



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, September 8, 2022

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, SEPTEMBER 8, 2022

**REGULAR MEETING
4:30 p.m.
BOARD ROOM, BUILDING A**

1. CALL TO ORDER TIME: _____ p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. **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.

5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the August 10, 2022, Regular Personnel Commission meeting for approval.

**ACTION
Pages 1-3**

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

**ACTION
Page 4**

A. JOB DESCRIPTION REVIEWS/REVISIONS:

Moved: _____
Second: _____
Vote: _____

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.)

- 2022-12 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

AGENDA FOR THE PERSONNEL COMMISSION MEETING – SEPTEMBER 8, 2022 – PAGE 2

7. **CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity List received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meeting of: **INFORMATION Pages 5-7**
- August 16, 2022
8. **CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the current list and status of classified recruitments. **INFORMATION Pages 8-9**
9. **ANNUAL REPORT OF THE PERSONNEL COMMISSION 2021-2022 FIRST READING AND ADOPTION:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and adopt the 2021-2022 Annual Report of the Personnel Commission. **ACTION Pages 10-29**
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

10. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
11. **COMMISSIONER REPORTS**
12. **DIRECTOR AND STAFF REPORTS**
13. **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
Regular Personnel Commission Meeting Minutes
August 10, 2022
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the August 10, 2022, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Lance Bidnick led the Pledge of Allegiance.
- ROLL CALL** Commissioners Bidnick and Ewing were present. Commissioner Gooch was absent.
- 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 July 14, 2022, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Gooch was absent.
- 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:
- 2022-07 Food Service Worker
 - 2022-08 Central Kitchen Supervisor
 - 2022-09 Noon Duty Supervisor
 - 2022-10 Noon Duty Supervisor
 - 2022-11 School Office Clerk
- Motion by Commissioner Bidnick to approve the Consent Calendar.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Gooch was absent.
- 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 July 5, 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.

MINUTES OF THE AUGUST 10, 2022 PERSONNEL COMMISSION MEETING – PAGE 2

**ADVANCE STEP
PLACEMENT FOR
SANDRA BEE, BUS
DRIVER/UTILITY
WORKER**

Director Vellanoweth stated that a request for advance step placement was received by Executive Director of Facilities and Transportation, Jim Choate, and Transportation Supervisor, Kelly Daniel, for Sandra Bee, Bus Driver/Utility Worker.

The advance step placement request is for step 2 on the appropriate salary range for Bus Driver/Utility Worker. The rationale for this request included the candidate's successful completion of the Bus Driver training with Ocean View School District and her extensive experience as demonstrated by regular performance of the duties of the classification in a substitute capacity for the district from 2018 to 2021.

The Director, Classified Personnel recommended that the Personnel Commission approve the request for advance step placement for Sandra Bee to step 2 on the classified bargaining unit salary schedule for Bus Driver/Utility Worker.

Motion by Commissioner Ewing to approve the Advance Step Placement for Sandra Bee, Bus Driver/Utility Worker.

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

**SECOND PUBLIC
COMMENTS**

CSEA presented a video of their annual conference that took place in Las Vegas. Afterward, CSEA Deputy Chief Union Steward, and Food Service Worker, Dana Moyer, approached the podium and introduced herself. She shared that she had attended the conference and it was a wonderful experience for her. She attended as a new delegate and a newly jacketed steward. She had attended the conference virtually last year, but attending in person this year felt like a warm reunion with all her fellow members, brothers, and sisters. There were over 1,700 delegates in attendance so she made a lot of connections and made new friends. They voted on resolutions and passed budgets. She saw democracy in action. Her favorite part was honoring outstanding fellow members, one of whom is her good friend Rekha Powar, who was nominated as CSEA's Member of the Year. The graduation ceremony was very inspiring and to see the districts' mother and daughter team, Cathy and Summer Opperud, receive their diplomas through the free college program was fantastic. She hoped to attend the conference again next year.

**COMMISSIONER
REPORTS**

Commissioner Bidnick congratulated Dana Moyer on her jacket and becoming a new steward.

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for September 8, 2022.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth confirmed that the next meeting of the Personnel Commission is scheduled for September 8, 2022. The new school year begins on September 7, 2022. Principals have already returned and school office staff returns August 16. Schools reopen to the public on August 24. Leadership events are already underway. The Nuts and Bolts meeting has already taken place and the Leadership Retreat took place earlier in the day.

Director Vellanoweth also shared that Sharon Ahlman is now the Principal at Westmont, Isis Ortiz will be the Interim Principal at Spring View, and Jared de la Chica, a teacher at Spring View, will be on special assignment as the Interim Assistant Principal at Spring View.

MINUTES OF THE AUGUST 10, 2022 PERSONNEL COMMISSION MEETING – PAGE 3

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Recruitments are keeping the office staff busy this summer. There have been testings, either written or oral, nearly every day. At times, two to three classifications have been testing at the same time. Multiple recruitments have had to be posted several times in order to be able to provide administrators with enough rankings to interview. We have been very flexible with accommodating candidates with alternate dates and times to come in and test, arranging for oral exams via Zoom, following up with courtesy phone calls and emails, and doing whatever can be done to keep candidates engaged throughout the recruitment process. She commended the Commission staff for their efforts. Selection interviews for Universal Instructional Assistant are in the final stages.

A draft of the 2021-2022 Annual Report of the Personnel Commission was included in the Commissioner's packets. Director Vellanoweth asked the Commissioners to let her know if they had any questions or suggestions about the draft. This will be coming back as a formal presentation at the next Personnel Commission meeting. She announced that Commissioner Ewing, who has served as a Personnel Commissioner since 2003, has officially expressed his interest in serving another three year term. Formal notifications have been sent to the Board of Trustees and to CSEA to advise of his interest, and share the process and deadlines with them.

Director Vellanoweth shared that she was invited to meet with Superintendent, Dr. Conroy to share her opinions about what he should know as the new Superintendent, and how he could support her in her role. It was a very positive and productive conversation. She looks forward to working with him in his new role as Superintendent.

Lastly, Director Vellanoweth stated that she would like to honor two Ocean View School District employees who have recently passed away. Mitchell Martin, a teacher who most recently taught middle school at Spring View, and was also working summer school. And Guillermo Aranda Garcia, an evening Custodian, at Oak View Preschool.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick in honor of Mitchell Martin and Guillermo Aranda Garcia.

Motion seconded by Commissioner Ewing, and carried with a 2:0 vote, at 4:47 p.m., as Commissioner Gooch was absent.

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: September 8, 2022
SUBJECT: Agenda Item No. 6B.: 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
2022-12	Custodian	13	6	6	Open, Promotional, & Merge
2022-13	Senior Purchasing Clerk	8	4	5	Open, Promotional, & Merge
2022-14	Maintenance Worker	13	5	6	Open, Promotional, & Merge
2022-15	Universal Instructional Assistant (Promotional)	14	5	8	Promotional
2022-16	Universal Instructional Assistant (Open)	14	4	9	Open & Promotional
2022-17	Community Liaison Bilingual – Spanish	11	3	3	Open & Promotional
2022-18	Instructional Assistant – ABA	5	2	2	Open, Promotional, & Merge
2022-19	Instructional Assistant – Special Education	6	4	5	Open, Promotional, & Merge
2022-20	Instructional Assistant – Severely Disabled	2	2	2	Open, Promotional, & Merge
2022-21	District Receptionist	42	10	12	Open & Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-12 through 2022-21.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 8, 2022

SUBJECT: **Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

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

- August 16, 2022 (Exhibit A)

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 August 16, 2022.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 August 16, 2022

Approve Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Cunningham, Mayra Stephens, Kailee	Noon Duty Supervisor Instructional Assistant	Harbour View Lake View	\$15.00 hourly \$16.577 hourly	21.1	09/07/2022 09/07/2022

Approve Promotion
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Atachian, Talin Azevedo, Dylan Azevedo, Dylan Martinez, Annika Wohiken, Pamela	Lead Food Service Worker Lead Evening Custodian Groundskeeper I Lead Food Service Worker Lead Food Service Worker	Westmont Facilities Facilities Oak View Hope View	\$21,413 hourly \$26,496 hourly \$4,483.09 monthly \$20,201 hourly \$20,201 hourly	21.5 30.4 31.5 21.5 21.5	09/06/2022 06/27/2022 07/11/2022 09/06/2022 09/06/2022

Approve Reclassification
In accordance with Merit System Rules 3.3 and 7.2.5:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Boyer, Adriana	Department Secretary - Bilingual	Oak View Preschool	\$5,510.35 monthly	37.5	07/15/2022

Approve Substitute Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Dalebout, Nancy Dalebout, Nancy Miller, Kathleen Pagter, Karen Pagter, Karen	Instructional Assistant Instructional Assistant – Special Education Lead Food Service Worker Instructional Assistant – Special Education Instructional Assistant – Severely Disabled	Substitute Substitute Substitute Substitute Substitute	\$20,201 hourly \$20,703 hourly \$19,228 hourly \$16,993 hourly \$18,301 hourly	21.5 22.5 21.4 22.1 25.1	08/29/2022 08/29/2022 05/25/2022 09/07/2022 09/07/2022

Approve Separation – Resignation
In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Arevalo, Amanda Bruyn, Walter Congelliere, Colleen Gonzalez, Victoria Kelada, Christeen Sanborn, Danielle	School Office Clerk Noon Duty Supervisor Instructional Assistant – Physical Education Early Learning Instructional Assistant Bilingual Instructional Assistant – Severely Disabled Instructional Assistant - ABA	Marine View Hope View Oak/Golden View Oak View Preschool Village View Star View	10/18/2021 03/08/2022 01/24/2006 03/04/2013 10/12/2021 04/25/2022	06/29/2022 06/17/2022 06/23/2022 06/24/2022 07/22/2022 07/12/2022

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 August 16, 2022

**Approve Separation – Released Within Probation
 In accordance with Merit System Rules 8.1.2:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Jefferson, Christopher	Maintenance HVAC Mechanic	Facilities	04/18/2022	07/15/2022
Morgan, Tamara	Instructional Assistant – ABA	Harbour View	01/07/2022	06/08/2022

Approve Separation - Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Cassotta, Tiffany	Instructional Assistant	Golden View	08/30/2007	06/23/2022
Ngo, Tung	Parent Liaison Instructional Assistant Bilingual	Star View/Vista View	09/06/1985	02/07/2022

Approve Separation - Deceased

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Aranda-Garcia, Guillermo	Custodian	Oak View Preschool	03/10/2008	07/12/2022

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 8, 2022

SUBJECT: **Agenda Item No. 8: 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	Reposted on Edjoin; Application deadline 9/22/2022
Bus Driver/Utility Worker	5	Posted on Edjoin – Continuous
Bus Driver Trainee	n/a	Posted on Edjoin – Open until filled
Central Kitchen Operations Supervisor	1	Job offer extended;
Child Care Program Facilitator	4	Pending eligibility list; Reposted on Edjoin – Application deadline 8/17/2022
Community Liaison Bilingual	1	Job offer extended; candidate accepted and orientation is being scheduled
Custodian	2	Valid eligibility list; pending requisition approval before scheduling final interviews
Delivery Worker	Substitutes	Application deadline 9/7/2022
District Receptionist	1	Job offer extended; candidate accepted and is currently in the on-boarding process
Field Service Technician	1	Oral exam date TBD – mid September
Food Service Worker	5	Written exam date 9/8/2022
Instructional Assistant - ABA	12	Posted on Edjoin – Continuous; Special Ed is currently working on placements for fall 2022-2023
Instructional Assistant – Physical Education	1	Posted on Edjoin – Application deadline 9/2/2022
Instructional Assistant – Special Education	9	Posted on Edjoin – Continuous; Special Ed is currently working on placements for fall 2022-2023

Classified Personnel Recruitment List

Page 2

Classification	Number of Vacancies	Status
Instructional Assistant – Severely Disabled	4	Posted on Edjoin – Continuous; Special Ed is currently working on placements for fall 2022-2023
Lead Evening Custodian (5)	2	Oral exam date TBD
Library/Instructional Materials Technician	1	Oral exam date TBD
Maintenance Carpenter/Cabinetmaker	1	Oral exam date TBD
Maintenance HVAC Mechanic (5)	2	Reposted on Edjoin; Application deadline 9/21/2022
Maintenance Worker	2	One internal candidate promoted – start date 8/29/2022
Mechanic	1	Written exam being rescheduled - TBD
Noon Duty Supervisor	12	Posted on Edjoin; Continuous; Three new hires pending pre-employment
Parent Liaison Instructional Assistant Bilingual (Spanish)	2	Oral exam date TBD
Parent Liaison Instructional Assistant Bilingual (Vietnamese)	1	Oral exam date TBD
School Health Technician	3	Posted on Edjoin – Application deadline 9/16/2022
School Office Clerk (2)	3	Two offers made and accepted; one start date 8/31/2022; one start date pending
Senior Clerk Typist	1	Oral exam date TBD
Senior Purchasing Clerk (2)	1	Job offer extended; Start date TBD
Speech & Language Assistant	1	Oral exam date TBD
Universal Instructional Assistant	30	4 internal candidates promoted to full time positions; 8 candidates were hired into part time positions; start date 9/7/2022

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: September 8, 2022

SUBJECT: Agenda Item No. 9: Annual Report of the Personnel Commission
2021-2022 First Reading and Adoption

Background Information

Annually, in accord with Education Code 45266, the Director of Classified Personnel is required to prepare an Annual Report of Personnel Commission activity to be sent to the Board of Trustees. A draft of the 2021-2022 Annual Report of the Personnel Commission was shared with the Personnel Commission in their August monthly memo.

The Annual Report prepared for 2021-2022 provides information about the Merit System, the role the Personnel Commission, Commission meetings, and data about many other activities performed by the Commission and its staff. The report includes specific information about classified workforce statistics, recruitment, testing, eligibility lists established during the year, employment actions, classification and job description review actions, Merit Rule revisions and other activities done on behalf of the District and its classified employees. The report also contains the ongoing Goals of the Personnel Commission.

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

Attachments: 2021-2022 Annual Report of the Personnel Commission
(Both brochure and PowerPoint formats)
5 Year Personnel Commission Annual Report Information

Recommendation

The Director, Classified Personnel recommends the Personnel Commission review, discuss and adopt the 2021-2022 Annual Report of Personnel Commission activities.

WORKFORCE STATISTICS as of 6/23/2022

- 96 Active Bargaining Unit Classifications
 - 3 Active Confidential Classifications
 - 13 Active Management Classifications
 - 1 Non Represented Classification
 - 529 Total Regular Classified Staff
- RECRUITMENT AND TESTING STATISTICS**
- 856 Applicants
 - 692 Examinees
 - 103 Disqualified
 - 281 Eligibles
 - 85 Recruitments (37 Classifications)
 - Written Exam
 - Oral Interview Panel Exam
 - Potential Performance Exam
 - 308 No Shows to Exams
 - 152 OVSD Interview Panelists
 - 18 Panelists from Other Districts
 - 107 Final Interview Sessions Scheduled
 - 161 On-Boarding Appointments
- 85 Recruitments**
- 42 Supplemental, written, oral exams, created/updated
 - 136 Written exam sessions administered
 - 63 Oral exam sessions administered
 - 107 Final Selection Interview Sessions scheduled

Classifications Recruited for:

- Accounting Technician
- ALC Attendant (2)
- Assistant Superintendent, Administrative Services
- Bus Driver/Utility Worker
- Central Kitchen Lead Food Service Worker
- Child Care Attendant (2)
- Child Care Program Facilitator
- Custodian (3)
- Delivery Worker
- Department Secretary
- Director of Child Development Programs
- Director of Fiscal Services
- Early Learning Instructional Assistant (2)
- Food and Nutrition Services Operations Supervisor
- Groundskeeper I
- Human Resources Analyst
- Instructional Assistant (4)
- Instructional Assistant – ABA (10)
- Instructional Assistant – Severely Disabled (6)
- Instructional Assistant – Special Education (6)
- Lead Behavior Instructional Assistant
- Lead Evening Custodian (3)
- Maintenance Electrician
- Maintenance HVAC Mechanic (2)
- Maintenance Plumber (2)
- Maintenance Worker
- Noon Duty Supervisor (11)
- Payroll Technician (4)

Classifications Recruited for: (Continued)

- School Health Technician (3)
- School Library Specialist (3)
- School Office Clerk
- School Office Manager
- School Office Manager – Bilingual (Spanish)
- Senior Account Clerk
- Senior Purchasing Clerk
- Speech and Language Assistant
- Transportation Supervisor

CLASSIFICATION ACTIONS

Job Description Reviews (3)

- Director, Food Services
- Food Service Worker
- Lead Food Service Worker

New Classifications Established (5)

- Central Kitchen Supervisor
- Central Kitchen Lead Food Service Worker
- Cook
- Food & Nutrition Services Operations Supervisor
- Universal Instructional Assistant

Reclassifications (2)

- Department Secretary to Administrative Secretary
- Field Service Technician to Computer/Multimedia Technician

Advance Step Placements (3)

- Delivery Worker
- Director, Child Development Programs
- Director, Fiscal Services

Names Removed from Eligibility Lists (6)

- Bus Driver/Utility Worker
- Groundskeeper I
- Lead Evening Custodian
- Maintenance Electrician
- Noon Duty Supervisor (2)

Eligibility List Extended (1)

- Early Learning Educator

Salary Range Reallocation (1)

- Bus Driver/Utility Worker

Appeal Hearing of Applicant (1)

- School Library Specialist

EMPLOYMENT ACTIONS

- 110 New Hires (Regular Employees)
- 136 New Hires (Substitute/Temporary Employees)
- 26 Promotions
- 1 Reemployment
- 8 Reinstatements
- 2 Reclassifications
- 104 Resignations (Regular Employees)
- 4 Probationary Releases
- 0 Abandonment of Position
- 5 Exhaustion of All Available Leaves
- 26 Retirements
- 52 Separations (Substitutes/Temporary Employees)
- 0 Layoffs
- 1 Voluntary Demotion
- 3 Lateral Transfers
- 14 Leaves of Absence Without Pay
- 1 Extra Duty Pay
- 1 Deceased

EMPLOYEE RECOGNITIONS

45 Years of Service	1
30 Years of Service	3
25 Years of Service	26
20 Years of Service	28
15 Years of Service	32
10 Years of Service	24
5 Years of Service	40
Retirees	26

May 16 – 20, 2022 was designated as the Week of the Employee, which recognizes all certificated, classified, and management employees.

Classified School Employees of the Year and Teachers of the Year were recognized at the April 5, 2022 Board Meeting.

Classified School Employees of the Year were also recognized by the Personnel Commission at their meeting of May 12, 2022.

Service Award Recipients and Retirees were honored at the May 24, 2022, Board of Trustees meeting.

CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR

EMPLOYEE	CLASSIFICATION	SITE	CATEGORY
Sarah Bruce	School Office Clerk	College View	Clerical & Administrative
Luis Camarena*	Skilled Maintenance Worker	Facilities	Skilled Trades
Nancy Davis	Lead Food Service Worker	Mesa View	Food & Nutrition Svcs
Judy Johnston	Database Analyst	District Office	Technical Services
Elizabeth Lampley	School Health Technician	Spring View	Health & Student Svcs
Kelly Murray	Lead Behavior Instructional Asst	Special Education	Para-professional
Santos Salas	Head Custodian	Westmont	Custodial & Maintenance

*Congratulations to Luis Camarena, who was also named as an Orange County Classified Employee of the Year in the category of Skilled Trades, by the Orange County Department of Education!!

ABOUT OCEAN VIEW SCHOOL DISTRICT

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

The District operates fifteen schools, Preschool through Eighth grade.

As of June 23, 2022:

- 6,652 students enrolled
- 1,320 employees on staff
 - 367 Certificated staff
 - 529 Classified staff
 - 147 Certificated substitutes
 - 172 Classified substitutes

NON – DISCRIMINATION STATEMENT

The Ocean View School District desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Ocean View School District is an Equal Opportunity Employer and does not discriminate on the basis of color, race, religion, ancestry, natural origin, age, sex, sexual orientation, gender identity or expression or perception of one or more of such characteristics, gender, marital or parental status, pregnancy, genetic information, military and veteran status, ethnic group identification, mental or physical disability in its educational programs, activities, or recruitment and employment.

THE MERIT SYSTEM

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

GOALS OF THE COMMISSION

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

PERSONNEL COMMISSION MEETINGS

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

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

WHAT WE DO

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

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

HOW TO REACH US:

OVSD Personnel Commission
17200 Pinehurst Lane
Huntington Beach, CA 92647

www.ovsd.org/pc

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

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Diana Flores
Personnel Technician
Ext. 1403

dflores@ovsd.org



2021-2022

ANNUAL REPORT OF THE PERSONNEL COMMISSION

Ocean View School District



Personnel Commissioners

Commissioner Lance Bidnick
Board Appointee

Commissioner Bob Ewing
CSEA Appointee

Commissioner Daniel P. Gooch
Joint Appointee

Classified Personnel

Michelle Vellanoweth
Director, Classified Personnel

Michelle Eifert
Personnel Assistant

Betzabeth Vazquez
Personnel Analyst

Diana Flores
Personnel Technician

Board of Trustees

John Briscoe

Gina Clayton-Tarvin

Patricia Singer

Jack Souders

Norm Westwell

Executive Cabinet

Carol Hansen, Ed.D., Superintendent

Keith Farrow, Assistant Superintendent

Reagan Headrick, Assistant Superintendent

Julianne Hoefler, Ph.D., Assistant Superintendent



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the

PERSONNEL COMMISSION

2021-2022

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What We Do

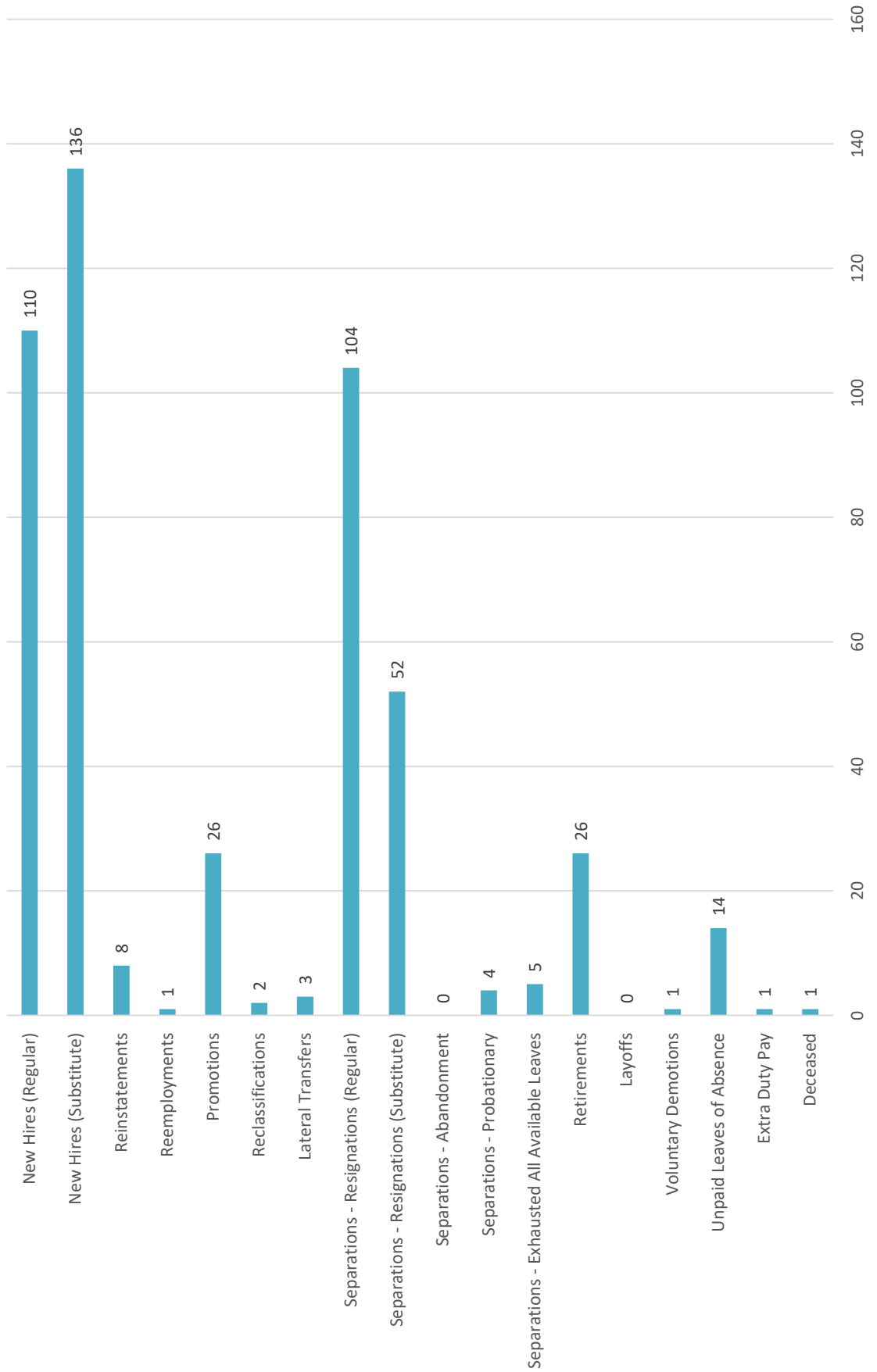
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Classified Actions 2021-2022



**85 Recruitments Were Conducted
136 Written Exam Sessions Were Administered
63 Oral Exam Sessions Were Administered
107 Final Selection Interview Sessions Were Scheduled**

Accounting Technician	Delivery Worker	Instructional Assistant (4)	Maintenance Plumber	School Office Manager – Bilingual (Spanish)
ALC Attendant (2)	Department Secretary	Instructional Assistant – ABA (10)	Maintenance Worker	Senior Account Clerk
Assistant Superintendent, Administrative Services	Director, Child Development Programs	Instructional Assistant – Severely Disabled (6)	Noon Duty Supervisor (11)	Senior Purchasing Clerk
Bus Driver/Utility Worker	Director, Fiscal Services	Instructional Assistant – Special Education (6)	Payroll Technician (4)	Speech and Language Assistant
Central Kitchen Lead Food Service Worker	Early Learning Instructional Assistant (2)	Lead Behavior Instructional Assistant	School Health Technician (3)	Transportation Supervisor
Child Care Attendant (2)	Food & Nutrition Services Operations Supervisor	Lead Evening Custodian (3)	School Library Specialist (3)	
Child Care Program Facilitator	Groundskeeper I	Maintenance Electrician	School Office Clerk	
Custodian (3)	Human Resource Analyst	Maintenance HVAC Mechanic (2)	School Office Manager	

2021-2022 Statistics and Classification Actions

Class Workforce Statistics	
96	Active CSEA Classifications
3	Active Confidential Classifications
13	Active Management Classifications
1	Non Represented Classifications
529	Total Regular Classified Employees

Job Description Reviews	
	Director, Food Services
	Food Service Worker
	Lead Food Service Worker

Recruitment & Testing Statistics	
856	Applicants
692	Examinees
103	Disqualified
281	Eligibles
85	Recruitments (37 Classes) Each consisting of <ul style="list-style-type: none"> • Written Exam • Oral Panel Interview Exam • Potential Performance Exam
308	No Shows to Exams
152	OVSD Interview Panelists
18	Panelists from other Districts
107	Final Interview Sessions
161	Preplacement and On-Boarding Appointments

Other Classification Actions

5 New Classifications
Central Kitchen Supervisor
Central Kitchen Lead Food Service Worker
Cook
Food & Nutrition Services Operations Supervisor
Universal Instructional Assistant
3 Advance Step Placements
Delivery Worker
Director, Child Development Programs
Director, Fiscal Services
1 Eligibility List Extended
Early Learning Educator

6 Names Removed from Eligibility Lists
Bus Driver/Utility Worker
Groundskeeper I
Lead Evening Custodian
Maintenance Electrician
Noon Duty Supervisor (2)
2 Reclassifications
Department Secretary to Administrative Secretary
Field Service Technician to Computer/Multimedia Technician
1 Appeal Hearing of Applicant
School Library Specialist
1 Salary Range Reallocation
Bus Driver/Utility Worker

2022 Classified School Employees of the Year & Other Recognitions

Employee	Site	Classification	Category
Sarah Bruce	College View	School Office Clerk	Clerical & Administrative
Luis Camarena*	Facilities	Skilled Maintenance Worker	Skilled Trades
Nancy Davis	Mesa View	Lead Food Service Worker	Food & Nutrition Services
Judy Johnston	District Office	Database Analyst	Technical Services
Elizabeth Lampley	Spring View	School Health Technician	Health & Student Services
Kelly Murray	Special Education	Lead Behavior Instructional Assistant	Paraprofessional
Santos Salas	Westmont	Head Custodian	Custodial & Maintenance

* Congratulations to Luis Camarena, who was also named as an Orange County Classified Employee of the Year in the category of Skilled Trades, by the Orange County Department of Education!!

Classified School Employees of the Year and Teachers of the Year were recognized at the April 5, 2022, Board of Trustees meeting. Classified School Employees of the Year were also recognized at the May 12, 2022, Personnel Commission meeting.

May 16-20, 2022, was designated as the Week of the Employee, which honors all certificated, classified, and management employees.

Service Award recipients and Retirees were honored at the May 24, 2022, Board of Trustees meeting.

Years of Service Awards 2021-2022

Employee Recognitions	
45 Years of Service	1
30 Years of Service	3
25 Years of Service	26
20 Years of Service	28
15 Years of Service	32
10 Years of Service	24
5 Years of Service	40
Retirees	26

Service Award Recipients and Retirees were honored at the May 24, 2022, Board of Trustees meeting.

After 2 years of social distancing, Betzabeth Vazquez, Personnel Analyst and Diana Flores, Personnel Technician were able to attend an in-person job fair at Huntington Beach Adult School in April 2022!



About Ocean View School District

Ocean View School District boundaries encompass portions of:

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

- The District operates fifteen schools – Preschool through Eighth grade

As of June 23, 2022

- 6,652 students were enrolled
- 1,320 employees were on staff
 - 367 certificated staff
 - 529 classified staff
 - 147 certificated substitutes
 - 172 classified substitutes

How To Reach Us:

OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

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Building B

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Diana Flores
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5 Year Recap - Personnel Commission Activities

2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<p>Class Workforce Stats</p> <p>98 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 562 Total Regular Class Employees</p> <p>Recruitment and Test Stats</p> <p>1770 Applicants 1719 Examinees 261 Disqualified/fail 502 Eligibles 72 Recruitments (47 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 752 No shows to exams 122 OVSD interview panelists 28 Panelists other districts 85 Final Interviews Scheduled</p> <p>Employment Actions</p> <p>105 New Hires - Regular Employees 41 Promotions of current employees 86 New Hires - Subs and Temps 4 Reemployment 4 Reinstatements 68 Separations - Regular employees 4 Separations - Probationary 5 Separations - Subs/Temps 47 Retirements 1 Layoffs 2 Voluntary Demotions 3 Unpaid Leaves of Absence 4 Lateral Transfer</p>	<p>Class Workforce Stats</p> <p>86 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 1 Non Represented Class 649 Total Regular Class Employees</p> <p>Recruitment and Test Stats</p> <p>1369 Applicants 1072 Examinees 141 Disqualified/fail 344 Eligibles 76 Recruitments (33 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 545 No shows to exams 143 OVSD interview panelists 10 Panelists other districts 111 Final Interviews Scheduled</p> <p>Employment Actions</p> <p>119 New Hires - Regular Employees 12 Promotions of current employees 93 New Hires - Subs and Temps 1 Reemployment 0 Reinstatements 89 Separations - Regular employees 5 Separations - Probationary 67 Separations - Subs/Temps 1 Separations - Abandonment 4 Retirements 0 Layoffs 1 Voluntary Demotions 6 Unpaid Leaves of Absence 0 Lateral Transfer</p>	<p>Class Workforce Stats</p> <p>85 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 1 Non Represented Class 578 Total Regular Class Employees</p> <p>Recruitment and Test Stats</p> <p>666 Applicants 560 Examinees 51 Disqualified/fail 201 Eligibles 51 Recruitments (21 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 288 No shows to exams 83 OVSD interview panelists 7 Panelists other districts 42 Final Interviews Scheduled</p> <p>Employment Actions</p> <p>60 New Hires - Regular Employees 7 Promotions of current employees 46 New Hires - Subs and Temps 0 Reemployment 7 Reinstatements 74 Separations - Regular employees 10 Separations - Probationary 10 Separations - Subs/Temps 1 Separations - Abandonment 8 Retirements 17 Layoffs 0 Voluntary Demotions 1 Unpaid Leaves of Absence 1 Lateral Transfer 105 On-Boarding Appointments</p>	<p>Class Workforce Stats</p> <p>86 Active CSEA Classes 3 Active Confidential Classes 11 Active Management Classes 1 Non Represented Classes 531 Total Regular Class Employees</p> <p>Recruitment and Test Stats</p> <p>740 Applicants 554 Examinees 74 Disqualified/fail 193 Eligibles 50 Recruitments (26 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 270 No shows to exams 94 OVSD interview panelists 9 Panelists other districts 50 Final Interviews Scheduled</p> <p>Employment Actions</p> <p>34 New Hires - Regular Employees 9 Promotions of current employees 50 New Hires - Subs and Temps 0 Reemployment from layoff 2 Reinstatements 68 Separations - Regular employees 4 Separations - Probationary 15 Separations - Subs/Temps 2 Separations - Abandonment 26 Retirements 25 Layoffs 2 Voluntary Demotions 29 Unpaid Leaves of Absence 0 Lateral Transfer 168 On-Boarding Appointments</p>	<p>Class Workforce Stats</p> <p>96 Active CSEA Classes 3 Active Confidential Classes 13 Active Management Classes 1 Non Represented Classes 529 Total Regular Class Employees</p> <p>Recruitment and Test Stats</p> <p>856 Applicants 692 Examinees 103 Disqualified/fail 281 Eligibles 85 Recruitments (37 classifications) Each Includes * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 308 No shows to exams 152 OVSD interview panelists 18 Panelists other districts 107 Final Interview Sessions Scheduled</p> <p>Employment Actions</p> <p>110 New Hires - Regular Employees 26 Promotions of current employees 136 New Hires - Subs and Temps 1 Reemployment from layoff 8 Reinstatements 2 Reclassifications 104 Separations - Regular employees 4 Separations - Probationary 52 Separations - Subs/Temps 0 Separations - Abandonment 26 Retirements 0 Layoffs 1 Voluntary Demotions 14 Unpaid Leaves of Absence 3 Lateral Transfer 1 Extra duty pay 1 Deceased 140 Preplacement Appointments 161 On-Boarding Appointments</p>

5 Year Recap - Personnel Commission Activities

2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<p>72 Recruitments During 17/18 Accounting Technician Administrative Assistant Bus Driver Buyer (2) Child Care Attendant (4) Child Care Program Facilitator Computer Multimedia Technician Custodian (3) Data and Assessment Technician Department Secretary Director, Child Development Prog Director, Fiscal Services District Receptionist Field Service Technician Food Service Worker Groundskeeper I Head Custodian Human Resources Technician Instructional Assistant (2) Instructional Assistant - ABA (6) Instructional Assistant- Biling(2) Instructional Asst-English Learner Inst Asst- Severely Disabled (6) Instructional Asst - Special Ed (6) Intermediate Clerk Typist Lead Behavior Intervention Asst Lead Evening Custodian Lead Food Service Worker Lead Groundskeeper Lead Reprographic Technician Locksmith Maintenance Electrician (2) Maintenance HVAC Mechanic (2) Parent Educator - Bilingual Parent Liaison - IA Bilingual Personnel Analyst Preschool Educator Preschool Instructional Asst School Health Technician School Office Clerk School Office Clerk - Bilingual School Office Manager School Office Manager - Bilingual Senior Purchasing Clerk Speech & Language Asst (2) Sprinkler Mechanic</p>	<p>76 Recruitments During 18/19 Administrative Secretary Alternative Learning Center Att Bus Driver (4) Child Care Attendant (8) Child Care Program Facilitator Comm Liaison Bilingual Spanish Custodian Department Secretary Field Service Technician Food Service Worker (2) Groundskeeper I Instructional Assistant (2) Instructional Asst- ABA (7) Instructional Asst - Biling (2) Instructional Asst- Eng Learn (2) Instructional Asst- PE Inst Asst - Severely Disabled (8) Inst Asst - Special Ed (9) Intermediate Clerk Typist Lead Evening Custodian Lead Mechanic (2) Lead Reprographic Technician (2) Locksmith Maintenance Worker Network Systems Manager Noon Duty Supervisor (3) Payroll Technician (3) School Health Technician School Library Specialist (2) School Office Clerk School Office Manager Senior Account Clerk Speech and Language Asst (2) 85 Exams Administered</p>	<p>51 Recruitments During 19/20 Accounting Technician Bus Driver Child Care Attendant (3) Custodian Department Secretary Director of Transportation Early Learning Inst Asst Food Service Worker (2) Instructional Assistant (2) Inst Asst - ABA (10) Inst Asst - PE Inst Asst - Severely Disabled (6) Instl Asst - Sign Language Inst Asst - Special Education (6) Lead Evening Custodian Lead Food Service Worker Maintenance Worker Noon Duty Supervisor (8) Public Information Manager School Health Technician School Library Specialist 59 Written Exam Sessions Administered 31 Oral Exam Sessions Administered 42 Final Selection Interview Sessions Scheduled</p>	<p>50 Recruitments During 20/21 Bus Driver Child Care Attendant Custodian (2) Early Learning Educator Early Learning Instructional Asst Food Service Worker Groundskeeper I Head Custodian Human Resource Specialist Human Resources Technician Inst Asst - ABA (9) Inst Asst- Severely Disabled (7) Inst Asst - Sign Language (2) Inst Asst - Special Education (8) Lead Evening Custodian Lead Food Service Worker Locksmith Maintenance HVAC Mechanic Noon Duty Supervisor (2) Personnel Technician Program Support Specialist School Health Technician School Library Specialist School Office Clerk School Off Manager - Bilingual Skilled Maintenance Worker 70 Written Exam Sessions Administered 37 Oral Exam Sessions Administered 50 Final Selection Interview Sessions Scheduled</p>	<p>85 Recruitments During 21/22 Accounting Technician ALC Attendant (2) Asst Supt, Administrative Services Bus Driver/Utility Worker Central Kitchen Ld Fd Srv Wkr Child Care Attendant (2) Child Care Program Facilitator Custodian (3) Delivery Worker Department Secretary Director of Child Dev Programs Director, Fiscal Services Early Learning IA (2) Food & Nutrition Serv Oper Superv Groundskeeper 1 Human Resources Analyst Instructional Assistant (4) Inst Asst - ABA (10) Inst Asst - Severely Disabled (6) Inst Asst - Special Education (6) Lead Behavior Inst Asst Lead Evening Custodian (3) Maintenance Electrician Maintenance HVAC Mechanic (2) Maintenance Plumber (2) Maintenance Worker Noon Duty Supervisor (11) Payroll Technician (4) School Health Technician (3) School Library Specialist (3) School Office Clerk School Office Manager School Office Mgr-Biling Spanish Senior Account Clerk Senior Purchasing Clerk Speech and Language Assistant Transportation Supervisor 42 Supplemental, written & oral exams created or updated 136 Written Exam Sessions Administered 63 Oral Exam Sessions Administered 107 Final Selection Interview Sessions Scheduled</p>

5 Year Recap - Personnel Commission Activities

2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<p>Classification Actions</p> <p>3 Job Description Reviews</p> <p>Locksmith Maintenance HVAC Mechanic School Health Technician</p>	<p>Classification Actions</p> <p>3 Job Description Reviews</p> <p>Instructional Asst - ABA Lead Mechanic Network Systems Manager</p>	<p>Classification Actions</p> <p>2 Job Description Review</p> <p>Director of Transportation Preschool Supervisor</p>	<p>Classification Actions</p> <p>2 Job Description Reviews</p> <p>Bus Driver Human Resources Technician</p>	<p>Classification Actions</p> <p>3 Job Description Reviews</p> <p>Director, Food & Nutrition Serv Food Service Worker Lead Food Service Worker</p>

5 Year Recap - Personnel Commission Activities

2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<p>1 New Classifications Developed Data and Assessment Technician</p> <p>1 <u>Classifications Reactivated</u> Lead Groundskeeper</p> <p>1 <u>Merit Rule Revisions</u> 7.2.1 Initial Salary Placement and Advance Step Placement Form</p> <p>8 <u>Removal from Eligibility Lists</u> Custodian (5) Lead Evening Custodian (1) Instructional Asst-Special Ed (1) Instructional Asst-Sev Disabled (1)</p> <p>2 <u>Advance Step Placements</u> District Receptionist Instructional Asst - Special Ed</p> <p>1 <u>Extension of Eligibility List</u> Lead Food Service Worker</p>	<p>1 New Classifications Developed Network Systems Specialist</p> <p>1 <u>Reclassification</u> Computer Multimedia Technician Network Systems Specialist</p> <p>11 <u>Removal from Eligibility Lists</u> Child Care Attendant (1) Custodian (4) Food Service Worker (1) Inst Asst - Special Ed (1) Lead Mechanic (1) Lead Reprographic Tech (1) Maintenance Worker (1) School Office Manager (1)</p> <p>4 <u>Advance Step Placements</u> Instructional Asst - Special Ed Lead Mechanic (2) Lead Reprographic Tech</p> <p>1 <u>Extension of Eligibility List</u> School Office Clerk</p> <p>Acquisition of Exempt Classification 92 Noon Duty Supervisors</p>	<p>1 <u>Classifications Reactivated</u> Preschool Supervisor</p> <p>1 <u>Salary Range Reallocation</u> Public Information Manager</p> <p>13 <u>Removal from Eligibility Lists</u> Custodian (1) Food Service Worker (1) Inst Asst - ABA (1) Inst Asst - Special Ed (1) Inst Asst - Severely Disabled (1) Lead Everning Custodian (1) Maintenance Worker (2) Noon Duty Supervisor (1) School Office Clerk (4)</p> <p>1 <u>Advance Step Placements</u> Public Information Manager</p>	<p>4 New Classifications Developed Executive Director, Facilities & Transportation Human Resources Specialist Lead Behavior Inst Asst School Safety Assistant</p> <p>2 <u>Classifications Reactivated</u> Lead Child Care Facilitator Transportation Supervisor</p> <p>1 <u>Reclassifications</u> Director Maintenance, Operations Facilities Executive Director, Facilities & Transportation</p> <p>1 <u>Removal from Eligibility Lists</u> Inst Asst - ABA</p> <p>2 <u>Extension of Eligibility Lists</u> Food Service Worker Noon Duty Supervisor</p> <p>1 <u>Authorization for Continuous Testing</u> Noon Duty Supervisor</p>	<p>5 New Classifications Developed Central Kitchen Supervisor Central Kitchen Lead Fd Serv Wkr Cook Food & Nutrition Serv Oper Superv Universal Instructional Asst</p> <p>2 <u>Reclassifications</u> Department Secretary to Administrative Secretary Field Service Technician to Computer Multimedia Technician</p> <p>1 <u>Salary Range Reallocation</u> Bus Driver/Utility Worker</p> <p>6 <u>Removal from Eligibility Lists</u> Bus Driver Groundskeeper i Lead Evening Custodian Maintenance Electrician Noon Duty Supervisor (2)</p> <p>1 <u>Extension of Eligibility List</u> Early Learning Educator</p> <p>1 <u>Applicant Appeal Hearing</u> School Library Specialist</p> <p>3 <u>Advance Step Placements</u> Delivery Worker Director, Child Development Prog Director, Fiscal Services</p>