



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Wednesday, April 13, 2022

CLOSED SESSION

3:45 p.m.

**Human Resources Conference Room,
Building B**

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in **PARTNERSHIP** with **EDUCATION**

Personnel Commission

1966 – 2022

PERSONNEL COMMISSION:

Bob Ewing, Chair

Lance Bidnick, Vice-Chair

Daniel P. Gooch, Member

<p>A G E N D A</p> <p>PERSONNEL COMMISSION</p> <p>OCEAN VIEW</p> <p>SCHOOL DISTRICT</p>	<p>WEDNESDAY, APRIL 13, 2022</p> <p>CLOSED SESSION 3:45 p.m.</p> <p>H.R. CONFERENCE ROOM, BUILDING B</p> <p>REGULAR MEETING 4:30 p.m.</p> <p>BOARD ROOM, BUILDING A</p>
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1. **CLOSED SESSION** TIME: _____ p.m.
CALL TO ORDER

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of March 10, 2022.

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

INFORMATION-DISCUSSION-ACTION ITEMS

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

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

DISCUSSION

- 1. Director, Classified Personnel evaluation

5. **ADJOURNMENT** TIME: _____ p.m.

ACTION
Moved: _____
Second: _____
Vote: _____

6. **RECONVENE TO OPEN SESSION** TIME: _____ p.m.
CALL TO ORDER

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

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

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

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

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

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

ACTION
Pages 2-5
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Page 6
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

There are no job description reviews or revisions requiring approval at this time.

B. RECRUITMENT AND TESTING:

ELIGIBILITY LIST(S): The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists.

(Eligibility lists provided to Commissioners only.)

- 2021-62 Noon Duty Supervisor
- 2021-63 Instructional Assistant
- 2021-64 Instructional Assistant – ABA
- 2021-65 Maintenance Plumber
- 2021-66 Instructional Assistant – Special Education
- 2021-67 Noon Duty Supervisor
- 2021-68 Maintenance HVAC Mechanic
- 2021-69 Food and Nutrition Services Operations Supervisor
- 2021-70 Instructional Assistant – ABA
- 2021-71 Instructional Assistant – Special Education
- 2021-72 Instructional Assistant – Severely Disabled

13. **CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity Lists received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meetings of:

INFORMATION
Pages 7-10

- March 8, 2022 (Exhibit A)
- March 22, 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 11-12

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

15. PROPOSED BUDGET 2022-2023 – PRELIMINARY DRAFT – FIRST READING AND DISCUSSION: The Personnel Commission will receive the Director’s recommendation to review and discuss the preliminary budget of the Personnel Commission for the fiscal year 2022-2023, for a first reading and discussion.

**FIRST READING
AND DISCUSSION
Pages 13-20**

16. SALARY ADJUSTMENT REQUEST – BUS DRIVER/UTILITY WORKER: The Personnel Commission will receive the Director’s recommendation to recommend to the Ocean View School District Board of Trustees that the salary range of Bus Driver/Utility Worker be reallocated from Salary Range 32 Salary Range 32, \$21.754 to \$26.506 per hour, to Salary Range 37, \$24,614 to \$29.992 per hour on the Classified Bargaining Unit Salary Schedule.

**ACTION
Pages 21-27
Moved: _____
Second: _____
Vote: _____**

17. PROPOSED NEW CLASSIFICATION – UNIVERSAL INSTRUCTIONAL ASSISTANT: The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the proposed new classification and job description for Universal Instructional Assistant.

**ACTION
Pages 28-34
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 is not required.*
- *Practice social distancing.*

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Closed Session Meeting of the Personnel Commission
March 10, 2022**

CALL TO ORDER The March 10, 2022, Regular Closed Session meeting of the Personnel Commission was called to order at 3:47 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the November 18, 2021, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

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

A. Discussion of appointment of employees, and employee termination, evaluation of employee performance, complaints or charges against an employee, and other personnel matters as pursuant to Government Code sections 54957, 54957.1.

1. Director, Classified Personnel evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the March 10, 2022, Closed Session Meeting at 4:31p.m.

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

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
March 10, 2022
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the March 10, 2022, Regular Personnel Commission Meeting to order at 4:37 p.m.
- PLEDGE OF ALLEGIANCE** Prior to the flag salute, Commissioner Ewing asked for a moment of silence for Huntington Beach Police Officer Nicholas Vella. He then asked Commissioner Gooch to lead the pledge of allegiance.
- ROLL CALL** All Commissioners were present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that there was nothing to report out from the Closed Session.
- PUBLIC COMMENTS** There were no comments from the public at this time.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the February 10, 2022, Regular Personnel Commission meeting.
- Seconded by Commissioner Gooch, and carried with a 3:0 vote.
- 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:
- 2021-56 Lead Evening Custodian
 - 2021-57 Early Learning Instructional Assistant
 - 2021-58 Groundskeeper I
 - 2021-59 Child Care Attendant
 - 2021-60 Instructional Assistant – ABA
 - 2021-61 Custodian
- Motion by Commissioner Gooch to approve the Consent Calendar.
- Seconded by Commissioner Bidnick, and carried with a 3:0 vote.
- CLASSIFIED PERSONNEL ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of February 8, 2022, and February 22, 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.

**RECOMMENDATION
TO RECLASSIFY
INCUMBENT FROM
FIELD SERVICE
TECHNICIAN TO
COMPUTER/
MULTIMEDIA
TECHNICIAN**

Betzabeth Vazquez, Personnel Analyst, presented this item to the Commissioners. She explained that a Position Description Questionnaire and a request for reclassification study were submitted by Rick Larson, Director, Information Technology and William Heyer, Field Service Technician. The request was for a reclassification of Mr. Heyer from Field Service Technician, to Computer/Multimedia Technician. Director Vellanoweth and Betzabeth Vazquez conducted a thorough review of Mr. Heyer's position and the reclassification request. Job descriptions for both positions were also reviewed. Conversations with Rick Larson, Keith Farrow, Assistant Superintendent, Administrative Services, and Reagan Headrick, Assistant Superintendent, Human Resources took place. At the conclusion of the review, it was determined that Mr. Heyer was not working within his current classification. The process revealed that Mr. Heyer is actually performing the duties of a Computer/Multimedia Technician, an already established classification.

Mr. Heyer meets the criteria for reclassification based upon gradual accretion of duties. In addition, he has met the two years of required time in his current classification and is therefore entitled to placement into the classification of Computer/Multimedia Technician without examination.

It is the recommendation of Director Vellanoweth and Betzabeth Vazquez, Personnel Analyst, that Mr. William Heyer be reclassified from Field Service Technician to Computer/Multimedia Technician. This proposed reclassification has been shared with the incumbent, CSEA, and appropriate District administration, and all are in support of the request.

Commissioner Bidnick asked if there was any intent to refill the Field Service Technician position, or is there a need for it, if this is approved. Ms. Vazquez answered that in conversations with Mr. Rick Larson, he has indicated that he can do without a Field Service Technician, and will have future conversations with his administrator as to next steps for this position.

Commissioner Bidnick asked if there were any other incumbents in the Field Service Technician classification. Ms. Vazquez answered no.

Commissioner Bidnick asked how many other incumbents are in the classification of Computer Multimedia Technician. Ms. Vazquez answered there are currently three, with one vacant position, that has been vacant for some time as a result of that incumbent being reclassified into a higher position.

Phi Tran, Network System Specialist, in the Information Technology department, addressed the Personnel Commission in support of this reclassification request. Mr. Heyer is a coworker of Mr. Tran. Mr. Heyer always comes to work with a smile on his face and is one of the hardest working employees in the department. Mr. Tran hopes the Personnel Commission will take this recommendation request into consideration.

Motion by Commissioner Gooch to approve the Reclassification of incumbent from Field Service Technician to Computer/Multimedia Technician.

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

Commissioner Bidnick added that he thinks this is a good opportunity to fill a vacancy, and it is great that the district already has an employee who has been doing this work. He also thanked Betzabeth for the presentation.

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA Liaison to the Personnel Commission, shared some sad news with the Commissioners. Two classified members, Austin Nichols and Andrea Quillin, passed away in the last month. Austin was a long time employee of the district as a Child Care Attendant at Hope View. He was highly respected, and loved by the students and families. Andrea was also a long time employee of the district as a Food Service Worker at Oak View. Condolences are sent to their families and their lives are honored for their hard work and dedication to Ocean View School District.

Mr. Tran also mentioned that conversations are being had about the Universal Pre-K program. The Kid's Club program is seeing an increase in enrollment. At the state level, the Communications Committee is working hard on new chapter websites. There will be a virtual Communications Academy open to all members who wish to attend. One of the break-out sessions will be on two way communication. Communications awards were just announced and are due May 10, 2022. The 25th annual Paraeducator Conference ended today. The Maintenance and Operations Academy is coming up and will be offered virtually to members. A new CSEA training director was recently hired and the plan is to completely revamp CSEA's training program.

**COMMISSIONER
REPORTS**

Commissioners Bidnick and Gooch had nothing to report. Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for Wednesday, April 13, 2022.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth confirmed the next meeting would be on Wednesday, April 13, 2022, where she plans to present a draft of the 2022-2023 Personnel Commission budget for a first reading and discussion. She looks forward to working with Commissioner Bidnick, who is this year's budget advisor, and collaborating with the Director of Fiscal Services. There will also be a closed session prior to next month's meeting to discuss the Director's evaluation. She reminded the Commissioners to submit their written evaluations to the Chair so they can be compiled.

She announced that at the next meeting, face masks will be highly recommended indoors, but not required. She congratulated Barb Davis, Director of Student Services, who was named ACSA's Student Services Administrator of the Year, and Ocean View School District's Teachers of the Year, Lisa Banuelos and Denise Gribbin.

Director Vellanoweth provided a recruitment update, stating there are currently sixty openings, which indicates that the number of openings is steadily decreasing. However, we are still experiencing recruitment difficulties including receiving enough qualified applicants, getting applicants to engage with us, show up for exams, and participate in the process. There are instances now where we are on our third recruitment for the same position. The staff is working hard to engage with applicants, keeping in contact with them throughout the process, and encouraging them to participate.

She stated that she recently shared a presentation about the Personnel Commission and its role with the Superintendent's Extended Cabinet. The presentation went well and she was able to answer some insightful questions from fellow leadership team members. It was nice to share information about the functions of the Personnel Commission and the Merit System.

MINUTES OF THE MARCH 10, 2022, PERSONNEL COMMISSION MEETING – PAGE 4

**DIRECTOR AND
STAFF REPORTS**

The Personnel Commission staff put on an application webinar this past week. Director Vellanoweth thanked CSEA for attending the webinar to gain information about the application process to pass on to their members. A recorded version of the webinar will be shared on the district website so applicants can view it.

The Personnel Commission staff will be participating in a job fair on April 5. It will be the first in-person job fair in over two years and it will be at the Huntington Beach Adult School. On March 25, there will be a ceremony for the Park View demolition. The Commissioners should have received an invitation to attend.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick.

Motion was seconded by Commissioner Gooch to adjourn the meeting in memory of Officer Nicholas Vella, and Ocean View School District employees, Austin Nichols, and Andrea Quillin, and carried with a 3:0 vote at 5:02 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: April 13, 2022

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

Background Information

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

List No.	Classification	No. of Applicants	No. of Ranks	No. of New/Merged Eligibles	List Type
2021-62	Noon Duty Supervisor	8	1	2	Open, Merge, and Promotional
2021-63	Instructional Assistant	16	4	6	Open and Promotional
2021-64	Instructional Assistant – ABA	5	2	3	Open and Promotional
2021-65	Maintenance Plumber	14	4	5	Open and Promotional
2021-66	Instructional Assistant – Special Education	1	1	1	Open and Promotional
2021-67	Noon Duty Supervisor	7	4	7	Open and Promotional
2021-68	Maintenance HVAC Mechanic	9	3	3	Open and Promotional
2021-69	Food and Nutrition Services Operations Supervisor	1	1	1	Promotional
2021-70	Instructional Assistant – ABA	3	2	3	Open and Promotional
2021-71	Instructional Assistant – Special Education	1	1	1	Open and Promotional
2021-72	Instructional Assistant – Severely Disabled	1	1	1	Open and Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-62 through 2021-72.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 13, 2022

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

Background Information

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

- March 8, 2022 (Exhibit A)
- March 22, 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 March 8, 2022, and March 22, 2022.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 8, 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>
Alvarado, Samuel Noah	Instructional Assistant – ABA	College View Preschool	\$18.761 hourly	26.1	02/17/2022

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>
Wadsworth, Tracie	School Office Clerk	Substitute	\$19.718 hourly	28.1	02/17/2022

Approve Separation - Resignation
In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Ayala, Chris	Custodian	Vista View	03/15/2021	02/11/2022

Approve Separation – Released Within Probation
In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Moore, Annika	Instructional Assistant – ABA	Lake View	06/22/2021	02/15/2022

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Huebel, Amber	Instructional Assistant – Physical Education	Multiple Sites	02/22/2022	04/04/2022

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 22, 2022

**Approve Employment
In accordance with Merit System Testing Procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Arciga, Gabriel	Groundskeeper I	Facilities	31.1	02/24/2022
Jim, Michael	Child Care Attendant	Circle View	18.1	03/09/2022
Martinez, Victor	Lead Evening Custodian	Facilities	30.1	03/07/2022
Tran, Ngoc	Instructional Assistant – ABA	Oak View Preschool	26.1	03/04/2022
Umana, Tommy	Instructional Assistant – ABA	Lake View	26.1	03/14/2022
Walthers, Garrett	Lead Evening Custodian	Facilities	30.1	03/22/2022

**Approve Reemployment
In accordance with Merit System Rule 7.2.10:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Enright, Nancy	Child Care Attendant	Village View	18.5	03/07/2022

**Approve Substitute Employment
In accordance with Merit System Testing Procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Baker, Mary	Lead Food Service Worker	Substitute	21.3	02/22/2022
Corley, Jacob	Bus Driver/Utility Worker	Substitute	32.1	03/01/2022
Flores-Delgado, Jesus	Instructional Assistant – English Learner	Substitute	23.1	02/09/2022
Flores-Delgado, Jesus	Instructional Assistant – Special Education	Substitute	22.1	02/09/2022
Gonzalez, Jose	Head Custodian	Substitute	32.1	09/28/2021
Gonzalez, Jose	Maintenance Worker	Substitute	28.1	09/28/2021
Jim, Michael	Instructional Assistant	Substitute	21.1	03/09/2022
Jimenez Newton, Alina	School Library Specialist	Substitute	27.1	03/07/2022
Khobbakht, Mitra	Lead Food Service Worker	Substitute	21.5	02/22/2022
Lopez, Jadira	Instructional Assistant – Special Education	Substitute	22.1	01/26/2022
Lordanich, Valerie	Noon Duty Supervisor	Substitute		03/01/2022
Magallanes, Vianey	Parent/Teacher Conference Interpreter	Substitute		03/09/2022
Moyer, Dana	Lead Food Service Worker	Substitute	21.5	02/22/2022
Moyer, Lori	Lead Food Service Worker	Substitute	21.5	02/22/2022
Munsterman, Mildred	Lead Food Service Worker	Substitute	21.5	02/22/2022
Nguyen, Van Anh	Child Care Attendant	Substitute	18.1	09/17/2021
Silva, Carissa	Lead Food Service Worker	Substitute	21.5	02/22/2022
Tomlinson, Patricia	Instructional Assistant	Substitute	21.1	03/02/2022
Wadsworth, Tracie	District Receptionist	Substitute	31.1	02/17/2022
Webb, Chloe	Instructional Assistant	Substitute	21.1	03/01/2022
Zavala, Victoria	Food Service Worker	Substitute	18.1	02/23/2022
Zech, Jean	Lead Food Service Worker	Substitute	21.5	02/22/2022

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 22, 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>
Heyer, William	Computer Multimedia Technician	District Office	\$5,737.68 monthly	45.3	03/11/2022

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>
Custudio, Julie	Instructional Assistant – ABA	Star View	12/02/2019	03/11/2022
Kimble, Bailey	Noon Duty Supervisor	Circle View	01/03/2022	02/25/2022
Lodge, Hannah	Instructional Assistant – ABA	Hope View	01/25/2022	03/09/2022

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Morales, Melanie	School Office Manager	Village View	10/18/2021	03/08/2022

Approve Separation – Exhausted All Available Leaves
In accordance with Merit System Rules 8.7.4:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Trentacosta, Ann	Noon Duty Supervisor	Marine View	03/21/2016	02/18/2022

Approve Separation - Deceased

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Nichols, Austin	Child Care Attendant	Hope View	11/29/1999	02/09/2022

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>	<u>EFFECTIVE DATE</u>
Garcia, Sonia	Parent Liaison Instructional Assistant Bilingual	Oak View	03/09/2022	03/09/2022	11/09/2022
Silver, In Sook	Food Service Worker	Marine View	03/09/2022	03/09/2022	05/09/2022

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Frost, Sally	School Office Manager	Mesa View	09/18/1995	06/30/2022
Tippy, Georgeann	Instructional Assistant – Special Education	Star View	09/06/2006	06/23/2022

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 13, 2022

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

Background Information

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

Classification	Number of Vacancies	Status
ALC Attendant	2 with 1 req in the queue for approval	Reposted on Edjoin (4); Application Deadline 4/26/2022
Bus Driver/Utility Worker	7	Reposted on Edjoin – Continuous
Central Kitchen Operations Supervisor	1	Goal is to post in April
Central Kitchen Lead Food Service Worker	1	Written Exam 4/7/2022
Child Care Attendant	8	Posted on Edjoin; Continuous; Application Deadline Extended to 4/27/2022
Custodian	1	One candidate in the pre-employment process. Will be reposting on Edjoin due to another vacancy.
Food & Nutrition Services Operations Supervisor	1	Final Interview 4/4/2022; Promotional candidate selected. Start date TBD.
Groundskeeper I	1	One candidate in the pre-employment process
Instructional Assistant	3	Posted on Edjoin; Continuous; Written exam 4/19/2022
Instructional Assistant - ABA	11	Posted on Edjoin; Continuous; Written exam 4/19/2022
Instructional Assistant – Special Education	5	Posted on Edjoin; Continuous; Written exam 4/19/2022
Instructional Assistant – Severely Disabled	3	Posted on Edjoin; Continuous; Written exam 4/19/2022
Lead Evening Custodian	2	Hired two new candidates; one has resigned due to another job; will be reposting on Edjoin
Lead Food Service Worker	1	Posted on Edjoin; Promotional; Application Deadline 4/8/2022
Maintenance HVAC Mechanic	2	One new hire to begin; one candidate declined job offer; will be reposting on Edjoin

Classified Personnel Recruitment List

Page 2

Classification	Number of Vacancies	Status
Maintenance Plumber	1	New hire to begin 4/11/2022
Noon Duty Supervisor	11	Two new hires started 3/15/2022 and 3/29/2022; Posted continuously on Edjoin
Payroll Technician	1	Reposted on Edjoin (3); Application Deadline extended to 4/7/2022
School Health Technician	Substitutes	Posted on Edjoin; Application Deadline extended 4/28/2022
School Library Specialist	1	Posted on Edjoin; Application Deadline 4/21/2022
School Office Clerk	1	Posted on Edjoin; Application Deadline 4/29/2022
Senior Purchasing Clerk	1	Posted on Edjoin; Application Deadline 4/11/2022

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: April 13, 2022

**SUBJECT: Agenda Item No. 15: Proposed Personnel Commission Budget 2022-2023
Preliminary Draft
First Reading and Discussion**

Background Information

Education Code 45253 requires the Commission to prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district. A proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to a public hearing. A public hearing is then held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action.

As established by the Commission in 2002, each year the Vice-Chair of the Commission serves as the budget development liaison with the Director, Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Lance Bidnick, current Vice-Chair, is serving as the liaison this year for the 2022-2023 Personnel Commission budget.

Process and Recommendation

In preparing to develop this preliminary draft budget, the Director met with the Director, Fiscal Services, Tim Golden, to obtain information necessary to identify past expenditures and trends, project future expenditures, including salary and benefit costs, and discuss budget strategies. The Director and Vice-Chair budget liaison, Lance Bidnick, also met to discuss how to best meet the essential needs of the Commission and delivery of services, and how these might align with the district budget objectives. A key objective of the Commission for the coming year is to begin addressing review of classified job descriptions.

The Director then met together with Director, Fiscal Services, Tim Golden, and budget liaison and Commission Vice-Chair, Lance Bidnick, to present several draft proposals that 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. It is understood that we need to be mindful of the District's fiscal solvency. Therefore, the Director Classified Personnel reviewed all areas of the budget, in an attempt to keep discretionary spending as low as possible, meet the essential and minimal needs of the Commission, while maintaining prudent flexibility.

**Proposed Personnel Commission Budget 2022-2023
Preliminary Draft – First Reading and Discussion
Page 2**

The Director recommends that most line items continue as currently budgeted, as they will meet the needs of the Commission with minimal spending. Increases are limited to salaries and statutory benefits where cost of living has increased, a slight increase in temporary support, and funding for staff participation in the Merit System Academy. The Commission will continue to work with the district to explore options to address the review and update of job descriptions. The Director will continue to be prudent, strategically planning expenditures around the essential, necessary, and discretionary priority levels, to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year to support and build the District's reserves.

This preliminary budget has been shared and reviewed with budget liaison, Lance Bidnick, to ensure it will meet the needs of the Commission for the coming year, as well as with Director, Fiscal Services, Tim Golden to ensure it aligns with the district's budget goals and objectives. Mr. Golden has also shared this proposal with Assistant Superintendent, Keith Farrow.

The Preliminary Draft 2022-2023 Annual Budget of the Personnel Commission is the Director's best estimate as to the minimum budget required to operate during the next fiscal year.

Attachments: Personnel Commission Preliminary Draft Budget 2022-2023
 Education Code 45253

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Recommendation

Personnel Commission Vice-Chair Lance Bidnick and Director, Classified Personnel Vellanoweth recommend the Personnel Commission receive the Preliminary Draft 2022-2023 Annual Budget of the Personnel Commission for first reading and discussion. It is further recommended that the Commission fully consider any expressed views on the budget and that a public hearing/adoption of the 2022-2023 budget be held on May 12, 2022.

Education Code 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

<u>Categories/Object Code</u>	<u>2019-2020</u> Actuals	<u>2020-2021</u> Actuals	<u>2021-2022</u> Budgeted/ Expended thru 3rd Quarter	<u>2021-2022</u> Budgeted/ Est to close	<u>2022-2023</u> Proposed Budget	<u>Comments/Rationale</u>
Admin Supplies (4305)						
Budgeted	\$4,500.00	\$3,200.00	\$3,200.00	\$3,200.00		
Reduced Spending*	-\$1,350.00					
Expended	\$1,332.00	\$1,488.00	\$1,878.00	\$3,200.00	\$3,200.00	
% Expended	30%	47%	59%	100%		Continue - Will meet needs with minimal spending. Expenditures estimated through end of school year include replacing depleted office supplies, recruitment and promotional materials, supplies for archiving terminated files.
Non Capitalized Equipment (Over \$500) (4490)						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00		
Expended	\$1,773.00	\$0.00	\$2,478.00	\$2,478.00	\$0.00	Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
% Expended	1773%	0%	2478%	2478%		
Mileage (5201)						
Budgeted	\$150.00	\$150.00	\$150.00	\$150.00		
Expended	\$18.00	\$47.00	\$12.00	\$50.00	\$150.00	Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
% Expended	12%	31%	8%	33%		
Travel/Conference (5202)						
Budgeted	\$2,100.00	\$900.00	\$900.00	\$900.00		
Reduced Spending*	-\$630.00					
Expended	\$1,090.00	\$0.00	\$575.00	\$575.00	\$1,500.00	Increase - Supports director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff trainings. Additional funds to send Assistant to Merit System Academy
% Expended	82%	0%	64%	64%		
District Memberships (5301)						
Budgeted	\$3,100.00	\$3,200.00	\$3,200.00	\$3,200.00		
Expended	\$3,100.00	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00	Continue - Memberships for CODESP, PCASC and CSPCA anticipated to remain the same.
% Expended	100%	100%	100%	100%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget		
Repair/Maintenance (5617)							
Budgeted	\$700.00	\$400.00	\$400.00	\$400.00	\$400.00		Continue - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
Expended	\$241.00	\$201.00	\$139.00	\$250.00	\$400.00		
% Expended	34%	50%	35%	63%	\$400.00		
Duplication Charges (5715)							
Budgeted	\$800.00	\$500.00	\$500.00	\$500.00	\$500.00		Continue - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
Reduced Spending *	-\$240.00						
Expended	\$218.00	\$57.00	\$10.00	\$200.00	\$500.00		
% Expended	57%	11%	2%	40%			
Employment Advertisements (5805)							
Budgeted	\$2,300.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00		Continue - EdJoin and Government Jobs (7 posts per year) meet most posting needs except for highly technical and management positions where outside advertising is necessary through CASBO/ACSA, or other recruitment options as needed such as veteran sites and/or Craig's List.
Expended	\$2,050.00	\$1,000.00	\$1,200.00	\$1,700.00	\$2,100.00		
% Expended	89%	48%	57%	81%	\$2,100.00		
Consultants (5820)							
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Continue - Per Fiscal Services, not necessary to budget for contingency cost of hearing officer in event of an appeal. No way to estimate legal costs. District agrees to support cost of hearing officer, if PC deems necessary.
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
% Expended	0%	0%	0%	0%	\$0.00		
Outside Services - Non Repair/Mtce (5825)							
Budgeted	\$19,283.00	\$19,283.00	\$18,080.00	\$18,080.00	\$18,080.00		Increase - PC's half of HR/PC employee database HR2.0 and workflow system through OCDE \$17,500 annually. EdJoin increased to \$1866 annually of which PC pays half.
Expended	\$19,508.00	\$19,830.00	\$17,600.00	\$18,100.00	\$18,435.00		
% Expended	101%	103%	97%	100%	\$18,435.00		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2019-2020</u> Actuals	<u>2020-2021</u> Actuals	<u>2021-2022</u> Budgeted/ Expended thru 3rd Quarter	<u>2021-2022</u> Budgeted/ Est to close	<u>2022-2023</u> Proposed Budget	<u>Comments/Rationnale</u>
TOTAL NON SALARY ITEMS						
Budgeted	\$32,933.00	\$29,733.00	\$28,530.00	\$28,530.00	\$29,485.00	
Reduced Spending *	-\$2,220.00		\$27,092.00	\$29,753.00		
Expended	\$29,330.00	\$25,823.00				
% Expended	96%	87%	95%	104%		Increase \$955 from previous year

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2019-2020</u> Actuals	<u>2020-2021</u> Actuals	<u>2021-2022</u> Budgeted/ Expended thru 3rd Quarter	<u>2021-2022</u> Budgeted/ Est to close	<u>2022-2023</u> Proposed Budget	<u>Comments/Rationale</u>
Overtime (2490)						
Budgeted	\$2,400.00	\$2,000.00	\$2,000.00	\$2,000.00		
Expended	\$1,577.00	\$1,339.00	\$423.00	\$1,400.00	\$2,000.00	Continue - Personnel Assistant overtime for PC Meetings
% Expended	66%	67%	21%	70%		
Substitutes (2497)						
Budgeted	\$5,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
Expended	\$2,627.00	\$3,824.00	\$4,781.00	\$5,000.00	\$5,000.00	Increase - Support office activities in absence of employees due to illness, scheduled vacation, job fair attendance, etc.
% Expended	52%	191%	239%	250%		
Temporaries (2495)						
Budgeted	\$14,000.00	\$7,000.00	\$7,000.00	\$7,000.00		
Expended	\$5,963.00	\$3,659.00	\$6,054.00	\$7,000.00	\$10,000.00	Increase - Support needed for oral exam panel members, exam proctoring, proctoring/grading foreign language exams, long term projects and temporary office support during peak periods.
% Expended	42%	52%	86%	100%		
TOTAL OTHER SALARY ITEMS						
Budgeted	\$21,400.00	\$11,000.00	\$11,000.00	\$11,000.00	\$17,000.00	Increase \$6,000 from previous year
Expended	\$10,167.00	\$8,822.00	\$11,258.00	\$13,400.00		This amount includes hourly rate of pay plus statutory benefits.
% Expended	48%	80%	102%	121%		

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget		
TOTAL STAFF SALARY ITEMS							
Budgeted	\$471,571.00	\$492,615.00	\$497,553.00	\$497,553.00	\$532,347.00		
Expended	\$474,540.00	\$484,533.00	\$347,584.00	\$497,553.00			Increase of \$34,794 to current staff (Director, Assistant, Analyst & Technician) due to scheduled salary step increases and statutory benefit increases.
% Expended	100%	98%	99%	100%			

**PERSONNEL COMMISSION
BUDGET TOTALS
THREE YEAR HISTORY**

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget	
Budgeted	\$525,904.00	\$553,348.00	\$537,083.00	\$537,083.00		
Reduced Spending*	-\$2,220.00	\$519,178.00	\$385,961.00	\$540,706.00		Increase of \$41,749 (7.8%) from previous year
Expended	\$514,037.00				\$578,832.00	Increase in Travel/Conferences, Outside Services \$955 Increase Sub, Temp \$6,000
% Expended	98%	94%	72%	101%		Increase in current staff statutory salaries and benefits \$34,794

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2022

SUBJECT: Agenda Item No. 16: Salary Adjustment Request – Bus Driver/Utility Worker

Background Information

The Director, Classified Personnel recently received a request from Assistant Superintendent, Administrative Services, Keith Farrow, to review the salary placement of the classification of Bus Driver/Utility Worker. Mr. Farrow had interest in knowing how Ocean View's Bus Driver/Utility Worker salary compared to our neighboring districts as it has been very difficult to fill seven vacant positions due to an extreme shortage of drivers and applicants. This emergency situation has resulted in an inability to meet our student transportation needs, particularly our Special Education population, that cannot be transported by contracted agencies such as Certified Transportation. Dependent upon the results of the salary comparison, Mr. Farrow was interested in upgrading the salary of the classification to make it more competitive. In response to this request, the Director, Classified Personnel conducted a salary study of the Bus Driver/Utility Worker class in comparison to the outside labor market.

Analysis

Recent survey information has been gathered from neighboring and established survey districts with similar positions.

District	Hourly Rate		
	ADA	Entry Step	Top Step
Magnolia Elementary	6,000	\$25.030	\$31.410
Garden Grove Unified	41,500	\$25.430	\$30.990
Huntington Beach City Elementary	6,600	\$24.231	\$30.000
Los Alamitos Unified	9,400	\$24.640	\$29.940
Newport-Mesa Unified	21,353	\$24.300	\$29.760
Fullerton Joint Union High School	13,000	\$23.080	\$29.470
Huntington Beach Union High School	15,534	\$22.940	\$28.410
La Habra City Elementary	4,500	\$22.170	\$28.352
Centralia Elementary	4,225	\$23.159	\$28.175
Irvine Unified	36,177	\$22.232	\$27.696
Placentia-Yorba Linda Unified	24,997	\$22.550	\$27.470
Anaheim City Elementary	15,500	\$21.413	\$27.330

Salary Adjustment Request – Bus Driver/Utility Worker

Page 2

Fountain Valley Elementary	6,399	\$22.490	\$27.320
Anaheim Union High School	29,900	\$23.310	\$27.250
Cypress Elementary	3,700	\$22.328	\$27.199
Fullerton Elementary	13,800	\$21.058	\$26.977
Orange Unified	29,000	\$20.050	\$26.270
Westminster Elementary	9,390	\$21.028	\$25.563
Buena Park Elementary	4,575	\$21.010	\$25.550
Brea-Olinda Unified	6,238	\$22.220	\$24.590
Savanna Elementary	2,400	Not available	Not available
Capistrano Unified	54,000	n/a	n/a
Laguna Beach Unified	2,625	n/a	n/a
Saddleback Valley Unified	26,485	n/a	n/a
Santa Ana Unified	45,208	n/a	n/a
Tustin Unified	24,000	n/a	n/a
OVSD Benchmark Districts	Median	\$23.010	\$28.940
	Mean	\$23.056	\$28.322
Ocean View Elementary	7,500	\$21.754	\$26.506

Salary Considerations:

Based upon the survey data, it is the Director’s conclusion that the current range placement is, in fact, below the majority of local districts surveyed and is well below the median and mean for all districts surveyed. The Director recommends, and is in support of, a reallocation of the Bus Driver/Utility Worker from Salary Range 32, \$21.754 to \$26.506 per hour, to Salary Range 37, \$24.614 to \$29.992 per hour.

The recommended salary range placement will provide compensation that is more competitive when comparing our Step 5 rate of pay to the top salary steps paid to Bus Drivers of neighboring districts. This should greatly assist in the recruitment and retention of qualified candidates. As the Driver Instructor classification at Range 35 is no longer in use, and the Mechanic Assistant classification at Range 36 is used only on a temporary/substitute basis, this placement would not immediately disrupt the hierarchy within the Transportation job series. See attached salary schedule draft for proposed salary placement.

This recommendation has been shared with the Assistant Superintendent, Administrative Services and the Superintendent. Both are in support of the new salary placement. This information has also been shared and discussed with CSEA. If recommended by the Personnel Commission, the Superintendent will bring forth the recommended salary placement to the Board of Trustees for consideration.

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Recommendation

The Director, Classified Personnel recommends the Personnel Commission recommend to the Ocean View School District Board of Trustees that the salary range of Bus Driver/Utility Worker be reallocated from Salary Range 32 Salary Range 32, \$21.754 to \$26.506 per hour, to Salary Range 37, \$24,614 to \$29.992 per hour on the Classified Bargaining Unit Salary Schedule

Attachments:

- Classified Bargaining Salary Schedule Draft
- Merit Rule 7.1

OCEAN VIEW SCHOOL DISTRICT
2021-2022* Classified Bargaining Unit Range Placement

Salary Range

Salary Range

<u>ACCOUNTING SERIES</u>	
35	Senior Account Clerk
37	Accounting Technician
37	Payroll Technician
45	Financial Analyst
48	Accountant
<u>CHILD CARE SERIES</u>	
18	Child Care Attendant
32	Child Care Program Facilitator
34	Lead Child Care Facilitator
<u>CLERICAL SERIES</u>	
23	Clerk Typist
28	Intermediate Clerk Typist
28	School Office Clerk
29	Intermediate Clerk Typist-Bilingual
29	School Office Clerk-Bilingual
31	District Receptionist
31	Senior Clerk Typist
33	Translator/Interpreter
<u>CUSTODIAL SERIES</u>	
28	Custodian
30	Lead Evening Custodian
32	Head Custodian
<u>DELIVERY SERIES</u>	
31	Delivery Worker
37	Storekeeper
<u>FOOD AND NUTRITION SERVICES SERIES</u>	
18	Food Service Worker
21	Lead Food Service Worker
24	Cook
27	Central Kitchen Lead Food Service Worker
35	Central Kitchen Coordinator
<u>GROUNDS SERIES</u>	
31	Groundskeeper I
33	Grounds Equipment Operator
34	Groundskeeper II
35	Grounds Maintenance Worker
37	Sprinkler Mechanic
39	Lead Groundskeeper
<u>HEALTH SERIES</u>	
26	School Health Technician
<u>HUMAN RESOURCE SERIES</u>	
35	Personnel Technician
36	Human Resources Technician
39	Benefits & Workers' Compensation Specialist
40	Personnel Assistant
41	Human Resources Analyst
41	Personnel Analyst
<u>INSTRUCTIONAL SERIES</u>	
21	Instructional Assistant
22	Early Learning Instructional Assistant
22	Instructional Assistant-Bilingual
22	Instructional Assistant - Special Education
23	Early Learning Instructional Assistant - Bilingual
23	Instructional Assistant-Computer I
23	Instructional Assistant – English Learner
23	Instructional Assistant-Farm Facility
23	Instructional Assistant-Sign Language (Deaf/HoH)
24	Speech and Language Aide
25	Instructional Assistant-Adapted Physical Education
25	Instructional Assistant-Physical Education
25	Instructional Assistant-Severely Disabled
26	Instructional Assistant-Applied Behavior Analysis (ABA)
27	Instructional Assistant-Computer II
29	Early Learning Associate Educator
31	Lead Behavior Instructional Assistant

<u>INSTRUCTIONAL SERIES (CONTINUED)</u>	
32	Early Learning Educator
32	Speech and Language Assistant
<u>LIBRARY/MEDIA SERIES</u>	
27	School Library Specialist
34	Library/Instructional Materials Technician
<u>MAINTENANCE SERIES</u>	
28	Maintenance/Grounds Helper
33	Maintenance Worker
37	Flooring Repair Worker
37	Skilled Maintenance Worker
40	Locksmith
40	Painter
41	Maintenance Carpenter/Cabinetmaker
41	Maintenance Heating, Ventilation & Air Conditioning Mechanic
41	Maintenance Electrician
41	Maintenance Plumber
50	Facilities Planner/Coordinator
<u>NETWORK/COMMUNICATIONS SERIES</u>	
37	Field Service Technician
39	Data and Assessment Technician
45	Computer/Multimedia Technician
45	Database Analyst
47	Network Systems Specialist
50	Network Systems Manager
<u>PRINTING SERIES</u>	
33	Reprographic Technician
36	Lead Reprographic Technician
<u>PURCHASING SERIES</u>	
34	Senior Purchasing Clerk
38	Buyer
<u>SECRETARIAL SERIES</u>	
35	Program Support Specialist
36	Department Secretary
36	School Office Manager
37	Department Secretary-Bilingual
37	School Office Manager-Bilingual
40	Administrative Secretary
<u>SPECIAL PROGRAM SERIES</u>	
19	Alternative Learning Center Attendant
23	Parent Liaison Instructional Assistant-Bilingual
25	Parent Educator-Bilingual
31	Community Liaison-Bilingual
38	Public Information Assistant
<u>TRANSPORTATION SERIES</u>	
32	Bus Driver/Utility Worker
35	Driver Instructor (Inactive)
36	Mechanic Assistant (Only utilized as sub/temp)
37	Bus Driver/Utility Worker (Proposed)
38	Transportation Dispatcher
42	Mechanic
45	Lead Mechanic

Salaries:

* 2.5% Across the Board Salary Increase and alignment of hourly and monthly salary schedules effective 7/1/2021. Approved by Board of Trustees 12/14/21.

Longevity:

- At beginning of 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.

OCEAN VIEW SCHOOL DISTRICT
Classified Bargaining Unit
Master Salary Schedule
2021-2022

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,190.93	12.640	2,302.56	13.284	2,418.00	13.950	2,538.81	14.647	2,668.81	15.397
11	2,243.80	12.945	2,358.20	13.605	2,477.80	14.295	2,604.16	15.024	2,734.33	15.775
12	2,302.56	13.284	2,418.00	13.950	2,538.81	14.647	2,668.81	15.397	2,804.36	16.179
13	2,358.20	13.605	2,477.80	14.295	2,604.16	15.024	2,734.33	15.775	2,873.35	16.577
14	2,418.00	13.950	2,538.81	14.647	2,668.81	15.397	2,804.36	16.179	2,945.45	16.993
15	2,477.80	14.295	2,604.16	15.024	2,734.33	15.775	2,873.35	16.577	3,019.29	17.419
16	2,538.81	14.647	2,668.81	15.397	2,804.36	16.179	2,945.45	16.993	3,095.39	17.858
17	2,604.16	15.024	2,734.33	15.775	2,873.35	16.577	3,019.29	17.419	3,172.17	18.301
18	2,668.81	15.397	2,804.36	16.179	2,945.45	16.993	3,095.39	17.858	3,251.91	18.761
19	2,734.33	15.775	2,873.35	16.577	3,019.29	17.419	3,172.17	18.301	3,332.85	19.228
20	2,804.36	16.179	2,945.45	16.993	3,095.39	17.858	3,251.91	18.761	3,417.79	19.718
21	2,873.35	16.577	3,019.29	17.419	3,172.17	18.301	3,332.85	19.228	3,501.51	20.201
22	2,945.45	16.993	3,095.39	17.858	3,251.91	18.761	3,417.79	19.718	3,588.52	20.703
23	3,019.29	17.419	3,172.17	18.301	3,332.85	19.228	3,501.51	20.201	3,677.96	21.219
24	3,095.39	17.858	3,251.91	18.761	3,417.79	19.718	3,588.52	20.703	3,770.69	21.754
25	3,172.17	18.301	3,332.85	19.228	3,501.51	20.201	3,677.96	21.219	3,864.12	22.293
26	3,251.91	18.761	3,417.79	19.718	3,588.52	20.703	3,770.69	21.754	3,962.23	22.859
27	3,332.85	19.228	3,501.51	20.201	3,677.96	21.219	3,864.12	22.293	4,063.11	23.441
28	3,417.79	19.718	3,588.52	20.703	3,770.69	21.754	3,962.23	22.859	4,163.99	24.023
29	3,501.51	20.201	3,677.96	21.219	3,864.12	22.293	4,063.11	23.441	4,266.43	24.614
30	3,588.52	20.703	3,770.69	21.754	3,962.23	22.859	4,163.99	24.023	4,374.07	25.235
31	3,677.96	21.219	3,864.12	22.293	4,063.11	23.441	4,266.43	24.614	4,483.09	25.864
32	3,770.69	21.754	3,962.23	22.859	4,163.99	24.023	4,374.07	25.235	4,594.37	26.506
33	3,864.12	22.293	4,063.11	23.441	4,266.43	24.614	4,483.09	25.864	4,708.43	27.164
34	3,962.23	22.859	4,163.99	24.023	4,374.07	25.235	4,594.37	26.506	4,826.81	27.847
35	4,063.11	23.441	4,266.43	24.614	4,483.09	25.864	4,708.43	27.164	4,947.45	28.543
36	4,163.99	24.023	4,374.07	25.235	4,594.37	26.506	4,826.81	27.847	5,071.39	29.258
37	4,266.43	24.614	4,483.09	25.864	4,708.43	27.164	4,947.45	28.543	5,198.44	29.991
38	4,374.07	25.235	4,594.37	26.506	4,826.81	27.847	5,071.39	29.258	5,331.04	30.756
39	4,483.09	25.864	4,708.43	27.164	4,947.45	28.543	5,198.44	29.991	5,461.73	31.510
40	4,594.37	26.506	4,826.81	27.847	5,071.39	29.258	5,331.04	30.756	5,598.32	32.298
41	4,708.43	27.164	4,947.45	28.543	5,198.44	29.991	5,461.73	31.510	5,737.68	33.102
42	4,826.81	27.847	5,071.39	29.258	5,331.04	30.756	5,598.32	32.298	5,881.03	33.929
43	4,947.45	28.543	5,198.44	29.991	5,461.73	31.510	5,737.68	33.102	6,028.19	34.778
44	5,071.39	29.258	5,331.04	30.756	5,598.32	32.298	5,881.03	33.929	6,179.68	35.652
45	5,198.44	29.991	5,461.73	31.510	5,737.68	33.102	6,028.19	34.778	6,336.37	36.556
46	5,331.04	30.756	5,598.32	32.298	5,881.03	33.929	6,179.68	35.652	6,491.85	37.453
47	5,461.73	31.510	5,737.68	33.102	6,028.19	34.778	6,336.37	36.556	6,653.75	38.387
48	5,598.32	32.298	5,881.03	33.929	6,179.68	35.652	6,491.85	37.453	6,821.19	39.353
49	5,737.68	33.102	6,028.19	34.778	6,336.37	36.556	6,653.75	38.387	6,992.44	40.341
50	5,881.03	33.929	6,179.68	35.652	6,491.85	37.453	6,821.19	39.353	7,167.33	41.350

CHAPTER 7: WAGE AND SALARY PROVISIONS

Entire chapter revision adopted 02/12/04

7.1 ESTABLISHMENT OF PLAN

7.1.1 Factors in Salary Determination

- A. The Commission shall recommend, upon request by the Board of Trustees, a comprehensive compensation plan for the classified service. The plan shall include the salary schedules for the various classes, with the salary of each class consistent with the responsibility and difficulty of the work as outlined in the class specifications, and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities.
- B. For each class the compensation plan shall include a minimum and maximum rate, and intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service.
- C. The Director, Classified Personnel shall prepare recommendations for the allocation of classes to salary schedules for approval by the Commission. These recommendations may take into account the following factors:
 1. Wages and salaries paid for similar work in the recruitment area.
 2. Wages and salaries paid by other government agencies in the labor market area.
 3. Principle of "like pay for like work."
 4. Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
 5. Such other information as the Commission may approve.

7.1.2 Salary Studies

- A. A salary study shall be made whenever a new class is created, when requested by the Board of Trustees and when directed by the Commission.
- B. Employees, employee representatives, or the administration may request a salary study of a class or classes by directing a written communication to the Commission and setting forth the reasons for the study.
- C. Data obtained in a salary study shall be made available to interested parties, including employee organization representatives as appropriate.
- D. Salary studies or surveys shall be made yearly of benchmark classifications as determined by the Director. Studies or surveys of management-level classifications shall be done on as-needed basis as determined by the Director.

(Revised 2/12/98)

7.1.3 **Salary Recommendations**

- A. After making its findings, the Commission shall present salary recommendations to the Governing Board for approval.
- B. Any salary recommendations for classified non-bargaining unit employees shall normally be presented to the Board each year, with a proposed effective date of July 1. A salary recommendation shall also be made each time a new class is created. Salary recommendations at other times of the year shall be based on clear evidence that the class in question is substantially overpaid or underpaid as reflected in a salary study or for purposes of alignment with other classes. Nothing in this paragraph shall prevent adjustments in salary based on classification studies resulting from changes in duties and responsibilities, regardless of when such changes occur.
- C. The Board may approve, amend or reject the recommendation(s), but may not alter relationships among classes as established by the plan.
- D. Following adoption of the salary schedules by the Governing Board, the Commission staff shall prepare a list showing the latest salary for each class. Copies of the list shall be made available to interested employees.

7.1.4 **Appeals of Recommendations**

- A. An employee or representative may appeal the recommendation of the Director, Classified Personnel in regard to the salary of the employee's class. The employee shall have the opportunity to present their appeal in writing and orally at a regular meeting of the Commission. The administration shall have the same privilege.
- B. If the Governing Board desires reconsideration of salary recommendations, it may return the recommendations to the Commission, which shall reconsider them at its next meeting. After reconsideration, the Commission will advise the Board of its findings and the reasons thereof.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 13, 2022

SUBJECT: Agenda Item No.17: Proposed New Classification–Universal Instructional Assistant

Background Information

A new Universal Transitional Kindergarten program, outlined in Senate Bill 130 and signed by Governor Newsome in July 2021, will be gradually phased in over the next five years, until it includes all the state's 4-year olds by the 2025-2026 school year. This Universal TK, like kindergarten, will operate a full day program. In addition, the state's new Expanded Learning Opportunities Program (ELOP) requires local educational agencies to offer a nine-hour school day, which can include before and/or after class services.

Analysis

The Director, Classified Personnel spoke with other classified directors and shared visions and plans for supporting both TK/Kindergarten as well as before and after school programs based upon the new legislation and requirements. The Director also met on multiple occasions with the Director, Child Development Programs and the Assistant Superintendent, Educational Services to discuss options to support the needs of both programs and the impact on current classified staff. The Director reviewed Ocean View's current job descriptions as well as researched structures and descriptions being considered by other districts.

In reviewing the proposed duties, responsibilities and requirements provided, the Director, Classified Personnel has determined that these are appropriate to assign to a classified bargaining unit position. In addition, taking into consideration existing staff in current kindergarten classes, existing staff in before/after school programs, potential recruitment timelines and staffing needs, the Director also recommends that a new classification would best meet the needs of the district for both programs in offering services to students before, during and after school district wide. The new classification will be a promotional opportunity with increased pay for many employees and will also offer potential increases in hours and a wider variety of work shifts. It will offer flexibility for the district, more seamless and consistent support for our students, increased opportunities to employees, and will meet the requirements for both general education classrooms and before/after school programs.

Salary Considerations

Local districts are just beginning to address job descriptions in relation to the Universal TK Program and ELOP, depending upon their current district structures and the types of existing programs in place.

Proposed New Classification–Universal Instructional Assistant
Page 2

In addition, the salary ranges of Ocean View’s current Instructional Assistant classifications are very compact on the salary schedule. Therefore, it is the Director’s recommendation to make a salary placement that would allow for internal alignment and equity of this position with the other classified instructional assistant classifications within the Instructional series with similar levels of skill and responsibility. The Director recommends placement of the new classification at Salary Range 22, \$16.993 to \$20.703 per hour on the Classified Bargaining Unit Salary Schedule in the Instructional Series of classifications.

Other Considerations

The proposed classification, job description, and corresponding salary have been reviewed and recommended by the Assistant Superintendent, Educational Services and Director of Child Development Programs. The information has been shared and discussed with the classified employee union CSEA and the Director and district have engaged in a workgroup with CSEA representatives to review and discuss the description.

.....
Recommendation

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and approve the proposed new classification and job description for Universal Instructional Assistant. It is also recommended that the new classification be placed at Salary Range 22 \$16.993 to \$20.703 per hour on the Classified Bargaining Unit Salary Schedule, be assigned to the Instructional Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Attachments:

- Draft of proposed job description for Universal Instructional Assistant, dated April 8, 2022
- Classified Bargaining Unit Salary Schedule Draft



Universal Instructional Assistant

JOB SUMMARY:

Under daily direction of certificated/permitted staff and general supervision of the site administrator or designee, performs paraprofessional instructional and recreational activities, clerical and supportive tasks to assist in the care, supervision and education of students from preschool through 8th grade.

CLASS CHARACTERISTICS:

This classification is distinguished from others in the Instructional series in that incumbents are assigned to assist certificated/permitted staff working with the general student population. Other classifications in the Instructional series work with student populations having specifically identified needs or in programs directed at other than academic achievement, such as Physical Education.

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:

- Assist certificated/permitted staff with the preparation and presentation of educational and recreational materials and activities;
- Tutor students individually and in small groups;
- Monitor and assist students in a variety of activities such as drill, practice, study habits and research in a variety of subject areas utilizing a variety of instructional materials according to instruction/guidance of certificated/permitted staff;
- Provide for supervision and safety of students during classroom and outdoor activities, learning center, library, recess and field trip activities, and during fire and earthquake emergencies and preparedness drills;
- As directed, research and prepare instructional, motivational and decorative materials as well as letters, notices and other communications;
- Assist the certificated/permitted staff in maintaining a positive, disciplined, clean, safe, sanitary, orderly and attractive learning environment;
- Consult with certificated/permitted staff regarding student progress and behavior;
- Assist children in personal hygiene needs, including washing face and hands and use of toilet facilities;
- Administer basic first aid or CPR as needed.

Other Related Duties:

- Prepare and maintain a variety of records, notes, files and reports related to assigned students, activities and programs:

- Perform routine office and clerical duties;
- Attend staff meetings and participate in meetings and in-service training programs as assigned.

SUPERVISION:

General supervision is received from the site administrator or designee. Daily direction is provided by certificated/permitted staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices and terminology used in instructional situations;
- General needs and age appropriate behaviors of children;
- Student behavior management strategies and techniques;
- Safe practices for classroom and outdoor activities;
- Modern office methods, procedures, terms and equipment including a working knowledge of the use of personal computers, word processing, email and internet computer applications;
- English usage including reading, grammar, spelling and punctuation;
- Basic record keeping;
- Written and oral communication principles and practices.

Ability to:

- Utilize a variety of instructional and recreational materials and activities to enhance a positive educational environment;
- Coordinate and participate in activities with individual children or groups;
- Communicate effectively with children and adults demonstrating respect, poise, patience, sensitivity and understanding;
- Read, write and communicate effectively;
- Operate a variety of modern office equipment, including personal computer and word processing software;
- Learn and apply District and school philosophies, policies, procedures and guidelines;
- Exercise flexibility, patience and sensitivity;
- Maintain confidentiality in all communications, including with parents, staff and students;
- Perform routine clerical work, establish and maintain accurate records;
- Maintain reliable, punctual and regular attendance;
- Work independently;
- Understand and carry out oral and written instructions;
- 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;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Prior paid or volunteer experience involving the supervision of children in an organized setting is highly desirable.

Licenses and Certificates Required:

- Within two (2) months of employment, all Universal Instructional Assistants are required to possess and maintain valid, current First Aid and Adult/Child CPR Certificates.

All of the above licenses certificates must be maintained as a condition of continued employment.

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.

Physical Demands:

Frequently stands, walks, sits; stoops, bends and reaches over head; safely lifts, carries, and/or pushes up to 30 pounds; frequently uses arms, hands and fingers on both hands; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see and observe children's activities and behavior both indoor and outdoor and small details in a classroom environment; speech and vocal capacity sufficient to be heard by children in a noisy environment; hearing sufficient to be able to tell when a child is having difficulty or being disruptive; employment contingent upon passing a physical and back evaluation test.

Work Environment:

The working environment is both indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community; has constant direct contact with students and other district staff; is frequently exposed to minor, and on occasion, to severe contagious illnesses; frequently exposed to noise generated by children involved in activities; occasionally works without direct guidance from the certificated/permitted staff and/or immediate supervisor.

SALARY RANGE

Range 22

Classified Bargaining Unit

New Classification Proposed

DRAFT 4-8-22

OCEAN VIEW SCHOOL DISTRICT
2021-2022* Classified Bargaining Unit Range Placement

<u>Salary Range</u>	<u>ACCOUNTING SERIES</u>	<u>Salary Range</u>	<u>INSTRUCTIONAL SERIES (CONTINUED)</u>
35	Senior Account Clerk	32	Early Learning Educator
37	Accounting Technician	32	Speech and Language Assistant
37	Payroll Technician		
45	Financial Analyst		<u>LIBRARY/MEDIA SERIES</u>
48	Accountant	27	School Library Specialist
		34	Library/Instructional Materials Technician
	<u>CHILD CARE SERIES</u>		<u>MAINTENANCE SERIES</u>
18	Child Care Attendant	28	Maintenance/Grounds Helper
32	Child Care Program Facilitator	33	Maintenance Worker
34	Lead Child Care Facilitator	37	Flooring Repair Worker
		37	Skilled Maintenance Worker
	<u>CLERICAL SERIES</u>	40	Locksmith
23	Clerk Typist	40	Painter
28	Intermediate Clerk Typist	41	Maintenance Carpenter/Cabinetmaker
28	School Office Clerk	41	Maintenance Heating, Ventilation & Air Conditioning Mechanic
29	Intermediate Clerk Typist-Bilingual	41	Maintenance Electrician
29	School Office Clerk-Bilingual	41	Maintenance Plumber
31	District Receptionist	50	Facilities Planner/Coordinator
31	Senior Clerk Typist		
33	Translator/Interpreter		<u>NETWORK/COMMUNICATIONS SERIES</u>
		37	Field Service Technician
	<u>CUSTODIAL SERIES</u>	39	Data and Assessment Technician
28	Custodian	45	Computer/Multimedia Technician
30	Lead Evening Custodian	45	Database Analyst
32	Head Custodian	47	Network Systems Specialist
		50	Network Systems Manager
	<u>DELIVERY SERIES</u>		<u>PRINTING SERIES</u>
31	Delivery Worker	33	Reprographic Technician
37	Storekeeper	36	Lead Reprographic Technician
			<u>PURCHASING SERIES</u>
	<u>FOOD AND NUTRITION SERVICES SERIES</u>	34	Senior Purchasing Clerk
18	Food Service Worker	38	Buyer
21	Lead Food Service Worker		
24	Cook		<u>SECRETARIAL SERIES</u>
27	Central Kitchen Lead Food Service Worker	35	Program Support Specialist
35	Central Kitchen Coordinator	36	Department Secretary
		36	School Office Manager
	<u>GROUNDS SERIES</u>	37	Department Secretary-Bilingual
31	Groundskeeper I	37	School Office Manager-Bilingual
33	Grounds Equipment Operator	40	Administrative Secretary
34	Groundskeeper II		
35	Grounds Maintenance Worker		<u>SPECIAL PROGRAM SERIES</u>
37	Sprinkler Mechanic	19	Alternative Learning Center Attendant
39	Lead Groundskeeper	23	Parent Liaison Instructional Assistant-Bilingual
		25	Parent Educator-Bilingual
	<u>HEALTH SERIES</u>	31	Community Liaison-Bilingual
26	School Health Technician	38	Public Information Assistant
			<u>TRANSPORTATION SERIES</u>
	<u>HUMAN RESOURCE SERIES</u>	32	Bus Driver/Utility Worker
35	Personnel Technician	35	Driver Instructor
36	Human Resources Technician	36	Mechanic Assistant
39	Benefits & Workers' Compensation Specialist	38	Transportation Dispatcher
40	Personnel Assistant	42	Mechanic
41	Human Resources Analyst	45	Lead Mechanic
41	Personnel Analyst		
			<u>Salaries:</u>
	<u>INSTRUCTIONAL SERIES</u>		* 2.5% Across the Board Salary Increase and alignment of hourly and monthly salary schedules effective 7/1/2021. Approved by Board of Trustees 12/14/21.
21	Instructional Assistant		
22	Early Learning Instructional Assistant		<u>Longevity:</u>
22	Instructional Assistant-Bilingual		• At beginning of 10 th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
22	Instructional Assistant - Special Education		• 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.
22	Universal Instructional Assistant (Proposed)		
23	Early Learning Instructional Assistant - Bilingual		
23	Instructional Assistant-Computer I		
23	Instructional Assistant – English Learner		
23	Instructional Assistant-Farm Facility		
23	Instructional Assistant-Sign Language (Deaf/HoH)		
24	Speech and Language Aide		
25	Instructional Assistant-Adapted Physical Education		
25	Instructional Assistant-Physical Education		
25	Instructional Assistant-Severely Disabled		
26	Instructional Assistant-Applied Behavior Analysis (ABA)		
27	Instructional Assistant-Computer II		
29	Early Learning Associate Educator		
31	Lead Behavior Instructional Assistant		

Schedule updated 1/14/22

OCEAN VIEW SCHOOL DISTRICT
Classified Bargaining Unit
Master Salary Schedule
2021-2022

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,190.93	12.640	2,302.56	13.284	2,418.00	13.950	2,538.81	14.647	2,668.81	15.397
11	2,243.80	12.945	2,358.20	13.605	2,477.80	14.295	2,604.16	15.024	2,734.33	15.775
12	2,302.56	13.284	2,418.00	13.950	2,538.81	14.647	2,668.81	15.397	2,804.36	16.179
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20	2,804.36	16.179	2,945.45	16.993	3,095.39	17.858	3,251.91	18.761	3,417.79	19.718
21	2,873.35	16.577	3,019.29	17.419	3,172.17	18.301	3,332.85	19.228	3,501.51	20.201
22	2,945.45	16.993	3,095.39	17.858	3,251.91	18.761	3,417.79	19.718	3,588.52	20.703
23	3,019.29	17.419	3,172.17	18.301	3,332.85	19.228	3,501.51	20.201	3,677.96	21.219
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31	3,677.96	21.219	3,864.12	22.293	4,063.11	23.441	4,266.43	24.614	4,483.09	25.864
32	3,770.69	21.754	3,962.23	22.859	4,163.99	24.023	4,374.07	25.235	4,594.37	26.506
33	3,864.12	22.293	4,063.11	23.441	4,266.43	24.614	4,483.09	25.864	4,708.43	27.164
34	3,962.23	22.859	4,163.99	24.023	4,374.07	25.235	4,594.37	26.506	4,826.81	27.847
35	4,063.11	23.441	4,266.43	24.614	4,483.09	25.864	4,708.43	27.164	4,947.45	28.543
36	4,163.99	24.023	4,374.07	25.235	4,594.37	26.506	4,826.81	27.847	5,071.39	29.258
37	4,266.43	24.614	4,483.09	25.864	4,708.43	27.164	4,947.45	28.543	5,198.44	29.991
38	4,374.07	25.235	4,594.37	26.506	4,826.81	27.847	5,071.39	29.258	5,331.04	30.756
39	4,483.09	25.864	4,708.43	27.164	4,947.45	28.543	5,198.44	29.991	5,461.73	31.510
40	4,594.37	26.506	4,826.81	27.847	5,071.39	29.258	5,331.04	30.756	5,598.32	32.298
41	4,708.43	27.164	4,947.45	28.543	5,198.44	29.991	5,461.73	31.510	5,737.68	33.102
42	4,826.81	27.847	5,071.39	29.258	5,331.04	30.756	5,598.32	32.298	5,881.03	33.929
43	4,947.45	28.543	5,198.44	29.991	5,461.73	31.510	5,737.68	33.102	6,028.19	34.778
44	5,071.39	29.258	5,331.04	30.756	5,598.32	32.298	5,881.03	33.929	6,179.68	35.652
45	5,198.44	29.991	5,461.73	31.510	5,737.68	33.102	6,028.19	34.778	6,336.37	36.556
46	5,331.04	30.756	5,598.32	32.298	5,881.03	33.929	6,179.68	35.652	6,491.85	37.453
47	5,461.73	31.510	5,737.68	33.102	6,028.19	34.778	6,336.37	36.556	6,653.75	38.387
48	5,598.32	32.298	5,881.03	33.929	6,179.68	35.652	6,491.85	37.453	6,821.19	39.353
49	5,737.68	33.102	6,028.19	34.778	6,336.37	36.556	6,653.75	38.387	6,992.44	40.341
50	5,881.03	33.929	6,179.68	35.652	6,491.85	37.453	6,821.19	39.353	7,167.33	41.350