



**OCEAN VIEW SCHOOL DISTRICT**

# **PERSONNEL COMMISSION AGENDA**

**Thursday, October 12, 2023**

## **CLOSED SESSION**

**3:45 p.m.**

**Human Resources Conference Room,  
Building B**

## **REGULAR MEETING**

**4:30 p.m.**

**Board Room, Building A**

*Classified Employees*

in **PARTNERSHIP** with **EDUCATION**  
**Personnel Commission**  
1966 – 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>

**OCEAN VIEW  
SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA**

**THURSDAY, OCTOBER 12, 2023  
CLOSED SESSION  
3:45 p.m.  
HUMAN RESOURCES  
CONFERENCE ROOM, BUILDING B  
REGULAR MEETING  
4:30 p.m.  
BOARD ROOM, BUILDING A**

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

1. **CLOSED SESSION  
CALL TO ORDER**

**TIME: \_\_\_\_\_ p.m.**

2. **ROLL CALL**

3. **APPROVAL OF CLOSED SESSION MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of September 14, 2023.

**ACTION  
Page 1**

**Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_**

**INFORMATION – DISCUSSION – ACTION ITEMS**

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

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

1. Director, Classified Personnel evaluation

5. **ADJOURNMENT**

**TIME: \_\_\_\_\_ p.m.**

**ACTION**

**Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_**

6. **RECONVENE TO OPEN SESSION  
CALL TO ORDER**

**TIME: \_\_\_\_\_ p.m.**

**7. PLEDGE OF ALLEGIANCE**

**8. ROLL CALL**

**9. REPORT OUT OF CLOSED SESSION**

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

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

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 September 14, 2023, Regular Personnel Commission meeting for approval.

**ACTION**  
**Pages 2-5**

Moved: \_\_\_\_  
Second: \_\_\_\_  
Vote: \_\_\_\_

**COMMISSION BUSINESS**

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

**ACTION**  
**Pages 6-8**

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

Moved: \_\_\_\_  
Second: \_\_\_\_  
Vote: \_\_\_\_

There are no job descriptions 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. (*Confidential eligibility lists provided to Commissioners only.*)

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

- |     |  |   |
|-----|--|---|
| 13. | <b>CLASSIFIED PERSONNEL ACTIVITY LISTS:</b> The Personnel Commission will receive for information the following Classified Personnel Activity List received by the Board of Trustees at the Ocean View School District, Regular Board Meeting of September 26, 2023, (Exhibit A).  | <b>INFORMATION</b><br><b>Pages 9-11</b>   |
| 14. | <b>ADVANCE STEP PLACEMENT FOR JULIE ST. CYR, COMMUNICATIONS AND PUBLIC INFORMATION OFFICER:</b> The Personnel Commission will receive the Director's recommendation to approve the advance step placement for Julie St. Cyr, Communications and Public Information Officer.  | <b>ACTION</b><br><b>Pages 12-16</b><br><b>Moved:</b> ____<br><b>Second:</b> ____<br><b>Vote:</b> ____ |
| 15. | <b>ADVANCE STEP PLACEMENT FOR SUSAN HUH, HUMAN RESOURCES TECHNICIAN:</b> The Personnel Commission will receive the Director's recommendation to approve the advance step placement for Susan Huh, Human Resources Technician.  | <b>ACTION</b><br><b>Pages 17-19</b><br><b>Moved:</b> ____<br><b>Second:</b> ____<br><b>Vote:</b> ____ |
| 16. | <b>APPEAL OF DENIAL OF ADVANCE STEP PLACEMENT FOR CLAUDIA TAPIA, BUS DRIVER/UTILITY WORKER:</b> The Personnel Commission will receive the Director's recommendation to review and discuss the denial of the advance step placement for Claudia Tapia, Bus Driver/Utility Worker. <i>(Confidential supporting documents provided to Commissioners only.)</i>  | <b>ACTION</b><br><b>Pages 20-26</b><br><b>Moved:</b> ____<br><b>Second:</b> ____<br><b>Vote:</b> ____ |
| 17. | <b>JOB DESCRIPTION REVISION, TITLE CHANGE, AND SALARY REALLOCATION – PRESCHOOL SUPERVISOR:</b> The Personnel Commission will receive the Director's recommendation to review, discuss, and approve the proposed revisions to the Preschool Supervisor job description and review, discuss, and recommend to the Ocean View School District Board of Trustees that the salary range of the Preschool Supervisor (proposed Early Learning Supervisor) be reallocated from Salary Range M44 to Salary Range M51 on the Classified Management Salary Schedule. | <b>ACTION</b><br><b>Pages 27-34</b><br><b>Moved:</b> ____<br><b>Second:</b> ____<br><b>Vote:</b> ____ |
| 18. | <b>REMOVAL OF NAME FROM ELIGIBILITY LIST:</b> The Personnel Commission will receive the Director's recommendation to remove the name of a candidate from an eligibility list in accordance with Merit System Rule 6.1.8. <i>(Confidential copy of letter provided to Commissioners only.)</i>  | <b>ACTION</b><br><b>Pages 35-36</b><br><b>Moved:</b> ____<br><b>Second:</b> ____<br><b>Vote:</b> ____ |

### **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 ten days preceding the next Commission meeting. Items submitted less than ten days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration, research, and preparation of the item.*

*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  
September 14, 2023**

**CALL TO ORDER** The September 14, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:45 p.m.

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

**APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the August 17, 2023, Regular Closed Session Meeting.

Seconded by Commissioner Ewing, and carried with a 2:0 vote.

**COMMISSION BUSINESS**

**INFORMATION/  
ACTION ITEMS**

The Personnel Commission met regarding:

- A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against 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 September 14, 2023, Closed Session Meeting at 4:23 p.m.

Seconded by Commissioner Ewing, and carried with a 2:0 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**  
**September 14, 2023**  
**4:30 p.m.**

<b>CALL TO ORDER</b>	Commissioner Ewing called the September 14, 2023, Regular Personnel Commission Meeting to order at 4:32 p.m.
<b>PLEDGE OF ALLEGIANCE</b>	Commissioner Ewing led the Pledge of Allegiance.
<b>ROLL CALL</b>	Commissioners Bidnick and Ewing were present. Commissioner Gooch was absent.
<b>STAFF MEMBERS PRESENT</b>	Michelle Vellanoweth, Director, Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
<b>REPORT OUT OF CLOSED SESSION</b>	Commissioner Ewing stated that there was nothing to report out of closed session.
<b>FIRST PUBLIC COMMENTS</b>	Claudia Tapia, Bus Driver/Utility Worker, addressed the Commissioners regarding the denial of an advance step placement request submitted by the Transportation Department on her behalf.
<b>APPROVAL OF MINUTES</b>	<p>Motion by Commissioner Bidnick to approve the minutes of the August 17, 2023, Regular Personnel Commission meeting.</p> <p>Seconded by Commissioner Ewing and carried with a 2:0 vote.</p>
<b>CONSENT CALENDAR</b>	<p>The following job description reviews/revisions were received on the Consent Calendar:</p> <p>A. <u>Job Description Reviews/Revisions:</u></p> <p>There were no job description reviews or revisions submitted for approval.</p> <p>The following recruitment and testing – eligibility lists were received on the Consent Calendar:</p> <p>B. <u>Recruitment and Testing – Eligibility Lists:</u></p> <ul style="list-style-type: none"><li>• 2023-09 ALC Attendant</li><li>• 2023-10 Child Care Program Facilitator</li><li>• 2023-11 Instructional Assistant – Special Education</li><li>• 2023-12 Instructional Assistant – Severely Disabled</li><li>• 2023-13 Instructional Assistant – ABA</li><li>• 2023-14 Universal Instructional Assistant</li><li>• 2023-15 Buyer</li><li>• 2023-16 Noon Duty Supervisor</li><li>• 2023-17 Lead Food Service Worker</li><li>• 2023-18 Universal Instructional Assistant</li><li>• 2023-19 Campus Safety Supervisor</li><li>• 2023-20 Instructional Assistant – ABA</li><li>• 2023-21 Noon Duty Supervisor</li><li>• 2023-22 Custodian</li><li>• 2023-23 Communications and Public Information Officer</li></ul>

**MINUTES OF THE SEPTEMBER 14, 2023 PERSONNEL COMMISSION MEETING – PAGE 2**

**CONSENT  
CALENDAR  
(CONTINUED)**

Motion by Commissioner Bidnick to approve the Consent Calendar.

Seconded by Commissioner Ewing and carried with a 2:0 vote.

**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 12, 2023.

**CLASSIFIED  
PERSONNEL  
RECRUITMENT LIST**

The Personnel Commission received for information only, the Classified Personnel Recruitment List that contains information and status of classified recruitments.

**ANNUAL REPORT  
OF THE  
PERSONNEL  
COMMISSION  
2022-2023 FIRST  
READING AND  
ADOPTION**

Director Vellanoweth presented a Power Point presentation of the Annual Report of the Personnel Commission. The presentation highlighted the activities performed by the Personnel Commission staff in the 2022-2023 school year. These activities include classified work force statistics, recruitment, testing, eligibility lists, employment actions, classification and job description reviews, Merit Rule revisions, and other actions taken on behalf of the District and its classified employees. The report also provides information on what a Merit System does, what the role of the Personnel Commission is, and the ongoing goals of the Personnel Commission.

Commissioner Bidnick inquired about the number of no-shows to exams and if efforts were made to reach out to them to find out why they do not come to the exams. Director Vellanoweth answered that we do try, in particular for the hard to recruit for positions. In addition, we offer to reschedule written exams but a lot of times, no reason is given why they did not show up.

Commissioner Bidnick also asked why so many recruitments were needed for Instructional Assistant – Special Education, for instance. Is it due to turn-over, new positions being created, or the number of applications versus the number of vacancies? Director Vellanoweth answered that primarily it is due to the number of applicants or lack thereof. The Special Education department submits requisitions for new positions based upon IEPs. The postings, although designated as continuous, do close and reopen, so that the applicants in one batch are moved along through the testing process, while others are still in the application phase. This process helps us keep track of applicants and prevents applicants from sitting in the queue for too long or falling through the cracks.

Motion by Commissioner Bidnick to approve the First Reading and Adoption of the Annual Report of the Personnel Commission 2022-2023.

Seconded by Commissioner Ewing and carried with a 2:0 vote.

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick thanked Director Vellanoweth and Michelle Eifert for the annual report. It is very informative and it is nice to see all the statistics presented together. He also thanked the staff for “keeping the wheels on the wagon”. The numbers shown in the amount of actions performed really reflects the amount of work that is being done by such a small number of staff.



**COMMISSIONER  
REPORTS  
(CONTINUED)**

Commissioner Bidnick also congratulated the district on its first successful day of school. He was at Lake View on the first day with his family.

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for October 12, 2023.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth confirmed that the next Personnel Commission meeting will be held October 12, 2023. She shared that the school year started off well with a kick-off event at Marine View Middle School, where all employees were in attendance. As she mentioned earlier this evening in the presentation of the annual report, the Personnel Commission has been working overtime and in high gear to get the school year started off on a positive note.

All Personnel Commission staff members have been focusing on all things recruitment and the shift is now all things payroll. Director Vellanoweth then shared some recruitment updates noting that over the last month the Personnel Commission staff has reviewed and routed 173 personnel requisitions in the workflow system, conducted thirteen written exams, nine oral exams, and twelve final interviews. 150 summer pay lines were created and entered in one day to ensure that classified staff were paid appropriately for their summer work. After two years of recruiting for ALC Attendant, we are finally staffed for all six positions in this classification, and have closed the recruitment. Final interviews for HVAC Mechanic are scheduled for Monday, September 18. This will hopefully result in the last of the three positions for this classification to be filled. Final interviews for Communications and Public Information Officer were held yesterday and we are waiting for a recommendation on that selection. Five Campus Safety Supervisors were placed at our middle schools and another recruitment is in process. Fourteen Universal Instructional Assistant job offers were extended and all fourteen candidates accepted and were on-boarded to begin the first week of school. Two full time evening Custodian job offers were extended and are awaiting acceptance. School Health Technician final interviews are scheduled for tomorrow. Final interviews for Human Resources Technician are next week. We are currently recruiting for School Office Manager and just closed a posting on Edjoin for School Office Clerk.

For Universal Instructional Assistant, there has been a shortage of candidates. For this particular classification, there is difficulty attracting candidates to work the 2:00 to 6:00 p.m. shift. A communication was distributed to all classified employees inquiring if they are interested in working additional hours as a Universal Instructional Assistant. This would require passing the Instructional Assistant Competency Exam, FBI fingerprinting, and a physical. So far approximately five or six employees have responded to the Personnel Commission to complete this process and be set up. As an incentive, the district is also working on an agreement to offer additional pay to employees who are willing to work the 2:00 – 6:00 p.m. time frame. Research is also being conducted to see if high school students can volunteer time to help with this position. Flyers were also passed out at all of the school registration days.

The additional items requested by FCMAT for the study are being finalized. Assembly Bill 1699, which would require school districts to offer classified positions to internal candidates based upon their seniority date, and require the district to train them to meet the minimum qualifications, before offering to outside candidates, passed the California Senate floor with a 25-10 vote. It is now going back to the California Assembly for concurrence and the recent Senate amendments will then go to the Governor for signature.

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

Director Vellanoweth will be providing the Commissioners with more information on this in the event they want to lend their name or position in opposition. Director Vellanoweth stated that from her personal perspective, California students deserve the best possible candidates that we can offer through our merit system processes and merit based hiring, rather than basing hiring on minimum qualifications or seniority.

Lastly, Director Vellanoweth thanked the Personnel Commission staff for their long hours and hard work. She also thanked all the school sites and their administrators for their support, patience, and their willingness to work with us.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick.

Motion seconded by Commissioner Ewing, and carried with a 2:0 vote, at 5:09 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:** October 12, 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.*)

2023-24	Instructional Assistant – Physical Education
2023-25	Lead Food Service Worker
2023-26	School Health Technician
2023-27	Instructional Assistant – ABA
2023-28	HVAC Mechanic
2023-29	Human Resources Technician
2023-30	School Office Clerk
2023-31	Campus Safety Supervisor

## **Recommendation**

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2023-24 through 2023-31.

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

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-24	Instructional Assistant – Physical Education	No. of Applicants 9 Screened Out 1 Written Exam Test Date 8/16/23 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 9/1/23 No Show/ Withdrew 5 Did Not Qualify 0	4	4	Open, Promotional, & Merge
2023-25	Lead Food Service Worker	No. of Applicants 5 Screened Out 1 Written Exam Test Dates 7/12/23 8/15/23 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0	4	4	Open & Promotional
2023-26	School Health Technician	No. of Applicants 15 Screened Out 6 Written Exam Test Date 7/26/23 No Show/ Withdrew 5 Did Not Qualify 1 Oral Exam Test Date 9/7/23 No Show/ Withdrew 2 Did Not Qualify 0	3	3	Open, Promotional, & Merge
2023-27	Instructional Assistant - ABA	No. of Applicants 2 Screened Out 0 Written Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 9/11/23 No Show/ Withdrew 0 Did Not Qualify 0	5	5	Open, Promotional, & Merge
2023-28	Maintenance HVAC Mechanic	No. of Applicants 12 Screened Out 9 Written Exam Test Dates 7/26/23 8/16/23 9/11/23 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 9/13/23 No Show/ Withdrew 0 Did Not Qualify 0	3	4	Open, Promotional, & Merge
2023-29	Human Resources Technician	No. of Applicants 51 Screened Out 39 Written Exam Test Date 8/24/23 No Show/ Withdrew 4 Did Not Qualify 1 Oral Exam Test Date 9/15/23 No Show/ Withdrew 1 Did Not Qualify 0	6	6	Open & Promotional

## Eligibility Lists

Page 3

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-30	School Office Clerk	No. of Applicants	51	6	7	Open, Promotional & Merge
		Screened Out	24			
		Written Exam Test Date	9/20/23			
		No Show/ Withdrew	12			
		Did Not Qualify	7			
		Oral Exam Test Date	9/28/23			
		No Show/ Withdrew	2			
2023-31	Campus Safety Supervisor	Did Not Qualify	2	6	7	Open, Promotional, & Merge
		No. of Applicants	16			
		Screened Out	2			
		Written Exam Test Date	9/21/23			
		No Show/ Withdrew	4			
		Did Not Qualify	0			
		Oral Exam Test Date	9/29/23			
		No Show/ Withdrew	0			
		Did Not Qualify	4			

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** October 12, 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 List for approval at the regular Board Meeting of September 26, 2023, (Exhibit A).

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 September 26, 2023.

**APPROVE EMPLOYMENT**

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

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Camacho, Natalie	Universal Instructional Assistant	Circle View	\$18,693 hourly	22.1	09/06/2023
Each, Kelly	Noon Duty Supervisor	Harbour View	\$16,50 hourly	1.1*	09/11/2023
Evans, Katherine	Universal Instructional Assistant	Village View	\$18,693 hourly	22.1	09/05/2023
Gawith, Brianna	Instructional Assistant – ABA	Hope View	\$21,690 hourly	28.1	09/11/2023
Keith, Joshua	Campus Safety Supervisor	Mesa View	\$3,489.55 monthly	25.1	09/11/2023
Magana, Daniela	Universal Instructional Assistant	Harbour View	\$18,693 hourly	22.1	09/06/2023
Martinez, Oscar	Campus Safety Supervisor	Spring View	\$3,489.55 monthly	25.1	09/05/2023
Nicosia, Roger	Noon Duty Supervisor	Golden View	\$16,50 hourly	1.1*	09/05/2023
Rocha, Daisy	Noon Duty Supervisor	Vista View	\$16,50 hourly	1.1*	09/05/2023
Roman, William	Campus Safety Supervisor	All Middle School Sites	\$3,489.55 monthly	25.1	09/15/2023
Rye, Cecily	Universal Instructional Assistant	Circle View	\$18,693 hourly	22.1	05/18/2023
Saltz, Andrea	Noon Duty Supervisor	Golden View	\$16,50 hourly	1.1*	09/06/2023
Tamayo, Gabriel	Campus Safety Supervisor	Marine View	\$3,489.55 monthly	25.1	09/05/2023
Torres, Elizabeth	Campus Safety Supervisor	Vista View	\$3,489.55 monthly	25.1	09/18/2023

**APPROVE SUBSTITUTE EMPLOYMENT**

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

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Branson, Shyla	Instructional Assistant – Physical Education	Substitute	\$20,132 hourly	25.1	09/05/2023
Ruiz, Christopher	Custodian	Substitute	\$21,690 hourly	28.1	09/13/2023
Wallihan, Rebecca	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	09/06/2023

**APPROVE PROMOTION**

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

<b><u>NAME</u></b>	<b><u>POSITION REINSTATED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Baker, Mary	Lead Food Service Worker	Marine View	\$22,222 hourly	21.5	09/05/2023
Castillo, Amanda	Universal Instructional Assistant	Hope View	\$22,774 hourly	22.5	09/05/2023
Desjardin, Melissa	Buyer	District Office	\$4,811.56 monthly	38.1	08/31/2023
Kettler, Theresa	Universal Instructional Assistant	College View	\$22,774 hourly	22.5	09/05/2023
Munsterman, Mildred	Lead Food Service	College View	\$22,222 hourly	21.5	09/05/2023
Oberbeck, Amanda	Universal Instructional Assistant	Westmont	\$21,690 hourly	22.4	09/05/2032
Shehadeh, Faten	Universal Instructional Assistant	Lake View	\$23,457 hourly	22.5	09/05/2023
Zech, Jean	Lead Food Service Worker	Oak View	\$23,555 hourly	21.5	09/05/2023
Zone, Maddison	Instructional Assistant – Special Education	Marine View	\$19,644 hourly	24.1	09/05/2023

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

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
September 26, 2023

**APPROVE VOLUNTARY DEMOTION**

**In accordance with Merit System Rule 8.2.8:**

<b><u>NAME</u></b>	<b><u>POSITION VOLUNTARILY DEMOTED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Geurink, Amy	Universal Instructional Assistant	Hope View	\$23.457 hourly	22.5	09/05/2023
Larsen Linza, Sarah Corinne	Universal Instructional Assistant	Circle View	\$22.774 hourly	22.5	09/06/2023

**APPROVE SEPARATION**

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

<b><u>NAME</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>
Alvarez, Anthony	Custodian	Golden View	Retirement	10/18/1993	09/15/2023
Arizmendi, Ricardo	Bus Driver/Utility Worker	Transportation	Resignation	07/25/2019	09/01/2023
Brooks, Elizabeth	Instructional Assistant – Computer	Harbour View	Resignation	04/18/2022	06/23/2023
Castro, Rosa	Early Learning Instructional Assistant Bilingual	Oak View Preschool	Exhausted All Available Leave	03/16/2015	08/31/2023
Golanka, Skyler	Instructional Assistant – ABA	College View	Resignation	11/10/2022	06/23/2023
Hernandez, Jessica	Noon Duty Supervisor	Marine View	Resignation	07/26/2021	09/08/2023
Hurtado, Megan	Instructional Assistant – ABA	Westmont	Resignation	03/28/2022	08/10/2023
Meza, Eduardo	Instructional Assistant – Special Education	Spring View	Resignation	11/17/2014	09/18/2023
Mezin, Christine	Bus Driver/Utility Worker	Transportation	Retirement	07/07/1999	10/17/2023
Moore, Christina	Instructional Assistant – ABA	Golden View	Resignation	09/17/2007	06/23/2023
Richau, Kristen	Instructional Assistant – ABA	Hope View	Retirement	09/09/2008	06/23/2023
Wolfe, David	Groundskeeper I	Facilities	Retirement	11/22/2004	09/15/2023



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** October 12, 2023

**SUBJECT: Agenda Item No. 14: Approve Advance Step Placement  
Julie St. Cyr – Communications & Public Information Officer**

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## **Background Information**

Candidate Julie St. Cyr has been offered and accepted the position of Communications and Public Information Officer and is scheduled to begin work on October 11, 2023. Pursuant to Merit Rule 7.2.1.3.A.3, an Advanced Step Placement Request for Ms. St. Cyr (attached), is being brought to the Personnel Commission for approval.

## **Analysis**

The advanced step request for Step 3 placement (\$10,665.60 per month) on the appropriate salary range for the class of Communications and Public Information Officer (Salary Range M67, \$9,665.70 per month to \$11,773.30 per month) on the Classified Management Salary Schedule, comes to the Commission upon the request of Superintendent, Michael Conroy, and the approvals of Interim Assistant Superintendent, Human Resources, Felix Avila, and the Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request includes, but is not limited to: the candidate's specialized experience in branding, marketing, social media and websites; the candidate's degree in Technical Journalism and Public Relations; the candidate's educational industry experience in Orange County.

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 3 (\$10,665.60 per month) advanced step placement of Julie St. Cyr, Communications and Public Information Officer, 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

Recommendations for Advance Step Placement must be submitted to the Director of Classified Personnel at the time (or no later than one week after) a recommendation for hire is made to the Personnel Commission Office.

Submitted by: Michael Conroy, Ed.D.

Name: Michael Conroy, Ed.D.

Date: 9/21/2023

Title: Superintendent

Department: Superintendent's Office

The above hiring authority has interviewed for the open vacancy in the classification of Communications and Public Information Officer

and has selected Julie St. Cyr as their choice.

*Name of Candidate*

The above hiring authority is requesting advanced step placement on range 67, step 3, 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)

See attached.

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)

See attached.

3. Demonstrated difficulty has been experienced in attracting qualified candidates. (Explain)

See attached.

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.

See attached.

Approval  
Signatures:

Appointing Authority:

Michael Conroy

Date: 9/21/2023

Interim

Assistant Superintendent, Human Resources

[Signature]

Date: 9/21/23

Director, Classified Personnel

[Signature]

Date: 9/21/23

Date submitted to the Personnel Commission:

October 12, 2023

☐ Approved  
☐ Denied

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

Form updated by Personnel Commission 8/25/2023

RECEIVED  
SEP 21 2023  
PERSONNEL  
COMMISSION

## **ADVANCED STEP PLACEMENT REQUEST**

Julie St. Cyr

- 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)**

The candidate's prior work experience as the Director of Communications for the Big West Athletic Conference specialized in branding, marketing, social media, website, and various other communications that are desperately needed in OVSD, especially in this time of continued declining enrollment and need to enhance the District's image. She brings the needed experience of monitoring web and social media content, and the ability to manage an array of public and internal information activities, including print, video, television, radio, online media, and mobile applications.

In her current position, she has gained the experience in public schools that focuses on planning, developing, organizing, and directing highly visible, strategic and comprehensive communication, public information and community engagement strategies.

This position was significantly upgraded from the previous position, and she is the only candidate in this recruitment process that has the essential skills to meet the new job requirements and expectations.

- 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)**

Of the final three candidates, she is the only candidate that has a University degree in the area – Technical Journalism and Public Relations. Of the other two candidates, one had a degree in Broadcast Journalism and Radio, and the other had a degree in Political Science. What separated her from the other two finalists was her specialized training and skills that the others did not have, such as website design/management, marketing and promotion/strategic communications, crisis management/communications, mass media communications, and preparations/designing of educational program marketing materials, just to name a few.

- 3. Demonstrated difficulty has been experienced in attracting qualified candidates. (Explain)**

There were twenty-six (26) applications received for the position of Communications and Public Information Officer. Eighteen (18) candidates passed the technical skills test and were forwarded to the first interview panel. The top three recommendations from that



interview panel were forwarded to the Superintendent for the final interview round with Executive Cabinet. Of the final three, only the recommended candidate has the educational industry experience, is currently in the same position in another Orange County school district, and has the requisite work experience. The other two finalists did not have the social media, web page, online media, or the mobile applications experience that this upgraded position requires. While the other two had some related experience, their experience would not necessarily transfer to the public-school sector. The recommended candidate can walk in and do the job immediately with little guidance; the other two would need significant time adapting to the position, which would require several weeks, if not months, and would be learning on the job.

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.**

It has been the practice in OVSD, when hiring someone from the outside, to place them on the salary schedule at least 5 percent above their current salary placement. When Ms. Montgomery accepted the position of Public Information Officer, she was also approved for an advance step salary placement to Step 5.

Ms. St. Cyr's salary placement is currently at \$9,903. In OVSD, Step 1 is \$9,965 would be a 0.6% increase, step 2 is \$10,155 and a 2.5% increase, and the recommended placement at step 3 is \$10,665 and would be a 7.75% increase. Although slightly more than a 5% increase, her overall private and public work experience and her work knowledge and understanding of the unique needs of the District warrant the placement on step 3.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** October 12, 2023

**SUBJECT:** **Agenda Item No. 15: Approve Advance Step Placement  
C. Susan Huh – Human Resources Technician**

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## Background Information

Candidate C. Susan Huh has been offered and accepted the position of Human Resources Technician and is scheduled to begin work on October 16, 2023. Pursuant to Merit Rule 7.2.1.3.A.3, an Advanced Step Placement Request for Ms. Huh (attached), is being brought to the Personnel Commission for approval.

## Analysis

The advanced step request for Step 3 placement (\$5,053.88 per month) on the appropriate salary range for the class of Human Resources Technician (Salary Range 36, \$4,580.51 per month to \$5,578.56 per month) on the Classified Bargaining Unit Salary Schedule, comes to the Commission upon the request 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 directly related training and experience in Human Resources; the candidate's degree in Industrial Psychology; 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 3 (\$5,053.88 per month) advanced step placement of C. Susan Huh, Human Resources Technician, 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

Recommendations for Advance Step Placement must be submitted to the Director of Classified Personnel at the time (or no later than one week after) a recommendation for hire is made to the Personnel Commission Office.

Submitted by: Lorena Aceves

Name: Lorena Aceves

Date: 10/5/2023

Title: HR Specialist

Department: Human Resources

The above hiring authority has interviewed for the open vacancy in the classification of Human Resources Technician

and has selected C. Susan Huh as their choice.

*Name of Candidate*

The above hiring authority is requesting advanced step placement on range 36, step 3, 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)

Ms. Huh has direct HR experience that exceeds the HR Technician minimum qualifications. Some of the experience that Ms. Huh has had is providing new hire/benefits/termination orientations and interviews, managing employee files, scheduling training and development programs, updating HR database, coordinate with hiring managers and recruiters to fill job openings and determine most effective methods to recruit and post job openings.

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)

Ms. Huh has over 5 years of directly related human resources experience in multiple areas of HR.  
Ms. Huh has experience in different human resources programs that will allow for a smoother training period.

3. Demonstrated difficulty has been experienced in attracting qualified candidates. (Explain)

The Human Resources Technician is a difficult position to keep new hires in. It's a high demand/volume/stress position.  
In addition, the 6:30 am start time is not an easy work schedule. The HR Tech is the only employee in the division that works that schedule.

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.

Ms. Huh holds a Bachelor of Art degree in Psychology with emphasis in Industrial Psychology.

Ms. Huh's current monthly salary is close to Step 2. Step 3 would provide a 5% increase.

Approval  
Signatures:

Appointing Authority: [Signature] Date: 10/5/2023

Assistant Superintendent, Human Resources [Signature] Date: 10/5/23

Director, Classified Personnel [Signature] Date: 10/5/23

Date submitted to the Personnel Commission: \_\_\_\_\_

- ☐ Approved  
☐ Denied

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



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** October 12, 2023

**SUBJECT:** **Agenda Item No. 16: Appeal of Advance Step Placement Request  
Decision for Claudia Tapia – Bus Driver/Utility Worker**

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## **Background Information**

Ms. Claudia Tapia was offered a permanent position as Bus Driver/Utility Worker at Step 1 on the classified bargaining unit salary schedule (\$27.076 per hour), and on April 7, 2023 she accepted. Because of the notice she had to provide to her previous employer and delays with FBI fingerprint clearance, she came to the Personnel Commission Office for her on-boarding appointment on May 15, 2023. During this appointment, Ms. Tapia inquired of Personnel Technician, Diana Flores, about advance step placement. Ms. Flores explained the request process to her and confirmed that acceptance of employment is at the Step 1 rate of pay. Requests for advance step placement may be recommended by the hiring supervisor, but approval is not guaranteed. That same day, Technician Flores sent notice to Transportation Supervisor Kelly Daniel and Executive Director of Facilities and Transportation Jim Choate, regarding the request, provided the form and procedure to be followed, and asked that if they wished to pursue a request, to submit it to the Personnel Commission Office within one week from May 15.

On June 30 an Advance Step Placement Request Form was received by the Personnel Commission Office from Supervisor Daniel, signed by Director Choate on June 29, 2023. Director Vellanoweth conferred with Commission Chair Bob Ewing regarding the request and both agreed the request would be denied based upon the lack of timeliness in submitting the request. This decision was consistent with previous requests that were not supported by the Director due to submission outside of the appropriate time frame.

Director Vellanoweth notified Supervisor Daniel of the decision and the reason via a phone call on June 30 and via confirmation email on July 5.

On August 7, Director Choate reached out to Director Vellanoweth inquiring on the decision for the advance step placement. Director Vellanoweth explained the thought and consideration given to the request and the reasons for the denial. This conversation was followed up with an email confirmation that same day.

**Appeal of Advance Step Placement Request Decision for  
Claudia Tapia – Bus Driver/Utility Worker  
Page 2**

On August 29, Director Vellanoweth met with Ms. Tapia, per her request, to discuss the decision to deny the advance step placement. Ms. Tapia felt she had additional information to share with the Director and the Commission and she was asked to submit that information in writing. Ms. Tapia did submit a document to Director Vellanoweth which included a request to the Personnel Commission to please reconsider her advance step placement.

Upon receipt of Ms. Tapia's document, the Director conferred with Commission Chair Ewing and followed up with Supervisor Daniel and Director Choate, offering them the opportunity to appeal the decision before the Commission in accord with Merit System Rule 7.2.1.3.B.2. In the interim, Ms. Tapia came before the Personnel Commission at their meeting on September 14 and during the public comments, asked that they consider her advance step placement request.

Supervisor Daniel and Director Choate responded that they would like to continue with the pursuit of the original advance step placement for Claudia Tapia and with Chairman Ewing's direction, this item has been agendaized and is being brought before the Personnel Commission for consideration.

**Analysis**

The advanced step request for Step 2 placement (\$28.452 per hour) on the appropriate salary range for the class of Bus Driver/Utility Worker Officer (Salary Range 37, \$27.076 per hour to \$32.991 per hour) on the Classified Bargaining Unit Salary Schedule, comes to the Commission upon the request of Executive Director of Facilities and Transportation, Jim Choate and Transportation Supervisor, Kelly Daniel, and with the approval of Interim Assistant Superintendent, Human Resources, Felix Avila.

The Advance Step Placement Request Form provides details in support of their request.

Attachments: Copy of Merit Rule 7.2.1

Advanced Step Placement Request Form

Copy of email correspondence, denial of request, dated July 5, 2023

Letter from Claudia Tapia, Bus Driver/Utility Worker, received September 14, 2023

Other supporting correspondence to supervisors and employee (*provided to Commissioners only*)

.....  
**Recommendation**

The Director, Classified Personnel recommends that the Personnel Commission review the advance step placement request for Claudia Tapia – Bus Driver/Utility Worker to Step 2 (\$28.451 per hour) on the classified bargaining unit salary schedule, and either approve or deny in accord with Merit Rule 7.2.1.

# 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

JUN 30 2023

PERSONNEL  
COMMISSION

Submitted by:

Name: Kelly Daniel

Date: 05/24/2023

Title: Transportation Supervisor

Department: Transportation

The above hiring authority has interviewed for the open vacancy in the classification of School Bus Driver/Utility Worker

and has selected Claudia Tapia as their choice.

*name of candidate*

The above hiring authority is requesting advanced step placement on range 37, step 2, 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)

This candidate has 15 years experience from surrounding school districts.

Is looking to stay with our school district making it her final destination (home) until she retires.

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)

Candidate has participated in local county bus rodeos which require a higher level of skill.

Candidate has also worked in mountainous areas which require a higher level of skill.

This driver is of the quality we appreciate and hope to attract at Ocean View.

3. Demonstrated difficulty has been experienced in attracting qualified candidates. (Explain)

For years our department has experienced extreme difficulty in attracting and retaining quality school bus drivers.

Surrounding districts often have pay rates that exceed our current rates.

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.

Applicant voluntarily disclosed her previous average salary to personnel which exceeds several step rates.

Approval  
Signature:

Appointing Authority:

Date: 6/29/23

Interim

Assistant Superintendent, Human Resources

Date: Sept. 21, 2023

Director, Classified Personnel

Date: 10.30.23

Date submitted to the Personnel Commission:

na

Director Not recommending request to move forward.

☐ Approved  
☐ Denied

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

Form updated by Personnel Commission 5/24/2018

October 12, 2023

## Michelle Vellanoweth

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**From:** Michelle Vellanoweth  
**Sent:** Wednesday, July 5, 2023 3:10 PM  
**To:** Kelly Daniel; Michelle Eifert  
**Cc:** Jim Choate; Reagan Headrick  
**Subject:** RE: Adv. Step Placement  
**Attachments:** scan1029.pdf

Good afternoon Kelly,

As I shared in our phone conversation on June 30, I will not be recommending that your advance step placement request for Claudia Tapia move forward due to the time frame in which the request was received. Ms. Tapia was offered and accepted a permanent position on April 7. Because of the notice she gave to her other job and delays with FBI fingerprinting, she came for on-boarding to the PC Office on May 15. During this appointment, Ms. Tapia inquired about advance step placement and you were notified by Diana Flores on that date of the process to submit a formal request. Diana asked that the request be submitted to our office within one week. The form you submitted appears to have been completed on May 24 but was not approved by Jim Choate until June 29 and received by the PC Office until June 30. This is almost 7 weeks after Diana's notification was sent.

Please note that late requests can lead to assumptions that departments are trying out an employee, and if they are doing well within the first month or two, are rewarding them with a higher salary step. This is not the intent of advance step placement.

Thank you for your understanding. If you have any questions about the advance step placement process or we can assist with any future requests, please let me know. Thank you.

**Michelle Vellanoweth**  
*Director, Classified Personnel*  
714.847.2551 Ext. 1400



*Personnel Commission and Merit System – Successfully supporting Ocean View School District for over 55 years*

**From:** Kelly Daniel <KDaniel@ovsd.org>  
**Sent:** Friday, June 30, 2023 8:29 AM  
**To:** Michelle Eifert <MEifert@ovsd.org>  
**Cc:** Michelle Vellanoweth <mvellanoweth@ovsd.org>; Jim Choate <jchoate@ovsd.org>  
**Subject:** Adv. Step Placement

Good morning,  
Attached is the Advance Step Placement request form for driver C. Tapia for your review.

Your consideration is appreciated.

Thank you,

**Kelly Daniel**

**Transportation Supervisor**

*School Bus Driver Instructor #4667*



**Ocean View**  
School District

Transportation

Huntington Beach, CA 92647

714-847-2351 Ext. **3524**

714-848-5257 Direct line



Dear Personnel Commission,

My name is Claudia Tapia. I am a school bus driver for the OVSD transportation department. I'm reaching out to you today because I have a concern related to my hourly pay rate. About a month ago I was told by my supervisor Kelly Daniel that my advanced step placement request had been denied due to a late submission of approval. On May 15, 2023 I was hired on with OVSD and at orientation with Diana Flores I requested a Advanced Step Placement for Step 4 in pay scale which was the closest to my previous hourly rate of \$31.05 I was receiving at my last employer as a school bus driver at Huntington Beach City School District. I have been a School Bus Driver for 15 years and have worked for 3 different Districts and I finally feel I have found my home and in hopes to retire here at OVSD.

In the attempt to have the Personnel Commission reconsider my Advanced Step Placement I have put together a timeline of steps that were taken which were all in a timely manner and appropriate. I do want to mention that I feel that it is unfair that I'm being denied because of someone else's mistake and failure to turn in the approval to the Personnel Commission before the deadline.

- May 15, 2023 on my date of hire I requested an advanced step placement step 4.
- May 15, 2023 Diana Flores submitted the request at 12:50 pm to my supervisor Kelly Daniel.
- May 24, 2023 Kelly Daniel approved and emailed the approval to the Director of Transportation for final approval from my initial request my supervisor approved my request in no longer than 7 days
- July 27, 2023 I was told by Kelly Daniel that my request had been denied because the final approval was turned in too late which was 6/30/2023 well after the deadline. But it was indeed approved by our Director of transportation. This ultimately cause my request to be denied
- July 28, 2023 I had a meeting with Jim Choate at 11am about the denial of my request and I asked to please help me appeal the decision that was made. Jim agreed and said to me that because of my experience and work ethic I should not take a pay cut and deserve to be comfortable with my pay.
- August 29, 2023 spoke with Michelle Vellanoweth about the denial of my initial request; she advised me to write this letter with details and steps that were taken .

With all this being noted, I want to kindly ask the Personnel Commission to please reconsider my Advanced Step Placement step 4 and pardon the late submission of the final approval .This way I can continue to meet my cost of living and keep my family in this Beautiful place we call home.

Thank you for your time  
Claudia Tapia

RECEIVED

SEP 14 2023

PERSONNEL  
COMMISSION

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** October 12, 2023

**SUBJECT:** **Agenda Item No. 17: Job Description Revision, Title Change, and Salary Range Reallocation - Preschool Supervisor**

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## **Background Information**

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.

## **Analysis**

The Director, Classified Personnel 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 (i.e. Early Learning Educator, Early Learning Instructional Assistant, etc.).

The Director then proceeded to gather recent salary information from neighboring and established survey districts with similar positions to ensure the salary for the classification was appropriate and competitive.

District	Comparable Position Title	Monthly Salary	
		Entry Step	Top Step
Orange Unified	Coordinator, Early Childhood Education	\$10,325	\$12,986
Capistrano Unified	Manager II, Early Childhood Programs	\$9,080	\$11,588
Tustin Unified	Manager, Preschool	\$6,812	\$8,694
Westminster SD	Early Education Program Supervisor	\$6,767	\$7,017
Placentia YL Unified	Preschool Director	\$5,801	\$6,768
Anaheim City SD	Child Development Specialist (Management)	\$5,517	\$6,703



## Job Description Revision, Title Change, and Salary Reallocation – Preschool Supervisor

### Page 2

#### Salary Considerations

Based upon the survey data, it is the Director's conclusion that the current range placement is below the median and mean for districts surveyed within Orange County with similar positions. However, the enrollment of the district and the size of the preschool program must also be factored into a salary recommendation. Therefore, based upon the survey data, and in alignment with the other OVSD classified supervisor positions with comparable levels of education, training and experience, the Director recommends a reallocation of the Preschool Supervisor (proposed Early Learning Supervisor) from Salary Range M44, \$5,475.80 Step 1 to \$6,672.60 Step 5 per month, to Salary Range M51, \$6,508.70 Step 1 to \$7,931 Step 5 per month on the Classified Management Salary Schedule.

		Entry Step	Top Step
Median (Top Step)		\$6,790	\$7,856
Mean (Top Step)		\$7,384	\$8,959
Current OVSD Salary	Range M44	\$5,476	\$6,673
Recommended Salary	Range M51	\$6,509	\$7,931

The recommended salary range placement will allow for an adjustment to the Preschool Supervisor (proposed Early Learning Supervisor) classification on the salary schedule bringing Ocean View's salary more in alignment with the median being paid to similar positions in neighboring districts. This will provide a more competitive salary to assist in recruiting and retaining qualified candidates. This placement would also allow for salary alignment with other OVSD classified supervisors and would not disrupt the hierarchy of classified management positions. See attached salary schedule draft for proposed salary placement.

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.

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#### Recommendation

The Director 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
- The Personnel Commission review, discuss, and recommend to the Ocean View School District Board of Trustees that the salary range of the Preschool Supervisor (proposed Early Learning Supervisor) be reallocated from Salary Range M44, \$5,475.80 Step 1 to \$6,672.60 Step 5 per month, to Salary Range M51, \$6,508.70 Step 1 to \$7,931 Step 5 per month on the Classified Management Salary Schedule.

Attachments:

- Proposed revised job description for Preschool Supervisor dated October 12, 2023
- Classified Management 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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## **Preschool Early Learning Supervisor**

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### **JOB SUMMARY DEFINITION:**

Under general administrative direction of the Coordinator of ~~Preschool and School Readiness~~ Child Development Programs, administers daily operations of the ~~district-wide Oak View~~ Preschool Program; plans, publicizes, recruits students, organizes, supervises, supports children with diapering and toilet training, and evaluates the instructional preschool activities to promote developmentally appropriate student learning; trains and evaluates the performance of assigned staff; coordinates implementation of curriculum, staff and program development activities; assumes and performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

The class of ~~Preschool~~ Early Learning Supervisor is distinguished from other preschool classifications in that the incumbent is responsible for overall operation of the ~~Oak View-district-wide~~ Preschool Program, while positions in other preschool classifications are responsible for daily instruction or assisting in a single preschool classroom. The incumbent is expected to work with considerable independence to develop, implement and oversee the ~~Oak View~~ Preschool Program standards and policies.

### **REPRESENTATIVE EXAMPLES OF 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:**

- Administer, plan, oversee and evaluate preschool instructional activities promoting developmentally appropriate student learning according to established guidelines and in compliance with applicable laws, codes, rules, regulations, and licensing requirements; ~~E~~
- Assist and supervise students and staff in toileting, diapering, cleaning, and dressing;
- Create a model to expand the district-wide Preschool Program to elementary sites, while addressing licensing requirements, identifying facility modifications, securing required services per site such as food service, site licensing representatives, etc.; coordinate licensing and fire inspections; address health and safety standards while creating emergency protocols;
- Create and maintain a current marketing plan to bring students and families to the Preschool Program;
- Coordinate with the Teaching and Learning staff and Elementary Transitional Kindergarten (TK) teaching staff to enhance the transition of preschool students to elementary education;
- Determine staffing requirements, interview, select, assign, train, evaluate performance of and recommend discipline of Preschool employees; ~~E~~
- Formulate and develop policies, procedures, rules, regulations, programs, and activities to enhance Preschool programs and services, develop and implement plans for the Preschool in

areas related to special needs, recruiting students, selecting program staff, and estimating needed equipment and supplies; ~~E~~

- Coordinate, facilitate and assist staff in -developing using district approved curriculum and implementing technology to meet changing needs/requirements of the Preschool Program; ~~E~~
- Ensure that all State Preschool grant and licensing requirements are met; ~~E~~
- Analyze and review budgetary and financial data, control and authorize expenditures in accordance with established limitations; ~~E~~
- Manage and implement the parent education component of the State Preschool Program which includes orientations, advisory meetings, training and program participation; ~~E~~
- Participate in Preschool Program partnerships with community organizations to stay current on community needs and grant opportunities.

#### **Other Related Duties:**

- Coordinate and schedule field trips and special events;
- Coordinate required Preschool student assessments;
- Oversee and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel, compose and distribute correspondence and a monthly preschool newsletter; Proposition 10 Outcomes Collection, Evaluation and Reporting Service (OCERS) data collection.;
- ~~Perform related duties as assigned.~~

#### **SUPERVISION:**

General administrative direction is received from the Coordinator of Child Development Preschool and School Readiness Programs.

Immediate supervision of Preschool staff is exercised.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Child growth, development and behavior characteristics of Preschool age children;
- Early childhood curriculum areas and appropriate methods for implementation and assessment;
- State Preschool regulations, licensing requirements, laws, codes, policies, and procedures;
- English language development/acquisition, and cross-cultural issues;
- Principles and practices of administration, supervision, and training;
- Methods of instruction and safe practices in classroom activities;
- Requirements of maintaining a children's center in a safe, clean, and orderly condition;
- Methods of observing, evaluating, and recording child behavior;
- Budget administration, preparation, and control;
- Record-keeping and report preparation techniques;
- Modern office methods, procedures, terms, and equipment;
- Operation of personal computers and applicable software; Word processing, spreadsheet, database, Internet, website, and E-mail computer applications;
- Oral and written communication skills using correct English usage, grammar, spelling, and punctuation, composition, vocabulary and skills in proofreading;
- Health and safety regulations.

##### **Ability to:**

Early Learning Supervisor

- Administer, plan, oversee, and evaluate instructional Preschool activities which promote developmentally appropriate student learning;
- Develop, organize, and implement approved curriculum for the development of children enrolled in the District Preschool Program;
- Oversee the development of daily lesson plans in accordance with established policies;
- Formulate and develop policies, procedures, rules, regulations, programs, and activities;
- Train, supervise, evaluate, assign and counsel personnel to provide a positive environment for children;
- Interpret, apply, and explain applicable laws, codes, rules and regulations;
- Communicate accurately, effectively, and courteously both orally and in writing with staff, parents, children, public, and district personnel demonstrating poise, patience, sensitivity and understanding;
- Understand and carry out oral and written instructions
- Direct the maintenance of a variety of reports, records, and files related to assigned activities;
- Prepare a variety of comprehensive narrative and statistical reports;
- Observe and evaluate student learning, analyze situations accurately, and adopt effective courses of action;
- Create and implement emergency preparedness plans;
- ~~Demonstrate cross-cultural sensitivity and respect;~~ 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;
- Develop and administer the Preschool Program budget;
- Work independently with little direction;
- Operate and maintain various standard and specialized office equipment including a personal computers and effectively utilize word, processing, spreadsheet, database, Internet, E-mail, and presentation software;
- Use Microsoft Office proficiently;
- Plan and organize work and meet schedules and time lines;
- Establish and maintain cooperative and effective ~~working-interpersonal~~ relationships, including building and maintaining strong home-school-parent-teacher preschool relationships; using tact, patience, courtesy, and respect in a manner that reflects positively on the District.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- Must have one of the following issued by the California Commission on Teacher Credentialing each of which has specific education and experience requirements:
  - Child Development Site Supervisor Permit OR
  - Program Director Permit OR
  - Administrative Services Credential.

### **Experience:**

- ~~Additionally,~~ It is desirable to have two or more years of recent experience working in an accredited-a preschool program including experience;
  - ~~experience working~~ in a State Preschool Program as site supervisor, OR

- as a program director of a licensed preschool program
- Bilingual (English/Spanish) skills are highly desirable.

### **Licenses and Certificates Required:**

- Must possess current American Red Cross CPR (Adult and Child), First Aid and California Child Care Preventative Health and Safety Certification;
- Valid and appropriate California Driver License.;
- All of the above licenses and certificates must be maintained as a condition of continued employment.

### **PHYSICAL DEMANDS, AND 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:**

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment;

#### **Work Environment:**

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has ~~occasional~~ direct contact with parents and other district staff; employment contingent upon passing a physical and back evaluation test.

#### **SALARY RANGE**

Salary Range M44 (Proposed reallocation to M51)  
Classified Management Salary Schedule

New classification adopted 9/11/08

Classification deactivated July 2013

Classification reactivated by Personnel Commission 9/12/19

Draft Updates 9/22/23, 10/2/23

# OCEAN VIEW SCHOOL DISTRICT

## CLASSIFIED MANAGEMENT Salary Range Placement 2022-2023

### SALARY RANGE

Executive Director of Facilities and Transportation (J50) .....	M75
Director, Classified Personnel (H30) .....	M71
Director, Fiscal Services (H40) .....	M71
Director, Food and Nutrition Services (J20) .....	M71
Director, Information Technology (J80) .....	M71
Communications and Public Information Officer (K10) * .....	M67
Director, Child Development Programs (K10) .....	M61
Director, Purchasing (J90).....	M52
Central Kitchen Supervisor (J20) .....	M51
Child Care Supervisor (K10) .....	M51
<b>Early Learning Supervisor (K10) PROPOSED .....</b>	<b>M51</b>
Food and Nutrition Services Operations Supervisor (J20) .....	M51
Grounds Supervisor (J50) .....	M51
Maintenance and Operations Supervisor (J10) .....	M51
Transportation Supervisor (J30) .....	M51
<del>Preschool Supervisor (K10) .....</del>	<del>M44</del>

### Vacation Schedule (12 Month Employees) 22 days per year

Salaries effective 7/1/22: 10% increase approved by Board of Trustees 10/11/22

\*Job title revised from Public Information Manager to Communications and Public Information Officer, and salary range reallocated from M61 to M67. Revised job title approved and salary reallocation recommended by Personnel Commission 7/13/23. Salary approved by Board of Trustees 8/15/23.

#### Longevity:

- At the beginning of the 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 the new plan approved by the Board of Trustees on 10/20/15.
- 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 Board approved 10/20/15.

Additional \$1,000 per year for earned Doctorate

Schedule Updated 8/16/23

OCEAN VIEW SCHOOL DISTRICT  
CLASSIFIED MANAGEMENT  
Salary Range Placement  
2022-2023

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	4,838.90	5,087.50	5,340.50	5,610.00	5,898.20
40	4,961.00	5,211.80	5,475.80	5,753.00	6,042.30
41	5,087.50	5,340.50	5,610.00	5,898.20	6,193.00
42	5,211.80	5,475.80	5,753.00	6,042.30	6,348.10
43	5,340.50	5,610.00	5,898.20	6,193.00	6,508.70
44	5,475.80	5,753.00	6,042.30	6,348.10	6,672.60
45	5,610.00	5,898.20	6,193.00	6,508.70	6,838.70
46	5,753.00	6,042.30	6,348.10	6,672.60	7,009.20
47	5,898.20	6,193.00	6,508.70	6,838.70	7,184.10
48	6,042.30	6,348.10	6,672.60	7,009.20	7,365.60
49	6,193.00	6,508.70	6,838.70	7,184.10	7,550.40
50	6,348.10	6,672.60	7,009.20	7,365.60	7,737.40
51	6,508.70	6,838.70	7,184.10	7,550.40	7,931.00
52	6,672.60	7,009.20	7,365.60	7,737.40	8,130.10
53	6,838.70	7,184.10	7,550.40	7,931.00	8,334.70
54	7,009.20	7,365.60	7,737.40	8,130.10	8,539.30
55	7,184.10	7,550.40	7,931.00	8,334.70	8,753.80
56	7,365.60	7,737.40	8,130.10	8,539.30	8,972.70
57	7,550.40	7,931.00	8,334.70	8,753.80	9,198.20
58	7,737.40	8,130.10	8,539.30	8,972.70	9,427.00
59	7,931.00	8,334.70	8,753.80	9,198.20	9,665.70
60	8,130.10	8,539.30	8,972.70	9,427.00	9,901.10
61	8,334.70	8,753.80	9,198.20	9,665.70	10,155.20
62	8,539.30	8,972.70	9,427.00	9,901.10	10,407.10
63	8,753.80	9,198.20	9,665.70	10,155.20	10,665.60
64	8,972.70	9,427.00	9,901.10	10,407.10	10,931.80
65	9,198.20	9,665.70	10,155.20	10,665.60	11,207.90
66	9,427.00	9,901.10	10,407.10	10,931.80	11,486.20
67	9,665.70	10,155.20	10,665.60	11,207.90	11,773.30
68	9,901.10	10,407.10	10,931.80	11,486.20	12,070.30
69	10,155.20	10,665.60	11,207.90	11,773.30	12,370.60
70	10,407.10	10,931.80	11,486.20	12,070.30	12,676.40
71	10,665.60	11,207.90	11,773.30	12,370.60	12,996.50
72	10,931.80	11,486.20	12,070.30	12,676.40	13,321.00
73	11,207.90	11,773.30	12,370.60	12,996.50	13,654.30
74	11,486.20	12,070.30	12,676.40	13,321.00	13,990.90
75	11,773.30	12,370.60	12,996.50	13,654.30	14,347.30
76	12,070.30	12,676.40	13,321.00	13,990.90	14,700.40
77	12,370.60	12,996.50	13,654.30	14,347.30	15,073.30
78	12,676.40	13,321.00	13,990.90	14,700.40	15,447.30
79	12,996.50	13,654.30	14,347.30	15,073.30	15,835.60
80	13,321.00	13,990.90	14,700.40	15,447.30	16,229.40

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** October 12, 2023

**SUBJECT:** Agenda Item No. 18: Removal of Name from Eligibility List

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## **Background Information**

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently it was recommended by the Director, Classified Personnel that the following eligible be removed from an eligibility list for reasons outlined in Rule 6.1.8. This eligible is:

EdJoin Applicant ID #:	5473881	
Eligibility List:	2023-21	Noon Duty Supervisor

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove the above named eligible from the respective eligibility list. This letter, sent to the eligible via regular and certified mail, notified them of the eligibility list they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

Attachment:

Letter to eligible (*Commissioners only*)

- Applicant ID # 5473881, dated September 21, 2023

.....

## **Recommendation:**

The Director, Classified Personnel recommends that EdJoin Applicant #5473881 be removed from Eligibility List 2023-21 in accordance with Personnel Commission Rule 6.1.8.



Merit System Rules and Regulations for the Classified Service  
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

*(Revised 01/16/03)*