



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, June 17, 2021

CLOSED SESSION

4:00 p.m.

H.R. Conference Room, Building B

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in **PARTNERSHIP** with **EDUCATION**

Personnel Commission

1966 – 2020

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**

THURSDAY, JUNE 17, 2021

CLOSED SESSION

4:00 p.m.

H.R. CONFERENCE ROOM, BUILDING B

REGULAR MEETING

4:30 p.m.

BOARD ROOM, BUILDING A

1. **CLOSED SESSION**
CALL TO ORDER

TIME: _____ p.m.

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of April 15, 2021.

ACTION

Page 1

Moved: _____

Second: _____

Vote: _____

INFORMATION-DISCUSSION-ACTION ITEMS

4. **THE PERSONNEL COMMISSION WILL MEET IN CLOSED SESSION TO DISCUSS:**

- A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

DISCUSSION

1. Director, Classified Personnel evaluation

5. **ADJOURNMENT**

TIME: _____ p.m.

ACTION

Moved: _____

Second: _____

Vote: _____

6. **RECONVENE TO OPEN SESSION**
CALL TO ORDER

TIME: _____ p.m.

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. REPORT OUT OF CLOSED SESSION

- 10. 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.

- 11. APPROVAL OF MINUTES – REGULAR MEETING MAY 6, 2021:** The Personnel Commission will receive the minutes of the May 6, 2021, Regular Personnel Commission Meeting for approval.

(ACTION)
Pages 2-6
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

(ACTION)
Page 7-12
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

- Bus Driver

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.)

- 2020-44 Instructional Assistant – Sign Language
- 2020-45 Human Resource Specialist
- 2020-46 Instructional Assistant – ABA
- 2020-47 Skilled Maintenance Worker
- 2020-48 Personnel Technician
- 2020-49 Instructional Assistant – Special Education
- 2020-50 Instructional Assistant – Severely Disabled

- 13. CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity Lists received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meetings of:

(INFORMATION)
Pages 13-15

- May 11, 2021 (Exhibit A)
- May 25, 2021 (Exhibit B)

- 14. PROPOSED NEW CLASSIFICATION – EXECUTIVE DIRECTOR OF FACILITIES AND TRANSPORTATION AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM DIRECTOR OF MAINTENANCE, OPERATIONS, AND FACILITIES TO NEW CLASSIFICATION OF EXECUTIVE DIRECTOR OF FACILITIES AND TRANSPORTATION:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the proposed new classification of Executive Director of Facilities and Transportation. **(ACTION)**
Pages 16-31
Moved: _____
Second: _____
Vote: _____
- The Personnel Commission will receive the Director’s recommendation to reclassify Mr. Jim Choate from Director of Maintenance, Operations, and Facilities, to Executive Director of Facilities and Transportation. **(ACTION)**
Moved: _____
Second: _____
Vote: _____
- 15. REACTIVATE CLASSIFICATION OF SUPERVISOR OF TRANSPORTATION AND TITLE CHANGE TO TRANSPORTATION SUPERVISOR:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the reactivation and proposed revisions to the classification of Supervisor of Transportation and change the title to Transportation Supervisor. **(ACTION)**
Pages 32-41
Moved: _____
Second: _____
Vote: _____
- 16. NEW CLASSIFICATION SCHOOL SAFETY ASSISTANT:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and adopt the new classification of School Safety Assistant, to be utilized for positions of limited term duration assignments of six months or less, during the 2021-2022 school year. **(ACTION)**
Pages 42-49
Moved: _____
Second: _____
Vote: _____
- 17. PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2021-2022:** The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2021-2022. **(ACTION)**
Page 50
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

- 18. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
- 19. COMMISSIONER REPORTS**
- 20. DIRECTOR AND STAFF REPORTS**
- 21. ADJOURNMENT** **TIME:** _____ **(ACTION)**
Moved: _____
Second: _____
Vote: _____

AGENDA FOR THE PERSONNEL COMMISSION MEETING – JUNE 17, 2021 – PAGE 4

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
MINUTES
Regular Closed Session Meeting of the Personnel Commission
April 15, 2021**

CALL TO ORDER

The April 15, 2021, Regular Closed Session meeting of the Personnel Commission was called to order at 4:01 p.m.

ROLL CALL

Commissioners Bidnick, Ewing and Gooch were present. Director Vellanoweth was also present.

APPROVAL OF MINUTES

Motion by Commissioner Ewing to approve the minutes of the April 11, 2019, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS**

The Personnel Commission met regarding:

A. Discussion of appointment of employees, and employee termination, evaluation of employee performance, complaints or charges against an employee, and other personnel matters as pursuant to Government Code sections 54957, 54957.1, 54957.5 and 54957.6.

1. Director, Classified Personnel

ADJOURNMENT

Motion by Commissioner Ewing to adjourn the April 15, 2021, Closed Session Meeting at 4:29 p.m.

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

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
May 6, 2021
4:30 p.m.

- CALL TO ORDER** Commissioner Gooch called the May 6, 2021, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Mr. Phi Tran led the pledge of allegiance.
- ROLL CALL** Personnel Commissioners Bidnick and Gooch were present. Personnel Commissioner Ewing was absent.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Bophary Ngin, Personnel Technician.
- PUBLIC COMMENTS** There were no public comments at this time.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the April 15, 2021, Regular Personnel Commission meeting.
- Seconded by Commissioner Gooch, and carried with a 2:0 vote.
- CONSENT CALENDAR** The following job description reviews 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:
- 2020-39 Noon Duty Supervisor
 - 2020-40 Groundskeeper I
 - 2020-41 Instructional Assistant – ABA
 - 2020-42 Instructional Assistant – Special Education
 - 2020-43 Instructional Assistant – Severely Disabled
- Motion by Commissioner Bidnick to approve the Consent Calendar.
- Seconded by Commissioner Gooch, and carried with a 2:0 vote.
- CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of April 13, 2021, and April 27, 2021.

MINUTES OF THE MAY 6, 2021, PERSONNEL COMMISSION MEETING – PAGE 2

**PUBLIC HEARING ON
THE PROPOSED
ANNUAL BUDGET OF
THE PERSONNEL
COMMISSION FOR
FISCAL YEAR 2021-
2022**

Commissioner Gooch opened the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2021-2022 at 4:33 p.m.

Director Vellanoweth stated that Commissioner Ewing, as the Vice Chair, acted as the Director's budget liaison this year. She explained that Education Code requires that the Personnel Commission prepare an annual budget for its own office.

Director Vellanoweth shared that she worked closely with Commissioner Ewing, Vice Chair. In preparing the budget for the upcoming school year, Director Vellanoweth also met on several occasions with the Director of Fiscal Services, Keith Farrow, to obtain necessary information to identify past expenditures and trends, project future expenditures, including salary and benefits costs, and discuss budget strategies or district objectives that need to be considered.

The first reading and discussion took place at the Personnel Commission meeting April 15, 2021. This was an opportunity for Commissioners and District officials to provide input. Today the Personnel Commission is holding its Public Hearing and adoption. According to Education Code, the public hearing must be held prior to May 30. The Board and administrative representatives have been invited to this meeting to share their views on the budget if they so choose. The Commission's task is to fully consider those expressed views of the board, district administration, or other concerned persons or organizations, and try to resolve any differences that may exist before voting to adopt the budget.

After approval by the Personnel Commission, the budget is submitted to the County Superintendent of Schools. The budget proposal being presented today has been reviewed in all areas in an attempt to keep the budget as low as possible. It is the best estimate as to the minimum budget that would be required in order for the Commission to operate and fulfill its mission. It addresses current and long term needs. The Director will continue to remain prudent and strategic in prioritizing expenditures around the essential, necessary, and discretionary categories. This will enable any remaining funds left over at the end of the year to be redeposited into the District's general fund.

Most line items are recommended to continue as currently budgeted for this current year. There was a slight decrease in one area, and there are some increases due to the cost of scheduled merit and longevity increases for the Personnel Commission Director and Staff, as well as the cost of the mandatory statutory benefits for Director and Staff.

Director Vellanoweth then shared a PowerPoint presentation with the Commissioners and meeting attendees, which outlined each budget line, and she provided updated information on each item.

She thanked Commissioner Ewing for being the budget advisor this year and Director Keith Farrow for his assistance with preparing the budget. She also thanked Superintendent Hansen and Dr. Conroy for their support and for supporting the functions of the Personnel Commission.

**PUBLIC HEARING ON
THE PROPOSED
ANNUAL BUDGET OF
THE PERSONNEL
COMMISSION FOR
FISCAL YEAR 2021-
2022**

Commissioner Gooch commented that he had spoken with the Director and the Vice-Chair about the preparation of the budget. He also spoke to the Superintendent and advised her of the efforts of the Personnel Commission in keeping with the District's fiscal requirements at this time. He also explained to the Superintendent that with some personnel changes that are being made, the department has fallen a little behind with some regular activities, such as job description reviews, and other things that are routinely completed on an annual basis. He indicated to her that should this continue, the Personnel Commission may need to come to the District to advise that additional funds may be necessary to complete these tasks. He stated that it is very important that a regular routine review of the job descriptions and other items are maintained in the event the District has a need for any specificity of a job classification.

The Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2021-2022 was closed at 4:42 p.m.

**ADOPTION OF THE
PROPOSED BUDGET
OF THE PERSONNEL
COMMISSION FOR
FISCAL YEAR 2021-
2022**

Commissioners Gooch and Bidnick thanked Director Vellanoweth, the Personnel Commission staff, and Commissioner Ewing for their efforts in preparing the budget.

Motion by Commissioner Bidnick to approve the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2021-2022.

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

**EXTENSION OF
ELIGIBILITY LIST –
FOOD SERVICE
WORKER**

Director Vellanoweth explained that in December 2020, an eligibility list for Food Service Worker was established. As is the usual practice for this classification, this eligibility list was created for six months. It was created to help augment the substitute pool and be prepared in the event that any permanent positions need to be filled. Some substitutes have been hired from this list, but there has been very minimal turnover in the Food Service department. Therefore none of the eligibles have had the opportunity to be considered for permanent positions. This eligibility list is set to expire on June 10, 2021. After discussions with the Commission staff, it was thought to be a good idea to extend this eligibility list so that any hiring that needs to take place for the upcoming school year could be accomplished using this eligibility list.

Director Vellanoweth reached out to the Director of Food Services, Jim Riner, to provide him with this information. Mr. Riner is in support of the recommendation to extend this eligibility list. Therefore it is Director Vellanoweth's recommendation to extend the list for an additional six months, with an expiration date of December 10, 2021.

Commissioner Gooch reiterated that in his opinion, the Commission's primary goal is to provide qualified applicants in a timely manner to the administration so they can accomplish their mission. In so doing, eligibility lists must be prepared and established. Mr. Gooch has long advocated for the Director to coordinate with the administration to get their input. He expressed his appreciation that the Director had already done this.

Motion by Commissioner Bidnick to approve the Extension of Eligibility List – Food Service Worker.

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

**SECOND PUBLIC
COMMENTS**

Commissioners Gooch and Bidnick announced that they would like to recognize one of the Personnel Commission's fine employees, Bophary Ngin, who is leaving the District to pursue higher education. They presented her with a bouquet of flowers, expressed their appreciation for all of her hard work, and wished her the best in her endeavors.

Phi Tran, CSEA Chapter 375 liaison to the Personnel Commission, announced that CSEA has recently nominated their delegates to the 2021 annual conference for CSEA. It will be virtual again this year. As for Ocean View's own chapter, as he mentioned at the last meeting, he has been appointed Chief Union Steward. Additionally, they are currently building out their steward team to help members with employment issues, grievances, or discipline representation. They have welcomed two new stewards, Brandi Knox, School Office Clerk at Mesa View, and Dana Moyer, Food Service Worker at the Central Kitchen.

At the state level, CSEA has just completed the first Communications Academy. Over 130 participants attended. It provided several useful topics, both basic and advanced. It was interactive and provided for attendee participation. There are several short on-demand videos available on YouTube on CSEA's video page for anyone who wants to view them.

CSEA announced that field office staff will begin to gradually transition back to field office in-person work.

Mr. Tran congratulated Reagan Headrick on her promotion to Assistant Superintendent of Human Resources, and he looks forward to working with her in her new role. He also congratulated Felix Avila on his retirement.

He also mentioned that CSEA will be celebrating Classified School Employee Week. The state-wide theme will be Essential Workers Getting It Done. This theme came from the Communications Committee. There will be buttons and pins for employees to wear.

**COMMISSIONER
REPORTS**

Commissioner Bidnick had nothing to report.

Commissioner Gooch congratulated the entire Ocean View family, classified, certificated, and administration, for getting through the past fourteen or fifteen months. He stated that it must be wonderful for teachers and classified staff to see students back in person. He is very pleased and proud to be a part of this organization.

**DIRECTOR AND STAFF
REPORTS**

Director Vellanoweth stated that the next Personnel Commission meeting is currently scheduled for June 10, 2021, however Commissioner Ewing will not be available on that date. She reached out to Commissioner Gooch and Commissioner Bidnick to see if they were available June 17 instead. Commissioner Bidnick may potentially have plans but both Commissioners were open to changing the date of the next meeting to June 17, 2021. Director Vellanoweth wished Commissioner Gooch a happy birthday, which will be coming up over the weekend.

MINUTES OF THE MAY 6, 2021, PERSONNEL COMMISSION MEETING – PAGE 5

**DIRECTOR AND STAFF
REPORTS
(CONTINUED)**

She announced that May 10 through May 14, 2021 will be celebrated as Ocean View's Week of the Employee. This is a combination of Teacher Appreciation Week, Classified Employee Week, and Week of the Administrator. On June 8, 2021, the Board of Trustees will recognize retirees and employees receiving years of service awards. Director Vellanoweth also congratulated Vista View Middle School, which was named a California Distinguished School for 2021.

As for the Personnel Commission office activity, there are currently 14 recruitments open and in progress right now. Many have not been recruited for in quite some time or are new classifications that require exam development and supplemental materials to be developed. Positions for both summer and fall are being recruited for. Other classification work the office is currently working on includes new or revised job descriptions, layoffs and displacements, reasonable assurance letters for part time employees and substitute employees, unemployment insurance claims, workflow requisitions, and staffing which includes job offers for the summer programs coming up.

In our own office, Bophary Ngin will be leaving as of May 21, 2021. A recruitment is open for the Personnel Technician and this closes on May 16, 2021. Bophary will continue to assist the office with extra temporary support and to train the new person who is hired. In Human Resources, there is a vacancy for a Human Resources Technician, and a recruitment is open for a new classification of Human Resources Specialist.

Director Vellanoweth congratulated Reagan Headrick on her new appointment as Assistant Superintendent of Human Resources. She will be starting on July 1, 2021. A list of all other new administrator assignments for the 2021-2022 school year was included in the Director's monthly memo to the Commissioners. Director Vellanoweth wished the best of luck to all of her fellow leadership team members. She has reached out to them to let them know that she is here to support and assist them in any way she can.

She wanted to also inform the Commissioners that sadly Kathy Tryon, former Principal at Village View, and most recently Director of Teaching and Learning, has passed away this week. She also extended her condolences to Kathy's family.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn the meeting in honor of Mrs. Kathy Tryon.

Motion by Commissioner Bidnick to adjourn the meeting.

Motion was seconded by Commissioner Gooch and carried with a 2:0 vote at 5:03 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 Vellanoweth
Director, Classified Personnel
DATE: June 17, 2021
SUBJECT: Agenda Item No. 12.A: Job Description Revision – Bus Driver and Title Change to Bus Driver/Utility Worker

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Bus Driver classification was last reviewed in 2014.

Earlier this year, the District began working with CSEA on ideas to help retain Bus Drivers by providing and maintaining a 30 hour work week and eligibility for health and welfare benefits. A possible solution, which was being utilized by Cypress School District, was to consider additional duties that could be assigned to our Bus Drivers between runs when they were not driving. CSEA surveyed our Bus Drivers who indicated support of this.

The Director, Classified Personnel, researched the position at Cypress School District, entitled Bus Driver/Utility Worker, and spoke with their Director of Maintenance, Operations, Transportation and Technology. The Director was able to get more specifics on what types of duties were performed, how they were assigned, how employees were held accountable, advantages and disadvantages.

The Director then developed a proposed draft description that included additional duties deemed appropriate to the level of skill and responsibility currently required of Bus Drivers. In addition, standard formatting changes and updates were proposed by the Director in order to maintain consistency with the current job description format.

The proposed revisions were shared with Assistant Superintendent, Human Resources, Felix Avila, and the current supervisor of Transportation staff, Jim Choate, Director of Maintenance, Operations and Facilities. Both administrators provided feedback, have reviewed and recommend the final draft which is attached. The final draft was provided to CSEA who also shared with our current Bus Drivers.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and approve the proposed revisions to the Bus Driver job description including a title change to Bus Driver/Utility Worker.

Attachment: Proposed revised job description for Bus Driver dated June 17, 2021



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Bus Driver / Utility Worker

JOB SUMMARY

Under general supervision of the **Executive** Director of **Facilities and** Transportation, operates a school bus over designated routes, transporting students and passengers safely and efficiently; ~~also~~ transports students, teachers and passengers on field trips to various locations as the home to school schedule permits; performs regular safety inspections, prepares and maintains records related to assigned activities; **performs general office functions; picks up and delivers food, equipment, materials and supplies; performs general custodial and cleaning work.**

REPRESENTATIVE DUTIES (~~*E* denotes an essential function of the job~~):

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Drive a school bus over an assigned route in accordance with time schedules, picking up and/or discharging students; *E*
- Assist in the loading and unloading of physically or mentally disabled students as necessary; *E*
- Transport students, faculty and parents on field trips or to athletic events meeting scheduled departure and arrival times as assigned; *E*
- Maintain good order among student passengers both on the vehicle and while at pickup/discharge points; *E*
- Assist in maintaining the vehicle in a clean and safe condition, inspecting the assigned vehicle daily and promptly reporting, correcting, or causing to be corrected any noted defects; *E*
- Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, and/or fuel consumption, and other records; *E*
- Participate in school bus emergency evacuation drills; *E*
- Comply with traffic regulations in order to operate vehicles in a safe and courteous manner; *E*

Other Related Duties:

- **Calculate daily run sheets;**
- **Clean buses;**
- **Create bus passes;**

- Perform general office functions including making copies, shredding obsolete paperwork, organizing documents, inventory of supplies;
- Pick up and deliver food, equipment, materials, supplies and mail;
- Load and unload trucks with supplies and equipment;
- Assist in receiving materials, equipment, and supplies delivered to the warehouse and checking merchandise received against order;
- Perform general custodial work, including raising/lowering flags and securing access, at any district property;
- Move, arrange, and set-up furniture and equipment;

—Communicate with students, parents, teachers, administrators, etc., for the purpose of conveying and/or receiving information;

- Attend retraining, skill improvement, safety and other meetings as directed;
- May administer first aid;_

~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION

General supervision is received from the Executive Director of Facilities and Transportation
Supervision is not exercised over other employees;

sSupervision is exercised over transported students and passengers as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Applicable provisions of the California Motor Vehicle, Education Codes, District Policies and Procedures, City regulations regarding transportation of students;
- Proper operation of school buses of various sizes;
- Safe and defensive driving practices;
- Approved first aid methods;
- Basic record-keeping and report preparation techniques;
- Basic safety and maintenance requirements of transportation equipment (school buses), and transportation of children.

Ability to:

- Maintain a valid California School Bus Driver's Certificate;
- Drive a school bus safely;
- React appropriately in an emergency situation to maintain order on the bus;
- Operate wheelchair lifts, seat belts, safety vests, and other adaptive equipment;
- Assist in loading and unloading disabled children;
- Maintain order among passengers;
- Administer first aid;
- Read, interpret and follow route maps and other oral and written instructions;
- Learn and apply district policies and procedures related to student discipline;
- Handle a variety of situations with tact and diplomacy;
- Employ legal and defensive driving techniques;
- Keep and complete accurate records;

- Learn and carry out vehicle and equipment safety checks;
- Adhere to route and time table;
- Maintain valid driver's license and endorsement and safe driving record;
- Establish and maintain effective interpersonal relationships **and effectively communicate** using tact, patience and courtesy **in a manner that reflects positively on the district;**
- Pass mandatory drug and alcohol screening test.

EMPLOYMENT STANDARDS

Education:

- Requires a high school diploma or equivalent.

Experience:

- Prior experience in the operation of a bus or heavy motor vehicle is desirable.

LICENSES AND CERTIFICATES REQUIRED

- Possession of a valid California Class A or B Commercial driver license with Passenger "P" and School Bus "S" endorsements;
- Possession of a valid California Special Driver Certificate for school bus with no restrictions preferred except numbers "1" (automatic transmission only) and "6" (first aid test waived);
- Possession of valid CPR certification and First Aid certification if first aid was waived at CHP;
- Possess certification of successfully passing a DMV medical examination;
- Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview;
- All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Physical Demands:

Frequently sits, stands, walks, climbs stairs; stoops, bends, reaches over head; may move students **and/or lift, carry, push, pull objects** weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists, **reaches, grips** and exerts pressure with wrists and hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment; Employment is contingent upon passing a pre-employment drug testing (D.O.T). Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment.

Working Environment and Hazards:

Drives a school bus to transport students and/or district vehicle to transport food, supplies, equipment, etc.; works inside and outside with frequent temperature changes; works with loud noises and vibration; occasionally exposed to fumes, odors, dust, gases, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; may require working split shifts and/or extended hour/day assignments; has direct contact with the public, students, passengers and other district staff; works frequently without guidance from supervisor and occasionally in negative interpersonal situations; works with high volume and tight deadlines. Exposure to driving a school bus or district vehicle during adverse weather and traffic conditions. Traffic hazards when stopping and escorting students across street. Working at heights when inspecting and cleaning buses.

SALARY RANGE

Salary Range 32

Classified Bargaining Unit Salary Schedule

Last Revised 3/14/02, 10/26/2012, 0/12/06, 12/13/12, 9/11/14

~~Reviewed with no revisions 10/12/06~~

~~Revised effective 12/13/2012~~

~~Job Description Review and Revisions Effective: 9/11/14~~

Proposed revisions to Personnel Commission for approval 6/17/21

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: June 17, 2021
SUBJECT: Agenda Item No. 12B.: 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).*

- 2020-44 Instructional Assistant – Sign Language
- 2020-45 Human Resource Specialist
- 2020-46 Instructional Assistant – ABA
- 2020-47 Skilled Maintenance Worker
- 2020-48 Personnel Technician
- 2020-49 Instructional Assistant – Special Education
- 2020-50 Instructional Assistant – Severely Disabled

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2020-44 through 2020-50.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 17, 2021

SUBJECT: Agenda Item No. 13: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

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

- May 11, 2021 (Exhibit A)
- May 25, 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.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of May 11, 2021, and May 25, 2021.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 May 11, 2021

<u>Approve Employment</u>					
<u>In accordance with Merit System Testing Procedures:</u>					
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/STEP</u>	<u>EFFECTIVE DATE</u>
Cook, Jessica	Instructional Assistant – Special Education	Spring View	\$16.578 hourly	22.1	04/19/21
<u>Approve Substitute Employment</u>					
<u>In accordance with Merit System Testing Procedures:</u>					
<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/STEP</u>	<u>EFFECTIVE DATE</u>
Sharp, Roy	Custodian	Substitute	\$19.237 hourly	28.1	04/21/21
<u>Approve Separation - Resignation</u>					
<u>In accordance with Merit System Rules 8.1 to 8.6:</u>					
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>		<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Dillon, Eva	Custodian	Harbour View		02/19/08	04/19/21
Cabrera, Luis	Speech and Language Assistant	Golden/Vista View		01/29/18	04/20/21
Gilbert, Emily	Child Care Attendant	Hope View		04/21/15	04/30/21
<u>Approve Separation – Retirement</u>					
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>		<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Lehman, Lorraine	School Health Technician	Village View		10/29/93	06/24/21
<u>Approve Separation – Released Within Probation</u>					
<u>In accordance with Merit System Rules 8.1 to 8.6:</u>					
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>		<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Rocha, Anais	Human Resources Technician	District Office		11/17/20	04/23/21
<u>Approve Leave of Absence Without Pay</u>					
<u>In accordance with Merit System Rules 8.10:</u>					
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>		<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Congelliere, Colleen	Instructional Assistant – Physical Education	Vista View		04/20/21	06/24/21

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 May 25, 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>
Sharp, Roy	Groundskeeper I	Facilities	\$3,477.00 per month	31.1	05/10/21
Thach, Debbie	Human Resources Technician	District Office	\$3,938.00 per month	36.1	05/19/21
Towery, Christine	Instructional Assistant – ABA	Vista View	\$18,303 hourly	26.1	05/11/21

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>
Carranza, Summer	Instructional Assistant	Substitute	\$16,172 hourly	21.1	04/30/21
Carranza, Summer	Instructional Assistant – Special Education	Substitute	\$16,578 hourly	22.1	04/30/21
Carranza, Summer	Instructional Assistant – Severely Disabled	Substitute	\$17,854 hourly	25.1	04/30/21
Carranza, Summer	Instructional Assistant – Physical Education	Substitute	\$17,854 hourly	25.1	04/30/21
Carranza, Summer	Instructional Assistant – Adapted Physical Education	Substitute	\$17,854 hourly	25.1	04/30/21
Carranza, Summer	Instructional Assistant - ABA	Substitute	\$18,303 hourly	26.1	04/30/21
Gaytan, Gabriela	Noon Duty Supervisor	Substitute	\$14,00 hourly		05/07/21
Gonzalez, Jose	Custodian	Substitute	\$19,237 hourly	28.1	04/29/21
Gonzalez, Jose	Maintenance/Grounds Helper	Substitute	\$19,237 hourly	28.1	04/29/21
Gruber, Leo	Noon Duty Supervisor	Substitute	\$14,00 hourly		05/12/21
Mapes, Robyn	Noon Duty Supervisor	Substitute	\$14,00 hourly		05/04/21
Miller, Margaret	School Library Specialist	Substitute	\$18,759 hourly	27.1	05/03/21
Santos, Gabriel, Jr.	Custodian	Substitute	\$19,237 hourly	28.1	05/06/21
Santos, Gabriel, Jr.	Maintenance/Grounds Helper	Substitute	\$19,237 hourly	28.1	05/06/21
Sharp, Roy	Maintenance/Grounds Helper	Substitute	\$19,237 hourly	28.1	04/21/21
Sharp, Roy	Groundskeeper I	Substitute	\$20,701 hourly	31.1	04/21/21

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>
Aceves, Lorena	Human Resources Specialist	District Office	\$6,236.00 monthly	C46.4	05/24/21
Melton, Allen	Instructional Assistant – ABA	Lake View	\$18,303 hourly	26.1	05/11/21

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>
Alonso, Alejandra	Instructional Assistant – Bilingual	Oak View Preschool	01/05/15	05/04/21
Ngin, Bophary	Personnel Technician	District Office	01/11/16	05/21/21

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: June 17, 2021

SUBJECT: **Agenda Item No. 14: Proposed New Classification – Executive Director of Facilities and Transportation and Recommendation to Reclassify Incumbent from Director of Maintenance, Operations and Facilities to New Classification of Executive Director of Facilities and Transportation**

Background Information

Several months ago, Mr. Jim Choate, Director of Maintenance, Operations and Facilities, and Michael Conroy, Deputy Superintendent, Administrative Services, submitted a Position Information Questionnaire and requested a reclassification study of Mr. Choate's position in the Facilities Department.

The Director, Classified Personnel conducted a thorough review of Mr. Choate's position and his reclassification request. This study included:

- Review of Mr. Choate's position information questionnaire;
- Correspondence and conversations with incumbent, Mr. Choate, supervisor, Dr. Conroy, and Assistant Superintendent – Human Resources, Felix Avila;
- Review of job descriptions and salaries from other districts.

At the conclusion of the study, it was determined that Mr. Choate was not working within his current classification of Director of Maintenance, Operations and Facilities. In addition, it was also determined that Mr. Choate was working in a role that did not fit within an already established classification.

The recommendation of the Director, Classified Personnel was the establishment of a new classification and reclassification of the incumbent, Mr. Choate.

Historical Perspective:

Mr. Choate's current classification is Director of Maintenance, Operations and Facilities assigned to work in the Facilities Department under the direction of the Deputy Superintendent, Administrative Services. He has held his position in this classification for approximately six years.

Analysis

Over the past several years, the work and function of the Facilities Department has grown, in the quantity of work, projects, and complexity. Mr. Choate's role evolved to support a multi-million dollar construction bond program as well as supervisory responsibility for the Transportation Department

Proposed New Classification – Executive Director of Facilities and Transportation and Recommendation to Reclassify Incumbent from Director of Maintenance, Operations and Facilities to New Classification of Executive Director of Facilities and Transportation
Page 2

after the resignation of the former Director of Transportation in 2019. Based upon the findings of the study, it is evident that the incumbent is not working within his current classification. His role has developed into a position that does not fit into an already established classification. Therefore, it is proposed that a new classification of Executive Director of Facilities and Transportation be established.

Mr. Choate meets the criteria for reclassification to the proposed new classification as there has been a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities. In addition, Mr. Choate has met the two years of required time in his job classification, and is therefore entitled to placement in the new classification of Executive Director of Facilities and Transportation without examination.

Salary Considerations:

Currently, the incumbent of the position is assigned to the classification of Director of Maintenance, Operations and Facilities. This classification is assigned to the Classified Management Salary Schedule at Salary Range M65, \$8,118 to \$9,892 per month. The proposed new classification of Executive Director of Facilities and Transportation is also recommended to be placed on the Classified Management Salary Schedule.

Salary survey data was collected. Three districts were identified as Ocean View School District benchmark districts with similar ADA and were found to have comparable positions.

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary (Step 1)</i>	<i>Monthly Salary (Top Step)</i>
Huntington Beach City Elementary SD	Director Facilities, Maintenance, Operations & Transportation	\$7,158	\$9,038
Westminster Elementary	Executive Director Facilities, Planning & MOT	\$10,969	\$12,528
Los Alamitos Unified	Director, Facilities, Maintenance, Operations and Transportation	\$11,142	\$12,943

Mean: \$ 9,756 to \$11,503
 Median: \$10,969 to \$12,528

It is the Director’s recommendation that the salary of the new classification be placed at Salary Range M72, \$9,649 to \$11,757 per month on the Classified Management Salary Schedule. This recommendation will establish the salary closest to the average of districts surveyed with positions that have comparable requirements and similar ADA, and provide for internal equity and alignment with other positions in the District with comparable levels of skill and responsibility.

Proposed New Classification – Executive Director of Facilities and Transportation and Recommendation to Reclassify Incumbent from Director of Maintenance, Operations and Facilities to New Classification of Executive Director of Facilities and Transportation
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Other Considerations:

The proposed job classification and job description have been shared with the incumbent and appropriate District administration. All are in support of the job classification and description and agree that the new classification adequately describes the duties and responsibilities of Mr. Choate. The proposed salary recommendation has also been shared with District Administration who support the salary placement and also support the proposed reclassification of Mr. Choate.

.....
Recommendation:

The Director, Classified Personnel recommends that:

- 1) The Personnel Commission review, discuss and approve the proposed new classification and specification of Executive Director of Facilities and Transportation. It is recommended that the classification be a Management/Supervisory class assigned to the Classified Management Salary Schedule and be exempt from overtime compensation in accord with Education Code 45128. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees a placement at Salary Range M72, \$9,649 to \$11,757 per month, on the Classified Management Salary Schedule AND
- 2) As Mr. Choate has been performing the majority of the duties and responsibilities described in the proposed job description of Executive Director of Facilities and Transportation for over two years, and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rule 3.3.1 (Education Code 45285), the Director recommends that Mr. Choate be reclassified from Director of Maintenance, Operations and Facilities to Executive Director of Facilities and Transportation.

Attachments: Job Description: Director of Maintenance, Operations and Facilities, dated 11/12/15
 Draft of proposed new classification: Executive Director of Facilities and Transportation, dated 6/17/21
 Classified Management Salary Schedule Draft
 Merit Rule 3.3

3.3 RECLASSIFICATION

3.3.1 Basis for Reclassification

The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities.

3.3.2 Requests for Study

Requests for classification study of existing positions shall be presented to the Director, Classified Personnel together with a statement of the reasons for requesting the study.

Requests for study may be initiated by the administration with approval of the Superintendent or by employees or employee organizations.

3.3.3 Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed.

3.3.4 Affect on Incumbents

Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or
2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or
3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination.

(Reference Education Code 45285 + AB 1070) (Revised 10/09/03)

3.3.5 Reemployment List for Displaced Incumbents

Any displacement of a permanent employee resulting from a reclassification of a position, positions, or class of positions shall be considered a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules.

This rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.

3.4 REORGANIZATION

Positions created or changed as a result of reorganization or the assignment of completely new duties/responsibilities or duties/responsibilities unrelated to those which the position was classified to perform shall be filled through the normal selection process as provided in these rules.

(Reference Education Code sections 45285 and 45285.5) (Revised 07/18/02)



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DIRECTOR OF MAINTENANCE, OPERATIONS AND FACILITIES

JOB SUMMARY:

Under administrative direction of the Deputy Superintendent, Administrative Services, the Director of Maintenance, Operations and Facilities plans, organizes, controls and directs District maintenance, grounds keeping and custodial operations, warehouse, construction, reconstruction, alteration projects, relocation of facilities and other capital outlay projects; supervises and evaluates the performance of assigned personnel; facilitates communications and coordination among Maintenance Departments, District divisions, outside entities and the community on matters related to maintenance and district-wide facilities development and improvement.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the maintenance and operations services, facilities planning and development of the district. This position provides overall leadership and vision including the development and achievement of short and long-term goals for facilities, maintenance and operations. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Deputy Superintendent, Administrative Services.

REPRESENTATIVE DUTIES: (*E denotes an essential function of the job*):

Plan, organize, direct and control the maintenance, operations and construction of the District's buildings, grounds, warehouse, facilities, planned capital improvements and deferred maintenance projects; ***E***

Provide technical expertise, information and assistance to the Superintendent and Deputy Superintendent regarding grounds keeping, maintenance, custodial and construction projects and activities; ***E***

Direct ongoing skilled and semi-skilled trades work related to plumbing, electrical, heating, ventilation, and air conditioning, masonry, painting, welding and general construction projects; assign work to crews; arranges for substitute or relief coverage for general maintenance and skilled trades personnel given absences; ***E***

Inspect trades and maintenance work in progress and upon completion; assure that District staff and contractors conform to health and safety standards, and the proper use of materials and equipment and that employees are properly trained and certified; ***E***

Utilize database software to track maintenance projects, including material and labor, and to project time and cost requirements, and update maintenance standards used for bidding and specification purposes; ***E***

Compare actual performance with time and cost standards and investigate sources of variation for management reporting and trending and future planning purposes as well as potential means for improving work productivity, quality and safety; *E*

Establish standards for proper cleanliness, safety and building maintenance; *E*

Confer with direct supervisory and lead personnel regarding methods and procedures of work, supply and equipment requirements and operational problems and conflicts; assist with and solve existing problems and determine future requirements of personnel and materials; confer with school officials regarding departmental issues; *E*

Prepare and administer the departmental budget, monitor and control expenditures in accordance with established fiscal policies; administer other funding allocation for special projects; *E*

Communicate and serve as a liaison between District and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others concerning facilities maintenance and operation services for the purpose of coordinating activities and ensuring activities achieve District objectives; *E*

Meet with District school site officials to determine project requirements and specifications and determine the best delivery method for accomplishing related work; *E*

Supervise and evaluate the performance of assigned personnel; schedule, assign and inspect work; analyze staffing requirements and make recommendations; schedule and arrange trainings as needed; *E*

Analyze, modify and modernize work methods and procedures to increase efficiency and cost-effectiveness; *E*

Procure major supplies, tools and equipment for the department and evaluate new products and service providers; *E*

Develop and implement short and long-term plans, programs and activities designed to enhance construction, grounds keeping, maintenance and custodial services; *E*

Research, compile, analyze and interpret technical data related to large-scale maintenance and operation projects, estimate cost for labor and materials; prepare bid specifications; *E*

Assure compliance with a variety of health and safety regulations related to equipment operation, toxic waste and asbestos management; monitor an on-going safety program; *E*

Analyze project plans and make recommendations concerning work to be performed by outside firms; research, select and approve the purchasing of equipment and supplies within established limitations; *E*

Conduct staff meetings and work with District staff and school officials and contractors to review maintenance projects and results, and to evaluate and resolve problems or complaints; *E*

Attend, chair, conduct and provide input to a variety of technical meetings and conferences related to assigned functions including pre-bid and pre-construction meetings; *E*

Assure the preparation and maintenance of required records, reports, files and lists as appropriate; assure compliance with local, State, and federal laws, rules and regulations as required; *E*

Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; *E*

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Administrative direction is received from the Deputy Superintendent of Administrative Services or designee.

Supervises and evaluates all employees assigned to the maintenance, custodial and grounds service areas.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Planning and organization of maintenance and operations, budget preparation and control;
- Methods, materials, equipment and terminology used in construction, maintenance, custodial and grounds activities;
- Requirements for maintaining school buildings, grounds and equipment in a safe, clean and orderly condition;
- Laws, regulations and practices governing the construction and repair of school facilities and grounds;
- Vehicle and equipment maintenance principles;
- Principles and practices of effective personnel management, supervision and training, organizational structure and behavior;
- Operation of computer and assigned software;
- Environmental, health and safety issues and regulations related to employees, building and property.

Ability to:

- Plan, organize, direct and control the maintenance, operations and construction of the District's buildings, grounds, warehouse, facilities and planned capital improvements;
- Plan, schedule, organize, direct, control, supervise and evaluate the work of grounds, custodial and maintenance personnel and functions;
- Estimate labor and material costs; establish, schedule, direct and control diversified maintenance and operations work;
- Read, interpret and work from drawings and blueprints; direct, prepare and cause to be prepared records, reports and other communications; apply training, knowledge and experience so as to maximize efficiency and effectiveness of Maintenance and Operations Department functions;
- Coordinate various construction projects and development activities;
- Lay out, schedule, direct and control a diversified maintenance, operations and facilities development and improvement program;
- Develop and enforce work standards;
- Apply and explain rules, regulations, policies and procedures;
- Communicate accurately, effectively and courteously, both orally and in writing, to a diverse audience;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt effective course of action;
- Prepare comprehensive narrative and statistical reports;
- Accept and carry out responsibility for direction, control, and planning;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education

- High school diploma or equivalent;
- Bachelor's degree in Business Administration, Business Management, Construction Management or related field is preferred.

Experience:

- Five years of progressively responsible experience in supervising a large maintenance and operations or construction program involving the utilization of crafts, custodial and grounds personnel, preferably in a California school environment.

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License;

CAL OSHA 10 Hour safety Certificate desirable.

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Perform both sedentary administrative work in a typical office environment and oversight/inspection work in maintenance and/or construction areas. Mobility sufficient to perform site inspections and verification of construction work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 100

pounds, and stand for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Environmental conditions will be indoor and outdoors, sometimes inclement weather. Noise levels will be generally moderate, although may at times be loud, but will remain within acceptable levels for the trade. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Position established 1998

Inactive: 2001

Reactivation: 9/11/14

Job Description Review and Revisions Effective: 11/12/15



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Executive Director of Facilities and Transportation

JOB SUMMARY

Under general administrative direction of the Deputy Superintendent, Administrative Services, plans, organizes, directs and controls the facilities, maintenance, grounds, transportation and certain operational activities of the District. This position prepares short and long-term capital improvement plans; formulates policies relating to the maintenance, operations, and transportation needs of the District; oversees and coordinates all district construction projects, as well as supervises and evaluates the performance of assigned personnel; interacts with state, local, and outside entities including the local community on matters related to maintenance and district-wide facilities development and improvements.

CLASS CHARACTERISTICS

This Leadership level position serves as the District's primary facilities and transportation official. Reporting directly to the Deputy Superintendent, this single incumbent classified management position is the administrative head of the Facilities and Transportation Department, which includes overall responsibility for the functional areas of maintenance and operations services, warehousing, transportation, modernization and construction. The incumbent provides expertise on a wide variety of school facilities matters including: capital improvements, construction, general obligation bond funding, use of District facilities, leases of real property, and public works construction management. The incumbent also provides leadership and direction on all school transportation matters including: internal processes and procedures, scheduling, maintenance and repair of school buses, trucks, cars, vans and other vehicles and equipment; supervises all assigned personnel including bus drivers, mechanics, and other transportation staff, ensuring their proper training and performance.

This position provides overall leadership and vision including the development and achievement of short and long-term goals for facilities and transportation. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Deputy Superintendent, Administrative Services.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Plan, organize, direct and control the District's business activities related to maintenance, operations, construction of school facilities, transportation services, warehousing, public works, contract management and real estate utilization;
- Assist the Deputy Superintendent in the development of business policies, procedures and programs for the District to improve efficiency and service; direct business, construction, and

- operational activities in accordance with principles of sound business management;
- Research and review legal problems of the District related to the District's facilities and operations activities with legal counsel;
- Supervise, direct and coordinate the work of personnel assigned to the Facilities and Transportation Departments; evaluate immediate subordinates; oversee the selection, training, transfer and discipline of employees according to established procedures;
- Review new and proposed legislation, anticipate, evaluate, and interpret significant national, state, and local trends and developments affecting the operations of the District and make appropriate recommendations to the Superintendent;
- Assist the Deputy Superintendent to negotiate, prepare, and manage the short-term leases for closed school properties. Maintain records of work orders and facility improvements;
- Communicate with other administrators, District personnel, contractors, and various Federal, State and County agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Attend Board, public, staff, and other meetings as assigned; represent the District at City, County, State, and other public and private sector meetings and/or forums, as necessary; present reports regarding facility and operational matters of the District;
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; operate a computer in the preparation of correspondence, records, and reports;
- Oversee the District's safety and security program;
- Advise District negotiator on operational aspects of labor contract negotiations.

SUPERVISION

General administrative direction is received from the Deputy Superintendent, Administrative Services.

Direct and indirect supervision is exercised over Facilities, Warehouse, Maintenance, Operations, and Transportation personnel.

MINIMUM QUALIFICATIONS

Knowledge of:

- Planning, organization and direction of the operations and maintenance of a school district;
- Principles and practices of administration, supervision, and training;
- Applicable laws, codes, regulations, policies and procedures;
- Vehicle and equipment maintenance principles;
- Purchasing methods and practices involving the use of specifications and competitive bidding;
- Public works contracting for construction and deferred maintenance related projects;
- Methods, procedures, and planning involved in school district construction projects;
- Operation of a personal computer and a wide variety of job related software including Microsoft Office word processing, spreadsheet, presentation, database, Email and internet computer applications;
- Public presentation methods and use of related software and/or equipment.

Ability to:

- Plan, organize, and administer the maintenance, operations, facilities, warehouse, and transportation activities of the District;
- Participate in the preparation of the District's budget;
- Develop and implement accounting, record-keeping, and budgetary procedures and systems for the division;
- Plan, organize, implement, and direct the establishment and maintenance of records/systems;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Analyze situations accurately and adopt appropriate course of action;
- Prepare comprehensive narrative or statistical reports, and media presentations;
- Direct and ensure the maintenance of a variety of reports and files related to assigned activities;
- Establish and maintain cooperative and effective working relationships with others and effectively communicate using tact, patience, and courtesy in a manner that reflects positively on the District;
- Plan, organize, and prioritize work of self and others to meet schedules and time lines;
- Supervise and evaluate the performance of assigned staff;
- Communicate effectively, in writing, orally, in person, or on the telephone.
- Good oral and written communications skills.

EMPLOYMENT STANDARDS

Any combination of education, training and experience, which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- Graduation from a recognized four-year college or university with a major in business/public administration or education with a specialization in school business administration, or equivalent.
- Master's degree or higher is desirable.

Experience:

- Five years of broad and significant recent management experience including business management areas such as accounting, maintenance, transportation, purchasing, construction, and/or public works contracting in an administrative position, preferably in a California school district.

LICENSES REQUIRED

- Possession of a valid California Class C driver license.
- All of the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Safely lift, carry, push, and pull up to 25 pounds; frequently sits, walks, stands; occasionally stoops, bends, and reaches over head. Repetitively uses fingers on both hands simultaneously; mobility sufficient to perform site inspections and verification of construction work completed. Physical dexterity sufficient

to operate personal computers, other standard office equipment, and a motor vehicle; Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Visual acuity sufficient to see small details to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans and materials being submitted to elected officials and/or outside agencies, as well as see long distances in an outdoor environment.

Working Environment and Hazards:

Performs sedentary administrative work in a typical office environment as well as oversight/inspection work in maintenance and/or construction areas. Environmental conditions will be indoor and outdoor, sometimes in inclement weather. Noise levels will be generally moderate, although may at times be loud, but will remain within acceptable levels for the trades. Has frequent direct contact with the public, employees, elected, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes, tight deadlines without guidance from supervisor, and is subject to frequent interruptions.

SALARY RANGE

Proposed Salary Range M72

Classified Management Salary Schedule

Duties established by Board of Trustees

Proposed new classification to Personnel Commission June 17, 2021

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2020-2021

SALARY RANGE

Executive Director of Facilities and Transportation (J50) PROPOSED	M72
Director, Classified Personnel (H30)	M71
Director, Fiscal Services (H40)	M71
Director, Maintenance, Operations and Facilities (J50)	M65
Director, Child Development Programs (K10)	M61
Director, Information Services (J80)	M61
Public Information Manager (K10)	M61
Director, Food Services (J20).....	M55
Senior Facilities Planner (J10)	M53
Director, Purchasing (J90).....	M52
Director, Transportation (J30)	M52
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51
Preschool Supervisor (K10)	M44

Vacation Schedule (12 Month Employees) 22 days per year

Salaries effective 1/1/19: 1.74% Retroactive Across the Board Salary Increase. Board approved 10/2/19.

Longevity:

- At the beginning of the 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into the new plan approved by the Board of Trustees on 10/20/15.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and Board approved 10/20/15.

Additional \$1,000 per year for earned Doctorate

OCEAN VIEW SCHOOL DISTRICT
 CLASSIFIED MANAGEMENT
Salary Range Placement
 2020-2021

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	4,271	4,490	4,714	4,951	5,206
40	4,379	4,600	4,833	5,078	5,333
41	4,490	4,714	4,951	5,206	5,466
42	4,600	4,833	5,078	5,333	5,603
43	4,714	4,951	5,206	5,466	5,745
44	4,833	5,078	5,333	5,603	5,889
45	4,951	5,206	5,466	5,745	6,036
46	5,078	5,333	5,603	5,889	6,186
47	5,206	5,466	5,745	6,036	6,341
48	5,333	5,603	5,889	6,186	6,501
49	5,466	5,745	6,036	6,341	6,664
50	5,603	5,889	6,186	6,501	6,829
51	5,745	6,036	6,341	6,664	7,000
52	5,889	6,186	6,501	6,829	7,176
53	6,036	6,341	6,664	7,000	7,356
54	6,186	6,501	6,829	7,176	7,537
55	6,341	6,664	7,000	7,356	7,726
56	6,501	6,829	7,176	7,537	7,919
57	6,664	7,000	7,356	7,726	8,118
58	6,829	7,176	7,537	7,919	8,320
59	7,000	7,356	7,726	8,118	8,531
60	7,176	7,537	7,919	8,320	8,739
61	7,356	7,726	8,118	8,531	8,963
62	7,537	7,919	8,320	8,739	9,185
63	7,726	8,118	8,531	8,963	9,414
64	7,919	8,320	8,739	9,185	9,649
65	8,118	8,531	8,963	9,414	9,892
66	8,320	8,739	9,185	9,649	10,138
67	8,531	8,963	9,414	9,892	10,391
68	8,739	9,185	9,649	10,138	10,653
69	8,963	9,414	9,892	10,391	10,918
70	9,185	9,649	10,138	10,653	11,188
71	9,414	9,892	10,391	10,918	11,471
72	9,649	10,138	10,653	11,188	11,757
73	9,892	10,391	10,918	11,471	12,051
74	10,138	10,653	11,188	11,757	12,349
75	10,391	10,918	11,471	12,051	12,663
76	10,653	11,188	11,757	12,349	12,975
77	10,918	11,471	12,051	12,663	13,304
78	11,188	11,757	12,349	12,975	13,634
79	11,471	12,051	12,663	13,304	13,977
80	11,757	12,349	12,975	13,634	14,324

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: June 17, 2021

SUBJECT: Agenda Item No.15: Reactivate Classification of Supervisor of Transportation and Title Change to Transportation Supervisor

Background Information

The Director of Transportation position has been vacant since 2019, and Mr. Jim Choate in his role as Director of Maintenance, Operations and Facilities, has gradually assumed responsibility for supervising the Transportation Department. The District, with the recommendation of Deputy Superintendent, Administrative Services, Michael Conroy, has an interest in reactivating the classification of Supervisor of Transportation to assist Mr. Choate in planning, organizing, directing, coordinating and supervising the day-to-day operations of the District's transportation program.

Analysis

The Director, Classified Personnel reviewed the former classification of Supervisor of Transportation, which was active on the classified management salary schedule from 1994 to 1998. The Director collected and reviewed job descriptions and salary data from other Orange County districts, and provided Dr. Conroy with suggested updates to the description as well as a salary recommendation. Dr. Conroy shared these updates with Mr. Choate for his input, and Director Vellanoweth shared the proposed updates and salary recommendation with Assistant Superintendent, Human Resources, Felix Avila.

After some minor changes to the proposed revisions, Director Vellanoweth, Dr. Conroy, and Mr. Avila agreed that this former classification, with the suggested revisions, would meet the transportation supervision needs of the District.

Salary Considerations

The previous salary range assigned to the Supervisor of Transportation was Salary Range M50 on the Classified Management Salary Schedule.

Since that time, the classifications of Maintenance and Operations Supervisor and Grounds Supervisor have been established. Both of these classifications are assigned to Salary Range M51 on the Classified Management Salary Schedule, both report directly to Mr. Choate, and both plan, organize, direct, coordinate and supervise the day-to-day operations of their respective programs within the Facilities Department.

**Reactivate Classification of Supervisor of Transportation
and Title Change to Transportation Supervisor
Page 2**

After conducting a salary study, Director Vellanoweth determined that there were no other districts that are identified as Ocean View School District benchmark districts with similar ADA that were found to have comparable positions and reporting structure.

Therefore, in an effort to internally align the salary of this position with other classified supervisor level positions within Ocean View with similar levels of skill and responsibility, the Director recommends that the salary of the reactivated classification be placed at Salary Range M51, \$5,745 to \$7,000 per month on the Classified Management Salary Schedule.

Other Considerations:

The proposed reactivation, job description, and corresponding salary recommendation have been reviewed and are supported by the appropriate District administration.

.....
Recommendation

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and approve the reactivation and proposed revisions to the classification of Supervisor of Transportation including a title change to Transportation Supervisor. It is recommended that the classification be a Management/Supervisory class assigned to the Classified Management Salary Schedule and be exempt from overtime compensation in accord with Education Code 45128. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees that the salary be assigned to Salary Range M51, \$5,745 to \$7,000 per month, on the Classified Management Salary Schedule.

Attachments:

- Draft of proposed reactivated classification Supervisor of Transportation (Transportation Supervisor), dated 6/17/21
- Supervisor of Transportation job description 5/96
- Classified Management Salary Schedule Draft



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Transportation Supervisor

JOB SUMMARY:

Under direction of the Executive Director of Facilities and Transportation, assists in the planning, organizing, directing, coordinating and supervising of the day to day operations of the District's transportation program, including maintenance and repair of school buses, trucks, cars, vans, and other vehicles and equipment; supervises all assigned personnel including bus drivers, mechanics, and other transportation staff, ensuring their proper training and performance.

CLASS CHARACTERISTICS:

This single incumbent classified management position has responsibility for direction of the Transportation Department staff and the District's overall transportation operations. The incumbent ensures compliance with Federal, State, and local laws, rules and regulations related to student transportation. They are expected to work independently in concert with the objectives, scheduling, and general procedures established by the Executive Director of Facilities and Transportation and ensure all drivers are properly trained.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Assist in coordinating and planning District student transportation schedules, routes, and stops to maximize service to students, minimize cost, and for effective utilization of transportation equipment and staff;
- Plan, train, supervise, direct and evaluate the work of bus drivers, mechanics and other transportation support personnel;
- Collaborate with the Special Education Department to develop special education bus support plans as part of the IEP process including behavior, health, and evacuation components;
- Supervise the maintenance and repair of District vehicles, buses and related equipment; oversee shop/garage activities; order parts and related inventory as needed;
- Act as a liaison with the CHP Motor Carrier for annual terminal inspections; review all CHP annual bus safety inspections;
- Maintain records to ensure departmental compliance with driver licensing and certification requirements including the District's Department of Transportation (DOT) Drug and Alcohol Testing Program;
- Ensure the timely performance of tasks consistent with District standards and expectations;

- Assist in interviewing, recommending employment, retention, discipline, termination of department subordinate staff;
- In accordance with District policies, enforce compliance with applicable laws, rules, regulations, and policies;
- Prepare and maintain current the Transportation Safety Plan, safety programs for school bus drivers;
- Oversee and approve driver training program;
- Coordinate and conduct in-service and training of transportation employees;
- Provide information to and resolve student transportation problems with parents, principals, and other school administrators;
- Plan and direct transportation maintenance, preventive maintenance, and vehicle inspection programs;
- Supervise departmental compliance with various licensing and certification requirements;
- Assist in the preparation and management of the department's annual budget;
- Investigate and compile information on any accident involving pupil transportation, taking necessary reporting and remedial action as appropriate;
- Attend and conduct a variety of meetings as assigned; provide in-services to Transportation staff as needed;
- Operate a computer and variety of software programs including a transportation data management system;
- Collaborate with California School Employee Association representatives to adopt best practices to benefit all employees;
- Oversee behind the wheel training;
- Assist in training, testing, and evaluating candidates who have been selected to become drivers for the District;
- May drive a District vehicle and school bus to transport students and test-drive newly acquired or recently repaired vehicles or school buses as needed.

Other Related Duties:

- Maintain, update, and implement practices and guidelines, such as Board Policies and Administrative Regulations, and Transportation Department policies and procedures as needed;
- Recommend and implement changes in department rules, regulations and procedures affecting transportation activities;
- Supervise the requisition of supplies, equipment, and inventory;
- Develop, direct, and approve various reports; ensure the required records and written reports are continuously maintained;
- Keep current on modern practices in responsibility areas including streets, boundary lines, and housing developments;

SUPERVISION

General administrative direction is received from the Executive Director of Facilities and Transportation.

Supervision is exercised over all employees assigned to the Transportation Department including shop/garage staff.

MINIMUM QUALIFICATIONS

Knowledge of:

- Practices, procedures, and legal requirements related to the transportation of students and the operation of a school transportation system;
- California Motor Vehicle Code, traffic ordinances, and California Highway Patrol and Federal regulations pertaining to student transportation;
- Safety rules and practices related to bus and truck transportation operation;
- Types and availability of resource materials related to instruction and training of drivers;
- Systems for record keeping, inventory control, budget preparation, and expenditure controls;
- General practices related to routine bus maintenance required by the California Highway Patrol;
- Principles of effective personnel management, progressive discipline, supervision, and training of employees;
- Operation of personal computers and applicable software including transportation specific software;
- Modern office equipment and procedures;
- English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Plan, schedule, organize, direct, and supervise a school transportation system overseeing the safe and efficient transportation of students;
- Train, supervise, and evaluate subordinate personnel;
- Use good judgment in recommending appropriate administrative actions;
- Direct, prepare, cause to be prepared, and present clear and concise records, reports, and other communications;
- Read, interpret, apply, and explain rules, regulations, district policies and procedures;
- Apply training, knowledge and experience so as to maximize efficiency and effectiveness of department functions;
- Operate various office equipment including a PC (personal computer), effectively utilize applicable software, including transportation related software, and the District's E-mail system;
- Assist in the development and administration the District's Transportation Program budget;
- Communicate effectively both orally and in writing with staff, parents, children, public, and district personnel demonstrating poise, patience, sensitivity and understanding;
- Establish and maintain cooperative and effective working relationships with diverse groups, including administrators, District personnel, outside agencies, parents, and students;

- Work independently with little direction;
- Meet schedules and time lines;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy, and respect in a manner that reflects positively on the District;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administration, and staff.

EMPLOYMENT STANDARDS

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High school diploma or equivalent;
- Technical/vocational training or college course work involving business management, pupil/public transportation, or related disciplines is highly desirable.

Experience:

- Progressive increase of experience in a fleet transportation system, experience with complex scheduling of routes and personnel, experience implementing a transportation data management system (i.e. Trans Traks), preferably in a California school environment.
- Two years of demonstrated successful experience in a supervisory capacity preferred.

LICENSES AND CERTIFICATES REQUIRED

The following licenses, certificates and endorsements are required within nine (9) months of employment:

- Valid California Class A or B Commercial driver license with Passenger “P” and School Bus “S” endorsements;
- Valid California Special Driver Certificate for school bus with no restrictions preferred except numbers “1” (automatic transmission only) and “6” (first aid test waived);
- Valid CPR certification and First Aid certification if first aid was waived at CHP;
- Certification of successfully passing a DMV medical examination;
- Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.
- Current, unrestricted California School Bus Driver Instructor Certification.

All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment and Hazards:

Occasionally drives a school bus; works inside and outside; works with loud noises and vibration; occasionally exposed to fumes, gases, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; has direct contact with Transportation employees, the public, students, passengers, and other district staff; works frequently without guidance from supervisor frequently in negative interpersonal situations; works with high volume and tight deadlines.

Physical Demands:

Frequently sits, stands, walks, climbs stairs; occasionally stoops, bends, reaches over head; may move students weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment.

SALARY RANGE

Proposed Salary Range M51

Classified Management Salary Schedule

Classification established Personnel Commission 1/20/1994, Salary Range M50

Job Description Revised 5/96

Proposed classification reactivation by Personnel Commission June 17, 2021

SUPERVISOR OF TRANSPORTATION

DEFINITION

Under direction of Director of Maintenance, Operations & Transportation assists in the planning, organizing, directing, coordinating and supervising of the District's transportation program, including maintenance and repair of school busses, trucks, cars, vans and other vehicles and equipment; assumes and performs related work as necessary or required.

EXAMPLES OF DUTIES

Under the administrative leadership of Director of Maintenance, Operations & Transportation, assists in coordinating and planning District student transportation schedules, routes and stops to maximize service to students and effective utilization of transportation equipment and staff; Plans, supervises, directs and evaluates the work of bus drivers, mechanics and other transportation support personnel; ensures the timely performance of tasks consistent with District standards and expectations; assists in recommending employment, retention, discipline, termination of department subordinate staff; enforces compliance with applicable laws, rules, regulations and policies; conducts, coordinates inservice and training of transportation employees; plans and directs transportation maintenance, preventive maintenance and vehicle inspection programs; requisitions supplies and equipment, maintains inventories; supervises departmental compliance with various licensing and certification requirements; assists in the preparation of the department's annual budget; investigates and compiles information on any accident involving pupil transportation, taking necessary reporting and remedial action as appropriate; handles complaints and requests for information regarding student transportation; develops, directs and approves various reports; keeps current on modern practices in responsibility areas.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices, procedures and legal requirements related to the transportation of students and the operation of a school transportation system; systems for record keeping, inventory control and budget control; practices and procedures related to vehicle maintenance schedules; principles of effective personnel management and supervision, training of employees; modern office equipment and procedures.

Ability to:

Plan, schedule, organize, direct, and supervise a school transportation system; accurately estimate and price materials and supplies; evaluate the work of subordinate personnel; direct, prepare and cause to be prepared records, reports, and other communications; apply training, knowledge and experience so as to maximize efficiency and effectiveness of Department functions; establish and maintain effective working relationships.

Education and Experience

Four years of progressively responsible experience in a fleet transportation system, involving complex scheduling of routes and personnel, two years of which were in a supervisory capacity and preferably in a California school environment; education equivalent to the completion of the twelfth grade, supplemented by technical, vocational or college work involving business management, vehicle maintenance or related disciplines.

Licenses Required

Valid and appropriate California Drivers' License; successful completion of all examination components required of school bus drivers by the California Highway Patrol including a class B, P endorsement; valid and unrestricted School Bus Certificate; certificate of completion of the California School Bus Driver Instructor Course with valid and unrestricted instructor certificate.

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2020-2021

SALARY RANGE

Director, Classified Personnel (H30)	M71
Director, Fiscal Services (H40)	M71
Director, Maintenance, Operations and Facilities (J50)	M65
Director, Child Development Programs (K10)	M61
Director, Information Services (J80)	M61
Public Information Manager (K10)	M61
Director, Food Services (J20).....	M55
Senior Facilities Planner (J10)	M53
Director, Purchasing (J90).....	M52
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51
Transportation Supervisor (J30) PROPOSED.....	M51
Preschool Supervisor (K10)	M44

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- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and Board approved 10/20/15.

Additional \$1,000 per year for earned Doctorate

OCEAN VIEW SCHOOL DISTRICT
 CLASSIFIED MANAGEMENT
Salary Range Placement
 2020-2021

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
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44	4,833	5,078	5,333	5,603	5,889
45	4,951	5,206	5,466	5,745	6,036
46	5,078	5,333	5,603	5,889	6,186
47	5,206	5,466	5,745	6,036	6,341
48	5,333	5,603	5,889	6,186	6,501
49	5,466	5,745	6,036	6,341	6,664
50	5,603	5,889	6,186	6,501	6,829
51	5,745	6,036	6,341	6,664	7,000
52	5,889	6,186	6,501	6,829	7,176
53	6,036	6,341	6,664	7,000	7,356
54	6,186	6,501	6,829	7,176	7,537
55	6,341	6,664	7,000	7,356	7,726
56	6,501	6,829	7,176	7,537	7,919
57	6,664	7,000	7,356	7,726	8,118
58	6,829	7,176	7,537	7,919	8,320
59	7,000	7,356	7,726	8,118	8,531
60	7,176	7,537	7,919	8,320	8,739
61	7,356	7,726	8,118	8,531	8,963
62	7,537	7,919	8,320	8,739	9,185
63	7,726	8,118	8,531	8,963	9,414
64	7,919	8,320	8,739	9,185	9,649
65	8,118	8,531	8,963	9,414	9,892
66	8,320	8,739	9,185	9,649	10,138
67	8,531	8,963	9,414	9,892	10,391
68	8,739	9,185	9,649	10,138	10,653
69	8,963	9,414	9,892	10,391	10,918
70	9,185	9,649	10,138	10,653	11,188
71	9,414	9,892	10,391	10,918	11,471
72	9,649	10,138	10,653	11,188	11,757
73	9,892	10,391	10,918	11,471	12,051
74	10,138	10,653	11,188	11,757	12,349
75	10,391	10,918	11,471	12,051	12,663
76	10,653	11,188	11,757	12,349	12,975
77	10,918	11,471	12,051	12,663	13,304
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80	11,757	12,349	12,975	13,634	14,324

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 11, 2021
SUBJECT: Agenda Item No. 16: New Classification - School Safety Assistant

Background Information

In March 2021, the Board of Trustees approved layoffs for a variety of classified positions due to lack of work and/or lack of funds. As a result of these layoffs, the district engaged with the California School Employees Association and its Ocean View Chapter #375 to negotiate the effects of the layoffs.

The District and CSEA had an interest in utilizing temporary COVID-19 relief funds to establish a job classification that could be utilized in a limited term capacity for the 2021-2022 school year, to provide for the safety of students, staff, and the community. Limited term assignments for six (6) months or less could be offered to Ocean View employees affected by the Board resolutions for layoff, and would provide them a soft landing while they were awaiting reemployment or securing alternate employment.

Analysis

The Director, Classified Personnel researched and found another district that had such a position. The Director created a job description and salary recommendation for a position titled School Safety Assistant that was subsequently shared with Assistant Superintendent, Human Resources, Felix Avila and CSEA.

The result of negotiating the effects of layoff was a Memorandum of Understanding (MOU) signed June 4, 2021. This MOU will be presented to the Board of Trustees for approval at their regularly scheduled meeting of June 22, 2021. Part of the MOU is an agreement to create 14 new limited-term School Safety Assistant positions for the 2021-2022 school year only that would be filled by classified employees affected by the March 2021 Board resolutions for layoff. Priority for these positions would be given to employees who were actually laid off (forced to leave District employment) and then to employees who had their work hours reduced.

Salary Considerations

The Director collected salary data and identified the following district as having a comparable position:

<i>District</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Hourly Salary (Step 1)</i>	<i>Hourly Salary (Top Step)</i>
Anaheim Elementary SD	School Safety Assistant	\$16.126	\$20.582

It is the Director's recommendation that the salary for the new classification of School Safety Assistant be established at an equivalent to Range 18, Step 1, at \$15.020 per hour. This is equivalent to other entry-level positions in Ocean View's classified service and similar to the salary structure and relationship established at Anaheim Elementary School District between their School Safety Assistant and their other entry level classifications.

Other Considerations

Although this position will be part of the classified service, it is only temporary in nature through June 30, 2022, is only intended to be used for a limited number of specific employees affected by layoff, and will only be offered in a limited term capacity for six months or less. Therefore, it will not be part of the CSEA bargaining unit and will only be established with one salary step.

The Assistant Superintendent, Human Resources and CSEA have all reviewed and support this job classification and the salary recommendation. They agree that this classification will only be used for the specific purposes outlined in the Memorandum of Understanding which will be in effect through June 30, 2022. After this date, the classification will no longer be utilized and will be deactivated.

.....
Recommendation

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and adopt the classification of School Safety Assistant, to be utilized for positions of limited term duration, assignments of six months or less, during the 2021-2022 school year. It is also recommended that the new classification of School Safety Assistant be assigned to a salary equivalent to Salary Range 18, Step 1 at \$15.020 per hour.

Attachments:

- Proposed job description for School Safety Assistant, dated June 17, 2021
- Classified Bargaining Unit Salary Schedule
- Draft School Safety Assistant Salary Range Placement



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

School Safety Assistant

JOB SUMMARY

Under the immediate supervision of the school site administrator or designee, ensures and maintains the safety of students, staff, and the community by monitoring designated areas on an assigned school campus.

CLASS CHARACTERISTICS

The School Safety Assistant classification is intended to be utilized for positions of limited term duration, assignments of 6 months or less, during the 2021-2022 school year.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Monitor and direct student activities in lunch areas, classrooms, play areas, restrooms and other related areas to ensure and maintain the health, safety and welfare of students, staff, and the community;
- Assist, screen, and direct campus visitors to the office; assist, screen and supervise students as they leave or enter school grounds in accordance with District policies and procedures;
- Provide assistance on school buses and at bus stops to include screening, loading and unloading of students; observe student behavior to ensure proper student conduct at all times and to maintain adherence to District policies and procedures;
- Enforce and comply with District policies, rules, regulations and procedures regarding the safety and security of students, staff, and school property; observe, identify, and report actual and/or potential threats involving student or personnel safety, unsafe conditions, unauthorized persons on campus, or disruptions and/or violence;
- Inspect, review and monitor campus to assure against inappropriate behaviors, and to eliminate potential safety hazards;
- Counsel, advise and maintain appropriate student behaviors, according to site Positive Behavior Intervention & Support (PBIS)
- Communicate, collaborate, coordinate, participate and assist District personnel in handling emergency situations and preparedness drills, including the supervision of students and directing community members; follow emergency response procedures as needed;
- Complete necessary incident reports pertaining to student behavior and ill or injured students

- Use radio to report safety issues and/or request support from other staff members; evaluate and communicate the seriousness of a given situation and call for assistance to report as necessary; maintain radio communication with school personnel;

SUPERVISION

Supervision is received from the school site administrator or designee.

Supervision is exercised over students in accord within established guidelines.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS

Knowledge of:

- Appropriate safety procedures and precautions;
- Basic principles, policies, rules and procedures concerning appropriate child behavior;
- Acceptable behavior modification and conflict resolution techniques;
- Basic children's playground activities or games;
- Basic first aid;
- District and school emergency procedures;
- Appropriate English usage;
- Proper lifting techniques;
- Basic record-keeping techniques.

Ability to:

- Work effectively without close supervision;
- Effectively exercise discretion and good judgment in choosing appropriate courses of action and responding to unacceptable student behavior, crisis and/or emergency situations in a timely manner;
- Understand and apply rules and regulations of acceptable student behavior while on school grounds;
- Maintain acceptable standards of and use good judgement in dealing with student behavior;
- Understand and follow both oral and written directions;
- Communicate effectively in English both orally and in writing;
- Learn to operate a two-way radio;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS

Education:

- High School Diploma or equivalent (GED).

Experience:

- One year of experience working with children in an organized setting.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The job requires predominately standing, walking and physical agility sufficient to move about on both hard, soft and uneven surfaces and respond to students, crisis and/or emergency situations quickly; frequently lifts, carries, pushes and pulls up to 25 pounds; occasionally stoops, kneels or bends; visual acuity sufficient to see and observe student behavior and/or unauthorized persons on playgrounds and throughout the campus; speech and vocal capability sufficient to be heard in a noisy outdoor environment; hearing sufficient to be able to tell when an individual is in trouble, being disruptive, or needs help.

Working Environment and Hazards:

The working environment is indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to minor, and on occasion to severe, contagious illnesses, and to noise generated by students involved in outdoor activities. Occasional exposure to fumes, dust, odors, cleaning agents and chemicals. Has direct contact with public, children, and other district staff.

SALARY RANGE

Range 18, Step 1

Proposed new classification to Personnel Commission 6/17/21

OCEAN VIEW SCHOOL DISTRICT
2020-2021* Classified Bargaining Unit Range Placement

Salary Range

Salary Range

ACCOUNTING SERIES

35 Senior Account Clerk
 37 Accounting Technician
 37 Payroll Technician
 45 Financial Analyst
 48 Accountant

CHILD CARE SERIES

18 Child Care Attendant
 32 Child Care Program Facilitator
 **34 Lead Child Care Facilitator

CLERICAL SERIES

23 Clerk Typist
 28 Intermediate Clerk Typist
 28 School Office Clerk
 29 Intermediate Clerk Typist-Bilingual
 29 School Office Clerk-Bilingual
 31 District Receptionist
 31 Senior Clerk Typist
 33 Translator/Interpreter

CUSTODIAL SERIES

28 Custodian
 30 Lead Evening Custodian
 32 Head Custodian

DELIVERY SERIES

31 Delivery Worker
 37 Storekeeper

FOOD SERVICE SERIES

18 Food Service Worker
 21 Lead Food Service Worker
 35 Central Kitchen Coordinator

GROUNDS SERIES

31 Groundskeeper I
 33 Grounds Equipment Operator
 34 Groundskeeper II
 35 Grounds Maintenance Worker
 37 Sprinkler Mechanic
 39 Lead Groundskeeper

HEALTH SERIES

26 School Health Technician

HUMAN RESOURCE SERIES

35 Personnel Technician
 36 Human Resources Technician
 39 Benefits & Workers' Compensation Specialist
 40 Personnel Assistant
 41 Human Resources Analyst
 41 Personnel Analyst

INSTRUCTIONAL SERIES

21 Instructional Assistant
 22 Early Learning Instructional Assistant
 22 Instructional Assistant-Bilingual
 22 Instructional Assistant - Special Education
 23 Early Learning Instructional Assistant - Bilingual
 23 Instructional Assistant-Computer I
 23 Instructional Assistant – English Learner
 23 Instructional Assistant-Farm Facility
 23 Instructional Assistant-Sign Language (Deaf/Hard of Hearing)
 24 Speech and Language Aide
 25 Instructional Assistant-Adapted Physical Education
 25 Instructional Assistant-Physical Education
 25 Instructional Assistant-Severely Disabled
 26 Instructional Assistant-Applied Behavior Analysis (ABA)
 27 Instructional Assistant-Computer II
 29 Early Learning Associate Educator
 ***31 Lead Behavior Instructional Assistant
 32 Early Learning Educator
 32 Speech and Language Assistant

LIBRARY/MEDIA SERIES

27 School Library Specialist
 34 Library/Instructional Materials Technician

MAINTENANCE SERIES

28 Maintenance/Grounds Helper
 33 Maintenance Worker
 37 Flooring Repair Worker
 37 Skilled Maintenance Worker
 40 Locksmith
 40 Painter
 41 Maintenance Carpenter/Cabinetmaker
 41 Maintenance Heating, Ventilation & Air Conditioning Mechanic
 41 Maintenance Electrician
 41 Maintenance Plumber
 50 Facilities Planner/Coordinator

NETWORK/COMMUNICATIONS SERIES

37 Field Service Technician
 39 Data and Assessment Technician
 45 Computer/Multimedia Technician
 45 Database Analyst
 47 Network Systems Specialist
 50 Network Systems Manager

PRINTING SERIES

33 Reprographic Technician
 36 Lead Reprographic Technician

PURCHASING SERIES

34 Senior Purchasing Clerk
 38 Buyer

SECRETARIAL SERIES

35 Program Support Specialist
 36 Department Secretary
 36 School Office Manager
 37 Department Secretary-Bilingual
 37 School Office Manager-Bilingual
 40 Administrative Secretary

SPECIAL PROGRAM SERIES

19 Alternative Learning Center Attendant
 23 Parent Liaison Instructional Assistant-Bilingual
 25 Parent Educator-Bilingual
 31 Community Liaison-Bilingual
 38 Public Information Assistant

TRANSPORTATION SERIES

32 Bus Driver
 35 Driver Instructor
 36 Mechanic Assistant
 38 Transportation Dispatcher
 42 Mechanic
 45 Lead Mechanic

Salaries:

* 1.74% Retroactive Across the Board Salary Increase effective mid-year, 1/1/19 for 12 month employees, and Board of Trustees approved on 9/22/2020. The salary increase will be prorated for employees working 10 and 11 month work year.

Updates:

** Classification reactivation approved by Personnel Commission 3/11/21
 *** New classification approved by Personnel Commission 3/11/21

Longevity:

- At beginning of 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.

Schedule updated 3/12/21

OCEAN VIEW SCHOOL DISTRICT
Classified Bargaining Unit
Master Salary Schedule
2020-2021

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2071	12.331	2178	12.960	2286	13.609	2401	14.288	2523	15.021
11	2122	12.629	2230	13.273	2343	13.946	2463	14.657	2587	15.388
12	2178	12.960	2286	13.609	2401	14.288	2523	15.021	2652	15.784
13	2230	13.273	2343	13.946	2463	14.657	2587	15.388	2717	16.172
14	2286	13.609	2401	14.288	2523	15.021	2652	15.784	2784	16.578
15	2343	13.946	2463	14.657	2587	15.388	2717	16.172	2854	16.994
16	2401	14.288	2523	15.021	2652	15.784	2784	16.578	2928	17.422
17	2463	14.657	2587	15.388	2717	16.172	2854	16.994	2999	17.854
18	2523	15.021	2652	15.784	2784	16.578	2928	17.422	3076	18.303
19	2587	15.388	2717	16.172	2854	16.994	2999	17.854	3152	18.759
20	2652	15.784	2784	16.578	2928	17.422	3076	18.303	3231	19.237
21	2717	16.172	2854	16.994	2999	17.854	3152	18.759	3311	19.708
22	2784	16.578	2928	17.422	3076	18.303	3231	19.237	3394	20.193
23	2854	16.994	2999	17.854	3152	18.759	3311	19.708	3477	20.701
24	2928	17.422	3076	18.303	3231	19.237	3394	20.193	3565	21.223
25	2999	17.854	3152	18.759	3311	19.708	3477	20.701	3653	21.749
26	3076	18.303	3231	19.237	3394	20.193	3565	21.223	3746	22.301
27	3152	18.759	3311	19.708	3477	20.701	3653	21.749	3843	22.869
28	3231	19.237	3394	20.193	3565	21.223	3746	22.301	3938	23.437
29	3311	19.708	3477	20.701	3653	21.749	3843	22.869	4035	24.013
30	3394	20.193	3565	21.223	3746	22.301	3938	23.437	4137	24.619
31	3477	20.701	3653	21.749	3843	22.869	4035	24.013	4241	25.233
32	3565	21.223	3746	22.301	3938	23.437	4137	24.619	4345	25.859
33	3653	21.749	3843	22.869	4035	24.013	4241	25.233	4453	26.501
34	3746	22.301	3938	23.437	4137	24.619	4345	25.859	4564	27.167
35	3843	22.869	4035	24.013	4241	25.233	4453	26.501	4679	27.846
36	3938	23.437	4137	24.619	4345	25.859	4564	27.167	4795	28.544
37	4035	24.013	4241	25.233	4453	26.501	4679	27.846	4915	29.259
38	4137	24.619	4345	25.859	4564	27.167	4795	28.544	5040	30.005
39	4241	25.233	4453	26.501	4679	27.846	4915	29.259	5164	30.741
40	4345	25.859	4564	27.167	4795	28.544	5040	30.005	5295	31.510
41	4453	26.501	4679	27.846	4915	29.259	5164	30.741	5426	32.294
42	4564	27.167	4795	28.544	5040	30.005	5295	31.510	5562	33.101
43	4679	27.846	4915	29.259	5164	30.741	5426	32.294	5699	33.929
44	4795	28.544	5040	30.005	5295	31.510	5562	33.101	5843	34.782
45	4915	29.259	5164	30.741	5426	32.294	5699	33.929	5991	35.664
46	5040	30.005	5295	31.510	5562	33.101	5843	34.782	6138	36.539
47	5164	30.741	5426	32.294	5699	33.929	5991	35.664	6291	37.450
48	5295	31.510	5562	33.101	5843	34.782	6138	36.539	6450	38.393
49	5426	32.294	5699	33.929	5991	35.664	6291	37.450	6611	39.357
50	5562	33.101	5843	34.782	6138	36.539	6450	38.393	6778	40.341

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED NON REPRESENTED Salary Range Placement 2020-2021



Noon Duty Supervisor * (S50)	\$14.00 per hour
School Safety Assistant (S50) PROPOSED	\$15.020 per hour

*Effective January 1, 2019: Assembly Bill 2160 amended Education Code 45256 mandating that Noon Duty Supervisors become part of the classified service in merit system school districts.

- Salary approved at \$12.00 per hour by Board of Trustees 8/21/07
- Mandatory Minimum Wage Increases per Labor code 1182.12:
 - \$13.00 per hour Effective 1/1/20
 - \$14.00 per hour Effective 1/1/21

Longevity approved by Board of Trustees 10/20/15

Classified employees shall receive the following longevity increments above their base pay at the beginning of the following years of their employment:

3% at year 10, 3% at year 15, 3% at year 18, 3% at year 21, 3% at year 25, for a maximum of 15%

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: June 17, 2021
**SUBJECT: Agenda Item No. 17: PROPOSED PERSONNEL COMMISSION
MEETING DATES FOR 2021-2022 SCHOOL YEAR**

Background Information

The Personnel Commission meets on the second Thursday of the month, in the District Office Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, California, at 4:30 p.m., unless otherwise noted.

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2021-2022 school year and are forwarded for ratification:

- Thursday, July 8, 2021
- Thursday, August 12, 2021
- Thursday, September 9, 2021
- Thursday, October 14, 2021
- Thursday, November 18, 2021*
- Thursday, December 9, 2021
- Thursday, January 13, 2022
- Thursday, February 10, 2022
- Thursday, March 10, 2022
- Wednesday, April 13, 2022**
- Thursday, May 12, 2022
- Thursday, June 9, 2022

*Third Thursday of the month due to Veteran's Day

**Second Wednesday of the month due to Spring Break holiday

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates for the 2021-2022 school year.