at multiple sites, including state funded, special education, and/or fee based programs.

These classifications have always maintained the same basic education requirements. However, at the time these classifications were separated, it was thought necessary to define and differentiate the duties required for positions at OVPP in mainstreaming special education students, versus the Oak View state funded preschool site. Since then, the approach to providing for needs of students continues to evolve. All district programs are inclusive and have some level of participating students with special needs. As such, classifications should also evolve and be designed so all employees are prepared and expected to work with all students within a particular program. The need no longer exists to have separate educator classifications serving the OVPP and Oak View preschools.

**CONSOLIDATION OF CLASSIFICATIONS – PRESCHOOL EDUCATOR AND OVPP PRESCHOOL EDUCATOR TO NEW CLASSIFICATION OF EARLY LEARNING EDUCATOR (CONTINUED)**

Consolidating the classifications of Preschool Educator and OVPP Preschool Educator into one new classification, and deactivating the previous classifications, will allow the district greater flexibility in staffing preschool programs, offer employees greater flexibility to request transfer within the new classification with expanded positions throughout the district, will consolidate recruitments and eliminate the need to recruit separately, will maintain the current salary for all employees within the two educator classifications, will allow incumbents to move into the new classification without having to go through an examination process, and will allow incumbents to carry with them the seniority they had from the time they entered into their current classification. With the consolidation of classifications in to one new job class, the classifications of Preschool Educator and OVPP Preschool Educator may be deactivated, as they will no longer be necessary.

In addition, since the District is modernizing, the goal is to have preschool programs at multiple school site locations.

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and adopt the consolidation of the Preschool Educator and OVPP Preschool Educator classifications to the new classification of Early Learning Educator, and that the previous classifications of Preschool Educator and OVPP Preschool Educator be deactivated. It is also recommended that the new classification of Early Learning Educator be assigned to Salary Range 32, \$3,504 to \$4,271 per month on the classified bargaining unit salary schedule, be assigned to the Instructional Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Commissioner Gooch asked how many employees this affects. Director Vellanoweth answered that for the Preschool Educators it is eight. For the Associate Preschool Educators, it is five positions, but four employees since one position is vacant.

Commissioner Bidnick stated that he recalled when this came up a while ago, it was an issue because it would cause a lot of disruption at the OVPP and Oak View Preschool sites with regard to seniority. He also recalled comments made from the educators who felt that there were different needs at the preschools regarding the required certifications. He asked with both of these positions combining, if the requirements were consistent with what all staff currently has. Director Vellanoweth answered yes.

Motion by Commissioner Bidnick to approve the Consolidation of Classifications – Preschool Educator and OVPP Preschool Educator to New Classification of Early Learning Educator and deactivate the previous classifications of Preschool Educator and OVPP Preschool Educator.

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

**CONSOLIDATION OF CLASSIFICATIONS – ASSOCIATE PRESCHOOL EDUCATOR AND OVPP ASSOCIATE PRESCHOOL EDUCATOR TO NEW CLASSIFICATION OF EARLY LEARNING ASSOCIATE EDUCATOR**

Director Vellanoweth stated that the rationale for this item was the same as for the previous agenda item. She recommended that the Personnel Commission review, discuss and adopt the consolidation of the Associate Preschool Educator and OVPP Associate Preschool Educator classifications to the new classification of Early Learning Associate Educator, and that the previous classifications of Associate Preschool Educator and OVPP Associate Preschool Educator be deactivated. It is also recommended that the new classification of Early Learning Associate Educator be assigned to Salary Range 29, \$3,254 to \$3,966 per month on the classified bargaining unit salary schedule, be assigned to the Instructional Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Motion by Commissioner Gooch to approve the Consolidation of Classifications – Associate Preschool Educator and OVPP Associate Preschool Educator to New Classification of Early Learning Associate Educator and deactivate the previous classifications of Associate Preschool Educator and OVPP Associate Preschool Educator.

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

**SECOND PUBLIC COMMENTS**

Nicole Baitx-Kennedy, Director of Child Development Programs, thanked Director Vellanoweth, the staff, and the Personnel Commission for working diligently on this. Much of the advertising for the District now states we provide education for students in Preschool through 8<sup>th</sup> grade. Ocean View has high quality educators and high quality programs so being able to make it universal and available to all students, both inside and outside our community will be beneficial.

Felix Avila, Assistant Superintendent, Human Resources, also thanked CSEA for working with them on this, along with Director Vellanoweth and all of those who were involved.

**COMMISSIONER REPORTS**

Commissioner Ewing announced that the next regular meeting of the Personnel Commission is scheduled for May 9, 2019.

**DIRECTOR AND STAFF REPORTS**

The Director and staff had nothing to report.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Bidnick to adjourn the meeting.

Motion was seconded by Commissioner Gooch, and carried with a 3:0 vote at 4:25 p.m.

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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:** May 9, 2019  
**SUBJECT: Agenda Item No. 7B.: 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:

- 2018-60 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

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### Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2018-60 through 2018-67.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** May 9, 2019

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

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## Background Information

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

- April 9, 2019 (Exhibit A)
- April 23, 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.

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## Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of April 9, 2019, and April 23, 2019.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 April 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>
Borack, Christy	Senior Account Clerk	District Office	\$3,777.00 per month	35.1	03/04/19
Cordell, Emma	Child Care Attendant	Mesa View	\$14,764 per hour	18.1	03/22/19
Frias Rodriguez, Martha	Instructional Assistant	Golden View	\$15,895 per hour	21.1	03/25/19
Gutierrez Hernandez, Carlos	Custodian	Star View	\$19,853 per hour	28.1	03/18/19
Munoz, Nathan	Custodian	Harbour View	\$19,853 per hour	28.1	03/25/19
Zonner, Jason	Lead Reprographic Technician	District Office	\$3,871.00 per month	36.1	04/08/19

**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>
Letcher, Loretta	School Office Manager	Substitute	\$28,056 per hour	36.5	03/19/19
	School Office Clerk	Substitute	\$23,036 per hour	28.5	03/19/19
	Department Secretary	Substitute	\$28,056 per hour	36.5	03/19/19
	District Receptionist	Substitute	\$24,801 per hour	31.5	03/19/19
	Intermediate Clerk Typist	Substitute	\$23,036 per hour	28.5	03/19/19
	Clerk Typist	Substitute	\$20,347 per hour	23.5	03/19/19
Metherell, Michele	School Office Manager	Substitute	\$28,056 per hour	36.5	03/12/19
	School Office Clerk	Substitute	\$23,036 per hour	28.5	03/12/19
	Department Secretary	Substitute	\$28,056 per hour	36.5	03/12/19
	District Receptionist	Substitute	\$24,801 per hour	31.5	03/12/19
Ruiz, Orfa	School Office Clerk	Substitute	\$23,036 per hour	28.5	03/25/18
	School Office Clerk – Bilingual	Substitute	\$23,602 per hour	29.5	03/25/18
	School Health Technician	Substitute	\$21,920 per hour	26.5	03/25/18
	Instructional Assistant - Bilingual	Substitute	\$19,848 per hour	22.5	03/25/18
	Parent Liaison Instructional Assistant - Bilingual	Substitute	\$20,347 per hour	23.5	03/25/18
Wilkerson, Nina	Instructional Assistant – Sign Language	Substitute	\$16,703 per hour	23.1	03/18/19

**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>
Anderson, Jessica	Instructional Assistant – ABA	Westmont	\$22,577 per hour	26.5	03/13/19

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
April 9, 2019

**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>
Alexander, Randa	Child Care Attendant	Hope View	01/07/19	04/13/19
Clayton, Michael	Head Custodian	Lake View	06/16/11	03/29/19
Fuentes, Leticia	Instructional Assistant – Bilingual	Spring/Marine	03/18/19	03/18/19
Malaluan, Estrella	Noon Duty Supervisor	Westmont	11/26/18	04/22/19
Sosa, Angela	Custodian	Harbour View	08/06/18	04/03/19
Steinmetz, Melanie	Noon Duty Supervisor	Star View	10/10/17	02/15/19

**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>
Silva, Sergio	Payroll Technician	District Office	09/17/18	03/13/19

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
April 23, 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>
Fennell, Karmin	Bus Driver	Transportation	\$20.860 per hour	32.1	04/01/19
Fields, Lauren	Instructional Assistant	Village View	\$15.895 per hour	21.1	04/01/19

**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>
Ayres, Julie	Instructional Assistant	Substitute	\$15.895 per hour	21.1	04/02/19
	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	04/02/19
Castillo, Michelle	Instructional Assistant	Substitute	\$15.895 per hour	21.1	04/10/19
	Instructional Assistant – Bilingual	Substitute	\$16.294 per hour	22.1	04/10/19
	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	04/10/19
	Instructional Assistant – Severely Disabled	Substitute	\$17.549 per hour	25.1	04/10/19
	Instructional Assistant – Physical Education	Substitute	\$17.549 per hour	25.1	04/10/19
	Instructional Assistant – Adapted Physical Education	Substitute	\$17.549 per hour	25.1	04/10/19
Condron, Maria	Instructional Assistant	Substitute	\$15.895 per hour	21.1	04/01/19
	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	04/01/19
Golden, Guadalupe	Bus Driver	Substitute	\$20.860 per hour	32.1	04/05/19
Huber, Kristina	Instructional Assistant	Substitute	\$15.895 per hour	21.1	03/28/19
	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	03/28/19
Hummel, Alexis	Instructional Assistant	Substitute	\$15.895 per hour	21.1	03/29/19
	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	03/29/19
Scott, Gary	Bus Driver	Substitute	\$20.860 per hour	32.1	04/05/19

**Approve Promotion**  
**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>
Lopez, Guillermo	Head Custodian	Pleasant View	\$4,066.00 per month	32.4	04/10/19



OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 April 23, 2019

**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>
Engel, Allison	Child Care Attendant	Westmont	10/30/17	04/12/19
Estrada, Margarita	Parent Liaison Instructional Assistant Bilingual	Marine View	05/22/17	04/12/19
Jue, Jenelle	Child Care Attendant	Westmont	05/16/16	04/19/19
	Instructional Assistant	Circle View	05/16/16	04/19/19

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** May 9, 2019

**SUBJECT:** Agenda Items No. 9 and 10: Public Hearing on the Proposed Budget 2019-2020 of the Personnel Commission – Followed by Personnel Commission Discussion and Adoption of a 2019-2020 Budget

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## Background

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.

At the April 11, 2019 meeting, the Commission reviewed for a first reading the proposed draft of the budget for Personnel Commission operations in the 2019-2020 school year. Following this discussion, the proposed budget for 2019-2020 was to be brought back to the Commission prior to May 30, 2019, for the required public hearing and adoption.

If, after the public hearing, the Commission acts to approve the proposed budget, it will be forwarded for the Superintendent's review and signature, and then forwarded to Dean West, Associate Superintendent Business Services, at the Orange County Department of Education.

## Discussion

In preparing to develop this draft budget, the Director 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. The Director also had conversations with Personnel Commission Vice-Chair and budget liaison, Lance Bidnick to discuss the needs of the Commission.

The Director, Classified Personnel then conducted extensive research, utilizing a variety of resources, to review all areas of the budget, in an attempt to keep the new budget as low as possible, meet the minimal needs of the department, while maintaining prudent flexibility.

**Public Hearing on the Proposed Budget 2019-2020 of the Personnel Commission**  
**May 9, 2019**  
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The Director recommends decreases in areas where contingency budgets are no longer deemed necessary, where costs have decreased, and where trends indicate usage has decreased. 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. The Director 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.

This preliminary draft budget was shared and reviewed with Personnel Commission Vice-Chair and budget liaison, Lance Bidnick, to ensure it will meet the needs of the Commission for the coming year, as well with the Director, Fiscal Services, Keith Farrow, to ensure it aligns with the district's budget goals and objectives. Mr. Farrow also shared this draft with Deputy Superintendent, Michael Conroy.

The Personnel Commission's proposed 2019-2020 non-salary discretionary budget contains ten line items totaling \$32,933. The expenditures supported by these individual line items are summarized as follows:

- **Administrative Supplies** *Recommended no change.* Used to purchase all consumable paper products, office supplies, printer toner, testing materials, postage, job fair materials, the revolving cash funds, and any other materials purchased for operating the Personnel Office.
- **Non Capitalized Equipment (Over \$500)** *Recommended decrease from last year.* No anticipated need for replacement of aging equipment.
- **Mileage** *Recommended no change.* Used to reimburse Commissioners and Commission staff for personal vehicle travel expenses incurred in the course of Commission business.
- **Travel/Conference** *Recommended no change.* Used for attendance of Personnel Commissioners, Director, and staff at State, regional and local Personnel Commissioner conferences. This account is also used to cover expenses involved in Personnel Commission Director and staff attendance at job related workshops, seminars, trainings, job fairs, and Merit System Academy. Any expenditure for Travel/Conference will be subject to prior approval.
- **District Memberships** *Recommended increase from last year.* Used to pay for organizational memberships in CODESP (testing consortium), California School Personnel Commissioners Association, and Personnel Commissioners Association of Southern California. The recommended increase is due to increased membership fees for CODESP and PCASC.
- **Repair/Maintenance** *Recommended increase from last year.* Anticipated to be used for repair/maintenance of aging equipment and HP print services. Increase is a result of HP print services now being calculated and charged to individual departments rather than districtwide.
- **Duplication** *Recommended decrease from last year.* Used to pay for internal printing costs, i.e. Personnel Commission agendas, on-boarding packets, job fair materials, examination materials, etc. The recommended decrease is to more closely align with usage trends.

**Public Hearing on the Proposed Budget 2019-2020 of the Personnel Commission**  
**May 9, 2019**  
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- **Employment Advertisements Recommended decrease from last year.** Used to purchase job advertisements in job specific publications i.e., CASBO Job Finder, ASCA (EdCal), GovernmentJobs.com, Craig's List and other recruitment resources. The recommend decrease is a result of change in membership status with GovernmentJobs.com to provide advertisements for classified personnel only.
- **Consultants Recommended decrease from last year.** Previously budgeted for hearing officers employed by the Commission to conduct hearings/investigations into appeals from disciplinary actions or alleged Rule violations. Decrease is a result of Fiscal Service's advisement that it is not necessary to budget for contingency costs of a hearing officer as there is no way to estimate legal costs. District agrees to support cost of hearing officer if Personnel Commission deems necessary to secure those services.
- **Outside Services Recommended increase from last year.** Used to pay for on-going costs of shared HR/PC employee database and automated workflow systems as contracted with Orange County Department of Education. Previous budgets reflected full amount charged to Human Resources only. Ongoing costs of both systems now divided equally between HR and PC budgets.

The Personnel Commission's 2019-2020 discretionary salary budget contains three line items totaling \$21,400. The expenditures supported by these individual line items are summarized as follows:

- **Overtime Recommended no change.** Used for overtime of the Commission's Personnel Assistant taking minutes at Personnel Commission meetings and overtime for Personnel Commission staff during peak periods due to increased workload and recruitments.
- **Substitutes Recommended no change.** Used to support continuing office activities in the absence of Personnel Commission staff due to illness, scheduled vacation, job fair, or professional development attendance.
- **Temporaries Recommended no change.** Used to provide additional assistance when needed, i.e., employees serving on interview panels outside their normal working hours, exam proctoring, proctoring/grading of foreign language examinations, and additional support in Commission Office during peak periods.

Attachments: Personnel Commission Preliminary Draft Budget 2019-2020  
Education Code 45253

**Recommendation**

The Director, Classified Personnel recommends the Personnel Commission hold a Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2019-20 and fully consider any input received. The Commission is then requested to make any changes it deems appropriate, and adopt the Annual Budget of the Personnel Commission for Fiscal Year 2019-2020, to be forwarded to the County Superintendent.

## 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> Proposed Budget	<u>Comments/Rationale</u>
<b>Admin Supplies (4305)</b>						
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	<b>\$4,500.00</b>	
% 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.
<b>Non Capitalized Equipment (Over \$500) (4490)</b>						
Budgeted	\$6,000.00	\$1,000.00	\$500.00	\$500.00		
Expended	\$3,702.24	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	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%		
<b>Mileage (5201)</b>						
Budgeted	\$500.00	\$500.00	\$150.00	\$150.00		
Expended	\$141.36	\$63.00	\$84.00	\$145.00	<b>\$150.00</b>	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%		
<b>Travel/Conference (5202)</b>						
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	<b>\$2,100.00</b>	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%		
<b>District Memberships (5301)</b>						
Budgeted	\$2,790.00	\$2,890.00	\$2,890.00	\$2,890.00	<b>\$3,100.00</b>	
Expended	\$2,790.00	\$2,890.00	\$2,950.00	\$2,950.00		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	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> Proposed Budget	<u>Comments/Rationnale</u>
<b>Repair/Maintenance (5617)</b>						
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	<b>\$700.00</b>	
% Expended	47.30%	0.00%	0.00%	0.00%		
<b>Duplication Charges (5715)</b>						
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	<b>\$800.00</b>	
% Expended	70.70%	83.41%	44.20%	80.00%		
<b>Employment Advertisements (5805)</b>						
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	<b>\$2,300.00</b>	
% Expended	19.20%	92.33%	32.58%	34.46%		
<b>Consultants (5820)</b>						
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	<b>\$0.00</b>	
% Expended	0.0%	0.0%	0.0%	0.0%		
<b>Outside Services - Non Repair/Mtce (5825)</b>						
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	<b>\$19,283.00</b>	
% 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> Proposed Budget	<u>Comments/Rationnale</u>
<b>TOTAL NON SALARY ITEMS</b>						
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> Proposed Budget	<u>Comments/Rationnale</u>
<b>Overtime (2490)</b>						
Budgeted	\$100.00	\$100.00	\$2,400.00	\$2,400.00		
Expended	\$0.00	\$697.00	\$370.00	\$880.00	<b>\$2,400.00</b>	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.
<b>Substitutes (2497)</b>						
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	<b>\$5,000.00</b>	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%		
<b>Temporaries (2495)</b>						
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	<b>\$14,000.00</b>	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%		
<b>TOTAL OTHER SALARY ITEMS</b>						
Budgeted	<b>\$5,700.00</b>	<b>\$7,100.00</b>	<b>\$21,400.00</b>	<b>\$21,400.00</b>	<b>\$21,400.00</b>	
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)**

Categories/Object Code	2016-2017	2017-2018	2018-2019*	2018-2019	2019-2020
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget
<b>TOTAL SALARY ITEMS</b>					
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**

	2016-2017	2017-2018	2018-2019*	2018-2019	2019-2020
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/Est to close	Proposed 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:** May 9, 2019

**SUBJECT: Agenda Item No. 11: Removal of Name from Eligibility List**

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## **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:

Eric Ramirez  
Eligibility List:        2018-34        Custodian

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove Mr. Ramirez from the designated eligibility list. 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. Eric Ramirez dated May 1, 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. Eric Ramirez be removed from eligibility list 2018-34 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)*