



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, November 17, 2022

## CLOSED SESSION

3:30 p.m.

H.R. Conference Room, Building B

## REGULAR MEETING

4:30 p.m.

Board Room, Building A

*Classified Employees*

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 – 2022

**PERSONNEL COMMISSION:**

Bob Ewing, Chair

Lance Bidnick, Vice-Chair

Daniel P. Gooch, Member

# AGENDA

THURSDAY, NOVEMBER 17, 2022

## PERSONNEL COMMISSION

CLOSED SESSION

3:30 p.m.

H.R. CONFERENCE ROOM, BUILDING B

## OCEAN VIEW SCHOOL DISTRICT

REGULAR MEETING

4:30 p.m.

BOARD ROOM, BUILDING A

1. **CLOSED SESSION  
CALL TO ORDER**

TIME: \_\_\_\_\_ p.m.

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of October 13, 2022.

**ACTION  
Pages 1**

Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

### INFORMATION – DISCUSSION – ACTION ITEMS

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

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

1. Director, Classified Personnel evaluation

5. **ADJOURNMENT**

TIME: \_\_\_\_\_ p.m.

**ACTION**

Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

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

TIME: \_\_\_\_\_ p.m.

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

10. **PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

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.

11. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the October 13, 2022, Regular Personnel Commission meeting for approval. **ACTION**  
**Pages 2-7**  
**Moved:** \_\_\_  
**Second:** \_\_\_  
**Vote:** \_\_\_

**COMMISSION BUSINESS**

12. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar: **ACTION**  
**Page 8-10**  
**Moved:** \_\_\_  
**Second:** \_\_\_  
**Vote:** \_\_\_

**A. JOB DESCRIPTION REVIEWS/REVISIONS:**

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

**B. RECRUITMENT AND TESTING:**

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

- 2022-30 Instructional Assistant – Special Education
- 2022-31 Instructional Assistant – Severely Disabled
- 2022-32 School Health Technician
- 2022-33 Universal Instructional Assistant
- 2022-34 ALC Attendant
- 2022-35 Senior Clerk Typist
- 2022-36 Noon Duty Supervisor
- 2022-37 Instructional Assistant – ABA
- 2022-38 Instructional Assistant – Severely Disabled
- 2022-39 Instructional Assistant – Special Education
- 2022-40 Field Service Technician
- 2022-41 Noon Duty Supervisor

13. **CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity Lists received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meetings of October 11, 2022, and October 25, 2022. **INFORMATION**  
**Pages 11-14**

14. **CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the current list and status of classified recruitments. **INFORMATION**  
**Pages 15-20**

15. **SALARY ADJUSTMENT REQUEST – MAINTENANCE HVAC MECHANIC:** The Personnel Commission will receive the Director's recommendation to recommend to the Board of Trustees that the salary range of Maintenance HVAC Mechanic be reallocated from Salary Range 41 to Salary Range 45, on the Classified Bargaining Unit Salary Schedule. **ACTION**  
**Pages 21-27**  
**Moved:** \_\_\_  
**Second:** \_\_\_  
**Vote:** \_\_\_

**COMMUNICATIONS**

16. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

17. **COMMISSIONER REPORTS**

18. **DIRECTOR AND STAFF REPORTS**

19. **ADJOURNMENT**

TIME: \_\_\_\_\_ p.m.

**ACTION**

Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

*The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, [www.ovsd.org](http://www.ovsd.org).*

*Agenda items must be submitted in writing to the Director, Classified Personnel at [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.*

*Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400, 1401, or [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) or [meifert@ovsd.org](mailto:meifert@ovsd.org) at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).*

*Safety protocol reminders when attending Personnel Commission meetings in person:*

- *Before entering the building, please perform the self “wellness check” posted on the entrance. If you answer Yes to any of the questions, please do not enter the premises.*
- *As you enter the meeting room, use hand sanitizer, which is located on the wall at both entrances.*
- *Wearing a face covering is highly recommended, but not required.*
- *Practice social distancing.*

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Closed Session Meeting of the Personnel Commission  
October 13, 2022**

**CALL TO ORDER** The October 13, 2022, Regular Closed Session meeting of the Personnel Commission was called to order at 3:48 p.m.

**ROLL CALL** Commissioners Ewing and Gooch were present. Commissioner Bidnick arrived at 3:55 p.m. Director Vellanoweth was also present.

**APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the June 9, 2022, Regular Closed Session Meeting.

Seconded by Commissioner Ewing, and carried with a 2:0 vote. Commissioner Bidnick abstained from the vote, as he was absent from the June 9, 2022, meeting.

**COMMISSION BUSINESS**

**INFORMATION/  
ACTION ITEMS** The Personnel Commission met regarding:

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

1. Director, Classified Personnel evaluation

**ADJOURNMENT** Motion by Commissioner Ewing to adjourn the October 13, 2022, Closed Session Meeting at 4:29 p.m.

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

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Michelle Vellanoweth  
Director, Classified Personnel  
Secretary to the Personnel Commission

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Date

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Personnel Commission Meeting Minutes**  
**October 13, 2022**  
**4:30 p.m.**

**CALL TO ORDER** Commissioner Ewing called the October 13, 2022, Regular Personnel Commission Meeting to order at 4:32 p.m.

**PLEDGE OF ALLEGIANCE** Commissioner Ewing led the Pledge of Allegiance.

**ROLL CALL** All Commissioners were present.

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

**REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that the Commissioners and Director, Classified Personnel met in closed session and there was nothing to report out.

**FIRST PUBLIC COMMENTS** Public comments were received by Heidi Webb, OVTA President; Jason Bozarth, CSEA President; Paul Kraft, Principal Star View; Kristi Hickman, Director, Teaching and Learning; and Dr. Rasheedah Gates, Principal Vista View.

Each of them addressed the Commissioners to express their concerns with the length of time that classified recruitments have been taking. They shared specific information and areas of concern relating to their individual school sites, departments, and vacancies. In addition, they offered several suggestions, innovative ideas, and offers to assist.

Principals met together to strategize and come up with some suggestions from their perspective. Some of the suggestions included coming up with a set time to conduct interviews on a weekly basis; sharing out important dates such as closing dates for postings, written exam dates, oral exam dates, final interview dates; establishing a pool of instructional aides to tap into when employees resign; sending out weekly updates to the principals and administrators to advise of the status or progress of their vacancies; speeding up the hiring process so the district does not lose potential candidates to other districts or companies; reducing testing for Noon Duty Supervisors.

It was shared that the need for classified employees, especially Instructional Assistants and special education aides is creating a huge impact on the special education community. It is felt by principals that their frustrations and experiences are not understood. Other thoughts expressed were that teachers appreciate and need classified workers very much; that the intent of the comments being shared were not to place blame but to shed light on the need to think differently and proactively problem solve in creative ways; that the Personnel Commission is the nexus of where we can all come together; and it is genuinely believed that we can all come up with innovative solutions.

Commissioner Ewing commended Dr. Gates on the presentation she and her student shared at the Board meeting on Tuesday evening.

**MINUTES OF THE OCTOBER 13, 2022 PERSONNEL COMMISSION MEETING – PAGE 2**

**APPROVAL OF MINUTES**

Motion by Commissioner Gooch to approve the minutes of the September 8, 2022, Regular Personnel Commission meeting.

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

**CONSENT CALENDAR**

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

A. Job Description Reviews/Revisions:

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

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

B. Recruitment and Testing – Eligibility Lists:

- 2022-22 Child Care Program Facilitator
- 2022-23 Instructional Assistant – ABA
- 2022-24 Food Service Worker
- 2022-25 Library Instructional Materials Technician
- 2022-26 School Office Clerk
- 2022-27 Noon Duty Supervisor
- 2022-28 Noon Duty Supervisor
- 2022-29 Instructional Assistant – Physical Education

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**CLASSIFIED PERSONNEL ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meeting of September 13, 2022 and September 28, 2022.

**CLASSIFIED PERSONNEL RECRUITMENT LIST**

The Personnel Commission received for information only, the Classified Personnel Recruitment List that contains information and status of classified recruitments.

**SALARY ADJUSTMENT REQUEST – DIRECTOR, FOOD AND NUTRITION SERVICES**

Director Vellanoweth received a request from Assistant Superintendent – Administrative Services, Keith Farrow, to review the salary placement of the classification of Director, Food and Nutrition Services. Mr. Farrow was interested in upgrading the salary of the classification. In response to this request, the Director, Classified Personnel conducted a salary study of the Director, Food and Nutrition Services class as compared to the outside labor market. Based upon the survey data, it is the Director's conclusion that the current range placement is, in fact, below local districts surveyed and is well below the median and mean for all districts surveyed.

Director Vellanoweth recommends the Personnel Commission recommend to the Ocean View School District Board of Trustees that the salary range of Director, Food and Nutrition Services be reallocated from Salary Range M55, \$6,531 to \$7,958 per month, to Salary Range M71, \$9,696 to \$11,815 per month, on the Classified Management Salary Schedule.

**MINUTES OF THE OCTOBER 13, 2022 PERSONNEL COMMISSION MEETING – PAGE 3**

**SALARY  
ADJUSTMENT  
REQUEST –  
DIRECTOR, FOOD  
AND NUTRITION  
SERVICES  
(CONTINUED)**

Motion by Commissioner Gooch to approve the Salary Adjustment Request – Director, Food and Nutrition Services.

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

**SALARY  
ADJUSTMENT  
REQUEST –  
DIRECTOR,  
INFORMATION  
TECHNOLOGY**

Director Vellanoweth received a request from Assistant Superintendent – Administrative Services, Keith Farrow, to review the salary placement of the classification of Director, Information Technology. Mr. Farrow was interested in upgrading the salary of the classification. In response to this request, the Director, Classified Personnel conducted a salary study of the Director, Information Technology class as compared to the outside labor market. Based upon the survey data, it is the Director’s conclusion that the current range placement is, in fact, below local districts surveyed and is well below the median and mean for all districts surveyed.

Director Vellanoweth recommends the Personnel Commission recommend to the Ocean View School District Board of Trustees that the salary range of Director, Information Technology be reallocated from Salary Range M61, \$7,577 to \$9,232 per month, to Salary Range M71, \$9,696 to \$11,815 per month, on the Classified Management Salary Schedule.

Motion by Commissioner Bidnick to approve the Salary Adjustment Request – Director, Information Technology.

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

**ADVANCE STEP  
PLACEMENT – FLOR  
ROMERO RASCON**

A request for advanced step placement has been received by Director Vellanoweth from Superintendent Michael Conroy, for Ms. Flor Romero Rascon who has been offered and accepted the position of District Receptionist. The Advanced Step Placement Request, is being brought to the Personnel Commission for approval.

The rationale for the Personnel Commission to approve this request include the candidate’s previous experience providing office support and translating services in a school district setting, the ability to communicate in Spanish as well as English, and knowledge of student information systems.

Director Vellanoweth recommends that the Personnel Commission approve the Step 4 (\$4,266.43 per month) advanced step placement of Ms. Flor Romero Rascon, District Receptionist, in accord with Merit Rule 7.2.1.3.A.3.

Motion by Commissioner Gooch to approve the Advance Step Placement – Flor Romero Rascon.

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



**MINUTES OF THE OCTOBER 13, 2022 PERSONNEL COMMISSION MEETING – PAGE 4**

**PERSONNEL  
TESTING COUNCIL –  
SOUTHERN  
CALIFORNIA  
MEMBERSHIP AND  
ANNUAL  
CONFERENCE  
ATTENDANCE**

The Personnel Testing Council of Southern California (PTC-SC) serves as a forum for the discussion of current trends in personnel selection and testing while advocating fair and non-discriminatory employment practices and encouraging valid selection and testing methods.

The Director, Classified Personnel recommends the Personnel Commission approve the membership of the Personnel Commission to the Personnel Testing Council of Southern California, and subsequently the attendance of the Director, Classified Personnel and the Personnel Commission staff, at the 2022 PTC – SC Annual Conference.

Motion by Commissioner Gooch to approve the Personnel Testing Council – Southern California Membership and Annual Conference Attendance.

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

**SECOND PUBLIC  
COMMENTS**

Additional public comments were received from Bryan Liepper, Program Specialist; Jenna Landero, Oak View Principal; and Phi Tran, CSEA Liaison to the Personnel Commission.

The comments that were shared with the Personnel Commissioners also addressed concerns with the time it has been taking to fill classified vacancies. In cases having to do with the lack of special education instructional assistants in particular, it has resulted in an administrator having to ride the bus to and from school and assist as a 1:1 aide in the classroom. Other concerns mentioned were the lack of urgency and responsiveness from the Personnel Commission department.

More suggestions offered included having weekly testing across multiple classifications at the same time, in order to make things more streamlined, and providing a list of testing and interview dates. At the end of the day, everyone would just like the hiring process to be improved upon in order to better support the staff, schools, and students, and move forward in a positive manner. An invitation was extended to the Commissioners and to anyone who was interested, to come out to the school sites to visit classrooms and sit in as an instructional aide for a day.

Mr. Tran is pleased to announce that a tentative agreement has been signed and approved by the membership and the Board of Trustees for a 10% salary increase across the board for all employees. In state news, an annual super session which is a gathering of statewide member leaders, was recently held with new association president, Adam Weinberger. The legislative bill AB2045 regarding “banding” has been shelved through the advocacy of CSEA. He congratulated Commissioner Ewing on his reappointment to the Personnel Commission.

**COMMISSIONER  
REPORTS**

Commissioner Gooch thanked everyone for coming and expressing their views. He shared that the priorities and goals of the Personnel Commission were rearranged on the Annual Report, so that the number one priority established, and the one that we are always striving for, is to provide qualified candidates in a timely manner. When the goals that we have, and the processes we employ, do not meet the standard by which our customers feel is adequate, he feels it is appropriate to take a look at some of the ways that we are doing business, and see if some of the suggestions shared this evening can be incorporated.

**MINUTES OF THE OCTOBER 13, 2022 PERSONNEL COMMISSION MEETING – PAGE 5**

**COMMISSIONER  
REPORTS  
(CONTINUED)**

Commissioner Gooch also shared that during the annual budget preparation process additional funds are requested annually in order to accomplish the needs and requests that are being asked for. However, this does not however relieve us of our responsibility to provide timely qualified candidates and we will work very hard to ensure that our number one goal is achieved and the time frames can be lessened.

Commissioner Bidnick echoed Commissioner Gooch's comments. He thanked everyone for coming out and voicing their concerns. He stated that this is part of the process for informing the Personnel Commission that there is some dissatisfaction with the hiring processes. He let the audience know that they were heard. The comments heard tonight were not taken lightly and are taken very seriously.

Commissioner Bidnick also congratulated everyone on the tentative agreements for the salary increases and health insurance that was so badly needed and deserved.

Commissioner Ewing thanked everyone for coming and sharing their comments with them. The Commissioners will take the comments very seriously and will do their best to bring about some resolution to bringing forth qualified candidates to get positions filled.

He also announced that the next meeting of the Personnel Commission is scheduled for November 17, 2022.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth also thanked everyone for coming to the meeting. She appreciates everyone's thoughts, comments, and concerns and expressed that we do take them very seriously. She stated that we are doing our best to provide the services that the principals, administrators, and departments expect and require. She mentioned that at the Board meeting earlier in the week, there was mention of a presentation by the Personnel Commission. This presentation will take place at the November 15, Board meeting. Assistant Superintendent, Human Resources, Reagan Headrick, and Director Vellanoweth will be sharing information on the hiring process. It will be an informative presentation about the Merit System and the benefits that it offers and also provide an opportunity to share all of the things we are currently doing and have already implemented, to help expedite the recruitment and hiring process. She looks forward to sharing those with everyone. She also looks forward to taking into consideration the suggestions that were brought forth this evening, to go through them and see what can be implemented to help do things better and quicker, while still maintaining the quality of the candidates we provide.

Director Vellanoweth gave a brief overview about what is being called the Great Resignation or the Great Quit. A lot of the difficulties we are faced with right now are due to lack of candidates coming through the doors. There are over ten million job openings in the United States, but only six million unemployed workers. This means where at one time, we would have 20 to 30 applicants, we now have one, two, or three at a time. We are making our best efforts to get those people in and through our processes as quickly as we can, especially the instructional aides. Applications are being reviewed on a daily basis and invitations are being sent to come in and test at the candidate's convenience. One of the suggestions shared was testing people in multiple classifications at the same time. We are doing that every day in order to be as resourceful as possible. We are also scoring exams while candidates wait and if they pass, they are being given the opportunity to substitute and provided with on-boarding paperwork right away, while they finish going through the recruitment for permanent employment opportunities.

**MINUTES OF THE OCTOBER 13, 2022 PERSONNEL COMMISSION MEETING – PAGE 6**

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

Director Vellanoweth acknowledged that the length of time that it takes for recruitments is not always ideal. We are always looking for ways to improve this process. She pointed out in the agenda, that there are currently thirty recruitments ongoing in some capacity at the moment. This is normal. Even if that does not sound like a lot, when you factor in the components of thirty different recruitments all at various stages, trying to coordinate all of that, and keep the communication lines open, it becomes an opportunity for us. In any event, she wanted to share this with everyone, and looks forward to sharing more at the November 15 Board meeting.

Director Vellanoweth mentioned she appreciated Ms. Webb for coming to the meeting today, and to Mr. Tran for the opportunity to discuss special education positions and strategize on what we can do differently.

She congratulated everyone on the salary increase and mentioned the salary range reallocations for the special education classifications. Hopefully this will entice people to apply and we will look forward to their applications and getting them through the process as quickly as we can. She thanked the Personnel Commission staff for working hard and diligently every day. She thanked everyone again for their feedback and willingness to work with us.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 5:17 p.m.

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

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Date

**OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** November 17, 2022

**SUBJECT:** **Agenda Item No. 12B.: ELIGIBILITY LIST(S)**

**Background Information**

The following eligibility list(s) are forwarded for approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. *(Eligibility Lists to Commissioners only).*

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-30	Instructional Assistant – Special Education	No. of Applicants 7 Screened Out 0 Written Exam Test Dates 9/13/22 9/14/22 9/16/22 9/22/22 No Show/ Withdrew 1 Did Not Qualify 2 Oral Exam Test Dates 9/28/22 No Show/ Withdrew 1 Did Not Qualify 0	4	5	Open, Promotional, & Merge
2022-31	Instructional Assistant – Severely Disabled	No. of Applicants 1 Screened Out 0 Written Exam Test Dates 9/16/22 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Dates 9/28/22 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2022-32	School Health Technician	No. of Applicants 3 Screened Out 1 Written Exam Test Dates 9/27/22 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Dates 10/5/22 10/10/22 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open & Promotional

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-33	Universal Instructional Assistant	No. of Applicants 15 Screened Out 0 Written Exam Test Dates 9/9/22 No Show/ Withdrew 7 Did Not Qualify 1 Oral Exam Test Dates 10/7/22 10/10/22 No Show/ Withdrew 2 Did Not Qualify 0	4	5	Open, Promotional, & Merge
2022-34	ALC Attendant	No. of Applicants 3 Screened Out 1 Written Exam Test Dates 9/30/22 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Dates 10/13/22 No Show/ Withdrew 0 Did Not Qualify 1	1	1	Open & Promotional
2022-35	Senior Clerk Typist	No. of Applicants 20 Screened Out 6 Written Exam Test Dates 8/4/2022 No Show/ Withdrew 5 Did Not Qualify 0 Oral Exam Test Dates 10/14/22 No Show/ Withdrew 4 Did Not Qualify 0	4	5	Open & Promotional
2022-36	Noon Duty Supervisor	No. of Applicants 4 Screened Out 1 Written Exam Test Dates 9/28/22 No Show/ Withdrew 2 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2022-37	Instructional Assistant – ABA	No. of Applicants 6 Screened Out 1 Written Exam Test Dates 10/14/22 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Dates 10/19/22 10/20/22 No Show/ Withdrew 0 Did Not Qualify 0	4	5	Open, Promotional, & Merge
2022-38	Instructional Assistant – Severely Disabled	No. of Applicants 2 Screened Out 0 Written Exam Test Dates 9/16/22 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Dates 9/28/22 No Show/ Withdrew 0 Did Not Qualify 0	3	3	Open, Promotional, & Merge

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-39	Instructional Assistant – Special Education	No. of Applicants 1 Screened Out 0 Written Exam Test Dates Had B.A./ No exam No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Dates 10/19/22 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2022-40	Field Service Technician	No. of Applicants 11 Screened Out 4 Written Exam Test Dates 7/28/22 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Dates 10/18/22 No Show/ Withdrew 1 Did Not Qualify 1	4	4	Open & Promotional
2022-41	Noon Duty Supervisor	No. of Applicants 9 Screened Out 0 Written Exam Test Dates 10/5/22 10/18/22 No Show/ Withdrew 2 Did Not Qualify 1	2	6	Open, Promotional, & Merge

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**Recommendation**

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-30 through 2022-41.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** November 17, 2022

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

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## **Background Information**

The Board of Trustees received the following Classified Personnel Activity List(s) for approval at the regular Board Meetings of October 11, 2022, (Exhibit A), and October 25, 2022, (Exhibit B).

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

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## **Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of October 11, 2022, and October 25, 2022.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 October 11, 2022

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**  
**POSITION HIRED INTO**

<b><u>NAME</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Santos, Gabriel, Jr.	Village View	\$20,703 hourly	28.1	09/09/2022

Custodian

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**  
**POSITION HIRED INTO**

<b><u>NAME</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Coponiti, Patricia	Substitute	\$16,993 hourly	22.1	09/07/2022
Gibbs, Tracy	Substitute	\$18,301 hourly	25.1	09/14/2022
Jack, Clint	Substitute	\$16,993 hourly	22.1	09/07/2022
Lehman, Lorraine	Substitute	\$22,859 hourly	26.5	09/07/2022
Martinez, Claudia	Substitute	\$19,718 hourly	28.1	09/06/2022
Martinez, Oscar	Substitute	\$19,718 hourly	28.1	09/22/2022
Panchak, Jamie	Substitute	\$16,993 hourly	22.1	09/16/2022
Panchak, Jamie	Substitute	\$18,301 hourly	25.1	09/16/2022

Instructional Assistant – Special Education  
 Instructional Assistant – Severely Disabled  
 Instructional Assistant – Special Education  
 School Health Technician  
 School Office Clerk  
 Custodian  
 Instructional Assistant – Special Education  
 Instructional Assistant – Physical Education

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.4.3:**  
**POSITION RESIGNING FROM**

<b><u>NAME</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Laris, Eddie	Vista View	Resignation – Personal Reasons	04/13/2021	09/09/2022
Ramirez, Denise	Lake View	Resignation – Another Job	06/20/2022	09/30/2022
Scott, Patricia	Star View	Resignation – Personal Reasons	10/21/2015	06/23/2022
Walters, Gina	Golden View	Resignation – Personal Reasons	09/27/2021	09/30/2022

Instructional Assistant - ABA  
 Instructional Assistant – ABA  
 Noon Duty Supervisor  
 Universal Instructional Assistant



OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
October 25, 2022

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**  
**POSITION HIRED INTO**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Lo Russo, Lisa	Instructional Assistant – ABA	Vista View	\$18,761 hourly	26.1	09/21/2022
Ortega, Karina	Instructional Assistant – Special Education	Spring View	\$16,993 hourly	22.1	10/10/2022
Vargas, Natalie	Central Kitchen Supervisor	Central Kitchen	\$5,917.00 monthly	M51.1	10/17/2022

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**  
**POSITION HIRED INTO**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Brooks, Elizabeth	Instructional Assistant – Computer	Substitute	\$17,419 hourly	23.1	09/16/2022
Brooks, Elizabeth	Universal Instructional Assistant	Substitute	\$16,993 hourly	22.1	09/16/2022
Fairchild, Robert	Bus Driver/Utility Worker Trainee	Trainee	\$15.00 hourly		09/23/2022
Hooykaas, Jessie	Noon Duty Supervisor	Substitute	\$15.00 hourly		10/07/2022
Krattiger, Haley	Instructional Assistant – Special Education	Substitute	\$16,993 hourly	22.1	09/30/2022
Shehadeh, Faten	School Office Clerk	Substitute	\$19,718 hourly	28.1	09/19/2022
White, Brett	Bus Driver/Utility Worker Trainee	Trainee	\$15.00 hourly		09/23/2022

**APPROVE PROMOTION**

**In accordance with Merit System Rule 7.2.4:**  
**POSITION PROMOTED TO**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Wood, Carrie	Universal Instructional Assistant	College View Preschool	\$16,993 hourly	22.1	09/07/2022

**APPROVE SALARY RANGE REALLOCATION**

**In accordance with Merit System Rule 7.1:**  
**POSITION**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Larson, Rick	Director, Information Technology	District Office	\$13,587.25 monthly	M71.5	11/01/2022
Riner, James	Director, Food and Nutrition Services	District Office	\$11,815.00 monthly	M71.5	11/01/2022

**APPROVE REINSTATEMENT**

**In accordance with Merit System Rule 8.4.1:**  
**POSITION REINSTATED TO**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Miller, Melissa	Instructional Assistant – Severely Disabled	Hope View	\$23,630 hourly	25.5	10/11/2022

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
October 25, 2022

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.4.3:**

<b><u>NAME</u></b>	<b><u>POSITION RESIGNING FROM</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Hernandez, Leticia Miller, Lauren	Early Learning Instructional Assistant Bilingual Instructional Assistant – ABA	Oak View Preschool Westmont Preschool	Resignation – Personal Resignation – Moving	03/16/2015 04/25/2022	06/03/2022 10/13/2022

**APPROVE EXTRA DUTY PAY**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>FLAT RATE STIPEND</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>ENDING DATE</u></b>
Dinapoli, Allison	Child Care Attendant	Circle View	\$2,388.72	09/21/2021	06/23/2022

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** November 17, 2022

**SUBJECT: Agenda Item No. 14: CLASSIFIED PERSONNEL RECRUITMENTS LIST**

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## **Background Information**

The following list is provided to review and share out the status of classified recruitments that are currently in progress.

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## **Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Recruitments List for information.

### Classified Recruitment Status & Update

#	REQ	Position	School/Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 9/2022)	Oral Technical Exam Date	Final Interview Date	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
1	3051	ALC Attendant	Vista View	29.75	Reposted (8)	10/26/2022-11/17/2022	Number of past test dates: 1, 11/22/2022, 11/29/2022	Number of past test dates: 1, TBD		Complete	10/31/2022	New Position
2	3050	ALC Attendant	Vista View	29.75	Reposted (8)	10/26/2022-11/17/2022	Number of past test dates: 1, 11/22/2022, 11/29/2022	Number of past test dates: 1, TBD		No applicants, no shows to exams, reposted		New Position
3	2680	Bus Driver/Utility Worker	Transportation	30	Continuous	1/4/2022-1/4/2023	Number of past test dates: 2, as applicants apply	Number of past test dates: 1, TBD		Recruitment in progress		New Position
4	2679	Bus Driver/Utility Worker	Transportation	30	Continuous	1/4/2022-1/4/2023	Number of past test dates: 2, as applicants apply	Number of past test dates: 1, TBD		Recruitment in progress		New Position
5	2681	Bus Driver/Utility Worker	Transportation	30	Continuous	1/4/2022-1/4/2023	Number of past test dates: 2, as applicants apply	Number of past test dates: 1, TBD		Recruitment in progress		New Position
6	2682	Bus Driver/Utility Worker	Transportation	30	Continuous	1/4/2022-1/4/2023	Number of past test dates: 2, as applicants apply	Number of past test dates: 1, TBD		Recruitment in progress		New Position
7	2683	Bus Driver/Utility Worker	Transportation	30	Continuous	1/4/2022-1/4/2023	Number of past test dates: 2, as applicants apply	Number of past test dates: 1, TBD		Recruitment in progress		New Position
8	2937	Child Care Program Facilitator	Star View	20.75	Repost (4)	10/27/2022-11/17/2022	Number of past test dates: 4, 11/22/2022, 11/29/2022	Number of past test dates: 1, TBD		No applicants, no shows to exams, reposted		New Position
9	2938	Child Care Program Facilitator	Westmont	20.75	Repost (4)	10/27/2022-11/17/2022	Number of past test dates: 4, 11/22/2022, 11/29/2022	Number of past test dates: 1, TBD		No applicants, no shows to exams, reposted		New Position
10	2939	Child Care Program Facilitator	Mesa View	19.75	Repost (4)	10/27/2022-11/17/2022	Number of past test dates: 4, 11/22/2022, 11/29/2022	Number of past test dates: 1, TBD		No applicants, no shows to exams, reposted		New Position
11	2282	Child Care Program Facilitator	TBD	20.75	Repost (4)	10/27/2022-11/17/2022	Number of past test dates: 4, 11/22/2022, 11/29/2022	Number of past test dates: 1, TBD		No applicants, no shows to exams, reposted		New Position
12	3236	Custodian	Spring View	25	Repost (4)	6/15/2022-7/6/2022, 11/8/2022 - 11/22/2022, 6/15/2022	Number of past test dates: 1, 12/1/2022	Number of past test dates: 1, TBD	11/4/2022	Valid eligibility list		Replacing Employee - Anthony Salas
13	3235	Custodian	Harbour View	28.75	Repost (4)	7/6/2022, 11/8/2022 - 11/22/2022, 6/15/2022-7/6/2022, 11/8/2022 - 11/22/2022	Number of past test dates: 1, 12/1/2022	Number of past test dates: 1, TBD	11/4/2022	Complete	TBD by hiring manager	Replacing Employee - Jimmy James Campbell
14	3321	Custodian	Oak View	28.75	Repost (4)	6/15/2022-7/6/2022, 11/8/2022 - 11/22/2022, 6/15/2022-7/6/2022, 11/8/2022 - 11/22/2022	Number of past test dates: 1, 12/1/2022	Number of past test dates: 1, TBD	11/4/2022	Pending pre-employment		Replacing Employee - Zach Show
15	3364	Custodian	Lake View	25	Repost (4)	7/6/2022, 11/8/2022 - 11/22/2022, 6/15/2022-7/6/2022, 11/8/2022 - 11/22/2022	Number of past test dates: 1, 12/1/2022	Number of past test dates: 1, TBD		New requisition/position		New Position
16	3363	Custodian	Hope View	25	Repost (4)	7/6/2022, 11/8/2022 - 11/22/2022	Number of past test dates: 1, 12/1/2022	Number of past test dates: 1, TBD		New requisition/position		New Position

#	REQ	Position	School/Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 9/2022)	Oral Technical Exam Date	Final Interview Date	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
17	3365	Custodian	Star View	25	Repost (4)	6/15/2022-7/6/2022, 11/8/2022 - 11/22/2022	Number of past test dates: 1, 12/1/2022	Number of past test dates: 1, TBD		New requisition/position		New Position
18	3295	Early Learning Instructional Assistant	College Preschool	17.5	Pending Posting					Pending Posting		Replacing Employee - Ruth Ocampo
19	3291	Early Learning Instructional Assistant	Oak View Preschool	40	Pending Posting				10/7/2022	Offered - Pending acceptance		New Position
20	3294	Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Pending Posting					Pending Posting		Replacing Employee - Victoria Gonzalez
21	3293	Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Pending Posting					Pending Posting		Replacing Employee - Luz Elena Joya
22	3292	Early Learning Instructional Assistant Bilingual	Oak View Preschool	40	Pending Posting				10/7/2022	Complete	10/18/2022	New Position
23	2935	Field Service Technician	Information Technology	40	Posted	6/22/2022-7/18/2022	7/28/2022	10/18/2022	10/28/2022	Complete	11/3/2022	New Position
24	3084	Food Service Worker	Circle View	12	Repost (4)	9/26/22 -10/31/22	Number of past test dates: 7, 11/10/2022	N/A		No applicants, no shows to exams, reposted		Promotion - Annika Martinez
25	3085	Food Service Worker	Lake View	12	Repost (4)	9/26/22 -10/31/22	Number of past test dates: 7, 11/10/2022	N/A		No applicants, no shows to exams, reposted		Replacing Employee - Collen Morreale
26	3087	Food Service Worker	Spring View	12.5	Repost (4)	9/26/22 -10/31/22	Number of past test dates: 7, 11/10/2022	N/A		No applicants, no shows to exams, reposted		Transfer - Juning Chang
27	3168	Food Service Worker	Vista View	15	Repost (4)	9/26/22 -10/31/22	Number of past test dates: 7, 11/10/2022	N/A	9/21/2022	Pending pre-employment	11/8/2022	Replacing Employee - Sarah Savastano
28	3230	Food Service Worker	Spring View	18.75	Repost (4)	9/26/22 -10/31/22	Number of past test dates: 7, 11/10/2022	N/A		No applicants, no shows to exams, reposted		Replacing Employee Due to Promotion - Julie Kerr
29	3140	Instructional Assistant - ABA	Hope View	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Kylie Cozatta
30	3116	Instructional Assistant - ABA	Star View	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Danielle Sansborn
31	3113	Instructional Assistant - ABA	Hope View	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Complete	10/31/2022	Replacing Employee - Kristie Krattiger
32	3114	Instructional Assistant - ABA	Lake View	29.75	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Complete	10/31/2022	New Position
33	3194	Instructional Assistant - ABA	College Preschool	29.75	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Pending pre-employment		Replacing Employee - Autumn Arnett
34	3239	Instructional Assistant - ABA	Lake View	29.75	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Tommy Umana
35	3310	Instructional Assistant - ABA	Lake View	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Denise Ramirez
36	3328	Instructional Assistant - ABA	Vista View	29.75	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Eddie Laris
37	3347	Instructional Assistant - ABA	Hope View	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Jennifer Marshal
38	3348	Instructional Assistant - ABA	Westmont Preschool	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 9, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Lauren Miller
39	3327	Assistant - Severely Disabled	Hope View	29.75	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Complete	10/11/2022	New Position
40	3254	Assistant - Severely Disabled	Vista View	29.75	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Sonia Segura

#	REQ	Position	School/Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 9/2022)	Oral Technical Exam Date	Final Interview Date	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
41	3249	Instructional Assistant - Severely Disabled	Village View	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Complete	11/28/2022	New Position
42	2736	Instructional Assistant - Severely Disabled	Village View	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Pending pre-employment		Replacing Employee - Rania Tadrus
43	3329	Instructional Assistant - Special Education	Vista View	29.75	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		New Position
44	3325	Instructional Assistant - Special Education	Spring View	29.75	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		New Position
45	3255	Instructional Assistant - Special Education	Vista View	25	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Silvia Beck
46	3253	Instructional Assistant - Special Education	Marine View	27.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Melissa Barris
47	3251	Instructional Assistant - Special Education	Golden View	27	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Gina Scott
48	3129	Instructional Assistant - Special Education	Village View	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		New Position
49	3119	Instructional Assistant - Special Education	Westmont	25	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Pending pre-employment		Replacing Employee - Rachel Morgan
50	3188	Instructional Assistant - Special Education	Marine View	27.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Retired - Maria Condron
51	3186	Instructional Assistant - Special Education	Circle View	26.5	Continuous	11/3/22 - 11/14/22	Number of past test dates: 8, 11/8/22, 11/16/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Eden Aleman
52	3173	Instructional Assistant Computer Technician - 1	Harbour View	20	Posted	9/23/22 - 10/14/22	10/21/2022, 10/24/22	Number of past test dates: 3, 11/14/2022, 11/28/22	11/18/2022, 12/1/22	Recruitment in progress		Replacing Employee - Nancy Datebout
53	3344	Lead Behavioral Instructional Assistant	District Wide	35	Posted	10/27/222 - 11/17/22	11/22/2022, 11/29/2022	11/28/2022		Recruitment in progress		Replacing Employee - JON BOUCHER
54	2830	Lead Evening Custodian	Maintenance	30	Reposted (5)	7/14/22 - 8/4/22	8/16/2022	TBD		Hold		Replacing Employee -Victor Martinez
55	2866	Maintenance Carpenter/Cabinet Maker	Facilities	40	Reposted (2)	6/15/22 - 7/16/22,	7/19/2022 & 7/29/2022	TBD		Recruitment in progress		Retired - David Jordan
56	1940	Maintenance HVAC Mechanic	Maintenance	40	Reposted (4)	10/10/2022 - 11/18/2022	Number of past test dates: 4, TBD	TB		No applicants, no shows to exams, reposted		Probationary Release - Javier Zavala
57	3169	Maintenance Worker	Maintenance	40	Posted	6/16/22 -7/17/22	7/20/2022		TBD	Pending pre-employment		Promotion - Scott Le
58	2882	Mechanic	Transportation	40	Posted	6/23/22 - 7/28/22	9/22/2022	TBD		Recruitment in progress		New Position
59	3340	Noon Duty Supervisor	Oak View	10	Continuous	11/3/2022- 11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Leo Grubler
60	3223	Noon Duty Supervisor	Oka View	10	Continuous	11/3/2022- 11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Hired	11/7/2022	Replacing Employee - Jadira Lopez
61	3014	Noon Duty Supervisor	College View	7	Continuous	11/3/2022- 11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Hold		Replacing Employee - Yolanda Ortiz
62	1701	Noon Duty Supervisor	Village View	5	Continuous	11/3/2022- 11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Judy Von Eps
63	2475	Noon Duty Supervisor	Mesa View	10	Continuous	11/3/2022- 11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A	10/31/2022	Pending reference checks		New Position
64	2595	Noon Duty Supervisor	Lake View	5.5	Continuous	11/3/2022- 11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Promotion - Kristin Mix
65	2920	Noon Duty Supervisor	Village View	6	Continuous	11/3/2022- 11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Promotion- Patricia Tomlinson

#	REQ	Position	School/Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 9/2022)	Oral Technical Exam Date	Final Interview Date	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
66	2549	Noon Duty Supervisor	Circle View	6	Continuous	11/9/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		New Position
67	2474	Noon Duty Supervisor	Mesa View	10	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A	10/31/2022	Pending reference checks		New Position
68	2936	Noon Duty Supervisor	Marine View	10	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Pending offer		New Position
69	2975	Noon Duty Supervisor	Westmont	7	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Dulce Zarate
70	3182	Noon Duty Supervisor	Mesa View	10	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Yvonne Redford
71	3201	Noon Duty Supervisor	Mesa View	10	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Pam Austin
72	3200	Noon Duty Supervisor	Mesa View	10	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Kristy Huffman
73	3262	Noon Duty Supervisor	Hope View	7.32	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A	Pending	Pending Final Interview Date from Principal		Replacing Employee - Sandra Roa
74	3221	Noon Duty Supervisor	Mesa View	10	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Linda Tait
75	3317	Noon Duty Supervisor	Vista View	9	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Complete		Replacing Employee - Lizbeth Barranco
76	3318	Noon Duty Supervisor	Vista View	9	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Alicia Martin
77	3338	Noon Duty Supervisor	Star View	7	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Gina Walters
78	3386	Noon Duty Supervisor	Circle View	6	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replace Employee- Daisy Rodas
79	3340	Noon Duty Supervisor	Oak View	10	Continuous	11/3/2022-11/14/2022	Number of past test dates: 7, 11/8/2022, 11/16/2022	N/A		Recruitment in progress		Replacing Employee - Leo Grubler
80	2902	Parent Liaison Inst. Asst. Bilingual-Spanish	Spring / Mesa View	20	Repost (2)	6/13/22 - 7/17/22, 7/21/22 - 8/11/22	7/14/2022, 8/17/22	TBD		Bilingual exam scheduled for 10/10/2022		New Position
81	2903	Parent Liaison Inst. Asst. Bilingual-Viet	Star / Vista View	20	Repost (2)	6/14/22 - 7/17/22, 7/13/22 - 8/3/22	7/14/2022, 8/8/22	TBD		Bilingual exam scheduled for 10/10/2022		New Position
82	2901	Parent Liaison Inst. Asst. Bilingual-Spanish	Golden / Lake View	20	Repost (2)	6/13/22 - 7/17/22, 7/21/22 - 8/11/22	7/14/2022, 8/17/22	TBD		Bilingual exam scheduled for 10/10/2022		New Position
83	3369	School Health Technician	Spring View	25	Repost (2)	11/7/2022 - 11/21/2022	Number of past test dates: 3, 11/29/2022	Number of past test dates: 2, TBD		No applicants, no shows to exams, reposted		Replacing Employee - Lara Kardos
84	3331	School Health Technician	Village View	20	Repost (2)	11/7/2022 - 11/21/2022	Number of past test dates: 3, 11/29/2022	Number of past test dates: 2, TBD	10/26/2022	Complete	10/27/2022	Replacing Employee - Heather Turner
85	3162	School Health Technician	Marine View	25	Repost (2)	11/7/2022 - 11/21/2022	Number of past test dates: 3, 11/29/2022	Number of past test dates: 2, TBD	10/26/2022	Not enough ranks provided, site did not make a selection		Retired - Deborah Rosenlof
86	3330	School Library Specialist	Hope View	20	Posting Pending	11/8/2022 - 11/22/2022	12/1/2022	TBD	10/28/2022	Valid eligibility list		Replacing Employee - Harley Ferry
87	3233	School Library Specialist	Westmont	15	Posting Pending	11/8/2022 - 11/22/2022	12/1/2022	TBD	10/28/2022	Complete	11/3/2022	Replacing Employee - Gracie Bowen
88	3320	School Library Specialist	Spring View	20	Posting Pending	11/8/2022 - 11/21/2022	12/1/2022	TBD	11/4/2022	Valid eligibility list		Replacing Employee - Linda Benham
89	2921	Senior Clerk Typist	Teaching and Learning	40	Posted	6/21/2022-7/22/2022	8/4/2022	10/14/2022	10/21/22 & 10/24/22	Pending pre-employment		New Position (replacing Lilia Bernardo's intermediate Clerk Typist
90	2908	Speech & Language Assistant	Vista View	29.5	Reposted (3)	9/12/22 - 3/12/23	Number of past test dates: 6, as applicants apply	Number of past test dates: 1, TBD		No applicants, no shows to exams, reposted		Replacing Employee - Allie Thompson
91	3101	Universal Instructional Assistant	Mesa View	12.5	Reposted (3)	11/7/2022 - 11/21/2022	Number of past test dates: 10, 11/29/2022	Number of past test dates: 3, TBD	11/3/2022	Valid eligibility list		New Position
92	3098	Universal Instructional Assistant	Hope View	17.5	Reposted (3)	11/7/2022 - 11/21/2022	Number of past test dates: 10, 11/29/2022	Number of past test dates: 3, TBD	11/3/2022	Valid eligibility list		New Position

#	REQ	Position	School/Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 9/2022)	Oral Technical Exam Date	Final Interview Date	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
93	3095	Universal Instructional Assistant	Golden View	21	Reposted (3)	11/7/2022 - 11/21/2022	Number of past test dates: 10, 11/29/2022	Number of past test dates: 3, TBD	11/3/2022	Valid eligibility list		New Position
94	3288	Universal Instructional Assistant	Golden View	40	Reposted (3)	11/7/2022 - 11/21/2022	Number of past test dates: 10, 11/29/2022	Number of past test dates: 3, TBD		Complete	11/2/2022	Replacing Employee - Gina Walters
95	3308	Universal Instructional Asst	College View	10	Reposted (3)	11/7/2022 - 11/21/2022	Number of past test dates: 10, 11/29/2022	Number of past test dates: 3, TBD		Valid eligibility list		New Position
96	3336	Universal Instructional Asst	Golden View	26.5	Reposted (3)	11/7/2022 - 11/21/2022	Number of past test dates: 10, 11/29/2022	Number of past test dates: 3, TBD		Canceled		New Position
97	3099	Universal Instructional Asst	Lake View	8.75		11/7/2022 - 11/21/2022	Number of past test dates: 10, 11/29/2022	Number of past test dates: 3, TBD		Valid eligibility list		New Position



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** November 17, 2022

**SUBJECT: Agenda Item No. 15: Salary Adjustment Request – Maintenance HVAC Mechanic**

## Background Information

The Director, Classified Personnel received a request from Assistant Superintendent Administrative Services, Keith Farrow, to review the salary placement of the Maintenance HVAC Mechanic classification. Mr. Farrow was interested in upgrading the salary of the classification due to the extreme difficulty the Personnel Commission has had in recruiting qualified candidates for these positions. Since October 2021, this position has been posted on EdJoin a total of eight times (8), on Government Jobs four (4) times, and the Personnel Commission Office has been conducting outreach to a variety of sources including union halls, supply houses, and trade schools. These recruitments have yielded no applicants with the required experience necessary to successfully perform the job duties. In response to this request, the Director, Classified Personnel conducted a salary study of the Maintenance HVAC Mechanic as compared to the outside labor market.

## Analysis

Recent survey information has been gathered from neighboring and established survey districts with similar positions.

<u>District</u>	<u>Classification</u>	<u>ADA</u>	<u>Top Step</u>	<u>Top Step Annual</u>
Garden Grove Unified	HVAC Technician II	41,500	\$7,047	\$84,564
Santa Ana Unified	HVAC-R Mechanic II	45,208	\$7,037	\$84,444
Anaheim Union High School	HVAC Energy Maint Cont Sys Technician	29,900	\$6,958	\$83,496
Los Alamitos Unified	HVAC Mechanic	9,400	\$6,796	\$81,552
Centralia Elementary	Maintenance Specialist (Heating, A/C, Electric)	4,225	\$6,721	\$80,652
Fullerton Joint Union High School	Air Conditioning & Refrigeration Mechanic	13,000	\$6,716	\$80,592
Placentia-Yorba Linda Unified	HVAC Crew Chief	24,997	\$6,555	\$78,660
La Habra City School District	HVAC Technician	4,500	\$6,531	\$78,372
Huntington Beach City Elementary	Maintenance HVAC Technician	6,600	\$6,511	\$78,132
Anaheim Elementary School District	HVAC & Refrigeration Mechanic	15,500	\$6,478	\$77,736
Magnolia Elementary	HVAC Mechanic/Maintenance Person	6,000	\$6,471	\$77,652

**Salary Adjustment Request  
Maintenance HVAC Mechanic  
Page 2**

<u>District</u>	<u>Classification</u>	<u>ADA</u>	<u>Top Step</u>	<u>Top Step Annual</u>
Newport-Mesa Unified School District	HVAC/R Technician	21,353	\$6,442	\$77,304
Orange Unified	Senior Heat/Vent/Air Conditioning Technician	29,000	\$6,429	\$77,148
Fountain Valley School District	Heating & Ventilation Technician	6,399	\$6,377	\$76,524
Fullerton Elementary	HVAC Technician	13,800	\$6,131	\$73,572
Tustin Unified	HVAC & Refrigeration Technician	24,000	\$6,047	\$72,564
Capistrano Unified	Heating, A/C & Refrigeration Technician	54,000	\$5,949	\$71,388
Saddleback Valley Unified	Maintenance/HVAC	26,485	\$5,838	\$70,056
Westminster School District	Skilled Maintenance Worker - Plumbing/Heating	9,390	\$5,768	\$69,216
Brea Olinda Unified School District	HVAC & R Specialist	6,238	\$5,760	\$69,120
Irvine Unified	Maintenance Technician IV - HVAC	36,177	\$5,672	\$68,064
Buena Park School District	n/a	4,575	n/a	n/a
Cypress School District	n/a	3,700	n/a	n/a
Huntington Beach Union High School	n/a	15,534	n/a	n/a
Laguna Beach Unified	n/a	2,625	n/a	n/a
Savanna School District	n/a	2,400	n/a	n/a

Ocean View School District	Maintenance HVAC Mechanic		\$6,312	\$75,744
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<b>All Districts</b>				
Mean			\$6,392	\$76,705
Median			\$6,471	\$77,652

<b>OVSD Benchmark districts used in studies</b>				
Mean			\$6,454	\$77,447
Median			\$6,491	\$77,892
Recommended Salary Range 45			\$6,970	\$83,641

Comparable ADA Districts (5,000 to 10,000)

**Salary Adjustment Request  
Maintenance HVAC Mechanic  
Page 3**

**Salary Considerations:**

Based upon the survey data, it is the Director's conclusion that the current placement at Range 41 is, in fact, below the median and mean for both OVSD benchmark and all Orange County districts surveyed. The Director recommends, and is in support of, a reallocation of the Maintenance HVAC Mechanic from Salary Range 41, \$5,179.37 to \$6,311.59 per month, to Salary Range 45, \$5,718 to \$6,970 per month.

The recommended salary range placement will provide compensation that is more competitive when comparing our Step 5 rate of pay to the top salary steps paid to Maintenance HVAC Mechanics of neighboring districts. This should greatly assist in the recruitment and retention of qualified candidates. See attached salary schedule draft for proposed salary placement.

This recommendation has been shared with the Assistant Superintendent, Administrative Services and the Superintendent. Both are in support of the new salary placement. This information has also been shared and discussed with CSEA. If recommended by the Personnel Commission, the Superintendent will bring forth the recommended salary placement to the Board of Trustees for consideration.

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**Recommendation**

The Director, Classified Personnel recommends the Personnel Commission recommend to the Ocean View School District Board of Trustees that the salary range of Maintenance HVAC Mechanic be reallocated from Salary Range 41, \$5,179.37 to \$6,311.59 per month, to Salary Range 45, \$5,718.44 to \$6,970.08 per month on the Classified Bargaining Unit Salary Schedule

Attachments:

- Classified Bargaining Salary Schedule Draft
  
- Merit Rule 7.1

**OCEAN VIEW SCHOOL DISTRICT**  
**2022-2023\* Classified Bargaining Unit Range Placement**

**Salary Range**

**Salary Range**

**INSTRUCTIONAL SERIES (CONTINUED)**

Lead Behavior Instructional Assistant  
 Speech and Language Assistant

**LIBRARY/MEDIA SERIES**

School Library Specialist  
 Library/Instructional Materials Technician

**MAINTENANCE SERIES**

Maintenance/Grounds Helper  
 Maintenance Worker  
 Flooring Repair Worker  
 Skilled Maintenance Worker  
 Locksmith  
 Painter  
 Maintenance Carpenter/Cabinetmaker  
 Maintenance Electrician  
 Maintenance Plumber  
 Maintenance Heating, Ventilation & Air  
 Conditioning Mechanic (**PROPOSED**)  
 Facilities Planner/Coordinator

**NETWORK/COMMUNICATIONS SERIES**

Field Service Technician  
 Data and Assessment Technician  
 Computer/Multimedia Technician  
 Database Analyst  
 Network Systems Specialist  
 Network Systems Manager

**PRINTING SERIES**

Reprographic Technician  
 Lead Reprographic Technician

**PURCHASING SERIES**

Senior Purchasing Clerk  
 Buyer

**SECRETARIAL SERIES**

Program Support Specialist  
 Department Secretary  
 School Office Manager  
 Department Secretary-Bilingual  
 School Office Manager-Bilingual  
 Administrative Secretary

**SPECIAL PROGRAM SERIES**

Alternative Learning Center Attendant  
 Parent Liaison Instructional Assistant-Bilingual  
 Parent Educator-Bilingual  
 Community Liaison-Bilingual  
 Public Information Assistant

**TRANSPORTATION SERIES**

Driver Instructor  
 Mechanic Assistant  
 Bus Driver/Utility Worker  
 Transportation Dispatcher  
 Mechanic  
 Lead Mechanic

**ACCOUNTING SERIES**

Senior Account Clerk  
 Accounting Technician  
 Payroll Technician  
 Financial Analyst  
 Accountant

**CHILD CARE SERIES**

Child Care Attendant  
 Child Care Program Facilitator  
 Lead Child Care Facilitator

**CLERICAL SERIES**

Clerk Typist  
 Intermediate Clerk Typist  
 School Office Clerk  
 Intermediate Clerk Typist-Bilingual  
 School Office Clerk-Bilingual  
 District Receptionist  
 Senior Clerk Typist  
 Translator/Interpreter

**CUSTODIAL SERIES**

Custodian  
 Lead Evening Custodian  
 Head Custodian

**DELIVERY SERIES**

Delivery Worker  
 Storekeeper

**FOOD AND NUTRITION SERVICES SERIES**

Food Service Worker  
 Lead Food Service Worker  
 Cook  
 Central Kitchen Lead Food Service Worker  
 Central Kitchen Coordinator

**GROUNDS SERIES**

Groundskeeper I  
 Grounds Equipment Operator  
 Groundskeeper II  
 Grounds Maintenance Worker  
 Sprinkler Mechanic  
 Lead Groundskeeper

**HEALTH SERIES**

School Health Technician

**HUMAN RESOURCE SERIES**

Personnel Technician  
 Human Resources Technician  
 Benefits & Workers' Compensation Specialist  
 Personnel Assistant  
 Human Resources Analyst  
 Personnel Analyst

**INSTRUCTIONAL SERIES**

Instructional Assistant  
 Early Learning Instructional Assistant  
 Instructional Assistant-Bilingual  
 Universal Instructional Assistant  
 Early Learning Instructional Assistant - Bilingual  
 Instructional Assistant-Computer I  
 Instructional Assistant – English Learner  
 Instructional Assistant-Farm Facility  
 Instructional Assistant - Special Education  
 Speech and Language Aide  
 Instructional Assistant-Physical Education  
 Instructional Assistant-Sign Language (Deaf/HoH)  
 Instructional Assistant-Adapted Physical Education  
 Instructional Assistant-Computer II  
 Instructional Assistant-Severely Disabled  
 Instructional Assistant-Applied Behavior Analysis (ABA)  
 Early Learning Associate Educator  
 Early Learning Educator

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**Salaries:**

- \* 10% Across the Board Salary Increase effective 7/1/2022, approved by Board of Trustees 10/11/22.
- \*\* Salary range reallocations effective 7/1/22 approved by Board of Trustees 10/11/22.

**Longevity:**

- At beginning of 10<sup>th</sup> 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.

Classified Bargaining Unit  
Master Salary Schedule  
 2022-2023

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,410.03	13.904	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937
11	2,468.27	14.240	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353
12	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797
13	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235
14	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693
15	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161
16	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644
17	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132
18	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638
19	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151
20	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690
21	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222
22	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774
23	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341
24	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930
25	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523
26	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145
27	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786
28	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426
29	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076
30	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759
31	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451
32	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157
33	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881
34	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632
35	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398
36	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184
37	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991
38	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832
39	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661
40	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528
41	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413
42	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322
43	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256
44	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218
45	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212
46	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199
47	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226
48	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289
49	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226	7,691.84	44.376
50	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289	7,884.07	45.485

## CHAPTER 7: WAGE AND SALARY PROVISIONS

Entire chapter revision adopted 02/12/04

### **7.1 ESTABLISHMENT OF PLAN**

#### **7.1.1 Factors in Salary Determination**

- A. The Commission shall recommend, upon request by the Board of Trustees, a comprehensive compensation plan for the classified service. The plan shall include the salary schedules for the various classes, with the salary of each class consistent with the responsibility and difficulty of the work as outlined in the class specifications, and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities.
- B. For each class the compensation plan shall include a minimum and maximum rate, and intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service.
- C. The Director, Classified Personnel shall prepare recommendations for the allocation of classes to salary schedules for approval by the Commission. These recommendations may take into account the following factors:
  - 1. Wages and salaries paid for similar work in the recruitment area.
  - 2. Wages and salaries paid by other government agencies in the labor market area.
  - 3. Principle of "like pay for like work."
  - 4. Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
  - 5. Such other information as the Commission may approve.

#### **7.1.2 Salary Studies**

- A. A salary study shall be made whenever a new class is created, when requested by the Board of Trustees and when directed by the Commission.
- B. Employees, employee representatives, or the administration may request a salary study of a class or classes by directing a written communication to the Commission and setting forth the reasons for the study.
- C. Data obtained in a salary study shall be made available to interested parties, including employee organization representatives as appropriate.
- D. Salary studies or surveys shall be made yearly of benchmark classifications as determined by the Director. Studies or surveys of management-level classifications shall be done on as-needed basis as determined by the Director. *(Revised 2/12/98)*

7.1.3 **Salary Recommendations**

- A. After making its findings, the Commission shall present salary recommendations to the Governing Board for approval.
- B. Any salary recommendations for classified non-bargaining unit employees shall normally be presented to the Board each year, with a proposed effective date of July 1. A salary recommendation shall also be made each time a new class is created. Salary recommendations at other times of the year shall be based on clear evidence that the class in question is substantially overpaid or underpaid as reflected in a salary study or for purposes of alignment with other classes. Nothing in this paragraph shall prevent adjustments in salary based on classification studies resulting from changes in duties and responsibilities, regardless of when such changes occur.
- C. The Board may approve, amend or reject the recommendation(s), but may not alter relationships among classes as established by the plan.
- D. Following adoption of the salary schedules by the Governing Board, the Commission staff shall prepare a list showing the latest salary for each class. Copies of the list shall be made available to interested employees.

7.1.4 **Appeals of Recommendations**

- A. An employee or representative may appeal the recommendation of the Director, Classified Personnel in regard to the salary of the employee's class. The employee shall have the opportunity to present their appeal in writing and orally at a regular meeting of the Commission. The administration shall have the same privilege.
- B. If the Governing Board desires reconsideration of salary recommendations, it may return the recommendations to the Commission, which shall reconsider them at its next meeting. After reconsideration, the Commission will advise the Board of its findings and the reasons thereof.