



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, January 13, 2022

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees
in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 – 2022

PERSONNEL COMMISSION:
Bob Ewing, Chair
Lance Bidnick, Vice-Chair
Daniel P. Gooch, Member

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW
SCHOOL DISTRICT

REGULAR MEETING

THURSDAY, JANUARY 13, 2022

4:30 p.m.

BOARD ROOM, BUILDING A

1. CALL TO ORDER

TIME: _____ p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

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

Please note that masks are required to be worn inside the Board Room.

5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the December 9, 2021, Regular Personnel Commission meeting for approval.

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

COMMISSION BUSINESS

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

ACTION
Page 5
Moved: ____
Second: ____
Vote: _____

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

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

B. **RECRUITMENT AND TESTING:**

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

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

- 2021-44 Noon Duty Supervisor
- 2021-45 Senior Account Clerk
- 2021-46 Payroll Technician
- 2021-47 Instructional Assistant
- 2021-48 Instructional Assistant - ABA
- 2021-49 Instructional Assistant – Severely Disabled

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

**INFORMATION
Pages 6-8**

- December 14, 2021 (Exhibit A)

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

**INFORMATION
Pages 9-10**

COMMUNICATIONS

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

10. COMMISSIONER REPORTS

11. DIRECTOR AND STAFF REPORTS

12. 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.*
- *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
Regular Personnel Commission Meeting Minutes
December 9, 2021
4:30 p.m.

- CALL TO ORDER** Commissioner Gooch called the December 9, 2021, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Director Vellanoweth, led the pledge of allegiance.
- ROLL CALL** All Personnel Commissioners were present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
- ELECTION OF OFFICERS** In accordance with Merit System Rule 2.1.6, Commissioner Gooch opened nominations for officers of the Personnel Commission.
- Chair: Commissioner Ewing was nominated by Commissioner Bidnick.
Seconded by Commissioner Gooch and carried with a 2:0 vote.
- Commissioner Ewing was elected as Chair for the Personnel Commission.
Commissioner Gooch passed the gavel and the running of the meeting over to Commissioner Ewing.
- Vice Chair: Commissioner Bidnick was nominated by Commissioner Gooch.
Seconded by Commissioner Ewing and carried with a 2:0 vote.
- Commissioner Bidnick was elected as Vice Chair for the Personnel Commission.
- 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 November 18, 2021, Regular Personnel Commission meeting.
- Seconded by Commissioner Bidnick, 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:
- 2021-16 Instructional Assistant – ABA (Corrected)
 - 2021-27 Instructional Assistant – ABA (Corrected)
 - 2021-33 Instructional Assistant – ABA (Corrected)
 - 2021-40 Noon Duty Supervisor
 - 2021-41 Custodian
 - 2021-42 Lead Evening Custodian
 - 2021-43 ALC (Alternative Learning Center) Attendant

**CONSENT
CALENDAR
(CONTINUED)**

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 Activity List that was presented for approval at the Board of Trustees meeting of November 16, 2021.

**RESTRUCTURING
OF FOOD AND
NUTRITIONAL
SERVICES
DEPARTMENT**

Director Vellanoweth stated that in December 2019, Ocean View School District unveiled its new, state of the art central kitchen, which was designed and built for the production of fresh, scratch made products, to meet the nutritional needs of students. As the facility was nearing completion, the Director of Food and Nutritional Services and the Director of Classified Personnel began meeting to discuss the overall structure of the department, the operational needs of the new central kitchen, and the types of classified positions that might be required to support the services that would be provided. At that time, it was determined that several new classifications would be needed to address the level of food production that would be taking place in the new facility and to provide the necessary oversight and direction.

In March 2020, COVID hit and schools were temporarily closed for in-person instruction. The Food and Nutrition department pivoted to provide Grab-n-Go meals for all students during distance learning. This school year students are back to full time, in-person instruction, and food service has returned to pre-pandemic operations. The district is now ready to utilize the central kitchen to its full capacity with large scale food preparation and production from scratch.

The Director of Classified Personnel and the Personnel Analyst met on several occasions with the Director of Food and Nutrition Services to discuss the duties to be performed and the oversight and supervision necessary to accomplish the restructuring of the department operations.

The following job descriptions are recommended to be revised and updated. Director, Food Service, Lead Food Service Worker, Food Service Worker.

The following are recommended as new classifications for which the essential duties are not encompassed in any current job classification. Central Kitchen Supervisor, Food and Nutrition Services Operations Supervisor, Central Kitchen Lead Food Service Worker, Cook.

The proposed restructuring, new job classifications, and new and revised job descriptions have been shared with and reviewed by appropriate District administration. Director Vellanoweth also shared her recommendations for salary placement. The final drafts of the bargaining unit classification job descriptions and salary recommendation have also been provided to and discussed with CSEA.

The Director recommends that the Personnel Commission review, discuss, and approve the following: Revisions to job descriptions for Director, Food Service, Lead Food Service Worker, Food Service Worker; proposed new classifications, job descriptions, and salary placements for Central Kitchen Supervisor, Food and Nutrition Services Operations Supervisor, Central Kitchen Lead Food Service

RESTRUCTURING OF FOOD AND NUTRITIONAL SERVICES DEPARTMENT (CONTINUED)

Worker, Cook; and proposed change in job series/job family title from Food Services to Food and Nutrition Services.

Commissioner Bidnick stated that this would potentially create several promotional opportunities for employees, especially within the Food Services department. One concern would be hiring promotional employees which would leave vacancies. He asked if there currently was an eligibility list for Food Service Worker. Director Vellanoweth answered that she believes there is currently an eligibility list for Food Service Worker, but a recruitment would be established for it depending upon the positions needing to be filled. The plan is to start with the supervisory positions and hire for those positions and then those employees would have the opportunity to make selections for the staff that would be working in their particular area of supervision.

Commissioner Gooch commented that he reviewed the multitude of pages associated with the Director's recommendation, and is quite certain that with the concurrence of the administration and the recommendation of the Director, this will satisfy the current and future needs of the department. He wanted to take a moment to state that this represents to him, a large output of effort which he appreciates. He is certain the administration appreciates it too.

Motion to approve Restructuring of Food and Nutritional Services Department by Commissioner Gooch.

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

REMOVAL OF NAME FROM ELIGIBILITY LIST

Director Vellanoweth stated that Commission rule 6.1.8 allows for the removal of names from eligibility lists for a variety of reasons. The letter that was sent to the candidate was provided to the Commissioners, which provided the reasons for the recommendation for removal from the eligibility list(s). As a point of reference, the agendas will now identify applicants by their Edjoin applicant I.D. rather than their name.

Motion by Commissioner Gooch to approve the Removal of Name from Eligibility List.

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

SECOND PUBLIC COMMENTS

Phi Tran, CSEA liaison to the Personnel Commission, shared that today CSEA conducted site visits, providing visibility to the school sites and district office. All the chapters throughout the state participated. The tentative agreement election closed at noon today. The results of the election will be shared at the next meeting. At the state level, CSEA has selected a classified school employee week theme. CSEA met with the district on some PAL items and appreciates the partnership. He congratulated Commissioner Ewing on being elected Chair and Commissioner Bidnick on being elected Vice Chair. He wished the Commissioners happy holidays.

COMMISSIONER REPORTS

Commissioner Bidnick congratulated Commissioner Ewing on his appointment as Chair. He wished everyone happy holidays.

MINUTES OF THE DECEMBER 9, 2021, PERSONNEL COMMISSION MEETING – PAGE 4

**COMMISSIONER
REPORTS
(CONTINUED)**

Commissioner Gooch wished everyone a safe and fruitful holiday. He took a moment to reflect on the past year. He mentioned that the administration and the Personnel Commission worked out some issues in a very cooperative and professional manner. He appreciates the staff's efforts in meeting with the administration and the union.

Commissioner Ewing announced that the next meeting of the Personnel Commission is schedule for January 13, 2022. He also thanked the staff for the hard work they do day after day. He also wished everyone happy holidays.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth congratulated Commissioners Ewing and Bidnick on their roles as Chair and Vice-Chair. She thanked Commissioner Gooch for his service as Chair over the previous year. She provided the Commissioners with the usual recruitment and testing update. We are making progress. The current list of openings is now at 88 positions. In addition, we are auditing the personnel requisitions we have on file, and anticipate that the number of positions will be even lower. Currently, there are 25 recruitments in progress. In an effort to increase transparency, in the next Personnel Commission meeting agenda, and subsequent agendas, an information item will be included which will outline our recruitments and where we are in the process. This week Director Vellanoweth was able to meet with OVSD and CSEA for their monthly joint communications meeting, as part of the PAL process. One main topic was classified vacancies and recruitments. At the January joint meeting, Director Vellanoweth will be sharing a complete list of job vacancies and the status of each of these. Together priorities will be set on the vacancies that are most critical to fill, what recruitment efforts will look like, and discuss recruitment strategies. We are already in communication with Special Education to discuss and plan for Extended School Year for summer. She wished the Commissioners and everyone happy and safe holidays.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Bidnick to adjourn the meeting.

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

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Personnel Commission Staff

DATE: January 13, 2022

SUBJECT: Agenda Item No. 6B.: ELIGIBILITY LIST(S)

Background Information

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

List No.	Classification	No. of Applicants	No. of Ranks	No. of New/Merged Eligibles	List Type
2021-44	Noon Duty Supervisor	4	2	4	Open, Merge, and Promotional
2021-45	Senior Account Clerk	8	2	2	Open and Promotional
2021-46	Payroll Technician	12	1	1	Open and Promotional
2021-47	Instructional Assistant	8	3	4	Open, Merge, and Promotional
2021-48	Instructional Assistant – ABA	7	3	3	Open, Merge, and Promotional
2021-49	Instructional Assistant – Severely Disabled	2	1	1	Open and Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-44 through 2021-49.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Personnel Commission Staff

DATE: January 13, 2022

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

Background Information

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

- December 14, 2021 (Exhibit A)

The Board of Trustees received the above Classified Personnel Activity List(s) for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of December 14, 2021.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 14, 2021

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>
Benson, Corrie	Instructional Assistant	College View	\$16.172 hourly	21.1	11/15/21
Bradley, Beth	Noon Duty Supervisor	Westmont	\$14.00 hourly		11/10/21
Custodio, Julie	Instructional Assistant – ABA	Star View	\$18.303 hourly	26.1	11/18/21
Doyle, Stephanie	School Health Technician	Lake View	\$18.303 hourly	26.1	11/05/21
Gerges, Rania	Instructional Assistant – ABA	Hope View	\$18.303 hourly	26.1	11/01/21
Jimenez Newton, Alina	School Library Specialist	Golden View	\$18.759 hourly	27.1	11/05/21
Le, Bryantana	School Library Specialist	College View	\$18.759 hourly	27.1	11/16/21
Le, Linh	School Health Technician	College View	\$18.303 hourly	26.1	11/03/21
Leslie, Izabelle	Instructional Assistant – ABA	Hope View	\$18.303 hourly	26.1	11/09/21
Lopez, Jadira	Noon Duty Supervisor	Oak View	\$14.00 hourly		11/04/21
Phan, Diem Huong	Child Care Attendant	Golden View	\$15.020 hourly	18.1	11/17/21
Poulsen, Logan	Instructional Assistant – ABA	Spring View	\$18.303 hourly	26.1	11/12/21
Rodas, Daisy	Noon Duty Supervisor	Circle View	\$14.00 hourly		10/26/21
Via, Susan	Instructional Assistant	Harbour View	\$16.172 hourly	21.1	11/15/21
Williams, Kristi	Child Care Attendant	Hope View	\$15.020 hourly	18.1	11/29/21
Wu, Lei	School Health Technician	Westmont	\$18.303 hourly	26.1	11/10/21
Yandrich-Pedraza, Marissa	Instructional Assistant – ABA	Lake View	\$18.303 hourly	26.1	11/15/21
Zarate, Dulce	Noon Duty Supervisor	Westmont	\$14.00 hourly		11/15/21

Approve Promotion
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Oberbeck, Amanda	Instructional Assistant	Westmont	\$16.172 hourly	21.1	11/15/21
Timmons, Candice	Accounting Technician	District Office	\$24.013 hourly	37.1	11/16/21
Williams, Michelle	Instructional Assistant – ABA	Hope View	\$22.970 hourly	26.5	10/20/21

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>
Bolton, Sarah	Instructional Assistant	Circle View	\$16.172 hourly	21.1	11/15/21
Mullen, Stacey	Speech and Language Assistant	Mesa/Spring/Star View	\$21.223 hourly	32.1	11/15/21

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 14, 2021

Approve Substitute Employment (Continued)
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>
Akonia, Jerome	Maintenance Grounds Helper	Substitute	\$19,237 hourly	28.1	11/18/21
Bakhet, Haidy	Food Service Worker	Substitute	\$15,020 hourly	18.1	11/10/21
Benson, Corrie	Food Service Worker	Substitute	\$15,020 hourly	18.1	11/05/21
Benson, Corrie	Instructional Assistant	Substitute	\$16,172 hourly	21.1	11/05/21
Buckingham, Lauren	Instructional Assistant	Substitute	\$16,172 hourly	21.1	10/29/21
Buckingham, Lauren	Instructional Assistant – Special Education	Substitute	\$16,578 hourly	22.1	10/29/21
Carr, Aundrea	Instructional Assistant	Substitute	\$16,172 hourly	21.1	10/29/21
Cruz, Randy	Maintenance Grounds Helper	Substitute	\$19,237 hourly	28.1	11/16/21
Esquivel, Gloria	Noon Duty Supervisor	Substitute	\$14,000 hourly		10/27/21
Green, Theresa	School Health Technician	Substitute	\$18,303 hourly	26.1	11/05/21
Haines, Melanie	Instructional Assistant	Substitute	\$16,172 hourly	21.1	11/10/21
Haines, Melanie	Instructional Assistant – Special Education	Substitute	\$16,578 hourly	22.1	11/10/21
Kardos, Lara	School Office Manager	Substitute	\$23,437 hourly	36.1	11/16/21
Laham, Rika	Noon Duty Supervisor	Substitute	\$14,000 hourly		11/15/21
McMahan, Kelli	Food Service Worker	Substitute	\$15,020 hourly	18.1	10/29/21
Riggs, Kathleen	Child Care Attendant	Substitute	\$15,020 hourly	18.1	11/03/21

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>
Bergstrom Dunn, Ingegerd	Clerk Typist	District Office	02/16/16	11/12/21
Hernandez, Deana	Instructional Assistant – Severely Disabled	Lake View	02/20/18	11/12/21
Wojciechowski, Janice	Instructional Assistant – ABA	College View	12/07/12	10/22/21

Approve Separation – Release 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>
Sharp, Roy	Groundskeeper I	Facilities	04/21/21	11/08/21

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Personnel Commission Staff

DATE: January 13, 2022

SUBJECT: Agenda Item No. 8: CLASSIFIED 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	Reposted on Edjoin - Application Deadline 1/27/2022
Bus Driver/Utility Worker	7	Reposted on Edjoin - Continuous
Child Care Attendant	8	Reposted on Edjoin - Application Deadline 1/26/2022
Custodian	Future Vacancies	Reposted on Edjoin - Application Deadline 1/11/2022
Early Learning Associate Educator	4	Written Exam 11/23/2021 & 12/28/2021; Oral Panel TBD
Early Learning Instructional Assistant	1	Written Exam 11/23/2021 & 12/28/2021; Pending further direction from Child Dev Program
Groundskeeper I	1	Application Deadline 1/25/2022
Instructional Assistant	6	Final Interviews 1/4/2022; Reposted Application Deadline 1/26/2022
Instructional Assistant ABA	16	Oral Panel TBD; Reposted Application Deadline 1/11/2022
Instructional Assistant – Special Education	4	Oral Panel TBD; Reposted Application Deadline 1/11/2022
Instructional Assistant – Severely Disabled	2	Oral Panel TBD; Reposted Application Deadline 1/11/2022
Lead Evening Custodian	2	Reposted on Edjoin - Application Deadline 1/11/2022
Maintenance/Grounds Helper	Substitutes	Application Deadline 1/11/2022
Maintenance HVAC Mechanic	2	Written Exam 12/6/2021; Oral Panel TBD
Maintenance Plumber	1	Will be reposting
Maintenance Worker	0	New Hire Starting 12/8/2021

Classified Personnel Recruitment List

Page 2

Classification	Number of Vacancies	Status
Noon Duty Supervisor	11	Reposted on Edjoin - Application Deadline 1/11/2022
Payroll Technician	1	Final Interview 12/14/2021; No selection made Written Exam 12/28/2021, oral exam TBD
School Health Technician	Substitutes	Reposted on Edjoin - Application Deadline 1/11/2022
School Office Clerk	2	Oral exam 1/10/2022
Senior Account Clerk	0	New Hire Starting 12/14/2021

Recommendation

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