



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, March 10, 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



# A G E N D A

**PERSONNEL COMMISSION**

**OCEAN VIEW  
SCHOOL DISTRICT**

**THURSDAY, MARCH 10, 2022**

**CLOSED SESSION**

**3:45 p.m.**

**H.R. CONFERENCE ROOM, BUILDING B**

**REGULAR MEETING**

**4:30 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 November 18, 2021.

**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  
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 masks are required to be worn inside the Board Room.

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

**ACTION**  
**Pages 2-4**  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**COMMISSION BUSINESS**

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

**ACTION**  
**Page 5**  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**A. JOB DESCRIPTION REVIEWS/REVISIONS:**

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

**B. RECRUITMENT AND TESTING:**

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

- 2021-56      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

- 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 Meeting of:

**INFORMATION**  
**Pages 6-9**

- February 8, 2022 (Exhibit A)
- February 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 10-11**

- 15. RECOMMENDATION TO RECLASSIFY INCUMBENT FROM FIELD SERVICE TECHNICIAN TO COMPUTER/MULTIMEDIA TECHNICIAN:** The Personnel Commission will receive the Director’s recommendation to reclassify incumbent, William Heyer, from Field Service Technician to Computer/Multimedia Technician.

**(ACTION)**  
**Pages 12-20**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMUNICATIONS**

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

**17. COMMISSIONER REPORTS**

**18. DIRECTOR AND STAFF REPORTS**

**19. 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](http://www.ovsd.org).*

*Agenda items must be submitted in writing to the Director, Classified Personnel at [mvellanoweth@ovsd.org](mailto: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](mailto:mvellanoweth@ovsd.org) or [meifert@ovsd.org](mailto: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.*
- Wear a face covering at all times while in the meeting room.*
- Practice social distancing by keeping 6 feet between yourself and others at all times.*



**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Closed Session Meeting of the Personnel Commission  
November 18, 2021**

**CALL TO ORDER**                   The November 18, 2021, Regular Closed Session meeting of the Personnel Commission was called to order at 4:05 p.m.

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

**APPROVAL OF MINUTES**               Motion by Commissioner Ewing to approve the minutes of the August 12, 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 Bidnick to adjourn the November 18, 2021, Closed Session Meeting at 4:29 p.m.

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

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Michelle Vellanoweth  
Director, Classified Personnel  
Secretary to the Personnel Commission

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Date





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

- CALL TO ORDER** Commissioner Ewing called the February 10, 2022, Regular Personnel Commission Meeting to order at 4:31 p.m.
- PLEDGE OF ALLEGIANCE** Keith Farrow, Assistant Superintendent, led the pledge of allegiance.
- ROLL CALL** Commissioners Ewing and Gooch were present. Commissioner Bidnick arrived at 4:40 p.m.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant.
- 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 January 13, 2022, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote, with Commissioner Bidnick being absent.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
- There were no job description reviews or revisions submitted for approval.
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2021-50 School Office Clerk
  - 2021-51 Payroll Technician
  - 2021-52 Noon Duty Supervisor
  - 2021-53 Instructional Assistant – ABA
  - 2021-54 Instructional Assistant – Special Education
  - 2021-55 Instructional Assistant – Severely Disabled
- Motion by Commissioner Gooch to approve the Consent Calendar.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote, with Commissioner Bidnick being absent.
- CLASSIFIED PERSONNEL ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of January 11, 2022, and January 25, 2022.
- CLASSIFIED PERSONNEL RECRUITMENT LIST** The Personnel Commission received for information only, the Classified Personnel Recruitment List that contains information and status of classified recruitments.

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

**CLASSIFIED  
PERSONNEL  
RECRUITMENT LIST  
(CONTINUED)**

Director Vellanoweth shared that there was an update to the recruitment list, which stated that a new Payroll Technician would be starting and was being on-boarded. On the day the new employee was due to start, an email was received from the employee rescinding their acceptance of the position. A new recruitment immediately began.

Assistant Superintendent, Keith Farrow shared that in the first recruitment there were candidates who were invited to the exams but did not show up. This resulted in fewer candidates on the eligibility list and less than three ranks to interview. The Personnel Commission took the effort to reach out to those candidates to invite them again to the exams for the second recruitment that took place. Mr. Farrow thanked the Personnel Commission staff for this extra work and effort.

**2022 CSPCA MERIT  
SYSTEM TRAINING  
ACADEMY**

The Personnel Commission received the Director's recommendation for Diana Flores, Personnel Technician, to attend the 2022 CSPCA Merit System Training Academy.

Motion by Commissioner Gooch to approve the attendance of Diana Flores, Personnel Technician at the 2022 CSPCA Merit System Training Academy.

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

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, stated on behalf of the CSEA Communications Committee, he was pleased to present this year's Classified School Employee Week theme for 2022. The third week in May is designated as Classified School Employee Week. He was very proud to share a video which revealed the theme of the employee week. "We are Classified! We bring it every day!" The voices on the video are the voices of those on the Communications Committee. The video has been shared state-wide and has received an incredible response. The theme represents everything that many classified professionals have been feeling across the state, and is something to rejuvenate them and let them know that CSEA is there for them.

**COMMISSIONER  
REPORTS**

Commissioner Gooch stated that as he has reviewed the agendas over the last few months, he wanted to express his appreciation for the efforts of the Personnel Commission staff and everyone else during the COVID period. During the discussions over the last few meetings, it was mentioned that some regular duties of staff have been put aside to attend to and take care of immediate problems. Some long standing work, such as classification reviews, have been put on hold. Commissioner Gooch stated that he knows the preparation of the annual budget of the Personnel Commission will be coming up shortly and that the Vice Chair of the Personnel Commission will be assisting with this. Commissioner Gooch wants to be sure that it is recognized that there are some duties that have not received the attention they need. He requested that the Director prepare a short report to take a look at the classifications that would normally be reviewed to see how far behind we are, in preparation for submitting the annual budget. He does not want to fall further and further behind because it becomes apparent in our ability to be responsive in a timely manner to requests from the administration.

Commissioner Bidnick congratulated the Classified School Employees of the Year. He was pleased to attend some of the recognition ceremonies and visitations.

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

**COMMISSIONER  
REPORTS  
(CONTINUED)**

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for March 10, 2022. He also mentioned that he too enjoyed attending the Classified School Employee of the Year recognitions.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth confirmed that the next Personnel Commission meeting is March 10, 2022. She thanked the Commissioners for approving the attendance of Diana Flores at the CSPCA Merit System Training. She congratulated all seven recipients of the 2022 Classified School Employee of the Year award. They will all be recognized at an upcoming board meeting and hopefully at a Personnel Commission meeting, in the Spring. She informed the Commissioners that Superintendent Hansen has announced to the Board of Trustees that she will be retiring in June 2022. Director Vellanoweth thanked Dr. Hansen for her support of the Personnel Commission, the Merit System, and for all of the employees at Ocean View. Director Vellanoweth also shared with the Commissioners that Reagan Headrick, Assistant Superintendent, Human Resources, has officially begun her maternity leave. During her absence, former Assistant Superintendent, Human Resources Felix Avila will be stepping in on a part time basis to assist the District. She thanked the District and CSEA for including her in their collaborative meetings and conversations. She is excited to be participating in the meetings and see the PAL work in action. She shared some information on the universal transitional kindergarten program. Director Vellanoweth shared that the Board of Trustees announced they would appoint sub-committees regarding the consolidation of schools. While there will not be any layoffs this school year, it is likely there will be in future years. COVID cases are decreasing and a new Senate Bill was signed providing a new form of COVID-19 paid sick leave, known as Supplemental Paid Sick Leave (SPSL). The bill took effect February 19, 2022, and is retroactive to COVID related sick leave taken beginning on or after January 1, 2022. It is in effect through September 30, 2022.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting.

Motion was seconded by Commissioner Bidnick and carried with a 3:0 vote at 4:55 p.m.

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Michelle Vellanoweth, Director, Classified Personnel  
Secretary to the Personnel Commission

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Date



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** March 10, 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
2021-56	Lead Evening Custodian	13	2	2	Open & Promotional
2021-57	Early Learning Instructional Assistant	2	1	1	Open & Promotional
2021-58	Groundskeeper I	21	7	10	Open, Promotional & Merge
2021-59	Child Care Attendant	9	2	4	Open, Promotional & Merge
2021-60	Instructional Assistant – ABA	5	4	5	Open & Promotional
2021-61	Custodian	22	5	5	Open, Promotional & Merge

## Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-56 through 2021-61.



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** March 10, 2022

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

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## **Background Information**

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

- February 8, 2022 (Exhibit A)
- February 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.

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## **Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of February 8, 2022, and February 22, 2022.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 February 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>
Arevalo, Amanda	School Office Clerk	Marine View	\$19,718 hourly	28.1	01/25/22
Kimble, Bailey	Noon Duty Supervisor	Circle View	\$15.00 hourly		01/03/22
Lodge, Hanna	Instructional Assistant – ABA	Hope View	\$18,761 hourly	26.1	01/26/22
Lordanich, Valerie	Instructional Assistant	College View Preschool	\$16,172 hourly	21.1	01/07/22
Rodriguez, Francisco	Custodian	Marine View	\$19,718 hourly	28.1	01/18/22
Shepard, Keri	School Office Clerk	Vista View	\$19,718 hourly	28.1	01/20/22

**Approve Reinstatement  
 In accordance with Merit System Rule 8.4.1**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Ghaly, Aida	Instructional Assistant	College View Preschool	\$16,172 hourly	21.1	01/18/22

**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>
Ayala, Andrew	Custodian	Substitute	\$19,237 hourly	28.1	01/07/22
Diaz, Genaro	Parent/Teacher Conference Interpreter	Substitute	\$15.00 hourly		01/13/22
Fatum, Kimberly	School Office Clerk	Substitute	\$19,718 hourly	28.1	01/06/22
Sandoval, Sean	ALC Attendant	Substitute	\$15,775 hourly	19.1	01/13/22
Sandoval, Sean	Instructional Assistant	Substitute	\$16,712 hourly	21.1	01/13/22
Wood, Ashleigh	Instructional Assistant	Substitute	\$16,712 hourly	21.1	01/11/22
Wood, Ashleigh	Instructional Assistant – Special Education	Substitute	\$16,578 hourly	22.1	01/11/22

**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>
Dalebout, Nancy	Instructional Assistant – Computer I	Harbour View	09/05/12	02/04/22
Herrera, Melina	Instructional Assistant – ABA	Oak View Preschool	02/02/15	02/04/22
Kirkwood, Lylene	School Office Clerk	Marine View	12/10/12	01/21/22
Miller, Melissa	Instructional Assistant – Severely Disabled	Golden View	06/30/06	12/10/21
Shiba, Shawn	Instructional Assistant – ABA	College View	10/17/19	01/27/22
Strang, Lisa	Instructional Assistant – ABA	Westmont	07/16/07	09/26/21
Vilchez, Crystal	Instructional Assistant – ABA	Hope View	01/22/18	01/21/22



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

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Morgan, Lydia	Instructional Assistant – ABA	College View Preschool	\$18,761 hourly	26.1	02/09/2022

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Fimbres, Jeremiah	Custodian	Substitute	\$19,718 hourly	28.1	01/31/2022
Fimbres, Jeremiah	Maintenance Grounds Helper	Substitute	\$19,718 hourly	28.1	11/29/2021
Moller, Laurie	School Office Clerk	Substitute	\$21,754 hourly	28.3	12/16/2021
Ortiz, Leonardo	Custodian	Substitute	\$19,718 hourly	28.1	01/11/2022
Phan, Diem Huong	Noon Duty Supervisor	Substitute	\$15,00 hourly		01/21/2022
Sandoval, Sean	ALC Attendant	Substitute	\$15,775 hourly	19.1	01/13/2022
Sandoval, Sean	Instructional Assistant	Substitute	\$16,577 hourly	21.1	01/13/2022
Sandoval, Sean	Instructional Assistant – Special Education	Substitute	\$16,993 hourly	22.1	01/13/2022
Soto, Bethsa	Noon Duty Supervisor	Substitute	\$15,00 hourly		01/21/2022
Tlatelpa, Amayrani	Instructional Assistant	Substitute	\$16,577 hourly	21.1	02/10/2022
Wood, Carrie	Instructional Assistant	Substitute	\$16,577 hourly	21.1	01/31/2022

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Barragan, Thamar	Noon Duty Supervisor	Star View	01/06/2022	02/04/2022
Payne, Leona	Noon Duty Supervisor	Mesa View	01/04/2022	02/18/2022
Riley, Evelina	Noon Duty Supervisor	Circle View	03/13/2018	02/04/2022

**Approve Separation – Exhausted All Available Leaves**  
**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Anderson, Jessica	Instructional Assistant – ABA	Westmont	01/25/2010	02/07/2022
Quillin, Andrea	Food Service Worker	Oak View	09/13/2004	02/07/2022

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

<u>Approve Retirement</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING</u>	<u>EFFECTIVE</u>
<u>NAME</u>			<u>DATE</u>	<u>DATE</u>
Clark, Erin	Instructional Assistant – Special Education	Mesa View	01/27/2003	02/14/2022
Jordan, David	Maintenance Carpenter/Cabinetmaker	Facilities	06/12/1985	03/09/2022

**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</u>	<u>ENDING</u>
			<u>DATE</u>	<u>DATE</u>
Castro, Raul	Custodian	Westmont	12/01/2021	04/01/2022
Condron, Maria	Instructional Assistant – Special Education	Oak View	01/05/2022	04/07/2022
Herrera, Elizabeth	Instructional Assistant – Special Education	Harbour View	01/24/2022	05/06/2022
Kardos, Lara	School Health Technician	Lake View	01/01/2022	06/23/2022
Ngo, Tung	Parent Liaison Instructional Assistant Bilingual	Star/Vista View	02/08/2022	06/23/2022
Ventura, Cindy	Early Learning Instructional Assistant Bilingual	Oak View Preschool	01/24/2022	06/24/2022

**OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** March 10, 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.

<b>Classification</b>	<b>Number of Vacancies</b>	<b>Status</b>
ALC Attendant	2	Will be reposting on Edjoin; Application Deadline 3/23/2022; Written exam 3/30/2022
Bus Driver/Utility Worker	7	Reposted on Edjoin – Continuous
Central Kitchen Operations Supervisor	1	Goal is to post by April
Central Kitchen Lead Food Service Worker	1	Will be posting on Edjoin; Application Deadline 3/28/2022; Written exam 4/7/2022
Child Care Attendant	8	Reposted on Edjoin; Application Deadline 3/15/2022; Written exam 3/29/2022
Custodian	1	Final interviews 3/3/2022; Will be reposting on Edjoin
Early Learning Educator	1	New position; will be posting on Edjoin
Early Learning Associate Educator	2	Reposted on Edjoin; Application Deadline 3/14/2022 Written Exam 3/29/2022
Early Learning Instructional Assistant	1	New position; will be posting on Edjoin
Food & Nutrition Services Operations Supervisor	1	Posted on Edjoin; Application Deadline 3/21/2022; Oral Exam TBD
Groundskeeper I	1	One new hire started 2/24/2022
Instructional Assistant	4	Oral exam 3/4/2022
Instructional Assistant - ABA	11	Six new hires/promotions have started; Reposted on Edjoin; Written exam 3/4/2022; Oral exam 3/8/2022; Final interview 3/11/2022
Instructional Assistant – Special Education	4	Written exam 3/4/2022; Oral exam 3/8/2022; Final interview 3/11/2022

## Classified Personnel Recruitment List

### Page 2

Classification	Number of Vacancies	Status
Instructional Assistant – Severely Disabled	3	Written exam 3/4/2022; Oral exam 3/8/2022; Final interview 3/11/2022
Lead Evening Custodian	2	Two candidates currently in pre-employment process
Lead Food Service Worker	1	Will be posted on Edjoin; Application Deadline 4/4/2022; Written exam 4/14/2022
Maintenance/Grounds Helper	Substitutes	Two candidates were selected and have started substituting
Maintenance HVAC Mechanic	2	Written exam 3/1/2022; Will be reposting on Edjoin
Maintenance Plumber	1	Will be reposting on Edjoin
Noon Duty Supervisor	13	Written exam 3/4/2022; Will be reposted on Edjoin; Application Deadline 3/22/2022; Written exam 3/29/2022
Payroll Technician	1	Reposted on Edjoin; Application Deadline 3/3/2022; Written exam 3/10/2022

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### 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:** March 10, 2022

**SUBJECT:** **Agenda Item No. 15: Recommendation to Reclassify Incumbent from Field Service Technician to Computer/Multimedia Technician**

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## Background Information

On January 17, 2022, Mr. William Heyer, Field Service Technician, and Rick Larson, Director of Information Technology, submitted a Position Description Questionnaire and requested a reclassification study of Mr. Heyer's position in the Information Technology Department. At that time, both Mr. Heyer and Mr. Larson recommended that the position be reclassified to the existing classification of Computer/Multimedia Technician.

The Director, Classified Personnel and Personnel Analyst conducted a thorough review of Mr. Heyer's position and his reclassification request. This study included:

- Review of Mr. Heyer's position description questionnaire;
- Review of Mr. Larson's questionnaire with regards to Mr. Heyer's duties/tasks;
- In person interview with supervisor, Mr. Larson;
- Review of the job descriptions for Field Service Technician and Computer/Multimedia Technician;
- Conversations regarding the reclassification request with Mr. Keith Farrow, Assistant Superintendent Administrative Services and Reagan Headrick, Assistant Superintendent Human Resources.

At the conclusion of the study, it was determined that Mr. Heyer was not working within his current classification of Field Service Technician. Through the review process, it appears that Mr. Heyer has been working in the role of Computer/Multimedia Technician, an already established classification.

The recommendation of the Personnel Analyst and Director, Classified Personnel is the reclassification of the incumbent, Mr. Heyer.

## Historical Perspective:

Mr. Heyer's current classification is Field Service Technician assigned to work in the Information Technology Department. He has held his position in this classification for approximately three years at the time of the reclassification submission.

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**Analysis**

Over the past several years, the work and function of the Information Technology Department has grown, in the quantity of work, projects, and complexity. As technology progressed, Mr. Heyer's role evolved. Mr. Heyer's role has grown and now includes supporting, installing, troubleshooting, and updating a growing number of district devices. Based upon the findings of the study, it is evident that the incumbent is not working within his current classification. His role has developed into a position that better fits the established classification of Computer/Multimedia Technician. Therefore, it is proposed that a Mr. Heyer be reclassified to Computer/Multimedia Technician.

Mr. Heyer 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, Mr. Heyer has met the two years of required time in his job classification, and is therefore entitled to placement in the classification of Computer/Multimedia Technician without examination.

**Salary Considerations:**

The incumbent of the position is currently assigned to the classification of Field Service Technician. This classification is assigned to the Network/Communications Series on the Classified Bargaining Unit Salary Schedule at Salary Range 37, \$4,266.43 to \$5,198.44 per month. The proposal is to reclassified to the Computer/Multimedia Technician classification, which is assigned to the Network/Communications Series on the Classified Bargaining Unit Salary Schedule at Salary Range 45, \$5,198.44 to \$6,336.37 per month.

**Other Considerations:**

The proposed reclassification into the position of Computer/Multimedia Technician has been shared with the incumbent, appropriate District administration, and CSEA. All are in support of the incumbents reclassification. The incumbent and District administration agree that the Computer/Multimedia Technician classification adequately describes the duties and responsibilities of Mr. Heyer.

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**Recommendation:**

The Director, Classified Personnel recommends that:

As Mr. Heyer has been performing the majority of the duties and responsibilities described in the Computer/Multimedia Technician 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 Mr. Heyer be reclassified from Field Service Technician to Computer/Multimedia Technician.

- Attachments:        Job Description, Field Service Technician  
                          Job Description, Computer/Multimedia Technician  
                          Merit Rule 3.3.1



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## FIELD SERVICE TECHNICIAN

### JOB SUMMARY:

Under general supervision of the Director, Information Services performs basic installation, routine computer maintenance and basic networking operations. Provides technical assistance and support for all end-users in the district to ensure minimal down time and greatest staff productivity. Troubleshoots and makes recommendations for the repair of local and wide area network cabling.

### CLASS CHARACTERISTICS:

This is an entry level position in the Network Communication series. This classification travels to sites to pick up, deliver equipment and troubleshoot equipment problems. Participates as a team member of Information Services in supporting district users, support will be provided through on-site visits, electronic, and telephone communication. The incumbent is responsible for coordinating workload according to the ticket system, meet commitments and due dates. Volume of work is high and requires prioritizing competing tasks and requirements.

### REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Troubleshoot PC hardware, laptops, wall mounted touch screen kiosk, printers, copiers, Smart board projectors, Microsoft Office and other problems identified by end-users; *E*

Perform routine maintenance, minor repairs and or installations at sites; *E*

Install and test basic network infrastructure equipment, such as switches, routers, and associated cabling; *E*

Install new computers, test, and/or repair computer peripheral devices; *E*

Install, uninstall and test software; *E*

Assist in diagnosing basic problems, and determine and recommend solutions to the problem through additions, modifications, repairs, or external assistance; *E*

Document, report methods and processes for support analysis, and maintain repair records; *E*

Coordinate with end-users and technical staff, and vendors to facilitate timely repairs and or installation; *E*

Alert the Director of Information Services of developing issues and formulate potential solutions; *E*

Exhibit professional appearance and conduct in accordance with District policy, while working with end-users and the general public; *E*

Monitor, maintain and update ticket system for timely and efficient delivery of services;  
*E*

Pull, terminate and test fiber optic and low voltage cable; *E*

Perform other duties as required to accomplish the objectives of the position.

**SUPERVISION:**

General Supervision is received from the Director, Information Systems.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Desktop computer components and equipment; disk drives, sound cards, monitors, CD-ROM devices and network interface cards;
- Principles of computer and electronic equipment repair technology;
- Hardware and software troubleshooting;
- Internet and basic network operations;
- Enterprise electronic mail (i.e. Microsoft Exchange);
- Use and troubleshooting of current operating systems (Windows 7, XP, etc.), applications and office suites software (Microsoft Office, etc.);
- Methods, tools, materials, used in computer, telecommunications, audiovisual and sound equipment system installation, troubleshooting and repair work;
- Fiber optic testing equipment;
- Excellent judgment in customer relations, managing personal time and district resources.

**Ability to:**

- Install computer hardware, peripherals, and software;
- Plan and layout work;
- Prioritize competing tasks and requirements and accomplish them in a timely fashion;
- Read and understand technical instructions pertaining to equipment, software to be installed;
- Understand, interpret and apply written or verbal instructions;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Monitor progress of projects and coordinate effectively with district personnel;
- Use appropriate tools and electronic equipment to analyze system problems;
- Operate motor vehicle equipment.



**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent.

**Experience:**

- One (1) year of experience involving but not limited to computer and software maintenance, computer and network help desk support, or IT field support experience.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

Stands, sits, walks, climbs stairs and ladders, maintains balance, stoops and bends, frequently, kneels, crawls, and occasionally reaches over head to perform work; frequently lifts objects weighing 25 pounds, occasionally up to 75 pounds; carries, pushes, and pulls objects while walking; uses fingers on both hands simultaneously, twists and exerts pressure with wrists and hands; has visual acuity to see small details and long distances, has normal depth perception and must have good color vision; hearing and voice communications skills sufficient to conduct normal conversation in person and on the telephone. Drives a vehicle; works around electrical hazards and equipment which makes loud noises; works with sharp objects such as drill bits and screw drivers. Has direct contact with District staff and vendors; frequently works with tight deadlines and without direct guidance from supervisors. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

New Classification Effective: 4/10/14





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## COMPUTER/MULTIMEDIA TECHNICIAN

### **JOB SUMMARY:**

Under general supervision of the Director, Information Services, installs, troubleshoots, adjusts, repairs and maintains a wide variety of personal computers and computer network equipment, electronic audiovisual and sound equipment.

### **CLASS CHARACTERISTICS:**

This classification is the primary class responsible for providing desktop support of personal computers used throughout the District. The incumbent in this position is expected to work with the Director to prioritize, schedule, track, document, and perform technical services. The incumbent will exercise independent judgment related to the support of computers, application servers, peripherals, and other technologies and will install and troubleshoot applications software and office suites into personal computers for use in offices and classrooms. Volume of work is high and requires the ability to prioritize and acquire new skills and knowledge to meet user's needs.

### **REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):**

Install, inspect, test, troubleshoot, repair, maintain and service a variety of personal computer hardware, tablets, software, telecommunication, computer network and related peripheral equipment; *E*

Keep current on developments, advancements in computer hardware, software applications, audiovisual and media technologies and equipment; *E*

Assist with training others in hardware and software applications; *E*

Inspect, test, troubleshoot, repair, maintain and service a variety of electronic audiovisual and media equipment such as LCD projectors, public address systems, microphones, headsets, smart boards, and fax machines; *E*

Evaluate, make recommendations regarding repair, replacement of audiovisual and related equipment, assist in developing purchasing specifications; *E*

Set up, install, monitor, operate sound systems for special events; *E*

Monitor, maintain and update ticket system for timely and efficient delivery of services; *E*

May train others in the operation and maintenance of equipment;

May direct or coordinate the work of contractors/consultants;

Maintain service and repair records;

Inventory equipment and supplies, requisition stock and materials, make reports;

Assist in other areas as assigned, by performing unskilled, semi-skilled and/or skilled tasks;

Perform other duties as required to accomplish the objectives of the position.

**SUPERVISION:**

General Supervision is received from the Director, Information Systems.

Supervision is not exercised over other employees.

May coordinate the work of outside contractors/consultants.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles of computer and electronic equipment repair technology;
- Client/server technology, wireless data networks, user account management, physical and logical network components and concepts;
- Hardware and software troubleshooting;
- Enterprise electronic mail (i.e. Microsoft Exchange);
- Large scale system backup and recovery strategies;
- Web servers, firewalls, web content filtering, and basic network management techniques;
- Use and troubleshooting of current operating systems (Windows 7, XP, etc.), applications and office suites software (Microsoft Office, etc.);
- Methods, tools, materials, used in computer, telecommunications, audiovisual and sound equipment system installation, troubleshooting and repair work.

**Ability to:**

- Perform skilled work in the installation, troubleshooting, repair, modification and maintenance of a wide variety of computer and related systems equipment, software, telecommunications, audiovisual, and sound equipment;
- Work from diagrams, technical manuals, plans, blueprints, oral and written instructions;
- Plan and layout work;
- Instruct/assist others in the use and operation of various applications and office suite software;
- Prioritize competing tasks and requirements and accomplish them in a timely fashion;
- Read, understand, interpret and apply complex spoken and written instructions and research issues utilizing standard industry resources;
- Assist and/or coordinate the work of consultants;
- Estimate time, materials and cost needed to complete assigned tasks;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Operate motor vehicle equipment.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;
- Graduation from a two year degree program in Information Technology, Computer Science or related field is highly desirable.

**Experience:**

- Two (2) years of progressively responsible work experience reflecting use of journey-level skills in the repair and maintenance of computers and related electronic equipment are typically required to obtain the practical experience to succeed in this class.
- Prior K-12 school district experience in the repair, upgrade and maintenance of computers and multimedia equipment is desirable.

**LICENSE REQUIRED:**

Possession of a valid Class C California Driver License.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

Stands, sits, walks, climbs stairs and ladders, maintains balance, stoops and bends, frequently, kneels, crawls, and occasionally reaches over head to perform work; frequently lifts objects weighing 25 pounds, occasionally up to 75 pounds; carries, pushes, and pulls objects while walking; uses fingers on both hands simultaneously, twists and exerts pressure with wrists and hands; has visual acuity to see small details and long distances, has normal depth perception and must have good color vision; hearing and voice communications skills sufficient to conduct normal conversation in person and on the telephone; drives a vehicle; works around electrical hazards and equipment which makes loud noises; works with sharp objects such as drill bits and screw drivers; has direct contact with District staff and vendors; frequently works with tight deadlines and without direct guidance from supervisors. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 2/97

Last revised 10/14/04

Revisions effective 7/14/11

Job Description Review and Revisions Effective: 12/12/2013



### **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)*

