



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Wednesday, August 10, 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

<h1 style="margin: 0;">A G E N D A</h1> <h2 style="margin: 0;">PERSONNEL COMMISSION</h2> <h3 style="margin: 0;">OCEAN VIEW SCHOOL DISTRICT</h3>	<h2 style="margin: 0;">WEDNESDAY, AUGUST 10, 2022</h2> <h3 style="margin: 0;">REGULAR MEETING</h3> <p style="margin: 0;">4:30 p.m.</p> <h3 style="margin: 0;">BOARD ROOM, BUILDING A</h3>
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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 July 14, 2022, Regular Personnel Commission meeting for approval. **ACTION**
Pages 1-5

Moved: _____
 Second: _____
 Vote: _____

COMMISSION BUSINESS

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

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.)

- 2022-07 Food Service Worker
- 2022-08 Central Kitchen Supervisor
- 2022-09 Noon Duty Supervisor
- 2022-10 Noon Duty Supervisor
- 2022-11 School Office Clerk

AGENDA FOR THE PERSONNEL COMMISSION MEETING – AUGUST 10, 2022 – PAGE 2

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|---|---|
| <p>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:</p> <ul style="list-style-type: none">• July 5, 2022 (Exhibit A) | <p>INFORMATION
Pages 7-8</p> |
| <p>8. CLASSIFIED PERSONNEL RECRUITMENT LIST: The Personnel Commission will receive for information the current list and status of classified recruitments.</p> | <p>INFORMATION
Pages 9-10</p> |
| <p>9. ADVANCE STEP PLACEMENT FOR SANDRA BEE, BUS DRIVER/UTILITY WORKER: The Personnel Commission will receive the Director's recommendation to approve the advance step placement for Sandra Bee, Bus Driver/Utility Worker.</p> | <p>ACTION
Pages 11-14
Moved: _____
Second: _____
Vote: _____</p> |

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**
- | | | |
|-------------------------------|--------------------------------|--|
| <p>13. ADJOURNMENT</p> | <p>TIME: _____ p.m.</p> | <p>ACTION
Moved: _____
Second: _____
Vote: _____</p> |
|-------------------------------|--------------------------------|--|

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
July 14, 2022
4:30 p.m.

CALL TO ORDER Commissioner Ewing called the July 14, 2022, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Superintendent Conroy led the pledge of allegiance.

ROLL CALL Commissioners Bidnick, Ewing, and Gooch were present.

STAFF MEMBERS PRESENT Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician. Director Vellanoweth was absent.

PUBLIC COMMENTS Adriana Boyer and Assistant Superintendent Julianne Hoefer stated that they wished to speak to agenda item number 10.

Dr. Conroy, Superintendent, greeted the Commissioners and stated that he is pleased to return to Ocean View School District. He shared that this district is the only district he would have considered coming out of retirement for. As he shared with the Board of Trustees, one of the focal points of his returning is building upon the saying, "Where achievement and relationships matter". His goal is to continue focusing on relationships and carrying on the good work the district and Dr. Hansen achieved with the PAL program. He thanked the Commissioners for the opportunity to speak and wished everyone a great year.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the June 9, 2022, Regular Personnel Commission meeting.

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

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:

- 2021-77 Instructional Assistant – Special Education **CORRECTED**
- 2021-78 Instructional Assistant – Severely Disabled **CORRECTED**
- 2022-01 Noon Duty Supervisor
- 2022-02 Lead Food Service Worker
- 2022-03 Instructional Assistant – Special Education
- 2022-04 Instructional Assistant – Severely Disabled
- 2022-05 Instructional Assistant – ABA
- 2022-06 Bus Driver/Utility Worker

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of June 14, 2022, and June 28, 2022.

**CLASSIFIED
PERSONNEL
RECRUITMENT LIST**

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

**PROPOSED
CLASSIFICATION
STUDY**

The Personnel Commission received for information, a PowerPoint presentation by Betzabeth Vazquez, Personnel Analyst, on the classification study process and the findings and recommendation of the Director and Analyst.

Commissioner Gooch stated that supervisor and employee verification was mentioned. He asked to be walked through the process by which we perceive this to happen. Ms. Vazquez answered that the preferred consultant will form focus groups with a wide range of positions. They will ask multiple employees within the classification what tasks they perform and get their perspective. The consultant will take the information and compare benchmarks and conduct market analysis to ensure the positions are in alignment. They will also confirm with the district and the supervisor that these tasks are in fact performed by the employee. Commissioner Gooch asked once a draft job description is proposed, would it then be provided to the incumbents to review. Ms. Vazquez answered that the preferred consultant has a software application so once a job description draft is developed, it would be provided to the supervisor, bargaining unit members and representatives, and incumbents for review. The preferred consultant involves employees throughout the process.

Commissioner Bidnick stated that a timeline was mentioned of possibly six months until completion. He asked if once we engage with the preferred consultant, would we be able to receive a schedule of deliverables. For example what their stakeholder engagement period entails, in order to track their progress, and get updates at the Commission meetings. Ms. Vazquez answered that this could be requested of the consultant. Commissioner Bidnick asked other specific questions. Commissioner Ewing answered that this presentation is only an information item and that Director Vellanoweth would come back at a later time with a proposal and more information on the consultant that is ultimately selected.

Commissioner Bidnick thanked Assistant Superintendent, Keith Farrow and Director, Fiscal Services, Timothy Golden, for working with him and Director Vellanoweth on the budget process and exploring ways in which to move forward with the job description review study.

The Commissioners discussed the information shared in the presentation and provided direction to move forward with the preferred recommended consulting firm. Further information about what this study will entail will be forthcoming.

**RECOMMENDATION
TO RECLASSIFY
INCUMBENT FROM
SCHOOL OFFICE
MANAGER –
BILINGUAL TO
DEPARTMENT
SECRETARY –
BILINGUAL**

Personnel Analyst Betzabeth Vazquez stated that a request had been received from Sue Broderson, Coordinator of Child Development Programs, and Adriana Boyer, School Office Manager – Bilingual, for a reclassification study of Ms. Boyer's position.

Director Vellanoweth and Ms. Vazquez conducted a thorough review of Ms. Boyer's position which included reviewing the position description questionnaire, reviewing Ms. Broderson's and Ms. Boyer's responses with regard to Ms. Boyer's job duties, an in-person interview with Ms. Broderson, review of the job descriptions for School Office Manager – Bilingual and Department Secretary - Bilingual, and an in-person meeting with Assistant Superintendent Educational Services, Julianne Hoefer, and Assistant Superintendent Human Resources, Reagan Headrick.

Assistant Superintendent Educational Services, Julianne Hoefer, thanked the Commission for considering this request. Mrs. Hoefer stated that she has had the pleasure of working with Ms. Boyer, and appreciates the professionalism she exhibits. She explained that the study for this request was initially undertaken about three years ago. Since that time, the program has evolved into what they had anticipated and saw coming. Preschools have been consolidated and also placed onto school sites. The main focus and goal is how to educate and best serve the preschool students while maximizing resources. Mrs. Hoefer shared that Sue Broderson, Coordinator of Child Development Programs, wanted to be present to also share her support of this request but was unable to attend this meeting today.

Incumbent Adriana Boyer addressed the Personnel Commission to express her disagreement with the findings of the study, as she does not feel the classification of Department Secretary – Bilingual adequately encompasses her job duties. She shared that she has worked at Oak View Preschool as School Office Manager – Bilingual for sixteen years. She indicated that she felt that her position was unique in that she supports both a preschool site and several programs within the Child Development department and her duties have increased over the years since the dissolution of Ocean View Preparatory Preschool. She further stated that she felt this reclassification study was rushed and not fully researched. Ms. Boyer stated that she feels a newly created classification would better reflect her job duties, but if that was not going to be pursued, she respectfully requested to remain in her current classification of School Office Manager – Bilingual.

Commissioner Bidnick thanked the speakers for both of their perspectives. He stated that creating a singular classification for a single incumbent has implications. Generally when there is already an established job description that is suited within the existing job series, and there is a question with regard to the amount of work versus the type of work, it is not justification for a new classification. He stated he believes this reclassification recommendation is appropriate as it falls within the existing job series. One question he would ask is if there is a promotional ladder whereby School Office Managers could promote to a higher secretarial position.

The Commissioners discussed that it is timely that the classification study will be conducted, because it might address some of these issues.

RECOMMENDATION TO RECLASSIFY INCUMBENT FROM SCHOOL OFFICE MANAGER – BILINGUAL TO DEPARTMENT SECRETARY – BILINGUAL (CONTINUED)

Phi Tran, CSEA liaison to the Personnel Commission, stated that the Chapter has brought forth to the district and to the Classified Personnel Director, their concern that they have noticed a decrease in the number of Administrative Secretaries. Department Secretary and School Office Manager are at the same salary range and are comparable classifications. The Administrative Secretary position would be considered a promotional classification to the Department Secretary or School Office Manager. Currently, there is no incentive for School Office Managers to want to come work at the District Office other than having the opportunity to work 12 months per year rather than 10. He stated he wanted to bring this to the attention of the Personnel Commission.

Motion by Commissioner Bidnick to approve the recommendation to reclassify incumbent Adriana Boyer from School Office Manager – Bilingual to Department Secretary – Bilingual.

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

SECOND PUBLIC COMMENTS

Phi Tran, CSEA liaison to the Personnel Commission, stated that Chapter 375 and the district had sunshined for negotiations and they look forward to working with the negotiations teams. CSEA is also preparing for their annual conference which will be in person in Las Vegas. The theme is “Tied Together As One.” At the conference, Rekha Powar will be recognized as a 2022 CSEA Member of the Year. Mr. Tran mentioned that the Chapter is preparing for the recruitment for Personnel Commissioner, as the current Commissioner’s term is expiring soon. Although the current Commissioner has expressed his interest in reappointment, the Chapter must still go through the process because it is up to the membership. At the state level, the Communications Committee will be conducting a review of all their activities.

COMMISSIONER REPORTS

Commissioners Bidnick and Gooch had nothing to report. Commissioner Ewing stated that there was a question as to the date of the next Personnel Commission meeting due to a conflict with the scheduled date of August 11, 2022.

DIRECTOR AND STAFF REPORTS

In the absence of Director Vellanoweth, the Director comments were read aloud into the record by Michelle Eifert, Personnel Assistant. The first item to be addressed was the rescheduling of the next Personnel Commission meeting. Three dates and times were proposed, and it was decided by the Commissioners that they would meet on Wednesday, August 10, 2022, at 4:30, with Commissioner Gooch being absent. The Director’s comments continued with Mrs. Vellanoweth thanking the Commissioners for their patience as she worked remotely. She acknowledged the Personnel Commission staff for keeping the office running smoothly, and for their willingness to step in and represent her at the meeting this afternoon.

The Director will be sharing more information soon in the annual 2021-2022 Personnel Commission annual report. As a quick update, the Personnel Commission office finished up the school year with 86 recruitments completed. This is the highest number of recruitments completed in one year to date, followed only by the year after the retirement incentive when we completed 76 recruitments. There are currently 19 recruitments posted and 15 more in progress. We are excited to be hiring for the new Universal Instructional Assistant and are nearing the final recruitments to fully staff the Food and Nutrition Services department to make the Central Kitchen fully operational.

MINUTES OF THE JULY 14, 2022 PERSONNEL COMMISSION MEETING – PAGE 5

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

In addition, during the 2021-2022 school year, the Personnel Commission office processed 171 new hires. This number represents the number of times we offered a position, a candidate accepted, and at least started the pre-employment process. This is an incredible number and reflects the tremendous effort put forth by the Personnel Commission staff.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 5:12 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: August 10, 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
2022-07	Food Service Worker	4	4	4	Open & Promotional
2022-08	Central Kitchen Supervisor	12	5	7	Open & Promotional
2022-09	Noon Duty Supervisor	1	2	3	Open, Promotional, & Merge
2022-10	Noon Duty Supervisor	2	2	4	Open, Promotional, & Merge
2022-11	School Office Clerk	22	3	3	Open & Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-07 through 2022-11.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 10, 2022

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

Background Information

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

- July 5, 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 July 5, 2022.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 July 5, 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	Noon Duty Supervisor	Harbour View	\$15.00 hourly		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>
Le, Scott	Skilled Maintenance Worker	Facilities	\$4,266.43 monthly	37.1	06/28/2022

Approve Reinstatement
In accordance with Merit System Rules 8.4.1:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Gonzalez, Ramiro	Custodian	Vista View	\$22,841 hourly	28.3	06/27/2022

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>
Andrews, Christa	Noon Duty Supervisor	Substitute	\$15.00 hourly		06/21/2022
Foreman, Amy	Child Care Attendant	Substitute	\$15.397 hourly	18.1	06/17/2022
Taylor, Ryan	Food Service Worker	Substitute	\$15.397 hourly	18.1	06/24/2022
Wadsworth, Tracie	Child Care Attendant	Substitute	\$15.397 hourly	18.1	06/17/2022

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>
Accord, Anna	District Receptionist	District Office	04/04/2016	07/15/2022*
Tomlinson, Patricia	Instructional Assistant – Special Education	Mesa View	06/06/2022	06/15/2022 *revised

Approve Leave of Absence Without Pay
In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Maguire, Nicole	Instructional Assistant – ABA	Star View	04/18/2022	06/23/2022

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 10, 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
Bus Driver/Utility Worker	6	Posted on Edjoin – Continuous
Bus Driver Trainee	n/a	Posted on Edjoin – Open until filled
Central Kitchen Operations Supervisor	1	Final Interview 8/4/2022
Child Care Program Facilitator	4	Written exam 7/27/2022; Oral Exam Date TBD
Community Liaison Bilingual	1	Written Translation Exam 7/26/2022; Oral Exam Date TBD
Custodian	1	Oral Exam Date 8/3/2022
District Receptionist	1	Written exam 7/25 & 7/26/2022; Oral exam TBD
Field Service Technician	1	Written exam 7/28/2022 & 8/2/2022 Oral exam TBD
Food Service Worker	1	Written exam 7/25/2022; Selection interviews 7/27/2022
Groundskeeper I	1	Internal candidate promoted; start date 7/11/2022
Instructional Assistant - ABA	12	Special Ed is currently working on placements for fall 2022-2023
Instructional Assistant – Special Education	6	Special Ed is currently working on placements for fall 2022-2023
Instructional Assistant – Severely Disabled	4	Special Ed is currently working on placements for fall 2022-2023
Lead Evening Custodian (4)	2	Reposted on Edjoin; Application deadline 8/4/2022; Written exam 8/16/2022

Classified Personnel Recruitment List
Page 2

Classification	Number of Vacancies	Status
Library/Instructional Materials Technician	1	Written exam 8/9/2022
Maintenance Carpenter/Cabinetmaker	1	Written exam 7/29/2022
Maintenance HVAC Mechanic (4)	2	Reposted on Edjoin; Application deadline 8/16/2022
Maintenance Worker	1	Oral Exam 8/3/2022
Mechanic	1	Written exam 8/10/2022
Noon Duty Supervisor	12	Posted on Edjoin; Continuous
Parent Liaison Instructional Assistant Bilingual (Spanish)	2	Application deadline extended to 8/11/2022
Parent Liaison Instructional Assistant Bilingual (Vietnamese)	1	Application deadline 8/3/2022
School Health Technician	Substitutes	Posted on Edjoin – Open until filled
School Office Clerk (2)	2	Oral exam 8/2/2022; Reposted on Edjoin; Application deadline 8/19/2022
Senior Clerk Typist	1	Written exam 8/4/2022
Senior Purchasing Clerk (2)	1	Oral Exam Date 8/4/2022
Speech & Language Assistant	1	Written exam 8/4/2022
Universal Instructional Assistant	7	Oral exam 8/9/2022

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: August 10, 2022

**SUBJECT: Agenda Item No. 9: Approve Advance Step Salary Placement
Sandra Bee – Bus Driver/Utility Worker**

Background Information

A request for advanced step placement has been received from Executive Director of Facilities and Transportation, Jim Choate, and Transportation Supervisor, Kelly Daniel, for Sandra Bee who has been offered and accepted a position as Bus Driver/Utility Worker. Pursuant to Merit Rules 7.2.1.3.A.3 and 7.2.4.A.3, the Advanced Step Placement Request (attached), is being brought to the Personnel Commission for approval.

Analysis

The advanced step request for Step 2 placement (\$25.864 per hour) on the appropriate salary range for the class of Bus Driver/Utility Worker (Salary Range 37, \$24.614 per hour to \$29.991 per hour) on the Classified Bargaining Unit Salary Schedule comes to the Commission upon the request of Executive Director Choate and Supervisor Daniel, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, Assistant Superintendent, Administrative Services, Keith Farrow, and the Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request include the candidate's successful completion of Bus Driver training with Ocean View School District and her extensive experience as demonstrated by regular performance of the duties of the classification for the Ocean View Transportation Department from 2018 to 2021.

Attachments: Copy of Merit Rules 7.2.1.3 and 7.2.4.A
Advanced Step Placement Request Form

.....

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission approve the Step 2 (\$25.864 per hour) advanced step placement of Sandra Bee, Bus Driver/Utility Worker, in accord with Merit Rules 7.2.1.3.A.3 and 7.2.4.A.3.

OCEAN VIEW SCHOOL DISTRICT

Merit System Rules and Regulations for the Classified Service

7.1 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.

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

7.2.4 Promotions

- A. In determining the salary for a permanent employee who is promoted, the following procedure shall be used:
1. Find the employee's present monthly salary on the schedule of his/her new class and advance the employee one step.
 2. If the employee's present salary is not indicated on the new salary schedule, advance the employee's salary to the step which would provide an increase of at least 5%.
 3. Upon request of administration, and recommendation by the Director of Classified Personnel, an employee may be granted advanced step placement by the Personnel Commission.
 - a. The Director of Classified Personnel may recommend an employee be granted advanced step placement by the Personnel Commission.
 - b. The requesting administrator shall complete the form entitled "Advanced Step Placement Request Form" and attach all support material as required in 7.2.1.
 - c. All requests for advanced step placement shall be submitted by the appointing authority at the time of appointment to the higher level position.
 - d. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the higher level position (effective date of appointment). *(Revised 09/14/00)*



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Kelly Daniel

Date: 06/30/22

Title: Transportation Supervisor

Department: Transportation

The above hiring authority has interviewed for the open vacancy in the classification of Bus Driver/Utility Worker

and has selected Sandra Bee as their choice.
name of candidate

The above hiring authority is requesting advanced step placement on range 37, step 2, 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)

History: Candidate began at OVSD in May 2018 as a school bus driver. Remained a substitute through 2021.

Reluctantly resigned to seek benefits/higher salary elsewhere. Candidate has applied for a position at OVSD.

Candidate had 4 years of exceptional attendance, knowledge of state and local rules, regs & policies.

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)

Very familiar with each school location, local city streets and all special needs students we transport.

Candidate demonstrates a higher skill set and dedication to defensive driving techniques.

Constantly keeps up with study material and all aspects of all pupil transportation.

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.

This candidate is currently making more than the OVSD salary but loves her OVSD community and desires to return.

Approval Signatures:

Appointing Authority: [Signature] Date: 7/13/22

Assistant Superintendent, Human Resources [Signature] Date: 7/25/22

Director, Classified Personnel [Signature] Date: 7.26.22

Date submitted to the Personnel Commission: _____

- Approved
- Denied

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