



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, October 13, 2022

CLOSED SESSION

3:45 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

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW SCHOOL DISTRICT

THURSDAY, OCTOBER 13, 2022

CLOSED SESSION

3:45 p.m.

H.R. CONFERENCE ROOM, BUILDING B

REGULAR MEETING

4:30 p.m.

BOARD ROOM, BUILDING A

1. **CLOSED SESSION
CALL TO ORDER**

TIME: _____ p.m.

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of June 9, 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**

AGENDA FOR THE PERSONNEL COMMISSION MEETING – OCTOBER 13, 2022 – PAGE 2

- 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.

Please note that it is highly recommended that masks be worn in the Board Room, however it is not required.

- 11. APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the September 8, 2022, Regular Personnel Commission meeting for approval.
- ACTION**
Pages 2-4
Moved: ___
Second: ___
Vote: ___

COMMISSION BUSINESS

- 12. CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
- ACTION**
Page 5
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.)

- 2022-22 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

- 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 September 13, 2022, and September 28, 2022.
- INFORMATION**
Pages 6-10

- 14. CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the current list and status of classified recruitments.
- INFORMATION**
Pages 11-12

- 15. SALARY ADJUSTMENT REQUEST - DIRECTOR, FOOD AND NUTRITION SERVICES:** The Personnel Commission will receive the Director's recommendation to recommend to the Board of Trustees that the salary range of Director, Food and Nutrition Services be reallocated from Salary Range M55 to Salary Range M71, on the Classified Management Salary Schedule.
- ACTION**
Pages 13-19
Moved: ___
Second: ___
Vote: ___

AGENDA FOR THE PERSONNEL COMMISSION MEETING – OCTOBER 13, 2022 – PAGE 3

- | | |
|--|--|
| 16. SALARY ADJUSTMENT REQUEST - DIRECTOR, INFORMATION TECHNOLOGY: The Personnel Commission will receive the Director's recommendation to recommend to the Board of Trustees that the salary range of Director, Information Technology be reallocated from Salary Range M61 to Salary Range M71, on the Classified Management Salary Schedule. | ACTION
Pages 20-26
Moved: ___
Second: ___
Vote: ___ |
| 17. ADVANCE STEP PLACEMENT FLOR ROMERO RASCON: The Personnel Commission will receive the Director's recommendation to approve the advance step placement for Flor Romero Rascon, District Receptionist. | ACTION
Pages 27-30
Moved: ___
Second: ___
Vote: ___ |
| 18. PERSONNEL TESTING COUNCIL – SOUTHERN CALIFORNIA MEMBERSHIP AND ANNUAL CONFERENCE ATTENDANCE: The Personnel Commission will receive the Director's recommendation to become members of the Personnel Testing Council – Southern California and to attend the 2022 Annual Conference. | ACTION
Pages 31-33
Moved: ___
Second: ___
Vote: ___ |

COMMUNICATIONS

- 19. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
- 20. COMMISSIONER REPORTS**
- 21. DIRECTOR AND STAFF REPORTS**
- | | | |
|------------------------|--------------------------------|--|
| 22. 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.

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

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

Safety protocol reminders when attending Personnel Commission meetings in person:

- *Before entering the building, please perform the self "wellness check" posted on the entrance. If you answer Yes to any of the questions, please do not enter the premises.*
- *As you enter the meeting room, use hand sanitizer, which is located on the wall at both entrances.*
- *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
June 9, 2022**

CALL TO ORDER The June 9, 2022, Regular Closed Session meeting of the Personnel Commission was called to order at 3:02 p.m.

ROLL CALL Commissioners Ewing and Gooch were present. Commissioner Bidnick was absent. Director Vellanoweth was also present.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the April 13, 2022, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

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

A. Public Employee Appointment, Public Employment, Public Employee Performance Evaluation, Public Employee Discipline/Dismissal/Release/Appeal.

1. Hear appeal from applicant – Edjoin Applicant ID #6797723

ADJOURNMENT Motion by Commissioner Gooch to adjourn the June 9, 2022, Closed Session Meeting at 3:58 p.m.

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent.

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
September 8, 2022
4:30 p.m.

CALL TO ORDER Commissioner Ewing called the September 8, 2022, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Commissioner Gooch 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.

PUBLIC COMMENTS There were no comments from the public at this time.

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the August 10, 2022, Regular Personnel Commission meeting.

Seconded by Commissioner Ewing, and carried with a 2:0 vote. Commissioner Gooch abstained from the vote as he was absent from the August 10, 2022 Personnel Commission meeting.

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:

- 2022-12 Custodian
- 2022-13 Senior Purchasing Clerk
- 2022-14 Maintenance Worker
- 2022-15 Universal Instructional Assistant (Promotional)
- 2022-16 Universal Instructional Assistant (Open)
- 2022-17 Community Liaison Bilingual (Spanish)
- 2022-18 Instructional Assistant – ABA
- 2022-19 Instructional Assistant – Special Education
- 2022-20 Instructional Assistant – Severely Disabled
- 2022-21 District Receptionist

Motion by Commissioner Gooch to approve the Consent Calendar.

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

CLASSIFIED PERSONNEL ACTIVITY LISTS The Personnel Commission received for information only, the Classified Personnel Activity List that was presented for approval at the Board of Trustees meeting of August 16, 2022.

MINUTES OF THE SEPTEMBER 8, 2022 PERSONNEL COMMISSION MEETING – PAGE 2

**CLASSIFIED
PERSONNEL
RECRUITMENT LIST**

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

**ANNUAL REPORT
OF THE
PERSONNEL
COMMISSION
2021-2022 FIRST
READING AND
ADOPTION**

Director Vellanoweth presented a Power Point presentation of the Annual Report of the Personnel Commission. The presentation highlighted the activities performed by the Personnel Commission in the 2021-2022 school year. These activities include classified work force statistics, recruitment, testing, eligibility lists, employment actions, classification and job description reviews, Merit Rule revisions, and other actions taken on behalf of the District and its classified employees. The report also provides information on what a Merit System does, what the role of the Personnel Commission is, and the ongoing goals of the Personnel Commission.

Commissioner Gooch asked for clarification on what is considered to be a promotion. Director Vellanoweth answered that applying for and testing for a classification that is at the same level or lower would not be considered a promotion. It is considered a promotion when an upward movement into a higher classification at a higher pay rate is attained. Commissioner Gooch further stated that he thinks it is remarkable that so much was able to be accomplished in the last two years during a pandemic. One thing he continues to be impressed with is the extra level of effort demonstrated by Ms. Vellanoweth and her staff for the one-off examinations.

Commissioner Ewing stated that on behalf of the three Commissioners, he would like to thank Ms. Vellanoweth and her staff, not only for the work accomplished during the 2021-2022 school year, but for the ongoing good work that they do.

Phi Tran, CSEA Chapter 375 Liaison to the Personnel Commission, shared the Commissioner's thoughts about the impressive work the Commission staff does. He mentioned that non-merit system chapters have seen the annual reports put out by merit system chapters, and have expressed that they do not have any idea what Human Resources or Classified Personnel does. Mr. Tran stated that having this annual report to share with others shows what a testament the merit system is and how transparent it should be. He does review the statistics reported and stated that in comparison to statistics of other districts, they come nowhere near to those in our annual report. He pointed out the number of new hires and separations. It shows the constant efforts being made to bring employees on board while having just as many separate. He hopes that the District and CSEA can work together to fix this. He thanked the Commission staff for the amazing work they do.

Motion by Commissioner Bidnick to approve the first reading and adoption of the Annual Report of the Personnel Commission 2021-2022.

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

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA Chapter 375 Liaison to the Personnel Commission, stated that CSEA has opened the recruitment for the union appointed Commissioner, as Commissioner Ewing's term expires in December, 2022. CSEA's policy and constitution requires that its members have adequate opportunity to appoint or reappoint the Commissioner. An application has been posted to the CSEA website. Commissioner Ewing's interest in reappointment will also be taken into consideration.

**SECOND PUBLIC
COMMENTS
(CONTINUED)**

The new school year has begun with a lot of work to do. In Information Technology, it is all about Chromebooks.

CSEA is grateful to work with the Personnel Commission staff to implement the new process for CSEA new hire orientations. Mr. Tran noted that CSEA membership has been declining in recent years, simply because they have not been getting the applications back. A new process has been established for CSEA to meet with new hires during the orientation meeting. Mr. Tran is pleased to report that of the seven new hires met with, six have submitted their membership applications.

At the state level, the Communications Committee has formed sub-committees. Two of the sub-committees have completed their work and are presenting policy changes and recommendations to the Board of Directors. Mr. Tran is instructing the committees to look toward the future after identifying some decades old traditions. They are changing course, looking at new processes, and revamping the Communications Academy. They are also revamping the Officers Skills Training.

Mr. Tran has recommended names to the Association President and it appears there will be a new training by January.

**COMMISSIONER
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Bidnick shared that he was at Lake View on Wednesday for their first day of school. It was exciting and the students looked happy to be back.

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for October 13, 2022.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth thanked the Commissioners for attending the Kick Off event on September 2, 2022. With the start of school, there is always a lot going on. Director Vellanoweth participated in a leadership retreat with other leadership team members in August, along with other events and trainings. Michelle Eifert attended the annual Administrative Support Team/School Office Manager meeting. It was nice for Director Vellanoweth and the Personnel Commission staff to have some face time with administrators and office staff, to continue to build upon connections and relationships. Director Vellanoweth thanked the Personnel Commission staff for their diligence in getting many new folks on-board, both permanent and substitute, for the first week of school. They have gone above and beyond to do whatever they can to ensure that positions are staffed. She wanted to also express her appreciation for the kindness and patience exhibited by the administrators and principals at the start of the school year. Lastly, after earlier discussions in the day with Michelle Eifert, Director Vellanoweth requested, if the Commissioners were open to it, that the meeting be adjourned in memory of Queen Elizabeth II, who passed away earlier this morning.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn in memory of Her Majesty, Queen Elizabeth II.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 5:15 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: October 13, 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	No. of Applicants	No. of Ranks	No. of New/Merged Eligibles	List Type
2022-22	Child Care Program Facilitator	8	2	3	Open, Promotional, & Merge
2022-23	Instructional Assistant – ABA	2	3	3	Open, Promotional, & Merge
2022-24	Food Service Worker	9	4	4	Open & Promotional
2022-25	Library Instructional Materials Technician	16	2	2	Open & Promotional
2022-26	School Office Clerk	28	6	8	Open & Promotional
2022-27	Noon Duty Supervisor	5	3	3	Open, Promotional, & Merge
2022-28	Noon Duty Supervisor	3	4	4	Open, Promotional, & Merge
2022-29	Instructional Assistant – Physical Education	8	3	3	Open & Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-22 through 2022-29.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 13, 2022

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

Background Information

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

- September 13, 2022 (Exhibit A)
- September 28, 2022 (Exhibit B)

The Board of Trustees received the above Classified Personnel Activity List(s) for approval.

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

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of September 13, 2022, and September 28, 2022.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 13, 2022

Approve Employment
In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Alvarado, Xochitl	Instructional Assistant – Special Education	Star View	\$16,993 hourly	22.1	09/07/2022
Bee, Sandra	Bus Driver/Utility Worker	Transportation	\$25,864 hourly	37.2	09/06/2022
Vaught, Kristina	Instructional Assistant – ABA	Hope View	\$18,761 hourly	26.1	09/07/2022
Whitton, April	School Library Specialist	Village View	\$19,228 hourly	27.1	09/07/2022

Approve Substitute Employment
In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Martinez, Oscar	Groundskeeper I	Substitute	\$21,219 hourly	31.1	07/18/2022
Martinez, Oscar	Maintenance Grounds Helper	Substitute	\$19,718 hourly	28.1	07/18/2022

Approve Promotion
In accordance with Merit System Rule 7.2.4:

<u>NAME</u>	<u>POSITION PROMOTED TO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Atkinson, Donnelle	Instructional Assistant – ABA	Golden View	\$23,059 hourly	26.4	09/07/2022
Campbell, James	Maintenance Worker	Facilities	\$3,864.12 monthly	33.1	08/29/2022
Celentano, Jamie	Universal Instructional Assistant	Lake View	\$3,588.52 monthly	22.5	09/07/2022
Chung, Miah	School Office Manager	Mesa View	\$4,374.07 monthly	36.2	08/16/2022
Kardos, Lara	School Office Clerk	Marine View	\$24,023 hourly	28.5	08/31/2022
Rayburn, Cody	Universal Instructional Assistant	College View	\$3,588.52 monthly	22.5	09/07/2022

Approve Voluntary Demotion
In accordance with Merit System Rule 8.2.8:

<u>NAME</u>	<u>POSITION VOLUNTARILY DEMOTED TO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Opperud, Summer	Universal Instructional Assistant	Hope View	\$3,588.52 monthly	22.5	09/07/2022

Approve Lateral Transfer
In accordance with Merit System Rules 8.2.1:

<u>NAME</u>	<u>POSITION LATERALLY TRANSFERRED TO</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Scott, Gina	Universal Instructional Assistant	Circle View	22.5	09/07/2022

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 13, 2022

Approve Separation – Resignation

In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION RESIGNING FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Aleman, Eden	Instructional Assistant – Special Education	Circle View	Another Job	10/12/2020	06/23/2022
Arnett, Autumn	Instructional Assistant – ABA	College View	Another Job	09/16/2019	06/23/2022
Bavouset, Monica	Instructional Assistant	Village View	Another Job	05/13/2013	06/23/2022
Camacho, Andrew	School Office Clerk	Marine View	Another Job	08/27/2018	09/01/2022
Cassotta, Kylie	Instructional Assistant – ABA	Hope View	School	10/01/2021	09/01/2022
Garcia, Sonia	Parent Liaison Instructional Assistant Bilingual	Oak View	Another Job	10/05/2016	06/23/2022
Joya, Luz Elena	Early Learning Instructional Assistant Bilingual	Oak View Preschool	Another Job	12/04/2001	08/15/2022
Krattiger, Kristie	Instructional Assistant – ABA	Hope View	Another Job	02/20/2018	06/23/2022
Ludwig, Julia	Instructional Assistant	College View	Personal Reasons	10/15/2018	06/23/2022
Morgan, Rachel	Instructional Assistant – Special Education	Westmont	Moving	05/13/2019	06/23/2022
Ocampo, Ruth	Early Learning Instructional Assistant	Oak View Preschool	Another Job	01/03/2022	06/24/2022
Redford, Yvonne	Noon Duty Supervisor	Mesa View	Personal Reasons	11/04/2014	06/20/2022
Rodarte, Doreen	Instructional Assistant – ABA	College View	Another Job	01/21/2010	08/18/2022
Rosenlof, Deborah	School Health Technician	Marine View	Moving	09/15/2009	08/29/2022
Salas, Anthony	Custodian	Spring View	Another Job	05/11/2015	09/13/2022
Turner, Heather	School Health Technician	Village View	Personal Reasons	09/08/2021	08/09/2022
Ventura Torres, Sindy	Early Learning Instructional Assistant Bilingual	Oak View Preschool	Personal Reasons	03/16/2015	06/24/2022
Wheeler, Stevie	Instructional Assistant – Special Education	Vista View	Another Job	12/12/2018	06/23/2022

Approve Retirement

<u>NAME</u>	<u>POSITION RETIRING FROM</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Condron, Maria	Instructional Assistant – Special Education	Marine View	01/23/2006	06/23/2022
Huffman, Kristina	Noon Duty Supervisor	Mesa View	09/09/2019	06/23/2022

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 28, 2022

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Albor, Sonia	Instructional Assistant – Special Education	Star View	\$16.993 hourly	22.1	09/07/2022
Artiglio, Sandra	Universal Instructional Assistant	Westmont	\$16.993 hourly	22.1	09/08/2022
Camarena, Mia	Universal Instructional Assistant	Circle View	\$16.993 hourly	22.1	09/14/2022
Desjardin, Melissa	Senior Purchasing Clerk	District Office	\$3,962.23 monthly	34.1	09/06/2022
Falcone, Stephanie	Noon Duty Supervisor	Mesa View	\$15.00 hourly		09/12/2022
Ferry, Christina	Universal Instructional Assistant	Star View	\$16.993 hourly	22.1	09/08/2022
Romero Rascon, Flor	District Receptionist	District Office	\$3,677.96 monthly	31.1	09/16/2022
Sera, Ana	Universal Instructional Assistant	Oak View	\$16.993 hourly	22.1	09/08/2022
Wadsworth, Tracie	School Office Clerk	Mesa View	\$19.718 hourly	28.1	09/06/2022
Walters, Gina	Universal Instructional Assistant	Golden View	\$16.993 hourly	22.1	09/07/2022
Yaugo, Nathaniel	Instructional Assistant – ABA	Hope View	\$18.761 hourly	26.1	09/08/2022

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Coponiti, Patricia	Instructional Assistant – Special Education	Substitute	\$16.993 hourly	22.1	09/08/2022
Ferncez, Brooke	Instructional Assistant – Special Education	Substitute	\$16.993 hourly	22.1	09/08/2022
Ferncez, Brooke	Universal Instructional Assistant	Substitute	\$16.993 hourly	22.1	09/08/2022
Gibbs, Tracy	Instructional Assistant – Severely Disabled	Substitute	\$18.301 hourly	25.1	09/14/2022
Greene, Owen	Instructional Assistant – Special Education	Substitute	\$16.993 hourly	22.1	09/09/2022
Jack, Clint	Instructional Assistant – Special Education	Substitute	\$16.993 hourly	22.1	09/08/2022
Johnson, Jennifer	District Receptionist	Substitute	\$19.718 hourly	28.1	09/09/2022
Johnson, Jennifer	School Office Clerk	Substitute	\$21.219 hourly	31.1	09/09/2022
Kardos, Lara	Groundskeeper I	Substitute	\$25.864 hourly	31.5	07/25/2022
Kardos, Lara	Maintenance Grounds Helper	Substitute	\$24.023 hourly	28.5	07/25/2022
Lehman, Lorraine	School Health Technician	Substitute	\$22.301 hourly	26.5	09/07/2022
Murphy, Brenda	District Receptionist	Substitute	\$19.718 hourly	28.1	09/09/2022
Murphy, Brenda	School Office Clerk	Substitute	\$21.219 hourly	31.1	09/09/2022
Nguyen, Tran	District Receptionist	Substitute	\$19.718 hourly	28.1	09/09/2022
Nguyen, Tran	School Office Clerk	Substitute	\$21.219 hourly	31.1	09/09/2022
Quinn, Jacqueline	District Receptionist	Substitute	\$19.718 hourly	28.1	09/09/2022
Quinn, Jacqueline	School Office Clerk	Substitute	\$21.219 hourly	31.1	09/09/2022

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 28, 2022

APPROVE PROMOTION

In accordance with Merit System Rule 7.2.4:

<u>NAME</u>	<u>POSITION PROMOTED TO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Atachian, Talin	Lead Food Service Worker	Westmont	\$21,413 hourly	21.5	09/06/2022
Ghaly, Aida	Universal Instructional Assistant	Harbour View	\$17,858 hourly	22.2	09/07/2022
Jim, Michael	Instructional Assistant – Severely Disabled	Village View	\$18,301 hourly	25.1	09/07/2022
Kerr, Julie	Lead Food Service Worker	Spring View	\$20,201 hourly	21.5	09/06/2022
Lopez, Jadira	Community Liaison Bilingual (Spanish)	Oak View	\$3,677.96 monthly	31.1	09/07/2022
Martinez, Annika	Lead Food Service Worker	Oak View	\$20,201 hourly	21.5	09/06/2022
Robinson, Andrea	Universal Instructional Assistant	Oak View	\$20,703 hourly	22.5	09/07/2022

APPROVE SEPARATION - RESIGNATION

In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION RESIGNING FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Barranco Ramirez, Lizbeth	Noon Duty Supervisor	Vista View	Personal Reasons	01/03/2022	06/23/2022
Barris, Melissa	Instructional Assistant – Special Education	Marine View	Another Job	04/24/2017	06/23/2022
Brooks, Elizabeth	Instructional Assistant	Harbour View	Personal Reasons	04/18/2022	06/21/2022
Ferry, Harley	School Library Specialist	Westmont	Another Job	01/21/2020	09/16/2022
Hidalgo, Gina	Instructional Assistant	Hope View	Personal Reasons	12/07/2021	06/30/2022
Maguire, Nicole	Instructional Assistant – ABA	Star View	Personal Reasons	10/10/2011	06/23/2022
Richardson, Darcy	Instructional Assistant – Physical Education	Multiple Sites	Moving	09/28/2000	09/27/2022
Segura, Sonia	Instructional Assistant – Severely Disabled	Vista View	Another Job	09/14/1999	06/23/2022
Umana, Tommy	Instructional Assistant - ABA	Lake View	Another Job	03/14/2022	06/23/2022
Via, Susan	Instructional Assistant	Harbour View	Personal Reasons	01/06/2020	06/23/2022

APPROVE SUBSTITUTE SEPARATION – NO LONGER AVAILABLE

In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION RESIGNING FROM</u>	<u>STATUS</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Nguyen, Van Anh	Child Care Attendant	Substitute	Another Job	07/26/2021	06/23/2022
Nguyen, Van Anh	Instructional Assistant	Substitute	Another Job	07/26/2021	06/23/2022

APPROVE RETIREMENT

<u>NAME</u>	<u>POSITION RETIRING FROM</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Tait, Linda	Noon Duty Supervisor	Mesa View	09/02/2011	06/23/2022

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 13, 2022

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

Background Information

These lists are provided for the Personnel Commissioners to review the classified recruitments that are currently in progress.

Classification	Number of Vacancies	Status
ALC Attendant	3	Will be reposting on Edjoin
Bus Driver/Utility Worker	5	Posted on Edjoin – Continuous
Bus Driver Trainee	n/a	Training program in process with 3 candidates. Will reopen training posting in Feb/March.
Central Kitchen Operations Supervisor	1	Job offer extended; pending pre-employment
Child Care Program Facilitator	4	Reposted on Edjoin; application deadline 10/14/2022
Custodian	1	Valid eligibility list; Final interview date TBD
Early Learning Instructional Assistant Bilingual	5	Final interviews 10/7/2022
Field Service Technician	1	Oral exam date 10/18/2022
Food Service Worker	5	Reposted on Edjoin; application deadline 10/17/2022
Instructional Assistant - ABA	11	Posted on Edjoin – Continuous; Recurring oral panel/final interview dates are being scheduled.
Instructional Assistant – Computer I	1	Posted on Edjoin; application deadline 10/14/2022
Instructional Assistant – Physical Education	2	Final interviews scheduled for Monday, October 10, 2022
Instructional Assistant – Special Education	15	Posted on Edjoin – Continuous; Recurring oral panel/final interview dates are being scheduled.

Classified Personnel Recruitment List

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Classification	Number of Vacancies	Status
Instructional Assistant – Severely Disabled	4	Posted on Edjoin – Continuous; Recurring oral panel/final interview dates are being scheduled.
Lead Evening Custodian (5)	1	Position on hold, per Facilities
Lead Food Service Worker	1	Reposted on Edjoin; application deadline 10/17/2022
Library/Instructional Materials Technician	1	Final interviews conducted; internal candidate offered promotional position; orientation TBD
Maintenance Carpenter/Cabinetmaker	1	Oral/Technical exam date TBD
Maintenance HVAC Mechanic (5)	2	Will be reposting on Edjoin
Maintenance Worker	1	Valid eligibility list; Final Interview date TBD
Mechanic	1	Oral exam date TBD
Noon Duty Supervisor	15	Posted on Edjoin; Continuous;
Parent Liaison Instructional Assistant Bilingual (Spanish)	2	Oral exam date TBD; Translation exam date 10/10/2022
Parent Liaison Instructional Assistant Bilingual (Vietnamese)	1	Oral exam date TBD; Translation exam date TBD
School Health Technician	3	Oral exam scheduled 10/5/2022 Reposted on Edjoin – Application deadline 10/21/2022
School Office Clerk (2)	1	Final interview date TBD
Senior Clerk Typist	1	Oral exam date 10/14/2022
Speech & Language Assistant	1	Reposted on Edjoin – Until Filled
Universal Instructional Assistant	15	Oral exam date 10/7/2022; Reposted on Edjoin; Application deadline 10/21/2022
Universal Instructional Assistant (Substitute)	n/a	Posted on Edjoin; Application deadline 10/12/2022

Recommendation

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 13, 2022

SUBJECT: Agenda Item No. 15: Salary Adjustment Request – Director, Food and Nutrition Services

Background Information

Recently the Director, Classified Personnel 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, as he felt a review of the salaries in neighboring districts would reveal that Ocean View pays our Director, Food and Nutrition Services less than neighboring districts for similar responsibilities. Dependent upon the results of the salary comparison, Assistant Superintendent Farrow wished to reallocate the salary of the position on the Classified Management Salary Schedule. 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.

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>
Newport-Mesa Unified School District	Director, Nutrition Services	21,353	\$15,272	\$183,262
Fullerton Joint Union High School	Director Purch, Warehouse, Contracts & FS	13,000	\$13,451	\$161,412
Huntington Beach City Elementary	Director of Food Services	6,600	\$13,225	\$158,702
Capistrano Unified	Director II, Food & Nutrition Services	54,000	\$12,869	\$154,424
Saddleback Valley Unified	Director, Food Services	26,485	\$12,743	\$152,916
Irvine Unified	Director IV, Nutrition Services	36,177	\$12,730	\$152,758
Garden Grove Unified	Director of Food Services	41,500	\$12,682	\$152,184
Anaheim Union High School	Director of Food Services	29,900	\$12,649	\$151,791
Santa Ana Unified	Director, Nutrition Services	45,208	\$12,647	\$151,764
Orange Unified	Director Nutrition Services (1)	29,000	\$12,578	\$150,969
Westminster School District	Director Nutrition Services	9,390	\$11,640	\$139,680
La Habra City School District	Director of Nutrition Services	4,500	\$11,618	\$139,416
Magnolia Elementary	Director, Food Services	6,000	\$11,512	\$138,144

Salary Adjustment Request - Director, Food and Nutrition Services

Page 2

<u>District</u>	<u>Classification</u>	<u>ADA</u>	<u>Top Step</u>	<u>Top Step Annual</u>
Huntington Beach Union High School	Administrator Food & Nutrition Serv	15,534	\$11,457	\$137,484
Brea Olinda Unified School District	Administrative Director Food Service	6,238	\$11,147	\$133,764
Los Alamitos Unified	Director, Food Service	9,400	\$10,725	\$128,696
Tustin Unified	Director Nutrition Services	24,000	\$10,144	\$121,728
Centralia Elementary	Director, Food Service	4,225	\$10,090	\$121,080
Fullerton Elementary	Director, Nutrition Services	13,800	\$9,979	\$119,748
Cypress School District	Director, Child Nutrition Services	3,700	\$9,192	\$110,301
Fountain Valley School District	Director, Food Services	6,399	\$9,097	\$109,164
Buena Park School District	Director of Child Nutrition Services	4,575	\$8,934	\$107,208
Laguna Beach Unified	Supervisor, Nutrition Services	2,625	\$8,881	\$106,577
Anaheim Elementary School District	n/a (Serviced by AUHSD)	15,500	n/a	n/a

Ocean View School District	Director Food & Nutrition Services	7,500	\$7,958	\$95,496
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All Districts			
Mean		\$11,533	\$138,399
Median		\$11,618	\$139,416

OVSD Benchmark districts used in studies			
Mean		\$11,477	\$137,724
Median		\$11,485	\$137,820

Recommended Salary Range 71			\$11,815	\$141,780
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Comparable ADA Districts (5,000 to 10,000)

Salary Considerations:

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. The Director recommends, and is in support of, a reallocation of the Director, Food and Nutrition Services from Salary Range M55, \$6,531 to \$7,958 per month, to Salary Range M71, \$9,696 to \$11,815 per month.

The recommended salary range placement will allow for an adjustment to the Director, Food and Nutrition Services classification on the salary schedule which will be more aligned to other Ocean View School District classified management positions with comparable levels of skill, responsibility, education and experience. It will also bring Ocean View’s salary to the median salary being paid to similar positions in neighboring districts. See attached salary schedule draft for proposed salary placement.

Salary Adjustment Request - Director, Food and Nutrition Services

Page 3

This recommendation and rationale have been shared with the Assistant Superintendent, Human Resources and the Superintendent, and the recommendation is supported. If recommended by the Personnel Commission, the Superintendent will bring forth the recommended salary placement to the Board of Trustees for consideration.

Recommendation

The Director, Classified Personnel 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.

Attachments:

- Classified Management Salary Schedule Draft
- Merit Rule 7.1

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2021-2022

SALARY RANGE

Executive Director of Facilities and Transportation (J50)	M75
Director, Classified Personnel (H30)	M71
Director, Fiscal Services (H40)	M71
Director, Food and Nutrition Services (J20) PROPOSED	M71
Director, Child Development Programs (K10)	M61
Director, Information Services (J80)	M61
Public Information Manager (K10)	M61
Director, Food and Nutrition Services (J20) *CURRENT	M55
Director, Purchasing (J90).....	M52
Central Kitchen Supervisor (J20) **	M51
Food and Nutrition Services Operations Supervisor (J20) **	M51
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51
Transportation Supervisor (J30)	M51
Preschool Supervisor (K10)	M44

Vacation Schedule (12 Month Employees) 22 days per year

Salaries effective 7/1/21: 3% increase approved by Board of Trustees 7/6/21

Updates: * Classification title change approved by Personnel Commission 12/9/21

** New classifications approved by Personnel Commission 12/9/21

Longevity:

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

Additional \$1,000 per year for earned Doctorate

OCEAN VIEW SCHOOL DISTRICT
 CLASSIFIED MANAGEMENT
Salary Range Placement
 2021-2022

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	4,399	4,625	4,855	5,100	5,362
40	4,510	4,738	4,978	5,230	5,493
41	4,625	4,855	5,100	5,362	5,630
42	4,738	4,978	5,230	5,493	5,771
43	4,855	5,100	5,362	5,630	5,917
44	4,978	5,230	5,493	5,771	6,066
45	5,100	5,362	5,630	5,917	6,217
46	5,230	5,493	5,771	6,066	6,372
47	5,362	5,630	5,917	6,217	6,531
48	5,493	5,771	6,066	6,372	6,696
49	5,630	5,917	6,217	6,531	6,864
50	5,771	6,066	6,372	6,696	7,034
51	5,917	6,217	6,531	6,864	7,210
52	6,066	6,372	6,696	7,034	7,391
53	6,217	6,531	6,864	7,210	7,577
54	6,372	6,696	7,034	7,391	7,763
55	6,531	6,864	7,210	7,577	7,958
56	6,696	7,034	7,391	7,763	8,157
57	6,864	7,210	7,577	7,958	8,362
58	7,034	7,391	7,763	8,157	8,570
59	7,210	7,577	7,958	8,362	8,787
60	7,391	7,763	8,157	8,570	9,001
61	7,577	7,958	8,362	8,787	9,232
62	7,763	8,157	8,570	9,001	9,461
63	7,958	8,362	8,787	9,232	9,696
64	8,157	8,570	9,001	9,461	9,938
65	8,362	8,787	9,232	9,696	10,189
66	8,570	9,001	9,461	9,938	10,442
67	8,787	9,232	9,696	10,189	10,703
68	9,001	9,461	9,938	10,442	10,973
69	9,232	9,696	10,189	10,703	11,246
70	9,461	9,938	10,442	10,973	11,524
71	9,696	10,189	10,703	11,246	11,815
72	9,938	10,442	10,973	11,524	12,110
73	10,189	10,703	11,246	11,815	12,413
74	10,442	10,973	11,524	12,110	12,719
75	10,703	11,246	11,815	12,413	13,043
76	10,973	11,524	12,110	12,719	13,364
77	11,246	11,815	12,413	13,043	13,703
78	11,524	12,110	12,719	13,364	14,043
79	11,815	12,413	13,043	13,703	14,396
80	12,110	12,719	13,364	14,043	14,754

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.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 13, 2022

SUBJECT: Agenda Item No. 16: Salary Adjustment Request – Director, Information Technology

Background Information

Recently the Director, Classified Personnel 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, as he felt a review of the salaries in neighboring districts would reveal that Ocean View pays our Director, Information Technology less than neighboring districts for similar responsibilities. Dependent upon the results of the salary comparison, Assistant Superintendent Farrow wished to reallocate the salary of the position on the Classified Management Salary Schedule. 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.

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>
Laguna Beach Unified	Chief Technology Officer	2,625	\$18,107	\$217,280
Placentia-Yorba Linda Unified	Chief Technology Officer	24,997	\$15,877	\$190,525
Santa Ana Unified	Chief Technology Officer	45,208	\$15,806	\$189,672
Irvine Unified	Chief Technology Officer	36,177	\$15,796	\$189,555
Newport-Mesa Unified School District	Administrative Dir II, Info Tech	21,353	\$15,580	\$186,964
La Habra City School District	Chief Technology/Public Info Officer	4,500	\$15,464	\$185,568
Anaheim Union High School	Chief Technology Officer	29,900	\$15,081	\$180,974
Huntington Beach Union High School	Director - Ed Technology & Info Syst	15,534	\$14,289	\$171,468
Fullerton Joint Union High School	Director, Technology	13,000	\$14,189	\$170,263
Tustin Unified	Chief Technology Officer	24,000	\$14,131	\$169,572
Capistrano Unified	Chief Technology Officer	54,000	\$13,455	\$161,464
Los Alamitos Unified	Director, Information Technology	9,400	\$13,334	\$160,002
Huntington Beach City Elementary	Executive Director of Tech Serv	6,600	\$13,326	\$159,912
Saddleback Valley Unified	Chief Technology Officer	26,485	\$13,085	\$157,020
Orange Unified	Director Information Technology	29,000	\$12,986	\$155,832

Salary Adjustment Request - Director, Information Technology

Page 2

Garden Grove Unified	Director of Information Technology	41,500	\$12,682	\$152,184
District	Classification	ADA	Top Step	Top Step Annual
Magnolia Elementary	Director of Technology	6,000	\$12,397	\$148,764
Cypress School District	Director, Mtce/Oper, Transp & Tech	3,700	\$12,138	\$145,656
Buena Park School District	Chief Technology Officer	4,575	\$12,086	\$145,033
Westminster School District	Director Information Technology	9,390	\$11,640	\$139,680
Fullerton Elementary	Director, Network, Info & Data Sys	13,800	\$11,549	\$138,588
Anaheim Elementary School District	Asst Director of Tech & Info Services	15,500	\$11,438	\$137,256
Centralia Elementary	Director, Technology	4,225	\$11,412	\$136,944
Brea Olinda Unified School District	Admin. Director Technology Services	6,238	\$11,147	\$133,764
Fountain Valley School District	Supervisor, Information Technology	6,399	\$9,867	\$118,404

Ocean View School District	Director, Information Technology	7,500	\$9,232	\$110,784
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All Districts				
Mean			\$13,474	\$161,694
Median			\$13,326	\$159,912

OVSD Benchmark districts used in studies				
Mean			\$13,056	\$156,674
Median			\$13,004	\$156,048

Recommended Salary Range 71			\$11,815	\$141,780
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Comparable ADA Districts (5,000 to 10,000)

Salary Considerations:

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. The Director recommends, and is in support of, a reallocation of the Director, Information Technology from Salary Range M61, \$7,577 to \$9,232 per month, to Salary Range M71, \$9,696 to \$11,815 per month.

The recommended salary range placement will allow for an adjustment to the Director, Information Technology classification on the salary schedule which will be more aligned to other Ocean View School District classified management positions with comparable levels of skill, responsibility, education and experience. It will also bring Ocean View's salary closer to the median salary being paid to similar positions in neighboring districts. See attached salary schedule draft for proposed salary placement.

This recommendation and rationale have been shared with the Assistant Superintendent, Human Resources and the Superintendent, and the recommendation is supported. 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 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.

Attachments:

- Classified Management Salary Schedule Draft
- Merit Rule 7.1

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2021-2022

SALARY RANGE

Executive Director of Facilities and Transportation (J50)	M75
Director, Classified Personnel (H30)	M71
Director, Fiscal Services (H40)	M71
Director, Information Services (J80) PROPOSED	M71
Director, Child Development Programs (K10)	M61
Director, Information Services (J80) CURRENT	M61
Public Information Manager (K10)	M61
Director, Food and Nutrition Services (J20) *	M55
Director, Purchasing (J90).....	M52
Central Kitchen Supervisor (J20) **	M51
Food and Nutrition Services Operations Supervisor (J20) **	M51
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51
Transportation Supervisor (J30)	M51
Preschool Supervisor (K10)	M44

Vacation Schedule (12 Month Employees) 22 days per year

Salaries effective 7/1/21: 3% increase approved by Board of Trustees 7/6/21

Updates: * Classification title change approved by Personnel Commission 12/9/21

** New classifications approved by Personnel Commission 12/9/21

Longevity:

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

Additional \$1,000 per year for earned Doctorate

OCEAN VIEW SCHOOL DISTRICT
 CLASSIFIED MANAGEMENT
Salary Range Placement
 2021-2022

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	4,399	4,625	4,855	5,100	5,362
40	4,510	4,738	4,978	5,230	5,493
41	4,625	4,855	5,100	5,362	5,630
42	4,738	4,978	5,230	5,493	5,771
43	4,855	5,100	5,362	5,630	5,917
44	4,978	5,230	5,493	5,771	6,066
45	5,100	5,362	5,630	5,917	6,217
46	5,230	5,493	5,771	6,066	6,372
47	5,362	5,630	5,917	6,217	6,531
48	5,493	5,771	6,066	6,372	6,696
49	5,630	5,917	6,217	6,531	6,864
50	5,771	6,066	6,372	6,696	7,034
51	5,917	6,217	6,531	6,864	7,210
52	6,066	6,372	6,696	7,034	7,391
53	6,217	6,531	6,864	7,210	7,577
54	6,372	6,696	7,034	7,391	7,763
55	6,531	6,864	7,210	7,577	7,958
56	6,696	7,034	7,391	7,763	8,157
57	6,864	7,210	7,577	7,958	8,362
58	7,034	7,391	7,763	8,157	8,570
59	7,210	7,577	7,958	8,362	8,787
60	7,391	7,763	8,157	8,570	9,001
61	7,577	7,958	8,362	8,787	9,232
62	7,763	8,157	8,570	9,001	9,461
63	7,958	8,362	8,787	9,232	9,696
64	8,157	8,570	9,001	9,461	9,938
65	8,362	8,787	9,232	9,696	10,189
66	8,570	9,001	9,461	9,938	10,442
67	8,787	9,232	9,696	10,189	10,703
68	9,001	9,461	9,938	10,442	10,973
69	9,232	9,696	10,189	10,703	11,246
70	9,461	9,938	10,442	10,973	11,524
71	9,696	10,189	10,703	11,246	11,815
72	9,938	10,442	10,973	11,524	12,110
73	10,189	10,703	11,246	11,815	12,413
74	10,442	10,973	11,524	12,110	12,719
75	10,703	11,246	11,815	12,413	13,043
76	10,973	11,524	12,110	12,719	13,364
77	11,246	11,815	12,413	13,043	13,703
78	11,524	12,110	12,719	13,364	14,043
79	11,815	12,413	13,043	13,703	14,396
80	12,110	12,719	13,364	14,043	14,754

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.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 13, 2022

**SUBJECT: Agenda Item No. 17: Approve Advance Step Placement
Flor Romero Rascon – District Receptionist**

Background Information

A request for advanced step placement has been received from Superintendent Michael Conroy, for Ms. Flor Romero Rascon who has been offered and accepted the position of District Receptionist. Pursuant to Merit Rule 7.2.1.3.A.3, the Advanced Step Placement Request (attached), is being brought to the Personnel Commission for approval.

Analysis

The advanced step request for Step 4 placement (\$4,266.43 per month) on the appropriate salary range for the class of District Receptionist (Salary Range 31, \$3,677.96 per month to \$4,483.09 per month) on the Classified Bargaining Unit Salary Schedule comes to the Commission upon the request of Superintendent Conroy, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, and the Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request include, but are not limited to, 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. The Advance Step Placement Request Form provides further details of how the candidate exceeds the job related experience and training required and makes the candidate especially qualified for the position.

Attachments: Copy of Merit Rule 7.2.1.3
Advanced Step Placement Request Form

Recommendation

The Director, Classified Personnel 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.

OCEAN VIEW SCHOOL DISTRICT

Merit System Rules and Regulations for the Classified Service

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

New employees shall be hired at the first step of the appropriate salary range unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.

2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.

3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

A. APPROVAL

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.

2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.

3. The approved request will be placed upon the Commission agenda for approval.

4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).

5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.

6. A copy of the form is then placed in the employee's personnel file.

B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).

2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.

3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.

4. If rejected, the form will be returned to the originator with the reasons given.

5. A copy of the form will then be placed in the employee's personnel file.

Rule Revised by Personnel Commission 5/25/2018



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Dr. Michael Conroy

Date: October 4, 2022

Title: Superintendent

Department: Supt. Office

The above hiring authority has interviewed for the open vacancy in the classification of District Receptionist

and has selected Flor Romero Rascon as their choice.
name of candidate

The above hiring authority is requesting advanced step placement on range --, step 4, for one or more of the following reasons:

1. Candidate's job related experience, or other qualifications when related to the classification, exceeds that required in the classification and makes that person especially qualified for the position. (Explain)

Please see attached.

2. Candidate's training and/or education, when related to the classification, exceeds that which is required and makes that person especially qualified for the position. (Explain)

Please see attached.

3. Demonstrated difficulty has been experienced in attracting qualified candidates. (Explain)

4. Any other extraordinary circumstances not covered above. (Explain)

NOTE: Applicants may not be requested or prompted to provide previous salary history information. If an applicant voluntarily and without prompting discloses salary information, it may be considered in determining salary step advancement.

Please see attached.

Approval
Signatures:

Appointing Authority: Michael Conroy Date: 10/4/2022

Assistant Superintendent, Human Resources [Signature] Date: 10/4/2022

Director, Classified Personnel [Signature] Date: 10.4.2022

Date submitted to the Personnel Commission: October 13, 2022

- Approved
- Denied

THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE

RECEIVED

OCT 04 2022

PERSONNEL
COMMISSION

Form updated by Personnel Commission 5/24/2018

**Advanced Step Placement Request
Flor Romero Rascon, District Receptionist**

- 1. Candidate's job related experience, or other qualifications when related to the classification, exceeds that required in the classification and makes that person especially qualified for the position. (Explain)**

Flor's previous job was with the Garden Grove Unified School District. In addition to being the School Community Liaison where she facilitated communication as the Spanish interpreter/translator, she also worked in the school office. Here, she organized paperwork, scheduled meetings, answered phones (responding to questions or directing the caller to the appropriate person). She also managed and prioritized sensitive, confidential, and classified documents.

Flor's experience noted above definitely exceeds that which is required as a District Receptionist. A receptionist is not required to handle sensitive and confidential documents, and yet she brings this experience to her current position. As the District Receptionist position is under the Superintendent's Office where confidential communication is a regular occurrence, her experience in dealing with confidential matters is a definite plus. A receptionist is not required to speak another language; however, Flor is fluent in Spanish, which she has used on a daily basis since she has been here, to communicate with parents in person and on the phone. Prior to Flor's employment, the District had difficulty communicating with our parents/community who speak only Spanish. These people are part of our family as well, and we need to connect with them. Flor uses her language skills to bridge that gap, providing understanding and assurance that their voice is heard, and the issue will be addressed.

- 2. Candidate's training and/or education, when related to the classification, exceeds that which is required and makes that person especially qualified for the position.**

Flor has been previously trained in a school district, which is a great asset when transitioning to a job in another school district. She already knew our student information system (AERIES) and did not have to be trained on the program. In her position, she must access the data in AERIES everyday in order to respond to parent questions involving transfers, registrations, etc. The fact that she already had worked with the AERIES program at her prior District made her especially qualified for the position here at OVSD.

Flor brings more to this position than just a greeter with clerical skills. Her job-related experience, qualifications, and training that she brings to OVSD exceeds that which is required for a District Receptionist.

- 4. Any other extraordinary circumstances not covered above...If an applicant voluntarily and without prompting discloses salary information, it may be considered in determining salary step advancement.**

Per the attached paycheck stub, Flor's rate of pay at her last position in Garden Grove Unified School District (GGUSD) was \$23.43 per hour. This exceeds OVSD's Step 1 (\$21.219) and Step 2 (\$22.293). OVSD's Step 3 (\$23.441) would equal Flor's previous salary at GGUSD. Based on the information provided above, and Flor accepting a position with greater responsibility and significant influence in our community, we feel it is warranted to place her on Step 4 (\$24.614) of the Salary Schedule for her job classification.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 13, 2022

SUBJECT: Agenda Item No. 18: 2022 PTC – SC Membership & Annual Conference

Background Information

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.

One of our former Personnel Commission staff members, Yvonne Nguyen, brought this organization to the attention of the department. She also served as an officer of the organization for one year, and helped develop and coordinate their conference that year.

Since then Personnel Commission staff have attended various conferences, workshops, and informative luncheons over the years.

In discussions amongst the Director and staff, it is felt that the Personnel Commission could benefit from becoming members of this organization. Typically, the cost of registering for a single luncheon or conference is free for members, and \$50.00 each for non-members. Registration to become members is \$40.00 per person annually.

The Personnel Testing Council of Southern California is holding their 2022 Annual Conference virtually on Thursday, November 3, 2022. The theme of the upcoming conference is Inside-Out Approach to Innovation and Workplace Wellness. This is in relation to what is being called “The Great Resignation” and how it has taken a significant toll on the workplace. PTC-SC has recruited the help of speakers who will share their expertise in improving work processes and workplace wellness.

Financial Implications

The cost of becoming members, for three staff members, Director, Michelle Vellanoweth; Personnel Analyst, Betzabeth Vazquez; and Personnel Technician, Diana Flores is \$40.00 each, for a total of \$120.00.

The cost of virtually attending the annual conference with the membership becomes free.

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Recommendation

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.

YOU ARE INVITED

2022 ANNUAL CONFERENCE

*Inside-Out Approach to
Innovation and Workplace
Wellness*

Thursday, November 3, 2022
8:45 am - 1:00pm
Online via Zoom

Please visit our [website](#) for more information



Registration Info:

FREE for current
members

\$50 for non-members

[Register Now](#)