



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION 2021-2022

Personnel Commissioners

Lance Bidnick, Board Appointee

Bob Ewing, CSEA Appointee

Daniel P. Gooch, Joint Appointee

Board of Trustees

John Briscoe

Gina Clayton-Tarvin

Patricia Singer

Jack Souders

Norm Westwell

Executive Cabinet

Carol Hansen, Ed.D., Superintendent

Keith Farrow, Assistant Superintendent

Reagan Headrick, Assistant Superintendent

Julianne Hoefler, Ph.D., Assistant Superintendent

Classified Personnel

Michelle Vellanoweth, Director

Michelle Eifert, Personnel Assistant

Betzabeth Vazquez, Personnel Analyst

Diana Flores, Personnel Technician

The Merit System

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

GOALS OF THE COMMISSION

- Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- Conduct job description reviews on a 3 year cycle to ensure meeting changing requirements of the jobs.
- Develop new classes to meet changing needs of the District.
- Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. Agendas for the Personnel Commission meetings are posted at the District Office, outside the Board Room and in each location, at least 72 hours preceding the next meeting, as well as on our District website. Agendas are distributed to Board Members, District Administrators and their secretaries via email, for posting at the sites in a prominent location. Agendas include the exact time, location, date and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Ocean View School District employees and members of the community are invited to attend.

The Commission office is located at District Office facilities. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The Commission posts and accepts applications for all current job opportunities with the District at www.EdJoin.org/ovsd and maintains a District web-page address, www.ovsd.org/pc.

What We Do

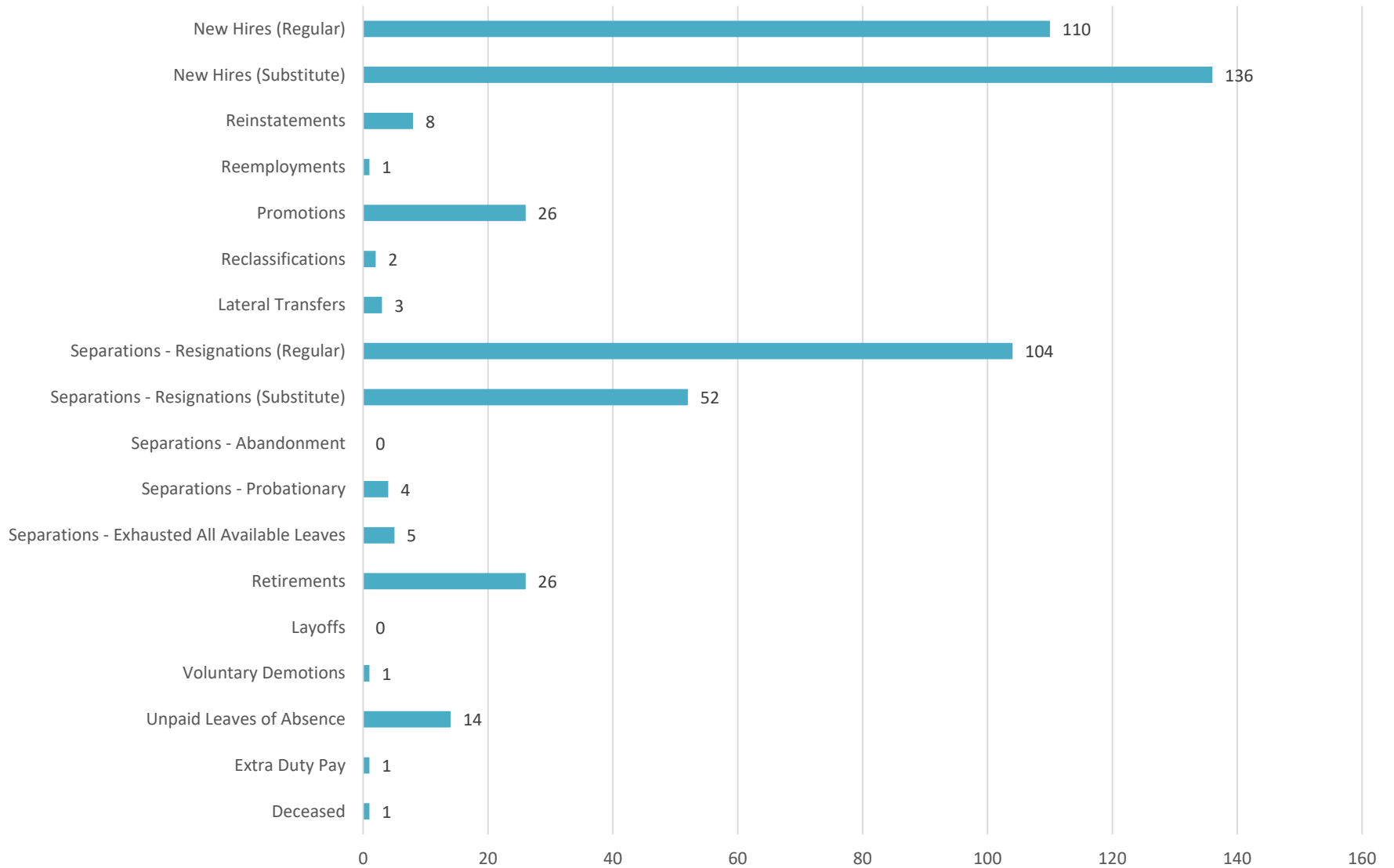
Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- Recommends salaries to the governing board. (EC 45268)
- Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
- Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- Provides for training of its own staff. (EC 45255)

NON-DISCRIMINATION STATEMENT

The Ocean View School District desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Ocean View School District is an Equal Opportunity Employer and does not discriminate on the basis of color, race, religion, ancestry, natural origin, age, sex, sexual orientation, gender identity or expression or the perception of one or more of such characteristics, gender, marital or parental status, pregnancy, genetic information, military and veteran status, ethnic group identification, mental or physical disability in its educational programs, activities, or recruitment and employment.

Classified Actions 2021-2022



85 Recruitments Were Conducted
136 Written Exam Sessions Were Administered
63 Oral Exam Sessions Were Administered
107 Final Selection Interview Sessions Were Scheduled

Accounting Technician	Delivery Worker	Instructional Assistant (4)	Maintenance Plumber	School Office Manager – Bilingual (Spanish)
ALC Attendant (2)	Department Secretary	Instructional Assistant – ABA (10)	Maintenance Worker	Senior Account Clerk
Assistant Superintendent, Administrative Services	Director, Child Development Programs	Instructional Assistant – Severely Disabled (6)	Noon Duty Supervisor (11)	Senior Purchasing Clerk
Bus Driver/Utility Worker	Director, Fiscal Services	Instructional Assistant – Special Education (6)	Payroll Technician (4)	Speech and Language Assistant
Central Kitchen Lead Food Service Worker	Early Learning Instructional Assistant (2)	Lead Behavior Instructional Assistant	School Health Technician (3)	Transportation Supervisor
Child Care Attendant (2)	Food & Nutrition Services Operations Supervisor	Lead Evening Custodian (3)	School Library Specialist (3)	
Child Care Program Facilitator	Groundskeeper I	Maintenance Electrician	School Office Clerk	
Custodian (3)	Human Resource Analyst	Maintenance HVAC Mechanic (2)	School Office Manager	

2021-2022 Statistics and Classification Actions

Class Workforce Statistics

96	Active CSEA Classifications
3	Active Confidential Classifications
13	Active Management Classifications
1	Non Represented Classifications
529	Total Regular Classified Employees

Job Description Reviews

Director, Food Services
Food Service Worker
Lead Food Service Worker

Recruitment & Testing Statistics

856	Applicants
692	Examinees
103	Disqualified
281	Eligibles
85	Recruitments (37 Classes) Each consisting of <ul style="list-style-type: none"> • Written Exam • Oral Panel Interview Exam • Potential Performance Exam
308	No Shows to Exams
152	OVSD Interview Panelists
18	Panelists from other Districts
107	Final Interview Sessions
161	Preplacement and On-Boarding Appointments

Other Classification Actions

5 New Classifications

Central Kitchen Supervisor

Central Kitchen Lead Food Service Worker

Cook

Food & Nutrition Services Operations Supervisor

Universal Instructional Assistant

3 Advance Step Placements

Delivery Worker

Director, Child Development Programs

Director, Fiscal Services

1 Eligibility List Extended

Early Learning Educator

6 Names Removed from Eligibility Lists

Bus Driver/Utility Worker

Groundskeeper I

Lead Evening Custodian

Maintenance Electrician

Noon Duty Supervisor (2)

2 Reclassifications

Department Secretary to Administrative Secretary

Field Service Technician to Computer/Multimedia Technician

1 Appeal Hearing of Applicant

School Library Specialist

1 Salary Range Reallocation

Bus Driver/Utility Worker

Other Accomplishments & Innovative Ideas

- QR codes
- Resignation Process
- Laid Off Employees Eligibility to Promote
- Application Webinar
- Calculator Use for Instructional Assistant exam
- PC/Payroll Efficiencies
- PC Agenda Updates
- Documenting Summer Assignments
- PC Shared Email

Accomplishment Statistics

- 150+ Unemployment Insurance Claims
- 196 Merit Increases
- 130 Verifications of Employment
- 75 Transfer Requests
- 90 COVID Close Contact Cases
- 300+ Workflow Employee Transactions

2022 Classified School Employees of the Year & Other Recognitions

Employee	Site	Classification	Category
Sarah Bruce	College View	School Office Clerk	Clerical & Administrative
Luis Camarena*	Facilities	Skilled Maintenance Worker	Skilled Trades
Nancy Davis	Mesa View	Lead Food Service Worker	Food & Nutrition Services
Judy Johnston	District Office	Database Analyst	Technical Services
Elizabeth Lampley	Spring View	School Health Technician	Health & Student Services
Kelly Murray	Special Education	Lead Behavior Instructional Assistant	Paraprofessional
Santos Salas	Westmont	Head Custodian	Custodial & Maintenance

** Congratulations to Luis Camarena, who was also named as an Orange County Classified Employee of the Year in the category of Skilled Trades, by the Orange County Department of Education!!*

Classified School Employees of the Year and Teachers of the Year were recognized at the April 5, 2022, Board of Trustees meeting. Classified School Employees of the Year were also recognized at the May 12, 2022, Personnel Commission meeting.

May 16-20, 2022, was designated as the Week of the Employee, which honors all certificated, classified, and management employees.

Service Award recipients and Retirees were honored at the May 24, 2022, Board of Trustees meeting.

Years of Service Awards 2021-2022

Employee Recognitions	
45 Years of Service	1
30 Years of Service	3
25 Years of Service	26
20 Years of Service	28
15 Years of Service	32
10 Years of Service	24
5 Years of Service	40
Retirees	26

Service Award Recipients and Retirees were honored at the May 24, 2022, Board of Trustees meeting.

After 2 years of social distancing, Betzabeth Vazquez, Personnel Analyst and Diana Flores, Personnel Technician were able to attend an in-person job fair at Huntington Beach Adult School in April 2022!



About Ocean View School District

Ocean View School District boundaries encompass portions of:

- Huntington Beach
- Fountain Valley
- Westminster
- Midway City
- Seal Beach

- The District operates fifteen schools – Preschool through Eighth grade

As of June 23, 2022

- 6,652 students were enrolled
- 1,320 employees were on staff
 - 367 certificated staff
 - 529 classified staff
 - 147 certificated substitutes
 - 172 classified substitutes

How To Reach Us:

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