



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, July 14, 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, JULY 14, 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 June 9, 2022, Regular Personnel Commission meeting for approval.

ACTION
Pages 1-4
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

6. **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.)

- 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

AGENDA FOR THE PERSONNEL COMMISSION MEETING – JULY 14, 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 Meetings of:
 - June 14, 2022 (Exhibit A)
 - June 28, 2022 (Exhibit B)**INFORMATION**
Pages 6-8

- 8. **CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the current list and status of classified recruitments. **INFORMATION**
Pages 9-10

- 9. **PROPOSED CLASSIFICATION STUDY:** The Personnel Commission receive information and a presentation on the classification study process and recommendations. **INFORMATION & DISCUSSION**
Page 11

- 10. **RECOMMENDATION TO RECLASSIFY INCUMBENT FROM SCHOOL OFFICE MANAGER – BILINGUAL TO DEPARTMENT SECRETARY – BILINGUAL:** The Personnel Commission will receive the Director's recommendation to reclassify incumbent, Adriana Boyer, from School Office Manager – Bilingual to Department Secretary – Bilingual. **ACTION**
Pages 12-23
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

- 12. **COMMISSIONER REPORTS**

- 13. **DIRECTOR AND STAFF REPORTS**

- 14. **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
June 9, 2022
4:00 p.m.

- CALL TO ORDER** Commissioner Ewing called the June 9, 2022, Regular Personnel Commission Meeting to order at 4:00 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the pledge of allegiance.
- ROLL CALL** Commissioners Ewing, and Gooch were present. Commissioner Bidnick 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 Gooch to approve the minutes of the May 12, 2022, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick 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:
- 2021-76 School Library Specialist
 - 2021-77 Instructional Assistant – Special Education
 - 2021-78 Instructional Assistant – Severely Disabled
 - 2021-79 Instructional Assistant – ABA
 - 2021-80 Noon Duty Supervisor
 - 2021-82 ALC Attendant
 - 2021-83 Instructional Attendant
 - 2021-84 Lead Evening Custodian
 - 2021-85 Custodian
 - 2021-86 Bus Driver/Eligibility Worker
- Motion by Commissioner Gooch to approve the Consent Calendar.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent.
- 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 May 10, 2022, and May 24, 2022.

MINUTES OF THE JUNE 9, 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.

**RECOMMENDATION
TO RECLASSIFY
INCUMBENT FROM
DEPARTMENT
SECRETARY TO
ADMINISTRATIVE
SECRETARY**

Director Vellanoweth stated that a request had been received from Director of Teaching and Learning, Kristi Hickman and Department Secretary, Francesca Guillen, for a reclassification study of Ms. Guillen's position. The request was to reclassify Ms. Guillen from Department Secretary to Administrative Secretary.

Director Vellanoweth and Betzabeth Vazquez, Personnel Analyst, conducted a thorough review of Ms. Guillen's position which included reviewing the position description questionnaire, reviewing Ms. Hickman's and Ms. Guillen's responses with regard to Ms. Guillen's job duties, an in-person interview with Ms. Hickman and Ms. Guillen, review of the job descriptions for Department Secretary and Administrative Secretary, and an in-person meeting with Assistant Superintendent Educational Services, Julianne Hoefer, and Assistant Superintendent Human Resources, Reagan Headrick.

At the conclusion of the study, it was determined that Ms. Guillen was not working within the classification of Department Secretary, but rather in the role of an Administrative Secretary. Ms. Guillen meets the criteria for reclassification as there has been a gradual accretion of duties, and she has met the two year requirement in her job classification. Therefore she is entitled to placement into the classification of Administrative Secretary without examination.

Director Vellanoweth recommends that Ms. Guillen be reclassified to the classification of Administrative Secretary.

Director of Teaching and Learning, Kristi Hickman, Assistant Superintendent Educational Services, Julianne Hoefer, and CSEA Liaison to the Personnel Commission, Phi Tran addressed the Personnel Commission regarding this agenda item and shared their support of this reclassification request.

Motion by Commissioner Gooch to approve the recommendation to reclassify incumbent Francesca Guillen from Department Secretary to Administrative Secretary.

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

**REMOVAL OF NAME
FROM ELIGIBILITY
LIST**

Director Vellanoweth made a recommendation that an eligible for the position of Bus Driver/Utility Worker be removed from Eligibility List 2021-86, for reasons outlined in the letter that was provided to the Commissioners. Director Vellanoweth spoke with the candidate personally and relayed the information that they were being removed from the eligibility list. A letter was also sent to the candidate. There has been no request for an appeal by the candidate.

Motion by Commissioner Gooch to approve the removal of name from eligibility list.

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

**PROPOSED
PERSONNEL
COMMISSION
MEETING DATES
FOR 2022-2023**

Motion by Commissioner Gooch to approve the proposed Personnel Commission meeting dates for 2022-2023.

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

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, shared some updates. CSEA has submitted their initial proposals to the district in preparation for negotiations. It is hoped these will be approved on June 15, and for negotiations to begin right after for a new three year contract. The CSEA Annual Conference is coming up in July. It will be held in person in Las Vegas. At the state level, the Communications Committee has completed the judging for the communication awards. The results and the winners will be announced soon. Lastly, Mr. Tran thanked all CSEA members and classified professionals who bring it every day to their work, to the students, and to the community. He also thanked the Commissioners, Commission staff, administration, and everyone who makes Ocean View School District the place that it is. He wished everyone a safe and restful summer.

**COMMISSIONER
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for July 14, 2022. He mentioned that there are often issues happening within the Personnel Commission office that others may not be aware of, and he appreciates all of the hard work that the Director and staff does. He also expressed that he is proud of this district and how they work with special needs students and their families. He has attended the Special Olympics at Village View, except for the two years it did not take place, for about twelve years. He never ceases to be amazed at the care that staff and parents offer to the students. The Special Education department at the District Office and the teachers and aides at the school sites are doing an amazing job.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth confirmed that the next Personnel Commission meeting is scheduled for July 14, 2022. As the Commissioners approved these most recent eligibility lists, she wanted to point out that this is the highest number of recruitments conducted in our history. The last highest year, there were 76 recruitments completed and that was the year following the retirement incentive. This year we are ending the school year with 85 recruitments and there are still eleven positions posted, twelve others in progress, and a few more in the queue. Director Vellanoweth wanted to remind everyone to continue to monitor Edjoin throughout the summer. The new Universal Instructional Assistant positions will be posted soon. Sue Broderson, Coordinator of Child Development Programs and Director Vellanoweth conducted an informational meeting this past week. There were about 20 to 25 employees who attended in person. The meeting was recorded so it could also be shared on the district website. There has already been some interest and feedback received. The Personnel Commission budget has been approved and forwarded to Orange County Department of Education. The Bus Driver/Utility Work salary reallocation that the Personnel Commission recommended was approved by the Board of Trustees and already implemented by the Commission staff. Reasonable assurance notices to permanent employees have been sent and responses are being collected to update the substitute lists for the coming year. Summer staffing continues, but as of today, it appears that all classified positions have been filled for the summer programs.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Director Vellanoweth acknowledged the victims who lost their lives in Uvalde, Texas, and extended her condolences to the families of the victims. She also commended Ocean View School District for its continued commitment to the safety of its students and staff. Director Vellanoweth thanked the Commissioners for attending the Service Award Recognition ceremony. She was able to attend the Special Olympics at Village View. She mentioned that there the Star View groundbreaking ceremony will be coming up soon. Lastly, she thanked everyone for a really great school year.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Commissioner Gooch asked that the motion to adjourn be made in memory of the students and teachers who lost their lives in Uvalde, Texas, in memory of James Martin, whose life was taken in the republic of Vietnam in June 1968, and in honor of Dr. Carol Hansen for her service to Ocean View School District.

Motion to adjourn in honor and memory of those mentioned by Commissioner Gooch was made by Commissioner Ewing.

Motion was seconded by Commissioner Gooch, and carried with a 2:0 vote, at 4:28 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: July 14, 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
2021-77	Instructional Assistant – Special Education CORRECTED	6	3	3	Open, Promotional, and Merge
2021-78	Instructional Assistant – Severely Disabled CORRECTED	6	3	3	Open, Promotional, and Merge
2022-01	Noon Duty Supervisor	3	2	3	Open, Promotional, and Merge
2022-02	Lead Food Service Worker	8	4	4	Promotional
2022-03	Instructional Assistant – Special Education	4	4	5	Open, Promotional, and Merge
2022-04	Instructional Assistant – Severely Disabled	3	3	3	Open, Promotional, and Merge
2022-05	Instructional Assistant - ABA	3	2	2	Open, Promotional, and Merge
2022-06	Bus Driver/Utility Worker	4	2	2	Open and Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-77, 2021-78, 2022-01 through 2022-06.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 14, 2022

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

Background Information

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

- June 14, 2022 (Exhibit A)
- June 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 June 14, 2022, and June 28, 2022.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 June 14, 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>
Cohen, Leah	Instructional Assistant – ABA	Hope View	\$18,761 hourly	26.1	05/31/2022

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>
Walters, Gina	Instructional Assistant	Substitute	\$16,577 hourly	21.1	05/17/2022

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>
Austin, Pamela	Noon Duty Supervisor	Mesa View	09/13/2016	05/12/2022
Ayala, Yezmin	Early Learning Educator	Westmont Preschool	10/15/2014	06/24/2022
Beck, Silvia	Instructional Assistant – Special Education	Vista View	09/25/2006	06/03/2022
Hilborne, Michelle	Instructional Assistant – Severely Disabled	Star View	02/16/2006	05/23/2022
Morgan, Lydia	Instructional Assistant - ABA	College View	02/09/2022	05/20/2022
Walthers, Garrett	Lead Evening Custodian	Facilities	03/22/2022	05/31/2022
Zarate, Dulce	Noon Duty Supervisor	Westmont	11/15/2021	06/03/2022

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 June 28, 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>
Bray, Tyler	Custodian	College View	\$20.703 hourly	28.1	06/09/2022
Brooks, Elizabeth	Instructional Assistant	Harbour View	\$16.577 hourly	21.1	06/08/2022
Bruyn, Walt	Noon Duty Supervisor	Hope View	\$15.00 hourly		06/03/2022
Hernandez Cordova, Rosibel	Noon Duty Supervisor	Westmont	\$15.00 hourly		06/16/2022
Martin, Carren	Noon Duty Supervisor	Westmont	\$15.00 hourly		06/16/2022
Ramirez, Denise	Instructional Assistant – ABA	Lake View	\$18.761 hourly	26.5	06/20/2022

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>
Martin, Alicia	ALC Attendant	Spring View	\$15.775 hourly	19.1	06/08/2022
Tomlinson, Patricia	Instructional Assistant – Special Education	Mesa View	\$16.993 hourly	22.1	06/07/2022

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>
Guillen, Francesca	Administrative Secretary	District Office	\$5,598.32 monthly	40.5	06/10/2022

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>
Coss, Antonio	Custodian	Substitute	\$19.718 hourly	28.1	06/01/2022
Mason, Kristen	Child Care Attendant	Substitute	\$15.397 hourly	18.1	06/06/2022

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>
Acord, Anna	District Receptionist	District Office	04/04/2016	08/01/2022
Lopez, David	Maintenance Worker	Facilities	03/16/2020	06/10/2022

Approve Separation – Exhausted All Available Leaves

In accordance with Merit System Rule 8.7.4:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Alday, Christine	Food Service Worker	Westmont	09/05/2006	06/03/2022
Zambetti, Jimi	Groundskeeper I	Facilities	07/02/2018	06/10/2022

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 14, 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; One job offer extended; Start date TBD
Central Kitchen Operations Supervisor	1	Posting closed 6/22/22; Oral Technical Exam on 7/13/2022. Final Interview date TBD
Child Care Program Facilitator	4	Posted on Edjoin; Application Deadline 7/11/22
Community Liaison Bilingual	1	Application deadline was extended; Written exam date 7/13/22
Custodian	1	Written exam date 7/19/22
District Receptionist	1	Posted on Edjoin; Application Deadline 7/8/22
Field Service Technician	1	Posted on Edjoin; Application Deadline 7/18/22
Food Service Worker	1	Posted on Edjoin; Application deadline was extended to 7/20/22
Groundskeeper I	1	Valid eligibility list; Candidates being considered and selection from hiring manager pending
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)	1	Will need to repost

Classified Personnel Recruitment List
Page 2

Classification	Number of Vacancies	Status
Lead Food Service Worker	3	Three internal candidates offered positions. Start date for all will be 9/6/22.
Library/Instructional Materials Technician	1	Posted on Edjoin; Application Deadline 7/27/22
Maintenance Carpenter/Cabinetmaker	1	Written exam 7/19/22
Maintenance HVAC Mechanic (3)	1	Reposted on Edjoin; Application deadline was extended to 7/8/22
Maintenance Worker	1	Written exam 7/20/22
Noon Duty Supervisor	12	Posted on Edjoin; Continuous; Written exam 7/22/22
Parent Liaison Instructional Assistant Bilingual (Spanish)	2	Application deadline was extended; Written exam 7/22/22
Parent Liaison Instructional Assistant Bilingual (Vietnamese)	1	Application deadline was extended; Written exam 7/22/22
School Health Technician	Substitutes	Posted on Edjoin; Application Deadline Open Until Filled
School Library Specialist	1	Job offer extended; Pending pre-employment
School Office Clerk	1	Oral exam TBD
Senior Purchasing Clerk (2)	1	Reposted on Edjoin; Application deadline 7/20/22
Skilled Maintenance Worker	1	Internal candidate promoted; Start date 6/28/22
Speech & Language Assistant	1	Posted on Edjoin; Application deadline was extended to 7/21/22
Universal Instructional Assistant	5	Posted on Edjoin; Promotional recruitment application deadline 7/11/22; Open recruitment application deadline 7/14/22

Recommendation

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth, Director, Classified Personnel
DATE: July 14, 2022
SUBJECT: Agenda Item No. 9: Information Only – Proposed Classification Study

Background Information

Up to date classified job descriptions are critical to the Personnel Commission’s role in providing the District with highly qualified candidates in a timely manner. The Commission has expressed their interest in exploring options to address the review and update of classified job descriptions and the District has agreed to support the Commission in accomplishing this goal.

One of the options being explored is the engagement of a consulting firm with expertise in classification studies. The Director has researched a variety of consulting firms and has gathered information on the services they provide.

The Director will share a brief presentation on the classification study process and recommendations.

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Recommendation:

The Director recommends that the Commission review and discuss the information presented and provide input and direction.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth, Director, Classified Personnel
Betizabeth Vazquez, Personnel Analyst

DATE: July 14, 2022

**SUBJECT: Agenda Item No. 10: Recommendation to Reclassify Incumbent from
School Office Manager – Bilingual to Department Secretary - Bilingual**

Background Information

On June 16, 2022, Ms. Sue Broderson, Director of Child Development Programs and Ms. Adriana Boyer, School Office Manager - Bilingual, submitted a Position Description Questionnaire and requested a reclassification study of Ms. Boyer's position at Oak View Preschool.

The Director, Classified Personnel and Personnel Analyst conducted a thorough review of Ms. Boyer's position and the reclassification request. This study included:

- Review of the position description questionnaire;
- Review of Ms. Broderson's and Ms. Boyer's responses with regards to Ms. Boyer's duties/tasks;
- In person discussions with supervisor, Ms. Broderson;
- Review of the job description for School Office Manager – Bilingual and other classifications within the Secretarial Series;
- In person meetings regarding the reclassification request with Ms. Julianne Hoefer, Assistant Superintendent Educational Services, Reagan Headrick, Assistant Superintendent Human Resources and supervisor, Sue Broderson.

Through the review process, it was determined that Ms. Boyer has been working outside of her current classification of School Office Manager - Bilingual. Based upon the results of the study, it appears that Ms. Boyer has been working in the role of Department Secretary – Bilingual, an already established classification.

The recommendation of the Personnel Analyst and Director, Classified Personnel is the reclassification of the incumbent, Ms. Boyer.

Historical Perspective:

Ms. Boyer's current classification is School Office Manager – Bilingual assigned to work at Oak View Preschool. She has held her position in this classification for 16 years at the time of the reclassification submission.

**Recommendation to Reclassify Incumbent from School Office
Manager – Bilingual to Department Secretary – Bilingual
Page 2**

Analysis

Ms. Boyer was hired as the School Office Manager – Bilingual for the Oak View Preschool in 2006 working under the direction of Principal, Joyce Horowitz through 2015 and Principal, Anna Dreifus from 2015 to 2017. In 2017, a classified Director of Child Development Programs was hired to replace the principal role who was charged to oversee both the Early Learning Preschool Program (Oak View Preschool and Ocean View Preparatory Preschool/Pleasant View) as well as the Expanded Learning Program (before and after school Child Care). In 2019 the closure of Ocean View Preparatory Preschool/Pleasant View resulted in an expansion of state and tuition based preschool classes to two new locations, Westmont and College View campuses, and in 2020 the Child Development Program office was relocated to the Oak View Preschool site. Upon departure of the classified director in 2021, the administrative position was transitioned to a certificated Coordinator of Child Development Programs serving both Early Learning and Expanded Learning Programs.

Ms. Boyer's position has evolved from supporting a principal at an individual preschool site to supporting a coordinator of the Child Development Program/Department who oversees district-wide Early Learning Programs and Expanded Learning Programs at multiple locations. Based upon the findings of the study, it is evident that the incumbent's role has developed into a position that better fits a classification supporting department functions district wide rather than an individual school site. Therefore, it is proposed that a Ms. Boyer be reclassified to Department Secretary - Bilingual.

Ms. Boyer meets the criteria for reclassification to the proposed classification as there has been a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities. In addition, Ms. Boyer has met the two years of required time in her job classification and is therefore entitled to placement in the classification of Department Secretary – Bilingual without examination.

Salary Considerations:

The incumbent of the position is currently assigned to the classification of School Office Manager - Bilingual. This classification is assigned to the Secretarial Series on the Classified Bargaining Unit Salary Schedule at Salary Range 37, \$4,266.43 Step 1 to \$5,198.44 Step 5 per month. The proposal is to reclassify Ms. Boyer's position to the Department Secretary – Bilingual classification, which is also assigned to the Secretarial Series on the Classified Bargaining Unit Salary Schedule at Salary Range 37, \$4,266.43 Step 1 to \$5,198.44 Step 5 per month.

Other Considerations:

The proposed reclassification into the position of Department Secretary – Bilingual has been shared with the incumbent, appropriate District administration, and CSEA. The Director, supervisor and District administration are in support of the reclassification and agree that the Department Secretary – Bilingual classification adequately describes the duties and responsibilities of Ms. Boyer.

**Recommendation to Reclassify Incumbent from School Office
Manager – Bilingual to Department Secretary – Bilingual
Page 3**

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Recommendation:

The Director, Classified Personnel recommends that:

As Ms. Boyer has been performing the majority of the duties and responsibilities described in the Department Secretary – Bilingual job description for over two years and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rule 3.3.1 (Education Code 45285), she be reclassified from School Office Manager – Bilingual to Department Secretary – Bilingual effective July 15, 2022.

Attachments: Job Description, School Office Manager - Bilingual
 Job Description, Department Secretary - Bilingual
 Merit Rule 3.3.1

3.3 RECLASSIFICATION

3.3.1 Basis for Reclassification

The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities.

3.3.2 Requests for Study

Requests for classification study of existing positions shall be presented to the Director, Classified Personnel together with a statement of the reasons for requesting the study.

Requests for study may be initiated by the administration with approval of the Superintendent or by employees or employee organizations.

3.3.3 Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed.

3.3.4 Affect on Incumbents

Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or
2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or
3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination.

(Reference Education Code 45285 + AB 1070) (Revised 10/09/03)



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

School Office Manager - Bilingual

JOB SUMMARY:

Under general supervision of School Site Administrator(s), the School Office Manager-Bilingual serves as manager of school office support for a school. The employee organizes, directs and performs varied and complex clerical and secretarial work with confidentiality and sensitivity. The employee provides written and oral communications, and information about school activities in both English and in a designated language other than English. In performing duties, responsibilities and tasks, the individual utilizes independent judgment, initiative, tact, patience and courtesy.

CLASS CHARACTERISTICS:

The School Office Manager-Bilingual provides a professional environment that supports District standards. Positions are characterized by wide-ranging responsibilities often conducted in an atmosphere of frequent interruptions, time constraints and/or in the necessary absences of the School Site Administrator(s). This position is pivotal in facilitating the school's educational purposes and the efficient daily operations of the school office. The position buffers the School Site Administrator(s) and staff from unnecessary interruptions. Incumbents must have wide knowledge of District and school operations and policies, and receive support from District administration. This class is distinguished from the classification of School Office Manager by the frequent requirement of the incumbent to utilize the ability to read, write and speak a designated language other than English.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Manage a school office and provide secretarial support to School Site Administrator(s) and staff as required;
- Maintain Principal's calendar, screen calls, receive visitors and respond to requests for information and assistance as appropriate in a designated language other than English;
- Explain District procedures to parents, teachers, classified employees and the public, in either English or in a designated language other than English;
- Provide training, assign and monitor the work of staff, student helpers, and volunteers;
- Maintain and troubleshoot office equipment as necessary;
- Establish and maintain confidential files;
- Independently respond to routine letters, emails, and general correspondence;
- Responsible for performing and/or delegating correct record keeping of student enrollment, preparation and/or maintenance of the confidential student folder and all required records contained therein, verification of enrollment and health eligibility, and transfer or release of

documentation;

- Maintain and update student and staff emergency information, i.e. emergency cards, computer data and disaster preparedness;
- Maintain student attendance records, including preparation and verification of daily student attendance, entering enrollment information into the attendance system, preparing required attendance reports on a daily, weekly and monthly basis;
- Monitor the various school budgets, which may include maintenance of teachers' individual fund accounts, the site revolving cash fund, student body accounts, general fund account, school improvement (SI), Title I;
- Maintain certificated and classified employee time reports and attendance records, utilizing the District absence reporting system;
- Issue and retrieve keys and class packets to/from substitute teachers, and orientate substitutes regarding their assignments;
- Prepare transportation requests, calendars and answers questions about field trip activities;
- Maintain information on and answer questions regarding specific school programs, fund raisers and after school activities;
- Maintain site use of facilities, records and calendars for after school activities by community groups;
- Compose school wide communications, correspondence, and a variety of bulletins, newsletters, memos, emails, requisitions, forms and update the school master calendar in English and in a designated language other than English;
- Maintain control of school facility keys. Assign and distribute keys to certificated and classified staff as necessary.

Other Related Duties

- Assist with implementation and coordination of emergency procedures for School Site Disaster Plan;
- Prepare purchase orders and warehouse requisitions using the Bi-tech system and process work orders through the Maintenance Tracker system;
- Assist with student medical needs and administer first aid, CPR and/or prescribed medication as necessary;
- Some positions may prepare student grade and progress reports;
- In the absence of the School Site Administrator(s) monitor and oversee students sent to the office during or after school hours; contact parents, guardians or authorized adult when necessary to provide transportation and/or to release the student to adult supervision.

SUPERVISION:

Receives supervision from the School Site Administrator(s). Provides leadership and direction to other support staff, volunteers and student helpers as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in a school office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- School office practices and procedures;
- Standard record keeping, filing systems and procedures;
- Usage, spelling, grammar and punctuation of the English language and in a designated language other than English;
- Business letter and report writing techniques;
- Business office telephone techniques and etiquette;
- Basic math used in an office environment;
- First aid and CPR procedures;
- Principles of leadership, office organization and management, public relations, and training.

Ability to:

- Read, write and speak in English and a designated language other than English;
- Effectively plan, organize and prioritize work of self and others in a demanding environment;
- Provide leadership and direction to other support staff assigned to the school;
- Utilize sound independent judgment in performing tasks and fulfilling responsibilities;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Communicate accurately, effectively and courteously both orally and in writing in both English and a designated language other than English to a diverse audience under busy and/or difficult/confidential situations;
- Operate various standard and specialized office equipment including a personal computer and reprographic machines;
- Keyboard at a net corrected speed of 50 words per minute;
- Rapidly learn procedures and software as required;
- Post, check, maintain files, statistical, financial and other records rapidly and accurately;
- Take dictation and/or speed notes as necessary, some positions in this class may be required to take notes, letters and minutes of meetings rapidly and accurately;
- Learn and interpret Federal, State, District codes and regulations including administrative and school policies and procedures;
- Compose correspondence and written material independently;
- Understand and carry out oral and written instructions;
- Maintain databases and manage information systems;
- Receive training and correctly employ physical health care procedures under the indirect supervision of the District nurse;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or Equivalent.
- Completion of Vocation/Apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible varied clerical and secretarial experience involving public contact is required.
- School site experience serving children and families whose primary language is not English is highly desirable.
- Experience in translating and interpreting to and from English in a designated second language is highly desirable.

Licenses Required:

- Possession of a valid CPR and First Aid Certificate.
- Possession of a valid California Driver license.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will frequently stand, walk, carry, reach, grip, and grasp; occasionally stoop, kneel, and crouch. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 37

Classified Bargaining Unit

Last revised 12/2000, 6/9/2005, 4/11/2013

Job Description Review and Revisions Effective: 7/14/16



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Department Secretary - Bilingual

JOB SUMMARY:

Under general supervision, the Department Secretary performs specialized and complex clerical and secretarial duties involving the understanding of departmental functions and procedures, the use of independent judgment and initiative for a department head, District or program administrator; coordinates department communications and may coordinate the work of others; duties involve record keeping, budget maintenance, data entry, database management, office organization and serving as an information source for the department. The incumbent provides written and oral communications, and information about department activities in both English and in a designated language other than English.

CLASS CHARACTERISTICS:

Positions serve key management staff and are held accountable for the effective, accurate completion of tasks and responsibilities. One or more position(s) may be required to have thorough knowledge of the Aeries Student Data Base System in order to serve as the District's student enrollment and inter/intra District transfer specialist or the Special Education Information System (SEIS) in order to support the Special Education Department. Positions require the incumbent to interact with the public, problem solve/make decisions, and adhere to tight deadlines. These positions assist and relieve the administrator of routine administrative detail regarding designated office functions. This class is distinguished from the classification of Department Secretary by the frequent requirement to utilize the ability to read, write and speak a designated language other than English.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Maintain schedule of appointments and department deadlines, coordinate logistics for meetings, trainings, workshops, and department administrator travel, screen calls and visitors, and appropriately open, prioritize, route administrator's mail and correspondence;
- Receive, compose and transmit messages, correspondence, data, reports and other communications from verbal and/or written instruction or utilizing own initiative in English and in a designated language other than English;
- Answer inquiries, provide information and/or explain rules, regulations and policies for other district employees and the public clearly, effectively and with tact in English and in a designated language other than English;
- Interact with others in situations requiring the exercise of a high degree of tact, poise, independent judgment and composure;

- Review files, forms, reports and other documents for completeness, accuracy and conformity with departmental, office and district standards;
- Compile agenda materials, statistical data and various drafts for administrative approval;
- Compile, review, edit and update Board agenda items provided by administrator;
- Research, compile and prepare statistical and narrative reports;
- Establish and maintain effective filing and record systems;
- Post data and information to records, cards, files and/or database software programs;
- Maintain various financial records, order, price, and verify receipt of materials, equipment and supplies;
- Compile and prepare documents and materials for the purpose of disseminating department information to appropriate parties;
- Depending upon the department to which assigned is responsible to: Maintain budget records, compile and post data for budget preparation; student enrollment and/or inter and intra district transfer requests for the District; maintain files, logs and correspondence on all California Public Records Act requests; update changes, file and distribute approved Board of Trustees policies as assigned; count cash receipts and prepare money for deposit; coordinate student transportation needs; assist in scheduling staff and maintain data for Applied Behavior Analysis (ABA) program.

Other Related Duties

- Coordinate the work of others as assigned;
- May take and/or transcribe minutes;
- May maintain a substitute list and assign substitutes;
- May be required to maintain the respective department's website;
- May act as receptionist.

SUPERVISION:

Receives general supervision from a department head, District or program administrator.

Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Standard record keeping and filing system procedures;
- Usage, spelling, grammar, vocabulary, and punctuation of the English language and a designated language other than English;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Principles of leadership, office organization and management, public relations, and training.
- Records management;
- Applicable codes, rules and regulations related to department functions;
- Business letter and report writing techniques;

- Financial recordkeeping;
- Some positions may be required to have a thorough knowledge of the Aeries Student Data Base System.

Ability to:

- Read, write and speak in English and a designated language other than English;
- Read, understand and explain a variety of general and technical policies and materials;
- Perform responsible secretarial and clerical work with efficiency, speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Compose routine correspondence and written materials independently;
- Keyboard at a net corrected speed of 50 words per minute;
- Some positions in this class may be required to take stenographic notes/dictation and transcribe into clear, concise copy;
- Effectively plan, organize and prioritize work of self and coordinate the work of others as assigned;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Rapidly learn procedures and software as required;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Problem solve to analyze issues, create plans of action and reach solutions;
- Work confidentially and with discretion;
- Maintain financial and statistical records;
- Perform mathematical computation to update budgets and complete requisitions, payroll and attendance reporting requirements;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.
- Three (3) to six (6) units of college level coursework in bookkeeping or accounting is desirable.
- Completion of vocation/apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible, varied clerical and/or secretarial experience is required.
- Experience involving public contact whose primary language is not English is highly desirable.

Licenses Required:

- May be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 37

Classified Bargaining Unit

Last revised 12/11/01, 6/14/2012, 4/11/2013

Reviewed 2/17/05 - No revisions made

Job Description Review and Revisions Effective: 7/14/16