



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

REGULAR MEETING

Thursday, October 14, 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

REGULAR MEETING

THURSDAY, OCTOBER 14, 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:** 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.

In lieu of attending in person, you may submit comments by emailing the Director, Classified Personnel at mvellanoweth@ovsd.org no later than 4:00 p.m. on the day of the scheduled meeting. Comments will be read into the record.

5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the September 9, 2021, Regular Personnel Commission meeting for approval.

ACTION
Pages 1-6
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

A. JOB DESCRIPTION REVIEWS/REVISIONS:

There are no job description reviews or revisions requiring approval at this time.

B. RECRUITMENT AND TESTING:

ELIGIBILITY LIST(S): The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists.
(Eligibility lists provided to Commissioners only.)

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

- 2021-14 Noon Duty Supervisor
- 2021-15 Noon Duty Supervisor
- 2021-16 Instructional Assistant – ABA
- 2021-17 Payroll Technician
- 2021-18 Noon Duty Supervisor
- 2021-19 Speech and Language Assistant
- 2021-20 School Health Technician
- 2021-21 Instructional Assistant – Special Education
- 2021-22 Instructional Assistant – Severely Disabled
- 2021-23 Transportation Supervisor
- 2021-24 Delivery Worker

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

**INFORMATION
Pages 8-13**

- September 14, 2021 (Exhibit A)
- September 28, 2021 (Exhibit B)

8a. PUBLIC HEARING AND APPOINTMENT FOR THE ANNOUNCED JOINT APPOINTEE DANIEL GOOCH TO THE PERSONNEL COMMISSION:

DISCUSSION

A. PUBLIC HEARING: The Personnel Commission will conduct a Public Hearing to receive input from the public on their announced Joint Appointee, Daniel Gooch, to the Personnel Commission.

Open: _____ p.m.

Close: _____ p.m.

8b. APPOINTMENT: The Personnel Commission will vote to appoint their announced Joint Appointee, Daniel Gooch, to the Personnel Commission for a three (3) year term of office from December 1, 2021, to November 30, 2024.

**ACTION
Pages 14-18
Moved: ____
Second: ____
Vote: _____**

9. ANNUAL REPORT OF THE PERSONNEL COMMISSION 2020-2021 FIRST READING AND ADOPTION: The Personnel Commission will receive the Director’s recommendation to review, discuss, and adopt the 2020-2021 Annual Report of the Personnel Commission.

**ACTION
Page 19-38
Moved: ____
Second: ____
Vote: _____**

10. REMOVAL OF NAME FROM ELIGIBILITY LIST: The Personnel Commission will receive the Director’s recommendation to remove the name of a candidate from an eligibility list in accordance with Merit System Rule 6.1.8. *(Copy of letter provided to Commissioners only.)*

**ACTION
Page 39-40
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: _____ 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. 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
Regular Personnel Commission Meeting Minutes
September 9, 2021
4:30 p.m.

CALL TO ORDER Commissioner Gooch called the September 9, 2021, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Director Keith Farrow led the pledge of allegiance.

ROLL CALL Personnel Commissioners Bidnick and Gooch were present. Commissioner Ewing was absent.

STAFF MEMBERS PRESENT Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.

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

APPROVAL OF MINUTES Director Vellanoweth informed the Commissioners that there were corrections to the public comments of the August 12, 2021, Regular Personnel Commission meeting minutes, and read aloud the corrections.

Motion by Commissioner Bidnick to approve the minutes of the August 12, 2021, Regular Personnel Commission meeting, as amended.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

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

A. Job Description Reviews/Revisions:

There were no job description reviews or revisions submitted for approval.

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

B. Recruitment and Testing – Eligibility Lists:

- 2021-06 Lead Behavior Instructional Assistant
- 2021-07 School Health Technician
- 2021-08 Maintenance Plumber
- 2021-09 Accounting Technician
- 2021-10 Instructional Assistant – Special Education
- 2021-11 Instructional Assistant – Severely Disabled
- 2021-12 School Library Specialist
- 2021-13 Instructional Assistant - ABA

Motion by Commissioner Bidnick to approve the Consent Calendar.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

MINUTES OF THE SEPTEMBER 9, 2021, PERSONNEL COMMISSION MEETING – PAGE 2

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of August 10, 2021.

**PERSONNEL
COMMISSION
DISCUSSION AND
POTENTIAL
ANNOUNCEMENT
OF THE
PERSONNEL
COMMISSION'S
JOINT APPOINTEE
TO THE
PERSONNEL
COMMISSION**

Director Vellanoweth stated that the three year term of the joint Commissioner, Daniel Gooch, will be expiring November 30, 2021. As required in the Merit Rules, Mr. Gooch was contacted to inquire if he was interested in another three year term. Mr. Gooch indicated that he was. At this meeting, recommendations will be accepted for the reappointment of Mr. Gooch as the joint appointee to the Personnel Commission. As Commissioner Ewing was absent from this meeting, he submitted a letter to Director Vellanoweth indicating his recommendation to reappoint Commissioner Gooch. Director Vellanoweth further explained that if there is agreement as to the recommendation to reappoint Commissioner Gooch, at the next Personnel Commission meeting of October 14, 2021, there will be a public hearing to hear feedback from the public. The public hearing needs to be held 30 – 45 days after the announcement of the intended joint appointee.

Commissioner Bidnick announced his recommendation of Commissioner Gooch as the joint appointee to the Personnel Commission. At this time, Director Vellanoweth read Commissioner Ewing's letter aloud into the record indicating his recommendation to reappoint Mr. Gooch as the joint appointee.

The Personnel Commission then discussed and voted on the date to hold the required public hearing.

Motion by Commissioner Bidnick to set the date of the public hearing for the next Personnel Commission meeting scheduled for October 14, 2021.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**ADVANCE STEP
PLACEMENT FOR
TIMOTHY GOLDEN,
DIRECTOR, FISCAL
SERVICES**

Director Vellanoweth stated that a request for advance step placement has been received from the Assistant Superintendent of Administrative Services, Keith Farrow, for Mr. Timothy Golden, who has been offered and has accepted the position of Director of Fiscal Services. Pursuant to Merit Rules, this is being brought before the Personnel Commission for approval. The advance step placement request is for step 4 on the Classified Management Salary Schedule. This request comes from Mr. Farrow, with the approvals of the Assistant Superintendent of Human Resources, Reagan Headrick, and Director Vellanoweth, as well.

The rationale for the Personnel Commission to approve this request include the candidate's experience in school finance for over a decade. The candidate has five years of public school district experience in a fiscal services department and current employment as a Director, Fiscal Services in a large school district setting. The candidate's recommendations also demonstrate his qualifications as an exemplary candidate.

Keith Farrow, Assistant Superintendent of Administrative Services, addressed the Personnel Commission to inform them that he had an opportunity to reach out and speak to colleagues and references provided by Mr. Golden. The feedback he received is that Mr. Golden is exceptional. Mr. Farrow stated that we do not want to let this one go as Mr. Golden is a fantastic choice for Ocean View School District.

**ADVANCE STEP
PLACEMENT FOR
TIMOTHY GOLDEN,
DIRECTOR, FISCAL
SERVICES
(CONTINUED)**

Commissioner Bidnick stated he will be voting in support of this request but he did have some questions and concerns. He acknowledged that Commissioner Ewing was absent, but stated that he typically takes the opportunity to express concern about advance step placements. Commissioner Bidnick shared these concerns. Commissioner Bidnick stated that he acknowledges that advance step placement is a valuable tool for recruiting and understands that it is important to be able to attract and land certain individuals or the “big fish” so to speak. Commissioner Bidnick did have questions, however, about the procedure the district follows regarding advance step placement. He inquired if there is a way we could contact other districts and find out their procedures to see if there is a more objective process or procedure to follow. He also asked how it is determined where the candidate should land in terms of what step is being requested. Is there more of a structured system or approach that can be taken?

Commissioner Gooch asked Commissioner Bidnick what his recommendation would be to accomplish this. Commissioner Bidnick answered surveying other school districts and comparing the processes they use to recommend advance step placement. Commissioner Gooch agreed that this is a reasonable approach to take. Commissioner Gooch added that while he believes that advance step placement is a useful tool to attract individuals, he has always thought it was rather awkward to extend a job offer, and then bring the request for advance step placement to the Personnel Commission for approval after the fact.

Commissioner Gooch requested that Director Vellanoweth survey other districts on their process and procedure for advance step placement.

Motion by Commissioner Bidnick to approve the Advance Step Placement for Timothy Golden, Director, Fiscal Services.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**EXTENSION OF
ELIGIBILITY LIST –
EARLY LEARNING
EDUCATOR**

Director Vellanoweth stated that in September 2020, an eligibility list was established for Early Learning Educator. The list was created in anticipation of future vacancies, which were ultimately not needed for the 2020-2021 school year. Consequently, none of the eligibles on the list had the opportunity to be considered for permanent positions.

The current eligibility list for Early Learning Educator is set to expire on September 10, 2021. The list contains rankings that are either current substitutes with the district, or current OVSD employees who have qualified for, and are interested in, promotion.

It is hopeful that with preschool enrollment numbers increasing, there will soon be a need for an additional Early Learning Educator position. If the eligibility list is extended, the Personnel office will be able to fill the vacancy with the candidates on the list. If the list is not extended, and a vacancy occurs, a new recruitment would have to be opened and the candidates would have to reapply and participate again in the selection process.

Director Vellanoweth has conferred with the Director of Child Development Programs who is in support of the recommendation to extend the eligibility list for six months, with a new expiration date of March 10, 2022.

**EXTENSION OF
ELIGIBILITY LIST –
EARLY LEARNING
EDUCATOR
(CONTINUED)**

Commissioner Gooch mentioned that he does request of the Director that she check with the hiring authority over the eligibility list in question to obtain their support and agreement in extending the list before bringing it to the Personnel Commission for approval. He is appreciative that she has done that.

Motion by Commissioner Bidnick to approve the Extension of Eligibility List – Early Learning Educator.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA Chapter 375 liaison to the Personnel Commission, thanked the classified professionals for the hard work they do and for going above and beyond to get the new school year going.

He mentioned that CSEA is hard at work resolving negotiations. As he mentioned last month, the tentative agreement was not approved by the membership, so CSEA is working with the district on this and will keep everyone apprised of the progress.

The CSEA Executive Board is preparing to establish a direct working relationship with the district under the Partnership of Administration and Labor (PAL) to have conversations about communication and how they can better serve both the district and the membership.

CSEA is working with the district to establish an agreement over the recent California of Public Health order regarding mandatory vaccinations and/or testing for school staff.

Newly elected President Shane Dishman, is making his state appointments and he has reappointed both Sandy Vaughan, Ocean View School District retiree, and Phi Tran to their state level positions.

CSEA is encouraging their members to get their CalPERS ballots in for the election of the Board of Administration. The deadline to vote is September 27, 2021. In addition, CSEA is highly encouraging its members to get their COVID vaccinations, in order to keep students and staff safe.

Phi mentioned, with regard to Commissioner Bidnick's comments about advance step placement, that he has noticed that in other merit districts, there is a certain salary range assigned to specific management titles. Specifically, Directors all get a certain salary range, Managers all get a certain salary range, and so on. He and others have noticed that in Ocean View School District, there are different salary ranges assigned to the same title on the classified management salary schedule.

**COMMISSIONER
REPORTS**

Commissioner Bidnick reported that he had the pleasure of attending Lake View with his daughter on her first day of school. It was great to see students back on school campus. He spoke with her about her day because they had elected to do virtual academy last school year. His daughter told him she had a lot of fun and was really glad to be back on campus.

Commissioner Gooch reported that he and Commissioner Ewing had the pleasure of attending the Superintendent's opening day ceremony last Friday. It was a wonderful opening day experience.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth announced that the next Personnel Commission meeting is scheduled for October 14, 2021. At that meeting the Public Hearing to appoint the joint appointee to the Personnel Commission will be held. She thanked members of the audience for attending the meeting.

The special meeting scheduled for September 15, 2021, for an appeals hearing, has been canceled. The employee who requested the hearing has withdrawn their appeal.

Director Vellanoweth shared that the first day of school went really well. She attended Circle View in the morning where everyone seemed very happy to be back in person. Diana Flores, Personnel Technician, who formerly was a School Office Clerk at Spring View, went out to help the office at Village View.

Although we are still filling permanent positions, we are working diligently to ensure that the vacancies we have were covered for the start of school so students and staff could have the necessary support they needed. We have been vigorously offering employment and restoring hours to candidates that were on the reemployment list for Instructional Assistant, Child Care, and Preschool. We have been testing applicants on an on-demand basis, setting up vacancies in the Absence Management System, and individually cold calling employees and substitutes to try and obtain their help. The Public Information Manager, Trish Montgomery, has also helped out with our social media presence.

Director Vellanoweth personally thanked the Personnel Commission staff, Michelle Eifert, Betzabeth Vazquez, Diana Flores, Bophary Ngin, and also Adriana Boyer at Oak View Preschool, Sandra Cerda in the Child Care Department, Deb Thach in Human Resources, Yezmin Ayala, former principal Colette Wright, Superintendent Hansen, and Cabinet for working collaboratively with us to make sure people were in place to get programs up and running for the start of school. Most importantly thanks to the preschool and child care staff who have gone above and beyond working extra hours to make sure the appropriate support for students and families was in place.

She informed the Commissioners that the Marine View Grand Re-Opening which was scheduled for September 15, 2021, has been postponed.

At this time there are currently recruitments for 28 different classifications in progress with four more in the queue to be posted next week. We continue to experience a shortage of applicants and people willing to work.

Director Vellanoweth provided the Commissioners with a draft of the 2020-2021 Annual Report of the Personnel Commission. The final format of the report will be presented at the next Personnel Commission meeting.

The Leadership Team and Kick Off event was held on August 12, 2021. It was a great opportunity to get everyone together and meet some of the new administrators. Director Vellanoweth stated that she also participated in a Superintendent's Extended Cabinet meeting, which is new this year. It will be held once a month and will include all of the Directors.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Director Vellanoweth let the Commissioners know that the Classified Personnel office is looking into employment opportunities for veterans. This has been researched in the past but we will be looking into it again to see if we can expand the outreach to bring veterans into the workforce at Ocean View School District.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Bidnick to adjourn the meeting.

Motion was seconded by Commissioner Gooch and carried with a 2:0 vote at 5:00 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: October 14, 2021
SUBJECT: Agenda Item No. 6B.: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for approval. 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).

- 2021-14 Noon Duty Supervisor
- 2021-15 Noon Duty Supervisor
- 2021-16 Instructional Assistant – ABA
- 2021-17 Payroll Technician
- 2021-18 Noon Duty Supervisor
- 2021-19 Speech and Language Assistant
- 2021-20 School Health Technician
- 2021-21 Instructional Assistant – Special Education
- 2021-22 Instructional Assistant – Severely Disabled
- 2021-23 Transportation Supervisor
- 2021-24 Delivery Worker

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-14 through 2021-24.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 14, 2021

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

Background Information

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

- September 14, 2021 (Exhibit A)
- September 28, 2021 (Exhibit B)

The Board of Trustees received the above Classified Personnel Activity List(s) 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 September 14, 2021, and September 28, 2021.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 14, 2021

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>
Brown, David	Custodian	Marine View	\$19,237 hourly	28.1	08/16/21
Osborne, Kimberly	School Library Specialist	Village View	\$18,759 hourly	27.1	09/08/21
Walburger, Kristin	School Library Specialist	Circle View	\$18,759 hourly	27.1	09/08/21

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>
Bagnaschi, Ann	Noon Duty Supervisor	Substitute	\$14.00 hourly		07/12/21
Correa, Giancarlos	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/19/21
Davis, Bryce	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/13/21
Hernandez, Jessica	Noon Duty Supervisor	Substitute	\$14.00 hourly		07/26/21
Medina, Michelle	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/21/21
Medina, Michelle	Instructional Assistant – Special Education	Substitute	\$16,578 hourly	22.1	07/21/21
Medina, Michelle	Instructional Assistant – Severely Disabled	Substitute	\$17,854 hourly	25.1	07/21/21
Medina, Michelle	Instructional Assistant – Physical Education	Substitute	\$17,854 hourly	25.1	07/21/21
Medina, Michelle	Instructional Assistant – Adapted Physical Education	Substitute	\$17,854 hourly	25.1	07/21/21
Medina, Michelle	Instructional Assistant – ABA	Substitute	\$18,303 hourly	26.1	07/21/21
Medina, Michelle	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/26/21
Nguyen, Van Anh	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/15/21
Shaw, Carly	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/20/21
Thach, Jenny	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/13/21
Williams, Craig	Instructional Assistant – ABA	Substitute	\$19,237 hourly	26.2	07/13/21

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>
Barton, Blake	Human Resource Analyst	District Office	\$4,679.00 monthly	41.2	07/29/21
Edds, Brad	Head Custodian	Vista View	\$3,746.00 monthly	32.2	08/23/21

Approve Voluntary Demotion
In accordance with Merit System Rules 8.2.8:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/STEP</u>	<u>EFFECTIVE DATE</u>
Angeles, Valerie	Department Secretary	Transportation	\$5,082.70 monthly	36.5	08/18/21

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 14, 2021

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>
Bauer, Jordan	Administrative Secretary	District Office	07/16/18	08/06/21
Broberg, Melissa	Instructional Assistant – ABA	Westmont	09/28/04	08/02/21
Loftis, Jordan	Custodian	Marine View	09/01/07	08/13/21
Mike, Samantha	Custodian	Marine View	06/14/06	07/23/21

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Eredia, Eloy	Bus Driver	Transportation	02/10/04	11/02/21
Mendoza, Veronica	Instructional Assistant – Bilingual	Circle/Harbour View	11/01/99	06/24/21
Mendoza, Veronica	Child Care Attendant	Golden View	11/01/99	06/24/21

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 28, 2021

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>
Beaver, Jennifer	Noon Duty Supervisor	Mesa View	\$14.00 hourly		09/08/21
Elabotogy, Meriam Wanis	Instructional Assistant – Special Education	Mesa View	\$16.578 hourly	22.1	09/08/21
Gaytan, Gabriela	Noon Duty Supervisor	Harbour View	\$14.00 hourly		09/08/21
Golden, Timothy	Director, Fiscal Services	District Office	\$11,246.00 monthly	M71.4	09/15/21
Gruber, Leo	Noon Duty Supervisor	Oak View	\$14.00 hourly		09/08/21
Hernandez, Jessica	Noon Duty Supervisor	Marine View	\$14.00 hourly		09/08/21
Melwani, Tomoko	School Library Specialist	Star View	\$18.759 hourly	27.1	09/08/21
Moore, Annika	Instructional Assistant – ABA	Lake View	\$18.303 hourly	26.1	09/09/21
Oberbeck, Amanda	Noon Duty Supervisor	Circle View	\$14.00 hourly		09/08/21
Ochoa, Nikkia	Noon Duty Supervisor	Harbour View	\$14.00 hourly		09/08/21
Salas, Yvette	School Health Technician	College View	\$18.303 hourly	26.1	09/08/21
Turner, Heather	School Health Technician	Village View	\$18.303 hourly	26.1	09/08/21
Plank, Denise	School Library Specialist	Marine View	\$18.759 hourly	27.1	09/08/21
Valadez, Christopher	Noon Duty Supervisor	Westmont	\$14.00 hourly		09/08/21

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>
Shepard, Keri	Clerk Typist	Substitute	\$16.994 hourly	23.1	08/20/21
Shepard, Keri	Department Secretary	Substitute	\$23.437 hourly	36.1	08/20/21
Shepard, Keri	District Receptionist	Substitute	\$20.701 hourly	31.1	08/20/21
Shepard, Keri	Intermediate Clerk Typist	Substitute	\$19.237 hourly	28.1	08/20/21
Shepard, Keri	School Office Clerk	Substitute	\$19.237 hourly	28.1	08/20/21
Soto, Bethsa	Child Care Attendant	Substitute	\$15.020 hourly	18.1	09/13/21
Soto, Bethsa	Instructional Assistant	Substitute	\$16.172 hourly	21.1	09/13/21
Soto, Bethsa	Instructional Assistant – Special Education	Substitute	\$16.578 hourly	22.1	09/13/21
Soto, Bethsa	Instructional Assistant – Severely Disabled	Substitute	\$17.854 hourly	25.1	09/13/21

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>
Nakamura, Yvette	School Library Specialist	Harbour View	\$18.759 hourly	27.1	09/07/21
Tran, Jennie	Lead Behavior Instructional Assistant	Special Education	\$21.749 hourly	31.2	09/08/21
Wu, Evalani	Instructional Assistant – Special Education	Marine View	\$20.193 hourly	22.5	09/08/21

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 28, 2021

**Approve Lateral Transfer
 In accordance with Merit System Rules 8.2.8:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Carr, Elizabeth	Department Secretary	District Office	\$5,370.40 monthly	36.5	09/07/21

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Cervantes, Martha	Noon Duty Supervisor	Oak View	03/13/06	05/21/21

**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>
Adel, Christiane	Instructional Assistant – Special Education	Marine View	09/04/19	08/16/21
Baix-Kennedy, Nicole	Director, Child Development Programs	Oak View Preschool	01/12/15	09/03/21
Bigelow, Melanie	ALC Attendant	Mesa View	01/22/13	06/24/21
Castellon, Brissa	Child Care Attendant	Westmont	11/25/15	06/24/21
Daro, Kimberley	Instructional Assistant – Special Education	Golden View	05/29/15	06/24/21
Fields, Lauren	Instructional Assistant	Village View	03/26/19	06/24/21
Fillet, Lauren	Instructional Assistant – ABA	Hope View	03/16/20	09/09/21
Gendy, Gihan	Food Service Worker	Central Kitchen	01/21/15	06/24/21
Gentilella, Heather	Noon Duty Supervisor	Marine View	09/29/16	06/24/21
Gutierrez, Daniel	Instructional Assistant – ABA	Mesa View	03/03/21	03/31/21
Hernandez, Ariana	Child Care Attendant	Golden View	01/08/07	08/17/21
Herrera-Raines, Marissa	Instructional Assistant – Special Education	Oak View	01/05/21	06/24/21
Huff, Erin	Child Care Program Facilitator	College View	09/07/06	08/31/21
Jessop, Mark	Instructional Assistant – ABA	Lake View	04/12/21	06/24/21
LaValley, Megan	Instructional Assistant	Circle View	11/02/10	06/24/21
Leal Ghiotto, Tannya	Central Kitchen Coordinator	Central Kitchen	03/22/04	09/10/21
Martinez, Amy	Instructional Assistant – Severely Disabled	Lake View	09/10/18	06/24/21
Miller, Randall	Noon Duty Supervisor	Vista View	12/01/14	06/23/21
Miranda, Jessica	Instructional Assistant – ABA	Lake View	10/12/20	06/24/21
Moller, Laurie	Instructional Assistant – Special Education	Spring View	08/29/11	09/15/21
Munoz, Beatriz	Instructional Assistant – Sign Language	College View	09/04/13	06/24/21
Nesheiwat, Asmahan	Instructional Assistant – Severely Disabled	Lake View	12/06/19	06/24/21
Nguyen, Christine	Custodian	Vista View	10/29/20	09/05/21
Nunez, Allyson	Child Care Attendant	Hope View	09/24/12	07/30/21

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 28, 2021

**Approve Separation – Resignation (Continued)
 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>
Sanchez, Karina	Instructional Assistant – ABA	Lake View	11/30/20	06/24/21
Spicer, Dawn	Instructional Assistant – Special Education	Star View	03/19/18	06/24/21
Supple, Sandy	School Library Specialist	Harbour View	09/04/13	06/25/21
Veal, Lisa	Instructional Assistant – Special Education	Special Education	09/14/11	03/19/21
Villegas, Brandi	Accounting Technician	District Office	04/23/18	09/17/21
Walls, Stephanie	School Library Specialist	Harbour View	05/20/21	06/28/21

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director of Classified Personnel

DATE: October 14, 2021

SUBJECT: Agenda Item No. 8a and 8b: Public Hearing and Appointment for the Announced Joint Appointee, Daniel Gooch, to the Personnel Commission

Background Information

The three (3) year term of office of Personnel Commissioner Daniel Gooch expires on November 30, 2021. As required by Merit Rule 2.1.5 Personnel Commissioner's Appointment Procedures, joint Personnel Commissioner's appointee, Mr. Daniel Gooch, was contacted to determine if he was interested in reappointment for another three (3) year term of office. Commissioner Gooch indicated his interest in reappointment. Merit Rule 2.1.4.C provides specifics on the actual appointment process of the Commissioner's joint appointee. The appointee of the Board of Trustees and the appointee of the classified employees may discuss and publicly announce the name of the person they intend to appoint or reappoint as the joint appointee to the Personnel Commission. At the September 9, 2021 Personnel Commission meeting, Commissioner Bob Ewing, CSEA appointee and Commissioner Lance Bidnick, Board appointee, both announced Daniel Gooch as their intended appointee to be reappointed to another three (3) year term as Personnel Commissioner. As Commissioner Ewing was unable to attend the meeting and announce his intended appointee in person, he alternatively submitted the attached letter dated August 29, 2021 and asked that his letter serve as his formal communication and announcement of his intended appointee.

As referenced in Education Code 45246(f), Merit Rule 2.1.4.C goes on to state that, "At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publically announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing".

**TIMELINE FOR THE ANNOUNCEMENT OF THE COMMISSIONERS
INTENDED APPOINTEE TO THE PERSONNEL COMMISSION AND PUBLIC
HEARING**

Date Commissioners Announced Their Intended Appointee	30 Days After Commissioners Announcement	45 Days After Commissioners Announcement	Date Of Public Hearing
September 9, 2021	October 9, 2021	October 24, 2021	October 14, 2021

The Commission meeting on October 14, 2021 falls within the above required time line. Therefore, the Director of Classified Personnel recommends the Personnel Commission hold a public hearing to receive input from the public on the qualifications of Mr. Daniel Gooch to be a Personnel Commissioner of the Ocean View School District. After receiving public input, it is recommended that the Commission discuss and consider the public input received then make its appointment, or substitute appointment or recommendation, to the Personnel Commission.

Attached are copies of Merit Rules 2.1.5 and 2.1.4.C, outlining the applicable procedure for the appointment of the Personnel Commissioner’s joint appointee.

Attachments: Letter from Commissioner Bob Ewing dated August 29, 2021
 Merit Rule 2.1.5
 Merit Rule 2.1.4.C

.....
Recommendation

The Director of Classified Personnel recommends:

1. The Personnel Commission hold a public hearing to receive input from the public on the qualifications of Mr. Daniel Gooch to be a Personnel Commissioner of the Ocean View School District.
2. After receiving public input, the Personnel Commission discuss and consider the public input received then make its appointment, or a substitute appointment or recommendation.

MERIT RULES FOR APPOINTMENT OF THE PERSONNEL COMMISSIONER'S JOINT APPOINTEE

2.1.5 Personnel Commissioner's Appointment Procedures

new Rule 11/9/00

The following specific procedures are to be utilized for selection of the Personnel Commissioner's appointee to the Personnel Commission.

- A. By July 15 the Director of Classified Personnel shall inquire of the appointee of the Personnel Commission whose term is up in December of that year whether the Commissioner is interested in reappointment to the Personnel Commission for another three (3) year term of office.
 - 1. If the Commissioner is interested in reappointment the Commission shall announce their intent to reappoint or not to reappoint by September 30.
 - a. If the Commission's decision is to reappoint the Commissioners' appointee to a subsequent term of office the procedures of 2.1.4.C of these Rules shall be followed.
 - b. If the Commission's decision is to not reappoint the incumbent to a subsequent term of office, and if they do not announce the name of a new nominee by September 30, the procedures of 2.1.4.C.2 of these Rules shall be followed and the State Superintendent of Public Instruction shall make the appointment.
 - 2. If the Commissioners' appointee is not interested in subsequent appointment to the Commission, the following procedures shall be followed.
 - a. A recruitment process shall be opened by the Director of Classified Personnel as directed by the Personnel Commission. The process may include news releases sent to local newspapers and local community based organizations, e.g., Chamber of Commerce, Rotary Club, parent support groups via the Presidents Round table, or other such resources as specified by the Commission.
 - b. An application form eliciting information to document the applicants meeting the requirements of Education Code 45244 shall be completed by all interested applicants.
 - c. The Commission may make its decision based on the applications as submitted or may conduct individual interviews of the applicants.
 - d. The Commission shall then comply with 2.1.4.C of these Rules.

2.1.4 **Commissioner Appointment Procedures**

New Rule 11/9/00

On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organization(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming commissioner position.

C. The Commissioners' Appointment:

By September 30, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing. Education Code 45246(f)

1. In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a reappointment or on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the State Superintendent of Public Instruction takes the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position (not to exceed ninety (90) calendar days beyond the December 1st expiration of the Commissioners' appointees term). Education Code 45246 (g)
2. If the reason for the lack of appointment is an inability to agree upon a joint appointee by September 30, the State Superintendent of Public Instruction shall make the appointment within thirty (30) days. Education Code 45246(b)(2)



"Equity and
Excellence"

Ocean View School District

Personnel Commission

17200 Pinehurst Lane
Huntington Beach
California 92647-5569
714-847-2551
Fax: 714-847-1430
www.ovsd.org

Job Opportunities: www.edjoin.org

Commissioners
Lance Bidnick
Bob Ewing
Daniel P. Gooch

August 29, 2021

Michelle Vellanoweth
Director, Classified Personnel

I regret being unable to attend the September 9, 2021 Personnel Commission meeting. I have a family obligation that will take me out of town on that date.

At the above mentioned meeting, I along with Commissioner Lance Bidnick will announce the name of the person we intend to appoint to the Personnel Commission as the joint appointee. The term for the current joint appointee, Daniel Gooch, will expire on November 30, 2021, and he has indicated his interest in reappointment. I have worked with Mr. Gooch on the Commission since my appointment in 2003 and value the work we have done on the Commission. Please let this letter serve as notice that I wish to reappoint Mr. Daniel Gooch as the joint appointee to the Personnel Commission.

Thank you for your consideration.

Bob Ewing
CSEA Appointee to the Personnel Commission

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 14, 2021

SUBJECT: Agenda Item No. 9: Annual Report of the Personnel Commission
2020-21 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 2020-21 Annual Report of the Personnel Commission was shared with the Personnel Commission in their September monthly memo.

The Annual Report prepared for 2020-21 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: 2020-21 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 2020-21 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. These meetings are typically held in the District Office Board Room. However, in response to the Governor's order regarding COVID-19, Personnel Commission meetings are being held virtually until further notice. 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.

- ◆ Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- ◆ 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)
- ◆ 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



2020-2021

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

Executive Cabinet

Carol Hansen, Ed.D., Superintendent

Michael Conroy, Ed.D., Deputy Superintendent

Felix Avila, Assistant Superintendent

Julianne Hoefler, Ph.D., Assistant Superintendent

CLASS WORKFORCE STATISTICS (as of 6/24/2021)

- 86 Active Classifications
- 3 Active Confidential Classifications
- 11 Active Management Classifications
- 1 Non Represented Classification
- 531 Total Regular Classified Employees

Recruitment and Testing Statistics

- 740 Applicants
- 554 Examinees
- 74 Disqualified
- 193 Eligibles
- 50 Recruitments (26 classes)
 - Written Exam
 - Oral Interview Panel Exam
 - Potential Performance Exam
- 270 No Shows to Exams
- 94 OVSD Interview Panelists
- 9 Panelists from Other Districts
- 50 Final Interviews Scheduled
- 168 On-Boarding Appointments

50 Recruitments

- 59 Written Exams Administered
- 31 Oral Exams Administered
- 50 Final Selection Interviews Scheduled

- Bus Driver
- Child Care Attendant
- Custodian (2)
- Early Learning Educator
- Early Learning Instructional Assistant
- Food Service Worker
- Groundskeeper 1
- Head Custodian
- Human Resource Specialist
- Human Resource Technician
- Instructional Assistant – ABA (9)
- Instructional Assistant – Severely Disabled (7)
- Instructional Assistant – Sign Language (2)
- Instructional Assistant – Special Education (8)
- Lead Evening Custodian
- Lead Food Service Worker
- Locksmith
- Maintenance HVAC Mechanic
- Noon Duty Supervisor (2)
- Personnel Technician
- Program Support Specialist
- School Health Technician
- School Library Specialist
- School Office Clerk
- School Office Manager – Bilingual
- Skilled Maintenance Worker

CLASSIFIED SCHOOL EMPLOYEE OF THE YEAR

Child Nutrition Category
Talin Atachian, Food Service Worker
Westmont

Maintenance & Operations Category
Sergio Laris, Maintenance Electrician
Facilities

Para-Educator & Instructional Assistance Category
Tung Ngo, Parent Liaison Instructional Assistant Bilingual
Star View

Support Services & Security Category
Tawn O'Connell, Noon Duty Supervisor
Marine View

Office & Technical Category
Cindy Pulfer, Administrative Assistant
District Office

EMPLOYEE RECOGNITIONS

40 Years of Service	1
35 Years of Service	1
30 Years of Service	1
25 Years of Service	30
20 Years of Service	28
15 Years of Service	33
10 Years of Service	23
5 Years of Service	30
Retirees	26

Classified School Employees of the Year were recognized at the February 16, 2021, Board of Trustees Meeting.

May 10-14, 2021, was designated as Week of the Employee, which recognizes all certificated, classified, and management employees.

Service Award Recipients and Retirees were honored at the June 8, 2021, Board of Trustees Meeting.

ABOUT OCEAN VIEW SCHOOL DISTRICT

The District boundaries encompass portions of Huntington Beach, Fountain Valley, Westminster, Midway City, and Seal Beach.

The District operates fifteen schools, Preschool through Eighth grade.

As of June 24, 2021:

- 7,430 students were enrolled
- 1,320 employees were on staff
- 413 Certificated Staff
- 531 Classified Staff
- 376 Substitute Staff

NON – DISCRIMINATION STATEMENT

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.

COVID – 19 CONTINUES

As the 2020-2021 school year began, the District and the Classified Personnel office continued to modify procedures and testing processes to align with COVID-19 safety protocols. Safety precautions were developed, documented and implemented in order to bring candidates back to in-person testing, interviewing and on-boarding. Social distancing, hand sanitizing, and face coverings were required. Candidates were invited in smaller groups for in-person sessions, which resulted in some exams taking place over multiple days. Safety protocol forms were developed for candidates to review, complete and bring with them to the testing site. Virtual processes for oral exams and final interviews were also developed, documented and fine-tuned.

As COVID cases declined and guidelines began to relax, Classified Personnel was able to slowly adjust to more in-person testing and interviews, and accommodate more candidates.

Human Resources and Classified Personnel also assisted the District by identifying, reporting and tracking positive COVID-19 cases and close contact cases. Classified Personnel received all close contact information obtained by reaching out to employees and supervisors, and upon the guidelines provided by the Orange County Health Agency and California Department of Public Health, determined whether the employee qualified as a close contact, whether or not they had to quarantine and for how long. Detailed email communications were sent to each employee who were deemed a close contact advising them of the instructions they needed to follow. Supervisors were also emailed to instruct them on how to communicate information to site staff and to inform them of the protocol for the employee to return to work.



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the

PERSONNEL COMMISSION

2020-2021

Personnel Commissioners

Lance Bidnick, Board Appointee

Bob Ewing, CSEA Appointee

Daniel P. Gooch, Joint Appointee

Board of Trustees

John Briscoe

Gina Clayton-Tarvin

Patricia Singer

Jack Souders

Norm Westwell

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- Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
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- 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. For the first nine months of the 2020-2021 school year, Personnel Commission meetings were held virtually in alignment with COVID-19 safety protocols. However, beginning in April 2021, the Commission returned to in-person, physically distanced meetings held in the District Office Board Room. Agendas for the Personnel Commission meetings are posted at the District Office, outside the Board Room and in each location, at least 72 hours preceding the next meeting, as well as to our District website. Agendas are also distributed to Board Members and to each school site for posting in a prominent location. 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.

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- 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)

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COVID – 19 Continues

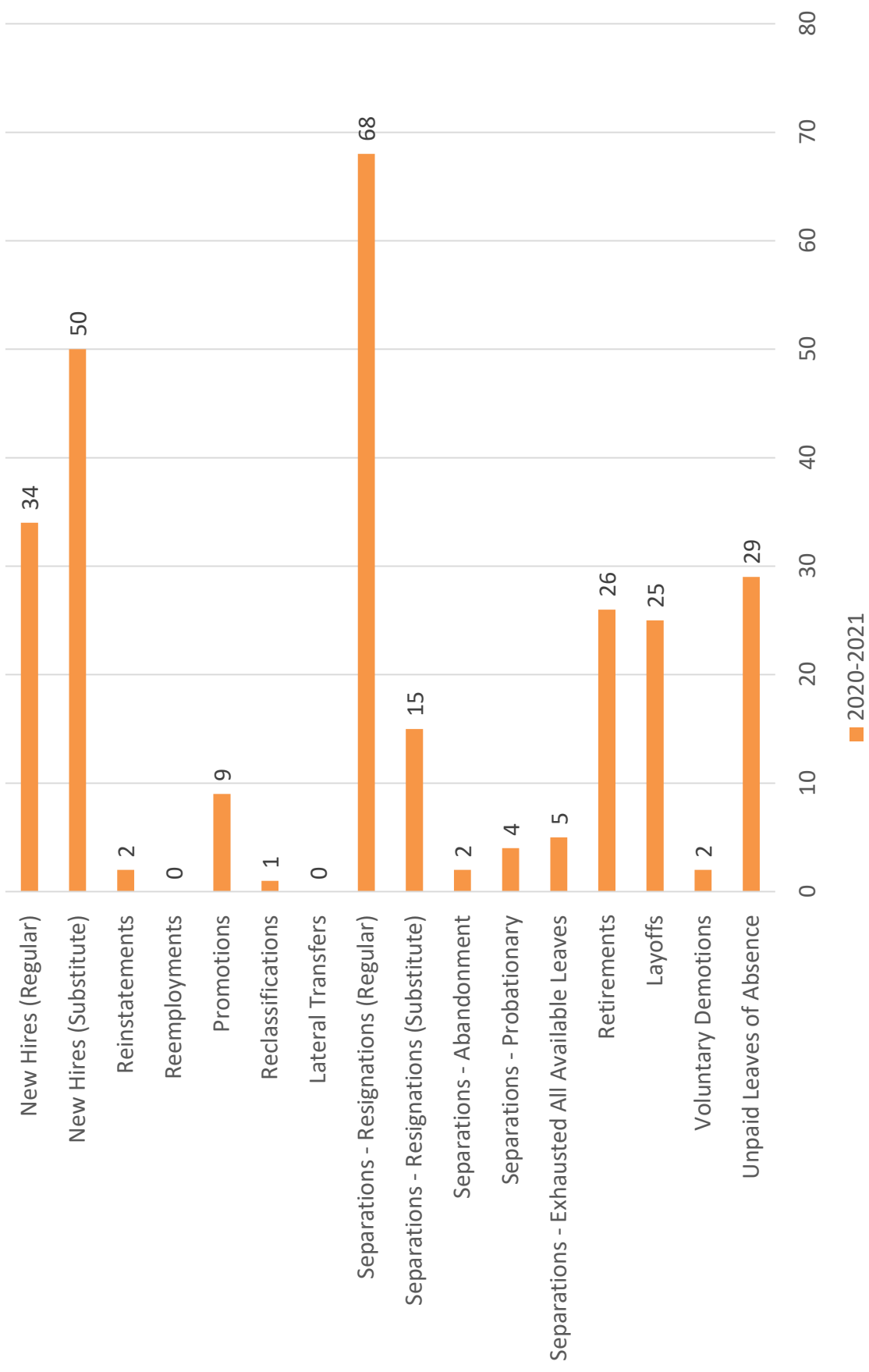
On March 13, 2020, the Board of Trustees took action in response to the COVID-19 Coronavirus, and the governor's stay at home order, to temporarily close schools. The Superintendent was granted authority to take any and all necessary actions to prepare and respond effectively to the virus. The District quickly pivoted to provide ongoing student instruction via a distance learning format. And in subsequent Board Meetings, it was determined that distance learning would continue and schools would remain closed for the remainder of the school year. The district and school offices continued to operate albeit in a different mode. Commission staff worked remotely for a brief time while still completing their duties and servicing customers. Recruitments and testing were paused momentarily but resumed within a short period of time when procedures, protocols, and safety measures were created and implemented to ensure the safety of candidates and staff.

As the 2020-2021 school year began, the District and the Classified Personnel office continued to modify procedures and testing processes to align with COVID-19 safety protocols. Safety precautions were developed, documented and implemented in order to bring candidates back to in-person testing, interviewing and on-boarding. Social distancing, hand sanitizing, and face coverings were required. Candidates were invited in smaller groups for in-person sessions, which resulted in some exams taking place over multiple days. Safety protocol forms were developed for candidates to review, complete and bring with them to the testing site. Virtual processes for oral exams and final interviews were also developed, documented and fine-tuned.

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Classified Actions



**50 Recruitments Were Conducted
70 Written Exams Were Administered
37 Oral Exams Were Administered
50 Final Selection Interviews Were Scheduled**

• Bus Driver	• Instructional Assistant – ABA (9)	• Program Support Specialist
• Child Care Attendant	• Instructional Assistant – Severely Disabled (7)	• School Health Technician
• Custodian (2)	• Instructional Assistant – Sign Language (2)	• School Library Specialist
• Early Learning Educator	• Instructional Assistant – Special Education (8)	• School Office Clerk
• Early Learning Instructional Assistant	• Lead Evening Custodian	• School Office Manager – Bilingual
• Food Service Worker	• Lead Food Service Worker	• Skilled Maintenance Worker
• Groundskeeper I	• Locksmith	
• Head Custodian	• Maintenance HVAC Mechanic	
• Human Resource Specialist	• Noon Duty Supervisor (2)	
• Human Resource Technician	• Personnel Technician	

2020-2021 Statistics and Classification Actions

Class Workforce Statistics	
86	Active CSEA Classifications
3	Active Confidential Classifications
11	Active Management Classifications
1	Non Represented Classifications
531	Total Regular Classified Employees

Job Description Reviews	
•	Bus Driver
•	Human Resource Technician

Recruitment & Testing Statistics	
740	Applicants
554	Examinees
74	Disqualified
193	Eligibles
50	Recruitments (26 Classes) Each consisting of <ul style="list-style-type: none"> • Written Exam • Oral Panel Interview Exam • Potential Performance Exam
270	No Shows to Exams
94	OVSD Interview Panelists
9	Panelists from other Districts
50	Final Interviews
168	Preplacement and On-Boarding Appointments

Other Classification Actions

Consolidation of 2 Classifications
<ul style="list-style-type: none">• Lead DTT/ABA Instructional Assistant & Lead Behavior Intervention Assistant to new classification of Lead Behavior Instructional Assistant
4 New Classifications
<ul style="list-style-type: none">• Executive Director of Facilities and Transportation• Human Resource Specialist (Confidential)• Lead Behavior Instructional Assistant• School Safety Assistant

1 Name Removed from Eligibility List
<ul style="list-style-type: none">• Instructional Assistant - ABA
1 Authorization for Continuous Testing
<ul style="list-style-type: none">• Noon Duty Supervisor
2 Eligibility Lists Extended
<ul style="list-style-type: none">• Noon Duty Supervisor• Food Service Worker
1 Reclassification
<ul style="list-style-type: none">• Director of Maintenance, Operations and Facilities to Executive Director of Facilities and Transportation
2 Classifications Reactivated
<ul style="list-style-type: none">• Lead Child Care Facilitator• Transportation Supervisor

2021 Classified School Employees of the Year & Other Recognitions

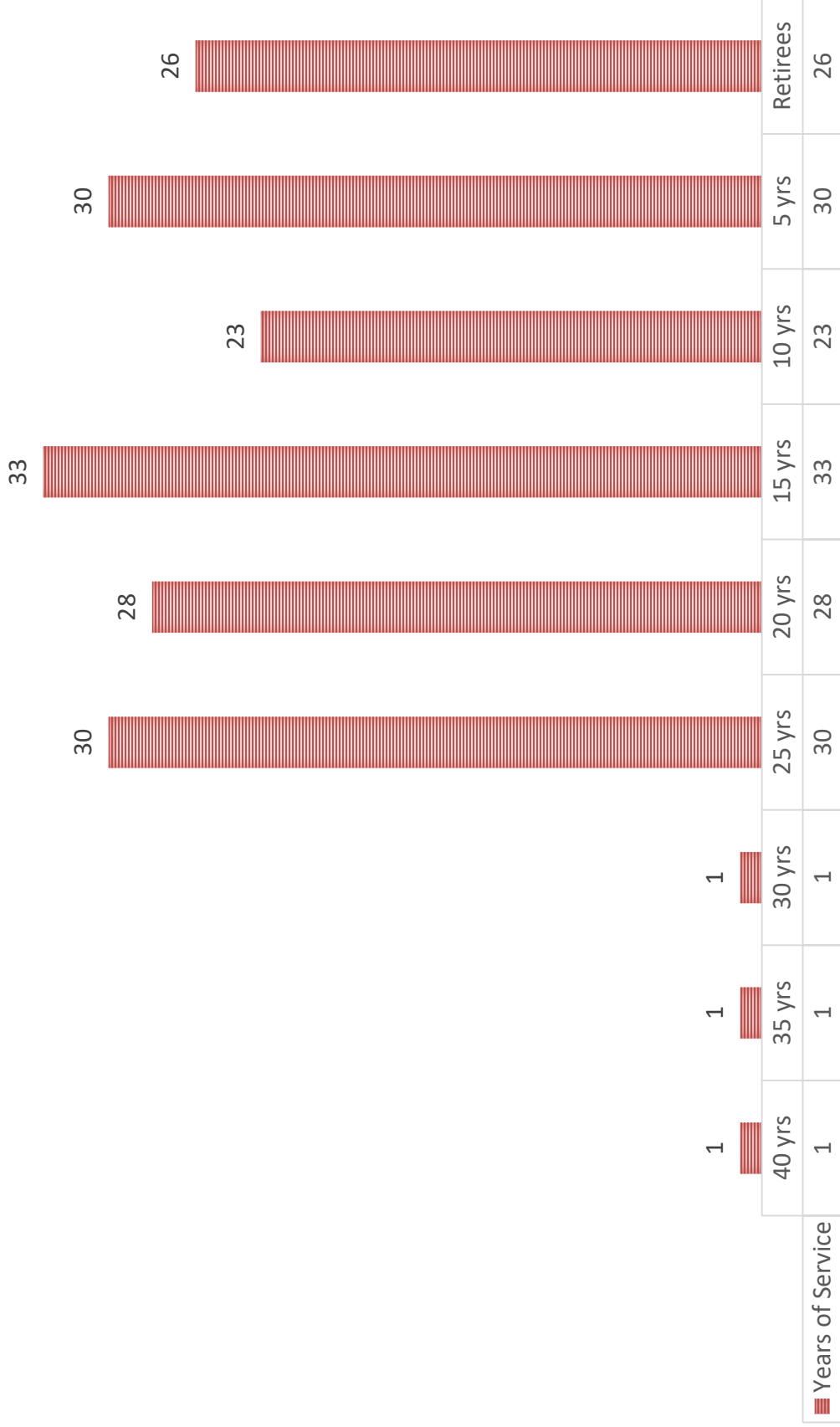
Employee	Site	Classification	Category
Talin Atachian	Westmont	Food Service Worker	Child Nutrition
Sergio Laris	Facilities	Maintenance Electrician	Maintenance & Operations
Tung Ngo	Star View	Parent Liaison Instructional Assistant Bilingual	Para Educator & Instructional Assistance
Tawn O'Connell	Marine View	Noon Duty Supervisor	Support Services & Security
Cindy Pulfer	District Office	Administrative Assistant	Office & Technical

Classified School Employees of the Year and Teachers of the Year were recognized at the February 16, 2021, Board Meeting.

May 10-14, 2021, was designated as the Week of the Employee, which honors all certificated, classified, and management employees.

Service Award recipients and Retirees were honored at the June 8, 2021 Board Meeting.

Years of Service Awards 2020-2021



About Ocean View School District

Ocean View School District boundaries encompass portions of:

- Huntington Beach
- Fountain Valley
- Westminster
- Midway City
- Seal Beach

- The District operates fifteen schools – Preschool through Eighth grade

As of June 24, 2021,

- 7,430 students were enrolled
- 1,320 employees were on staff
 - 413 certificated staff
 - 531 classified staff
 - 376 substitute staff

How To Reach Us:

OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

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Building B

Phone: 714-847-2551

Fax: 714-847-1430

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Personnel Assistant
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Betzabeth Vazquez
Personnel Analyst
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Bophary Ngin
Personnel Technician
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5 Year Recap - Personnel Commission Activities

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<p>Class Workforce Stats</p> <ul style="list-style-type: none"> 95 Active CSEA Classes 2 Active Confidential Classes 13 Active Management Classes 563 Total Regular Class Employees <p>Recruitment and Test Stats</p> <ul style="list-style-type: none"> 1313 Applicants 1140 Examinees 197 Disqualified/fail 337 Eligibles 52 Recruitments (34 classifications) 531 No shows to exams 98 OVSD interview panelists 20 Panelists other districts <p>Employment Actions</p> <ul style="list-style-type: none"> 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 	<p>Class Workforce Stats</p> <ul style="list-style-type: none"> 98 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 562 Total Regular Class Employees <p>Recruitment and Test Stats</p> <ul style="list-style-type: none"> 1770 Applicants 1719 Examinees 261 Disqualified/fail 502 Eligibles 72 Recruitments (47 classifications) 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 <p>Employment Actions</p> <ul style="list-style-type: none"> 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 	<p>Class Workforce Stats</p> <ul style="list-style-type: none"> 86 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 1 Non Represented Class 649 Total Regular Class Employees <p>Recruitment and Test Stats</p> <ul style="list-style-type: none"> 1369 Applicants 1072 Examinees 141 Disqualified/fail 344 Eligibles 76 Recruitments (33 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 545 No shows to exams 143 OVSD interview panelists 10 Panelists other districts 111 Final Interviews Scheduled <p>Employment Actions</p> <ul style="list-style-type: none"> 119 New Hires - Regular Employees 12 Promotions of current employees 93 New Hires - Subs and Temps 1 Reemployment 0 Reinstatements 89 Separations - Regular employees 5 Separations - Probationary 67 Separations - Subs/Temps 1 Separations - Abandonment 4 Retirements 0 Layoffs 1 Voluntary Demotions 6 Unpaid Leaves of Absence 0 Lateral Transfer 	<p>Class Workforce Stats</p> <ul style="list-style-type: none"> 85 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 1 Non Represented Class 578 Total Regular Class Employees <p>Recruitment and Test Stats</p> <ul style="list-style-type: none"> 666 Applicants 560 Examinees 51 Disqualified/fail 201 Eligibles 51 Recruitments (21 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 288 No shows to exams 83 OVSD interview panelists 7 Panelists other districts 42 Final Interviews Scheduled 105 On-Boarding Appointments <p>Employment Actions</p> <ul style="list-style-type: none"> 60 New Hires - Regular Employees 7 Promotions of current employees 46 New Hires - Subs and Temps 0 Reemployment 7 Reinstatements 74 Separations - Regular employees 10 Separations - Probationary 10 Separations - Subs/Temps 1 Separations - Abandonment 8 Retirements 17 Layoffs 0 Voluntary Demotions 1 Unpaid Leaves of Absence 1 Lateral Transfer 	<p>Class Workforce Stats</p> <ul style="list-style-type: none"> 86 Active CSEA Classes 3 Active Confidential Classes 11 Active Management Classes 1 Non Represented Classes 531 Total Regular Class Employees <p>Recruitment and Test Stats</p> <ul style="list-style-type: none"> 740 Applicants 554 Examinees 74 Disqualified/fail 193 Eligibles 50 Recruitments (26 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 270 No shows to exams 94 OVSD interview panelists 9 Panelists other districts 50 Final Interviews Scheduled 168 On-Boarding Appointments <p>Employment Actions</p> <ul style="list-style-type: none"> 34 New Hires - Regular Employees 9 Promotions of current employees 50 New Hires - Subs and Temps 0 Reemployment from layoff 2 Reinstatements 68 Separations - Regular employees 4 Separations - Probationary 15 Separations - Subs/Temps 2 Separations - Abandonment 26 Retirements 25 Layoffs 2 Voluntary Demotions 29 Unpaid Leaves of Absence 0 Lateral Transfer

5 Year Recap - Personnel Commission Activities

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<p>52 Recruitments During 16/17 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) Mice 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</p>	<p>72 Recruitments During 17/18 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</p>	<p>76 Recruitments During 18/19 Administrative Secretary Alternative Learning Center Att Bus Driver (4) Child Care Attendant (8) Child Care Program Facilitator Comm Liaison Bilingual Spanish Custodian Department Secretary Field Service Technician Food Service Worker (2) Groundskeeper I Instructional Assistant (2) Instructional Asst- ABA (7) Instructional Asst - Biling (2) Instructional Asst- Eng Learn (2) Instructional Asst- PE Inst Asst - Severely Disabled (8) Inst Asst - Special Ed (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 Asst (2) 85 Exams Administered</p>	<p>51 Recruitments During 19/20 Accounting Technician Bus Driver Child Care Attendant (3) Custodian Department Secretary Director of Transportation Early Learning Inst Asst Food Service Worker (2) Instructional Assistant (2) Inst Asst - ABA (10) Inst Asst - PE Inst Assit - Severely Disabled (6) Instl Asst - Sign Language Inst Asst - Special Education (6) Lead Evening Custodian Lead Food Service Worker Maintenance Worker Noon Duty Supervisor (8) Public Information Manager School Health Technician School Library Specialist 59 Written Exam Sessions Administered 31 Oral Exam Sessions Administered 42 Final Selection Interview Sessions Scheduled</p>	<p>50 Recruitments During 20/21 Bus Driver Child Care Attendant Custodian (2) Early Learning Educator Early Learning Instructional Asst Food Service Worker Groundskeeper I Head Custodian Human Resource Specialist Human Resources Technician Inst Asst - ABA (9) Inst Asst- Severely Disabled (7) Inst Asst - Sign Language (2) Inst Asst - Special Education (8) Lead Evening Custodian Lead Food Service Worker Locksmith Maintenance HVAC Mechanic Noon Duty Supervisor (2) Personnel Technician Program Support Specialist School Health Technician School Library Specialist School Office Clerk School Off Manager - Bilingual Skilled Maintenance Worker 70 Written Exam Sessions Administered 37 Oral Exam Sessions Administered 50 Final Selection Interview Sessions Scheduled</p>

5 Year Recap - Personnel Commission Activities

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<p>Classification Actions</p> <p>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</p>	<p>Classification Actions</p> <p>3 Job Description Reviews Locksmith Maintenance HVAC Mechanic School Health Technician</p>	<p>Classification Actions</p> <p>3 Job Description Reviews Instructional Asst - ABA Lead Mechanic Network Systems Manager</p>	<p>Classification Actions</p> <p>2 Job Description Review Director of Transportation Preschool Supervisor</p>	<p>Classification Actions</p> <p>2 Job Description Reviews Bus Driver Human Resources Technician</p>

5 Year Recap - Personnel Commission Activities

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<p>4 <u>New Classifications Developed</u> Accountant Director, Child Dev Programs Lead Evening Custodian Lead Food Service Worker</p> <p>1 <u>Reclassification</u> Reprographic Technician Lead Reprographic Technician</p> <p>1 <u>Merit Rule Revisions</u> 7.2.12 Rate of Appointment as Provisional, Limited Term and Substitute</p> <p>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)</p> <p>5 <u>Advance Step Placements</u> Accountant Accounting Technician Director, Fiscal Services Director, Food Service Speech & Language Assistant</p> <p>1 <u>Personnel Commissioner Procedures</u></p> <p>1 <u>Classified Bargaining Unit Salary Study</u></p>	<p>1 <u>New Classifications Developed</u> Data and Assessment Technician</p> <p>1 <u>Classifications Reactivated</u> Lead Groundskeeper</p> <p>1 <u>Merit Rule Revisions</u> 7.2.1 Initial Salary Placement and Advance Step Placement Form</p> <p>8 <u>Removal from Eligibility Lists</u> Custodian (5) Lead Evening Custodian (1) Instructional Asst-Special Ed (1) Instructional Asst-Sev Disabled (1)</p> <p>2 <u>Advance Step Placements</u> District Receptionist Instructional Asst - Special Ed</p> <p>1 <u>Extension of Eligibility List</u> Lead Food Service Worker</p>	<p>1 <u>New Classifications Developed</u> Network Systems Specialist</p> <p>1 <u>Reclassification</u> Computer Multimedia Technician Network Systems Specialist</p> <p>11 <u>Removal from Eligibility Lists</u> Child Care Attendant (1) Custodian (4) Food Service Worker (1) Inst Asst - Special Ed (1) Lead Mechanic (1) Lead Reprographic Tech (1) Maintenance Worker (1) School Office Manager (1)</p> <p>4 <u>Advance Step Placements</u> Instructional Asst - Special Ed Lead Mechanic (2) Lead Reprographic Tech</p> <p>1 <u>Extension of Eligibility List</u> School Office Clerk</p> <p>92 <u>Acquisition of Exempt Classification</u> Noon Duty Supervisors</p>	<p>1 <u>Classifications Reactivated</u> Preschool Supervisor</p> <p>1 <u>Salary Range Reallocation</u> Public Information Manager</p> <p>13 <u>Removal from Eligibility Lists</u> Custodian (1) Food Service Worker (1) Inst Asst - ABA (1) Inst Asst - Special Ed (1) Inst Asst - Severely Disabled (1) Lead Evening Custodian (1) Maintenance Worker (2) Noon Duty Supervisor (1) School Office Clerk (4)</p> <p>1 <u>Advance Step Placements</u> Public Information Manager</p>	<p>4 <u>New Classifications Developed</u> Executive Director, Facilities & Transportation Human Resources Specialist Lead Behavior Inst Asst School Safety Assistant</p> <p>2 <u>Classifications Reactivated</u> Lead Child Care Facilitator Transportation Supervisor</p> <p>1 <u>Reclassifications</u> Director Maintenance, Operations Facilities Executive Director, Facilities & Transportation</p> <p>1 <u>Removal from Eligibility Lists</u> Inst Asst - ABA</p> <p>2 <u>Extension of Eligibility Lists</u> Food Service Worker Noon Duty Supervisor</p> <p>1 <u>Authorization for Continuous Testing</u> Noon Duty Supervisor</p>

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 14, 2021

SUBJECT: Agenda Item No. 10: Removal of Name from Eligibility List

Background Information

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently in the course of contacting eligibles for employment, it was recommended by the Director, Classified Personnel that the following eligible be removed from an eligibility list for reasons outlined in Rule 6.1.8. This eligible is:

Denise Montero
Eligibility List: 2021-14 Noon Duty Supervisor

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove the above named eligible from the respective eligibility list. This letter, sent to the eligible via regular and certified mail, notified them of the eligibility list they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

Attachment:

Letter to eligible Denise Montero dated September 9, 2021 (*Commissioners only*)
.....

Recommendation:

The Director, Classified Personnel recommends that Denise Montero be removed from Eligibility List 2021-14 in accordance with Personnel Commission Rule 6.1.8.

Merit System Rules and Regulations for the Classified Service
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

(Revised 01/16/03)