



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION

2020-2021

Personnel Commissioners

Lance Bidnick, Board Appointee

Bob Ewing, CSEA Appointee

Daniel P. Gooch, Joint Appointee

Board of Trustees

John Briscoe

Gina Clayton-Tarvin

Patricia Singer

Jack Souders

Norm Westwell

District Administration

Carol Hansen, Ed.D., Superintendent

Michael Conroy, Ed.D., Deputy Superintendent

Felix Avila, Assistant Superintendent

Julianne Hoefler, Ph.D., Assistant Superintendent

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. For the first nine months of the 2020-2021 school year, Personnel Commission meetings were held virtually in alignment with COVID-19 safety protocols. However, beginning in April 2021, the Commission returned to in-person, physically distanced meetings held in the District Office Board Room. Agendas for the Personnel Commission meetings are posted at the District Office, outside the Board Room and in each location, at least 72 hours preceding the next meeting, as well as to our District website. Agendas are also distributed to Board Members and to each school site for posting in a prominent location. Agendas include the exact time, location, date and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Ocean View School District employees and members of the community are invited to attend.

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

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 Continues

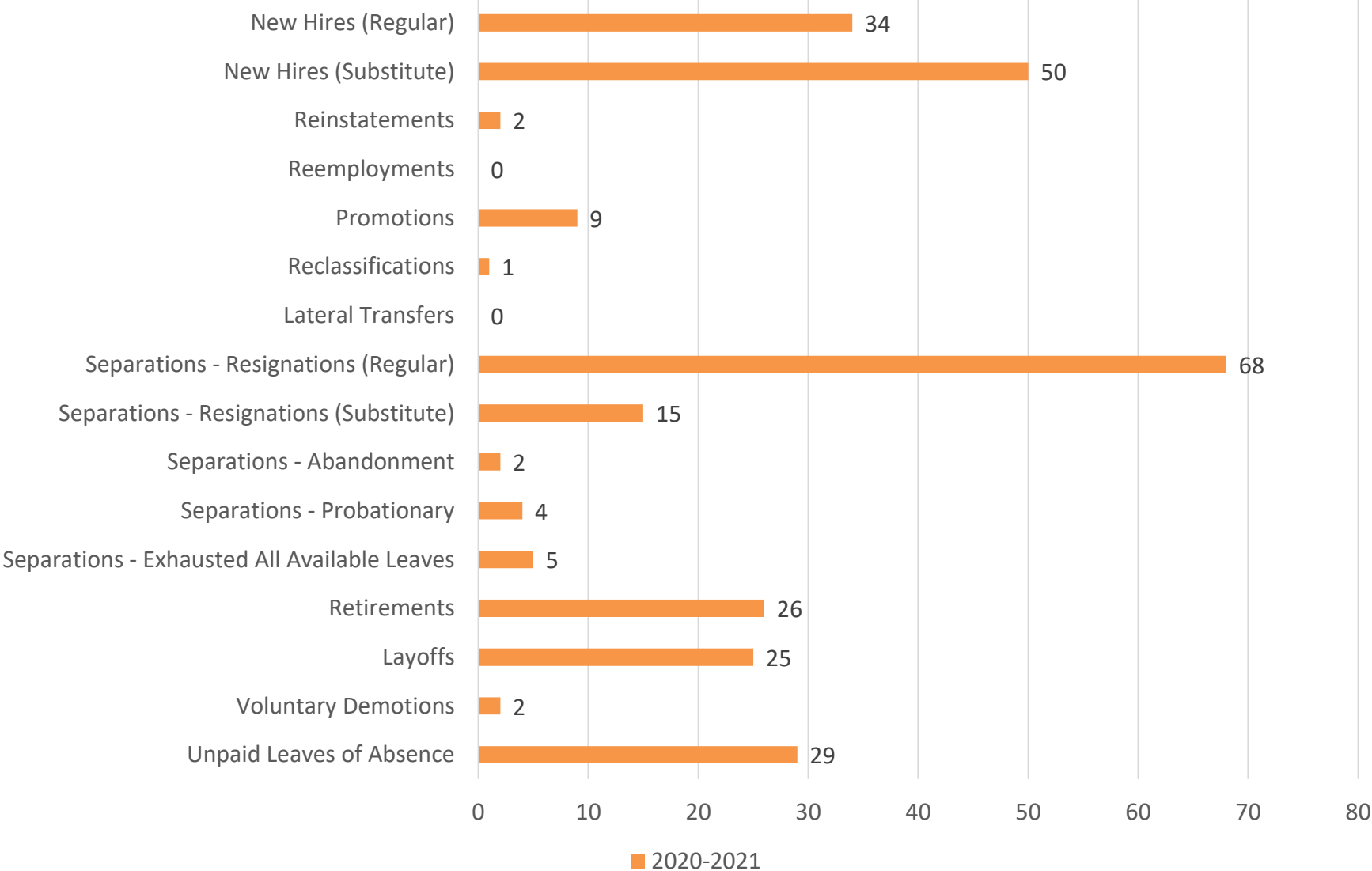
On March 13, 2020, the Board of Trustees took action in response to the COVID-19 Coronavirus, and the governor's stay at home order, to temporarily close schools. The Superintendent was granted authority to take any and all necessary actions to prepare and respond effectively to the virus. The District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

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

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

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

Classified Actions



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

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

2020-2021 Statistics and Classification Actions

Class Workforce Statistics

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

Job Description Reviews

- Bus Driver
- Human Resource Technician

Recruitment & Testing Statistics

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

Other Classification Actions

Consolidation of 2 Classifications

- Lead DTT/ABA Instructional Assistant & Lead Behavior Intervention Assistant to new classification of Lead Behavior Instructional Assistant

4 New Classifications

- Executive Director of Facilities and Transportation
- Human Resource Specialist (Confidential)
- Lead Behavior Instructional Assistant
- School Safety Assistant

1 Name Removed from Eligibility List

- Instructional Assistant - ABA

1 Authorization for Continuous Testing

- Noon Duty Supervisor

2 Eligibility Lists Extended

- Noon Duty Supervisor
- Food Service Worker

1 Reclassification

- Director of Maintenance, Operations and Facilities to Executive Director of Facilities and Transportation

2 Classifications Reactivated

- Lead Child Care Facilitator
- Transportation Supervisor

2021 Classified School Employees of the Year & Other Recognitions

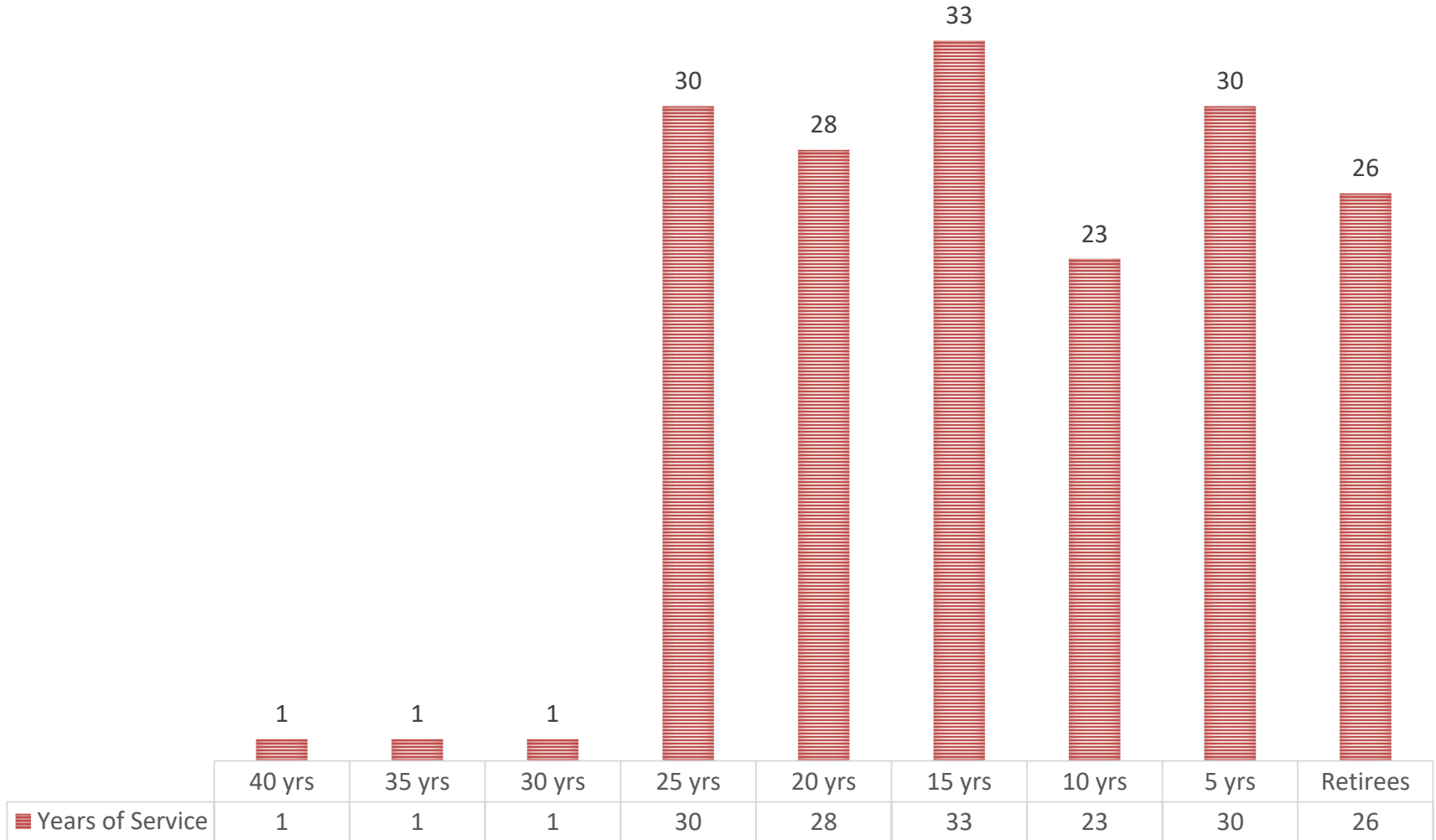
Employee	Site	Classification	Category
Talin Atachian	Westmont	Food Service Worker	Child Nutrition
Sergio Laris	Facilities	Maintenance Electrician	Maintenance & Operations
Tung Ngo	Star View	Parent Liaison Instructional Assistant Bilingual	Para Educator & Instructional Assistance
Tawn O'Connell	Marine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

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

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

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

Years of Service Awards 2020-2021



About Ocean View School District

Ocean View School District boundaries encompass portions of:

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

- The District operates fifteen schools – Preschool through Eighth grade

As of June 24, 2021,

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

How To Reach Us:

OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

17200 Pinehurst Lane
Huntington Beach, CA 92647

Building B

Phone: 714-847-2551

Fax: 714-847-1430

www.ovsd.org



Michelle Vellanoweth
Director, Classified Personnel
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