



**OCEAN VIEW SCHOOL DISTRICT**

**PERSONNEL COMMISSION  
AGENDA**

**Thursday, November 9, 2023**

**CLOSED SESSION**

**3:00 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 – 2023

**PERSONNEL COMMISSION:**

**Bob Ewing, Chair**  
**Daniel P. Gooch, Vice-Chair**  
**Lance Bidnick, Member**

Regular Personnel Commission meetings are accessible online and can be viewed via live-streaming on Zoom and YouTube: <https://www.ovsd.org/PersonnelCommissionMeeting>



**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.

Speakers wishing to address the Personnel Commission after the first public comments will have an opportunity during “Second Public Comments” later in the meeting. All public comments shall be limited to three minutes per person.

- 11. APPROVAL OF REGULAR MINUTES:** The Personnel Commission will receive the minutes of the October 12, 2023, Regular Personnel Commission meeting for approval.

**ACTION**  
**Pages 2-7**  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**COMMISSION BUSINESS**

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

**ACTION**  
**Page 8-11**  
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.*)

- 2022-75 Parent Liaison Instructional Assistant Bilingual - Spanish (*Correction*)
- 2023-19 Campus Safety Supervisor (*Correction*)
- 2023-32 Noon Duty Supervisor
- 2023-33 Speech and Language Assistant
- 2023-34 School Office Manager
- 2023-35 Parent Liaison Instructional Assistant Bilingual – Vietnamese
- 2023-36 Instructional Assistant – ABA
- 2023-37 Instructional Assistant – Special Education
- 2023-38 Instructional Assistant – Severely Disabled
- 2023-39 Food Service Worker
- 2023-40 Custodian
- 2023-41 Universal Instructional Assistant

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|---|---|
| <p><b>13. CLASSIFIED PERSONNEL ACTIVITY LISTS:</b> The Personnel Commission will receive for information the following Classified Personnel Activity Lists received by the Board of Trustees at the Ocean View School District, Regular Board Meetings of October 10, 2023, (Exhibit A) and October 24, 2023, (Exhibit B).</p>  | <p><b>INFORMATION</b><br/><b>Pages 12-15</b></p>  |
| <p><b>14. CLASSIFIED PERSONNEL RECRUITMENT LIST:</b> The Personnel Commission will receive for information the most current list and status updates of classified recruitments.</p>   | <p><b>INFORMATION</b><br/><b>Pages 16-25</b></p>  |
| <p><b>15. REACTIVATION OF FORMER CLASSIFICATION – AUDIOVISUAL TECHNICIAN:</b> The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the reactivation of the former classification and proposed job description of Audiovisual Technician, review, discuss, and recommend to the Board of Trustees that the salary range of Audiovisual Technician be placed at range 45 on the Classified Bargaining Unit Salary Schedule, and review, discuss, and approve that the position be eligible for overtime compensation in accordance with Education Code 45128.</p>  | <p><b>ACTION</b><br/><b>Pages 26-34</b><br/><b>Moved:</b> ___<br/><b>Second:</b> ___<br/><b>Vote:</b> ___</p> |
| <p><b>16. REACTIVATION OF FORMER CLASSIFICATION – INFORMATION TECHNOLOGY SUPPORT SPECIALIST:</b> The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the reactivation of the former classification and proposed job description of Information Technology Support Specialist, review, discuss, and recommend to the Board of Trustees that the salary range of Information Technology Support Specialist be placed at range 40 on the Classified Bargaining Unit Salary Schedule, and review, discuss, and approve that the position be eligible for overtime compensation in accordance with Education Code 45128.</p> | <p><b>ACTION</b><br/><b>Pages 35-45</b><br/><b>Moved:</b> ___<br/><b>Second:</b> ___<br/><b>Vote:</b> ___</p> |
| <p><b>17. JOB DESCRIPTION UPDATE AND SALARY RANGE REALLOCATION – DATABASE ANALYST:</b> The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the proposed updates to the job description for Database Analyst, and review, discuss, and recommend to the Board of Trustees that the salary range of Database Analyst be reallocated from salary range 45 to salary range 47 on the Classified Bargaining Unit Salary Schedule.</p>  | <p><b>ACTION</b><br/><b>Pages 46-55</b><br/><b>Moved:</b> ___<br/><b>Second:</b> ___<br/><b>Vote:</b> ___</p> |
| <p><b>18. ADVANCE STEP PLACEMENT FOR KARENINA CRISPELL, SPEECH AND LANGUAGE ASSISTANT:</b> The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Karenina Crispell, Speech and Language Assistant.</p>  | <p><b>ACTION</b><br/><b>Pages 56-58</b><br/><b>Moved:</b> ___<br/><b>Second:</b> ___<br/><b>Vote:</b> ___</p> |

**COMMUNICATIONS**

- 19. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. All public comments shall be limited to three minutes per person.

**20. COMMISSIONER REPORTS**

**21. DIRECTOR AND STAFF REPORTS**

**22. 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. Agenda notices are posted 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and the full agenda is posted on the District website.*

*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:*

- *As you enter the meeting room, use hand sanitizer, which is located on the wall at both entrances.*
- *Wearing a face covering is not required but is highly recommended.*
- *Practice social distancing.*

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Closed Session Meeting of the Personnel Commission  
October 12, 2023**

**CALL TO ORDER** The October 12, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:52 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 September 14, 2023, Regular Closed Session Meeting.

Seconded by Commissioner Bidnick, and carried with a 2:0 vote. Commissioner Gooch abstained from the vote as he was not present at the September 14 meeting.

**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 employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Director, Classified Personnel evaluation

**ADJOURNMENT** Motion by Commissioner Bidnick to adjourn the October 12, 2023, Closed Session Meeting at 4:29 p.m.

Seconded by Commissioner Gooch, 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**  
**October 12, 2023**  
**4:30 p.m.**

- CALL TO ORDER** Commissioner Ewing called the October 12, 2023, Regular Personnel Commission Meeting to order at 4:32 p.m.
- PLEDGE OF ALLEGIANCE** Assistant Superintendent Keith Farrow led the Pledge of Allegiance.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director, Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing stated that there was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS** Commissioner Ewing introduced Julie St. Cyr, Communications and Public Information Officer, and Elizabeth Carr, the new CSEA Chapter 375 President.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the September 14, 2023, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing and carried with a 2:0 vote. Commissioner Gooch abstained from the vote as he was not present at the September 14, 2023 meeting.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:  
There were no job description reviews or revisions submitted for approval.
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2023-24 Instructional Assistant – Physical Education
  - 2023-25 Lead Food Service Worker
  - 2023-26 School Health Technician
  - 2023-27 Instructional Assistant – ABA
  - 2023-28 Maintenance HVAC Mechanic
  - 2023-29 Human Resources Technician
  - 2023-30 School Office Clerk
  - 2023-31 Campus Safety Supervisor
- Commissioner Gooch commented that he is pleased to see that some of these long standing vacancies are being filled, such as HVAC Mechanic.
- Motion by Commissioner Gooch to approve the Consent Calendar.
- Seconded by Commissioner Bidnick and carried with a 3:0 vote.

**MINUTES OF THE OCTOBER 12, 2023 PERSONNEL COMMISSION MEETING – PAGE 2**

**CLASSIFIED  
PERSONNEL  
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity List that was presented for approval at the Board of Trustees meeting of September 26, 2023.

**ADVANCE STEP  
PLACEMENT FOR  
JULIE ST. CYR,  
COMMUNICATIONS  
AND PUBLIC  
INFORMATION  
OFFICER**

Director Vellanoweth received a request from Superintendent Dr. Michael Conroy for advance step placement for Julie St. Cyr, who has accepted the position of Communications and Public Information Officer. The request is for Step 3 placement on the Classified Management Salary Schedule. The rationale for this request includes the candidate's specialized experience in branding, marketing, social media and websites, the candidate's degree in Technical Journalism and Public Relations, and the candidate's educational industry experience in Orange County.

Director Vellanoweth recommended that the Personnel Commission approve the Step 3 advance step placement for Julie St. Cyr, Communications and Public Information Officer.

Superintendent Conroy thanked the Commissioners for hearing and considering the agenda item. Ms. St. Cyr is a community member and brings a wealth of experience in public relations and communications. Meetings have already been held where great ideas have already been shared.

Julie St. Cyr, Communications and Public Information Officer, shared a few words about herself and her background.

Motion by Commissioner Bidnick to approve the Advance Step Placement for Julie St. Cyr, Communications and Public Information Officer.

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

**ADVANCE STEP  
PLACEMENT FOR  
SUSAN HUH,  
HUMAN  
RESOURCES  
TECHNICIAN**

Director Vellanoweth received a request from Interim Assistant Superintendent of Human Resources, Felix Avila, for advance step placement for Susan Huh, who has accepted the position of Human Resources Technician. The request is for Step 3 placement on the Classified Bargaining Unit Salary Schedule. The rationale for this request includes the candidate's directly related training and experience in Human Resources, the candidate's degree in Industrial Psychology, and the demonstrated difficulty in attracting qualified candidates.

Director Vellanoweth recommended that the Personnel Commission approve the Step 3 advance step placement of Susan Huh, Human Resources Technician.

Motion by Commissioner Gooch to approve the Advance Step Placement for Susan Huh, Human Resources Technician.

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

**APPEAL OF DENIAL  
OF ADVANCE STEP  
PLACEMENT FOR  
CLAUDIA TAPIA,  
BUS DRIVER/  
UTILITY WORKER**

Director Vellanoweth explained that Claudia Tapia was offered a position as a Bus Driver/Utility Worker on April 7, 2023, and accepted. Due to delays with FBI fingerprint clearance and providing notice to her former employer, her on-boarding appointment took place on May 15, 2023. During the on-boarding appointment, Ms. Tapia inquired about advance step placement. Personnel Technician Diana Flores explained the process for advance step placement to Ms. Tapia, informing her that advance step placements could be recommended by the hiring supervisor, but are not guaranteed.



**APPEAL OF DENIAL  
OF ADVANCE STEP  
PLACEMENT FOR  
CLAUDIA TAPIA,  
BUS DRIVER/  
UTILITY WORKER  
(CONTINUED)**

Ms. Flores notified Transportation Supervisor, Kelly Daniel, and Executive Director of Facilities and Transportation, Jim Choate, via email of Ms. Tapia's request and provided the advance step placement form and procedure to be followed if they were in support of and recommended the request. They were asked to submit the form to the Personnel Commission office within one week of May 15.

On June 30, an Advance Step Placement Request Form was received by the Personnel Commission from Transportation Supervisor Kelly Daniel, signed by Executive Director Jim Choate on June 29. Director Vellanoweth conferred with Commissioner Ewing and both agreed the request be denied based upon the lack of timeliness in submitting the request. The decision was consistent with previous requests that were not supported by Director Vellanoweth due to being submitted outside the appropriate time frame. Director Vellanoweth notified Ms. Daniel of the decision and reason for denial. On August 7, Mr. Choate contacted Director Vellanoweth inquiring about the decision. Director Vellanoweth explained the consideration given to the request and the reason for the denial.

On August 29, Director Vellanoweth met with Ms. Claudia Tapia to discuss the denial of the advance step placement request. Ms. Tapia felt she had additional information to share and was asked to submit the information in writing. Ms. Tapia submitted the information which included a request of the Personnel Commission to reconsider the advance step placement. Ms. Tapia addressed the Personnel Commission during the public comments to ask that her request for advance step placement be brought before the Commission for reconsideration.

Upon receipt of Ms. Tapia's document, Director Vellanoweth conferred with Commissioner Ewing and followed up with Ms. Daniel and Mr. Choate, offering them the opportunity to appeal the decision before the Commission. Ms. Daniel and Mr. Choate responded that they would like to pursue the original step advance placement request submitted for Ms. Tapia, to Step 2 on the Classified Bargaining Unit Salary Schedule.

Commissioner Ewing directed this item be placed on the agenda to be brought before the Commission for consideration.

Director Vellanoweth recommends that the Personnel Commission review the advance step placement request for Claudia Tapia, Bus Driver/Utility Worker to step 2 on the Classified Bargaining Unit Salary Schedule, and either approve or deny in accord with Merit Rule 7.2.1.

Commissioner Gooch asked if this request is approved what the effective date of the advance step would be. Director Vellanoweth answered it would be retroactive to the date of hire. After reviewing and considering the request, Commissioner Gooch stated that he will make a motion to approve the appeal, but made it clear that he is hesitant to make it retroactive back to the initial hire date due to the untimeliness of the original request. He wants everyone to understand that this will not be an ongoing occurrence. This is an exception and timelines for submissions of advance step placement requests are there for a reason.

Motion by Commissioner Gooch to approve the Advance Step Placement for Claudia Tapia, Bus Driver/Utility Worker.

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

**JOB DESCRIPTION  
REVISION, TITLE  
CHANGE, AND  
SALARY RANGE  
REALLOCATION –  
PRESCHOOL  
SUPERVISOR**

Director Vellanoweth stated that the Preschool Supervisor classification was reactivated by the Personnel Commission in September 2019 due to an immediate temporary need. At the time it was not intended to be utilized on a long-term or permanent basis, so no modifications were suggested to the job description, nor was the salary reviewed. It was determined that if the classification would be used in the future on a more permanent basis, a more thorough review and update would be conducted.

Recently, Assistant Superintendent, Educational Services Julianne Hoefer, and Coordinator of Child Development Programs, Sue Broderson, approached the Director, Classified Personnel asking to update the job description for Preschool Supervisor in order to propose filling a permanent position. Superintendent Conroy has approved to move forward with a recruitment.

Director Vellanoweth reviewed the description and recommended updates, and proposed additional updates to make the description more current and relevant. The Director proposed standard formatting updates and changes to maintain consistency with the current job description format. She also recommended changing the job title from Preschool Supervisor to Early Learning Supervisor to align it with the titles of the other classified employees assigned to preschool sites.

She gathered recent salary information from neighboring and established survey districts with similar positions to ensure the salary for the classification was appropriate and competitive. Based upon the survey data, it is her conclusion that the current salary range is below the median and mean for districts surveyed within Orange County with similar positions. Director Vellanoweth recommends a salary reallocation for the Preschool Supervisor (proposed Early Learning Supervisor) from salary range M44 to M51 on the Classified Management Salary Schedule. This will align with other Ocean View School District classified supervisors.

This recommendation and rationale have been shared with the Superintendent, Assistant Superintendent, Educational Services Hoefer, Coordinator, Child Development Programs Broderson, Interim Assistant Superintendent, Human Resources Avila, and Superintendent Conroy. All are in support of the recommended changes to the job description, title change, and salary reallocation. If recommended by the Personnel Commission, the Superintendent will bring forth the recommended salary placement to the Board of Trustees for consideration.

Director Vellanoweth recommends that the Personnel Commission review, discuss, and approve the proposed revisions to the Preschool Supervisor job description including a title change to Early Learning Supervisor, and that the salary range be reallocated from M44 to M51 on the Classified Management Salary Schedule.

Motion by Commissioner Gooch to approve the Job Description Revision, Title Change, and Salary Range Reallocation – Preschool Supervisor.

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

**REMOVAL OF NAME  
FROM ELIGIBILITY  
LIST**

Director Vellanoweth made a recommendation that an eligible for the position of Noon Duty Supervisor be removed from Eligibility List 2023-21, for reasons outlined in the letter that was provided to the Commissioners. A letter was sent to the candidate. There has been no request for an appeal by the candidate.

**REMOVAL OF NAME FROM ELIGIBILITY LIST (CONTINUED)**

Commissioner Gooch stated that he appreciates the staff's efforts and processes implemented to advise candidates that it is in their best interest to disclose everything. He is pleased that these actions have been greatly reduced. He asked Director Vellanoweth if an individual has been removed from an eligibility list, what does this mean for them reapplying in the future. Director Vellanoweth answered that this is typically in consultation with the Assistant Superintendent of Human Resources, as it depends upon the nature of the offence, how serious it is, and how long ago it happened. An individual review is conducted for each situation to determine if they are able to reapply again. This is shared with the candidate in the letter that is sent to them and in the phone call that is made to them. Director Vellanoweth also shared that she provides the candidate with a link to a Department of Justice website where they can obtain their own background report.

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**

Claudia Tapia, Bus Driver/Utility Worker thanked the Commissioners for approving the advance step placement. She stated that she did her part by requesting the advance step placement in a timely manner when she was hired. She inquired whether the step placement upon hire is negotiable. She stated when she spoke with Mr. Choate and Ms. Daniel during the interview, there was discussion about an advance step placement to step 4 rather than step 2.

The Commissioners advised Ms. Tapia that the Personnel Commission meeting was not the forum to discuss this and to reach out to Director Vellanoweth. Director Vellanoweth told Ms. Tapia she would be in touch with her to discuss further.

**COMMISSIONER REPORTS**

Commissioner Bidnick stated that he is ecstatic that Governor Newsom vetoed Assembly Bill 1699.

Commissioner Gooch echoed Commissioner Bidnick's comment. He also shared that his heart goes out to the individuals in the Middle East of all agencies that have suffered greatly over the last week, lest we forget similar situations in Ukraine.

Commissioner Ewing informed everyone that the next meeting of the Personnel Commission is scheduled for November 9, 2023.

**DIRECTOR AND STAFF REPORTS**

Director Vellanoweth shared some recruitment updates. Some critical recruitments such as School Office Manager, School Office Clerk, Campus Safety Supervisor, and Communications and Public Information Officer have taken place, in addition to the usual recruitments. These recruitments have required the staff to compact schedules and timelines. In addition, there has been a much larger volume of on-boarding and payroll entries for all new hires and regular employees who are seeking extra hours and have been qualified to work as Universal Instructional Assistant substitutes. Screening has been conducted across eleven classifications. Four written exam dates are scheduled across eight different classifications. Approximately 85 candidates are being invited to test in the next two weeks. Scoring performance exams and scheduling oral exams are being completed for School Office Manager. Oral exams for all special education instructional assistant classifications are being scheduled. Final interviews for Speech and Language Assistant, Parent Liaison Instructional Assistant Bilingual, and Groundskeeper are being scheduled.

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

Director Vellanoweth shared that today a special meeting took place between Personnel Commission staff and Fiscal Services staff to discuss the implementation of the additional incentive pay for Universal Instructional Assistants working the 2:00 p.m. to 6:00 p.m. shift that was approved by the Board of Trustees earlier in the week.

Director Vellanoweth thanked the Commissioners, Ocean View School District, California School Personnel Commissioners Association (CSPCA), Association of California School Administrators (ACSA), and all the other agencies who lobbied statewide to oppose Assembly Bill 1699 which was vetoed by Governor Newsom.

She is happy to share that at the September 26 Board Meeting it was announced that Commissioner Bidnick is the Board's intended appointee to the Personnel Commission for another three year term. There will be a public hearing and appointment which is scheduled for the Board Meeting of November 14, 2023.

Director Vellanoweth welcomed Julie St. Cyr, Communications and Public Information Officer and thanked her for attending tonight's meeting. She congratulated Elizabeth Carr, newly appointed CSEA Chapter 375 President. She also thanked former CSEA President, Phi Tran, for his support of the Personnel Commission. She looks forward to continued partnership with CSEA and the District.

Lastly, with the atrocities that are happening in other parts of the world, she wished everyone safety and peace.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick.

Motion seconded by Commissioner Gooch, and carried with a 3:0 vote, at 5:01 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:** November 9, 2023

**SUBJECT:** **Agenda Item No. 12B.: ELIGIBILITY LISTS**

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## Background Information

The following eligibility lists are being 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. The information below is being shared to provide the District administration and staff with data on classified recruitment and testing statistics. (*Confidential eligibility lists provided to Commissioners only.*)

2022-75 Parent Liaison Instructional Assistant Bilingual - Spanish (*Correction*)  
2023-19 Campus Safety Supervisor (*Correction*)  
2023-32 Noon Duty Supervisor  
2023-33 Speech and Language Assistant  
2023-34 School Office Manager  
2023-35 Parent Liaison Instructional Assistant Bilingual – Vietnamese  
2023-36 Instructional Assistant – ABA  
2023-37 Instructional Assistant – Special Education  
2023-38 Instructional Assistant – Severely Disabled  
2023-39 Food Service Worker  
2023-40 Custodian  
2023-41 Universal Instructional Assistant

## Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-75, 2023-19, and 2023-32 through 2023-41.

**Eligibility Lists**  
**Page 2**

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-75	Parent Liaison Instructional Assistant – Bilingual (Spanish) CORRECTION	No. of Applicants 9 Screened Out 2 Written Exam Test Date 1/18/2023 No Show/ Withdrew 1 Did Not Qualify 0 Bilingual Exam Dates 2/3/2023 2/6/2023 No Show/ Withdrew 0 Did Not Qualify 1 Oral Exam Test Date 2/17/2023 No Show/ Withdrew 0 Did Not Qualify 0	6	7	Open, Promotional, & Merge
2023-19	Campus Safety Supervisor CORRECTION	No. of Applicants 15 Screened Out 1 Written Exam Test Dates 8/16/2023 8/23/2023 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date 8/25/2023 No Show/ Withdrew 0 Did Not Qualify 5	6	6	Open & Promotional
2023-32	Noon Duty Supervisor	No. of Applicants 20 Screened Out 0 Written Exam Test Date 9/21/2023 No Show/ Withdrew 12 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	3	10	Open, Promotional, & Merge
2023-33	Speech and Language Assistant	No. of Applicants 3 Screened Out 0 Written Exam Test Date N/A No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Dates 9/18/2023 10/17/2023 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open & Promotional
2023-34	School Office Manager	No. of Applicants 19 Screened Out 8 Written & Performance Exam Test Date 10/11/2023 No Show/ Withdrew 1 Did Not Qualify 3 Oral Exam Test Date 10/1/2023 No Show/ Withdrew 0 Did Not Qualify 1	9	11	Open, Promotional, & Merge

**Eligibility Lists**  
**Page 3**

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-35	Parent Liaison Instructional Assistant – Bilingual (Vietnamese)	No. of Applicants 7 Screened Out 1 Written Exam Test Date N/A Bilingual Exam Dates 5/24/2023 8/17/2023 8/24/2023 No Show/ Withdrew 3 Did Not Qualify 1 Oral Exam Test Date 10/19/2023 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open & Promotional
2023-36	Instructional Assistant - ABA	No. of Applicants 10 Screened Out 0 Written Exam Test Date 10/18/2023 No Show/ Withdrew 2 Did Not Qualify 2 Oral Exam Test Date 10/24/2023 No Show/ Withdrew 3 Did Not Qualify 0	4	5	Open, Promotional, & Merge
2023-37	Instructional Assistant – Special Education	No. of Applicants 6 Screened Out 0 Written Exam Test Date 10/18/2023 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date 10/24/2023 No Show/ Withdrew 0 Did Not Qualify 0	3	4	Open, Promotional, & Merge
2023-38	Instructional Assistant – Severely Disabled	No. of Applicants 2 Screened Out 0 Written Exam Test Date 10/18/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 10/24/2023 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2023-39	Food Service Worker	No. of Applicants 24 Screened Out 2 Written Exam Test Date 10/19/2023 No Show/ Withdrew 7 Did Not Qualify 7 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	9	10	Open, Promotional, & Merge

**Eligibility Lists**  
**Page 4**

<b>List No.</b>	<b>Classification</b>	<b>Recruitment and Testing Statistics</b>	<b>No. of Ranks</b>	<b>No. of New/ Merged Eligibles</b>	<b>List Type</b>
2023-40	Custodian	No. of Applicants 29 Screened Out 13 Written Exam Test Date 9/24/2023 10/16/2023 No Show/ Withdrew 12 Did Not Qualify 0 Oral Exam Test Date 10/24/2023 No Show/ Withdrew 1 Did Not Qualify 0	4	5	Open, Promotional, & Merge
2023-41	Universal Instructional Assistant	No. of Applicants 32 Screened Out 1 Written Exam Test Date 10/18/2023 No Show/ Withdrew 12 Did Not Qualify 4 Oral Exam Test Date 10/26/2023 No Show/ Withdrew 4 Did Not Qualify 0	10	20	Open, Promotional, & Merge



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** November 9, 2023

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

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## **Background Information**

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of October 10, 2023, (Exhibit A) and October 24, 2023, (Exhibit B).

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 of October 10, 2023, and October 24, 2023.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
October 10, 2023

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Armenta, Cynthia	ALC Attendant	Vista View	\$17,353 hourly	19.1	09/25/2023
Bavouset, John	Universal Instructional Assistant	Circle View	\$18,693 hourly	22.1	09/25/2023
Branson, Shyla	Instructional Assistant – Physical Education	Multiple Sites	\$20,132 hourly	25.1	09/14/2023
Hart, Anna	Instructional Assistant - ABA	Circle View	\$21,690 hourly	28.1	09/25/2023
Hild, Emma	Instructional Assistant – Severely Disabled	Village View	\$21,151 hourly	27.1	09/25/2023
Siller, Gail	Universal Instructional Assistant	Star View	\$18,693 hourly	22.1	09/18/2023
St. Cyr, Julie	Communications and Public Information Officer	District Office	\$9,665.70 monthly	M67.1	10/11/2023

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Alvarez, Joshua	Child Care Facilitator	Substitute	\$23,930 hourly	32.1	09/22/2023
Carranza, Summer	Speech and Language Assistant	Substitute	\$25,145 hourly	34.1	09/05/2023
Clark, Erin	Instructional Assistant – Special Education	Substitute	\$23,930 hourly	24.5	09/05/2023
Clark, Erin	Universal Instructional Assistant	Substitute	\$22,774 hourly	22.5	09/08/2023
Habib, Samiha	Universal Instructional Assistant	Substitute	\$23,547 hourly	22.5	09/18/2023
Johnston, Cheryl	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	09/18/2023
Martin, Alicia	Parent/Teacher Conference Translator	Substitute	\$16,50 hourly	1.1*	09/05/2023
Nelson, Christina	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	09/18/2023
Ruiz, Christopher	Custodian	Substitute	\$21,690 hourly	28.1	09/11/2023
Tran, Minh	School Office Manager	Substitute	\$26,426 hourly	36.1	09/13/2023

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.4.3:**

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Noguchi, Lejarie	Universal Instructional Assistant	Golden View	Probationary Release	02/14/2023	09/25/2023
Puebla, Rosa Maria	Noon Duty Supervisor	Oak View	Probationary Release	09/05/2023	09/25/2023

\*This is a single step, entry level position.

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Boeckmann, Sara	Noon Duty Supervisor	Circle View	\$16.50 hourly	1.1*	10/12/2023
Castillo, Robert	HVAC Mechanic	Facilities	\$5,718.44 monthly	45.1	10/02/2023
Huh, Susan	Human Resources Technician	District Office	\$5,053.88 monthly	36.3	10/16/2023
Soto, Adrian	Custodian	Facilities	\$3,759.60 monthly	28.1	10/04/2023

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Alfonso, Abraham	Custodian	Substitute	\$21.690 hourly	28.1	09/25/2023
Bruce, Sarah	Universal Instructional Assistant	Substitute	\$18.693 hourly	22.1	09/18/2023
Cook, Jessica	Instructional Assistant – Adapted Physical Education	Substitute	\$21.690 hourly	27.2	10/05/2023
Cook, Jessica	Universal Instructional Assistant	Substitute	\$22.222 hourly	22.4	10/05/2023
Frost, Sally	Administrative Secretary	Substitute	\$33.832 hourly	40.4	10/11/2023
Gutierrez, Adrian	Custodian	Substitute	\$21.690 hourly	28.1	09/27/2023
Haines, Melanie	Instructional Assistant – Severely Disabled	Substitute	\$21.151 hourly	27.1	09/18/2023
Haines, Melanie	Universal Instructional Assistant	Substitute	\$18.693 hourly	22.1	09/27/2023
Martinez, Annika	Universal Instructional Assistant	Substitute	\$22.774 hourly	22.5	09/05/2023
Simkins, Errin	Universal Instructional Assistant	Substitute	\$22.774 hourly	22.5	09/11/2023
Vargas, Alondra	Universal Instructional Assistant	Substitute	\$18.693 hourly	22.1	09/05/2023

**APPROVE PROMOTION**

**In accordance with Merit System Rules 5.1 to 5.4:**

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Beaver, Jennifer	Campus Safety Supervisor	Mesa View	\$3,489.55 monthly	25.1	10/17/2023
Martin, Alicia	Campus Safety Supervisor	Spring View	\$3,489.55 monthly	25.1	10/23/2023

\*This is a single step, entry level position.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 October 24, 2023

<b><u>APPROVE SEPARATION</u></b>	<b><u>POSITION SEPARATED FROM</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>NAME</u></b> Cruz, Alisabel	Instructional Assistant – Severely Disabled	College View	Resignation	09/04/2019	10/27/2023
Jacobson, Dale	Computer Multimedia Technician	District Office	Retirement	07/05/1989	12/29/2023
Rangel, Elissa	Instructional Assistant – ABA	Lake View	Resignation	05/23/2023	09/18/2023
Sorrentino, Diana	Noon Duty Supervisor	Harbour View	Resignation	04/18/2022	06/23/2023
Tapia, Arturo	Groundskeeper I	Facilities	Probationary Release	08/07/2023	09/29/2023
Tran, Phi	Network System Specialist	District Office	Resignation	01/23/2014	10/06/2023

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** November 9, 2023

**SUBJECT** Agenda Item No. 14: CLASSIFIED PERSONNEL RECRUITMENTS LIST

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## Background Information

The following is a list of classified personnel recruitments that are currently in progress. This list is provided to the Personnel Commissioners, District administration, and staff, to communicate and share the status of current classified vacancies throughout the recruitment and hiring process.

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## Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Recruitments List for information.

	C	D	E	F	G	H	I	J	K	L	M
	<b>Substitute and Future Vacancy Recruitment Status &amp; Update for FY 23/24</b>										
1											
2											
3	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
4	Bus Driver/Utility Worker	Transportation	30	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	TBD - no applicants	5/17/2023	Recruitment in progress		New Position
5	Buyer	Purchasing	40	Posting Closed/Complete	6/21/2023 - 7/13/2023	7/20/2023	8/15/2023	8/24/2023	Complete	8/31/2023	Replacing Employee - Sara Cardenas
6	Campus Safety Supervisor	Marine View	40	Posting Closed/Complete	8/24/2023 - 9/13/2023	9/21/2023	8/25/2023	10/9/2023	Complete	8/23/2023	New Position
7	Campus Safety Supervisor	Mesa View	40	Posting Closed/Complete	8/24/2023 - 9/13/2023	9/21/2023	8/25/2023	10/9/2023	Complete	10/17/2023	New Position
8	Campus Safety Supervisor	Spring View	40	Posting Closed/Complete	8/24/2023 - 9/13/2023	9/21/2023	8/25/2023	10/9/2023	Complete	10/23/2023	New Position
9	Campus Safety Supervisor	Vista View	40	Posting Closed/Complete	7/18/2023 - 8/8/2023	8/16/2023	8/25/2023	8/29/2023	Complete	9/11/2023	New Position
10	Campus Safety Supervisor	Vista View	40	Posting Closed/Complete	7/18/2023 - 8/8/2023	8/16/2023	8/25/2023	8/29/2023	Complete	9/11/2023	New Position
11	Child Care Program Facilitator	TBD	20.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position
12	Child Care Program Facilitator	Star View	20.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
13	Child Care Program Facilitator	Westmont	20.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
14	Child Care Program Facilitator	Mesa View	19.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
15	Communication & Public Information Officer	Superintendent	40	Posting Closed/Complete	7/17/2023 - 8/1/2023	N/A	8/29/2023 & 8/30/2023	9/13/2023	Complete	10/11/2023	New Position
16	Computer/Multimedia Technician	IT	40	Posted	10/16/2023 - 11/6/2023	PC test every other Wednesdays for eligible candidates			Recruitment in progress		Replacing Employee - Dale Jacobson
17	Cook	Central Kitchen	25	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
18	Custodian	Hope	25	Continuous	10/12/2023 - 4/12/2024	PC test every other Wednesdays for eligible candidates	8/7/2023	9/11/2023	Declined offer		Replacing Employee - Vincent Novel
19	Custodian	Maintenance	40	Continuous	9/1/2023 - 3/1/2024	PC test every other Wednesdays for eligible candidates	8/7/2023	9/11/2023	Complete	10/4/2023	New Position
20	Custodian	Maintenance	40	Continuous	9/1/2023 - 3/1/2024	PC test every other Wednesdays for eligible candidates	8/7/2023	9/11/2023	Complete	10/14/2023	New Position
21	Custodian	Golden View	28.75	Continuous	9/1/2023 - 3/1/2024	PC test every other Wednesdays for eligible candidates	8/7/2023	9/11/2023	Non - responsive		Replacing Employee - Anthony Alvarez
22	Custodian	Village View	25	Continuous	9/1/2023 - 3/1/2024	PC test every other Wednesdays for eligible candidates	8/7/2023	9/11/2023	Recruitment in progress		Replacing Employee - Gabriel Santos Jr.
23	Custodian	Mesa View	25	Continuous	9/1/2023 - 3/1/2024	PC test every other Wednesdays for eligible candidates	8/7/2023	9/11/2023	Recruitment in progress		Replacing Employee - Federico Campos
24	Early Learning Associate Educator	College View Preschool	29.75	Re-employment list - posting not needed					Complete		Replacing Employee - Ruth Turner
25	Early Learning Instructional Assistant	Oak View Preschool	18.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Luz Elena Joya
26	Early Learning Instructional Assistant	College Preschool	17.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Ruth Ocampo
27	Early Learning Instructional Assistant	College Preschool	18.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Ariana Hernandez
28	Early Learning Instructional Assistant	College View Preschool	18.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Cynthia Hernandez

C	D	E	F	G	H	I	J	K	L	M
Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3										
	Early Learning Instructional Assistant Bilingual	18.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Victoria Gonzalez
29	Food Service Worker	24.5	Continuous	10/12/2023 - 4/12/2024	PC test every other Wednesdays for eligible candidates	N/A	11/3/2023	Recruitment in progress		Replacing Employee - Dana Moyer
30	Food Service Worker	18.75	Continuous	10/12/2023 - 4/12/2024	PC test every other Wednesdays for eligible candidates	N/A	11/3/2023	Recruitment in progress		Replacing Employee - Mildred Munsterman
31	Food Service Worker	17.5	Continuous	10/12/2023 - 4/12/2024	PC test every other Wednesdays for eligible candidates	N/A	11/3/2023	Recruitment in progress		Replacing Employee - Lori Moyer
32	Food Service Worker	27	Continuous	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A	9/1/2023 transfer interviews	Complete	9/1/2023	Replacing Employee - Jean Zech
33	Food Service Worker	16	Continuous	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A	11/3/2023	Recruitment in progress		Replacing Employee - Dana Moyer
34	Groundkeeper I	40	Eligibility List	Valid Eligibility List	N/A	N/A	10/20/2023	Pre - Employment		Replacing Employee - Arturo Tapia
35	Groundkeeper I	40	Eligibility List	Valid Eligibility List	N/A	N/A	10/20/2023	Pending start date		Replacing Employee - David Wolf
36	Human Resources Technician	40	Posting Closed/Complete	7/27/2023 - 8/19/2023	8/24/2023	9/15/2023	9/20/2023	Complete	10/16/2023	Replacing Employee - Deb Thach
37	Instructional Assistant	10						Requestion cancelled		Replacing Employee - Kallee Stephens
38	Instructional Assistant - ABA	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Replacing Employee - Jennifer Marshall
39	Instructional Assistant - ABA	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		New Position
40	Instructional Assistant - ABA	29.75	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/1/2023	9/8/2023	Complete	9/5/2023	Replacing Employee - Ellen Lavigne
41	Instructional Assistant - ABA	18	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		New Position
42	Instructional Assistant - ABA	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		New Position
43	Instructional Assistant - ABA	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	10/31/2023	Recruitment in progress		New Position
44	Instructional Assistant - ABA	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	10/31/2023	Recruitment in progress		New Position
45	Instructional Assistant - ABA	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	10/31/2023	Recruitment in progress		Replacing Employee - Ann Ahn
46	Instructional Assistant - ABA	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		New Position
47	Instructional Assistant - ABA	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		New Position
48	Instructional Assistant - ABA	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		New Position
49	Instructional Assistant - ABA	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Complete	9/25/2023	New Position
50	Instructional Assistant - ABA	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Complete	9/11/2023	New Position
51	Instructional Assistant - ABA	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Replacing Employee - Katherine Rosenau
52	Instructional Assistant - ABA	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		New Position
53	Instructional Assistant - ABA	28	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Replacing Employee - Diane Sakamoto
54	Instructional Assistant - ABA	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Replacing Employee - Elissa Rangel

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Instructional Assistant - Computer	Harbour View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024		Recruitment in progress		Replacing Employee - Elizabeth Brooks
55	Instructional Assistant - Physical Education	Teaching & Learning	24.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Complete	9/5/2023	Replacing Employee - estevan Salgado
56	Instructional Assistant - Severely Disabled	Village View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	9/8/2023	Complete	9/25/2023	New Position
57	Instructional Assistant - Severely Disabled	Village View	27.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Replacing Employee - Christopher Ramirez
58	Instructional Assistant - Special Education	Marine View	27.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Retired - Maria Condon
59	Instructional Assistant - Special Education	Golden View	27	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Replacing Employee - Gina Scott
60	Instructional Assistant - Special Education	College View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		New Position
61	Instructional Assistant - Special Education	Harbour View	26.5	Continuous	7/18/2023 - until filled	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Pending pre - employment		Replacing Employee - Stephanie Smith
62	Instructional Assistant - Special Education	Marine	27.5	Continuous		PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Complete	9/5/2023	
63	Instructional Assistant - Special Education	Village View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Replacing Employee * Amy Geurink
64	Instructional Assistant - Special Education	Circle View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Replacing Employee - Sarah Corrine Laissen Linza
65	Instructional Assistant - Special Education	Westmont	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2024	10/31/2023	Recruitment in progress		Replacing Employee - Luanne Washburn
66	Maintenance HVAC Mechanic	Maintenance	40	Posting Closed/Complete	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	9/13/2023	9/18/2023	Complete	10/2/2023	New position
67	Maintenance Worker	Facilities	40	Posting Closed	10/6/2023 - 10/26/2023				Recruitment in progress		Replacing Employee - Antonio Garcia
68	Network System Specialist	IT	40	Pending posting							Replacing Employee - Phi Tran
69	Noon Duty Supervisor	College View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	8/21/2023	Withdraw		Replacing Employee - Yolanda Ortiz
70	Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Carren Martin
71	Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	10/20/2023	Pending pre - employment		Replacing Employee - Jessie Hooykass
72	Noon Duty Supervisor	Circle View	6	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	9/7/2023	Complete	10/12/2023	Replacing Employee - Denise Gutierrez
73	Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Rosibel Hernandez Condova
74	Noon Duty Supervisor	Mesa View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Kristin Stelle
75	Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Pending pre - employment		Replacing Employee - Jodi Cooper
76	Noon Duty Supervisor	Village View	6	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Andrea Herro
77	Noon Duty Supervisor	Harbour View	9	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	9/11/2023	Replacing Employee - Myra Cunningham
78	Noon Duty Supervisor	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position



	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3											
80	Noon Duty Supervisor	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
81	Noon Duty Supervisor	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
82	Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
83	Noon Duty Supervisor	Marin View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jessica Hernandez
84	Noon Duty Supervisor	Vista View	9	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
85	Noon Duty Supervisor	Harbour View	9	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Diana Serrento
86	Noon Duty Supervisor	Hope	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
87	Noon Duty Supervisor	Oak View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	10/30/2023	Recruitment in progress		Replacing Employee - Roda Puebla
88	Noon Duty Supervisor	Star	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
89	Parent Liaison Inst. Asst. Bilingual - Vietnamese	Star View	15	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	10/27/2023	Replacing Employee - Tung Ngo
90	Parent Liaison Inst. Asst. Bilingual - Vietnamese	Vista View	15	Posting Closed/Complete	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	10/26/2023	Replacing Employee - Tung Ngo
91	Parent Liaison Inst. Asst. Bilingual - Spanish	Spring / Mesa View	20	Continuous	7/12/2023 - 1/12/2024	PC test every other Wednesdays for eligible candidates	TBD	10/31/2023	Recruitment in progress		New Position
92	Parent Liaison Inst. Asst. Bilingual - Spanish	College	10	Continuous	7/12/2023 - 1/12/2024	PC test every other Wednesdays for eligible candidates	TBD	10/31/2023	Recruitment in progress		Replacing Employee - Liliana Montes
93	Parent Liaison Inst. Asst. Bilingual - Vietnamese	Star / Vista View	25	Posting Closed/Complete	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	Pending bilingual exam		Requisition canceled		Replacing Employee - Tung Ngo
94	School Health Technician	Spring View	25	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Recruitment in progress		Replacing Employee - Lara Kardos
95	School Health Technician	Golden View	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Recruitment in progress		Replacing Employee - Nadine Diaz
96	School Health Technician	Westmont	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Recruitment in progress		Replacing Employee - Lei Wu
97	School Health Technician	Vista View	25	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Complete	9/25/2023	Replacing Employee - Dha Rose
98	School Health Technician	Lake View	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Recruitment in progress		Replacing Employee - Stephanie Doyle
99	School Office Clerk	Mesa View	29.5	Posting Closed/Complete	9/14/2023 - 10/4/2023	9/20/2023	9/28/2023	10/6/2023, 10/20/2023, 10/31/2023	2 declined offer		Replacing Employee - Guzel Garcia
100	School Office Manager	Marine View	40	Posting Closed/Complete	9/14/2023 - 10/4/2023	8/3/2023	8/16/2023 or 8/27/2023	8/23/2023	Complete		Replacing Employee - Yajaira Ramirez
101	School Office Manager	Vista View	40	Posting Closed/Complete	9/14/2023 - 10/4/2023	PC test every other Wednesdays for eligible candidates	10/19/2023	10/23/2023	Complete		Replacing Employee - Brandi Knox
102	Senior Purchasing Clerk	Purchasing	40	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates			Recruitment in progress		Replacing Employee - Melissa Desjardin
103	Speech & Language Assistant	Vista View	29.5	Continuous	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	10/17/2023	10/26/2023	Pending reference checks		Replacing Employee - Alle Thompson

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3											
104	Speech & Language Assistant	Village View	29.75	Continuous	3/23/2023- 9/23/2023	PC test every other Wednesdays for eligible candidates 9/20/2023	10/17/2023	10/26/2023	Pending acceptance of offer		Replacing Employee - Ala Do
105	Sprinkler Mechanic	Facilities	40	Continuous	8/21/2023- 9/11/2023		TBD		Recruitment in progress		Replacing Employee - Joe Sguit
106	Universal Instructional Assistant	Golden	17.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
107	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
108	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
109	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
110	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
111	Universal Instructional Assistant	Circle View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
112	Universal Instructional Assistant	Circle View	16.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
113	Universal Instructional Assistant	Circle View	21	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
114	Universal Instructional Assistant	Circle View	21	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/25/2023	New Position
115	Universal Instructional Assistant	College View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
116	Universal Instructional Assistant	College View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
117	Universal Instructional Assistant	College View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
118	Universal Instructional Assistant	College View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
119	Universal Instructional Assistant	College View	16.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
120	Universal Instructional Assistant	Lake View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
121	Universal Instructional Assistant	Lake View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Universal Instructional Assistant	Lake View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
122	Universal Instructional Assistant	Lake View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
123	Universal Instructional Assistant	Lake View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
124	Universal Instructional Assistant	Lake View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
125	Universal Instructional Assistant	Lake View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
126	Universal Instructional Assistant	Lake View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
127	Universal Instructional Assistant	Lake View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
128	Universal Instructional Assistant	Lake View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
129	Universal Instructional Assistant	Lake View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
130	Universal Instructional Assistant	Lake View	18	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
131	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
132	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
133	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
134	Universal Instructional Assistant	Star View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
135	Universal Instructional Assistant	Star View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
136	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
137	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
138	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
139	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
140	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
141	Universal Instructional Assistant	Star View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
142	Universal Instructional Assistant	Star View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
143	Universal Instructional Assistant	Star View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
144	Universal Instructional Assistant	Star View	18	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
145	Universal Instructional Assistant	Village View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
146	Universal Instructional Assistant	Village View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
147	Universal Instructional Assistant	Village View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
148	Universal Instructional Assistant	Village View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
149	Universal Instructional Assistant	Village View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
150	Universal Instructional Assistant	Star View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
151	Universal Instructional Assistant	College View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023		Recruitment in progress		New Position
152	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
153	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
154	Universal Instructional Assistant	Lake View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		Replacing Employee - Fatemeh Shehadeh
155	Universal Instructional Assistant										

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	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Universal Instructional Assistant	Star	40	Continuous			10/26/2023		Complete	9/18/2023	
156	Universal Instructional Assistant	College	10	Continuous			10/26/2023		Complete	9/5/2023	
157	Universal Instructional Assistant	Circle View	40	Continuous			10/26/2023		Complete	9/6/2023	
158	Universal Instructional Assistant	Westmont	26.5	Continuous			10/26/2023		Complete	9/5/2023	
159	Universal Instructional Assistant	Marine	25	Continuous			10/26/2023		Recruitment in progress		
160	Universal Instructional Assistant	Circle	9	Continuous			10/26/2023		Complete	9/6/2023	
161	Universal Instructional Assistant	Golden View	9.5	Continuous			10/26/2023		Recruitment in progress		New Position
162	Universal Instructional Assistant	Oak View	26.5	Continuous			10/26/2023		Recruitment in progress		New Position
163	Universal Instructional Assistant	Westmont	10	Continuous			10/26/2023		Recruitment in progress		Replacing Employee - Amanda Oberbeck
164	Universal Instructional Assistant	Golden View	10	Continuous			10/26/2023		Recruitment in progress		Cynthia Taylor
165	Universal Instructional Assistant	Harbour View	26.5	Continuous			10/26/2023		Complete	9/6/2023	New Position
166	Universal Instructional Assistant	Westmont	7.5	Continuous			10/26/2023		Recruitment in progress		New Position
167	Universal Instructional Assistant	Village View	10	Continuous			10/26/2023		Recruitment in progress		New Position
168	Universal Instructional Assistant	Lake View	10	Continuous			10/26/2023		Recruitment in progress		Replacing Employee -
169	Universal Instructional Assistant	Lake View	10	Continuous			10/26/2023		Recruitment in progress		Replacing Employee -
170	Universal Instructional Assistant	Lake View	8.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
171	Universal Instructional Asst	Golden View	17.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Withdraw - sub only		New Position
172	Universal Instructional Asst										

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Universal Instructional Asst	Lake View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Withdrew		New Position
173	Universal Instructional Asst	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Pending pre - employment		New Position
174	Universal Instructional Asst	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
175	Universal Instructional Asst	Village View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
176	Universal Instructional Asst	Village View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
177	Universal Instructional Asst	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Pending pre - employment		New Position
178	Universal Instructional Asst	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
179	Universal Instructional Asst	Star View	19	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
180	Universal Instructional Asst	Golden View	20	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position
181	Universal Instructional Asst	Hope View	40	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023		Complete	9/5/2023	New Position - New TK position
182	Universal Instructional Asst	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position - New TK position
183	Universal Instructional Asst	Star	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position - New TK position
184	Universal Instructional Asst	Lake	40	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position - New TK position
185	Universal Instructional Asst	College	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position - New TK position
186	Universal Instructional Asst	Circle	19	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	10/26/2023		Recruitment in progress		New Position - Kids club
187	Universal Instructional Asst										

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** November 9, 2023

**SUBJECT: Agenda Item No. 15: Reactivation of Former Classification  
Audiovisual Technician**

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## **Background Information**

With the recent notice that Dale Jacobson, Computer Multimedia Technician, would be retiring, Assistant Superintendent, Administrative Services Keith Farrow and Director, Information Technology Rick Larson, recently approached Director, Classified Personnel Michelle Vellanoweth with a proposal to reactivate the former job classification of Audiovisual Technician. This position would be primarily responsible to provide for the expanding and specialized need for audiovisual equipment and support for Board and other meetings, conferences, presentations, events, and trainings/testing throughout the District.

## **Analysis**

The Director, Classified Personnel reviewed the former classification of Audiovisual Technician which was last active on the classified bargaining unit salary schedule in 1997. Director Vellanoweth reviewed the job description, and with input and feedback from Director Larson, incorporated updates that will meet the current and future needs of the department and district. These recommended updates have also been reviewed by Assistant Superintendent, Administrative Services Keith Farrow.

## **Salary Considerations**

Due to the comparable level of education and experience qualifications to that of the Computer Multimedia Technician, the lack of comparable classifications in other districts to compare, and to internally align the salary of this position with other classified positions within Ocean View with similar levels of skill and responsibility, the Director recommends that the salary of the reactivated classification be placed at Salary Range 45, \$5,718.44 per month step 1, to \$6,970.08 per month step 5, on the Classified Bargaining Unit Salary Schedule.

**Reactivation of Former Classification  
Audiovisual Technician  
Page 2**

**Other Considerations**

The proposed reactivation of the Audiovisual Technician classification, job description, and corresponding salary recommendation have been reviewed and recommended by Director, Information Technology Rick Larson, Assistant Superintendent, Administrative Services Keith Farrow and Interim Assistant Superintendent Human Resources Felix Avila. The job description and salary recommendation have also been provided to, and discussed with, CSEA.

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**Recommendation**

The Director, Classified Personnel recommends that the Personnel Commission:

- Review, discuss and approve the reactivation of the classification and proposed job description for Audiovisual Technician;
- Review, discuss and recommend to the Ocean View School District Board of Trustees that the salary range of the Audiovisual Technician be placed on the Classified Bargaining Unit Salary Schedule at Range 45, \$5,718.44 per month Step 1 to \$6,970.08 per month Step 5;
- Review, discuss and approve that the position will be eligible for overtime compensation in accordance with Education Code 45128.

Attachments:

- Draft of proposed job description, Audiovisual Technician, dated 10/26/23
- Audiovisual Technician job description, dated 5/95
- Classified Bargaining Unit Salary Schedule Draft





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **Audiovisual Technician**

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### **JOB SUMMARY:**

Under general supervision of the Director, Information Technology, will provide, set up, implement, and dismantle adjusts, repairs and maintains a wide variety of electronic sound and mechanical-audiovisual, copy and communication equipment for District events. assumes and performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

This single incumbent class is distinguished from other Information Technology classifications in that it is responsible for providing audiovisual equipment and support for Board and other meetings, conferences, presentations, events, and trainings/testing 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 audiovisual equipment, peripherals, and other technologies and will install and troubleshoot digital audio/video and editing software and office suites. The volume of work is high and requires the ability to prioritize and acquire new skills and knowledge to meet District needs.

### **EXAMPLES OF DUTIES**

#### **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:**

- Installs, inspects, tests, troubleshoot, repairs, and maintains and services a variety of electronic audiovisual, electronic communication, copying and media equipment such as motion picture and filmstrip LCD projectors, televisions, radios, phonographs, video recorders, tape recorders, public address and intercom systems, microphones, and headsets, slide and overhead projectors and duplicating machines;
- Keeps current on developments, advancements in computer hardware, software applications, audiovisual and media, communications, copy technologies and equipment;
- Evaluates, makes recommendations regarding repair, replacement of audiovisual and related equipment, assists in developing purchasing specifications;
- Deliver, set up, install, monitor, operate sound systems for day and evening meetings and special events;
- Monitor, maintain and update ticket system for timely and efficient delivery of services;
- Operates a District vehicles to deliver and pick up equipment for meetings/events;

### **Other Duties:**

- May train others in the operation and maintenance of equipment;
- Inventory equipment and supplies, requisition stock and materials, make reports;
- ~~Perform preventive maintenance on audiovisual media and copier equipment;~~
- May ~~direct~~ coordinate the work of consultants or assigned helpers;
- Assist in other areas as assigned, by performing unskilled, semi-skilled and/or skilled tasks.

### **SUPERVISION:**

Receives general supervision from the Director of Information Technology.

Not responsible for direct supervision of other employees.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- ~~Methods, tools, materials, used in audiovisual, communication and copy equipment and system installation and repair work;~~
- ~~principles of electronics and electrical theory; shop mathematics;~~
- Variety of sound, audio/visual, video projectors, digital camcorders, recording and lighting equipment, operation, troubleshooting and repair;
- Digital audio, video recording and editing software including streaming software and software encoding programs;
- Sound mixer/amplifier, microphones, microphone placement, loudspeakers, and placements;
- Live Production Video Switches that allow multiple video inputs to be directed to a single video output;
- Pan, Tilt and Zoom (PTZ) cameras and controllers that allow an operator to control the camera remotely to enhance the image quality without digital pixelation;
- Stage lighting control systems such as ETC Lighting Control Systems;
- Platforms for virtual live stream and upload of meetings, conferences, and events, including Zoom webinars, YouTube;
- English usage, spelling, grammar, punctuation, and composition;
- Modern office methods, procedures, terms, and equipment including proficient knowledge of Microsoft word processing, spreadsheet, database, email, and internet computer applications;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Standard recordkeeping, filing systems and procedures.

#### **Ability to:**

- Perform skilled work in the installation, troubleshooting, repair, modification, and maintenance of a wide variety of audiovisual, streaming, communications-computer and related copy equipment and systems equipment;
- Deliver, install, and maintain audiovisual equipment including display devices, projectors, televisions, camera systems, video teleconferencing systems, microphones, and speakers;
- Calendar and prioritize completing tasks and requirements in a timely manner, utilizing sound and independent judgement, with the ability to pivot at a moment's notice;
- Advise and recommend in the purchasing of various audiovisual equipment;
- ~~work from diagrams, technical manuals, plans, blueprints, oral and written instruction;~~
- ~~plan, layout work;~~
- instruct, lead work of assigned helpers;
- Utilize a wide variety of tools, equipment, and test devices;
- Assist and/or coordinate the work of consultants or assigned helpers;
- Understand and carry out oral and written instructions;
- Estimate time, materials and cost needed to complete assigned tasks;
- ~~Learn and perform a wide variety of general maintenance and repair work;~~
- Operate a motor vehicle-equipment;
- Communicate accurately, effectively, and courteously, both orally and in writing, to a diverse audience;
- Establish and maintain cooperative-working-effective relationships using tact, patience, and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administration, and staff.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent;
- ~~Individuals possessing the foregoing knowledges, skills and abilities are considered to possess education necessary to succeed in this class;~~
- Completion of College coursework or technical training in computer technology, audiovideo production, maintenance of or a related field electronic equipment is highly desirable.

### **Experience:**

- ~~Two (2) years of progressively responsible work experience reflecting the use of journey-level skill in the installation, operation, support and/or maintenance of audiovisual systems. in the repair and maintenance of electronic equipment.~~

## **LICENSES REQUIRED:**

- Possession of a valid and appropriate California Driver's License.

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

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

Does heavy work, lifting, carrying, pushing objects weighing 100 pounds. Class 4 back x ray required. Safely lifts carries, pushes up to 25 pounds, occasionally up to 50 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment and observe activities both indoor and outdoor; drives a motor vehicle; employment is contingent upon passing a physical examination and back evaluation test.

**Working Environment:**

Uses a computer, telephone, and other electronic equipment; works primarily indoors and on occasion at outdoor events; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor; attends evening meetings and events as required.

**SALARY RANGE**

Proposed Range 45

Classified Bargaining Unit

5/1995

Proposed reactivation of classification, job description updates and salary range reallocation from Range 40 to 45 to Personnel Commission 11/9/23

Draft 10/26/23

## OCEAN VIEW SCHOOL DISTRICT

### AUDIOVISUAL TECHNICIAN

#### DEFINITION

Under general supervision, adjusts, repairs and maintains a wide variety of electronic and mechanical audiovisual, copy and communication equipment; assumes and performs related work as necessary or required.

#### EXAMPLES OF DUTIES

Installs, inspects, tests, repairs, maintains and services a variety of audiovisual, electronic communication, copying and media equipment such as motion picture and filmstrip projectors, televisions, radios, phonographs, video recorders, tape recorders, public address and intercom systems, microphones, headsets, slide and overhead projectors and duplicating machines; performs preventive maintenance on audiovisual media and copier equipment; sets up, installs, monitors, operates sound systems for special events; evaluates, makes recommendations regarding repair, replacement of audiovisual and related equipment, assists in developing purchasing specifications; keeps current on developments, advancements in audiovisual, communications, copy technologies and equipment; inventories equipment and supplies, requisitions stock and materials, makes reports; may train others in the operation and maintenance of equipment; assists in other areas as assigned, by performing unskilled, semi-skilled and/or skilled tasks; may direct the work of assigned helpers; utilizes a wide variety of tools, equipment and test devices; operates District vehicles.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Methods, tools, materials, used in audiovisual, communication and copy equipment and system installation and repair work; principles of electronics and electrical theory; shop mathematics.

##### Ability to:

Perform skilled work in the installation, repair, modification and maintenance of a wide variety of audiovisual, communications and copy equipment and systems; work from diagrams, technical manuals, plans, blueprints, oral and written instruction; plan, layout work; instruct, lead work of assigned helpers; estimate time, materials and cost needed to complete assigned tasks; learn and perform a wide variety of general maintenance and repair work; operate motor vehicle equipment; establish and maintain cooperative working relationships.

#### EDUCATION AND EXPERIENCE

Individuals possessing the foregoing knowledges, skills and abilities are considered to possess education necessary to succeed in this class; completion of coursework in maintenance of electronic equipment highly desirable. Progressively responsible work experience reflecting use of journey-level skills in the repair and maintenance of electronic equipment.

#### LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

#### PHYSICAL DEMANDS

Does heavy work, lifting, carrying, pushing objects weighing 100 pounds.

Class 4 back x-ray required.

**OCEAN VIEW SCHOOL DISTRICT**  
**2022-2023\* Classified Bargaining Unit Range Placement**

<u>Salary Range</u>		<u>Salary Range</u>	
	<b><u>ACCOUNTING SERIES</u></b>		<b><u>INSTRUCTIONAL SERIES (CONTINUED)</u></b>
35	Senior Account Clerk	32	Early Learning Educator
37	Accounting Technician	33	Lead Behavior Instructional Assistant
40	Payroll Technician	34	Speech and Language Assistant
40	Senior Accounting Technician		
45	Financial Analyst		<b><u>LIBRARY/MEDIA SERIES</u></b>
48	Accountant	27	School Library Specialist
		34	Library/Instructional Materials Technician
	<b><u>CHILD CARE SERIES</u></b>		<b><u>MAINTENANCE SERIES</u></b>
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
	<b><u>CLERICAL SERIES</u></b>	40	Locksmith
23	Clerk Typist	40	Painter
28	Intermediate Clerk Typist	41	Maintenance Carpenter/Cabinetmaker
28	School Office Clerk	41	Maintenance Electrician
29	Intermediate Clerk Typist-Bilingual	41	Maintenance Plumber
29	School Office Clerk-Bilingual	45	Maintenance Heating, Ventilation & Air
31	District Receptionist	45	Conditioning Mechanic
31	Senior Clerk Typist	50	Facilities Planner/Coordinator
33	Translator/Interpreter		
	<b><u>CUSTODIAL SERIES</u></b>		<b><u>NETWORK/COMMUNICATIONS SERIES</u></b>
28	Custodian	37	Field Service Technician
30	Lead Evening Custodian	39	Data and Assessment Technician
32	Head Custodian	40	Information Technology Support Specialist (Proposed)
		45	Audiovisual Technician (Proposed)
	<b><u>DELIVERY SERIES</u></b>	45	Computer/Multimedia Technician
31	Delivery Worker	47	Database Analyst (Proposed Range Reallocation)
37	Storekeeper	47	Network Systems Specialist
		50	Network Systems Manager
	<b><u>FOOD AND NUTRITION SERVICES SERIES</u></b>		<b><u>PRINTING SERIES</u></b>
18	Food Service Worker		Reprographic Technician
21	Lead Food Service Worker	33	Lead Reprographic Technician
24	Cook	36	
27	Central Kitchen Lead Food Service Worker		<b><u>PURCHASING SERIES</u></b>
35	Central Kitchen Coordinator	34	Senior Purchasing Clerk
		38	Buyer
	<b><u>GROUNDS SERIES</u></b>		<b><u>SECRETARIAL SERIES</u></b>
31	Groundskeeper I	35	Program Support Specialist
33	Grounds Equipment Operator	36	Department Secretary
34	Groundskeeper II	36	School Office Manager
35	Grounds Maintenance Worker	37	Department Secretary-Bilingual
37	Sprinkler Mechanic	37	School Office Manager-Bilingual
39	Lead Groundskeeper	40	Administrative Secretary
	<b><u>HEALTH SERIES</u></b>		<b><u>SPECIAL PROGRAM SERIES</u></b>
26	School Health Technician		Alternative Learning Center Attendant
	<b><u>HUMAN RESOURCE SERIES</u></b>	19	Parent Liaison Instructional Assistant-Bilingual
35	Personnel Technician	23	Campus Safety Supervisor
36	Human Resources Technician	** 25	Parent Educator-Bilingual
39	Benefits & Workers' Compensation Specialist	25	Community Liaison-Bilingual
40	Personnel Assistant	31	Public Information Assistant
41	Human Resources Analyst	38	
41	Personnel Analyst		<b><u>TRANSPORTATION SERIES</u></b>
	<b><u>INSTRUCTIONAL SERIES</u></b>	35	Driver Instructor
21	Instructional Assistant	36	Mechanic Assistant
22	Early Learning Instructional Assistant	37	Bus Driver/Utility Worker
22	Instructional Assistant-Bilingual	38	Transportation Dispatcher
22	Universal Instructional Assistant	42	Mechanic
23	Early Learning Instructional Assistant - Bilingual	45	Lead Mechanic
23	Instructional Assistant-Computer I		
23	Instructional Assistant – English Learner	<b>Salaries:</b>	
23	Instructional Assistant-Farm Facility	*	10% Across the Board Salary Increase effective 7/1/2022, approved by Board of Trustees 10/11/22.
24	Instructional Assistant - Special Education	**	New classification and salary recommendation approved by Personnel Commission 7/13/23. Salary approved by Board of Trustees 8/15/23.
24	Speech and Language Aide		
25	Instructional Assistant-Physical Education	<b>Longevity:</b>	
25	Instructional Assistant-Sign Language (Deaf/HoH)	•	At beginning of 10 <sup>th</sup> 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.
27	Instructional Assistant-Adapted Physical 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.
27	Instructional Assistant-Computer II		
27	Instructional Assistant-Severely Disabled		
28	Instructional Assistant-Applied Behavior Analysis (ABA)		
29	Early Learning Associate Educator		

**OCEAN VIEW SCHOOL DISTRICT**  
**Classified Bargaining Unit**  
**Master Salary Schedule**  
**2022-2023**

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,410.03	13.904	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937
11	2,468.27	14.240	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353
12	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797
13	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235
14	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693
15	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161
16	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644
17	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132
18	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638
19	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151
20	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690
21	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222
22	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774
23	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341
24	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930
25	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523
26	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145
27	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786
28	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426
29	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076
30	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759
31	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451
32	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157
33	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881
34	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632
35	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398
36	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184
37	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991
38	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832
39	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661
40	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528
41	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413
42	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322
43	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256
44	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218
45	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212
46	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199
47	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226
48	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289
49	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226	7,691.84	44.376
50	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289	7,884.07	45.485

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** November 9, 2023

**SUBJECT: Agenda Item No. 16: Reactivation of Former Classification  
Information Technology Support Specialist**

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## **Background Information**

Assistant Superintendent, Administrative Services Keith Farrow and Director, Information Technology Rick Larson, recently approached Director, Classified Personnel Michelle Vellanoweth with a proposal to reactivate the former job classification of Information Technology Support Specialist. This position would serve to support and assist the Database Analyst with project-oriented responsibilities including mandated reporting timelines throughout the year and user interfaces and data transfers between the student information system and other applications. It would also provide for a career ladder in this specialized area and sharing of vital institutional knowledge within the Information Technology Department.

## **Analysis**

The Director, Classified Personnel reviewed the former classification of Information Technology Support Specialist which was last active on the classified bargaining unit salary schedule in 2014. Director Vellanoweth reviewed the job description, and with input and feedback from Director Larson, incorporated updates that will meet the current and future needs of the department and district. These recommended updates have also been reviewed by Assistant Superintendent, Administrative Services Keith Farrow.

## **Salary Considerations**

To internally align the salary of this position with other classified positions within Ocean View with similar levels of skill and responsibility, the Director recommends that the salary of the reactivated classification be placed as it was previously, at Salary Range 40, \$5,053.88 per month step 1, to \$6,158.19 per month step 5, on the Classified Bargaining Unit Salary Schedule.



**Reactivation of Former Classification  
Information Technology Support Specialist  
Page 2**

**Other Considerations**

The proposed reactivation of the Information Technology Support Specialist classification, job description, and corresponding salary recommendation have been reviewed and recommended by Director, Information Technology Rick Larson, Assistant Superintendent, Administrative Services Keith Farrow and Interim Assistant Superintendent Human Resources Felix Avila. The job description and salary recommendation have also been provided to, and discussed with, CSEA.

.....  
**Recommendation**

The Director, Classified Personnel recommends that the Personnel Commission:

- Review, discuss and approve the reactivation of the classification and proposed job description for Information Technology Support Specialist;
- Review, discuss and recommend to the Ocean View School District Board of Trustees that the salary range of the Information Technology Support Specialist be placed on the Classified Bargaining Unit Salary Schedule at Range 40, \$5,053.88 per month Step 1 to \$6,158.19 per month Step 5;
- Review, discuss and approve that the position will be eligible for overtime compensation in accordance with Education Code 45128.

Attachments:

- Draft of proposed job description, Information Technology Support Specialist, dated 9/15/23
- Information Technology Support Specialist job description, dated 3/10/2011
- Classified Bargaining Unit Salary Schedule Draft



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## Information Technology Support Specialist

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### **JOB SUMMARY:**

Under general supervision of the Director of Information ~~Services~~ Technology, serves as an interface between technology users throughout the District and Information ~~Services~~ Technology staff. Serves as a ~~S~~specialist for the District's ~~S~~student ~~I~~nformation ~~S~~ystem (SIS i.e. AERIES) and the California state student demographic data system (i.e. State of California Longitudinal Pupil Achievement Data System – CALPADS); assumes and performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

This single incumbent class is distinguished from other Information ~~Services~~ Technology classifications in that it is more project oriented with responsibility to assist the Database Analyst with ~~for the~~ many State mandated timelines throughout the year as well as user interfaces and data transfers between the student information system and other applications. ~~while the Network Systems Manager is responsible for network systems, databases and application(s) programs used throughout the District as well as network security and anti-viral protection.~~

### **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:**

- Create and perform regular data validations in SIS to add/clean up essential student data in SIS; ~~E~~
- Assist the Database Analyst with regular data updates to/from SIS using other applications including but not limited to: Titan, Special Education Information System (SEIS), Illuminate, Clever, Raptor, Parent Square, Alexandria, and Peachjar; ~~E~~
- Maintain data transfers with SIS and troubleshoot problems with school sites and parents with the parent/teacher notification system (i.e. Parent Square). ~~E~~
- Help school and district staff understand proper SIS procedures to ensure the accuracy of our data and troubleshoot problems; act as liaison by calling AERIES-SIS vendor directly and interfacing with them when ~~we are~~ unable to solve an AERIES-SIS problem for an Ocean View user; ~~E~~
- Create SIS queries and help others throughout the District create queries as needed from the AERIES-SIS database. ~~E~~; assist with using Microsoft Structured Query Language (SQL) Server and SQL Server Reporting Services (SSRS) to generate queries and reports for school and district data needs;
- ~~Create student log ons for middle school students~~ Maintain student logins in SIS created by the Network Systems Manager for Preschool through 8<sup>th</sup> grade students as needed throughout the year for transfer to other applications; create and maintain AERIES-SIS logins for middle school students; ~~E~~
- Maintain current staff data in SIS including emails as needed throughout the year for transfer to other applications;

- Perform regular updates published by SIS vendor to the SIS database; perform regular maintenance tasks for improved functionality of the system;
- Assist the ~~Director of Information Services~~ Database Analyst with data validations for state student demographic data reports using the SIS database which are necessary for the accuracy of reports including but not limited to: CALPADS Fall 1, CALPADS Fall 2, and CALPADS End Of Year State Reports; updates necessary for with State reporting, including but not limited to: Standardized Testing and Reporting (STAR), California English Language Development Test (CELDT), Otis Lennon School Abilities Test (OLSAT) using the AERIES database. ~~E~~
- Serve ~~Assist~~ the Local Educational Agency (LEA) Contact for Ocean View School District with various responsibilities of maintaining ~~CALPADS state student demographic data report~~ information for the assigning of Statewide Student Identification (SSID) numbers for all incoming students, resolving anomalies ~~and prompting school offices to add/clean up essential student data in AERIES in order to correct errors in submissions,~~ as well as performing weekly reconciliation with the ~~CALPADS state student demographic~~ database; ~~∓ this information is necessary for systems including but not limited to: CALPADS state reports, English Language Proficiency Assessments for California (ELPAC) testing, California Assessment of Student Performance and Progress (CAASPP), Smarter Balanced Testing and Special Education Testing/Placement/Services; E~~
- Other duties as required to assist with Information Technology ~~data~~ needs; ~~E~~

~~Import data from AERIES to the web-based Data Director application. E~~

~~Create reports in the asset database for Ocean View employees who need data for reporting and grant writing purposes. E~~

~~Copy student records in AERIES from one school to another as needed throughout the year, with a heavy load prior to the start of school in the Fall. E~~

~~Help facilitate meetings and present specific data input requirements for AERIES to the school administrators and support staff. E~~

~~Update parent/teacher notification system (Blackboard Connect) as needed.~~

### Other Related Duties

- May interact with outside vendors who are providing required services when troubleshooting problems.

### SUPERVISION:

Receives general supervision from the Director of Information Technology Services.

Not responsible for direct supervision of other employees. ~~May coordinate the work of outside contractors providing required services.~~

## MINIMUM QUALIFICATIONS:

### Knowledge of:

- Modern office methods, procedures, terms, equipment;
- ~~Microsoft SQL Server~~
- Modern office practices, procedures, terms and equipment including proficient knowledge of Microsoft Word processing (MS Word), Excel spreadsheet, presentation, database, Access database, Internet browsers and E-mail and internet computer applications software;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Standard record keeping, filing systems and procedures;
- ~~Correct~~ English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;
- Letter, report, and agenda preparation methods;

### Ability to:

- ~~Rapidly learn the AERIES SIS database (i.e. AERIES), the state student demographic data system (i.e. CALPADS), and various application software (including but not limited to Clever, SEIS, Titan, Alexandria, Parent Square-) for maintaining student enrollment data and for the assigning of SSID numbers for all incoming students. Rapidly learn AERIES database and various application software (including but not limited to CAASPP, CELDT, OLSAT) using the AERIES database and the CALPADS information for the assigning of SSID numbers for all incoming students.~~
- ~~Develop AERIES SIS queries to retrieve pertinent student and personnel information from the District database;~~
- Learn Microsoft SQL (Structured Query Language) and BI (Business Intelligence) tools such SQL Server Reporting Services (SSRS) to extract data and generate reports;
- Learn methods of effectively assisting users in troubleshooting software packages and how to communicate effectively with users to determine, diagnose and assist in resolving hardware/software problems or referring the problem to the appropriate technician;
- ~~Operate PC diagnostic utilities to assist in troubleshooting software problems with assigned software;~~
- Troubleshoot MS Word and AERIES student information database, Microsoft and other software applications;
- Review, check, verify the accuracy of data;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working interpersonal relationships and effectively communicate using tact, patience, and courtesy in a manner that reflects positively on the District; with a variety of users.
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administration, and staff.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent;
- College coursework or technical training in computer science, information technology, or computer programming;
- Associate degree in computer science/technology, programming or a related field from a recognized college or university OR equivalent technical training from a recognized trade school may be substituted for one (1) year of the required experience.

### **Experience:**

- Two (2) years of increasingly responsible technical or secretarial experience, including maintaining and processing data and query reports, preferably for an administrator in an information technology or information systems environment;
- Experience in an educational environment using student database information/management systems is highly desirable.

## **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:**

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment.

### **Work Environment:**

Uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

## **SALARY RANGE**

Range 40

Classified Bargaining Unit

New classification adopted by Personnel Commission 6/17/10

Classification Revisions Effective 3/10/11

Draft updates created 6/27/23, revised 9/15/23

## INFORMATION TECHNOLOGY SUPPORT SPECIALIST (ITSS)

### DEFINITION:

Under general supervision of the Director of Information Services, serves as an interface between technology users throughout the District and Information Services staff. Serves as a Specialist for the District's Student Information System (AERIES) and the State California Longitudinal Pupil Achievement Data System (CALPADS); assumes and performs related work as necessary or required.

### CLASS CHARACTERISTICS:

This single incumbent class is distinguished from other Information Services classifications in that it is more project oriented with responsibility for the many State mandated timelines throughout the year, while the Network Systems Manager is responsible for network systems, databases and application(s) programs used throughout the District as well as network security and anti-viral protection.

### EXAMPLES OF DUTIES:

Assist the Director of Information Services with State reporting, including but not limited to: Standardized Testing and Reporting (STAR), California English Language Development Test (CELDT), Otis-Lennon School Abilities Test (OLSAT) using the AERIES database. *E*

Serve as the Local Educational Agency (LEA) Contact for Ocean View School District with various responsibilities of maintaining CALPADS information for the assigning of Statewide Student Identification (SSID) numbers for all incoming students, resolving anomalies and prompting school offices to add/clean up essential student data in AERIES in order to correct errors in submissions, as well as perform weekly reconciliation with the CALPADS database. *E*

Import data from AERIES to the web-based Data Director application. *E*

Create reports in the asset database for Ocean View employees who need data for reporting and grant writing purposes. *E*

Create student log-ons for middle school students as needed throughout the year. *E*

Create queries and help others throughout the District to create queries as needed from the AERIES database. Act as liaison by calling AERIES directly and interfacing with them when we are unable to solve an AERIES problem for an Ocean View user. *E*

Copy student records in AERIES from one school to another as needed throughout the year, with a heavy load prior to the start of school in the Fall. *E*

Help facilitate meetings and present specific data input requirements for AERIES to the school administrators and support staff. *E*

Update parent/teacher notification system (Blackboard Connect) as needed.

*E denotes an essential function of the job*

**SUPERVISION:**

Receives general supervision from the Director of Information Services.

Not responsible for direct supervision of other employees. May coordinate the work of outside contractors providing required services.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Modern office methods, procedures, terms, equipment;

Microsoft SQL Server

Word processing (MS Word), Excel spreadsheet, Access database, Internet browsers and

E-mail computer applications software;

Business office telephone techniques and etiquette;

Basic mathematics used in an office environment;

Standard record keeping, filing systems and procedures;

Correct English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;

Letter, report, and agenda preparation methods;

**Ability to:**

Rapidly learn AERIES database and various application software (including but not limited to STAR, CELDT, OLSAT) using the AERIES database and the CALPADS information for the assigning of SSID numbers for all incoming students.

Learn methods of effectively assisting users in troubleshooting software packages and how to communicate effectively with users to determine, diagnose and assist in resolving hardware/software problems or referring the problem to the appropriate technician;

Operate PC diagnostic utilities to assist in troubleshooting software problems with assigned software;

Troubleshoot MS Word and AERIES student information database and other software applications;

Oversee and develop queries (Aeries SQL version and Aeries Access version) to retrieve pertinent student and personnel information from District databases;

Understand and carry out oral and written instructions;

Establish and maintain effective working relationships with a variety of users.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in the position. Typically this knowledge and these skills and abilities are acquired through two or more years of broad, varied, increasingly responsible technical or secretarial experience, preferably for an administrator in an Information Technology/Systems environment. (Two years of closely related college education in Computer Science, Information Technology or related field may be substituted for one year of the required experience.)

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

New classification adopted by Personnel Commission 6/17/10  
Classification Revisions Effective 3/10/11



**OCEAN VIEW SCHOOL DISTRICT**  
**2022-2023\* Classified Bargaining Unit Range Placement**

<u>Salary Range</u>		<u>Salary Range</u>	
	<b><u>ACCOUNTING SERIES</u></b>		<b><u>INSTRUCTIONAL SERIES (CONTINUED)</u></b>
35	Senior Account Clerk	32	Early Learning Educator
37	Accounting Technician	33	Lead Behavior Instructional Assistant
40	Payroll Technician	34	Speech and Language Assistant
40	Senior Accounting Technician		
45	Financial Analyst		<b><u>LIBRARY/MEDIA SERIES</u></b>
48	Accountant	27	School Library Specialist
		34	Library/Instructional Materials Technician
	<b><u>CHILD CARE SERIES</u></b>		<b><u>MAINTENANCE SERIES</u></b>
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
	<b><u>CLERICAL SERIES</u></b>	40	Locksmith
23	Clerk Typist	40	Painter
28	Intermediate Clerk Typist	41	Maintenance Carpenter/Cabinetmaker
28	School Office Clerk	41	Maintenance Electrician
29	Intermediate Clerk Typist-Bilingual	41	Maintenance Plumber
29	School Office Clerk-Bilingual	45	Maintenance Heating, Ventilation & Air
31	District Receptionist	45	Conditioning Mechanic
31	Senior Clerk Typist	50	Facilities Planner/Coordinator
33	Translator/Interpreter		
	<b><u>CUSTODIAL SERIES</u></b>		<b><u>NETWORK/COMMUNICATIONS SERIES</u></b>
28	Custodian	37	Field Service Technician
30	Lead Evening Custodian	39	Data and Assessment Technician
32	Head Custodian	40	<b>Information Technology Support Specialist (Proposed)</b>
		45	Audiovisual Technician (Proposed)
	<b><u>DELIVERY SERIES</u></b>	45	Computer/Multimedia Technician
31	Delivery Worker	47	<b>Database Analyst (Proposed Range Reallocation)</b>
37	Storekeeper	47	Network Systems Specialist
		50	Network Systems Manager
	<b><u>FOOD AND NUTRITION SERVICES SERIES</u></b>		<b><u>PRINTING SERIES</u></b>
18	Food Service Worker		Reprographic Technician
21	Lead Food Service Worker	33	Lead Reprographic Technician
24	Cook	36	
27	Central Kitchen Lead Food Service Worker		<b><u>PURCHASING SERIES</u></b>
35	Central Kitchen Coordinator	34	Senior Purchasing Clerk
		38	Buyer
	<b><u>GROUNDS SERIES</u></b>		<b><u>SECRETARIAL SERIES</u></b>
31	Groundskeeper I		Program Support Specialist
33	Grounds Equipment Operator	35	Department Secretary
34	Groundskeeper II	36	School Office Manager
35	Grounds Maintenance Worker	36	Department Secretary-Bilingual
37	Sprinkler Mechanic	37	School Office Manager-Bilingual
39	Lead Groundskeeper	37	Administrative Secretary
	<b><u>HEALTH SERIES</u></b>	40	
26	School Health Technician		<b><u>SPECIAL PROGRAM SERIES</u></b>
	<b><u>HUMAN RESOURCE SERIES</u></b>	19	Alternative Learning Center Attendant
35	Personnel Technician	23	Parent Liaison Instructional Assistant-Bilingual
36	Human Resources Technician	**	Campus Safety Supervisor
39	Benefits & Workers' Compensation Specialist	25	Parent Educator-Bilingual
40	Personnel Assistant	25	Community Liaison-Bilingual
41	Human Resources Analyst	31	Public Information Assistant
41	Personnel Analyst	38	
	<b><u>INSTRUCTIONAL SERIES</u></b>		<b><u>TRANSPORTATION SERIES</u></b>
21	Instructional Assistant	35	Driver Instructor
22	Early Learning Instructional Assistant	36	Mechanic Assistant
22	Instructional Assistant-Bilingual	37	Bus Driver/Utility Worker
22	Universal Instructional Assistant	38	Transportation Dispatcher
23	Early Learning Instructional Assistant - Bilingual	42	Mechanic
23	Instructional Assistant-Computer I	45	Lead Mechanic
23	Instructional Assistant – English Learner		
23	Instructional Assistant-Farm Facility	<b>Salaries:</b>	
24	Instructional Assistant - Special Education	*	10% Across the Board Salary Increase effective 7/1/2022, approved by Board of Trustees 10/11/22.
24	Speech and Language Aide	**	New classification and salary recommendation approved by Personnel Commission 7/13/23. Salary approved by Board of Trustees 8/15/23.
25	Instructional Assistant-Physical Education	<b>Longevity:</b>	
25	Instructional Assistant-Sign Language (Deaf/HoH)	•	At beginning of 10 <sup>th</sup> 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.
27	Instructional Assistant-Adapted Physical 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.
27	Instructional Assistant-Computer II		
27	Instructional Assistant-Severely Disabled		
28	Instructional Assistant-Applied Behavior Analysis (ABA)		
29	Early Learning Associate Educator		

**OCEAN VIEW SCHOOL DISTRICT**  
 Classified Bargaining Unit  
Master Salary Schedule  
 2022-2023

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,410.03	13.904	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937
11	2,468.27	14.240	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353
12	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797
13	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235
14	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693
15	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161
16	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644
17	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132
18	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638
19	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151
20	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690
21	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222
22	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774
23	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341
24	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930
25	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523
26	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145
27	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786
28	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426
29	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076
30	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759
31	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451
32	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157
33	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881
34	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632
35	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398
36	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184
37	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991
38	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832
39	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661
<b>40</b>	<b>5,053.88</b>	<b>29.157</b>	<b>5,309.55</b>	<b>30.632</b>	<b>5,578.56</b>	<b>32.184</b>	<b>5,864.21</b>	<b>33.832</b>	<b>6,158.19</b>	<b>35.528</b>
41	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413
42	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322
43	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256
44	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218
45	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212
46	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199
47	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226
48	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289
49	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226	7,691.84	44.376
50	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289	7,884.07	45.485

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** November 9, 2023

**SUBJECT: Agenda Item No. 17: Job Description Update and Salary Range  
Reallocation - Database Analyst**

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## Background Information

In light of the request to reactivate the classification of Information Technology Support Specialist and the responsibilities of that position to support and assist the Database Analyst in a variety of project-oriented tasks, Assistant Superintendent, Administrative Services Keith Farrow and Director, Information Technology Rick Larson, requested that Director, Classified Personnel Michelle Vellanoweth review the job description of Database Analyst to ensure it was up to date and incorporated the requirement to provide leadership and/or guidance and direction to subordinate positions assigned.

## Analysis

Director Vellanoweth reviewed the job description for Database Analyst, which was last updated in 2014, to ensure it adequately and accurately represented the duties being performed by the incumbent, and that the requisite skills, knowledge and abilities required were appropriate. With input and feedback from Director Larson and the current Database Analyst, Director Vellanoweth incorporated updates that bring the job description to current standards and reflect the duties and responsibilities of the position.

Director Larson and Assistant Superintendent Farrow also requested that a salary study be conducted to ensure the pay for this position was at an appropriate and competitive level. Director Vellanoweth also felt it important to conduct a study to provide a basis for which to assess the internal alignment of jobs within the Network/Communications Series, particularly given the proposal to reactivate two former classifications within that job series.

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

**Job Description Update and Salary Range Reallocation –  
Database Analyst  
Page 2**

District	Comparable Position Title	Monthly Salary	
		Entry Step	Top Step
Newport Mesa USD	Computer Software Analyst II	\$8,783	\$10,675
Irvine USD	Analyst II - IT State Reporting	\$8,128	\$10,129
Hunt Beach UHSD	Database Administrator	\$8,062	\$9,971
Cypress SD	Database Support Specialist	\$6,203	\$8,013
Tustin USD	Data Systems Analyst	\$6,223	\$7,943
HB City SD	Student Information Systems Specialist	\$6,186	\$7,663
Los Alamitos USD	Database Specialist	\$6,281	\$7,632
Magnolia SD	Student Information Data Analyst	\$5,915	\$7,422
Garden Grove USD	Software & Applications Specialist	\$6,029	\$7,346
Fountain Valley	Application Specialist	\$5,957	\$7,245
La Habra SD	Cal PADS/SIS Data Analyst	\$5,560	\$7,091
Fullerton SD	Data Integration Specialist	\$5,442	\$6,966
Fullerton UHSD	Data Systems & Mgmt Software Tech	\$5,396	\$6,886
Westminster	Data Info Systems Integrations Spec	\$5,242	\$6,369
Brea Olinda USD	CalPADS/Data Analyst	\$4,951	\$6,330
Ocean View SD	Database Analyst (Current)	\$5,718	\$6,970

Median (Top Step): \$7,422  
Mean (Top Step): \$7,845

**Salary Considerations**

Survey data indicates that Ocean View’s salary is slightly below the mean and median of surveyed districts and there is an interest to bring the Database Analyst salary closer to the mean and median. This will allow us to be more competitive, help us retain our current staff for this highly specialized, technical and critical position, and internally align the salary of this position with other classified positions within Ocean View with similar levels of skill and responsibility.

Therefore, the Director recommends that the salary of the Database Analyst be reallocated from Salary Range 45 \$5,718.44 per month Step 1, to \$6,970.08 per month Step 5, to Salary Range 47, \$6,007.91 per month step 1, to \$7,319.17 per month step 5, on the Classified Bargaining Unit Salary Schedule. See attached salary schedule draft for proposed salary placement.

**Job Description Update and Salary Range Reallocation –  
Database Analyst  
Page 3**

**Other Considerations**

The proposed updates to the Database Analyst job description, and corresponding salary recommendation, have been reviewed and recommended by Director, Information Technology Rick Larson, Assistant Superintendent, Administrative Services Keith Farrow and Interim Assistant Superintendent Human Resources Felix Avila. The job description and salary recommendation have also been provided to, and discussed with, CSEA.

.....  
**Recommendation**

The Director, Classified Personnel recommends that the Personnel Commission:

- Review, discuss and approve the proposed updates to the job description for Database Analyst;
- Review, discuss and recommend to the Ocean View School District Board of Trustees that the salary range of the Database Analyst be reallocated from Salary Range 45 \$5,718.44 per month Step 1, to \$6,970.08 per month Step 5, to Salary Range 47, \$6,007.91 per month step 1, to \$7,319.17 per month step 5, on the Classified Bargaining Unit Salary Schedule.

Attachments:

- Draft of proposed job description updates, Database Analyst, dated 9/15/23
- Classified Bargaining Unit Salary Schedule Draft



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## Database Analyst

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### **JOB SUMMARY:**

Under general supervision of the Director of Information ~~Services~~ **Technology**, serves as the lead and expert for the District's Student Information System (**SIS i.e. AERIES**) and the **California state student demographic data system (i.e. State California Longitudinal Pupil Achievement Data System - CALPADS)**; performs complex maintenance, coordination, and monitoring of all data related to educational programs and services; provides direction and technical assistance to school sites, district departments, and parents in the use of all educational databases; responsible for all state reporting and exporting of data; performs system analysis, design, and documentation of databases **while using reporting tools which provide for efficiency and improved programs district-wide.**

### **CLASS CHARACTERISTICS:**

This single incumbent class is distinguished from other Information Services classifications in that it is more project oriented with responsibility for the many state mandated timelines throughout the year. The incumbent in this position is responsible for data **integrity-reliability** to ensure accurate reporting at the district, state, and federal levels. Performs specialized complex duties in the monitoring and manipulation of large amounts of data **while maintaining the integrity of confidential student and staff data.**

### **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:**

- ~~Serve as the Local Educational Agency (LEA) Contact for Ocean View School District with the various responsibilities of maintaining CALPADS information, administering CALPADS district access, resolving anomalies and prompting school offices to add/clean up essential student data in AERIES in order to correct errors in submissions, as well as monitor weekly reconciliations with the CALPADS database; responsible for the final certification of CALPADS Fall 1, CALPADS Fall 2 and CALPADS EOY End of Year State Reports.~~ **E**
- Responsible for **the** gathering and coordination of data for State reporting, including but not limited to: ~~CAASPP Smarter Balanced Testing, California English Language Development Test (CELDT), Otis Lennon School Abilities Test (OLSAT), and Physical Fitness Test using the AERIES database; Enrollment and student data (AERIES), National School Lunch Program (NSLP) qualified students (TITAN), special education enrollments and services (SEIS), certificated staff assignments (HR2.0), and English language learner data (TOMS – Test Operations Management System);~~ **E**
- Develop database-related standards, definitions, documentation, policies and procedures for optimal performance, security, recovery, **and reporting**; ~~P~~**perform** regular database system performance monitoring for the purpose of troubleshooting and resolving database-related problems and implement remediation processes ~~Lead implementation, review and modify functional and procedural changes to the database in order to~~ to ensure optimal performance and

system availability; *E*

- Monitor databases for accuracy and data integrity; manage and manipulate large amounts of data to generate charts, graphs, or reports using Structured Query Language (SQL), Microsoft Excel, and Word; *E*
- Using SQL scrips for data extraction/disaggregation, current Business Intelligence (BI) reporting tools (i.e. Microsoft SSRA, Microsoft Power BI, Tableau), and JavaScript Object Notation (JSON) files/Excel spreadsheets created through the student information system (AERIES) and other systems, provide custom up-to-date reports (On Demand) as needed by the district and site staff; Use higher programming language to write scripts and modify programs, create complex queries using SQL to produce custom reports and disaggregate data *E*
- Perform Coordinate data verification and the integration of databases with AERIES to the web-based Illuminate applications including but not limited to: Illuminate, Clever, SEIS, TITAN, HR2.0, Raptor, Alexandria, Illuminate, Parent Square, and Peachjar; copy student records, create and maintain student log ons, teacher log ons, and administration log ons. *E*
- Establish, coordinate, and document data procedures required in all databases and applications for the transfer of data at the end of the school year to summer school and the start of the new school year;
- Provide leadership, coordinate training, and perform database-related changes necessary for any design changes/upgrades to our Student Information System (AERIES);
- Establish and execute procedures for the timely generation and maintenance of student and staff Clever and Aeries logins/accounts;
- Provide leadership for project management, technical reporting, standards development, and systems administration practices; using systems analysis and design, programming tools, and training to implement innovative ways to improve efficiency, data accuracy, and communication within the district and its stakeholders; *E*
- Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning the use of our databases and various applications as well as proper data entry procedures; *E*
- Maintain the confidentiality of sensitive employee and student information and establish procedures for data sharing/reporting that fall within state and federal guidelines including adherence to the Data Protection Act. *E*
- Perform other duties as required to accomplish the objectives of the position. assist with Information Technology needs;
- Write, test, document, and debug programs; *E*
- Provide training and support to administrators and staff on data entry procedures, the effective use of data systems and various applications, either one on one or in groups; *E*
- Provide support, technical advice, and operational assistance in the use of various applications for parents and a variety of district personnel; *E*
- Create reports in the asset database for Ocean View employees who need data for reporting and grant writing purposes; *E*
- Help facilitate meetings and present specific data input requirements for AERIES to the school administrators and support staff. *E*

### Other Related Duties

## **SUPERVISION:**

Receives general supervision from the Director of Information ~~Services~~ Technology.  
Provides leadership and/or guidance and direction to subordinate positions assigned.  
May coordinate the work of outside contractors providing required services.

## **Minimum Qualifications:**

### **Knowledge of:**

- Student information systems and supporting programs;
- Knowledge of formal data structure design, relational database design, and file structure;
- Knowledge of principles and techniques of system and programming work, including analysis, design, and documentation;
- Legal responsibilities and restrictions as they apply to access control and security privileges;
- Techniques to test and debug computer programs;
- Advanced knowledge to coordinate very technical support processes;
- Extensive knowledge of network operations, security, and directory services;
- Database administration expertise with contemporary relational databases and a high level of skill with Structured Query Language (SQL) and PL/SQL;
- Modern office practices, procedures, terms and equipment including proficient knowledge of Microsoft Word processing, (MS Word), Excel spreadsheet, presentation, database, Access database, Internet browsers and E-mail and internet computer applications software;
- Documentation standards, including procedures and definitions for metadata;
- Project coordination and planning;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Standard record keeping, filing systems and procedures;
- ~~Correct~~ English usage, spelling, grammar, punctuation, vocabulary, and skills in proofreading;
- Letter, report, and agenda preparation methods.

### **Ability to:**

- Develop and implement large scale database applications;
- Analyze user needs and develop effective systems programs;
- Rapidly learn AERIES database and various application software (including but not limited to CAASPP, CELDT, OLSAT) using the AERIES database and the CALPADS information for the assigning of Statewide Student Identifier (SSID) numbers for all incoming students;
- Learn methods of effectively assisting users in troubleshooting software packages; communicate effectively with users to determine, diagnose, and assist in resolving ~~hardware~~/software problems;
- ~~Operate PC diagnostic utilities to assist in troubleshooting software problems with assigned software;~~
- Troubleshoot MS Word and AERIES student information database and other software applications;
- Write complex queries (AERIES SQL version and AERIES Access version) to retrieve pertinent student and personnel information from District databases;



- Establish and execute data security standards, procedures, and recovery plans;
- Analyze and document data table relations and its architecture;
- Assist with managing ~~Manage~~ servers and troubleshoot errors, diagnosing and resolving problems;
- Understand and carry out oral and written instructions;
- Analyze a variety of technical problems and develop or apply appropriate solutions;
- Prepare clear, complete, and concise report and records;
- Present instructions to individuals and large groups;
- Perform the duties of this position with minimal supervision;
- Establish and maintain effective interpersonal relationships **and effectively communicate** using tact, patience and courtesy **in a manner that reflects positively on the District**;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administration, and staff.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent;
- Associate's degree in Computer Technology or related field is required;
- Graduation from a recognized four-year college or university with a major in Information Technology, Computer Science, Programming, or related field may be substituted for two years of the required experience.

### **Experience:**

- Four (4) years of experience in computer support and configuration, relational databases management or Structured Query Language (SQL);
- Experience in an educational environment using student information systems is highly desirable;
- Knowledge of, or experience working with a high-level programming language such as Python and use of JSON files for data transfers is highly desirable.

## **LICENSES REQUIRED:**

Possession of a valid Class C appropriate California Driver License.

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

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands:**

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends,

and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment;

**Work Environment:**

Uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

**SALARY RANGE**

Range 45

Classified Bargaining Unit

New classification approved by Personnel Commission 3/13/14

[Draft updates created 7/26/23, updated 9/15/23](#)

**OCEAN VIEW SCHOOL DISTRICT**  
**2022-2023\* Classified Bargaining Unit Range Placement**

<u>Salary Range</u>		<u>Salary Range</u>	
	<b><u>ACCOUNTING SERIES</u></b>		<b><u>INSTRUCTIONAL SERIES (CONTINUED)</u></b>
35	Senior Account Clerk	32	Early Learning Educator
37	Accounting Technician	33	Lead Behavior Instructional Assistant
40	Payroll Technician	34	Speech and Language Assistant
40	Senior Accounting Technician		
45	Financial Analyst		<b><u>LIBRARY/MEDIA SERIES</u></b>
48	Accountant	27	School Library Specialist
		34	Library/Instructional Materials Technician
	<b><u>CHILD CARE SERIES</u></b>		<b><u>MAINTENANCE SERIES</u></b>
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
	<b><u>CLERICAL SERIES</u></b>	40	Locksmith
23	Clerk Typist	40	Painter
28	Intermediate Clerk Typist	41	Maintenance Carpenter/Cabinetmaker
28	School Office Clerk	41	Maintenance Electrician
29	Intermediate Clerk Typist-Bilingual	41	Maintenance Plumber
29	School Office Clerk-Bilingual	45	Maintenance Heating, Ventilation & Air
31	District Receptionist	45	Conditioning Mechanic
31	Senior Clerk Typist	50	Facilities Planner/Coordinator
33	Translator/Interpreter		
	<b><u>CUSTODIAL SERIES</u></b>		<b><u>NETWORK/COMMUNICATIONS SERIES</u></b>
28	Custodian	37	Field Service Technician
30	Lead Evening Custodian	39	Data and Assessment Technician
32	Head Custodian	40	Information Technology Support Specialist (Proposed)
		45	Audiovisual Technician (Proposed)
	<b><u>DELIVERY SERIES</u></b>	45	Computer/Multimedia Technician
31	Delivery Worker	47	Database Analyst (Proposed Range Reallocation)
37	Storekeeper	47	Network Systems Specialist
		50	Network Systems Manager
	<b><u>FOOD AND NUTRITION SERVICES SERIES</u></b>		<b><u>PRINTING SERIES</u></b>
18	Food Service Worker		Reprographic Technician
21	Lead Food Service Worker	33	Lead Reprographic Technician
24	Cook	36	
27	Central Kitchen Lead Food Service Worker		<b><u>PURCHASING SERIES</u></b>
35	Central Kitchen Coordinator	34	Senior Purchasing Clerk
		38	Buyer
	<b><u>GROUNDS SERIES</u></b>		<b><u>SECRETARIAL SERIES</u></b>
31	Groundskeeper I	35	Program Support Specialist
33	Grounds Equipment Operator	36	Department Secretary
34	Groundskeeper II	36	School Office Manager
35	Grounds Maintenance Worker	37	Department Secretary-Bilingual
37	Sprinkler Mechanic	37	School Office Manager-Bilingual
39	Lead Groundskeeper	40	Administrative Secretary
	<b><u>HEALTH SERIES</u></b>		<b><u>SPECIAL PROGRAM SERIES</u></b>
26	School Health Technician		Alternative Learning Center Attendant
	<b><u>HUMAN RESOURCE SERIES</u></b>	19	Parent Liaison Instructional Assistant-Bilingual
35	Personnel Technician	23	Campus Safety Supervisor
36	Human Resources Technician	** 25	Parent Educator-Bilingual
39	Benefits & Workers' Compensation Specialist	25	Community Liaison-Bilingual
40	Personnel Assistant	31	Public Information Assistant
41	Human Resources Analyst	38	
41	Personnel Analyst		<b><u>TRANSPORTATION SERIES</u></b>
	<b><u>INSTRUCTIONAL SERIES</u></b>	35	Driver Instructor
21	Instructional Assistant	36	Mechanic Assistant
22	Early Learning Instructional Assistant	37	Bus Driver/Utility Worker
22	Instructional Assistant-Bilingual	38	Transportation Dispatcher
22	Universal Instructional Assistant	42	Mechanic
23	Early Learning Instructional Assistant - Bilingual	45	Lead Mechanic
23	Instructional Assistant-Computer I		
23	Instructional Assistant – English Learner	<b>Salaries:</b>	
23	Instructional Assistant-Farm Facility	*	10% Across the Board Salary Increase effective 7/1/2022, approved by Board of Trustees 10/11/22.
24	Instructional Assistant - Special Education	**	New classification and salary recommendation approved by Personnel Commission 7/13/23. Salary approved by Board of Trustees 8/15/23.
24	Speech and Language Aide		
25	Instructional Assistant-Physical Education	<b>Longevity:</b>	
25	Instructional Assistant-Sign Language (Deaf/HoH)	•	At beginning of 10 <sup>th</sup> 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.
27	Instructional Assistant-Adapted Physical 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.
27	Instructional Assistant-Computer II		
27	Instructional Assistant-Severely Disabled		
28	Instructional Assistant-Applied Behavior Analysis (ABA)		
29	Early Learning Associate Educator		

**OCEAN VIEW SCHOOL DISTRICT**  
 Classified Bargaining Unit  
Master Salary Schedule  
 2022-2023

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,410.03	13.904	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937
11	2,468.27	14.240	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353
12	2,532.92	14.613	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797
13	2,594.11	14.966	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235
14	2,659.80	15.345	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693
15	2,725.67	15.725	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161
16	2,792.75	16.112	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644
17	2,864.68	16.527	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132
18	2,935.75	16.937	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638
19	3,007.85	17.353	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151
20	3,084.81	17.797	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690
21	3,160.73	18.235	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222
22	3,240.12	18.693	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774
23	3,321.24	19.161	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341
24	3,404.96	19.644	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930
25	3,489.55	20.132	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523
26	3,577.25	20.638	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145
27	3,666.17	21.151	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786
28	3,759.60	21.690	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426
29	3,851.81	22.222	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076
30	3,947.49	22.774	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759
31	4,045.77	23.341	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451
32	4,147.87	23.930	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157
33	4,250.65	24.523	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881
34	4,358.47	25.145	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632
35	4,469.57	25.786	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398
36	4,580.51	26.426	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184
37	4,693.17	27.076	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991
38	4,811.56	27.759	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832
39	4,931.51	28.451	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661
40	5,053.88	29.157	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528
41	5,179.37	29.881	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413
42	5,309.55	30.632	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322
43	5,442.32	31.398	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256
44	5,578.56	32.184	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218
45	5,718.44	32.991	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212
46	5,864.21	33.832	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199
47	6,007.91	34.661	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226
48	6,158.19	35.528	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289
49	6,311.59	36.413	6,631.04	38.256	6,970.08	40.212	7,319.17	42.226	7,691.84	44.376
50	6,469.15	37.322	6,797.79	39.218	7,141.16	41.199	7,503.43	43.289	7,884.07	45.485

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** November 9, 2023

**SUBJECT: Agenda Item No. 18: Approve Advance Step Placement  
Karenina Crispell – Speech and Language Assistant**

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## Background Information

Candidate Karenina Crispell has been offered the position of Speech and Language Assistant. Pursuant to Merit Rule 7.2.1.3.A.3, an Advanced Step Placement Request for Ms. Crispell (attached), is being brought to the Personnel Commission for approval.

## Analysis

The advanced step request for Step 5 placement (\$30.632 per hour) on the appropriate salary range for the class of Speech & Language Assistant (Salary Range 34, \$25.145 per hour to \$30.632 per hour) on the Classified Bargaining Unit Salary Schedule, comes to the Commission upon the request of Director, Special Education, Chileen Spaulding, the support of Interim Assistant Superintendent, Felix Avila, and the approval of the Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request includes, but is not limited to: the candidate's 15 years of experience as a Speech Pathology Assistant, including in a public school setting; advanced education in communicative disorders; fluency in Spanish; experience with medically fragile students and behaviors associated with autism; the demonstrated difficulty in attracting qualified candidates.

The Advance Step Placement Request Form provides further details of how the candidate exceeds the job-related experience and training required and makes the candidate especially qualified for the position.

Attachments: Copy of Merit Rule 7.2.1.3  
Advanced Step Placement Request Form

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## Recommendation

The Director, Classified Personnel recommends that the Personnel Commission approve the Step 5 (\$30.632 per hour) advanced step placement of Karenina Crispell, Speech and Language Assistant, in accord with Merit Rule 7.2.1.3.A.3.

# OCEAN VIEW SCHOOL DISTRICT

## Merit System Rules and Regulations for the Classified Service

### 7.2 APPLICATION OF SALARY SCHEDULES

#### 7.2.1 Initial Placement

New employees shall be hired at the first step of the appropriate salary range unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.

2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.

3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

#### A. APPROVAL

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.

2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.

3. The approved request will be placed upon the Commission agenda for approval.

4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).

5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.

6. A copy of the form is then placed in the employee's personnel file.

#### B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).

2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.

3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.

4. If rejected, the form will be returned to the originator with the reasons given.

5. A copy of the form will then be placed in the employee's personnel file.

*Rule Revised by Personnel Commission 5/25/2018*



Ocean View School District  
ADVANCED STEP PLACEMENT REQUEST FORM

RECEIVED  
NOV 01 2023  
PERSONNEL  
COMMISSION

Submitted by:

Name: Chileen Spaulding

Date: 11/1/23

Title: Director, Special Education

Department: Special Education

The above hiring authority has interviewed for the open vacancy in the classification of SLPA  
and has selected Karinina Crispell as their choice.  
*name of candidate*

The above hiring authority is requesting advanced step placement on range \_\_\_\_\_, step 5, for one or more of the following reasons:

1. Candidate's job related experience, or other qualifications when related to the classification, exceeds that required in the classification and makes that person especially qualified for the position. (Explain)  
Karinina has 15 years of experience as an SLPA in both public schools and private clinics.
2. Candidate's training and/or education, when related to the classification, exceeds that which is required and makes that person especially qualified for the position. (Explain)  
Karinina holds a bachelor's degree in Communicative Disorders from Cal State Fullerton. She obtained her SLPA certification from OCC.
3. Demonstrated difficulty has been experienced in attracting qualified candidates. (Explain)  
The position has been open for a year.
4. Any other extraordinary circumstances not covered above. (Explain)  
NOTE: Applicants may not be requested or prompted to provide previous salary history information. If an applicant voluntarily and without prompting discloses salary information, it may be considered in determining salary step advancement.  
Karinina is fluent in Spanish, familiar with Sign Language, and possesses experience working with students who are medically fragile. Moreover, she has expertise in managing behaviors associated with autism.

Approval  
Signatures:

Appointing Authority:

C Spaulding

Date:

11/1/23

Assistant Superintendent, Human Resources

[Signature]

Date:

11/1/23

Director, Classified Personnel

[Signature]

Date:

11/2/23

Date submitted to the Personnel Commission:

November 9, 2023

- Approved
- Denied

THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE