



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, March 11, 2021

REGULAR MEETING
4:30 p.m.
VIRTUAL MEETING

Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 – 2021

PERSONNEL COMMISSION:

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

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

THURSDAY,
MARCH 11, 2021
REGULAR MEETING
4:30 p.m.
VIRTUAL MEETING

In response to the Governor's Order regarding COVID-19, the Ocean View School District's Personnel Commission meeting will be held virtually. You can join the meeting by clicking on the URL below:

Join Zoom Meeting
www.ovsd.org/pcmeeting

Public comments must be emailed to 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. For information call (714) 847-2551, extensions 1400 or 1401 or email mvellanoweth@ovsd.org or meifert@ovsd.org.

1. **CALL TO ORDER** TIME: _____

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **TIME CERTAIN – 2021 CLASSIFIED SCHOOL EMPLOYEE OF THE YEAR RECOGNITIONS:** On behalf of the Personnel Commission and Ocean View School District, Director Vellanoweth and staff will recognize the 2021 Classified School Employees of the Year.

**INFORMATION/
PRESENTATION**

- | | | |
|------------------|--|-------------------------|
| • Talin Atachian | Child Nutrition | Westmont |
| • Sergio Laris | Maintenance & Operations | Facilities |
| • Tung Ngo | Para Educator & Instructional Assistance | Star View |
| • Tawn O'Connell | Support Services & Security | Marine View |
| • Cindy Pulfer | Office & Technical | Administrative Services |

5. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

6. **APPROVAL OF MINUTES – REGULAR MEETING JANUARY 14, 2021:** The Personnel Commission will receive the minutes of the January 14, 2021, Regular Personnel Commission Meeting for approval.

(ACTION)
Pages 1-4
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

(ACTION)

Page 5

Moved: _____

Second: _____

Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISION:

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.)*

- 2020-21 Maintenance HVAC Mechanic
- 2020-22 Bus Driver
- 2020-23 Instructional Assistant - ABA
- 2020-24 Instructional Assistant – Special Education
- 2020-25 Instructional Assistant – Severely Disabled
- 2020-26 Instructional Assistant - ABA
- 2020-27 Instructional Assistant - ABA
- 2020-28 School Health Technician
- 2020-29 Custodian
- 2020-30 Locksmith
- 2020-31 Instructional Assistant - ABA

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

(INFORMATION)

Pages 6-10

- January 5, 2021 (Exhibit A)
- January 19, 2021 (Exhibit B)
- February 2, 2021 (Exhibit C)
- February 16, 2021 (Exhibit D)

9. **ANNUAL REPORT OF THE PERSONNEL COMMISSION 2019-2020 FIRST READING AND ADOPTION:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and adopt the 2019-2020 Annual Report of the Personnel Commission.

(ACTION)

Pages 11-30

Moved: _____

Second: _____

Vote: _____

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
January 14, 2021
4:30 p.m.
Zoom Meeting Link: www.ovsd.org/pcmeeting

CALL TO ORDER Commissioner Gooch called the January 14, 2021, Regular Personnel Commission Meeting to order at 4:32 p.m. via Zoom.

PLEDGE OF ALLEGIANCE Commissioner Ewing led the pledge of allegiance.

ROLL CALL Personnel Commissioners Bidnick, Ewing, and Gooch were present.

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

PUBLIC COMMENTS There were no comments from the public.

APPROVAL OF MINUTES Motion by Commissioner Ewing to approve the minutes of the December 10, 2020, Regular Personnel Commission meeting.
Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

CONSENT CALENDAR There were no consent calendar items requiring action.

CLASSIFIED ACTIVITY LISTS The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of December 15, 2020.

EXTEND ELIGIBILITY LIST #2019-49 NOON DUTY SUPERVISOR Director Vellanoweth explained that this is currently an active eligibility list and there are a sufficient number of ranks on the list. There are a variety of expiration dates due to candidates testing at different times. At this moment, Classified Personnel has been asked not to fill any permanent positions for Noon Duty Supervisor. However, through attrition, some school site staffing is getting lower and depending upon when the District returns to hybrid mode, there may be a need to hire some additional Noon Duty Supervisors. Since these candidates have already gone through the testing process and are still interested, Director Vellanoweth recommends that the eligibility list be extended for five months, with an expiration date of June 14, 2021. This should provide a sufficient amount of time for Classified Personnel to fill any positions needed between now and the end of the school year. A new recruitment will be conducted toward the end of the school year in preparation for the Fall.

Commissioner Gooch asked Director Vellanoweth if she had discussed this with the administration. Director Vellanoweth answered that no she did not. She further commented that Noon Duty Supervisor is currently posted on Edjoin so that we can continue to add to the eligibility list. Since these candidates are still interested and some were even referred by school sites to apply, she anticipates that they are in support of this. This way if we do need to fill vacancies there will not be any delay by having to conduct a brand new recruitment.

EXTEND ELIGIBILITY LIST #2019-49 NOON DUTY SUPERVISOR (CONTINUED)

Commissioner Gooch replied that he understands and supports the Director's desire to extend the list. For everyone's information, having spent the majority of his professional career in administration, he had some bad experiences with extended lists because the civil service commission did not check with the administration first. They had conducted several interviews with candidates on the list not finding any suitable candidates. In the future, he suggested that we check with the administration to ensure they are in support of the recommendation, as well.

Commissioner Bidnick asked how old is the list currently and what is the maximum length of time that an eligibility list can be extended.

Director Vellanoweth answered that the current expiration date of the eligibility list is March 12, 2021. Eligibility lists can be extended for up to two years, but they must be extended by action of the Personnel Commission before the list expires.

Motion by Commissioner Ewing to approve the extension of Eligibility List #2019-49 Noon Duty Supervisor.

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

SECOND PUBLIC COMMENTS

Phi Tran, CSEA liaison to the Personnel Commission, shared that at the Special Board of Trustees meeting the night before, CSEA made a joint statement with OVTA, about the extension of distance learning. As you know the district has been in distance learning mode since the return from Winter Break, January 4, 2021. However, the Special Education programs, Early Learning/Preschool programs, and Child Care programs have been on site and continue to operate in person. CSEA and OVTA jointly wrote a letter to the Board urging them to send those staff members home. While there is disappointment with the Board's decision to keep these staff members on campus, they are very proud of all the members of both OVTA and CSEA who stood up and stood together and tried to keep the special education, child care, and preschool staff safe.

The CSEA Para Educator conference is taking place virtually this year. This conference covers various topics related to instructional assistance, special education, early education, and similar programs. It is open to all CSEA members and is probably the most popular conference there is within CSEA. Because it is being held virtually this year, the conference will be opened up to any classified employees across the United States, who are members of their classified union. It is \$75.00 for three days and there will be scholarships available for anyone that cannot afford it. Information can be found at csea.com/paraconference.

Another big announcement that Mr. Tran shared, and that he hopes the Personnel Commissioners and Ocean View School District will be proud of, is that CSEA Association President Ben Valdepena, has appointed him as Chairperson, CSEA Communications Committee, for the entire state. It is a very high honor for Chapter 375 and reflects well on our membership. The committee is responsible for communications with the membership and with all union members across the state. They also oversee the communications academy and webmaster academy every year. Mr. Tran will be taking over the coordination and planning for the new CSEA state website, csea.com. He is proud to represent Ocean View School District.

**COMMISSIONER
REPORTS**

Commissioner Bidnick had nothing to report.

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for February 11, 2021. He also shared that he is now officially retired from his position as Pastor at First Christian Church, but plans to continue as a Personnel Commissioner.

Commissioner Gooch stated that he hopes everyone is remaining vigilant. He mentioned that he was very upset with the incident that occurred at our nation's Capitol last week and will leave it at that.

Commissioner Gooch also mentioned that he and the Commission appreciate the diligent efforts of the staff, especially during this time of very closely monitoring the COVID close contact tracking.

**DIRECTOR AND STAFF
REPORTS**

Director Vellanoweth confirmed that the next Personnel Commission meeting is scheduled for February 11, 2021. She congratulated Commissioner Ewing on his long and illustrious career and his retirement. She congratulated Phi Tran on his new appointment in the CSEA office.

She shared that most of the Personnel Commission's world lately has revolved around COVID. The Classified Personnel staff is now handling all of the close contact cases for all employees, both classified and certificated. It has been very busy the last few weeks but we are grateful that we are able work collaboratively with the Human Resources and Student Services departments.

Over the Winter Break, the Board of Trustees decided that TK through eighth grade general education classes would return to distance learning mode for two weeks. This would allow for employees to quarantine and reduce the risk of COVID transmission due to the uptick in cases over the winter holiday. Since winter break, Ocean View School District has experienced a very high number of employee absences due to staff needing to quarantine as a result of exposure to COVID-19. It has been difficult to cover those absences over the last few weeks. In addition, under current conditions, 61% of employees surveyed reported that they were not comfortable returning to in-person hybrid mode. Last night the Board of Trustees took action to extend distance learning for another two weeks through January 29, 2021. The Child Care, Special Education, and Preschool programs will continue to operate in person, but the Board gave direction to the Superintendent, granting her authority to evaluate the special education classes on a class by class basis and transition them to a temporary distance learning mode if necessary.

Director Vellanoweth stated that it is hoped that everyone will continue to stay safe and healthy, be diligent, wear their masks, follow the social distancing guidelines, and wash their hands so we all remain as healthy as possible.

Some good news, former Personnel Technician and Personnel Analyst, Shristie Nair, who went on to accept a Director position in Oxnard, and who has been on a leave of absence for quite some time, contacted Director Vellanoweth today to inform her that she will be returning to her Director position. Director Vellanoweth and staff still keep in touch with her and are excited she is able to get back into the position that is meant for her.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn the meeting.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Bidnick and carried with a 3:0 vote at 4:56 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: March 11, 2021
SUBJECT: Agenda Item No. 7B.: 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).

- 2020-21 Maintenance HVAC Mechanic
- 2020-22 Bus Driver
- 2020-23 Instructional Assistant - ABA
- 2020-24 Instructional Assistant – Special Education
- 2020-25 Instructional Assistant – Severely Disabled
- 2020-26 Instructional Assistant - ABA
- 2020-27 Instructional Assistant - ABA
- 2020-28 School Health Technician
- 2020-29 Custodian
- 2020-30 Locksmith
- 2020-31 Instructional Assistant - ABA

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2020-21 through 2020-31.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 11, 2021

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

Background Information

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

- January 5, 2021 (Exhibit A)
- January 19, 2021 (Exhibit B)
- February 2, 2021 (Exhibit C)
- February 16, 2021 (Exhibit D)

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 January 5, 2021, January 19, 2021, February 2, 2021, and February 16, 2021.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 5, 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>
Raines-Herrera, Marissa	Instructional Assistant – Special Education	Oak View	\$16.578 per hour	22.1	01/04/21

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>
Luna, Patsy	Speech and Language Assistant	Substitute	\$21.223 per hour	32.1	12/14/20
Luna, Patsy	Parent Liaison Instructional Assistant Bilingual	Substitute	\$16.994 per hour	23.1	12/14/20
Luna, Patsy	Instructional Assistant – Special Education	Substitute	\$17.422 per hour	22.2	12/14/20
Luna, Patsy	Instructional Assistant - Bilingual	Substitute	\$17.422 per hour	22.2	12/14/20
Mullen, Stacey	Speech and Language Assistant	Substitute	\$21.223 per hour	32.1	11/20/20
Peterson, Ingeborg	School Office Clerk	Substitute	\$19.237 per hour	28.1	12/10/20
Peterson, Ingeborg	Intermediate Clerk Typist	Substitute	\$19.237 per hour	28.1	12/10/20
Peterson, Ingeborg	School Health Technician	Substitute	\$18.303 per hour	26.1	12/10/20
Peterson, Ingeborg	District Receptionist	Substitute	\$20.701 per hour	31.1	12/10/20
Wilkinson, Michael	Custodian	Substitute	\$19.237 per hour	28.1	12/08/20

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>
Barrera, Yasmin	Instructional Assistant – ABA	Westmont	09/27/16	01/05/21
Castillo Garcia, Angelica	School Library Specialist	College View	01/27/20	12/16/20
Crumb, Deanna	Noon Duty Supervisor	Harbour View	10/18/16	12/18/20
Hoeker, Michael	Maintenance HVAC Mechanic	Facilities	01/04/10	12/15/20*
Ponce, Maria	Instructional Assistant – ABA	Westmont	04/23/18	01/04/21

*correction

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Braff, Corinne	Food Service Worker	Spring View	12/10/20	12/18/20
Dillon, Eva	Custodian	Harbour View	11/02/20	03/05/21
Martinez, Amy	Instructional Assistant	Lake View	11/02/20	02/26/21
Nunez, Stefanie	Early Learning Associate Educator	Westmont Preschool	02/01/21	06/30/21
Veal, Lisa	Instructional Assistant – Special Education	College View/ Westmont Preschools	02/22/21	02/24/21

EXHIBIT A

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 19, 2021

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>
Dorrough, Junita	Instructional Assistant – Severely Disabled	Substitute	\$21.749 hourly	25.5	01/04/21
Dorrough, Junita	Instructional Assistant – Adapted Physical Education	Substitute	\$21.749 hourly	25.5	01/04/21
Towery, Christine	Instructional Assistant – Special Education	Substitute	\$16.578 hourly	22.1	12/30/20
Towery, Christine	Instructional Assistant – Severely Disabled	Substitute	\$17.854 hourly	25.1	12/30/20
Towery, Christine	Instructional Assistant – Physical Education	Substitute	\$17.854 hourly	25.1	12/30/20
Towery, Christine	Instructional Assistant – Adapted Physical Education	Substitute	\$17.854 hourly	25.1	12/30/20
Towery, Christine	Instructional Assistant - ABA	Substitute	\$18.303 hourly	26.1	12/30/20

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>
Davey, Karianne	Instructional Assistant – Special Education	Vista View	02/18/20	01/03/21
Mitchell, Ryan	Lead Evening Custodian	Facilities	10/29/18	01/08/21
Nevarez, Javier	Instructional Assistant - ABA	Lake View	11/17/20	12/16/20

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Babinski, Julie	School Health Technician	Golden View	09/02/97	12/30/20
Helm, Alicia	Bus Driver	Transportation	09/25/84	02/05/21

EXHIBIT B

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 2, 2021

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>
Anaya, Valerie	Food Service Worker	Substitute	\$15.020 hourly	18.1	01/26/21
Dang, Tabatha	Noon Duty Supervisor	Substitute	\$14.00 hourly		01/22/21
Fratantoni-Filleti, Delfina	Child Care Program Facilitator	Substitute	\$21.223 hourly	32.1	01/19/21
Ringor, Iesha	Instructional Assistant	Substitute	\$16.172 hourly	21.1	01/22/21
Ringor, Iesha	Instructional Assistant – Special Education	Substitute	\$16.578 hourly	22.1	01/22/21
Ringor, Iesha	Instructional Assistant – Severely Disabled	Substitute	\$17.854 hourly	25.1	01/22/21
Ringor, Iesha	Instructional Assistant – Physical Education	Substitute	\$17.854 hourly	25.1	01/22/21
Ringor, Iesha	Instructional Assistant – Adapted Physical Education	Substitute	\$17.854 hourly	25.1	01/22/21
Ringor, Iesha	Instructional Assistant – ABA	Substitute	\$18.303 hourly	26.1	01/22/21

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>
Baldwin, Tamara	Child Care Attendant	Circle View	03/06/17	01/19/21
Lopez, Guillermo	Head Custodian	Facilities	06/15/15	01/29/21

Approve Separation – Release Within Probation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Gardner, Wendy Seama	Instructional Assistant - ABA	College View	11/09/20	01/22/21

Approve Separation – Exhausted All Available Leaves

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>ENDING DATE</u>
Miller, Colleen	Child Care Program Facilitator	Hope View	02/08/00	01/31/21

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Bhakhrani, Hina	Instructional Assistant – Special Education	Star View	01/11/21	02/26/21

EXHIBIT C

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 16, 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>
Dunsford, Nimfeya	Instructional Assistant – ABA	College View	\$18.303 hourly	26.1	02/09/21

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>
Reynolds, Michael	Head Custodian	Substitute	\$21.223 hourly	32.1	01/11/21
Reynolds, Michael	Custodian	Substitute	\$19.237 hourly	28.1	01/11/21
Vega, Grace	Clerk Typist	Substitute	\$16.994 hourly	23.1	01/08/21

Approve Voluntary Demotion

In accordance with Merit System Rules 8.2.8:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/STEP</u>	<u>EFFECTIVE DATE</u>
Williams, Deborah	Instructional Assistant – Special Education	Village View	\$20.798 hourly	22.5	02/10/21

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>
Garrison, Delayna	Bus Driver	Transportation	09/13/18	02/01/21
Guzman, Guadalupe	Instructional Assistant – Special Education	Village View	09/18/17	01/29/21
Munoz, Nathan	Custodian	Harbour View	03/25/19	02/19/21
Segui, Alejandra	Instructional Assistant – Special Education	Village View	01/07/19	01/04/21

Approve Separation – Abandonment of Position

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Burdick, Alicia	Instructional Assistant - ABA	Spring View	03/05/07	02/01/21

Approve Separation – Exhausted All Available Leaves

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>ENDING DATE</u>
Ponce, Laurie	Instructional Assistant	Harbour View	09/07/16	02/09/21

EXHIBIT D

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 11, 2021

SUBJECT: Agenda Item No. 9: Annual Report of the Personnel Commission
2019-20 First Reading and Adoption

Background Information

Annually, in accord with Education Code 45266, the Director of Classified Personnel is required to prepare an Annual Report of Personnel Commission activity to be sent to the Board of Trustees. A draft of the 2019-20 Annual Report of the Personnel Commission was shared with the Personnel Commission in their February monthly memo.

The Annual Report prepared for 2019-20 provides information about the Merit System, the role the Personnel Commission, Commission meetings, and data about many other activities performed by the Commission and its staff. The report includes specific information about classified workforce statistics, recruitment, testing, eligibility lists established during the year, employment actions, classification and job description review actions, Merit Rule revisions and other activities done on behalf of the District and its classified employees. The report also contains the ongoing Goals of the Personnel Commission.

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

Attachments: 2019-20 Annual Report of the Personnel Commission
(Both brochure and PowerPoint formats)
5 Year Personnel Commission Annual Report Information

Recommendation

The Director, Classified Personnel recommends the Personnel Commission review, discuss and adopt the 2019-20 Annual Report of Personnel Commission activities.

THE MERIT SYSTEM

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

GOALS OF THE COMMISSION

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

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. These meetings are typically held in the District Office Board Room. However, in response to the Governor's order regarding COVID-19, Personnel Commission meetings are being held virtually until further notice. Agendas are posted at the District office outside the Board Room, are also posted on the District website, at least 72 hours preceding the next meeting, and are distributed to Commissioners, Board Members, District Administrators, and the school sites. Agendas include the exact time, date, and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Employees and members of the community are cordially invited to attend Commission meetings.

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

WHAT WE DO

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

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

HOW TO REACH US:

OVSD Personnel Commission
17200 Pinehurst Lane
Huntington Beach, CA 92647

www.ovsd.org

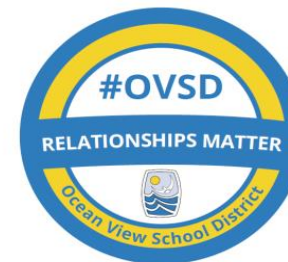
Phone: 714-847-2551
Fax: 714-847-1430

Michelle Vellanoweth
Director
Ext. 1400
mvellanoweth@ovsd.org

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

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

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



2019-2020 PERSONNEL COMMISSION ANNUAL REPORT

Ocean View School District



Personnel Commissioners
Commissioner Lance Bidnick
Board Appointee

Commissioner Bob Ewing
CSEA Appointee

Commissioner Daniel P. Gooch
Joint Appointee

Classified Personnel
Michelle Vellanoweth
Director, Classified Personnel

Michelle Eifert
Personnel Assistant

Betzabeth Vazquez
Personnel Analyst

Bophary Ngin
Personnel Technician

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

Executive Cabinet
Carol Hansen, Ed.D., Superintendent
Michael Conroy, Ed.D., Deputy Superintendent
Felix Avila, Assistant Superintendent
Julianne Hoefler, Ph.D., Assistant Superintendent

CLASS WORKFORCE STATISTICS

(as of June 18, 2020)

- 85 Active Classifications
- 2 Active Confidential Classifications
- 10 Active Management Classifications
- 1 Non Represented Classification
- 578 Total Regular Classified Employees

Recruitment and Testing Statistics

- 666 Applicants
- 560 Examinees
- 51 Disqualified
- 201 Eligibles
- 51 Recruitments (21 classes)
 - Written Exam
 - Oral Interview Panel Exam
 - Potential Performance Exam
- 288 No Shows to Exams
- 83 OVSD Interview Panelists
- 7 Panelists from Other Districts
- 42 Final Interviews Scheduled
- 105 On-Boarding Appointments

51 Recruitments

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

- Accounting Technician
- Bus Driver
- Child Care Attendant (3)
- Custodian
- Department Secretary
- Director of Transportation
- Early Learning Instructional Assistant
- Food Service Worker (2)
- Instructional Assistant (2)
- Instructional Assistant – ABA (10)
- Instructional Assistant – Physical Education
- Instructional Assistant – Severely Disabled (6)
- Instructional Assistant – Sign Language
- Instructional Assistant – Special Education (6)
- Lead Evening Custodian
- Lead Food Service Worker
- Maintenance Worker
- Noon Duty Supervisor (8)
- Public Information Manager
- School Health Technician
- School Library Specialist

CLASSIFICATION ACTIONS

Job Description Reviews (2)

- Director, Transportation
- Preschool Supervisor

Salary Range Reallocation (1)

- Public Information Manager

Advance Step Placement (1)

- Public Information Manager

Reactivation of Classification (1)

- Preschool Supervisor

Names Removed from Eligibility Lists (13)

- Custodian
- Food Service Worker
- Instructional Assistant – ABA
- Instructional Assistant – Severely Disabled
- Instructional Assistant – Special Education
- Lead Evening Custodian
- Maintenance Worker (2)
- Noon Duty Supervisor
- School Office Clerk (4)

EMPLOYMENT ACTIONS

- 60 New Hires (Regular Employees)
- 46 New Hires (Substitutes and Temporary)
- 7 Promotions
- 0 Reemployment
- 7 Reinstatements
- 74 Separations (Regular Employees)
- 10 Separations (Probationary)
- 10 Separations (Substitutes and Temporary)
- 1 Separations (Abandonment of Position)
- 8 Retirements
- 17 Layoffs
- 0 Voluntary Demotions
- 1 Unpaid Leave of Absence
- 1 Lateral Transfer

CLASSIFIED SCHOOL EMPLOYEE OF THE YEAR

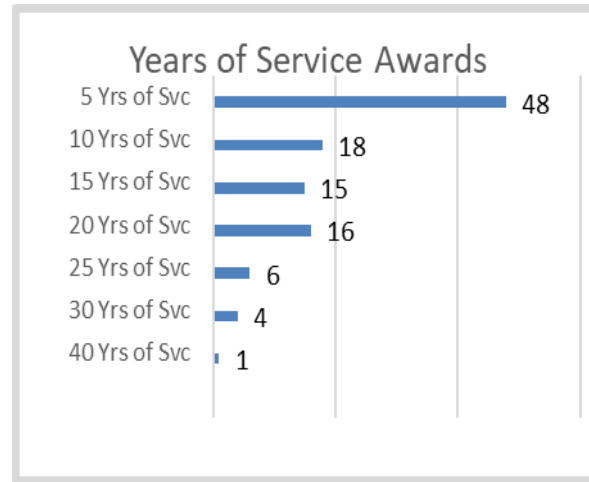
Joseph Sejuit, Sprinkler Mechanic
Maintenance and Facilities
Maintenance and Operations Category

Flo Epperson, School Office Manager
College View
Office and Technical Category

Mailieu Thornton, Instructional Assistant–Severely Disabled
Lake View
Para-Educator and Instructional Assistance Category

Classified School Employees of the Year were recognized at the February 18, 2020, Board of Trustees Meeting.

EMPLOYEE RECOGNITION



Service Award Recipients and Retirees were honored virtually via a slideshow at the June 9, 2020, Board of Trustees Meeting.

May 11-15, 2020, was designated as Week of the Employee, which recognizes all certificated, classified, and management employees.



ABOUT OCEAN VIEW SCHOOL DISTRICT

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

The District operates fifteen schools, Preschool through Eighth grade.

As of June 18, 2020

- 7,591 students were enrolled
- 1,309 employees were on staff
 - 420 Certificated Staff
 - 578 Classified Staff
 - 311 Substitute Staff.

COVID-19

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

NON - DISCRIMINATION STATEMENT

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



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION

2019-2020

Personnel Commissioners

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

District Administration

Carol Hansen, Ed.D., Superintendent
Michael Conroy, Ed.D., Deputy Superintendent
Felix Avila, Assistant Superintendent
Julianne Hoefer, Ph.D., Assistant Superintendent

Board of Trustees

John Briscoe
Gina Clayton-Tarvin
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Jack Souders
Norm Westwell

Classified Personnel

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

The Merit System

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

GOALS OF THE COMMISSION

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

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. These meetings are typically held in the District Office Board Room. However, in response to the Governor's order regarding COVID-19, Personnel Commission meetings are being held virtually until further notice. Agendas are posted at the District Office, outside the Board Room and in each location, at least 72 hours preceding the next meeting and are distributed to Board Members and each school site for posting in a prominent location. Agendas are also posted on our District website. Agendas include the exact time, location, date and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Ocean View School District employees and members of the community are invited to attend.

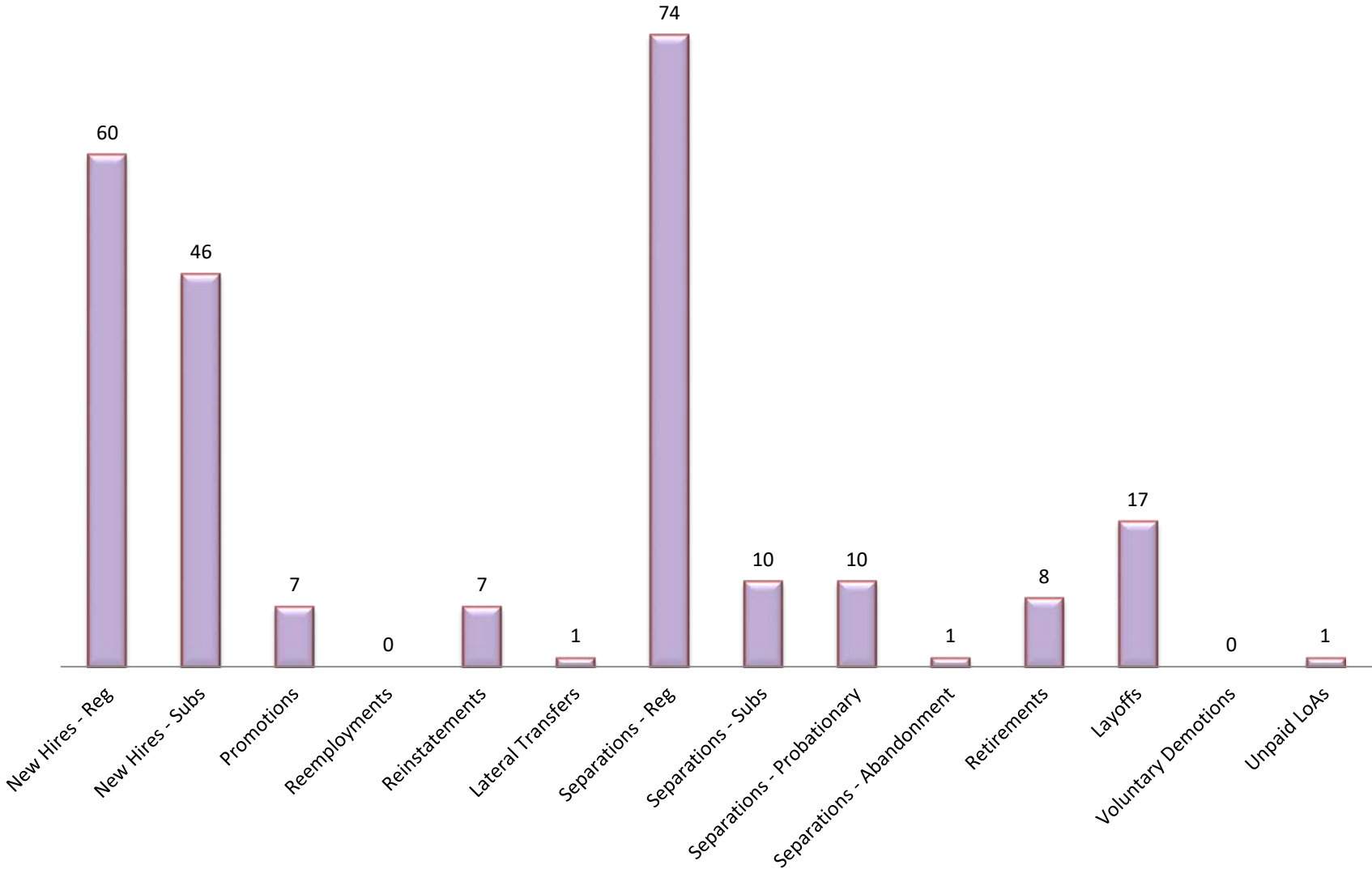
The Commission office is located at District Office facilities. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The Commission posts and accepts applications for all current job opportunities with the District at www.EdJoin.org and maintains a District web-page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

What We Do

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

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

Employment Actions 2019 - 2020



51 Recruitments Were Conducted
59 Written Exams Were Administered
31 Oral Exams Were Administered
42 Final Selection Interviews Were Scheduled

- Accounting Technician
- Bus Driver
- Child Care Attendant (3)
- Custodian
- Department Secretary
- Director of Transportation
- Early Learning Instructional Assistant
- Food Service Worker (2)
- Instructional Assistant (2)
- Instructional Assistant – ABA (10)
- Instructional Assistant – Physical Education
- Instructional Assistant – Severely Disabled (6)
- Instructional Assistant – Sign Language
- Instructional Assistant – Special Education (6)
- Lead Evening Custodian
- Lead Food Service Worker
- Maintenance Worker
- Noon Duty Supervisor (8)
- Public Information Manager
- School Health Technician
- School Library Specialist

2019-2020 Statistics and Classification Actions

Class Workforce Statistics

85	Active CSEA Classifications
2	Active Confidential Classifications
10	Active Management Classifications
1	Non Represented Classifications
578	Total Regular Classified Employees

Job Description Reviews

- Director of Transportation
- Preschool Supervisor

Recruitment & Testing Statistics

666	Applicants
560	Examinees
51	Disqualified
201	Eligibles
51	Recruitments (21 Classes) Each consisting of <ul style="list-style-type: none"> • Written Exam • Oral Panel Interview Exam • Potential Performance Exam
288	No Shows to Exams
83	OVSD Interview Panelists
7	Panelists from other Districts
42	Final Interviews Scheduled
105	On-Boarding Appointments

Other Classification Actions

1 Salary Range Reallocation

- Public Information Manager

1 Classification Reactivated

- Preschool Supervisor

1 Advance Step Placement

- Public Information Manager

13 Names Removed from Eligibility Lists

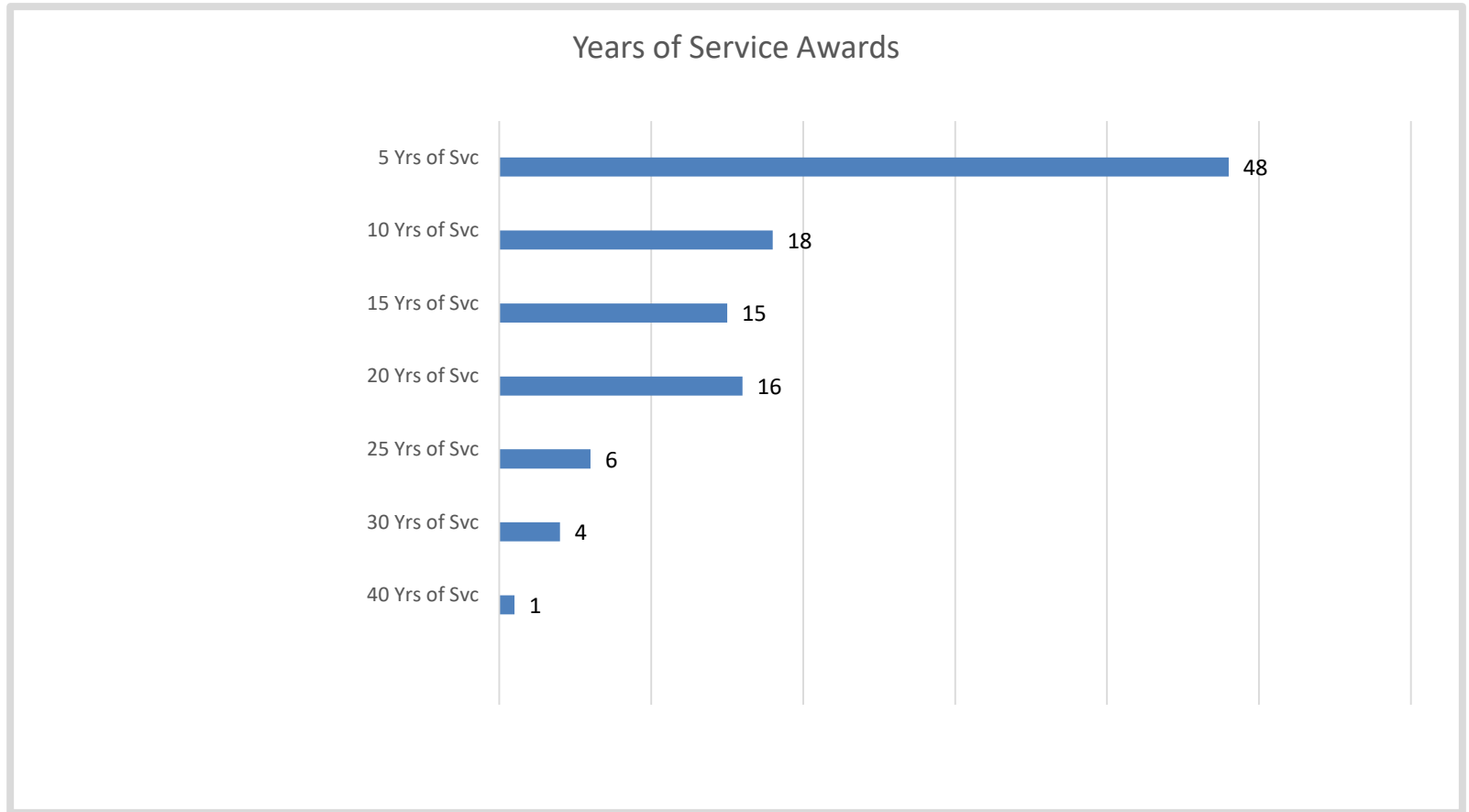
- Custodian (1)
- Food Service Worker (1)
- Instructional Asst. – ABA (1)
- Instructional Asst. – Severely Disabled (1)
- Instructional Asst. – Special Education (1)
- Lead Evening Custodian (1)
- Maintenance Worker (2)
- Noon Duty Supervisor (1)
- School Office Clerk (4)

2020 Classified School Employees of the Year & Other Recognitions

Employee	Site	Classification	Category
Joseph Sejuit	Facilities	Sprinkler Mechanic	Maintenance & Operations
Flo Epperson	College View	School Office Manager	Office & Technical
Mailieu Thornton	Lake View	Instructional Assistant – Severely Disabled	Para Educator & Instructional Assistance

- Classified School Employees of the Year and Teachers of the Year were recognized at the February 18, 2020, Board Meeting.
- May 11 – 15, 2020, was designated as the Week of the Employee, which honors all certificated, classified, and management employees.
- Service Award Recipients and Retirees were honored virtually via a slideshow at the June 9, 2020, Board Meeting.

Years of Service Awards 2019-2020



About Ocean View School District

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

- The District operates fifteen schools – Preschool through Eighth grade

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 - 311 substitute staff

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How To Reach Us:

OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

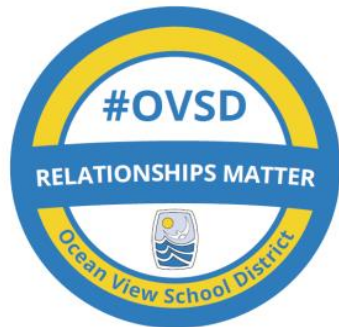
17200 Pinehurst Lane
Huntington Beach, CA 92647

Building B

Phone: 714-847-2551

Fax: 714-847-1430

www.ovsd.org



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Director, Classified Personnel
Ext. 1400
mvellanoweth@ovsd.org

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5 Year Recap - Personnel Commission Activities

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<p style="text-align: center;"><u>Class Workforce Stats</u></p> <p>87 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 571 Total Regular Class Employees</p>	<p style="text-align: center;"><u>Class Workforce Stats</u></p> <p>95 Active CSEA Classes 2 Active Confidential Classes 13 Active Management Classes 563 Total Regular Class Employees</p>	<p style="text-align: center;"><u>Class Workforce Stats</u></p> <p>98 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 562 Total Regular Class Employees</p>	<p style="text-align: center;"><u>Class Workforce Stats</u></p> <p>86 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 1 Non Represented Class 649 Total Regular Class Employees</p>	<p style="text-align: center;"><u>Class Workforce Stats</u></p> <p>85 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 1 Non Represented Class 578 Total Regular Class Employees</p>
<p style="text-align: center;"><u>Recruitment and Test Stats</u></p> <p>1083 Applicants 910 Examinees 112 Disqualified/fail 292 Eligibles 40 Recruitments (27 classifications) 447 No shows to exams 69 OVSD interview panelists 19 Panelists other districts</p>	<p style="text-align: center;"><u>Recruitment and Test Stats</u></p> <p>1313 Applicants 1140 Examinees 197 Disqualified/fail 337 Eligibles 52 Recruitments (34 classifications) 531 No shows to exams 98 OVSD interview panelists 20 Panelists other districts</p>	<p style="text-align: center;"><u>Recruitment and Test Stats</u></p> <p>1770 Applicants 1719 Examinees 261 Disqualified/fail 502 Eligibles 72 Recruitments (47 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 752 No shows to exams 122 OVSD interview panelists 28 Panelists other districts 85 Final Interviews Scheduled</p>	<p style="text-align: center;"><u>Recruitment and Test Stats</u></p> <p>1369 Applicants 1072 Examinees 141 Disqualified/fail 344 Eligibles 76 Recruitments (33 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 545 No shows to exams 143 OVSD interview panelists 10 Panelists other districts 111 Final Interviews Scheduled</p>	<p style="text-align: center;"><u>Recruitment and Test Stats</u></p> <p>666 Applicants 560 Examinees 51 Disqualified/fail 201 Eligibles 51 Recruitments (21 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 288 No shows to exams 83 OVSD interview panelists 7 Panelists other districts 42 Final Interviews Scheduled 105 On-Boarding Appointments</p>
<p style="text-align: center;"><u>Employment Actions</u></p> <p>83 New Hires - Regular Employees 15 Promotions of current employees 161 New Hires - Subs and Temps 1 Reemployment from layoff 7 Reinstatements 88 Separations - Regular employees 4 Separations - Probationary 46 Separations - Subs/Temps 7 Retirements 8 Layoffs 2 Voluntary Demotions 5 Unpaid Leaves of Absence 1 Lateral Transfer</p>	<p style="text-align: center;"><u>Employment Actions</u></p> <p>92 New Hires - Regular Employees 20 Promotions of current employees 82 New Hires - Subs and Temps 1 Reemployment 2 Reinstatements 65 Separations - Regular employees 4 Separations - Probationary 20 Separations - Subs/Temps 18 Retirements 5 Layoffs 0 Voluntary Demotions 14 Unpaid Leaves of Absence 0 Lateral Transfer</p>	<p style="text-align: center;"><u>Employment Actions</u></p> <p>105 New Hires - Regular Employees 41 Promotions of current employees 86 New Hires - Subs and Temps 4 Reemployment 4 Reinstatements 68 Separations - Regular employees 4 Separations - Probationary 5 Separations - Subs/Temps 47 Retirements 1 Layoffs 2 Voluntary Demotions 3 Unpaid Leaves of Absence 4 Lateral Transfer</p>	<p style="text-align: center;"><u>Employment Actions</u></p> <p>119 New Hires - Regular Employees 12 Promotions of current employees 93 New Hires - Subs and Temps 1 Reemployment 0 Reinstatements 89 Separations - Regular employees 5 Separations - Probationary 67 Separations - Subs/Temps 1 Separations - Abandonment 4 Retirements 0 Layoffs 1 Voluntary Demotions 6 Unpaid Leaves of Absence 0 Lateral Transfer</p>	<p style="text-align: center;"><u>Employment Actions</u></p> <p>60 New Hires - Regular Employees 7 Promotions of current employees 46 New Hires - Subs and Temps 0 Reemployment 7 Reinstatements 74 Separations - Regular employees 10 Separations - Probationary 10 Separations - Subs/Temps 1 Separations - Abandonment 8 Retirements 17 Layoffs 0 Voluntary Demotions 1 Unpaid Leaves of Absence 1 Lateral Transfer</p>

5 Year Recap - Personnel Commission Activities

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<p><u>40 Recruitments During 15/16</u> Bus Driver Child Care Attendant (5) Clerk Typist (2) Custodian Department Secretary - Bilingual Director of Transportation District Receptionist Food Distribution Worker Head Custodian Instructional Assistant Inst Asst - ABA Inst Asst - Bil Spanish (2) Inst - English Learner Inst Asst - Severely Disabled (3) Inst Asst - Special Education (3) Intermediate Clerk Typist (2) Maintenance & Oper Supervisor Maintenance Worker Painter Personnel Analyst Personnel Technician Public Information Manager School Health Technician (2) School Office Clerk Bilingual School Office Manager - Bilingual Senior Facilities Planner Speech & Language Assistant (2)</p>	<p><u>52 Recruitments During 16/17</u> Accountant Accounting Technician ALC Attendant Benefits & Wkr's Comp Specialist Bus Driver (2) Child Care Attendant (4) Child Care Program Facilitator Clerk Typist Delivery Worker Department Secretary Director of Fiscal Services Director of Food Service (2) Food Distribution Worker Instructional Assistant Instructional Assistant - ABA (3) Inst Asst - Bilingual Spanish (2) Inst Asst - PE (2) Inst Asst - Severely Disabled (4) Inst Asst - Sign Language Inst Asst - Special Education (4) Mtce and Operations Supervisor Maintenance Electrician OVPP Assoc Preschool Educator OVPP Preschool Educator OVPP Preschool Inst Asst (2) Parent Educator - Bilingual Parent Liaison IA Bilingual (2) Payroll Technician Reprographic Technician School Library Specialist (2) School Office Clerk School Office Manager Skilled Maintenance Worker Speech and Language Assistant</p>	<p><u>72 Recruitments During 17/18</u> Accounting Technician Administrative Assistant Bus Driver Buyer (2) Child Care Attendant (4) Child Care Program Facilitator Computer Multimedia Technician Custodian (3) Data and Assessment Technician Department Secretary Director, Child Development Prog Director, Fiscal Services District Receptionist Field Service Technician Food Service Worker Groundskeeper I Head Custodian Human Resources Technician Instructional Assistant (2) Instructional Assistant - ABA (6) Instructional Assistant- Biling(2) Instructional Asst-English Learner Inst Asst- Severely Disabled (6) Instructional Asst - Special Ed (6) Intermediate Clerk Typist Lead Behavior Intervention Asst Lead Evening Custodian Lead Food Service Worker Lead Groundskeeper Lead Reprographic Technician Locksmith Maintenance Electrician (2) Maintenance HVAC Mechanic (2) Parent Educator - Bilingual Parent Liaison - IA Bilingual Personnel Analyst Preschool Educator Preschool Instructional Asst School Health Technician School Office Clerk School Office Clerk - Bilingual School Office Manager School Office Manager - Bilingual Senior Purchasing Clerk Speech & Language Asst (2) Sprinkler Mechanic</p>	<p><u>76 Recruitments During 18/19</u> Administrative Secretary Alternative Learning Center Att Bus Driver (4) Child Care Attendant (8) Child Care Program Facilitator Comm Liaison Bilingual Spanish Custodian Department Secretary Field Service Technician Food Service Worker (2) Groundskeeper I Instructional Assistant (2) Instructional Asst- ABA (7) Instructional Asst - Biling (2) Instructional Asst- Eng Learn (2) Instructional Asst- PE Inst Asst - Severely Disabled (8) Inst Asst - Special Ed (9) Intermediate Clerk Typist Lead Evening Custodian Lead Mechanic (2) Lead Reprographic Technician (2) Locksmith Maintenance Worker Network Systems Manager Noon Duty Supervisor (3) Payroll Technician (3) School Health Technician School Library Specialist (2) School Office Clerk School Office Manager Senior Account Clerk Speech and Language Asst (2)</p>	<p><u>51 Recruitments During 19/20</u> Accounting Technician Bus Driver Child Care Attendant (3) Custodian Department Secretary Director of Transportation Early Learning Inst Asst Food Service Worker (2) Instructional Assistant (2) Inst Asst - ABA (10) Inst Asst - PE Inst Assit - Severely Disabled (6) Instl Asst - Sign Language Inst Asst - Special Education (6) Lead Evening Custodian Lead Food Service Worker Maintenance Worker Noon Duty Supervisor (8) Public Information Manager School Health Technician School Library Specialist</p> <p>59 Written Exam Sessions Administered</p> <p>31 Oral Exam Sessions Administered</p> <p>42 Final Selection Interview Sessions Scheduled</p>
			<p>85 Exams Administered</p>	

5 Year Recap - Personnel Commission Activities

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<p><u>Classification Actions</u></p> <p>39 Job Description Reviews Accounting Technician ALC Attendant Benefits & Workers' Comp Spec Child Care Attendant Child Care Program Facilitator Child Care Program Supervisor Clerk Typist Community Liaison-Bilingual) Director, Classified Personnel Director, Fiscal Services Director, Food Services Director, Information Services Director, MOF Director, Purchasing Director, Transportation District Receptionist Financial Analyst Grounds Supervisor Instructional Asst - ABA Instructional Asst - Computer I Instructional Asst - Computer II Instructional Asst - EL Instructional Asst - Farm Facility Instructional Asst - Sign Lang Intermediate Clerk Typist Intermediate Clerk Typist - Biling Lead Behavior Intervention Asst Lead DTT/ABA Inst Assistant Parent Educator - Bilingual Parent Liaison Inst Asst - Biling Personnel Analyst Personnel Assistant Personnel Technician School Health Technician School Office Clerk School Office Clerk - Bilingual Senior Account Clerk Senior Clerk Typist Translator Interpreter</p>	<p><u>Classification Actions</u></p> <p>24 Job Description Reviews Administrative Secretary Buyer Custodian Custodian Delivery Worker Department Secretary Department Secretary - Bilingual Food Distribution Worker Head Custodian Head Custodian Lead Food Service Worker Lead Reprographic Technician M&O Supervisor Maintenance Electrician Payroll Technician Payroll Technician Personnel Commissioners Program Support Specialist Reprographic Technician School Library Specialist School Office Manager School Office Manager - Bilingual Senior Purchasing Clerk Storekeeper</p>	<p><u>Classification Actions</u></p> <p>3 Job Description Reviews Locksmith Maintenance HVAC Mechanic School Health Technician</p>	<p><u>Classification Actions</u></p> <p>3 Job Description Reviews Instructional Asst - ABA Lead Mechanic Network Systems Manager</p>	<p><u>Classification Actions</u></p> <p>2 Job Description Review Director of Transportation Preschool Supervisor</p>

5 Year Recap - Personnel Commission Activities

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<p>2 <u>New Classifications Developed</u> Lead Reprographic Technician Public Information Manager</p> <p>1 <u>Classifications Reactivated</u> Supervisor M&O</p> <p>2 <u>Reclassifications</u> Instructional Asst - Bilingual Parent Liaison-Inst Asst Bilingual</p> <p>School Office Manager School Office Manager-Bilingual</p> <p>4 <u>Classifications Deactivated</u> American Indian Ed Program Ass American Indian Ed Project Coord Community Resource Coordinator Lead Preschool Educ-Oak PS</p> <p>1 <u>Merit Rule Revisions</u> 7.2.14 Longevity (revised twice)</p> <p>5 <u>Removal from Eligibility Lists</u> Custodian (1) Instructional Asst - Spec Ed (2) Instructional Asst - Sev Disab (1) Painter (1)</p> <p>2 <u>Advance Step Placements</u> Senior Facilities Planner Speech & Language Assistant</p>	<p>4 <u>New Classifications Developed</u> Accountant Director, Child Dev Programs Lead Evening Custodian Lead Food Service Worker</p> <p>1 <u>Reclassification</u> Reprographic Technician Lead Reprographic Technician</p> <p>1 <u>Merit Rule Revisions</u> 7.2.12 Rate of Appointment as Provisional, Limited Term and Substitute</p> <p>11 <u>Removal from Eligibility Lists</u> ALC Attendant (1) Custodian (1) Food Service Worker (1) Instructional Asst - Bilingual (2) Instructional Asst - Spec Ed (2) Instructional Asst - Sev Disab (2) Parent Liaison-IA Biling (1) School Office Clerk (1)</p> <p>5 <u>Advance Step Placements</u> Accountant Accounting Technician Director, Fiscal Services Director, Food Service Speech & Language Assistant</p> <p>1 <u>Personnel Commissioner Procedures</u></p> <p>1 <u>Classified Bargaining Unit Salary Study</u></p>	<p>1 <u>New Classifications Developed</u> Data and Assessment Technician</p> <p>1 <u>Classifications Reactivated</u> Lead Groundskeeper</p> <p>1 <u>Merit Rule Revisions</u> 7.2.1 Initial Salary Placement and Advance Step Placement Form</p> <p>8 <u>Removal from Eligibility Lists</u> Custodian (5) Lead Evening Custodian (1) Instructional Asst-Special Ed (1) Instructional Asst-Sev Disabled (1)</p> <p>2 <u>Advance Step Placements</u> District Receptionist Instructional Asst - Special Ed</p> <p>1 <u>Extension of Eligibility List</u> Lead Food Service Worker</p>	<p>1 <u>New Classifications Developed</u> Network Systems Specialist</p> <p>1 <u>Reclassification</u> Computer Multimedia Technician Network Systems Specialist</p> <p>11 <u>Removal from Eligibility Lists</u> Child Care Attendant (1) Custodian (4) Food Service Worker (1) Inst Asst - Special Ed (1) Lead Mechanic (1) Lead Reprographic Tech (1) Maintenance Worker (1) School Office Manager (1)</p> <p>4 <u>Advance Step Placements</u> Instructional Asst - Special Ed Lead Mechanic (2) Lead Reprographic Tech</p> <p>1 <u>Extension of Eligibility List</u> School Office Clerk</p> <p><u>Acquisition of Exempt Classification</u> 92 Noon Duty Supervisors</p>	<p>1 <u>Classifications Reactivated</u> Preschool Supervisor</p> <p>1 <u>Salary Range Reallocation</u> Public Information Manager</p> <p>13 <u>Removal from Eligibility Lists</u> Custodian (1) Food Service Worker (1) Inst Asst - ABA (1) Inst Asst - Special Ed (1) Inst Asst - Severely Disabled (1) Lead Evening Custodian (1) Maintenance Worker (2) Noon Duty Supervisor (1) School Office Clerk (4)</p> <p>1 <u>Advance Step Placements</u> Public Information Manager</p>

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 11, 2021
**SUBJECT: Agenda Item No. 10: Consolidation of Classifications
Lead DTT/ABA Instructional Assistant &
Lead Behavior Intervention Assistant to
New Classification of Lead Behavior Instructional Assistant**

Background Information

The Lead DTT/ABA Instructional Assistant classification was adopted in 2004. The position was designed to support in the development of Applied Behavior Analysis programs, working with and/or providing leadership and training to other Applied Behavior Analysis staff working with students having severe behavior and learning challenges. At that time, the majority of ABA staff were assigned to Pleasant View, which served preschool age students.

The Lead Behavior Intervention Assistant classification was adopted in 2014. This position was designed to work under the West Orange County Consortium for Special Education (WOCCSE) and was part of a team that supported and provided intervention to students specifically with behavior needs.

These classifications have always maintained the same basic education and experience requirements. As such, their salaries were comparably established. The lead behavior classifications are currently structured on the bargaining unit salary schedule as follows:

- Lead DTT/ABA Instructional Assistant Salary Range 31
- Lead Behavior Intervention Assistant Salary Range 31

Since the time that these classifications were established, Discrete Trial Therapy (DTT) classrooms have been dismantled, Pleasant View has closed, and ABA programming has become much more individualized to each student at their specific site. In addition, WOCCSE no longer has a behavior intervention team. This has resulted in the duties of the two classifications becoming increasingly similar.

Therefore, when earlier this school year a vacancy became available in the classification of Lead Behavior Instructional Assistant, this prompted the Director, Classified Personnel and the Special Education team to review the positions to determine how similar these classifications had become, and if any updates needed to be made prior to conducting a recruitment.

Consolidation of Classifications

Lead DTT/ABA Instructional Assistant & Lead Behavior Intervention Assistant to New Classification of Lead Behavior Instructional Assistant

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Through research and consultation with the Executive Director of Special Education, Coordinator Special Education, Special Education Program Specialist/Behavior Support and the current incumbents of the positions, the Director, Classified Personnel has determined that both lead aides now support all students with behavioral needs, and support in the implementation of evidence based practices and Behavior Intervention Plans. They both model, consult and provide leadership and direction to aides who benefit from it. The Director suggests that ideally these classifications be consolidated and should be represented by one job classification with the same job title and responsibilities that could be utilized across the continuum of services.

Analysis

Consolidating the classifications of Lead DTT/ABA Instructional Assistant and Lead Behavior Intervention Assistant into one new classification, and deactivating the previous classifications, as is the Personnel Commission's responsibility to classify under Education Code 45256, will provide the following:

- Allow the district greater flexibility in staffing programs serving students with behavioral challenges
- Offer employees greater flexibility to request transfer within the new classification with expanded positions throughout the district
- Maintain the current salary (Range 31) for all employees within the two current classifications who have the same basic educational and minimum qualifications
- Allow incumbents to move into the new classification without having to go through an examination process
- Allow incumbents to carry with them the seniority they had from the time they entered into their current classification

The following draft job description consolidates the two existing classifications of Lead DTT/ABA Instructional Assistant and Lead Behavior Intervention Assistant, into one new classification entitled Lead Behavior Instructional Assistant. The new classification incorporates components from each of the previous job classes, and more accurately describes the current duties of each incumbent. It will also help us to more effectively recruit for the current needs of the Special Education Department. Standard formatting and verbiage have been included in order to maintain consistency with the current job description format.

With the consolidation of classifications in to one new job class, the classifications of Lead DTT/ABA Instructional Assistant and Lead Behavior Intervention Assistant may be deactivated, as they will no longer be necessary.

Consolidation of Classifications

Lead DTT/ABA Instructional Assistant & Lead Behavior Intervention Assistant to New Classification of Lead Behavior Instructional Assistant

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Salary

It is the Director's recommendation that the salary for the new classification of Lead Behavior Instructional Assistant be established at Range 31, \$20.701 per hour (\$3,477 per month) to \$25.233 per hour (\$4,241 per month) on the Classified Bargaining Unit Salary Schedule. This will maintain the current salary for all employees in the consolidated classifications of Lead DTT/ABA Instructional Assistant and Lead Behavior Intervention Assistant.

Other Considerations

The Assistant Superintendent, Educational Services, Executive Director Special Education, Assistant Superintendent of Human Resources, and CSEA have all reviewed and support the consolidation of classifications, the new classification description, and salary recommendation. The Director, Classified Personnel also met with all current incumbents who have reviewed and support consolidation of classifications and the new classification description.

Recommendation

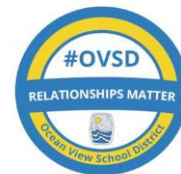
The Director, Classified Personnel recommends that the Personnel Commission review, discuss and adopt the consolidation of the Lead DTT/ABA Instructional Assistant and Lead Behavior Intervention Assistant classifications to the new classification of Lead Behavior Instructional Assistant, and that the previous classifications of Lead DTT/ABA Instructional Assistant and Lead Behavior Intervention Assistant be deactivated. It is also recommended that the new classification of Lead Behavior Instructional Assistant be assigned to Salary Range 31, \$20.701 per hour (\$3,477 per month) to \$25.233 per hour (\$4,241 per month) on the classified bargaining unit salary schedule, be assigned to the Instructional Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Attachments:

- Proposed job description for Lead Behavior Instructional Assistant draft dated March 11, 2021
- Classified Bargaining Unit Salary Schedule Draft
- Current job description for Lead DTT/ABA Instructional Assistant
- Current job description for Lead Behavior Intervention Assistant



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

Lead Behavior Instructional Assistant

JOB SUMMARY:

Under the direction of Special Education certificated staff and the general supervision of the Executive Director, Special Education and/or site administrator, the Lead Behavior Instructional Assistant demonstrates and/or instructs in Applied Behavioral Analysis (ABA) methods, gathers and charts data related to student behavior, models behavior intervention strategies, and assists classroom staff and instructional support staff in the implementation of individual student's Behavior Intervention Plans (BIP).

CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with and/or provide leadership, training, and support to staff working with students who have behavior and/or learning difficulties. Incumbents are expected to assist Special Education certificated staff who supervise employees who work with students who have behavioral needs in implementing the IEP. Lead Aides may be required to travel between more than one school site a day.

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 aides in the development and implementation of reinforcement methods and training, provide demonstration and instruction to less experienced aides through modeling and/or shadowing techniques;
- Model and provide training to classified staff in the area of Applied Behavior Analysis;
- Model and collaborate with certificated staff in the implementation of Applied Behavior Analysis;
- Serve as a support and direct resource for certificated and classified staff by providing specific behavioral services and guidance for effective behavioral student management;
- Assist with crisis situations by following crisis intervention procedures as set forth by the West Orange County Consortium for Special Education;
- Collaborate with special education team on conducting Functional Behavior Assessments and implementing Behavior Support Plans, implement program modifications as needed;

- Assist with the development of materials and reinforcement of behaviors according to the student IEP;
- Collect and record data on students, accurately describing interventions, techniques, strategies, responses, and progress;
- Report and provide input to certificated staff regarding student performance, behavior and progress;
- As required, conduct specific behavioral therapy with students one-on-one or in groups using behavior intervention plans;
- May assist children in communication and social activities; work with children in their development of psycho-motor, self-help and social skills;
- Use positive reinforcement to assist students in their development and behavior; identify appropriate replacement behaviors, guidance and strategies needed to further enhance student development;
- Collect data, prepare summary, and record anecdotal therapy notes of student's progress in targeted behavioral areas;
- Attend staff meetings and trainings as required;
- Attend meetings regarding student(s) progress;
- Participate in on-going training programs with District employees, West Orange County Consortium for Special Education (WOCCSE) staff.

Other Related Duties:

- May oversee students during class, tutoring, playground, eating activities, during fire and earthquake emergencies and preparedness drills; may assist in transferring children to and from buses, special equipment, classrooms, and events;
- May assist and supervise others in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of students as necessary;
- Operate, remove, and replace special equipment, devices, orthopedic braces, wheelchairs, while monitoring cleanliness and functionality of such apparatus;
- Assist in maintaining a disciplined, neat, orderly and attractive learning environment;
- Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary.

SUPERVISION:

General supervision is received from the Executive Director, Special Education, and site administrator or designee. Direction is provided by Special Education certificated staff.

Supervision is not exercised over other employees. However, leadership and/or guidance is provided to Special Education, Severely Disabled, and ABA Instructional Assistants as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General needs and behavior of children diagnosed with autism and related disorders, including an understanding of the children's unique learning needs;
- Discrete Trial Therapy (DTT) and Applied Behavior Analysis (ABA) training methods;
- Basic math, grammar, spelling, language and reading;
- General methods and practices of training;
- Child guidance principles and practices as they relate to students with learning disabilities;
- Record keeping systems and methods;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Safe lifting techniques for single, paired and multiple lifts;
- Safe working practices and cleaning methods used in working with the severely disabled;
- CPR and First Aid techniques and practices.

Ability to:

- Model and train others in the use of behavior management techniques and application of Discrete Trial Therapy including: methods, practices and terminology used in applied behavior analysis;
- Learn and apply District and school policies and procedures;
- Provide direction and work guidance to others;
- Effectively use behavior management techniques and deliver therapy;
- Utilize a variety of instructional materials and procedures to enhance a positive educational environment;
- Oversee and discipline students in accordance with approved policies and procedures;
- Exercise flexibility, patience and sensitivity;
- Work independently, understand and carry out instructions;
- Communicate effectively with a wide variety of audiences both orally and in writing, demonstrating poise, patience, sensitivity and understanding;
- Operate various office equipment, including data and word processing equipment and software programs;
- Maintain confidentiality in all communications, including with parents, staff and students;
- Establish and maintain records and schedules;
- React appropriately in emergency medical situations;
- Use the safe lifting procedures and techniques provided in training;
- 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;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Two years of experience working with severely disabled students;
- At least 6 months experience administering Discrete Trial Therapy to students at various stages of therapy and knowledge of applied behavior analysis methodology.

LICENSES REQUIRED:

- Possess and maintain valid, current CPR and First Aid Certificates;
- Certification/verification of successful completion of required DTT/ABA training;
- Successfully complete Pro-Act Training within 3 months of hire
- Possession of a valid and appropriate California Driver License.

All the above licenses and certificates 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:

The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequently immerses hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations.

Physical Demands

Requires frequent standing, sitting, bending, stooping, kneeling; occasionally climbs stools or step ladders and reaches over head. Performs heavy work with frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Uses fingers on both hands; frequently twists wrists/hands when manipulating materials. Requires rapid mental and muscular coordination. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. Employment contingent upon passing a physical and back evaluation test.

SALARY RANGE

Classified Bargaining Unit Salary Schedule
Salary Range 31

Proposed Classification to Personnel Commission for adoption 3/11/21

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

Salary Range

<u>ACCOUNTING SERIES</u>	
35	Senior Account Clerk
37	Accounting Technician
37	Payroll Technician
45	Financial Analyst
48	Accountant
<u>CHILD CARE SERIES</u>	
18	Child Care Attendant
32	Child Care Program Facilitator
<u>CLERICAL SERIES</u>	
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
<u>CUSTODIAL SERIES</u>	
28	Custodian
30	Lead Evening Custodian
32	Head Custodian
<u>DELIVERY SERIES</u>	
31	Delivery Worker
37	Storekeeper
<u>FOOD SERVICE SERIES</u>	
18	Food Service Worker
21	Lead Food Service Worker
35	Central Kitchen Coordinator
<u>GROUNDS SERIES</u>	
31	Groundskeeper I
33	Grounds Equipment Operator
34	Groundskeeper II
35	Grounds Maintenance Worker
37	Sprinkler Mechanic
39	Lead Groundskeeper
<u>HEALTH SERIES</u>	
26	School Health Technician
<u>HUMAN RESOURCE SERIES</u>	
35	Personnel Technician
36	Human Resources Technician
39	Benefits & Workers' Compensation Specialist
40	Personnel Assistant
41	Human Resources Analyst
41	Personnel Analyst
<u>INSTRUCTIONAL SERIES</u>	
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 Intervention Assistant
31	Lead DTT/ABA Instructional Assistant
31	Lead Behavior Instructional Assistant (Proposed)
32	Early Learning Educator
32	Speech and Language Assistant

Salary Range

<u>LIBRARY/MEDIA SERIES</u>	
27	School Library Specialist
34	Library/Instructional Materials Technician
<u>MAINTENANCE SERIES</u>	
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
<u>NETWORK/COMMUNICATIONS SERIES</u>	
37	Field Service Technician
39	Data and Assessment Technician
45	Computer/Multimedia Technician
45	Database Analyst
47	Network Systems Specialist
50	Network Systems Manager
<u>PRINTING SERIES</u>	
33	Reprographic Technician
36	Lead Reprographic Technician
<u>PURCHASING SERIES</u>	
34	Senior Purchasing Clerk
38	Buyer
<u>SECRETARIAL SERIES</u>	
35	Program Support Specialist
36	Department Secretary
36	School Office Manager
37	Department Secretary-Bilingual
37	School Office Manager-Bilingual
40	Administrative Secretary
<u>SPECIAL PROGRAM SERIES</u>	
19	Alternative Learning Center Attendant
23	Parent Liaison Instructional Assistant-Bilingual
25	Parent Educator-Bilingual
31	Community Liaison-Bilingual
38	Public Information Assistant
<u>TRANSPORTATION SERIES</u>	
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.

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 10/29//20

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
Personnel Commission



LEAD DTT/ABA - INSTRUCTIONAL ASSISTANT

JOB SUMMARY:

Under the direction of Special Education certificated staff and the general supervision of the Director, Special Education and site administrator or designee, demonstrates and/or instructs Discrete Trial Therapy (DTT) methods; trains and coaches other Instructional Assistant – Applied Behavior Analysis (ABA) staff; updates ABA student logbooks; observes drills being conducted, conducts probes and implements behavioral strategies and program modifications in accord with the student's Individual Education Plan (IEP).

CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with and/or provide leadership, training to other ABA staff working with students having severe behavior and/or learning challenges. Incumbents are expected to assist Special Education certificated staff who supervise the ABA employees working with assigned students to achieve educational and/or daily living skill goals as established by the certificated staff to implement the student's IEP. Some incumbents may be required to travel between more than one school site.

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

Assist in scheduling tutoring hours and appointments of ABA employees to provide Discrete Trial Therapy and Applied Behavior Analysis to students diagnosed with autism and related disorders; *E*

Assist ABA Aides in development, implementation and reinforcement of DTT training, providing demonstration and instruction to less experienced aides through modeling and/or shadowing techniques; *E*

Observe and/or administer drills and conduct probes to implement behavioral strategies and program modifications in accord with the student's IEP; *E*

Report and provide input to certificated staff regarding student performance, behavior and progress; *E*

As required, conduct specific behavioral therapy with students one-on-one or in groups using behavior intervention plans; *E*

May assist children in communication and social activities; work with children in their development of psycho-motor, self-help and social skills; *E*

Use positive reinforcement to assist students in their development and behavior; identify appropriate replacement behaviors, guidance and strategies needed to further enhance student development; *E*

Collect data, prepare summary, and record anecdotal therapy notes of student's progress in targeted behavioral areas; *E*

Assist students in focusing on assigned learning and functional tasks, according to each student's therapy plan and IEP; *E*

Attend staff meetings and trainings as required; *E*

Participate in on-going training programs with District employees, West Orange County Consortium for Special Education (WOCCSE) staff or members of the Strategies for the Utilization of Comprehensive Strategies for Ensuring Student Success (SUCSESS) team; *E*

Build, maintain and organize student program notebooks and prepare materials to use in therapy; confer and identify with certificated staff any new teaching materials; *E*

May oversee students during class, tutoring, playground, eating activities, during fire and earthquake emergencies and preparedness drills; may assist in transferring children to and from buses, special equipment, classrooms, and events;

May assist and supervise others in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of students as necessary;

Operate, remove, and replace special equipment, devices, orthopedic braces, wheelchairs, while monitoring cleanliness and functionality of such apparatus;

Assists in maintaining a disciplined, neat, orderly and attractive learning environment;

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;

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

SUPERVISION:

General supervision is received from the Director, Special Education and site administrator or designee. Direction is provided by Special Education certificated staff.

Supervision is not exercised over other employees. However, leadership and/or guidance is provided to Special Education, Severely Disabled, and ABA Instructional Assistants as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- General needs and behavior of children diagnosed with autism and related disorders, including an understanding of the children's unique learning needs;
- Discrete Trial Therapy (DTT) and Applied Behavior Analysis (ABA) training methods;
- Basic math, grammar, spelling, language and reading;
- General methods and practices of training;
- Child guidance principles and practices as they relate to students with learning disabilities;
- Record keeping systems and methods;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Safe lifting techniques for single, paired and multiple lifts;
- Safe working practices and cleaning methods used in working with the severely disabled;
- CPR and First Aid techniques and practices.

Ability to:

- Model and train others in the use of behavior management techniques and application of Discrete Trial Therapy including: methods, practices and terminology used in applied behavior analysis;
- Learn and apply District and school policies and procedures;
- Provide direction and work guidance to others;
- Effectively use behavior management techniques and deliver therapy;
- Utilize a variety of instructional materials and procedures to enhance a positive educational environment;
- Oversee and discipline students in accordance with approved policies and procedures;
- Exercise flexibility, patience and sensitivity;
- Work independently, understand and carry out instructions;
- Communicate effectively with children and adults, demonstrating poise, patience, sensitivity and understanding;
- Operate various office equipment, including data and word processing equipment and software programs;
- Maintain confidentiality in all communications, including with parents, staff and students;
- Establish and maintain records and schedules;
- React appropriately in emergency medical situations;
- Use the safe lifting procedures and techniques provided in training;

- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Two years of experience working with severely disabled students;
- At least 6 months experience administering Discrete Trial Therapy to students at various stages of therapy and knowledge of applied behavior analysis methodology.

LICENSES REQUIRED:

Possess and maintain valid, current CPR and First Aid Certificates;

Certification/verification of successful completion of required DTT/ABA training;

Possession of a valid and appropriate California Driver License.

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Requires frequent standing, sitting, bending, stooping, kneeling; occasionally climbs stools or step ladders and reaches over head. Performs heavy work with frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Uses fingers on both hands; frequently twists wrists/hands when manipulating materials. Requires rapid mental and muscular coordination. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequently immerses hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations. 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.

Classification adopted by Personnel Commission 10/14/04
Revised 7/14/05
Job Description Review and Revisions Effective: 8/13/15



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



LEAD BEHAVIOR INTERVENTION ASSISTANT

JOB SUMMARY:

Under the general supervision of the Director, Special Education and direction of the District Lead Psychologist, and with support of the Program Specialists, the Lead Behavior Intervention Assistant is involved in direct student services by providing behavioral support to students and staff as planned by the District staff and West Orange County Consortium for Special Education (WOCCSE) Behavioral Support Team (BST).

CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with and/or provide leadership to staff working with students needing behavioral support. The primary areas of responsibility are to provide support, monitoring, and training using behavior management techniques, intervention strategies, and skill building for students with behavioral challenges. The incumbent will provide services throughout the District and in a variety of environments. Incumbents will be required to travel between more than one school site.

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

Serve as a support and direct resource for certificated and classified staff by providing specific behavioral services and guidance for effective behavioral student management; *E*

Assist with crisis situations by following crisis intervention procedures as set forth by the West Orange County Consortium for Special Education; *E*

Problem solve with students through coaching and mentoring; *E*

Work in collaboration with certificated and classified staff to promote an effective learning atmosphere for all students; *E*

Collaborate with special education team on conducting Functional Behavior Assessments and implementing Behavior Support Plans, implement program modifications as needed; *E*

Assist with the development of materials and reinforcement of behaviors according to the student IEP; *E*

Collect and record data on students, accurately describing interventions, techniques, strategies, responses, and progress; *E*

Assist in training staff and parents in specialized instructional strategies and techniques being used in behavior intervention; *E*

Attend meetings regarding student(s) progress; *E*

Participate in on-going training programs with District employees, West Orange County Consortium for Special Education (WOCCSE) staff or members of the Strategies for Utilization of Comprehensive Strategies for Ensuring Student Success (SUCSESS); *E*

Update and maintain student records as necessary;

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;

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

SUPERVISION:

General supervision is received from Director, Special Education or designee. Direction is provided by the District Lead Psychologist.

Supervision is not exercised over other employees. However, leadership and/or guidance is provided to Special Education Instructional staff as assigned.

MINIMUM QUALIFICATION:

Knowledge of:

- Basic concepts of child growth and development, including behavior characteristics, particularly pertaining to students with special learning needs;
- Behavior management strategies and techniques relating to students experiencing behavior difficulties;
- Basic understanding of the function of behavior, replacement behaviors, autism and emotional disturbance;
- Appropriate safety and health procedures and precautions;
- Positive behavioral interventions;
- Applied Behavior Analysis/Discreet Trial Training;
- Basic academic skills;
- Crisis intervention;
- Basic mathematics and science, English usage including reading, grammar, spelling, and punctuation;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Record keeping systems and methods.

Ability to:

- Model, coach and provide training to staff and students;
- Learn and apply District and school policies and procedures;
- Work and communicate effectively with other adults in the school setting;
- Work effectively without close supervision;
- Calmly collaborate during crisis situations and identify and analyze sensitive situations with a safety focus;
- Effectively communicate both orally and in writing;
- Maintain confidentiality regarding students, families, and specifics of programming;
- Demonstrate close attention to details;
- Operate various office equipment, including data and word processing equipment and software programs;
- Establish and maintain accurate records;
- Provide basic First Aid and CPR;
- 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.
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;

Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Two (2) years of experience working with students including those in preschool to 8th grade who have social and behavioral needs.
- Experience working with students with severe behavioral needs is desirable.

LICENSES REQUIRED:

Valid and current CPR and First Aid certificates;

Certification/verification of successful completion of required ABA/DTT training;

Within probation period employee is required to successfully complete Pro-Act Training;

Possession of a valid and appropriate California Driver License;

All the above certificates and licenses must be maintained as a condition of continue employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Requires frequent standing, sitting, bending, stooping, kneeling; occasionally climbs stools or step ladders and reaches over head. Performs heavy work with frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Uses fingers on both hands; frequently twists wrists/hands when manipulating materials. Requires rapid mental and muscular coordination. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequently immerses hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations. Possible exposure to communicable diseases. Possible exposure to verbal and/or physical assaultive student behavior. 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.

Proposed new classification 2/13/14

Job Description Review and Revisions Effective: 8/13/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 11, 2021
SUBJECT: Agenda Item No. 11: Reactivate Classification of Lead Child Care Facilitator

Background Information

In 2017, the position of Child Care Program Supervisor, supporting the district's school age before and after school child care programs, Kid's Club and FLY, was replaced with a Director, Child Development Programs. The expanded position assumed oversight of both the district's before and after school programs as well as the preschool program. At that time, the district approached the Director, Classified Personnel with a desire to have a working lead position that could help support the daily operations of the before and after school child care programs. The Director discussed the district's needs and the associated duties required with the Director of Child Development Programs, Nicole Baitx-Kennedy, to determine how and if these needs could be met in the classified service. Plans were being developed, but had to be placed on hold.

In 2020, the district revisited their plans, and again approached the Director, Classified Personnel with a desire to implement a working lead child care facilitator position. The intent of this position would be to assist the Director, Child Development Programs, in collaboration with the site administrator, to schedule, assign, train and provide work direction to Child Care Attendant and Child Care Facilitator staff. The proposed duties and responsibilities provided by the District were reviewed by the Director, Classified Personnel and are deemed appropriate to a classified bargaining unit position.

Analysis

The Director, Classified Personnel reviewed current classifications as well as the former classification of Lead Child Care Facilitator, to determine if any would be an appropriate match for the duties provided by the District. After thorough review, the Director determined that the former classification of Lead Child Care Facilitator, with some minor updates, would be an appropriate placement.

The Director worked with the Director of Child Development Programs to update the classification description of Lead Child Care Facilitator. The updates ensure the content of the classification specification adequately and accurately represent the duties to be performed by the incumbent(s), and that the requisite skills, knowledge and abilities required are appropriate. Standard formatting changes and updates are proposed in order to maintain consistency with the current job description format.

Reactivate Classification of Lead Child Care Facilitator

Page 2

Salary

The Commission established the classification of Lead Child Care Facilitator in 1997 at a Salary Range 33 on the bargaining unit schedule. This was two ranges above the non-lead counterpart of Child Care

Program Facilitator at Salary Range 31. Both salaries were reallocated in July 2005 moving the Facilitator to Range 32 and the Lead Facilitator to Range 34. This placement is still consistent with the current practice at Ocean View where, when possible, lead positions are placed at two to three salary ranges higher than their non-lead counterparts.

At this time there are no local districts that have comparable classifications with which to make a viable salary comparison. Therefore, it is the Director's recommendation that the reactivated classification be assigned to its previous level, Salary Range 34, \$3,746 to \$4,564 per month on the Classified Bargaining Unit Salary Schedule.

This placement will:

- Provide for internal equity with other positions in the District with comparable levels of skill and responsibility;
- Provide equitable compensation for the additional experience requirement and level of responsibility of a lead position, above which is required for other positions within child care classifications; and
- Provide an adequate two-range differential between the salary of the highest-level child care classification, Child Care Program Facilitator, and the Lead Child Care Facilitator. See Classified Bargaining Unit Salary Schedule Draft attached.

Other Considerations:

The Director of Child Development Programs, Assistant Superintendent of Educational Services, Assistant Superintendent of Human Resources, and CSEA have all reviewed and support the proposed reactivation, job description, and corresponding salary recommendation.

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Recommendation

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and approve the reactivation and proposed revisions to the Lead Child Care Facilitator. It is also recommended that the salary be assigned to Salary Range 34, \$3,746 to \$4,564 per month on the classified bargaining unit salary schedule, be assigned to the Child Care Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Attachments:

- Proposed job description for reactivated classification Lead Child Care Facilitator draft dated March 11, 2021.
- Classified Bargaining Unit Salary Schedule Draft



Lead Child Care Facilitator

DEFINITION JOB SUMMARY

Under direction of the Director, Child Development Programs and in collaboration with the site administrator and staff, provides leadership, plans, organizes, directs, and implements various child care program activities, which include but are not limited to elementary and middle school after school curriculum, weekly activities, and camps. Maintains complex daily staff scheduling, including temporary coverage and assigns substitutes where needed. Trains, provides instruction, and coaches Child Care Facilitators in program activities.

~~Under the limited supervision of the Director of Student Services, provides assistance for facilitation of the District's Child Care Program. Assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

~~The Lead Child Care Facilitator is distinguished from the Child Care Facilitator in that the Lead Child Care Facilitator is a working leader responsible for assisting the Director, Child Development Programs in collaboration with the site administrator to schedule, assign, train, and provide work direction to Child Care Attendant and Child Care Facilitator Staff.~~

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:

- Ensure proper teacher-child ratios by operating the District's Absence Management System to arrange daily scheduling of staff and substitutes;
- Organize and coordinate the bidding schedules for recess camps, including but not limited to Fall Recess, Winter Break, Spring Break, Summer, etc.;
- Identify, develop, provide, and implement training for new and current staff;
- Plan, select, implement, and participate in a variety of education and recreational activities to meet the needs and interests of individuals and/or groups of children;
- Schedule full day camps, coordinate field trips arrangements, including transportation requests;
- Maintain yearly operating calendar which includes partial and full day programing, camps, and other important programing dates;
- Assist in the development of policies, procedures, rules, regulations, programs and activities to enhance child care programs and services;
- Compile and prepare various reports, records, and files;
- Assist in the preparation of the annual child care program budget;

Other related duties:

- Attend staff meetings and training sessions;
- Compile and assist staff in completing time cards;
- Assist in the selection of staff.

~~Assist Director of Student Services in organizing all components of the Child Care Program; provide for training of personnel; assist as needed in the formulation and development of policies, procedures and programs; assist in preparation of staff schedules, transportation schedules, field trips, and annual budget; travel to various school sites to provide support to child care staff; attend a variety of meetings including parent conferences; attend other related training sessions as assigned; provide for summer planning, order supplies as needed and oversee related activities; substitute for Child Care Program Facilitator; provide technical expertise, information and assistance to other Child Care Program Facilitators regarding assigned functions; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; communicate with administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.~~

SUPERVISION

Receives general supervision from the Director, Child Development Programs and works in collaboration with site administrator or designee. Supervision is not exercised over other employees. Provides daily leadership, direction, and guidance to Child Care Facilitators and Child Care Attendants.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child Care program operations and their relationship to regular school program;
- Staffing paradigms needed to operate a child care program efficiently, i.e. enrollment patterns;
- Rules, objectives, regulations and daily practices of operating a Child Care facility;
- Program quality criteria, assessment processes and curriculum development;
- Practical applications of school-age children's developmental stages/needs;
- Positive and appropriate methods to maintain acceptable standards of behavior among special needs children and child care participants;
- Title 5 (Child Care Development) and Title 22 (Community Care Licensing) regulations;
- Appropriate safety, health, and nutrition procedures and precautions;
- English usage, grammar, spelling, punctuation and vocabulary;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Business math;
- District rules and policies.

~~Child Care program operations and their relationship to the regular school program; child care regulations, laws, codes, policies and procedures; policies and objectives of the child care program; physical and emotional development of children; supervision and training methods; oral and written communication skills; interpersonal skills using tact, patience and courtesy.~~

Ability to:

- Plan, direct, coordinate and participate in a child care program consistent with optimum growth and development of school age children;
- Work independently in managing daily schedules and respond effectively in emergency situations;
- Provide a clean, safe, and positive environment for child care participants;
- Plan and implement a variety of age appropriate children's activities;
- Coordinate and direct the activities of site child care program staff;
- Use positive and appropriate methods to maintain appropriate standards of behavior among child care activity participants;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies, public;
- Communicate effectively both orally and in writing with staff, parents, children, public and District personnel demonstrating poise, patience, sensitivity and understanding;
- Prepare, present clear and concise reports;
- 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.

~~Provide support to the Director in the overall direction of the Child Care Program; build and maintain a strong home-school-parent-teacher-child care-center relationship; work well with diverse groups including site facilitators, district personnel, parents, community interest groups and students; develop and administer a child care program budget; provide support to various school sites; establish and maintain cooperative and effective working relationships with others; work independently with little direction; plan and organize work; meet schedules and time lines.~~

EMPLOYMENT STANDARDS**Education:**

- Completion of 48 semester units from an accredited college or junior college with emphasis in child development, education or related field; OR
- A certificate or credential issued by the Commission on Teacher Credentialing;
- A Bachelor's degree in education or related field from an accredited college or university is highly desirable.
- Passing the Instructional Assistant Competency Examination.

~~Any combination equivalent to two years of attendance at an accredited college or junior college including 12 semester units of Early Childhood Education or Child Development~~

Experience:

- Three (3) years of experience, with increasing responsibility, working with school aged children in a classroom, recreational or child care setting;
- One (1) year of experience working in a lead role.

~~three years increasingly responsible experience in a child care program, including one year supervisory experience; a degree in education or related field from an accredited college or university is desirable.~~

Licenses Required:

- Within two (2) months of employment, the incumbent must possess and maintain valid, current First Aid and Adult/Child CPR Certificates.
- Valid and appropriate California Driver License.
- All the above licenses and certificates must be maintained as a condition of continued employment.

Other:

- Prior to employment must have the standard fingerprint clearance by California Department of Justice (DOJ). In addition, fingerprint clearance by the Federal Bureau of Investigation (FBI) is required in accord with Education Code sections 45125, 45125.01 and 49024(a).

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:

While performing the duties of this job, the position is continuously required to stand, walk, sit, talk, and hear for extended periods of time. The incumbent frequently reaches above the head and below the waist, grips and grasps, and uses repetitive motions of the wrists, hands, and fingers. This work involves little to medium physical efforts; frequently exerts up to 25 pounds of force and occasionally exerts up to 50 pounds of force to lift, carry, push, or pull objects. . This position requires specific visual acuity sufficient to operate a vehicle between site locations, see small details in a classroom or playground environment, and distance vision to observe children’s activities and behavior both indoor and outdoor; speech and vocal capacity sufficient to be heard in a noisy environment; hearing sufficient to be able to recognize when a child is having difficulty or being disruptive. Employment is contingent upon passing a physical and back evaluation test.

~~Moderate work—frequent lifting of objects weighting up to 25 pounds. Employment contingent upon passing physical and back evaluation test. Frequently stands, walks, carries objects, kneels. Must be able to maintain balance, speak clearly, hear normal voice conversation, have depth perception, see small details and distinguish colors and color shades; Drives a vehicle, uses a computer, telephone. Works both inside and outside, around children’s loud voices, and with objects which are dusty or dirty. Is exposed to various diseases carried by children. Works without direct guidance from supervisor, in direct contact with public, students, district staff, in negative interpersonal situations with crying children or upset parents, with high volume and tight deadlines.~~

Work Environment:

This job operates in a child care environment, indoors and outdoors, exposed to outside weather conditions and temperature changes. The noise level can become loud depending on activity (i.e., outside activities, field trips, etc.) but will remain within moderate noise level range. The role is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses. The incumbent has direct and indirect contact with students, the public, and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, negative interpersonal situations, and without direct guidance from supervisor.

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SALARY RANGE

Proposed Salary Range 34

Classified Bargaining Unit Salary Schedule

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Job classification and salary allocation to Range 33 approved 1/23/97

Salary reallocation from Range 33 to Range 34 effective 7/1/05

Proposed reactivation of classification effective 3/11/21

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

Salary Range

	<u>ACCOUNTING SERIES</u>
35	Senior Account Clerk
37	Accounting Technician
37	Payroll Technician
45	Financial Analyst
48	Accountant
	<u>CHILD CARE SERIES</u>
18	Child Care Attendant
32	Child Care Program Facilitator
34	Lead Child Care Facilitator (Proposed)
	<u>CLERICAL SERIES</u>
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
	<u>CUSTODIAL SERIES</u>
28	Custodian
30	Lead Evening Custodian
32	Head Custodian
	<u>DELIVERY SERIES</u>
31	Delivery Worker
37	Storekeeper
	<u>FOOD SERVICE SERIES</u>
18	Food Service Worker
21	Lead Food Service Worker
35	Central Kitchen Coordinator
	<u>GROUNDS SERIES</u>
31	Groundskeeper I
33	Grounds Equipment Operator
34	Groundskeeper II
35	Grounds Maintenance Worker
37	Sprinkler Mechanic
39	Lead Groundskeeper
	<u>HEALTH SERIES</u>
26	School Health Technician
	<u>HUMAN RESOURCE SERIES</u>
35	Personnel Technician
36	Human Resources Technician
39	Benefits & Workers' Compensation Specialist
40	Personnel Assistant
41	Human Resources Analyst
41	Personnel Analyst
	<u>INSTRUCTIONAL SERIES</u>
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 Intervention Assistant
31	Lead DTT/ABA - Instructional Assistant
32	Early Learning Educator
32	Speech and Language Assistant

Salary Range

	<u>LIBRARY/MEDIA SERIES</u>
27	School Library Specialist
34	Library/Instructional Materials Technician
	<u>MAINTENANCE SERIES</u>
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
	<u>NETWORK/COMMUNICATIONS SERIES</u>
37	Field Service Technician
39	Data and Assessment Technician
45	Computer/Multimedia Technician
45	Database Analyst
47	Network Systems Specialist
50	Network Systems Manager
	<u>PRINTING SERIES</u>
33	Reprographic Technician
36	Lead Reprographic Technician
	<u>PURCHASING SERIES</u>
34	Senior Purchasing Clerk
38	Buyer
	<u>SECRETARIAL SERIES</u>
35	Program Support Specialist
36	Department Secretary
36	School Office Manager
37	Department Secretary-Bilingual
37	School Office Manager-Bilingual
40	Administrative Secretary
	<u>SPECIAL PROGRAM SERIES</u>
19	Alternative Learning Center Attendant
23	Parent Liaison Instructional Assistant-Bilingual
25	Parent Educator-Bilingual
31	Community Liaison-Bilingual
38	Public Information Assistant
	<u>TRANSPORTATION SERIES</u>
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.

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 10/29/20

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
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 11, 2021
**SUBJECT: Agenda Item No. 12: New Confidential Classification of
Human Resources Specialist**

Background Information:

Recently the Director, Classified Personnel received a request from Assistant Superintendent, Human Resources, Felix Avila to establish a specialist level position in the Human Resources department. The Assistant Superintendent has indicated he is in need of support to respond to the myriad of issues regarding certificated and classified employees, negotiations, employee support and investigations. There is a need for a position to help support the day-to-day operations to alleviate the demands of time that these issues place on the Assistant Superintendent. The Assistant Superintendent also oversees and directs the employee Health Benefits program, Workers' Compensation, and most recently all COVID-19 requirements such as COVID testing, contact tracing and COVID vaccinations.

This position would serve under the direction of the Assistant Superintendent to coordinate the day-to-day operations of the department and perform as a lead in coordinating a variety of technical functions in support of personnel programs. The position would also have access to and/or direct knowledge of confidential information as defined by Government Code 3540.1 (c).

Duties that are confidential in nature are defined in Government Code 3540.1 (c)

“Confidential employee” means an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

The Director, Classified Personnel has reviewed the proposed duties and responsibilities provided by the Assistant Superintendent, Human Resources, and has determined that these are appropriate to assign to a classified confidential position. However, there is currently no classification established that encompasses the duties, responsibilities and qualifications required.

Analysis:

The Assistant Superintendent provided a draft of the duties and responsibilities required. The Director also researched and collected information from outside agencies on positions that may have similar duties to what the District is proposing. The result is a job classification and description entitled Human Resources Specialist, which accurately describes the duties, responsibilities and qualifications that are required.

New Confidential Classification of Human Resources Specialist
Page 2

Salary:

Comparable classifications in other districts with similar ADA are as follows:

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary (Step 1)</i>	<i>Monthly Salary (Top Step)</i>
Huntington Beach Elementary SD	Human Resources Assistant	\$5,246	\$6,624

It is the Director’s recommendation to place the new classification at Salary Range C46, \$5,119 to \$6,238 per month on the Classified Confidential Salary Schedule. In addition, as part of the confidential unit, the incumbent will be eligible for the \$300/month stipend as compensation for the confidential duties performed. This recommendation will establish the salary just below the median 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.

Other Considerations:

The establishment of a confidential Human Resources Specialist, the proposed job description, and corresponding salary have been reviewed and recommended by the Assistant Superintendent, Human Resources, and have the support of district administration.

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Recommendation:

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and approve the following:

- Proposed job classification and description of Human Resources Specialist
- Proposed placement on the Classified Confidential Salary Schedule at Range C46, \$5,119/month, Step 1 to \$6,238/month, Step 5. Placement on this salary schedule will also provide for a \$300 per month confidential stipend.
- The position will be eligible for overtime compensation in accord with Education Code 45128.

Attachments: Job Description, Human Resources Specialist, dated 3/11/21
 Classified Confidential Salary Schedule Draft



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

Human Resources Specialist

JOB SUMMARY

Under general direction, performs highly specialized technical and analytical duties related to the induction and retention of personnel; coordinates the day-to-day operations of the Human Resources staff; performs as a lead in coordinating a variety of technical functions in support of the District's certificated and classified personnel programs; advises, assists and monitors the certificated workforce to ensure compliance with State and Federal credentialing requirements; coordinates recruitments and selection; assists with staffing; audits and maintains a variety of related personnel files, records and reports; maintains confidentiality of sensitive and privileged information.

CLASS CHARACTERISTICS

The Human Resources Specialist performs technical and analytical tasks including but not limited to interpreting State and Federal laws, the Education Code, and the collective bargaining agreements. Incumbents are expected to support the employment of credentialed and classified employees in the District. This position has a variety of public contacts, a high degree of responsibility, and a high degree of expertise in credentialing and human resources procedures. The Human Resources Specialist serves as a lead in the monitoring and interpretation of credentials. Positions in this class have access to and/or direct knowledge of confidential information as defined in Government Code 3540.1 (c).

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:

- Oversee, monitor, and maintain records of credentials held by all temporary, probationary and permanent certificated staff including the type of credential, major and minor areas of studies, expiration dates and subjects/grades authorized to ensure compliance with State and Federal law;
- Notify and/or update administrators and certificated staff of changes in credential requirements, and assist staff in filing for credential renewals, added authorizations, waivers and emergency credentials;
- Assign, direct, monitor, train, supervise and evaluate the performance of assigned employees;
- Participate in the employee/employer relations program, including negotiation processes, and contract interpretation and implementation;

- Coordinate and maintain the fingerprint database and serve as the prime liaison between the Department of Justice and the District;
- Organize employment, salary, and other statistical or personnel data; calculate, analyze, and summarize statistical data and prepare or extract a variety of routine or specialized reports in planning for personnel utilization; implement changes or modifications to manual and computerized systems;
- Train and help supervise the performance of staff in the Human Resources department and assist them with unusual or unforeseen problems and situations;
- Initiate the recruitment and selection process by reviewing job description, creating application supplemental questionnaire, defining minimum qualifications and preferred qualifications of the position, and provide guidance to Human Resources staff on the posting of the position;
- Establish and maintain valid seniority lists;
- Ensure that all certificated and classified staffing reports and surveys required by District Administration, Local, State or Federal agencies are prepared and submitted in a timely fashion;
- Prepare and maintain staffing lists, records of school and class enrollment numbers used to monitor that class size reduction standards are met and to monitor general fund and categorically funded positions;
- Interpret and provide information on district policies, procedures, Education Code, collective bargaining agreement, and Federal and State regulations;
- Research and prepare collective bargaining information for use in negotiations;
- Conduct special studies and surveys on personnel related issues and prepare reports;
- Access to and knowledge of confidential information that contributes significantly to the development of management positions on collective bargaining as defined in Government Code 3540.1(c);
- Compile financial, statistical, narrative or other reports utilizing independent judgment in collecting and processing data, including bargaining unit materials of a confidential nature (pursuant to Govt. Code 3540.1(c));
- Provide support to, and participate in classified collective bargaining activities; conduct research of employment trends, legislative actions, and other information that may influence negotiations;
- Act as a liaison with the Fiscal Director to provide open and productive dialog and working relationships between the members of the two departments;
- Relieve Cabinet level administrator of procedural work and meetings, using independent judgement;
- Perform requests from Cabinet level administrator to compile, compose, and prepare confidential data, and compile data for reports for analyzing;
- Work closely and cooperatively with school site personnel and administrators;
- Serve as liaison contact with County or State credentialing offices and credentials personnel in other school districts;
- Participate in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations;
- Act as a resource for Human Resources and Personnel Commission staff.

Other Related Duties:

- Review employee records with employees as requested;
- Provide support in the coordination of the district layoff process;
- Serve in addition to, and also as back up to, the confidential Administrative Assistant by providing a higher level of secretarial service outside of scope of current responsibilities.

SUPERVISION

General direction is received from the Assistant Superintendent, Human Resources.

Provide supervision to subordinate positions assigned to the Human Resources Office.

MINIMUM QUALIFICATIONS

Knowledge of:

- Fundamentals, principles, techniques, and procedures of human resources management;
- Laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;
- Principles of supervision and training;
- Modern office methods, procedures, practices, terms and equipment used in a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, Internet and E-mail computer applications;
- Methods of making mathematical and statistical analysis, calculations and projections;
- English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently utilizing sound judgment and discretion in a wide variety of situations;
- Understand, interpret and apply complex laws, rules, regulations and policies;
- Research, gather data and information and prepare complex and comprehensive written and oral reports;
- Compose and edit routine correspondence independently;
- Work effectively, efficiently and cooperatively in a busy modern office environment;
- Communicate effectively with, and provide quality customer service to, a wide variety of audiences both orally and in writing;
- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;
- Keyboard at a net corrected speed of 45 words per minute;
- Effectively and efficiently maintain accurate records and files;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the district;
- Maintain security and confidentiality of privileged and sensitive information;
- Direct, train and evaluate personnel.

EMPLOYMENT STANDARDS

Education:

- High school diploma or equivalent;

- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or a related field is desirable and may be substituted for 2 years of the required experience;
- Advanced training or course work in the organization and supervision of human resources work or credentials is desirable.

Experience:

- Five (5) years of successful progressively responsible experience in a personnel office in a California school district involving, but not limited to, credentialing, recruitment and processing of certificated and/or classified employees.

LICENSES REQUIRED

May be required to possess a valid and appropriate California Driver License.

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; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment.

Work Environment:

This job operates in an office environment, predominately seated; works inside exclusively; routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines; noise level can vary depending upon daily activity but will remain within moderate noise level range; has direct and indirect contact with public and other district staff occasionally in difficult interpersonal situations; frequently works without guidance from immediate supervisor; may require working with high volume, tight deadlines, and being subject to frequent interruptions.

SALARY RANGE

Proposed Salary Range C46
Classified Confidential Salary Schedule

Proposed new classification to Personnel Commission for adoption 3/11/21

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED CONFIDENTIAL Salary Range Placement 2020-2021

	<u>SALARY RANGE</u>
Executive Assistant (R10).....	C48
Human Resources Specialist (R20) (PROPOSED).....	C46
Administrative Assistant (R20).....	C44

Master Salary Schedule 2020-2021

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
C35	3,898	4,098	4,306	4,524	4,754
C36	3,997	4,201	4,412	4,638	4,874
C37	4,098	4,306	4,524	4,754	4,995
C38	4,201	4,412	4,638	4,874	5,119
C39	4,306	4,524	4,754	4,995	5,247
C40	4,412	4,638	4,874	5,119	5,377
C41	4,524	4,754	4,995	5,247	5,510
C42	4,638	4,874	5,119	5,377	5,650
C43	4,754	4,995	5,247	5,510	5,791
C44	4,874	5,119	5,377	5,650	5,936
C45	4,995	5,247	5,510	5,791	6,082
C46	5,119	5,377	5,650	5,936	6,238
C47	5,247	5,510	5,791	6,082	6,391
C48	5,377	5,650	5,936	6,238	6,553
C49	5,510	5,791	6,082	6,391	6,716
C50	5,650	5,936	6,238	6,553	6,883
C51	5,791	6,082	6,391	6,716	7,056

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 \$300 per month confidential stipend added to base salary.