



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, January 17, 2019

REGULAR MEETING

4:30 p.m.

Board Room

Building A

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2019

PERSONNEL COMMISSION:

Daniel Gooch, Chair

Bob Ewing, Vice-Chair

Lance Bidnick, Member

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

THURSDAY, JANUARY 17, 2019
4:30 P.M.

REGULAR MEETING
BOARD ROOM
BUILDING A

1. **CALL TO ORDER**

TIME: _____ p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **ELECTION OF OFFICERS:** In accordance with Merit Rule 2.1.6, the Personnel Commission shall elect one its members as Chair and another as Vice-Chair.

ACTION

Chair:

Nominee: _____

Moved: _____

Elected: _____

Second: _____

Vote: _____

Vice-Chair:

Nominee: _____

Moved: _____

Elected: _____

Second: _____

Vote: _____

5. **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.

6. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the Regular Personnel Commission Meeting of October 18, 2018.

ACTION

Pages 1-4

Moved: _____

Second: _____

Vote: _____

COMMISSION BUSINESS

7. **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:**

CONSENT CALENDAR (CONTINUED)

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.)

- 2018-29 Food Service Worker
- 2018-30 Instructional Assistant – English Learner
- 2018-31 Instructional Assistant – ABA
- 2018-32 School Office Manager
- 2018-33 Bus Driver
- 2018-34 Custodian
- 2018-35 School Library Specialist
- 2018-36 Child Care Attendant
- 2018-37 School Health Technician
- 2018-38 Instructional Assistant – Special Education
- 2018-39 Instructional Assistant – Severely Disabled
- 2018-40 Child Care Program Facilitator
- 2018-41 Speech and Language Assistant
- 2018-42 Alternative Learning Center Assistant
- 2018-43 Instructional Assistant – Bilingual
- 2018-44 Child Care Attendant
- 2018-45 Instructional Assistant - ABA

8. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity List received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting of:

- October 16, 2018 – Exhibit A
- November 13, 2018 – Exhibit B
- December 11, 2018 – Exhibit C

INFORMATION
Pages 6-11

9. **ANNUAL REPORT OF THE PERSONNEL COMMISSION 2017-2018 FIRST READING AND ADOPTION:** The Personnel Commission will receive the Director's recommendation to review, discuss, and adopt the 2017-2018 Annual Report of the Personnel Commission.

ACTION
Pages 12-30
Moved: _____
Second: _____
Vote: _____

- 10. 2019 CSPCA ANNUAL CONFERENCE:** The Personnel Commission will receive the Director's recommendation to approve the attendance of the Director, Classified Personnel and staff at the 2019 CSPCA Annual Conference.

ACTION
Pages 31-34
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: _____**

Moved: _____
Second: _____
Vote: _____

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

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

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
October 18, 2018**

CALL TO ORDER Commissioner Gooch called the October 18, 2018, Regular Personnel Commission Meeting to order at 4:32 p.m.

PLEDGE OF ALLEGIANCE Assistant Superintendent, Felix Avila, led the pledge of allegiance.

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

STAFF MEMBERS AND GUESTS Michelle Eifert; Felix Avila; Jason Bozarth; Phi Tran

PUBLIC COMMENTS Mr. Tran advised he would like to speak to agenda item number 9 when it comes up.

MINUTES OF AUGUST 9, 2018 Motion by Commissioner Ewing to approve the minutes of the September 13, 2018, Regular Personnel Commission meeting.

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

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

A. Job Description Reviews/Revisions:

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

B. Recruitment and Testing – Eligibility Lists

- 2018-20 Instructional Assistant
- 2018-21 Groundskeeper I
- 2018-22 Community Liaison Bilingual (Spanish)
- 2018-23 Department Secretary
- 2018-24 Bus Driver
- 2018-25 Instructional Assistant – Special Education
- 2018-26 Instructional Assistant – Severely Disabled
- 2018-27 Field Service Technician
- 2018-28 Intermediate Clerk Typist

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

CLASSIFIED ACTIVITY LISTS The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of September 4, 2018, September 17, 2018, and October 2, 2018.

MINUTES OF THE OCTOBER 18, 2018 PERSONNEL COMMISSION MEETING – PAGE 2

**PUBLIC HEARING
AND
APPOINTMENT
FOR THE
ANNOUNCED
JOINT
APPOINTEE
DANIEL GOOCH
TO THE
PERSONNEL
COMMISSION**

Commissioner Gooch opened the Public Hearing at 4:35 p.m. on the appointment for the announced joint appointee, Daniel Gooch, to the Personnel Commission.

Jason Bozarth, CSEA Chapter 375 President, stated that the classified staff is extremely grateful for the close relationship with the Personnel Commission, which would not have been possible without the patience and guidance of the Personnel Commission themselves, along with their Director. He humbly encourages the Personnel Commission to reappoint Mr. Daniel Gooch for another term.

Commissioner Gooch closed the Public Hearing at 4:37 p.m.

Motion by Commissioner Ewing to appoint Daniel Gooch as the Joint Appointee to the Personnel Commission for a three (3) year term of office from December 1, 2018, to November 30, 2021.

Seconded by Commissioner Bidnick, and carried with a 2:0 vote. Commissioner Gooch abstained from the vote.

**ADVANCE STEP
PLACEMENT –
ANGELA MATZ,
INSTRUCIONAL
ASSISTANT –
SPECIAL
EDUCATION**

Director Vellanoweth explained that a request for advanced step placement has been received from Principal, Francesca Ligman at Village View Elementary, for Ms. Angela Matz who has been offered and accepted the position of Instructional Assistant – Special Education.

The rationale for this advance step placement include the candidate's 20 years of job related experience working at a state school serving clients with special needs. She also has extensive education and training in the field, both of which exceed that which is required for the position.

Phi Tran, CSEA Chapter 375 Liaison to the Personnel Commission, added that the chapter does support this request.

Motion by Commissioner Ewing to approve the Advance Step Placement – Angela Matz, Instructional Assistant – Special Education.

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

**REMOVAL OF
NAMES FROM
ELIGIBILITY
LISTS**

Director Vellanoweth stated that in the course of contacting eligibles for employment, there was a candidate who was on the eligibility list for Custodian. A letter was sent to the candidate outlining the reason for his removal via regular and certified mail. He was provided an opportunity to protest the removal of his name. A copy of the letter was provided to the Commissioners.

Motion by Commissioner Bidnick to approve the Removal of Names From Eligibility Lists.

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

MINUTES OF THE OCTOBER 18, 2018 PERSONNEL COMMISSION MEETING – PAGE 3

SECOND PUBLIC COMMENTS

Phi Tran informed the Commissioners that a tentative agreement has been signed and is going for ratification that includes contract language changes and a salary increase.

One of the big new things that CSEA is promoting is free online college programs. A student loan forgiveness program was also established.

CSEA Association President, Ben Valdepena, has appointed Mr. Tran as a member of the Merit System Committee at the state level. He will represent Ocean View School District at the state level, promoting the Merit System.

Commissioners Gooch asked Director Vellanoweth to research information on the Brown Act and find out whether or not a speaker is required to identify themselves by giving their name.

COMMISSIONER REPORTS

Commissioner Bidnick had nothing to report.

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for November 15, 2018.

Commissioner Gooch had a question for the Director. With the level of activity that has taken place over the last couple of months, he asked for a status update of the three year job description review cycle.

Director Vellanoweth answered that she had actually been looking into this, because the department has been maintaining its current recruitment level since early 2018. She was looking into the things that have not been kept up to date, job description reviews being one of them. The last complete review cycle was completed in June of 2016. Since that time new classifications have been created, and some deactivated classifications have been reactivated, but there has not been the formal three year review cycle.

Commissioner Gooch stated that the reason he asked is because in previous years before the three year cycle was established, job descriptions were reviewed and updated as the need for them arose due to recruitments. Having gotten off this three year review cycle, he assumes we are reverting back to this method of reviewing job descriptions as needed when recruitments occur.

Director Vellanoweth answered yes, current job descriptions are only reviewed as needed for recruitments or for extenuating circumstances. She does not foresee that job description reviews on a regular basis are something the Personnel Analyst can get back to doing in the near future due to the amount of other tasks and recruitments she is currently working on.

Commissioner Gooch thanked her for this information. He brought this up to inform the Commission, the union, and the administration so that should they have a request for a job classification review, that it will be necessary to revert back to the old procedure.

MINUTES OF THE OCTOBER 18, 2018 PERSONNEL COMMISSION MEETING – PAGE 4

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth congratulated Mr. Tran on his appointment to the Merit System committee. She also congratulated Mr. Gooch on his reappointment and thanked him for his support.

She provided the Commission with a recruitment update which shows the number of new permanent and substitute employees that have been hired and processed. She mentioned that there have been a number of no shows to the exams and oral panels. In an effort to get people in, we have conducted a number of one off individual exams to get people tested and hopefully get qualified people on our eligibility lists.

A training took place for an electronic workflow system for the routing of personnel requisitions, which hopefully will be rolled out after the first of the year.

The Classified School Employee of the Year program will be coming up soon and the District will be participating. The Director included in the Commissioner packets a copy of the CSPCA Statement of Merit System Ethics.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Bidnick, and carried with a 3:0 vote at 4:58 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: January 17, 2019

SUBJECT: Agenda Item No. 7.B.: 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:

- 2018-29 Food Service Worker
- 2018-30 Instructional Assistant – English Learner
- 2018-31 Instructional Assistant – ABA
- 2018-32 School Office Manager
- 2018-33 Bus Driver
- 2018-34 Custodian
- 2018-35 School Library Specialist
- 2018-36 Child Care Attendant
- 2018-37 School Health Technician
- 2018-38 Instructional Assistant – Special Education
- 2018-39 Instructional Assistant – Severely Disabled
- 2018-40 Child Care Program Facilitator
- 2018-41 Speech and Language Assistant
- 2018-42 Alternative Learning Center Attendant
- 2018-43 Instructional Assistant – Bilingual
- 2018-44 Child Care Attendant
- 2018-45 Instructional Assistant - ABA

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2018-29 through 2018-45.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 17, 2019

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

Background Information

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

- October 16, 2018
- November 13, 2018
- December 11, 2018

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 October 16, 2018, November 13, 2018, and December 11, 2018.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 16, 2018

Approve Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Toguchi, Eric	Network Systems Manager	District Office	\$5,386.00 per month	50.1	10/08/18

Approve Promotion

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Romero, Leticia	Lead Food Service Worker	Marine View	\$16,546 per hour	21.2	09/04/18

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>
Nakamoto, Kelly	Instructional Assistant	College View	10/31/16	10/12/18
Patella, Angelina	Associate Preschool Educator	OVPP/Pleasant View	09/14/16	09/28/18

Approve Separation – Abandonment of Position

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>
Aguirre, Eugene	Instructional Assistant – Special Education	Vista View	03/05/14	06/20/18

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>
Sanburg, Garland	Instructional Assistant – ABA	Lake View	03/16/18	10/04/18

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 13, 2018

Approve Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Carter, Adam	Field Service Technician	District Office	\$3,907.00 per month	37.1	11/06/18
Dailey, Evelyn	Bus Driver	Transportation	\$20,552 per hour	32.1	10/10/18
Jackson, Ryan	Instructional Assistant – Physical Education	Multiple Sites	\$17,290 per hour	25.1	10/16/18
Lopez, Alicia	Community Liaison Bilingual	Vista View	\$20,046 per hour	31.1	11/30/18
Ludwig, Julia	Instructional Assistant	College View	\$15,660 per hour	21.1	10/15/18
O'Donnell, Sharon	Intermediate Clerk Typist	Pleasant View	\$18,629 per hour	28.1	11/05/18
Petty, Ann	Department Secretary	District Office	\$3,814.00 per month	36.1	11/01/18
Powers, Melissa	Instructional Assistant	Star View	\$15,660 per hour	21.1	10/04/18
Ramos, George	Groundskeeper I	Facilities	\$20,046 per hour	31.1	10/31/18
Vitangeli, Shirley	Instructional Assistant – English Learner	Vista View	\$16,456 per hour	23.1	10/11/18

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>
Hur, Jeewon	Instructional Assistant	Substitute	\$15,660 per hour	21.1	09/27/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	09/27/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	09/27/18
	Instructional Assistant – Physical Education	Substitute	\$17,290 per hour	25.1	09/27/18
	Instructional Assistant – Adapted Physical Education	Substitute	\$17,290 per hour	25.1	09/27/18
La Rock, Dena	Instructional Assistant	Substitute	\$15,660 per hour	21.1	11/14/18
Patterson, Brittany	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	10/08/18
Vanderveen, Alyson	Instructional Assistant	Substitute	\$15,660 per hour	21.1	10/10/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	10/10/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	10/10/18
	Instructional Assistant – Physical Education	Substitute	\$17,290 per hour	25.1	10/10/18
	Instructional Assistant – Adapted Physical Education	Substitute	\$17,290 per hour	25.1	10/10/18
Walker, Victoria	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	10/22/18
Williams, Craig	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	10/22/18
Wu, Jui Yuan	Instructional Assistant	Substitute	\$15,660 per hour	21.1	09/27/18
	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	09/27/18
	Instructional Assistant – Severely Disabled	Substitute	\$17,290 per hour	25.1	09/27/18
	Instructional Assistant – Physical Education	Substitute	\$17,290 per hour	25.1	09/27/18
	Instructional Assistant – Adapted Physical Education	Substitute	\$17,290 per hour	25.1	09/27/18

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 13, 2018

Approve Separation – Resignation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Higgs, Brandon	Instructional Assistant – ABA	Pleasant View	01/25/10	10/12/18
Phorn, Vonny	Intermediate Clerk Typist	District Office	08/01/18	11/02/18
Rezvan, Tommy	Custodian	Oak View	11/03/93	10/24/18

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	01/07/19	05/17/19
Mike, Samantha	Custodian	Marine View	10/09/18	10/19/18

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 11, 2018

Approve Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Aleman, Jonathan	Instructional Assistant – Special Education	Village View	\$16.053 per hour	22.1	10/29/18
Arutunian, Rena	Instructional Assistant – Severely Disabled	Circle View	\$17.290 per hour	25.1	11/05/18
Chhun, Sophia	Instructional Assistant – Special Education	Lake View	\$16.053 per hour	22.1	10/30/18
Coles, Celine	Instructional Assistant – Severely Disabled	Mesa View	\$17.290 per hour	25.1	10/30/18
Hester, Carol	Intermediate Clerk Typist	District Office	\$18.629 per hour	28.1	11/13/18
Miller, Kathleen	Food Service Worker	Marine View	\$14.546 per hour	18.1	11/06/18
Mitchell, Ryan	Lead Evening Custodian	Facilities	\$20.532 per hour	30.1	10/29/18
Molina, Angel	Custodian	Star View	\$19.560 per hour	28.1	10/24/18
Patterson, Brittany	Instructional Assistant – ABA	Lake View	\$17.724 per hour	26.1	10/23/18
Sanchez, Mario	Instructional Assistant – ABA	Lake View	\$17.724 per hour	26.1	11/13/18
Statieh, Nour	Instructional Assistant – ABA	Pleasant View	\$17.724 per hour	26.1	10/18/18
Toma, Sara	Instructional Assistant – ABA	Lake View	\$17.724 per hour	26.1	10/18/18
Vanderveen, Alyson	Instructional Assistant – Special Education	Lake View	\$16.053 per hour	25.1	11/05/18
Williams, Craig	Instructional Assistant – ABA	Pleasant View	\$17.724 per hour	26.1	11/14/18

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>
Slater Oliver, Vicki	Food Service Worker	Substitute	\$14.546 per hour	18.1	11/13/18

Approve Promotion

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Nakamoto, Kelly	Instructional Assistant – ABA	Hope View	\$17.724 per hour	26.1	10/23/18

Approve Professional Growth Payment

In accordance with Board Policy 4133:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>STIPEND</u>	<u>EFFECTIVE DATE</u>
Uy, Caritas	Speech and Language Assistant	Village View	\$787.50	12/12/18

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 11, 2018

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Bojorquez, Jairo	Lead Reprographic Technician	District Office	09/10/18	11/02/18
Malin, Kira	Child Care Attendant	Hope View	12/06/11	11/07/18
Nelson, Theresa	Bus Driver	Transportation	04/08/16	11/27/18
Soto, Cindy	Instructional Assistant – Severely Disabled	Village View	01/03/12	10/26/18
Taylor, Emily	Intermediate Clerk Typist	District Office	06/13/18	11/30/18

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: January 17, 2019

**SUBJECT: Agenda Item No. 9: Annual Report of the Personnel Commission
2017-18 First Reading and Adoption**

Background Information

Annually, in accord with Education Code 45266, the Director of Classified Personnel is required to prepare an Annual Report of Personnel Commission activity to be sent to the Board of Trustees. A draft of the 2017-18 Annual Report of the Personnel Commission was shared with the Personnel Commission in their November monthly memo.

The Annual Report prepared for 2017-18 provides information about the Merit System, the role the Personnel Commission, Commission meetings, and data about many other activities performed by the Commission and its staff. The report includes specific information about classified workforce statistics, recruitment, testing, eligibility lists established during the year, employment actions, classification and job description review actions, Merit Rule revisions and other activities done on behalf of the District and its classified employees. The report also contains the ongoing Goals of the Personnel Commission.

When finalized, the Annual Report of the Personnel Commission will be presented to the Board of Trustees, displayed in the Personnel Commission Office, distributed throughout the District, and posted on the Personnel Commission's page of the District website in a PowerPoint format.

Attachments: 2017-18 Annual Report of the Personnel Commission
(Both brochure and PowerPoint formats)
5 Year Personnel Commission Annual Report Information

Recommendation

The Director, Classified Personnel recommends the Personnel Commission review, discuss and adopt the 2017-18 Annual Report of Personnel Commission activities.

THE MERIT SYSTEM

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

GOALS OF THE COMMISSION

- ★ Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- ★ Conduct job description reviews on a 3 year cycle to ensure meeting changing needs of the District.
- ★ Develop new classes to meet changing needs of the District
- ★ Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- ★ Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- ★ Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. in the District Office Board Room. Agendas are posted at the District office outside the Board Room, are also posted on the District website, at least 72 hours preceding the next meeting, and are distributed to Commissioners, Board Members, District Administrators, and the school sites. Agendas include the exact time, date, and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Employees and members of the community are cordially invited to attend Commission meetings.

The Personnel Commission is located at the District Office. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The Commission posts and accepts applications for all job opportunities at www.edjoin.org and maintains a District web page, www.ovsd.org

WHAT WE DO

Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- ★ Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- ★ Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- ★ Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- ★ Recommends salaries to the governing board. (EC 45268)
- ★ Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- ★ Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- ★ Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
- ★ Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- ★ Provides for training of its own staff. (EC 45255)

HOW TO REACH US:

OVSD Personnel Commission
17200 Pinehurst Lane
Huntington Beach, CA 92647

www.ovsd.org

Phone: 714-847-2551
Fax: 714-847-1430

Michelle Vellanoweth
Director
Ext. 1400
mvellanoweth@ovsd.org

Michelle Eifert
Personnel Assistant
Ext. 1401
meifert@ovsd.org

Betzabeth Vazquez
Personnel Analyst
Ext. 1404
bavazquez@ovsd.org

Bophary Ngin
Personnel Technician
Ext. 1403
bngin@ovsd.org

Ocean View School District is the seventeenth largest school district in Orange County. The District boundaries encompass portions of Huntington Beach, Fountain Valley, Westminster, Midway City, and Seal Beach.

The District operates eleven elementary schools, four middle schools, and two preschools.

There were 8,263 students enrolled during the 2017-2018 school year.

The District currently employs:

- ★ 434 Certificated Staff
- ★ 562 Classified Staff
- ★ 426 Substitute and Exempt Staff

2017-2018

PERSONNEL COMMISSION ANNUAL REPORT

Ocean View School District



Personnel Commissioners
Commissioner Lance Bidnick
Board Appointee

Commissioner Bob Ewing
CSEA Appointee

Commissioner Daniel Gooch
Joint Appointee

Classified Personnel
Michelle Vellanoweth
Director, Classified Personnel

Michelle Eifert
Personnel Assistant

Betzabeth Vazquez
Personnel Analyst

Bophary Ngin
Personnel Technician

Board of Trustees

John Briscoe
Gina Clayton-Tarvin
Patricia Singer
Jack Souders
Norm Westwell

District Administration

Carol Hansen, Ed.D., Superintendent
Michael Conroy, Ed.D., Deputy Superintendent
Felix Avila, Assistant Superintendent
Jodee Brentlinger, Assistant Superintendent

Class Workforce Statistics

(as of 5/30/18)

98	Active Classes
2	Active Confidential Classes
10	Active Management Classes
562	Total Regular Classified Employees

Recruitment and Testing Statistics

1770	Applicants
1719	Examinees
261	Disqualified
502	Eligibles
72	Recruitments (47 classes)
	• Written Exam
	• Oral Interview Panel Exam
	• Potential Performance Exam
752	No Shows to Exams
122	OVSD interview panelists
28	Panelists from other districts
85	Final Interviews Scheduled

Exams Conducted (72)

Accounting Technician
Administrative Assistant
Bus Driver
Buyer (2)
Child Care Attendant (4)
Child Care Program Facilitator
Computer Multimedia Technician
Custodian (3)
Data and Assessment Technician
Department Secretary
Director, Child Development Programs
Director, Fiscal Services
District Receptionist
Field Service Technician
Food Service Worker
Groundskeeper I
Head Custodian
Human Resources Technician
Instructional Assistant (2)
Instructional Assistant – ABA (6)
Instructional Assistant – Bilingual (2)
Instructional Assistant – English Learner
Instructional Assistant – Severely Disabled (6)
Instructional Assistant – Special Education (6)
Intermediate Clerk Typist
Lead Behavior Intervention Assistant
Lead Evening Custodian
Lead Food Service Worker
Lead Groundskeeper
Lead Reprographics Technician
Locksmith
Maintenance Electrician (2)
Maintenance HVAC Mechanic (2)
Parent Educator – Bilingual

Exams Conducted (72) (Continued)

Parent Liaison Instructional Assistant – Bilingual
Personnel Analyst
Preschool Educator
Preschool Instructional Assistant
School Health Technician
School Office Clerk
School Office Clerk – Bilingual
School Office Manager
School Office Manager – Bilingual
Senior Purchasing Clerk
Speech and Language Assistant (2)
Sprinkler Mechanic

Job Description Reviews (3)

Locksmith
Maintenance HVAC Mechanic
School Health Technician

Classification Actions

New Classifications Developed (1)
Data & Assessment Technician

Classifications Reactivated (1)

Lead Groundskeeper

Extension of Eligibility List (1)

Lead Food Service Worker

Merit Rule Revision (1)

7.2.1 Initial Salary Placement and Advance Step Placement Form
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Advance Step Placements (2)

District Receptionist
Instructional Assistant – Special Education

Names Removed from Eligibility Lists (8)

Custodian (5)
Lead Evening Custodian (1)
Instructional Assistant – Special Education (1)
Instructional Assistant – Severely Disabled (1)

Employment Actions

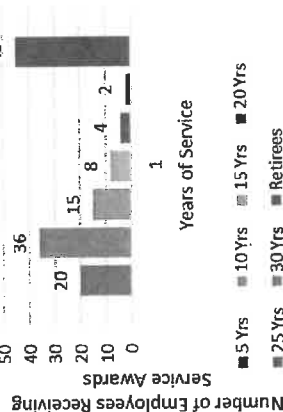
105	New Hires (Regular Employees)
86	New Hires (Substitutes and Temporary)
41	Promotions
4	Reemployment
4	Reinstatements
68	Separations (Regular Employees)
4	Separations (Probationary)
5	Separations (Substitutes and Temporary)
47	Retirements
1	Layoff
2	Voluntary Demotions
3	Unpaid Leaves of Absence
4	Lateral Transfers

Classified School Employees of the Year

Arthur Camarena, Head Custodian
Harbour View
Maintenance and Operations Category
Laurie Gorham, Lead Food Service Worker
Spring View
Child Nutrition Category
Ryan Keel, School Office Manager
Lake View
Office and Technical Category
Jason Kina, Speech and Language Assistant
Lake View and Westmont
Instructional Assistance Category
Thomas Wroniak, Bus Driver
Transportation
Transportation Category

Congratulations to Arthur Camarena who was selected as a County Employee of the Year!

Service Awards & Retirements



The Ocean View School District is committed to equal opportunity and access for all individuals in education in accordance with law. District programs, activities, practices and employment shall be free from discrimination or sexual harassment based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.





OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION 2017-2018

Personnel Commissioners

Commissioner Lance Bidnick, Board Appointee
Commissioner Bob Ewing, CSEA Appointee
Commissioner Daniel Gooch, Joint Appointee

Board of Trustees

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Patricia Singer
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Classified Personnel

Michelle Vellanoweth, Director
Michelle Eifert, Personnel Assistant
Betzabeth Vazquez, Personnel Analyst
Bophary Ngin, Personnel Technician

The Merit System

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

GOALS OF THE COMMISSION

- Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- Conduct job description reviews on a 3 year cycle to ensure meeting changing requirements of the jobs.
- Develop new classes to meet changing needs of the District.
- Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. in the District Office Board Room. Agendas are posted at the District Office, outside the Board Room and in each location, at least 72 hours preceding the next meeting and are distributed to Board Members and each school site for posting in a prominent location. Agendas are also posted on our District website. Agendas include the exact time, location, date and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Ocean View School District employees and members of the community are invited to attend.

The Commission office is located at District Office facilities. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The Commission posts and accepts applications for all current job opportunities with the District at www.EdJoin.org and maintains a District web-page address, www.ovsd.org.

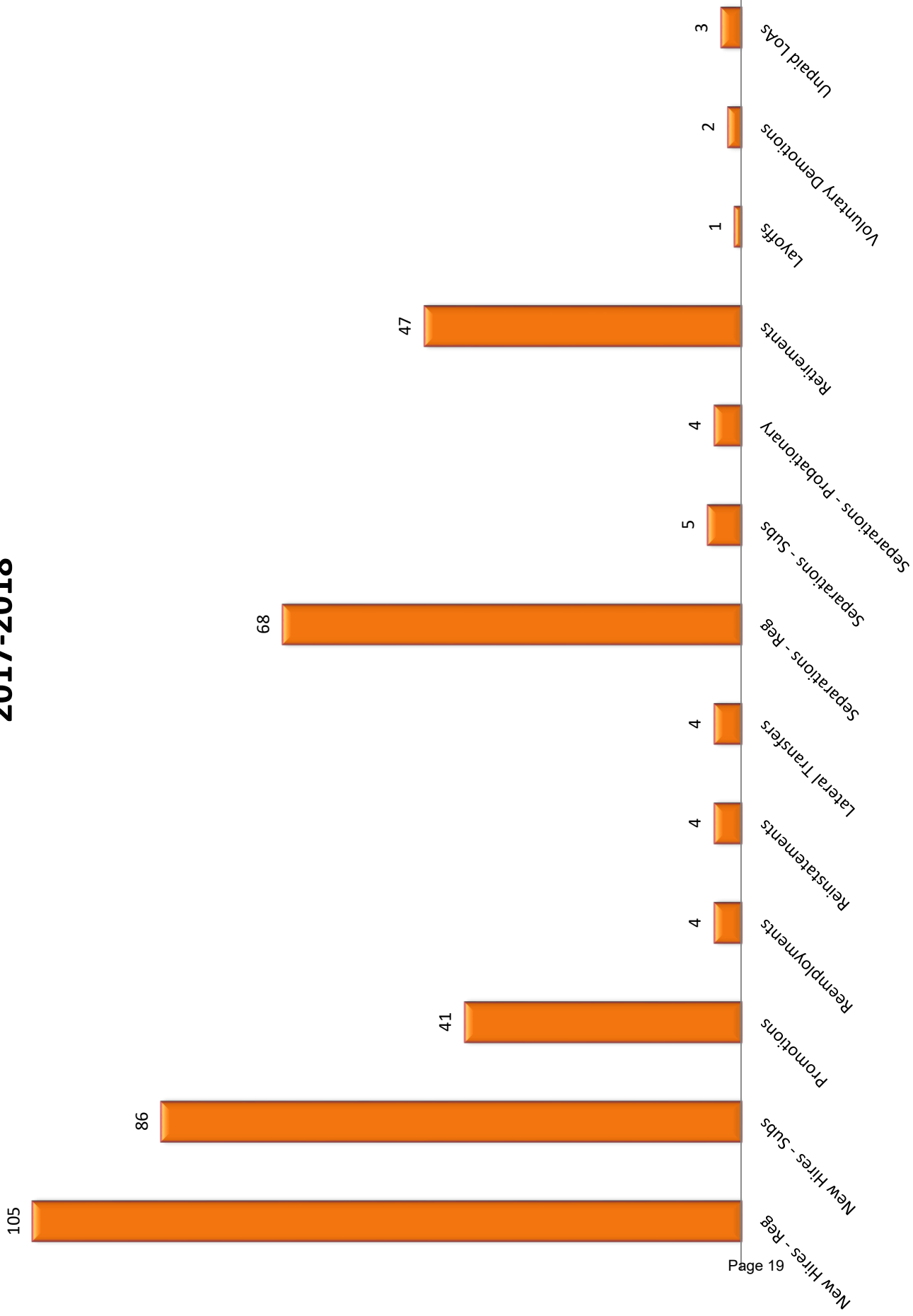
What We Do

Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- Recommends salaries to the governing board. (EC 45268)
- Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
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- Provides for training of its own staff. (EC 45255)

The Ocean View School District is committed to equal opportunity and access for all individuals in education in accordance with law. District programs, activities, practices and employment shall be free from discrimination or sexual harassment based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

Employment Actions 2017-2018



2017-2018 Statistics

Class Workforce Statistics

98	Active CSEA Classes
2	Active Confidential Classes
10	Active Management Classes
562	Total Regular Classified Employees

Recruitment and Testing Statistics

1770	Applicants
1719	Examinees
261	Disqualified/Failed
502	Eligibles
72	Recruitments (47 Classes)
752	No Shows to Exams
122	OVSD interview panelists
28	Panelists from other districts
85	Final Interviews Scheduled

Job Description Reviews

- Locksmith
- Maintenance HVAC Mechanic
- School Health Technician

72 Recruitments Were Conducted

Accounting Technician	Lead Behavior Intervention Assistant
Administrative Assistant	Lead Evening Custodian
Bus Driver	Lead Food Service Worker
Buyer (2)	Lead Groundskeeper
Child Care Attendant (4)	Lead Reprographics Technician
Child Care Program Facilitator	Locksmith
Computer Multimedia Technician	Maintenance Electrician
Custodian (3)	Maintenance HVAC Mechanic (2)
Data and Assessment Technician	Parent Educator – Bilingual
Department Secretary	Parent Liaison Instructional Assistant – Bilingual
Director, Child Development Programs	Personnel Analyst
Director, Fiscal Services	Preschool Educator
District Receptionist	Preschool Instructional Assistant
Field Service Technician	School Health Technician
Food Service Worker	School Office Clerk
Groundskeeper I	School Office Clerk – Bilingual
Head Custodian	School Office Manager
Human Resources Technician	School Office Manager – Bilingual
Instructional Assistant (2)	Senior Purchasing Clerk
Instructional Assistant – ABA (6)	Speech and Language Assistant (2)
Instructional Assistant – English Learner	Sprinkler Mechanic
Instructional Assistant – Severely Disabled (6)	
Instructional Assistant – Special Education (6)	
Intermediate Clerk Typist	

Other Classification Actions

1 New Classification Developed

Data and Assessment Technician

1 Classification Reactivated

Lead Groundskeeper

1 Merit Rule Revision

7.2.1 Initial Salary Placement and Advance Step Placement Form

2 Advance Step Placements

District Receptionist

Instructional Assistant – Special Education

8 Names Removed From Eligibility Lists

Custodian (5)

Lead Evening Custodian (1)

Instructional Assistant – Special Education (1)

Instructional Assistant – Severely Disabled (1)

1 Extension of Eligibility List

Lead Food Service Worker

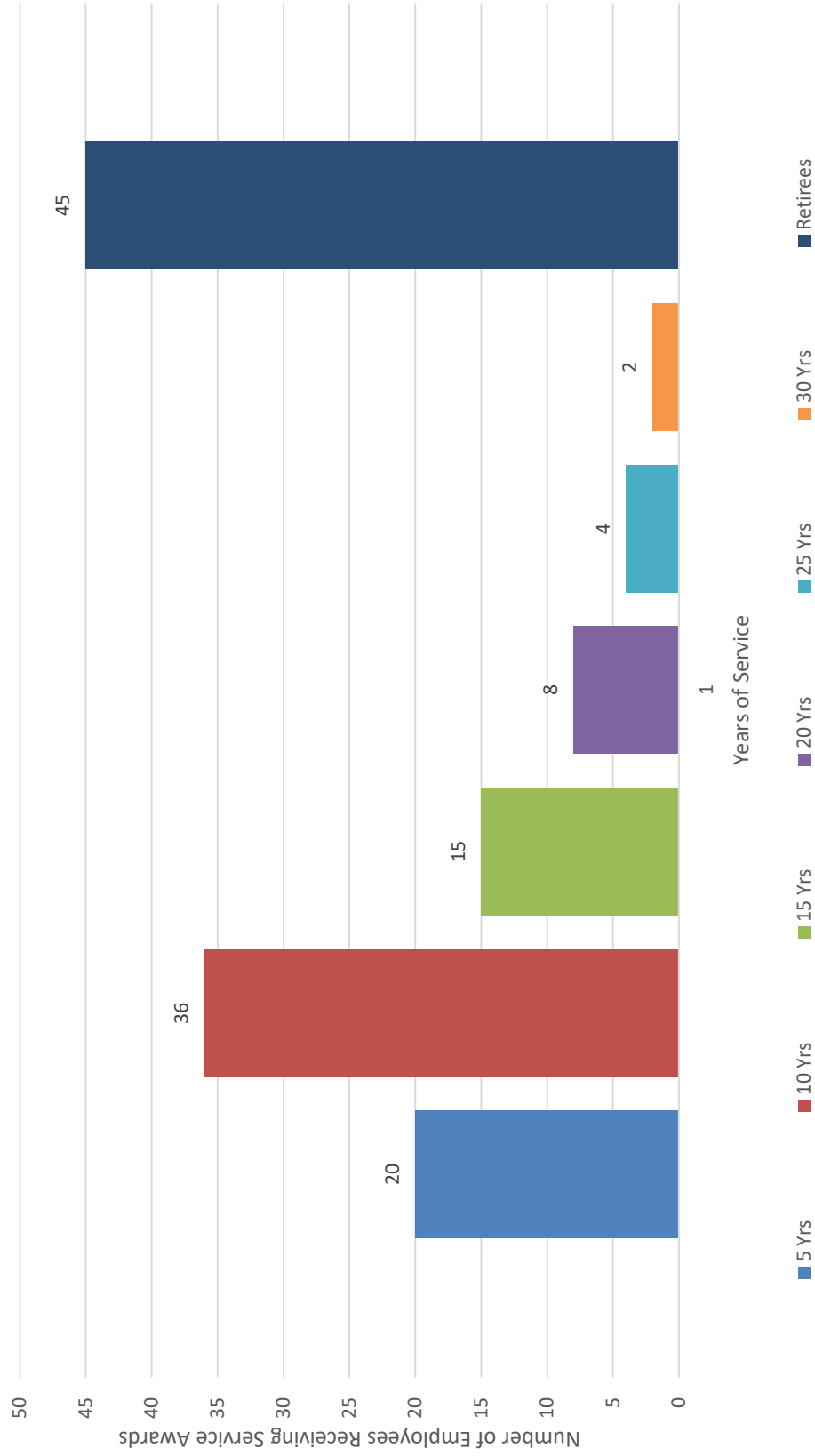
Classified School Employees of the Year

Employee	Site	Classification	Category
Arthur Camarena	Harbour View	Head Custodian	Maintenance and Operations
Laurie Gorham	Spring View	Lead Food Service Worker	Child Nutrition
Ryan Keel	Lake View	School Office Manager	Office and Technical
Jason Kina	Lake View/ Westmont	Speech and Language Assistant	Instructional Assistance
Thomas Wroniak	Transportation	Bus Driver	Transportation

~ Congratulations to Arthur Camarena who was selected as a County Employee of the Year! ~

- May 14-18, 2018 was designated as the Week of the Employee, which recognizes all certificated, classified, and management employees.
- Classified School Employees of the Year and Teachers of the Year were recognized at the April 10, 2018 Board Meeting.
- Classified School Employees of the Year were also recognized at the April 12, 2018 Personnel Commission Meeting.
- District retirees were recognized at the Board Meeting of June 12, 2018.
- Service Awards were presented at the Employee Recognition Banquet, which was held at the Costa Mesa County Club, on June 1, 2018.

Service Awards & Retirements



About Ocean View School District

- Ocean View School District is the seventeenth largest school district in Orange County.
- The District operates seventeen schools – 2 preschools, 11 elementary schools, and 4 middle schools.
- The District boundaries encompass portions of:
 - Huntington Beach
 - Fountain Valley
 - Westminster
 - Midway City
 - Seal Beach
- As of June 2018, there were 8,263 students enrolled,
- And 1,413 employees:
 - 434 certificated staff
 - 562 classified staff
 - 426 substitute & exempt staff

How To Reach Us:

OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

17200 Pinehurst Lane
Huntington Beach, CA 92647

Building B

Phone: 714-847-2551
Fax: 714-847-1430

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Michelle Vellanoweth
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Ext. 1400
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5 Year Recap - Personnel Commission Activities

2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<u>Class Workforce Stats</u> 88 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 571 Total Regular Class Employees <u>Recruitment and Test Stats</u> 1589 Applicants 989 Examinees 167 Disqualified/fail 508 Eligibles 45 Recruitments (30 Classes) 380 No shows to exams 90 OVSD interview panelists 22 Panelists other districts	<u>Class Workforce Stats</u> 84 Active CSEA Classes 2 Active Confidential Classes 8 Active Management Classes 594 Total Regular Class Employees <u>Recruitment and Test Stats</u> 1704 Applicants 1293 Examinees 164 Disqualified/fail 439 Eligibles 53 Recruitments (44 Classes) 546 No shows to exams 104 OVSD interview panelists 23 Panelists other districts	<u>Class Workforce Stats</u> 87 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 571 Total Regular Class Employees <u>Recruitment and Test Stats</u> 1083 Applicants 910 Examinees 112 Disqualified/fail 292 Eligibles 40 Recruitments (27 classes) 447 No shows to exams 69 OVSD interview panelists 19 Panelists other districts	<u>Class Workforce Stats</u> 95 Active CSEA Classes 2 Active Confidential Classes 13 Active Management Classes 563 Total Regular Class Employees <u>Recruitment and Test Stats</u> 1313 Applicants 1140 Examinees 197 Disqualified/fail 337 Eligibles 52 Recruitments (34 classes) 531 No shows to exams 98 OVSD interview panelists 20 Panelists other districts	<u>Class Workforce Stats</u> 98 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 562 Total Regular Class Employees <u>Recruitment and Test Stats</u> 1770 Applicants 1719 Examinees 261 Disqualified/fail 502 Eligibles 72 Recruitments (47 classes) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 752 No shows to exams 122 OVSD interview panelists 28 Panelists other districts 85 Final Interviews Scheduled
<u>Employment Actions</u> 86 New Hires - Regular Employees 10 Promotions of current employees 135 New Hires - Subs and Temps 5 Reemployment from layoff 5 Reinstatements 67 Separations - Regular employees 5 Separations - Probationary 55 Separations - Subs/Temps 15 Retirements 15 Layoffs 0 Voluntary Demotions 13 Unpaid Leave of Absence 0 Lateral Transfer	<u>Employment Actions</u> 89 New Hires - Regular Employees 15 Promotions of current employees 147 New Hires - Subs and Temps 4 Reemployment from layoff 3 Reinstatements 71 Separations - Regular employees 1 Separations - Probationary 55 Separations - Subs/Temps 10 Retirements 4 Layoffs 0 Voluntary Demotions 9 Unpaid Leaves of Absence 1 Lateral Transfer	<u>Employment Actions</u> 83 New Hires - Regular Employees 15 Promotions of current employees 161 New Hires - Subs and Temps 1 Reemployment from layoff 7 Reinstatements 88 Separations - Regular employees 4 Separations - Probationary 46 Separations - Subs/Temps 7 Retirements 8 Layoffs 2 Voluntary Demotions 5 Unpaid Leaves of Absence 1 Lateral Transfer	<u>Employment Actions</u> 92 New Hires - Regular Employees 20 Promotions of current employees 82 New Hires - Subs and Temps 1 Reemployment 2 Reinstatements 65 Separations - Regular employees 4 Separations - Probationary 20 Separations - Subs/Temps 18 Retirements 5 Layoffs 0 Voluntary Demotions 14 Unpaid Leaves of Absence 0 Lateral Transfer	<u>Employment Actions</u> 105 New Hires - Regular Employees 41 Promotions of current employees 86 New Hires - Subs and Temps 4 Reemployment 4 Reinstatements 68 Separations - Regular employees 4 Separations - Probationary 5 Separations - Subs/Temps 47 Retirements 1 Layoffs 2 Voluntary Demotions 3 Unpaid Leaves of Absence 4 Lateral Transfer

5 Year Recap - Personnel Commission Activities

2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<u>45 Exams During 13/14</u> Administrative Secty Assistant Supt Administrative Serv Buyer Child Care Attendant (2) Community Liaison Bil Asst Arabic Computer Multimedia Tech Custodian Director, Food Service Food Distribution Worker Head Custodian (2) Human Resources Analyst Instructional Aide Inst Aide - Bilingual Spanish Inst Asst- ABA (2) Inst Asst - Computer (2) Inst Asst - EL (2) Inst Asst - PE Inst Asst - Severely Disabled (3) Inst Asst - Special Ed (2) Intermediate Clerk Typist Lead Behavior Intervention Asst Maintenance & Operations Mgr Personnel Technician Preschool Inst Asst Bil Spanish (3) Public Information Assistant Exams Continued School Health Technician School Library Specialist School Office Clerk School Office Manager School Office Manager Bil Span Senior Purchasing Clerk Speech & Language Aide (2) Translator Arabic Translator/Interpreter Spanish	<u>53 Exams During 14/15</u> Bus Driver Central Kitchen Coordinator Child Care Attendant (3) Child Care Program Facilitator Child Care Program Supervisor Comm Liaison Bil Asst Arabic (2) Comm Liaison Bil Asst Span (2) Custodian Delivery Worker Department Secretary Dir Mtc, Operations & Facilities Director, Transportation District Receptionist Food Distribution Worker Grounds Maintenance Worker Groundskeeper I Human Resources Technician Instructional Assistant (3) Inst Aide - Bilingual Spanish Inst Asst - ABA (2) Inst Asst - EL Inst Asst - Severely Disabled (2) Inst Asst - Sign Language Inst Asst - Special Education (2) Intermediate Clerk Typist Maintenance Plumber Maintenance Worker Mechanic OVPP Assoc Preschool Educ Painter Payroll Technician Personnel Analyst Personnel Technician Preschool Educator Preschool Inst Assistant Preschool Inst Asst Biling Span Public Information Assistant Reprographic Technician School Office Clerk School Office Mgr-Biling Spanish Senior Purchasing Clerk Skilled Maintenance Worker Speech & Language Assistant Storekeeper	<u>40 Exams During 15/16</u> Bus Driver Child Care Attendant (5) Clerk Typist (2) Custodian Department Secretary - Bilingual Director of Transportation District Receptionist Food Distribution Worker Head Custodian Instructional Assistant Inst Asst - ABA Inst Asst - Bil Spanish (2) Inst - English Learner Inst Asst - Severely Disabled (3) Inst Asst - Special Education (3) Intermediate Clerk Typist (2) Maintenance & Oper Supervisor Maintenance Worker Painter Personnel Analyst Personnel Technician Public Information Manager School Health Technician (2) School Office Clerk Bilingual School Office Manager - Bilingual Senior Facilities Planner Speech & Language Assistant (2)	<u>52 Exams During 16/17</u> Accountant Accounting Technician ALC Attendant Benefits & Wkr's Comp Specialist Bus Driver (2) Child Care Attendant (4) Child Care Program Facilitator Clerk Typist Delivery Worker Department Secretary Director of Fiscal Services Director of Food Service (2) Food Distribution Worker Instructional Assistant Instructional Assistant - ABA (3) Inst Asst - Bilingual Spanish (2) Inst Asst - PE (2) Inst Asst - Severely Disabled (4) Inst Asst - Sign Language Inst Asst - Special Education (4) Mtc and Operations Supervisor Maintenance Electrician OVPP Assoc Preschool Educator OVPP Preschool Educator OVPP Preschool Inst Asst (2) Parent Educator - Bilingual Parent Liaison IA Bilingual (2) Payroll Technician Reprographic Technician School Library Specialist (2) School Office Clerk School Office Manager Skilled Maintenance Worker Speech and Language Assistant	<u>72 Exams During 17/18</u> Accounting Technician Administrative Assistant Bus Driver Buyer (2) Child Care Attendant (4) Child Care Program Facilitator Computer Multimedia Technician Custodian (3) Data and Assessment Technician Department Secretary Director, Child Development Prog Director, Fiscal Services District Receptionist Field Service Technician Food Service Worker Groundskeeper I Head Custodian Human Resources Technician Instructional Assistant (2) Instructional Assistant - ABA (6) Instructional Assistant- Biling(2) Instructional Asst-English Learner Inst Asst- Severely Disabled (6) Instructional Asst - Special Ed (6) Intermediate Clerk Typist Lead Behavior Intervention Asst Lead Evening Custodian Lead Food Service Worker Lead Groundskeeper Lead Reprographic Technician Locksmith Maintenance Electrician (2) Maintenance HVAC Mechanic (2) Parent Educator - Bilingual Parent Liaison - IA Bilingual Personnel Analyst Preschool Educator Preschool Instructional Asst School Health Technician School Office Clerk School Office Clerk - Bilingual School Office Manager School Office Manager - Bilingual Senior Purchasing Clerk Speech & Language Asst (2) Sprinkler Mechanic

5 Year Recap - Personnel Commission Activities

2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Classification Actions 43 Job Description Reviews Accounting Technician Administrative Assistant Assistant Credential Tech Asst Supt, Administrative Services Bus Driver Trainee Carpenter/Cabinetmaker Central Kitchen Coordinator Community Liaison - Biling Asst Computer/Multimedia Technician Director, Food Services Executive Assistant Facilities Planner/Coordinator Financial Technician Flooring Repair Worker Grounds Equipment Operator Grounds Maintenance Worker Groundskeeper/Gardener Heating, Vent & AC Mechanic Instructional Aide Inst Asst - ABA Inst Asst - Computer Inst Asst - EL Inst Asst - Interpreter (Deaf/HoH) Inst Asst - Severely Disabled Inst Asst - Special Education Library/Inst Materials Tech Maintenance Electrician Maintenance Helper Maintenance Locksmith Maintenance Worker Network Systems Manager OVPP Assoc Preschool Educator Personnel Analyst Personnel Technician Reprographics Technician School Health Technician School Library Specialist Sr Personnel Spec - Credentials Skilled Maintenance Worker Speech & Language Aide Speech & Language Asst Sprinkler Mechanic Translator/Interpreter	Classification Actions 38 Job Description Reviews Associate Preschool Educator Bus Driver Child Care Program Supervisor Community Liaison Custodian Delivery Worker Director, Transportation (2) Driver Trainer Food Distribution Worker Head Custodian Human Resource Analyst Human Resource Technician Instructional Assistant-Bilingual Instructional Assistant Instructional Assistant-Computer Instructional Assistant - APE Instructional Assistant - PE Inst Asst - Severely Disabled Inst Asst - Special Ed Lead Mechanic (2) Mechanic (2) Mechanic Assistant (2) OVPP Associate Presch Educ OVPP Preschool Educator Preschool Educator (2) Preschool Instructional Assistant Preschool Inst Asst - Bilingual Senior Facilities Planner Speech and Language Aide Speech and Language Assistant Storekeeper Switchboard Oper/Receptionist Transportation Dispatcher	Classification Actions 39 Job Description Reviews Accounting Technician ALC Attendant Benefits & Workers' Comp Spec Child Care Attendant Child Care Program Facilitator Child Care Program Supervisor Clerk Typist Community Liaison-Bilingual Director, Classified Personnel Director, Fiscal Services Director, Food Services Director, Information Services Director, MOF Director, Purchasing Director, Transportation District Receptionist Financial Analyst Grounds Supervisor Instructional Asst - ABA Instructional Asst - Computer I Instructional Asst - Computer II Instructional Asst - EL Instructional Asst - Farm Facility Instructional Asst - Sign Lang Intermediate Clerk Typist Intermediate Clerk Typist - Biling Lead Behavior Intervention Asst Lead DTT/ABA Inst Assistant Parent Educator - Bilingual Parent Liaison Inst Asst - Biling Personnel Analyst Personnel Assistant Personnel Technician School Health Technician School Office Clerk School Office Clerk - Bilingual Senior Account Clerk Senior Clerk Typist Translator Interpreter	Classification Actions 24 Job Description Reviews Administrative Secretary Buyer Custodian Custodian Delivery Worker Department Secretary Department Secretary - Bilingual Food Distribution Worker Head Custodian Head Custodian Lead Food Service Worker Lead Reprographic Technician M&O Supervisor Maintenance Electrician Payroll Technician Payroll Technician Personnel Commissioners Program Support Specialist Reprographic Technician School Library Specialist School Office Manager School Office Manager - Bilingual Senior Purchasing Clerk Storekeeper	Classification Actions 3 Job Description Reviews Locksmith Maintenance HVAC Mechanic School Health Technician

5 Year Recap - Personnel Commission Activities

2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
7 <u>New Classifications Developed</u> Benefits & Worker's Comp Spec Database Analyst Field Service Technician Groundkeeper II Lead Behavior Intervention Asst Maintenance Plumber Painter 5 <u>Reclassifications</u> Groundskeeper/Gardener Groundskeeper II Health & Welfare Tech to Benefits and Worker's Comp Spec IT Support Specialist Database Analyst Maintenance Worker to Skilled Maintenance Worker Skilled Maintenance Worker Field Service Technician 5 <u>Classifications Deactivated</u> Graphics Technician Instructional Resource Cntr Tech Intermediate Personnel Spec Purchasing Clerk Staff Development Technician 2 <u>Extend Eligibility List</u> Bus Driver (2) 1 <u>Continuous Testing Authorized</u> Child Care Attendant	1 <u>New Classifications Developed</u> Instructional Asst - Computer II 1 <u>Classifications Reactivated</u> Dir Mtce, Operations & Facilities 3 <u>Reclassifications</u> Bus Driver Driver Instructor Instructional Assistant Preschool Instructional Assistant Mtce & Operations Supervisor Dir, Mtce, Operations & Facilities 6 <u>Classifications Deactivated</u> Equipment Mechanic Grounds/Gardener Lead Worker Health & Welfare Technician HVAC Energy Conserv Coord IT Support Specialist Sprinkler Repair Worker 2 <u>Evaluation Forms Adopted</u> Classified Bargaining Unit Classified Mgmt/Confidential 3 <u>Merit Rule Revisions</u> 7.2.2 Step Advancement 8.11 Classified Evaluations 11.1.7 Health Exams 1 <u>Extend Eligibility List</u> School Office Manager 3 <u>Removal from Eligibility Lists</u> Custodian(2) Delivery Worker (1) 3 <u>Advance Step Placements</u> Asst Supt Administrative Serv Dir Mtce, Operations & Facilities Maintenance Plumber	2 <u>New Classifications Developed</u> Lead Reprographic Technician Public Information Manager 1 <u>Classifications Reactivated</u> Supervisor M&O 2 <u>Reclassifications</u> Instructional Asst - Bilingual Parent Liaison-Inst Asst Bilingual School Office Manager School Office Manager-Bilingual 4 <u>Classifications Deactivated</u> American Indian Ed Program Asst American Indian Ed Project Coord Community Resource Coordinator Lead Preschool Educ-Oak PS 1 <u>Merit Rule Revisions</u> 7.2.14 Longevity (revised twice) 5 <u>Removal from Eligibility Lists</u> Custodian (1) Instructional Asst - Spec Ed (2) Instructional Asst - Sev Disab (1) Painter (1) 2 <u>Advance Step Placements</u> Senior Facilities Planner Speech & Language Assistant	4 <u>New Classifications Developed</u> Accountant Director, Child Dev Programs Lead Evening Custodian Lead Food Service Worker 1 <u>Reclassification</u> Reprographic Technician Lead Reprographic Technician 1 <u>Merit Rule Revisions</u> 7.2.12 Rate of Appointment as Provisional, Limited Term and Substitute 11 <u>Removal from Eligibility Lists</u> ALC Attendant (1) Custodian (1) Food Service Worker (1) Instructional Asst - Bilingual (2) Instructional Asst - Spec Ed (2) Instructional Asst - Sev Disab (2) Parent Liaison-IA Biling (1) School Office Clerk (1) 5 <u>Advance Step Placements</u> Accountant Accounting Technician Director, Fiscal Services Director, Food Service Speech & Language Assistant 1 <u>Personnel Commissioner</u> <u>Procedures</u> 1 <u>Classified Bargaining Unit</u> <u>Salary Study</u>	1 <u>New Classifications Developed</u> Data and Assessment Technician 1 <u>Classifications Reactivated</u> Lead Groundskeeper 1 <u>Merit Rule Revisions</u> 7.2.1 Initial Salary Placement and Advance Step Placement Form 8 <u>Removal from Eligibility Lists</u> Custodian (5) Lead Evening Custodian (1) Instructional Asst-Special Ed (1) Instructional Asst-Sev Disabled (1) 2 <u>Advance Step Placements</u> District Receptionist Instructional Asst - Special Ed 1 <u>Extension of Eligibility List</u> Lead Food Service Worker

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 17, 2019

SUBJECT: Agenda Item No. 11: 2019 CSPCA Annual Conference

Background Information

The Personnel Commission maintains an annual membership with the California School Personnel Commissioners Association (CSPCA).

The 2019 CSPCA Annual Conference is being held in Anaheim, California, from Thursday, February 7 through Sunday, February 10, 2019.

The theme for this conference is Reinvigorating the Merit System.

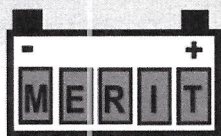
Financial Implications

The cost of registration for the Director for the full 3 ½ day conference is \$395.00. The first day of the conference, Thursday, February 1, is a half-day session that is open to Personnel Commission staff, and the cost for this day is \$50.00 per staff member.

The estimated cost for this conference, which includes registration fees, mileage, and parking for both the Director and staff, is approximately \$575.00.

Recommendation

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of the Director, Classified Personnel and the Personnel Commission staff, at the 2019 CSPCA Annual Conference.



2019 Annual CSPCA Conference "Reinvigorating the Merit System"

Paradise Pier Hotel, Anaheim, California

Hosted by:



Presented by:



Early Bird Registration: January 10, 2019

Workshops and speakers may change without notice.

Thursday, February 7, 2019 — 7:00 a.m. - 4:00 p.m.

Support Staff Training Program (open to all)

Opening Session—Merit System Trivia Bowl

Reinvigorating Merit Theme	Support Staff Track
◆ 21st Century Tools for Reinvigorating Your Services ◆ Getting the Most Out of Your Experts	◆ Expedite Process: Don't Lose Candidates ◆ Setting the Passpoints—70% or Not ◆ Physical Demons and Work Environment: What Makes the Cut?

Friday, February 8, 2019 — 7:30 a.m. - 5:00 p.m.

Opening Session — Dr. Janet Palmer, President of Communication Excellence Institute (CEI) — "Power"

Commissioner Track	Reinvigorating Merit Theme	Director Track
◆ Merit 101 ◆ Avoiding the Perils and Pitfalls of the Fair Labor Standards Act (FLSA)	◆ A Different Approach to New Employee Orientation ◆ DWK Workshop ◆ The future of Office Ergonomics	◆ Hearing Officer Perspectives—A Panel Discussion ◆ CalPERS: Benefits Basics and Impact of PEPR ◆ The 4 P's of Compensation: Points, Pay, Performance, and Policy

Saturday, February 9, 2019 — 7:30 a.m. - 5:30 p.m.

Commissioner Track	Reinvigorating Merit Theme	Director Track
◆ Do You Know the Brown Act? ◆ Personnel Commissioners Roundtable	◆ Social Media Guidebook for Highly Effective Recruiting Strategies and Employer Branding ◆ Analyst / Staff Roundtable Discussion	◆ Roundtable: Successes and Challenges of Addressing AB 2160 (Part-time Playground Aide Positions) ◆ Directors' Roundtable Discussion

2019 Legal Update—What's New for Merit Districts? (All Sessions)

Sunday, February 10, 2019 — 8:30 a.m. - 10:00 a.m.

Closing Session—Glen Price, California Department of Education

"Collaborative—Reinvigorating Labor/Board/Management Relationships"

Southwest

Discount air fares are available for this conference with Southwest Airlines.

Please refer to the website at:

<https://www.swabiz.com/flight/search-flight.html?cid=99451015>

8% off of Business Select and Anytime fares and 2% off of Wanna Get Away fares. We can also offer 50% bonus Rapid Rewards points for your travelers

SuperShuttle

Need a lift?

A Super Shuttle discount rate is available for participants at:

<https://www.supershuttle.com/default.aspx?GC=V7QLX>

Make hotel reservations by calling the Paradise Pier Hotel at (714) 520-5005 or log on to the website at:

<https://www.mydisneygroup.com/gpcb19b>
Room Rates are \$194 plus tax & applicable charges, and a per night self-parking fee.



**OCEAN VIEW SCHOOL DISTRICT
WORKSHOP/MEETING/CONFERENCE ATTENDANCE REQUEST FORM**

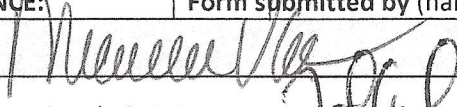
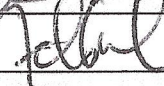
NAME OF WORKSHOP/MEETING/CONFERENCE: CSPCA 2019 ANNUAL CONFERENCE	
SPONSORING ORGANIZATION: CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION	
LOCATION: ANAHEIM, CA	DATE(S): FEB 7-10, 2019
TOTAL COST PER PERSON: <i>(Include Registration Fee, Transportation, Lodging, Meals, etc.)</i>	\$ \$395 Director; \$50 x3 staff; \$25 mileage

NAME OF ATTENDEE(S):	DEPARTMENT/SCHOOL:	ACCOUNT TO CHARGE:
1. Michelle Vellanoweth, Director	PERSONNEL COMMISSION	01-443-130-74 5202
2. Michelle Eifert, Personnel Assistant	PERSONNEL COMMISSION	01-443-130-74 5202
3. Betzabeth Vazquez, Personnel Analyst	PERSONNEL COMMISSION	01-443-130-74 5202
4. Bophary Ngin, Personnel Technician	PERSONNEL COMMISSION	01-443-130-74 5202
5.		
6.		
7.		
8.		
9.		
10.		

☐ Additional attendee(s) listed on separate sheet is attached.

Purpose of Attendance (required):
Reinvigorating the Merit System
 (Director to attend all four days; staff members to attend one day only.)

FUNDING	TOTAL COST	FUNDING SOURCE
General Funds:	\$ 575.00	
Project or Restricted:	\$	
Other:	\$	

AUTHORIZATION SEQUENCE:	Form submitted by (name/site): Michelle Eifert ext. 1401	
Signature of Supervisor: 	Date: 1.2.19	
Signature of Asst. Superintendent/Administrator: 	Date: 12/5/18	
Signature of Superintendent:	Date:	
Date of Board Meeting Approval: January <u>8</u> , 2019		

OCEAN VIEW SCHOOL DISTRICT

Buy-Out Requisition No. 99481

☐ BUY-OUT

Personnel Commission

School or Dept. Name

01-443-130-74 5202

14 Digit Account Number

☐ SBC

Program

☐ GATE

Program

☐ Other

Programs

Date Requested

11/30/18

Date Needed

ASAP

P.O. No.

Deliver To (School or Dept.)

P.O. Date

Ship To

Confirming/Quoted By

☐

Bill To

Received

☐

Non Taxable

☐

Promised Deliver Date

☐

Terms

Vendor No.

Requested by/End User

m. eifert

Requestors Phone Ext.

x1401

Approved By



Item#	Quantity	Unit	Description	List Price or Estimated Unit Price	Net or Actual Unit Price	Extension
1	1	ea	Registration Fee for Michelle Vellanoweth Director PC	395.00		395.00
2	3	ea	Registration fee for staff members	50.00		150.00
3			Betzabeth Vazquez, Personnel Analyst 2/7/19 only			
4			Bophary Ngin, Personnel Technician 2/7/19 only			
5			Michelle Eifert, Personnel Assistant 2/7/19 only			
6			2019 CSPCA Annual Conference			
7			Location: Anaheim, California			
8			Dates: Feb 7-10, 2019			
9						
10						
11						
12						

Remarks

** PAYMENT MUST BE MADE IN THE FORM OF CHECK OR MONEY ORDER ONLY !!

SUB TOTAL

545.00

PURCHASE ORDERS ARE NOT ACCEPTED. PLEASE PROCESS A CHECK AND

SALES TAX

RETURN TO MICHELLE EIFERT IN CLASSIFIED PERSONNEL TO BE MAILED IN ALONG

S/H (10%)

WITH THE REGISTRATION FORMS.

TOTAL

Board Approval Date: 1/ 8 /19

RETURNED FOR:

Date

Personnel Commission Approval Date: 1/17/19

Suggested Vendor

Please make check out to: CSPCA 2019 Conference

☐ Lack of Funds☐ Inadequate Description☐ Type of Material☐ Under \$100 Minimum☐ Receipt-Sign & Date☐ Other

Address CSPCA % Ross Hessler

FAX/ Email

City Fountain Valley School District 10055 Slater Avenue FV

Phone

