



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, June 9, 2022

CLOSED SESSION

3:00 p.m.

H.R. Conference Room, Building B

REGULAR MEETING

4:00 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, JUNE 9, 2022
CLOSED SESSION
3:00 p.m.
H.R. CONFERENCE ROOM, BLDG B
REGULAR MEETING
4:00 p.m.
BOARD ROOM, BUILDING A

1. **CLOSED SESSION**
CALL TO ORDER

TIME: _____ p.m.

2. **ROLL CALL**

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

ACTION

Page 1

Moved: _____
Second: _____
Vote: _____

INFORMATION-DISCUSSION-ACTION ITEMS

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

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

ACTION

Pages 2-40

Moved: _____
Second: _____
Vote: _____

1. Hear appeal from applicant – Edjoin Applicant ID #6797723
(Agenda item and documentation provided to Commissioners only.)

5. **ADJOURNMENT**

TIME: _____ p.m.

ACTION

Moved: _____
Second: _____
Vote: _____

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

TIME: _____ p.m.

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

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

The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

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

AGENDA FOR THE PERSONNEL COMMISSION MEETING – JUNE 9, 2022 – PAGE 2

11. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the May 12, 2022, Regular Personnel Commission meeting for approval. **ACTION**
Pages 41-44

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

12. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar: **ACTION**
Page 45

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.)

- 2021-76 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 Assistant
- 2021-84 Lead Evening Custodian
- 2021-85 Custodian
- 2021-86 Bus Driver/Utility Worker

13. **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: **INFORMATION**
Pages 46-49

- May 10, 2022 (Exhibit A)
- May 24, 2022 (Exhibit B)

14. **CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the current list and status of classified recruitments. **INFORMATION**
Pages 50-51

15. **RECOMMENDATION TO RECLASSIFY INCUMBENT FROM DEPARTMENT SECRETARY TO ADMINISTRATIVE SECRETARY:** The Personnel Commission will receive the Director's recommendation to reclassify incumbent, Francesca Guillen, from Department Secretary to Administrative Secretary. **ACTION**
Pages 52-63

Moved: _____
Second: _____
Vote: _____

16. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director's recommendation to remove the name of a candidate from an eligibility list in accordance with Merit System Rule 6.1.8. *(Copy of letter provided to Commissioners only.)* **ACTION**
Pages 64-69

Moved: _____
Second: _____
Vote: _____

AGENDA FOR THE PERSONNEL COMMISSION MEETING – JUNE 9, 2022 – PAGE 3

- 17. PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2022-2023:** The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2022-2023.

ACTION
Page 70
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

19. COMMISSIONER REPORTS

20. DIRECTOR AND STAFF REPORTS

21. 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
May 12, 2022
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the May 12, 2022, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Rick Larson, Director, Information Technology, led the pledge of allegiance.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were all present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
- TIME CERTAIN** The Personnel Commission recognized the 2022 Classified School Employees of the Year. Director Vellanoweth presented a slideshow which included photos and comments that were shared on the nomination forms. Flowers were presented to the recipients and photos were taken with the Commissioners.
- 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 April 13, 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 April 13, 2022, Personnel Commission Meeting.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
There were no job description reviews or revisions submitted for approval.
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2021-73 Payroll Technician
 - 2021-74 Central Kitchen Lead Food Service Worker
 - 2021-75 Senior Purchasing Clerk
- 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 April 5, 2022, and April 26, 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.

**PUBLIC HEARING
ON THE PROPOSED
ANNUAL BUDGET
OF THE
PERSONNEL
COMMISSION FOR
FISCAL YEAR
2022-2023**

Commissioner Ewing opened the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2022-2023 at 4:53 p.m.

There being no comments from the administration or the public, Commissioner Ewing closed the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2022-2023, at 4:54 p.m.

**ADOPTION OF THE
PROPOSED
ANNUAL BUDGET
OF THE
PERSONNEL
COMMISSION FOR
FISCAL YEAR
2022-2023**

Director Vellanoweth explained that the Personnel Commission budget is outlined in Education Code 45253. It states that the Personnel Commission shall prepare a budget independently for its own office which upon the approval of the county superintendent, shall be included by the governing board in the regular budget of the school district.

The Personnel Commission Vice-Chair serves as the budget development liaison with the Director. The Director and the Vice-Chair, Commissioner Lance Bidnick, met to discuss how to best meet the essential needs of the Commission and the delivery of services.

The Director, Classified Personnel also worked with Tim Golden, Director, Fiscal Services to consider alignment with district budget goals and objectives. They met to obtain information to identify past expenditures, project future expenditures, and discuss budget strategies.

The Director then met together with Director Golden and Vice-Chair and budget liaison Commissioner Bidnick, to present several draft proposals which would meet the minimal needs of the Commission for the coming year while providing options for alignment with the district's budget goals and objectives.

Director Vellanoweth presented a PowerPoint presentation which outlined the proposed annual budget for fiscal year 2022-2023. Most line items are recommended to continue as currently budgeted. There were proposed minimal increases to the Travel/Conference and Outside Services/Non-Repair Maintenance lines. Other increases include mandatory salary step increases, mandatory longevity increases, and mandatory statutory benefit increases. The overall increase for the proposed annual budget for fiscal year 2022-2023 is 7.8%

The Personnel Commission will continue to work with the district to explore options to address the review and update of classified job descriptions. The Director will continue to be prudent, strategically planning expenditures around the essential, necessary, and discretionary priority levels, to ensure that any remaining funds be redeposited to the general fund at the end of the fiscal year to support and build the District's reserves.

Motion by Commissioner Gooch to approve the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2022-2023, as presented.

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

REMOVAL OF NAME FROM ELIGIBILITY LIST

Director Vellanoweth shared that this pattern of removing names from eligibility lists is being reviewed and solutions are being researched that might help to resolve some of these issues.

The Director made a recommendation that an eligible for the position of Groundskeeper I be removed from Eligibility List 2021-58, 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 Bidnick to approve the Removal of Name from Eligibility List.

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

SECOND PUBLIC COMMENTS

Phi Tran, CSEA liaison to the Personnel Commission, announced that Ocean View School District employee, Rekha Powar, Early Learning Educator at Oak View Preschool, was named CSEA Member of the Year. Commissioner Ewing asked Mr. Tran to pass along the Commissioner's congratulations to Ms. Rekha Powar.

Mr. Tran mentioned that a new law has been introduced, AB2045, that proposes changes to the current "rule of 3" for merit system school districts. The proposed law seeks to change this rule to expand the number of eligibles sent for final interviews into groups. As the proposal currently stands, the Personnel Commission would have to approve this change, and the classified members would then also have to vote it in as a majority. Mr. Tran will come back with more updates as they become available. Commissioner Gooch asked Mr. Tran if this proposed law was akin to "banding." Mr. Tran confirmed yes, that the term for this proposed system is referred to as banding.

The Communications Academy has just ended. There were 80 participants for the whole weekend. Several attendees wanted to learn about the new website and become web masters in order to update their own chapter websites. The Communications Committee is also looking forward to judging the Communication Awards. There is an awards program that honors the best newsletter, the best flyer, the best photography, etc.

Mr. Tran announced that Ocean View School District has a new CSEA labor relations representative. His name is Elliott Keegan.

CSEA and the District will be entering into negotiations soon, as the current contract expires as of June 30, 2022.

CSEA President, Shane Dishman, stopped by the district office on May 11, for a surprise visit. He said hello to the Superintendent, and walked through all of the buildings to say hello to all of the district staff.

Lastly, Mr. Tran mentioned that this week is designated as Week of the Employee. Additionally, next week, May 15 – 21, 2022, is recognized as Classified School Employee Week. He passed out to the Commissioners a card that was created for all CSEA members that reads, "We are classified. We bring it every day."

**COMMISSIONER
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Bidnick congratulated the Classified School Employees of the Year, and Luis Camarena for being named as a County Classified School Employee of the Year in his category.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for June 9, 2022. Commissioner Ewing has an appointment on his calendar for that day, so further discussion with the Director will take place to determine whether the start time or the date of the meeting will be rescheduled.

Commissioner Ewing also shared that the Ocean View School District Special Olympics would be held at two school sites, Oak View on May 27, 2022, and Village View on June 3, 2022. Both events are scheduled at 9:30 a.m. He encouraged everyone to attend.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth congratulated the Classified School Employees of the Year, and Rekha Powar for her recognition as CSEA Member of the Year. She thanked all Ocean View School District employees for their hard work and dedication during this Week of the Employee. She thanked Commissioner Bidnick, Director Tim Golden, and Assistant Superintendent Keith Farrow, for their input on the budget development for next year.

Director Vellanoweth shared some upcoming events. On May 17, 2022, the District Office will be participating in an Employee Appreciation Breakfast in the Board Room. On May 18, 2022, Oak View Preschool is having their 20 year celebration. And on May 24, 2022, at the Board Meeting, there will be a service recognition award ceremony, "We Honor Our Own".

The Personnel Commission office is gearing up for the end of the school, filling key positions, sending out reasonable assurance letters, staffing summer programs, preparing for the employee database rollover, notifying employees of work schedule adjustments, working on a recruitment for the recently approved new classification of Universal Instructional Assistant, and more.

Director Vellanoweth added that the Personnel Commission would not meet again prior to Memorial Day, so she hoped that the meeting would be adjourned in honor of all military personnel who died in service to our country.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn in honor of the men and women who gave their lives for our country.

Motion to adjourn by Commissioner Gooch.

Motion was seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 5:24 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: June 9, 2022

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

Background Information

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

List No.	Classification	No. of Applicants	No. of Ranks	No. of New/Merged Eligibles	List Type
2021-76	School Library Specialist	9	8	9	Open, Promotional, and Merge
2021-77	Instructional Assistant – Special Education	6	3	3	Open, Promotional, and Merge
2021-78	Instructional Assistant – Severely Disabled	5	2	3	Open, Promotional, and Merge
2021-79	Instructional Assistant – ABA	5	4	5	Open and Promotional
2021-80	Noon Duty Supervisor	4	3	4	Open, Promotional, and Merge
2021-82	ALC Attendant	4	1	1	Open and Promotional
2021-83	Instructional Attendant	11	4	5	Open, Promotional, and Merge
2021-84	Lead Evening Custodian	5	2	2	Open, Promotional, and Merge
2021-85	Custodian	16	5	6	Open, Promotional, and Merge
2021-86	Bus Driver/Eligibility Worker	1	1	1	Open and Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-76, 2021-77, 2021-78, 2021-79, 2021-80, 2021-82, 2021-83, 2021-84, 2021-85, and 2021-86.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 9, 2022

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

Background Information

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

- May 10, 2022 (Exhibit A)
- May 24, 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 May 10, 2022, and May 24, 2022.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 10, 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>
Campos, Federico	Custodian	Mesa View	\$19.718 hourly	28.1	04/11/2022
Clark, Jennifer	Noon Duty Supervisor	Hope View	\$15.00 hourly		04/21/2022
Jefferson, Christopher	Maintenance HVAC Mechanic	Facilities	\$4,708.43 monthly	41.1	04/18/2022
Knox, Autumn	Instructional Assistant – ABA	Hope View	\$18.761 hourly	26.1	04/20/2022
Miller, Lauren	Instructional Assistant – ABA	Westmont Preschool	\$18.761 hourly	26.1	04/25/2022
Sanborn, Danielle	Instructional Assistant – ABA	Star View	\$18.761 hourly	26.1	04/25/2022
Sorrentino, Diana	Noon Duty Supervisor	Harbour View	\$15.00 hourly		04/18/2022

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>
Sheldon, Suzanne	School Office Clerk	Village View	\$21.754 hourly	28.3	04/25/2022

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>
Al-Mendini, Roula	Food Service Worker	Substitute	\$15.397 hourly	18.1	04/18/2022
Berber, Isalia	Intermediate Clerk Typist	Substitute	\$19.718 hourly	28.1	04/18/2022
Berber, Isalia	School Office Clerk	Substitute	\$19.718 hourly	28.1	04/18/2022
Brooks, Elizabeth	Instructional Assistant	Substitute	\$16.577 hourly	21.1	04/18/2022
Desjardin, Melissa	Intermediate Clerk Typist	Substitute	\$19.718 hourly	28.1	04/18/2022
Desjardin, Melissa	School Office Clerk	Substitute	\$19.718 hourly	28.1	04/18/2022
Gonzalez, Jose	Grounds Equipment Operator	Substitute	\$22.293 hourly	33.1	04/18/2022
Ocampo, Ruth	Early Learning Associate Educator	Substitute	\$20.201 hourly	29.1	04/18/2022
Ramirez, Tanya	Instructional Assistant – ABA	Substitute	\$19.718 hourly	26.2	04/22/2022
Ramirez, Tanya	Instructional Assistant – Special Education	Substitute	\$19.718 hourly	22.4	04/22/2022
Reynolds, Makenna	Instructional Assistant	Substitute	\$16.577 hourly	21.1	04/27/2022
Reynolds, Makenna	Instructional Assistant – Special Education	Substitute	\$16.993 hourly	22.1	04/27/2022
Reynolds, Makenna	Instructional Assistant – Severely Disabled	Substitute	\$18.301 hourly	25.1	04/27/2022
Stephens, Kailee	Instructional Assistant	Substitute	\$16.577 hourly	21.1	04/21/2022
Stramel, Shannon	Intermediate Clerk Typist	Substitute	\$19.718 hourly	28.1	04/25/2022
Stramel, Shannon	School Office Clerk	Substitute	\$19.718 hourly	28.1	04/25/2022
Tlatempa, Amayrani	Instructional Assistant – Severely Disabled	Substitute	\$18.301 hourly	25.1	04/18/2022
Torres, Luis	Custodian	Substitute	\$19.718 hourly	28.1	04/20/2022

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 May 10, 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>
D'Angelo, Alice	Noon Duty Supervisor	Hope View	09/06/2017	04/06/2022
Monnette, Kimberly	Instructional Assistant – Special Education	Village View	03/11/2014	05/06/2022
Ramirez, Tanya	Instructional Assistant – ABA	Lake View	12/05/2019	04/22/2022

Approve Separation – Release 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>
Quinones, Andrew	Custodian	Vista View	05/13/2021	04/21/2022

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 24, 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>
Gonzalez, Jose	Groundskeeper I	Facilities	\$3,677.96 monthly	31.1	05/16/2022
Morales, Melanie	Payroll Technician	District Office	\$4,266.43 monthly	37.1	05/05/2022
Pineda, Alberto	Groundskeeper I	Facilities	\$3,677.96 monthly	31.1	05/16/2022

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>
Earnest, Jill	Central Kitchen Lead Food Service Worker	Central Kitchen	\$21,219 hourly	27.3	05/16/2022

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>
Berber, Isalia	District Receptionist	Substitute	\$21,219 hourly	31.1	05/02/2022
Desjardin, Melissa	District Receptionist	Substitute	\$21,219 hourly	31.1	05/02/2022
Santos, Jr., Gabriel	Grounds Equipment Operator	Substitute	\$22,293 hourly	33.1	05/02/2022
Stramel, Shannon	District Receptionist	Substitute	\$21,219 hourly	31.1	05/02/2022

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>
Bernardo, Lilia	Intermediate Clerk Typist Bilingual	District Office	11/27/2006	05/18/2022
Holmes, Samantha	Instructional Assistant – ABA	Hope View	03/24/2022	05/06/2022
Morones Ramirez, Oscar	Skilled Maintenance Worker	Facilities	08/01/2016	05/20/2022
O'Neill-Wong, Ronda	Instructional Assistant – ABA	Hope View	04/22/2003	05/02/2022
Rowe, Jennifer	Noon Duty Supervisor	Star View	03/29/2022	05/09/2022
Spates, Wendy	Bus Driver/Utility Worker	Transportation	05/14/2018	06/23/2022
Yandrich-Pedraza, Marissa	Instructional Assistant – ABA	Lake View	11/16/2021	05/06/2022

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Medrano, Sherri	Community Liaison - Bilingual	Oak View	09/15/1980	08/04/2022

Approve Extra Duty Pay

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>FLAT RATE STIPEND</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Hess, Rachel	Instructional Assistant - ABA	Special Education	\$1,272.05	07/01/2020	06/09/2021

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 9, 2022

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

Background Information

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

Classification	Number of Vacancies	Status
ALC Attendant (6)	3	Reposted on Edjoin; Application Deadline 6/13/22
Bus Driver/Utility Worker	7	Posted on Edjoin – Continuous
Central Kitchen Operations Supervisor	1	Posted on Edjoin; Application Deadline 6/22/22
Central Kitchen Lead Food Service Worker	1	Internal candidate promoted; Start date 5/16/22
Child Care Attendant	6	Posted on Edjoin; Continuous; Written exam 6/28/22
Community Liaison Bilingual	1	Req being routed for approvals before posting on Edjoin
Custodian	2	Final Interviews TBD
Food Service Worker	1	Posted on Edjoin; Application Deadline 6/6/22
Groundskeeper I	2	Two new employees hired; Start date 5/16/22
Instructional Assistant	5	Posted on Edjoin; Continuous; Final Interviews 6/2/22
Instructional Assistant - ABA	13	Posted on Edjoin; Continuous; Written exam 6/28/22
Instructional Assistant – Special Education	9	Posted on Edjoin; Continuous; Written exam 6/28/22
Instructional Assistant – Severely Disabled	5	Posted on Edjoin; Continuous; Written exam 6/28/22
Lead Evening Custodian (4)	2	One job offer pending; Reposted on Edjoin; Application Deadline 6/13/22
Lead Food Service Worker	2	Oral exam TBD – Week of 6/13/22

Classified Personnel Recruitment List
Page 2

Classification	Number of Vacancies	Status
Maintenance Carpenter/ Cabinetmaker	1	Posting pending
Maintenance Grounds Helper (Substitutes)	Substitutes	Written exam 6/3/22
Maintenance HVAC Mechanic (3)	1	Reposted on Edjoin; Application Deadline 6/17/22
Noon Duty Supervisor	12	Posted on Edjoin; Continuous; Written exam 6/28/22
Parent Liaison Instructional Assistant Bilingual (Spanish)	2	Posting pending
Parent Liaison Instructional Assistant Bilingual (Vietnamese)	1	Posting pending
Payroll Technician	1	New candidate selected; start date 5/5/22
School Health Technician	Substitutes	Posted on Edjoin; Application Deadline 6/17/22
School Library Specialist	1	Final interviews being scheduled
School Office Manager	1	Internal candidate promoted; Start date TBD
Senior Purchasing Clerk	1	Will be reposted on Edjoin
Skilled Maintenance Worker	1	Valid eligibility list; req being routed for approval
Speech & Language Assistant	1	Valid eligibility list; req being routed for approval

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
Betizabeth Vazquez, Personnel Analyst

DATE: June 9, 2022

**SUBJECT: Agenda Item No. 15: Recommendation to Reclassify Incumbent from
Department Secretary to Administrative Secretary**

Background Information

On April 20, 2022, Ms. Kristi Hickman, Director of Teaching and Learning and Ms. Francesca Guillen, Department Secretary, submitted a Position Description Questionnaire and requested a reclassification study of Ms. Guillen's position in the Teaching and Learning Department. At that time, both Ms. Hickman and Ms. Guillen recommended that the position be reclassified to the existing classification of Administrative Secretary.

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

- Review of the position description questionnaire;
- Review of Ms. Hickman's and Ms. Guillen's responses with regards to Ms. Guillen's duties/tasks;
- In person interview with supervisor, Ms. Hickman;
- In person interview with incumbent Ms. Guillen and supervisor Ms. Hickman;
- Review of the job descriptions for Department Secretary and Administrative Secretary;
- In person meeting regarding the reclassification request with Ms. Julianne Hoefer, Assistant Superintendent Educational Services and Reagan Headrick, Assistant Superintendent Human Resources.

At the conclusion of the study, it was determined that Ms. Guillen was not working within her current classification of Department Secretary. Through the review process, it appears that Ms. Guillen has been working in the role of Administrative Secretary, an already established classification.

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

Historical Perspective:

Ms. Guillen's current classification is Department Secretary assigned to work in the Teaching and Learning Department. She has held her position in this classification for almost four years at the time of the reclassification submission.

**Recommendation to Reclassify Incumbent from
Department Secretary to Administrative Secretary
Page 2**

Analysis

Since 2018, the Teaching and Learning Department has gradually downsized its staff significantly through attrition, which has impacted the roles and responsibilities of the Department Secretary. Consequently, the scope of the Teaching and Learning Department Secretary has evolved from a more one-dimensional position supporting schools, programs, activities and achievement throughout the district, to more complex and multi-dimensional responsibilities, having a much broader impact on the entire Ocean View organization. This requires knowledge and competencies at a higher-level capacity and incorporates responsibilities supporting Educational Services, Business Services, Special Education and Information Technology. Based upon the findings of the study, it is evident that the incumbent is not working within her current classification. Her role has developed into a position that better fits the established classification of Administrative Secretary. Therefore, it is proposed that a Ms. Guillen be reclassified to Administrative Secretary.

Ms. Guillen 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. Guillen has met the two years of required time in her job classification, and is therefore entitled to placement in the classification of Administrative Secretary without examination.

Salary Considerations:

The incumbent of the position is currently assigned to the classification of Department Secretary. This classification is assigned to the Secretarial Series on the Classified Bargaining Unit Salary Schedule at Salary Range 36, \$4,263.99 to \$5,071.39 per month. The proposal is to reclassify to the Administrative Secretary classification, which is assigned to the Secretarial Series on the Classified Bargaining Unit Salary Schedule at Salary Range 40, \$4,594.37 to \$5,598.32 per month.

Other Considerations:

The proposed reclassification into the position of Administrative Secretary has been shared with the incumbent, appropriate District administration, and CSEA. All are in support of the incumbent's reclassification. The incumbent and District administration agree that the Administrative Secretary classification adequately describes the duties and responsibilities of Ms. Guillen.

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Recommendation:

The Director, Classified Personnel recommends that:

As Ms. Guillen has been performing the majority of the duties and responsibilities described in the Administrative Secretary 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), the Director recommends that Ms. Guillen be reclassified from Department Secretary to Administrative Secretary effective June 10, 2022.

Attachments: Job Description, Department Secretary
Job Description, Administrative Secretary
Merit Rule 3.3.1



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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Department Secretary

JOB SUMMARY:

Under general supervision, the Department Secretary performs specialized and complex clerical and secretarial duties involving the understanding of departmental functions and procedures, and 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 resource for the department.

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.

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, schedule and 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;
- Answer inquiries, provide information and/or explain rules, regulations and policies for other district employees and the public clearly, effectively and with tact;
- 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 staffing 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;
- English usage, spelling, grammar, vocabulary and punctuation;
- 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, 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.

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 the 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 36

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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Administrative Secretary

JOB SUMMARY:

Under limited direction, serves as secretary and provides administrative support to an administrator having district-wide line and staff authority, by exercising independent judgment and initiative in organizing office activities, coordinating the activities of clerical staff, coordinating communications and performing responsible and complex administrative, secretarial and clerical duties; performs assigned technical activities; may take, transcribe, prepare minutes and initiate correspondence; conducts independent research; provides assistance in budget development and management.

CLASS CHARACTERISTICS:

Positions in this class serve district administrators at the management level who hold the broadest, district-wide line and staff responsibilities. Incumbents must have working knowledge of Board Policy and Administrative Regulations, applicable Education Code sections and the organization of the District. These positions assist and relieve the administrator of routine administrative detail, make independent decisions regarding designated office functions and research, prepare, revise and/or update Board agenda items with necessary exhibits and backup materials. Positions in this class do not have, in the regular course of their duties, access to or possess information relating to the employer's employer-employee relations.

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

- Draft or compile financial, statistical, narrative or other reports utilizing independent judgment in collecting, analyzing and processing data;
- Compile, review, edit, or update Board Agenda items provided by administrators, may compose items from instructions provided by administrator, and prepare draft for administrative review;
- Prepare and/or compose a wide variety of reports, letters, memos, statistical data and other materials with or without rough drafts, copies, brief notes, general instructions or transcribing machine recordings, ensuring the information is accurate and consult with, or refer to, other appropriate administrative staff members as necessary;
- Organize and coordinate office activities to enhance the efficient flow of communications, filing, record-keeping and reporting, and relieve the supervisor of administrative details;
- Handle routine correspondence, questions, inquiries concerning the specific application of District and office policies and procedures with accuracy, promptness, tact, sensitivity and confidentiality;
- Take, edit and prepare dictation involving substantial technical terminology, organizational and procedural knowledge, and familiarity with laws, policies and directives;

- Independently perform office support work of department, maintain schedules of appointments and department deadlines, schedule, coordinate logistics and prepare for meetings, trainings, workshops, and department administrator travel, maintain the office calendar, screen calls and visitors, and appropriately open, prioritize, and route the administrator's mail and correspondence;
- Depending upon the department to which assigned is responsible for preparation and coordination of: categorical program and grant application documentation; M & O and Capital Outlay work orders; data bases on repairs of computers, phones and AV equipment; Administrative Regulations, and/or Merit System Rules; may record and take minutes of department meetings and process post-meeting documentation;
- Prepare and maintain a variety of records and files related to division operations and activities including budget and financial records;
- Operate computer equipment for the preparation and maintenance of a variety of complex documents, correspondence, reports and related material;
- Input and retrieve computerized data into computer system as required;
- Interpret and apply rules and regulations, policies and procedures related to department functions and specific programs.

Other Related Duties

- May take, transcribe, prepare and report official minutes or conference dictation, using experienced business judgment.

SUPERVISION:

Receives general direction from an administrator having district wide responsibility. Provides leadership, direction and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of leadership, office organization and management, public relations, and training;
- 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;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;
- Letter, report, and agenda preparation methods;
- Basic mathematics used in an office environment;
- Standard record, filing systems and procedures;
- Financial recordkeeping and report preparation;
- Basic objectives, organization, functions of a California school district.

Ability to:

- Effectively plan, organize and prioritize work of self and others;
- Coordinate and expedite a large volume of administrative detail independently, efficiently and effectively;
- Perform and organize difficult office, administrative, secretarial and clerical work involving independent judgment and requiring accuracy and speed;
- Operate various standard and specialized office equipment including a personal computer; Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Rapidly learn procedures and software as required;
- Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;
- Compose correspondence and written material independently;
- Maintain security and confidentiality of privileged and sensitive information;
- Develop, organize, locate, maintain diverse and confidential records;
- Understand, read, interpret, explain laws/codes, and policies and procedures, Administrative Regulations, Board Policies, Merit System Rules and verbal directions to specific situations requiring good judgment, tact and poise;
- Keyboard at a net corrected speed of 60 words per minute;
- Take stenographic notes/dictation and accurately transcribe into clear, concise copy;
- Understand and carry out oral and written instructions;
- Interact with management, school staff, and community members effectively utilizing superior written and verbal skills as well as interpersonal and presentation skills;
- Analyze difficult and sensitive situations and adopt appropriate courses of action;
- Perform mathematical computations to update budgets, produce reports, maintain records, complete requisitions, travel reimbursements and other forms;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.

EMPLOYMENT STANDARDS:**Education:**

- High School Diploma or equivalent;
- 24 units of coursework in secretarial science or closely related college education may be substituted for one (1) year of the required experience below.

Experience:

- Three (3) years of increasingly responsible secretarial experience is required, preferably working for an administrator in a public education environment.

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; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 40

Classified Bargaining Unit

Last revised 3/14/2002, 4/6/2006, 5/9/2013

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

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

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: June 9, 2022

SUBJECT: Agenda Item No. 16: Removal of Name from Eligibility List

Background Information

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently it was recommended by the Director, Classified Personnel that the following eligible be removed from an eligibility list for reasons outlined in Rule 6.1.8. This eligible is:

EdJoin Applicant ID:	2378476	
Eligibility List:	2021-86	Bus Driver

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove the above named eligible from the respective eligibility list. This letter, sent to the eligible via regular and certified mail, notified them of the eligibility list they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

Attachment:

Letter to eligible (*Commissioners only*)

- Applicant # 2378476 dated June 1, 2022

Recommendation:

The Director, Classified Personnel recommends that EdJoin Applicant #2378476 be removed from Eligibility List 2021-86 in accordance with Personnel Commission Rule 6.1.8.

Merit System Rules and Regulations for the Classified Service
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

(Revised 01/16/03)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: June 9, 2022
**SUBJECT: Agenda Item No. 17: PROPOSED PERSONNEL COMMISSION MEETING
DATES FOR 2022-2023 SCHOOL YEAR**

Background Information

The Personnel Commission meets on the second Thursday of the month, in the District Office Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, California, at 4:30 p.m., unless otherwise noted.

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2022-2023 school year and are forwarded for ratification:

- Thursday, July 14, 2022
- Thursday, August 11, 2022
- Thursday, September 8, 2022
- Thursday, October 13, 2022
- Thursday, November 17, 2022*
- Thursday, December 8, 2022
- Thursday, January 19, 2023*
- Thursday, February 9, 2023
- Thursday, March 9, 2023
- Thursday, April 20, 2023*
- Thursday, May 11, 2023
- Thursday, June 8, 2023

*Third Thursday of the month due to Veteran’s Day, Winter Break, and Spring Break holidays.

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates for the 2022-2023 school year.