



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION

2018-2019

Personnel Commissioners

Commissioner Lance Bidnick, Board Appointee

Commissioner Bob Ewing, CSEA Appointee

Commissioner Daniel Gooch, Joint Appointee

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

Julianne Hoefler, Ph.D., Assistant Superintendent

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.

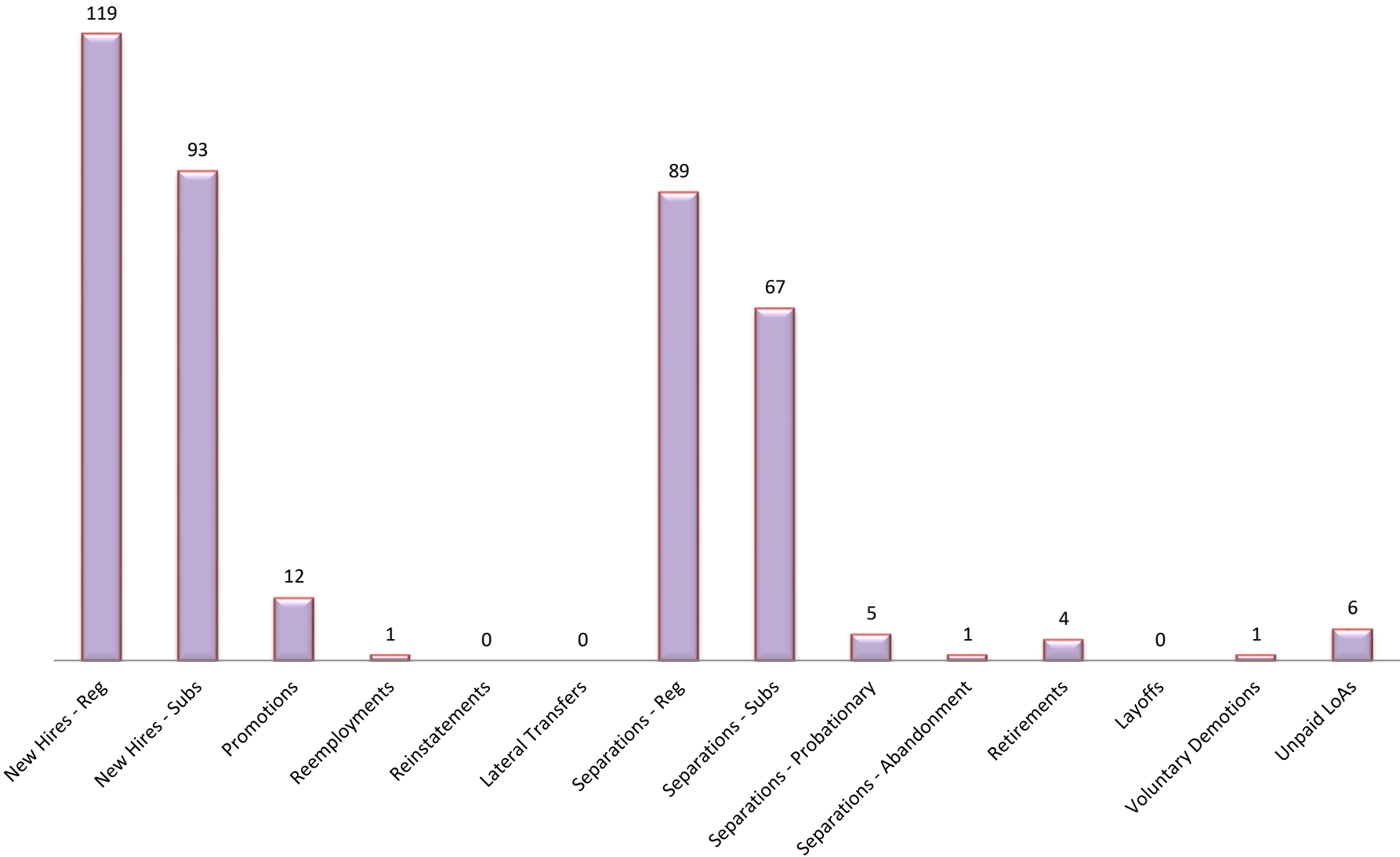
What We Do

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.
- Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- 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 2018-2019



2018-2019 Statistics

Class Workforce Statistics

86	Active CSEA Classes
2	Active Confidential Classes
8	Active Management Classes
649	Total Regular Classified Employees

Recruitment and Testing Statistics

1369	Applicants
1072	Examinees
141	Disqualified/Failed
344	Eligibles
76	Recruitments (33 Classes)
545	No Shows to Exams
143	OVSD interview panelists
10	Panelists from other districts
111	Final Interviews Scheduled

Job Description Reviews

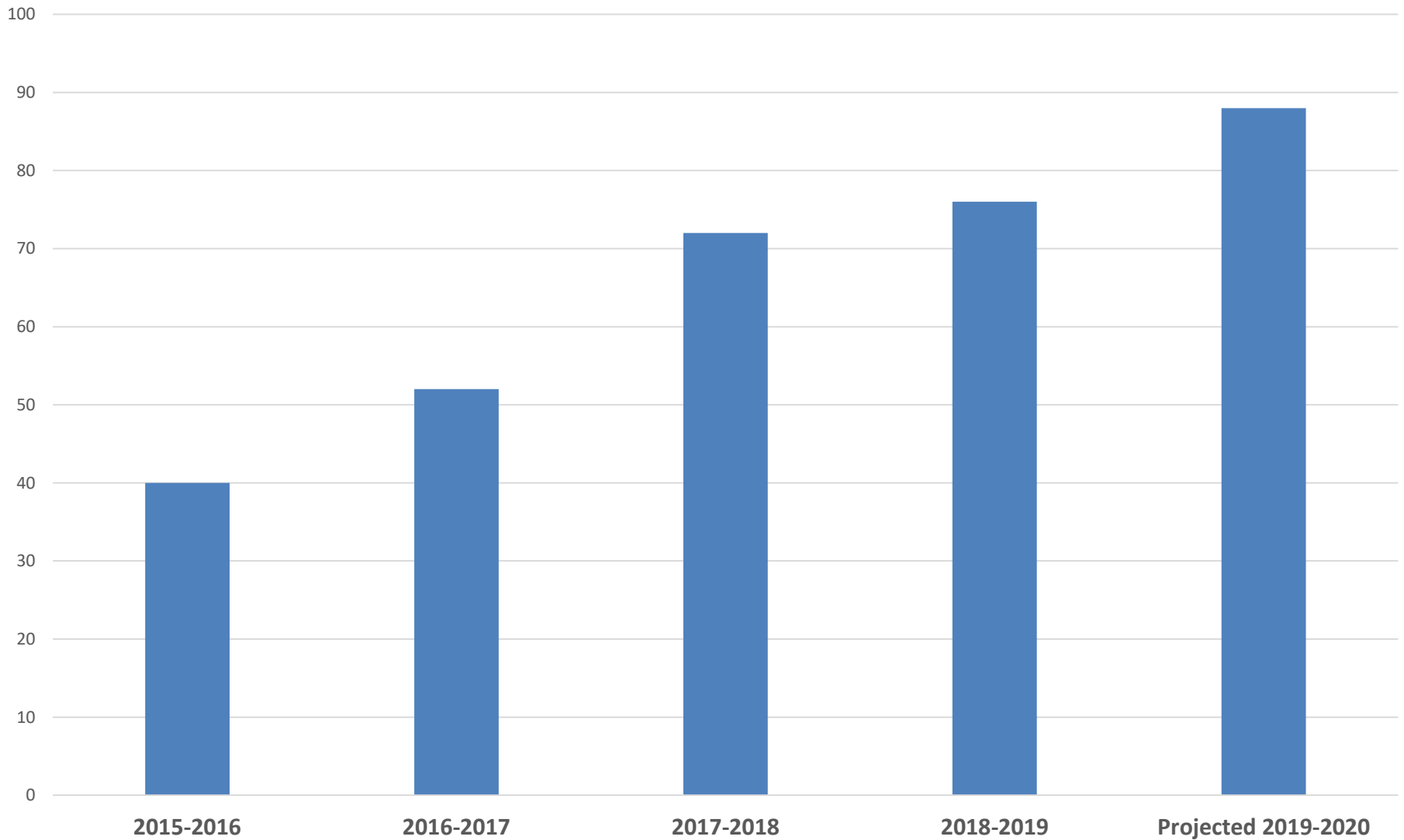
- Instructional Assistant - ABA
- Lead Mechanic
- Network Systems Manager

76 Recruitments Were Conducted

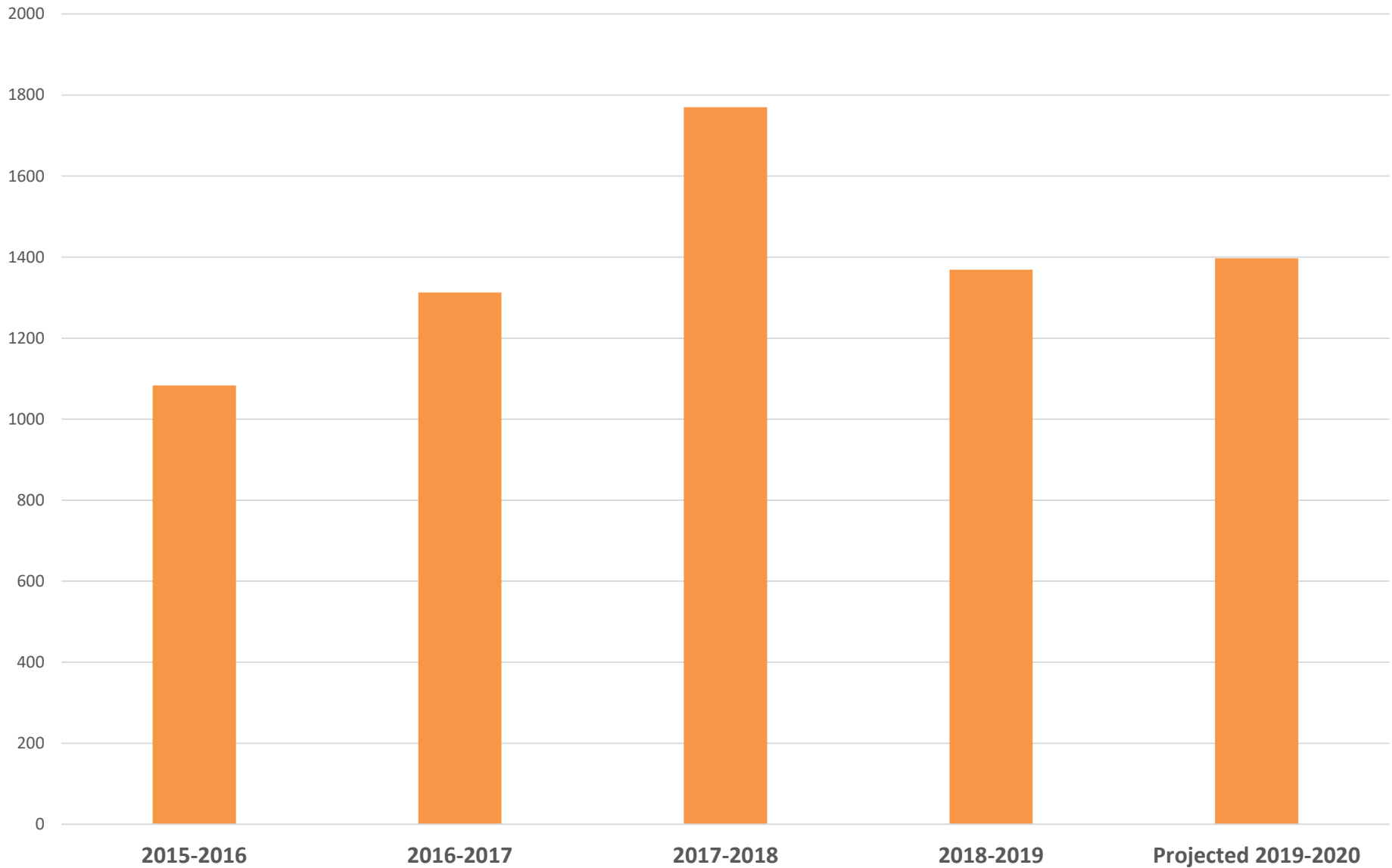
85 Exams Were Administered

- Administrative Secretary
- Alternative Learning Center Attendant
- Bus Driver (4)
- Child Care Attendant (8)
- Child Care Program Facilitator
- Community Liaison Bilingual – Spanish
- Custodian
- Department Secretary
- Field Service Technician
- Food Service Worker (2)
- Groundskeeper I
- Instructional Assistant (2)
- Instructional Assistant – ABA (7)
- Instructional Assistant – Bilingual (2)
- Instructional Assistant – English Learner (2)
- Instructional Assistant – Physical Education
- Instructional Assistant – Severely Disabled (8)
- Instructional Assistant – Special Education (9)
- Intermediate Clerk Typist
- Lead Evening Custodian
- Lead Mechanic (2)
- Lead Reprographic Technician (2)
- Locksmith
- Maintenance Worker
- Network Systems Manager
- Noon Duty Supervisor (3)
- Payroll Technician (3)
- School Health Technician
- School Library Specialist (2)
- School Office Clerk
- School Office Manager
- Senior Account Clerk
- Speech and Language Assistant (2)

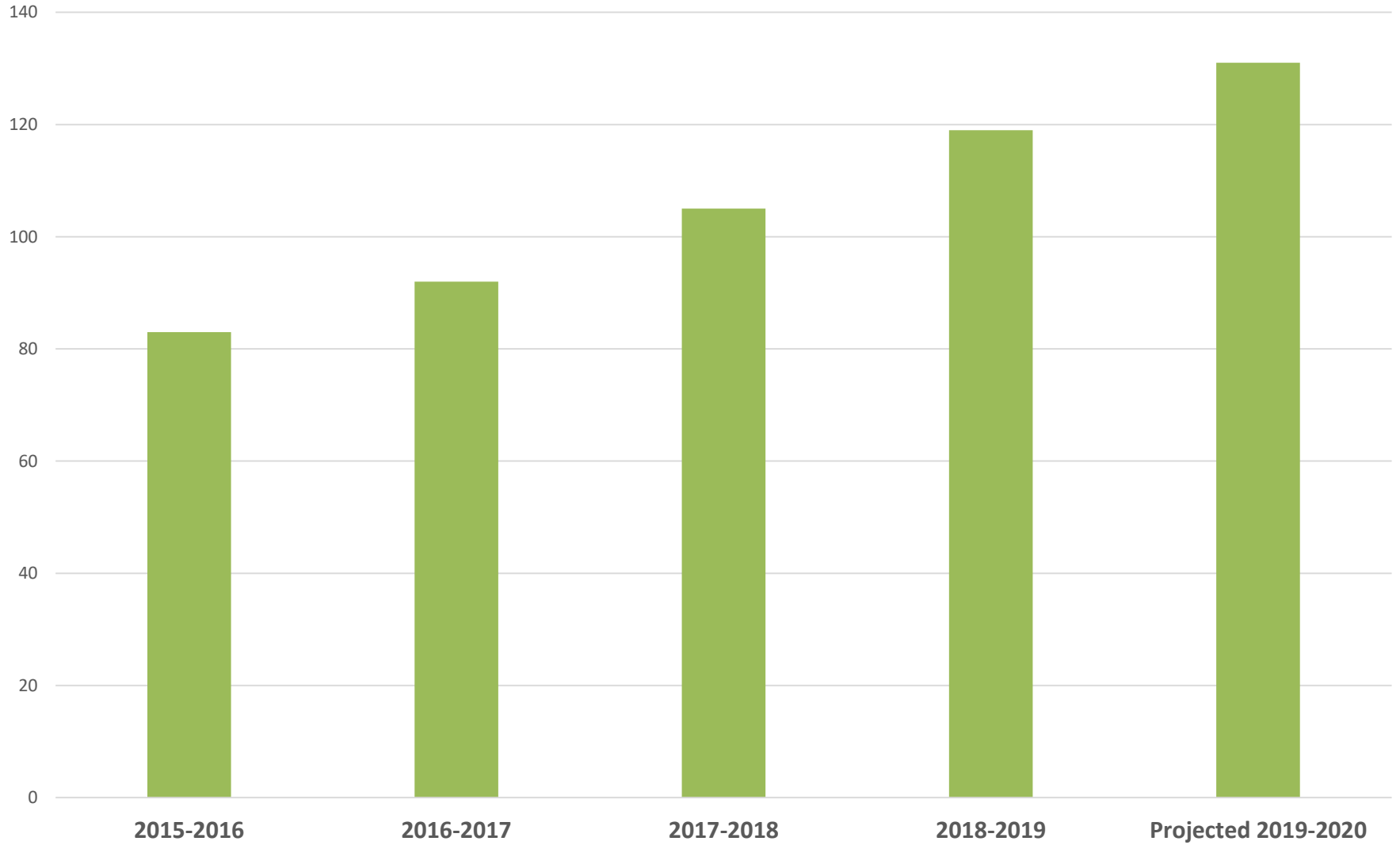
Recruitments



Applicants



New Hires



Other Classification Actions

1 New Classification Developed

- Network Systems Specialist

1 Reclassification

Computer Multimedia Technician to
Network Systems Specialist

2 Professional Growth Payments

- Instructional Assistant – Severely Disabled
- Speech and Language Assistant

4 Advance Step Placements

- Instructional Assistant – Special Education
- Lead Mechanic (2)
- Lead Reprographic Technician

1 Extension of Eligibility List

- School Office Clerk

11 Names Removed from Eligibility Lists

- Child Care Attendant (1)
- Custodian (4)
- Food Service Worker (1)
- Instructional Assistant – Special Education (1)
- Lead Mechanic (1)
- Lead Reprographic Technician (1)
- Maintenance Worker (1)
- School Office Manager (1)

Formerly Exempt Classification Acquired by Classified Service

- Noon Duty Supervisor (92)

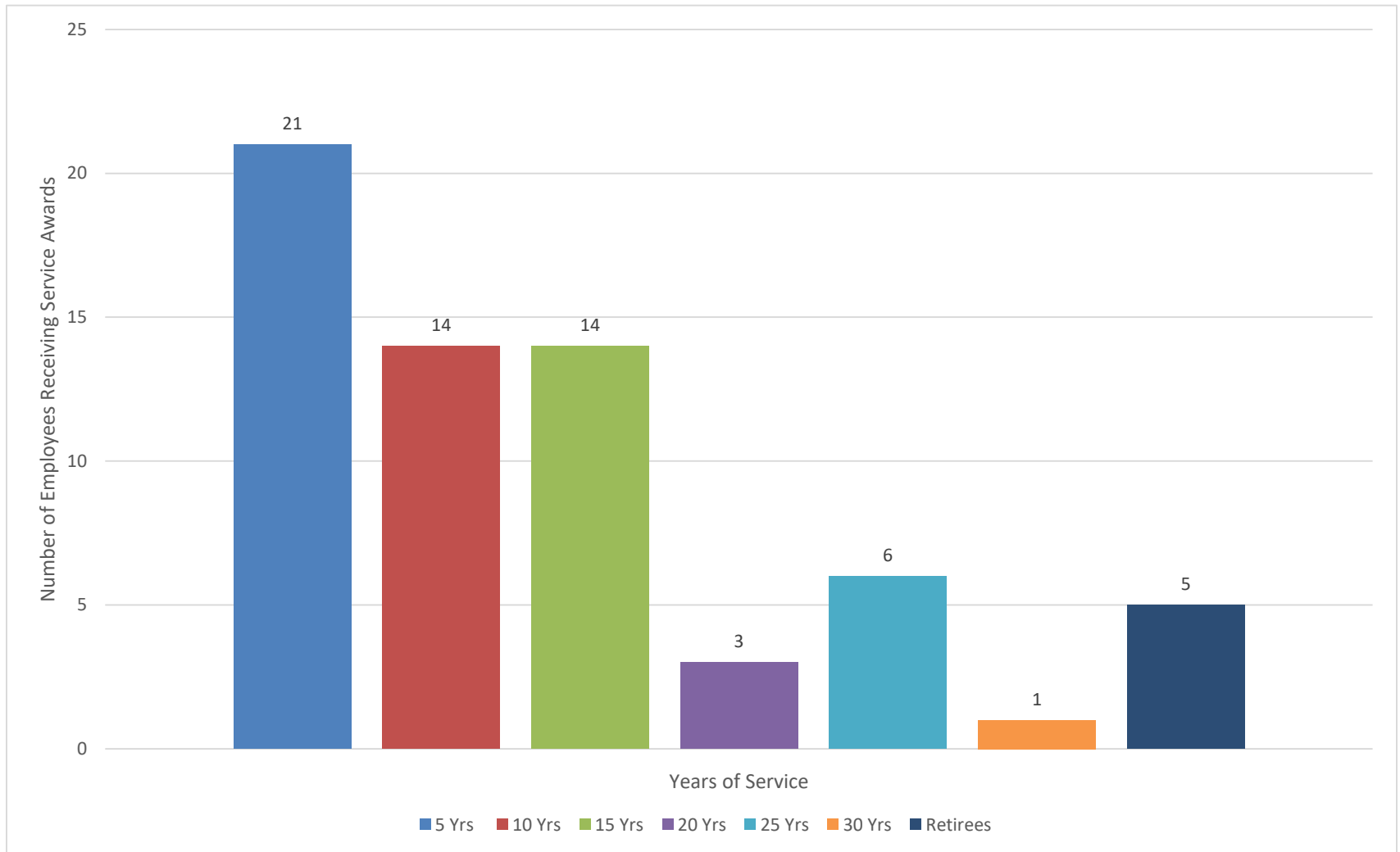
***Classified School Employees of the Year
2018-2019***

Employee	Site	Classification	Category
Noah Valadez	Facilities	Flooring Repair Worker	Maintenance & Operations
Jill Earnest	Oak View	Lead Food Service Worker	Child Nutrition
Cynthia Smith	Star View	School Office Manager	Office & Technical
Julissa Aleman	Village View	Instructional Assistant – Special Education	Para Educator & Instructional Assistance

~ Congratulations to Noah Valadez who was selected as a County Employee of the Year! ~

- May 13-17, 2019, 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 9, 2019, Board Meeting.
- Classified School Employees of the Year were also recognized at the April 11, 2019, Personnel Commission Meeting.
- Service Award recipients and Retirees were recognized at the first annual “We Honor Our Own” ceremony on June 13, 2019, in the District Board Room.

Service Awards & Retirements 2018-2019



About Ocean View School District

- 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
 - Seal Beach
- The District operates sixteen schools – Preschool through Eighth grade
- As of June 2019, there were 7,974 students enrolled and
- The District had 1,430 employees
 - 410 certificated staff
 - 649 classified staff
 - 371 substitute staff

How To Reach Us:

OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

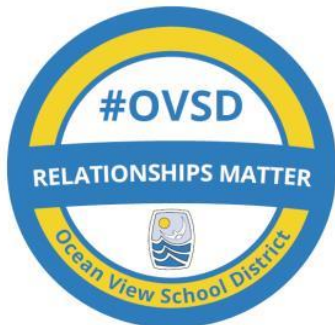
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