



# 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 Hofer, Ph.D., Assistant Superintendent

#### Board of Trustees

John Briscoe  
Gina Clayton-Tarvin  
Patricia Singer  
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](http://www.EdJoin.org) and maintains a District web-page address, [www.ovsd.org](http://www.ovsd.org).

# What We Do

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

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

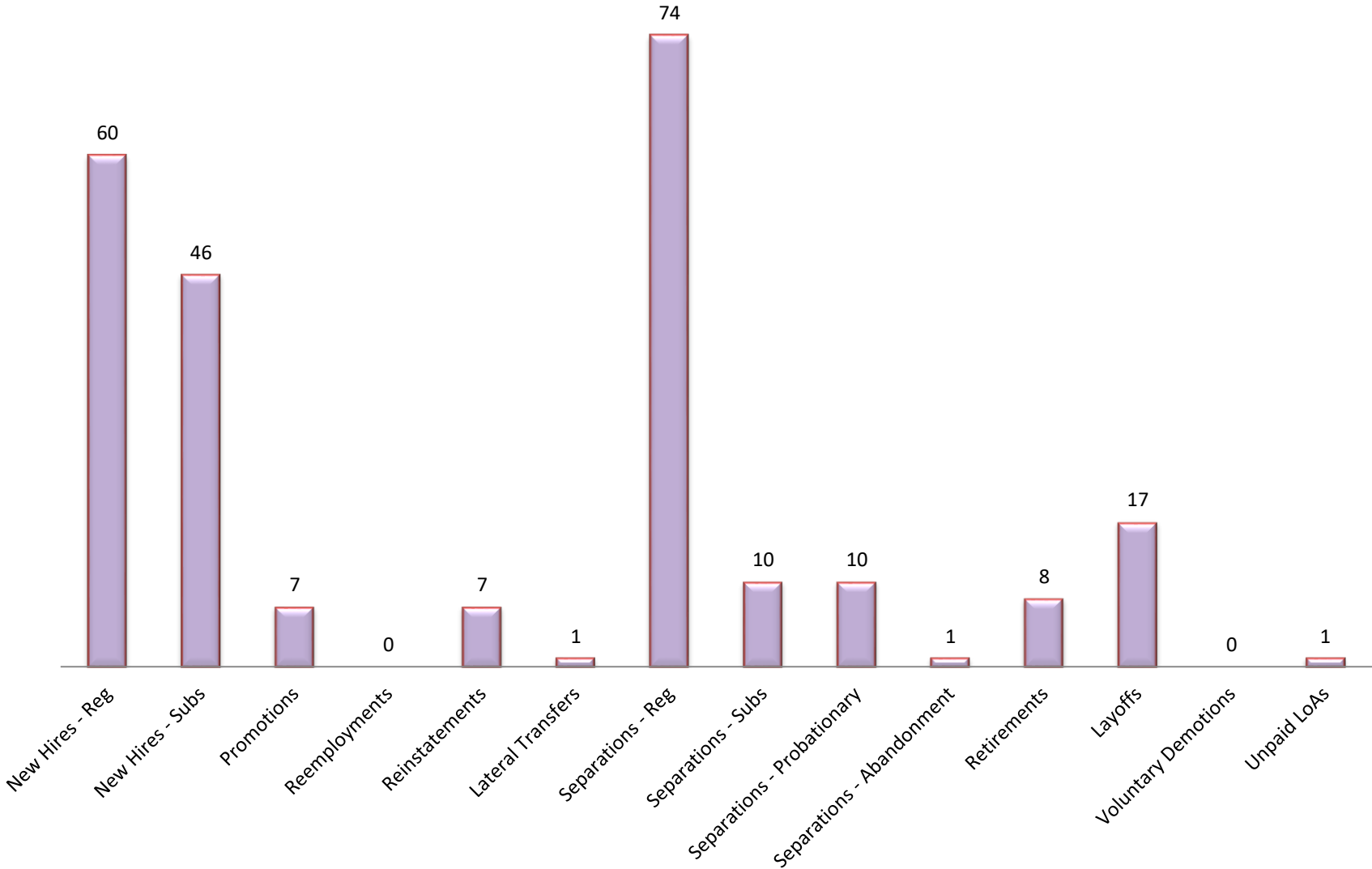
## NON-DISCRIMINATION STATEMENT

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

# COVID - 19

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.

# Employment Actions 2019 - 2020



# 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"> <li>• Written Exam</li> <li>• Oral Panel Interview Exam</li> <li>• Potential Performance Exam</li> </ul>
288	No Shows to Exams
83	OVSD Interview Panelists
7	Panelists from other Districts
42	Final Interviews Scheduled
105	On-Boarding Appointments

**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



# 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

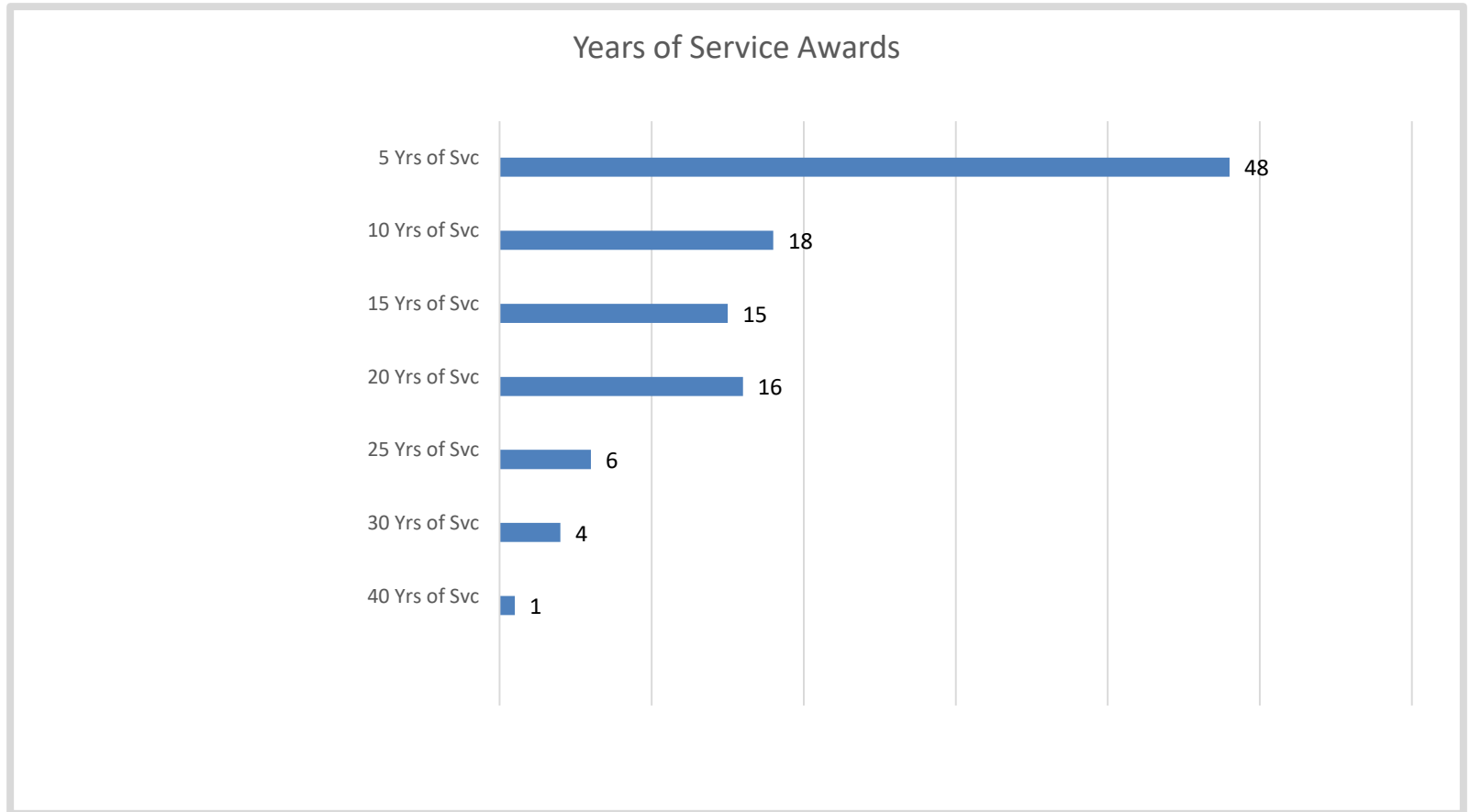
- Custodian (1)
- Food Service Worker (1)
- Instructional Asst. – ABA (1)
- Instructional Asst. – Severely Disabled (1)
- Instructional Asst. – Special Education (1)
- Lead Evening Custodian (1)
- Maintenance Worker (2)
- Noon Duty Supervisor (1)
- School Office Clerk (4)

## ***2020 Classified School Employees of the Year & Other Recognitions***

<b>Employee</b>	<b>Site</b>	<b>Classification</b>	<b>Category</b>
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

Ocean View School District boundaries encompass portions of:

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

- The District operates fifteen schools – Preschool through Eighth grade

*As of June 18, 2020,*

- 7,591 students were enrolled
- 1,309 employees were on staff
  - 420 certificated staff
  - 578 classified staff
  - 311 substitute staff

# How To Reach Us:

## OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

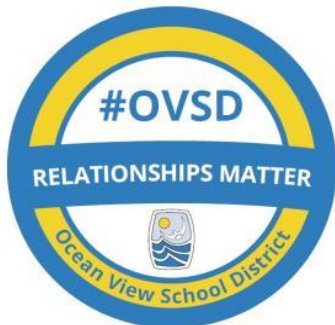
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