



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

SPECIAL MEETING

Thursday, November 4, 2021
4:30 p.m.
Board Room, Building A

Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 – 2021

PERSONNEL COMMISSION:

Daniel P. Gooch, Chair
Bob Ewing, Vice-Chair
Lance Bidnick, Member

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW
SCHOOL DISTRICT

SPECIAL MEETING

THURSDAY, NOVEMBER 4, 2021
4:30 p.m.
BOARD ROOM, BUILDING A

1. CALL TO ORDER

TIME: _____ p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. **PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

At this time, in accordance with Government Code Section 54954.3(a) regarding Special Meetings, members of the public may comment only on the identified items listed on the agenda.

Please note that masks are required to be worn inside the Board Room.

COMMISSION BUSINESS

5. **ADVANCE STEP PLACEMENT FOR KYLE COATES, CANDIDATE FOR DIRECTOR, CHILD DEVELOPMENT PROGRAMS:** The Personnel Commission will receive the Director's recommendation to approve the advance step placement for Kyle Coates, candidate for Director, Child Development Programs.

ACTION
Page 1-3
Moved: _____
Second: _____
Vote: _____

6. **ADVANCE STEP PLACEMENT FOR CARY BOURDEAU RUBIO, DELIVERY WORKER:** The Personnel Commission will receive the Director's recommendation to approve the advance step placement for Cary Bourdeau Rubio, Delivery Worker.

ACTION
Page 4-7
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

7. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any of the identified items listed on the agenda

8. **COMMISSIONER REPORTS**

9. **DIRECTOR AND STAFF REPORTS**

10. ADJOURNMENT

TIME: _____ p.m.

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. Regular meeting agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org.

Agenda items must be submitted in writing to the Director, Classified Personnel at mvellanoweth@ovsd.org 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.

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, 1401, or mvellanoweth@ovsd.org or meifert@ovsd.org at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).

Safety protocol reminders when attending Personnel Commission meetings in person:

- *Before entering the building, please perform the self “wellness check” posted on the entrance. If you answer Yes to any of the questions, please do not enter the premises.*
- *As you enter the meeting room, use hand sanitizer, which is located on the wall at both entrances.*
- *Wear a face covering at all times while in the meeting room.*
- *Practice social distancing by keeping 6 feet between yourself and others at all times.*

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: November 4, 2021

**SUBJECT: Agenda Item No. 5: Approve Advance Step Placement
Kyle Coates – Candidate for Director, Child
Development Programs**

Background Information

A request for advanced step placement has been received from Assistant Superintendent, Educational Services, Julianne Hoefer, for Kyle Coates who has been offered the position of Director, Child Development Programs. Pursuant to Merit Rule 7.2.1.3.A.3, the Advanced Step Placement Request (attached), is being brought to the Personnel Commission for approval.

Analysis

The advanced step request for Step 4 placement (\$8,787 per month) on the appropriate salary range for the class of Director, Child Development Programs (Salary Range M61, \$7,577 per month to \$9,232 per month) on the Classified Management Salary Schedule comes to the Commission upon the request of Assistant Superintendent, Educational Services, Julianne Hoefer, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, and the Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request include the candidate's supervisory experience in public education sector child care and preschool programs as well as their education, certification, and credentials. The candidate's recommendations also demonstrate their qualifications as an exemplary candidate.

Attachments: Copy of Merit Rule 7.2.1.3
Advanced Step Placement Request Form

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission approve the Step 4 (\$8,787 per month) advanced step placement of Kyle Coates, Director, Child Development Programs, in accord with Merit Rule 7.2.1.3.A.3.

OCEAN VIEW SCHOOL DISTRICT

Merit System Rules and Regulations for the Classified Service

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

New employees shall be hired at the first step of the appropriate salary range unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.

2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.

3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

A. APPROVAL

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. The approved request will be placed upon the Commission agenda for approval.
4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).
5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.
6. A copy of the form is then placed in the employee's personnel file.

B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.
4. If rejected, the form will be returned to the originator with the reasons given.
5. A copy of the form will then be placed in the employee's personnel file.

Rule Revised by Personnel Commission 5/25/2018



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Julianne Hoefler

Title: Assistant Superintendent

Date: 11/1/2021

Date: _____

Department: Educational Services

Director, Child Development Programs

The above hiring authority has interviewed for the open vacancy in the classification of _____
and has selected Kyle Coates as their choice.
name of candidate

The above hiring authority is requesting advanced step placement on range _____, step 4, for one or more of the following reasons:

1. Candidate's job related experience, or other qualifications when related to the classification, exceeds that required in the classification and makes that person especially qualified for the position. (Explain)

Mr. Coates has served in a supervisory capacity for 4.5 years overseeing both child care and preschool programs in the public education sector at Chino Valley USD and Orange County Department of Education.

He has experience supervising certificated and classified staff, managing/reporting funded and subsidized programs.

2. Candidate's training and/or education, when related to the classification, exceeds that which is required and makes that person especially qualified for the position. (Explain)

Mr. Coates holds a Child Development Program Director Permit and Career Technical Education Teaching Credential in Child Development along with his Associate and Bachelor degrees.

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

The position is currently vacant and Mr. Coates' skill and experience warrant this request as he has experience with all programs coordinated by the Director, Child Development Programs position.

4. Any other extraordinary circumstances not covered above. (Explain)

NOTE: Applicants may not be requested or prompted to provide previous salary history information. If an applicant voluntarily and without prompting discloses salary information, it may be considered in determining salary step advancement.

Mr. Coates' voluntarily disclosed that his current salary is commensurate with Step 4.

Approval Signatures:

Appointing Authority: [Signature] Date: 11.01.2021

Assistant Superintendent, Human Resources [Signature] Date: 11/2/2021

Director, Classified Personnel [Signature] Date: 11/2/2021

Date submitted to the Personnel Commission: _____

Approved
 Denied

THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE

Form updated by Personnel Commission 5/24/2018

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: November 4, 2021

**SUBJECT: Agenda Item No. 6: Approve Advance Step Placement
Cary Bourdeau-Rubio – Delivery Worker**

Background Information

A request for advanced step placement has been received from Director, Food and Nutrition Services, Jim Riner, for Cary Bourdeau-Rubio who has been offered and accepted the position of Delivery Worker. Pursuant to Merit Rules 7.2.1.3.A.3 and 7.2.4.A.3, the Advanced Step Placement Request (attached), is being brought to the Personnel Commission for approval.

Analysis

The advanced step request for Step 3 placement (\$22.869 per hour) on the appropriate salary range for the class of Delivery Worker (Salary Range 31, \$20.701 per hour to \$25.233 per hour) on the Classified Bargaining Unit Salary Schedule comes to the Commission upon the request of Director, Food and Nutrition Services Jim Riner, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, and the Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request include the candidate's extensive experience as demonstrated by regular performance of the duties of the classification over the last three years, as well as exceeds standards performance ratings.

Attachments: Copy of Merit Rules 7.2.1.3 and 7.2.4.A
Advanced Step Placement Request Form

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission approve the Step 3 (\$22.869 per hour) advanced step placement of Cary Bourdeau-Rubio, Delivery Worker, in accord with Merit Rules 7.2.1.3.A.3 and 7.2.4.A.3.

OCEAN VIEW SCHOOL DISTRICT

Merit System Rules and Regulations for the Classified Service

7.1 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

New employees shall be hired at the first step of the appropriate salary range unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.
 - A. APPROVAL
 1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
 2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
 3. The approved request will be placed upon the Commission agenda for approval.
 4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).
 5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.
 6. A copy of the form is then placed in the employee's personnel file.
 - B. REJECTION
 1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
 2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
 3. If approved by the Commission, the request will be routed as in numbers and 5 and 6 above.
 4. If rejected, the form will be returned to the originator with the reasons given.

A copy of the form will then be placed in the employee's personnel file.

Approved 5/2018

7.2.4 Promotions

- A. In determining the salary for a permanent employee who is promoted, the following procedure shall be used:
1. Find the employee's present monthly salary on the schedule of his/her new class and advance the employee one step.
 2. If the employee's present salary is not indicated on the new salary schedule, advance the employee's salary to the step which would provide an increase of at least 5%.
 3. Upon request of administration, and recommendation by the Director of Classified Personnel, an employee may be granted advanced step placement by the Personnel Commission.
 - a. The Director of Classified Personnel may recommend an employee be granted advanced step placement by the Personnel Commission.
 - b. The requesting administrator shall complete the form entitled "Advanced Step Placement Request Form" and attach all support material as required in 7.2.1.
 - c. All requests for advanced step placement shall be submitted by the appointing authority at the time of appointment to the higher level position.
 - d. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the higher level position (effective date of appointment). *(Revised 09/14/00)*



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by: Jim Riner, Director Food and Nutrition Services Date: 10/18/2021

The District has interviewed for the open vacancy in the classification of Delivery Worker

and has selected Cary Bourdeau-Rubio as their choice.
name of candidate

The District is requesting advanced step placement on range 31, step 3, for one or more of the following reasons:

1. Candidate's job related experience exceeds that required in the classification. (Explain)

Cary has worked for the Food and Nutrition Services Department for 7 years. During that time, Cary has worked in the capacity of a Delivery Worker for almost 3 years to support the needs of the Department. She worked as a second Delivery Worker during the COVID-19 pandemic, she subbed as a long-term Delivery Worker when the Department's Delivery Worker assisted the Transportation Department as a long-term sub Mechanic and she also worked two summers as well. Cary has been paid at the range of 31, step 1 throughout that time.

2. Candidate's training and/or education exceeds that which is required. (Explain)(Example: exceptional recruitment difficulties)

3. Candidate's current base salary exceeds that of step _____ of our salary range.

(Explain and attach copy of last paycheck stub or other verification of compensation).

4. Any other extraordinary circumstances not covered above. (Explain)

Because Cary has been making range 31, step 1 for almost 3 years total, I recommend that now with her new permanent position as a Delivery Worker that she start at range 31, step 3.

RECEIVED
OCT 18 2021
PERSONNEL COMMISSION

Approval
Signatures:

Appointing Authority: _____ Date: 10/18/21

Senior Director, Human Resources _____ Date: 10/22/21

Director, Classified Personnel Michelle Vaca Date: 11/2/21

- Approved
- Denied

THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE