



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, September 14, 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, SEPTEMBER 14, 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 August 17, 2023.

**ACTION
Pages 1**

**Moved: _____
Second: _____
Vote: _____**

INFORMATION – DISCUSSION – ACTION ITEMS

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

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

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 August 17, 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
Page 6-9

A. JOB DESCRIPTION REVIEWS/REVISIONS:

Moved: _____
Second: _____
Vote: _____

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.*)

- 2023-09 ALC Attendant
- 2023-10 Child Care Program Facilitator
- 2023-11 Instructional Assistant – Special Education
- 2023-12 Instructional Assistant – Severely Disabled
- 2023-13 Instructional Assistant – ABA
- 2023-14 Universal Instructional Assistant
- 2023-15 Buyer

CONSENT CALENDAR CONTINUED:

- 2023-16 Noon Duty Supervisor
- 2023-17 Lead Food Service Worker
- 2023-18 Universal Instructional Assistant
- 2023-19 Campus Safety Supervisor
- 2023-20 Instructional Assistant – ABA
- 2023-21 Noon Duty Supervisor
- 2023-22 Custodian
- 2023-23 Communications and Public Information Officer

- | | |
|--|---|
| <p>13. CLASSIFIED PERSONNEL ACTIVITY LISTS: 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 12, 2023, (Exhibit A).</p> | <p>INFORMATION
Pages 10-12</p> |
| <p>14. CLASSIFIED PERSONNEL RECRUITMENT LIST: The Personnel Commission will receive for information the most current list and status updates of classified recruitments.</p> | <p>INFORMATION
Pages 13-24</p> |
| <p>15. ANNUAL REPORT OF THE PERSONNEL COMMISSION 2022-2023 FIRST READING AND ADOPTION: The Personnel Commission will receive the Director’s recommendation to review, discuss, and adopt the 2022-2023 Annual Report of the Personnel Commission.</p> | <p>ACTION
Pages 25-46
Moved: _____
Second: _____
Vote: _____</p> |

COMMUNICATIONS

- 16. 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.
- 17. COMMISSIONER REPORTS**
- 18. DIRECTOR AND STAFF REPORTS**
- | | | |
|-------------------------------|--------------------------------|--|
| <p>19. ADJOURNMENT</p> | <p>TIME: _____ p.m.</p> | <p>ACTION
Moved: _____
Second: _____
Vote: _____</p> |
|-------------------------------|--------------------------------|--|

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 no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400, 1401, or mvellanoweth@ovsd.org or meifert@ovsd.org at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).

Safety protocol reminders when attending Personnel Commission meetings in person:

- *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
August 17, 2023**

CALL TO ORDER The August 17, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:59 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the July 13, 2023, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS**

The Personnel Commission met regarding:

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

1. Director, Classified Personnel evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the August 17, 2023, Closed Session Meeting at 4:25 p.m.

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

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
August 17, 2023
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the August 17, 2023, Regular Personnel Commission Meeting to order at 4:32 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch 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** There were no comments from the public at this time.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the July 13, 2023, Regular Personnel Commission meeting.
- Seconded by Commissioner Bidnick and carried with a 3:0 vote.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
There were no job description reviews or revisions submitted for approval.
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2023-05 Universal Instructional Assistant
 - 2023-06 Skilled Maintenance Worker
 - 2023-07 Noon Duty Supervisor
 - 2023-08 Noon Duty Supervisor
- Motion by Commissioner Bidnick to approve the Consent Calendar.
- Seconded by Commissioner Gooch and carried with a 3:0 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 August 15, 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.

**AUTHORIZATION
FOR CONTINUOUS
TESTING –
UNIVERSAL
INSTRUCTIONAL
ASSISTANT**

Director Vellanoweth explained that the classification of Universal Instructional Assistant is utilized to fill vacancies in various district programs, such as the before and after school Child Care program, the Early Learning program, and TK and Kindergarten classes. As such, filling Universal Instructional Assistant vacancies is an ongoing and arduous task with many factors coming into play.

Applicants are provided an opportunity to specify their preferences with regard to the school site(s) they wish to work at, their before, during, and after school availability, and whether they would like to be considered for full time or part time vacancies. Since this classification extends to various types of positions across a variety of programs, the opportunity to certify eligibles allows them to participate in final interviews for the positions that match their expressed interest. Allowing eligibles to specify their preferences provides them an opportunity to remain on the list for the positions they are interested in and reduces the need to begin a new recruitment and to have them reapply for this classification.

Continuous testing for the Universal Instructional Assistant classification will allow us to accept applications at any time. It will also help to expedite the process to test and hire employees in a shorter period of time.

The advantage of continuous testing for high turnover and hard to fill positions is that instead of having a 15 working day posting period for each test administration, the Job Announcement Bulletin is posted one time indicating testing will be conducted continuously on an as needed basis.

Commissioner Gooch requested that Director Vellanoweth describe again the benefits of continuous testing versus the standard procedure for conducting testing.

Director Vellanoweth answered that according to Education Code, we are required to post our positions for 15 working days. After the posting closes, there is an application screening, and candidates are invited to participate in the written exam, oral exam, and final interviews. With the continuous testing, the posting can be left open indefinitely and an application deadline can be imposed at any time. This means if we have ten applicants after two days, we can close the posting, test the candidates, and reopen the posting to continue accepting applications on an ongoing basis.

Motion by Commissioner Bidnick to approve the Authorization of Continuous Testing – Universal Instructional Assistant.

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Bidnick commented that summer is coming to a close. He wished everyone well in the coming school year. Commissioner Bidnick also expressed his displeasure and strong opposition to Assembly Bill 1699. This would remove a lot of the requirements and discretion for managing authorities to hire the most qualified candidate versus the most senior candidate. He asked if a letter had been received that agencies could sign or fill out expressing their opinions.

**COMMISSIONER
REPORTS
(CONTINUED)**

Director Vellanoweth answered yes that she had received something yesterday and would forward it to the Commissioners to solicit their opinions on responding to it.

Commissioner Gooch and Commissioner Ewing concurred with Commissioner Bidnick's assessment of the proposed legislation. Commissioner Ewing also reminded everyone that the next meeting of the Personnel Commission is scheduled for September 14, 2023. Commissioner Gooch shared that he has another commitment on that day and will not be able to attend the Personnel Commission meeting.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth shared that we have been very busy with recruitments. Twelve Campus Safety Supervisor candidates came in to test yesterday and today. There will be approximately 20 candidates for Communications and Public Information Officer moving forward to the oral panel exam.

The FCMAT study has begun. The information they had requested was compiled and provided to them. Commissioner Gooch and Director Vellanoweth participated in the introductory meeting. Commissioner Ewing, Director Vellanoweth, and the Personnel Commission staff were all interviewed this week. The closing meeting was today and Commissioners Ewing and Gooch were present for that. Director Vellanoweth anticipates that they will be requesting additional information.

Summer programs are complete. Director Vellanoweth thanked Betzabeth Vazquez, Personnel Analyst, the rest of the Personnel Commission staff, and the Payroll team for their efforts.

Director Vellanoweth thanked the Facilities department for their hard work on the new and improved Board Room. It looks beautiful.

Director Vellanoweth attended the first Leadership Team meeting for 2023-2024 recently. She also attended the Mesa View ground breaking ceremony along with Commissioner Ewing. The District Kick-Off event is scheduled for August 30.

For Universal Instructional Assistant, efforts have been made to offer additional opportunities for people to apply because there are so many positions to fill in the Transitional Kindergarten (TK) and Expanded Learning Opportunities Program (ELOP). This application is now open to high school students. They can apply and participate in the Instructional Assistant Competency Exam in order to qualify for the position. For any high school students interested in applying, they can go to www.edjoin.org/ovsd. Commissioner Gooch asked if there is an age limit for applicants. Director Vellanoweth answered there is not but if they have not graduated high school, they would need a work permit and there would be limitations to the hours they could work.

Director Vellanoweth stated that a draft of the 2022-2023 Annual Report of the Personnel Commission was included in the Commissioner's agenda. If there are any questions or comments, please let Director Vellanoweth or Michelle Eifert know. It is planned to bring this item back as a presentation at the September 14 Personnel Commission as a first reading and adoption.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:48 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 14, 2023

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

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.*)

2023-09 ALC Attendant
2023-10 Child Care Program Facilitator
2023-11 Instructional Assistant – Special Education
2023-12 Instructional Assistant – Severely Disabled
2023-13 Instructional Assistant – ABA
2023-14 Universal Instructional Assistant
2023-15 Buyer
2023-16 Noon Duty Supervisor
2023-17 Lead Food Service Worker
2023-18 Universal Instructional Assistant
2023-19 Campus Safety Supervisor
2023-20 Instructional Assistant – ABA
2023-21 Noon Duty Supervisor
2023-22 Custodian
2023-23 Communications and Public Information Officer

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2023-09 through 2023-23.

Eligibility Lists
Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-09	ALC Attendant	No. of Applicants 3 Screened Out 0 Written Exam Date 7/12/2023 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 8/8/2023 No Show/ Withdrew 0 Did Not Qualify 0	3	3	Open, Promotional, & Merge
2023-10	Child Care Program Facilitator	No. of Applicants 1 Screened Out 0 Performance Exam 8/7/2023 Test Date No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 8/7/2023 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open & Promotional
2023-11	Instructional Assistant – Special Education	No. of Applicants 3 Screened Out 0 Written Exam Test Date 7/26/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 8/8/2023 No Show/ Withdrew 0 Did Not Qualify 1	3	3	Open, Promotional, & Merge
2023-12	Instructional Assistant – Severely Disabled	No. of Applicants 2 Screened Out 0 Written Exam Test Date 7/26/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 8/8/2023 No Show/ Withdrew 0 Did Not Qualify 1	1	1	Open, Promotional, & Merge
2023-13	Instructional Assistant - ABA	No. of Applicants 6 Screened Out 1 Written Exam Test Date 7/16/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 8/8/2023 No Show/ Withdrew 1 Did Not Qualify 0	4	6	Open, Promotional, & Merge
2023-14	Universal Instructional Assistant	No. of Applicants 25 Screened Out 0 Written Exam Test Date 7/12/2023 No Show/ Withdrew 6 Did Not Qualify 1 Oral Exam Test Date 8/7/2023 No Show/ Withdrew 13 Did Not Qualify 1	8	10	Open, Promotional, & Merge

Eligibility Lists
Page 3

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-15	Buyer	No. of Applicants 17 Screened Out 6 Written Exam Test Date 7/20/2023 No Show/ Withdrew 4 Did Not Qualify 0 Oral Exam Test Date 8/15/2023 No Show/ Withdrew 2 Did Not Qualify 2	3	3	Open & Promotional
2023-16	Noon Duty Supervisor	No. of Applicants 4 Screened Out 0 Written Exam Test Date 8/16/2023 No Show/ Withdrew 2 Did Not Qualify 0	2	5	Open, Promotional, & Merge
2023-17	School Office Manager	No. of Applicants 6 Screened Out 0 Written Exam Test Date 8/3/2023 No Show/ Withdrew 0 Did Not Qualify 1 Oral Exam Test Date 8/16/2023 No Show/ Withdrew 0 Did Not Qualify 0	5	5	Promotional
2023-18	Universal Instructional Assistant	No. of Applicants 14 Screened Out 1 Written Exam Test Date 8/16/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 8/24/2023 No Show/ Withdrew 5 Did Not Qualify 0	11	18	Open, Promotional, & Merge
2023-19	Campus Safety Supervisor	No. of Applicants 15 Screened Out 1 Written Exam Test Date 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
2023-20	Instructional Assistant – ABA	No. of Applicants 4 Screened Out 0 Written Exam Test Date 8/16/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 8/29/2023 No Show/ Withdrew 0 Did Not Qualify 0	4	6	Open, Promotional, & Merge
2023-21	Noon Duty Supervisor	No. of Applicants 8 Screened Out 0 Written Exam Test Date 8/24/2023 No Show/ Withdrew 2 Did Not Qualify 1	2	7	Open, Promotional, & Merge

Eligibility Lists
Page 4

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-22	Custodian	No. of Applicants 23 Screened Out 8 Written Exam Test Date 7/20/2023 No Show/ Withdrew 7 Did Not Qualify 0 Oral Exam Test Date 8/18/2023 No Show/ Withdrew 5 Did Not Qualify 0	3	4	Open, Promotional, & Merge
2023-23	Communications & Public Information Officer	No. of Applicants 26 Screened Out 6 Performance Exam Test Date 8/23/2023 8/29/2023 8/30/2023 No Show/ Withdrew 2 Did Not Qualify 1 Oral Exam Test Date 8/29/2023 8/30/2023 No Show/ Withdrew 0 Did Not Qualify 1	14	16	Open & Promotional

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 14, 2023

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

Background Information

The Board of Trustees received the following Classified Personnel Activity List for approval at the regular Board Meeting of September 12, 2023, (Exhibit A).

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

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of September 12, 2023.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 12, 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>
Cabrera, Aileen	Universal Instructional Assistant	Lake View	\$18,693 hourly	22.1	09/05/2023
Evans, Katherine	Universal Instructional Assistant	Village View	\$18,693 hourly	22.1	09/05/2023

APPROVE REEMPLOYMENT

In accordance with Merit System Rule 8.5.2:

<u>NAME</u>	<u>POSITION REEMPLOYED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Hernandez, Cynthia	Early Learning Associate Educator	College View Preschool	\$29,076 hourly	29.5	08/31/2023
Turner, Ruth	Early Learning Associate Educator	Various Sites	\$3,699.98 monthly	29.5	08/31/2023

APPROVE REINSTATEMENT

In accordance with Merit System Rule 8.4.1:

<u>NAME</u>	<u>POSITION REINSTATED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Leslie, Izabella	Instructional Assistant - ABA	Hope View	\$22,774 hourly	28.2	09/05/2023

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>
Bernstein, Zachary	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	09/05/2023
Campbell, James	Storekeeper	Substitute	\$29,881 hourly	37.3	07/31/2023
Denio, Lisa	Bus Driver Trainee	Trainee	\$16.50 hourly	1.1*	09/15/2023
Hise, Autumn	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	09/05/2023
Lenart, Tyler	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	09/05/2023
Merino, Monica	School Office Manager	Substitute	\$26,426 hourly	36.1	08/14/2023
Sera, Anna	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	09/05/2023
Yancey, Jessica	School Office Manager	Substitute	\$26,426 hourly	36.1	07/01/2023

*This is a single step, entry level position.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 12, 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>
Camacho, Daisy	Instructional Assistant – Bilingual	Oak View Preschool	Resignation	03/02/2009	06/23/2023
Carr, Aundrea	Classified Substitute	District Wide	Resignation	10/26/2021	06/02/2023
Cook, Jessica	Instructional Assistant – Special Education	Spring View	Resignation	10/25/2019	06/23/2023
Garcia, Guizel	School Office Clerk	Mesa View	Resignation	10/04/2022	06/29/2023
Ramirez, Christopher	Instructional Assistant – Severely Disabled	Village View	Resignation	11/28/2022	08/10/2023
Rose, Dina	School Health Technician	Vista View	Retirement	09/30/2003	06/23/2023
Rutan, Sherryl	Child Care Attendant	Star View	Retirement	02/10/2000	06/23/2023
Sandoval, Sean	Classified Substitute	District Wide	Resignation	11/08/2016	08/12/2023
Santos, Gabriel Jr.	Custodian	Village View	Resignation	05/06/2021	09/05/2023
Smith, Stephanie	Instructional Assistant – Special Education	Harbour View	Resignation	01/17/2023	06/23/2023
Soto, Bethsa	Classified Substitute	District Wide	Resignation	09/13/2021	06/05/2023

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 14, 2023

SUBJECT Agenda Item No. 14: CLASSIFIED PERSONNEL RECRUITMENTS LIST

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.

Recommendation

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

Substitute and Future Vacancy Recruitment Status & Update for FY 23/24

Updated:
9/7/2023

REQ	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
1	3051 ALC Attendant	Visa View	29.75	Reposted (11)	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	6/27/2023	Pending pre - employment		New Position
2	3554 Bus Driver/Utility Worker	Transportation	30	Reposted (8)	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	TBD - no applicants	5/17/2023	Recruitment in progress		New Position
3	Bus Driver/Utility Worker	Transportation	30	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	TBD - no applicants		Recruitment in progress		New Position
4	10000317 Buyer	Purchasing	40	Posted	6/21/2023 - 7/13/2023	7/20/2023	8/15/2023	8/24/2023	Complete	9/1/2023	Replacing Employee - Sara Cardenas
5	10000261 Campus Safety Supervisor	Marine View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	8/25/2023	8/29/2023	Recruitment in progress		New Position
6	10000262 Campus Safety Supervisor	Marine View	40	Reposted (2)	8/24/2023 - 9/13/2023	8/16/2023	8/25/2023	8/29/2023	Complete	9/5/2023	New Position
7	10000263 Campus Safety Supervisor	Mesa View	40	Posted	7/18/2023 - 8/9/2023	8/16/2023	8/25/2023	8/29/2023	Complete	9/11/2023	New Position
8	10000264 Campus Safety Supervisor	Mesa View	40	Posted	7/18/2023 - 8/9/2023	8/16/2023	8/25/2023	8/29/2023	Recruitment in progress		New Position
9	10000265 Campus Safety Supervisor	Spring View	40	Posted	7/18/2023 - 8/9/2023	8/16/2023	8/25/2023	8/29/2023	Complete	9/5/2023	New Position
10	10000266 Campus Safety Supervisor	Spring View	40	Posted	7/18/2023 - 8/9/2023	8/16/2023	8/25/2023	8/29/2023	Recruitment in progress		New Position
11	10000267 Campus Safety Supervisor	Visa View	40	Posted	7/18/2023 - 8/9/2023	8/16/2023	8/25/2023	8/29/2023	Pending pre - employment	Tentative 9/15/2023	New Position
12	10000268 Campus Safety Supervisor	Visa View	40	Posted	7/18/2023 - 8/9/2023	8/16/2023	8/25/2023	8/29/2023	Recruitment in progress		New Position
13	2382 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
14	2937 Child Care Program Facilitator	Star View	20.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position
15	2938 Child Care Program Facilitator	Westmont	20.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position
16	2939 Child Care Program Facilitator	Mesa View	19.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position
17	10000307 Communication & Public Information Officer	Superintendent	40	Posted	7/17/2023 - 8/4/2023	N/A	8/29/2023 & 8/30/2023	9/13/2023	Recruitment in progress		New Position
18	3420 Cook	Central Kitchen	25	Reposted (3)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD - no candidates		Recruitment in progress		New Position
19	10000076 Custodian	Hope	25	Reposted (2)	9/1/2023 - 3/1/2024	PC test every other Wednesdays for eligible candidates	8/17/2023	9/11/2023	Recruitment in progress		Replacing Employee - Vincent Novel
20	10000077 Custodian	Maintenance	40	Reposted (2)	9/1/2023 - 3/1/2024	PC test every other Wednesdays for eligible candidates	8/17/2023	9/11/2023	Recruitment in progress		New Position

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21. 10000078	Custodian	Maintenance	40	Reposted (2)	9/1/2023 - 3/1/2024	PC test every other Wednesdays for eligible candidates	8/17/2023	9/11/2023	Recruitment in progress		New Position
22. 10000535	Custodian	Golden View	28.75	Reposted (2)	9/1/2023 - 3/1/2024	PC test every other Wednesdays for eligible candidates	8/17/2023	9/11/2023	Recruitment in progress		Replacing Employee - Anthony Alvarez
23. 10000305	Early Learning Associate Educator	College View Preschool	29.75	pending posting					Pending posting		Replacing Employee - Ruth Turner
24. 3293	Early Learning Instructional Assistant	Oak View Preschool	18.75	Reposted (4)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Luz Elena Ioya
25. 3295	Early Learning Instructional Assistant	College Preschool	17.5	Reposted (4)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Ruth Ocampo
26. 3387	Early Learning Instructional Assistant	College Preschool	18.75	Reposted (4)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Ariana Hernandez
27. 10000367	Early Learning Instructional Assistant	College View Preschool	18.75	Reposted (4)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Cynthia Hernandez
28. 3294	Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Reposted (4)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Victoria Gonzalez
29. 10000496	Food Service Worker	Oak View	27	Posted	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A	9/1/2023 transfer interviews	Recruitment in progress		Replacing Employee - amika Martinez
30. 10000497	Food Service Worker	Westmont	24.5	Posted	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Dana Moyer
31. 10000498	Food Service Worker	Spring View	18.75	Posted	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Mildred Munsterman
32. 10000499	Food Service Worker	Mesa View	17.5	Posted	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Lori Moyer
33. 10000501	Food Service Worker	Marine View	25	Posted	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A		Complete	9/1/2023	Replacing Employee - Mary Baker
34. 10000316	Human Resources Technician	Human Resources	40	Posted	7/27/2023 - 8/18/2023	8/24/2023	9/15/2023		Recruitment in progress		Replacing Employee - Deb Thach
35. 10000439	Instructional Assistant - SD	Village View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Pending pre - employment		New Position
36. 10000196	Instructional Assistant	Lake View	10						Pending staff reassignment per reduction in positions		Replacing Employee - Kallee Stephens

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37	Instructional Assistant - ABA	Hope View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		Replacing Employee - Jennifer Marstal
38	Instructional Assistant - ABA	Hope View	29.75	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Complete	9/5/2023	Replacing Employee - Isabella Leslie
39	Instructional Assistant - ABA	Spring View	29.75	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		New Position
40	Instructional Assistant - ABA	Vista View	29.75	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		Replacing Employee - Ellen Lavigne
41	Instructional Assistant - ABA	Westmont	18	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		New Position
42	Instructional Assistant - ABA	Hope View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Complete	9/7/2023	New Position
43	Instructional Assistant - ABA	Hope	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		New Position
44	Instructional Assistant - ABA	Hope View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Waived offer		New Position
45	Instructional Assistant - ABA	Oak View Preschool	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Pending pre - employment		Replacing Employee - Ann Ahn
46	Instructional Assistant - ABA	Village View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Waived offer		New Position
47	Instructional Assistant - ABA	Star View	29.75	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		New Position
48	Instructional Assistant - ABA	Spring View	29.75	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		New Position
49	Instructional Assistant - Physical Education	Teaching & Learning	24.5	Posted	7/19/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		Replacing Employee - Estevan Salgado
50	Instructional Assistant - Special Education	Marine View	27.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		Retired - Maria Condon
51	Instructional Assistant - Special Education	Golden View	27	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		Replacing Employee - Gina Scott

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52	3253 Instructional Assistant - Special Education	Marine View	27.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Complete	9/5/2023	Replacing Employee - Melissa Barris
53	10000390 Instructional Assistant - Special Education	College View	25	Posted	7/19/2023 - until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Recruitment in progress		New Position
54	10000420 Instructional Assistant - Special Education	Harbour View	26.5	Posted	7/19/2023 - until filled	PC test every other Wednesdays for eligible candidates	9/11/2023	9/8/2023	Offered		Replacing Employee - Stephanie Smith
55	10000430 Lead Food Service Worker	OnkView	27	Transfer List			N/A	8/31/2023	Complete	9/1/2023	Replacing Employee -
56	10000432 Lead Food Service Worker	Marine View	27.5	Transfer List			N/A	8/31/2023	Complete	9/1/2023	Replacing Employee -
57	10000433 Lead Food Service Worker	College View	25.5	Transfer List			N/A	8/31/2023	Complete	9/1/2023	Replacing Employee -
58	10000079 Maintenance HVAC Mechanic	Maintenance	40	Reposted (7)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	9/13/2023		Recruitment in progress		New position
59	10000343 Maintenance Worker	Facilities		Pending Posting					Recruitment in progress		Replacing Employee - Antonio Garcia
60	3014 Noon Duty Supervisor	College View	7	Continuous	3/30/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	8/21/2023	Pending pre - employment		Replacing Employee - Yolanda Ortiz
61	3318 Noon Duty Supervisor	Vista View	9	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	9/5/2023	Replacing Employee - Alicia Martin
62	3494 Noon Duty Supervisor	Westmont	7	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Carren Martin
63	3501 Noon Duty Supervisor	Golden View	7	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	8/29/2023	Complete	9/5/2023	Replacing Employee - Lejane Noguchi
64	3503 Noon Duty Supervisor	Hope View	7.32	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jessie Hooykaas
65	3513 Noon Duty Supervisor	Golden View	6	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	8/29/2023	Complete	9/6/2023	Replacing Employee - Theresa Storrer
66	3516 Noon Duty Supervisor	Circle View	6	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	9/7/2023	Recruitment in progress		Replacing Employee - Denise Gutierrez
67	3548 Noon Duty Supervisor	Westmont	7	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Rosabel Hernandez Cordova
68	3550 Noon Duty Supervisor	Mesa View	10	Reposted (8)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	5/17/2023	Recruitment in progress		Replacing Employee - Kristin Stelle

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69	10000011 Noon Duty Supervisor	Hope View	7.32	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jodi Cooper
70	10000046 Noon Duty Supervisor	Village View	6	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Andrea Herro
71	10000053 Noon Duty Supervisor	Harbour View	9	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Pending pre - employment	tentative 9/11/2023	Replacing Employee - Myra Cunningham
72	10000428 Noon Duty Supervisor	Marine View	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
73	10000429 Noon Duty Supervisor	Marine View	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
74	10000456 Noon Duty Supervisor	Marine View	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
75	2302 Parent Liaison Inst. Asst. Bilingual-Spanish	Spring / Mesa View	20	Repost (3)	1/7/2022 - 1/6/2023	PC test every other Wednesdays for eligible candidates	TBD		Pending - recommendations from hiring manager from final interview		New Position
76	3423 Parent Liaison Inst. Asst. Bilingual-Spanish	College	10	Repost (3)	1/7/2022 - 1/6/2023	PC test every other Wednesdays for eligible candidates	TBD		Pending - recommendations from hiring manager from final interview		Replacing Employee - Liliana Montes
77	2303 Parent Liaison Inst. Asst. Bilingual-Viet	Star / Vista View	25	Repost (4)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	Pending bilingual exam		Candidate withdrew, recruitment in progress		Replacing Employee - Tung Ngo
78	3369 School Health Technician	Spring View	25	Repost (6)	3/30/2023 - until filled	PC test every other Wednesdays for eligible candidates	9/7/2023	5/15/2023, 6/6/2023	Recruitment in progress		Replacing Employee - Lara Kardos
79	10000117 School Health Technician	Golden View	20	Repost (6)	3/30/2023 - until filled	PC test every other Wednesdays for eligible candidates	9/7/2023		Recruitment in progress		Replacing Employee - Naidine Diaz
80	10000165 School Health Technician	Westmont	20	Repost (6)	3/30/2023 - until filled	PC test every other Wednesdays for eligible candidates	9/7/2023		Recruitment in progress		Replacing Employee - Lei Wu
81	10000425 School Health Technician	Vista View	25	Repost (6)	3/30/2023 - until filled	PC test every other Wednesdays for eligible candidates	9/7/2023		Recruitment in progress		Replacing Employee - Dina Rose
82	10000393 School Office Clerk	Mesa View	29.5	Posted	8/21/2023 - 9/12/2023	9/20/2023			Recruitment in progress		Replacing Employee - Guisel Garcia
83	10000227 School Office Manager	Marine View	40	Posted	7/5/2023 - 7/25/2023	8/3/2023	8/16/2023 or 8/31/2023	8/23/2023	Pending start date		Replacing Employee - Vajira Ramirez
84	10000506 School Office Manager	Vista View	40					8/31/2023 & 9/7/2023	Recruitment in progress		Replacing Employee - Barndi Knox

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85	2908 Speech & Language Assistant	Vista View	29.5	Reposted (4)	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	TBD	6/16/2023	Recruitment in progress		Replacing Employee - Alle Thompson
86	10000394 Speech & Language Assistant	Village View	29.75	Reposted (4)	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Aja Do
87	10000347 Sprinkler Mechanic	Facilities	40	Posting	8/21/2023 - 9/11/2023	9/20/2023	TBD		Pending posting		Replacing Employee - Joe Sejuit
88	3434 Universal Instructional Assistant	Golden	17.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
89	3460 Universal Instructional Assistant	Village View	10	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Pending pre - employment		Replacing Employee - Corrie Benson
90	10000212 Universal Instructional Assistant	Harbour View	26.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/5/2023	New Position
91	10000232 Universal Instructional Assistant	Circle View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
92	10000233 Universal Instructional Assistant	Circle View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
93	10000234 Universal Instructional Assistant	Circle View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
94	10000235 Universal Instructional Assistant	Circle View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
95	10000236 Universal Instructional Assistant	Circle View	15.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
96	10000237 Universal Instructional Assistant	Circle View	16.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
97	10000238 Universal Instructional Assistant	Circle View	21	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
98	10000239 Universal Instructional Assistant	Circle View	21	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Pending pre - employment		New Position
99	10000240 Universal Instructional Assistant	College View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
100	10000241 Universal Instructional Assistant	College View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position

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101. 10000242	Universal Instructional Assistant	College View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
102. 10000243	Universal Instructional Assistant	College View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Req cancelled & replaced 10000260		New Position
103. 10000244	Universal Instructional Assistant	College View	15.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
104. 10000245	Universal Instructional Assistant	College View	16.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
105. 10000269	Universal Instructional Assistant	Lake View	12.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
106. 10000270	Universal Instructional Assistant	Lake View	12.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
107. 10000271	Universal Instructional Assistant	Lake View	13	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
108. 10000272	Universal Instructional Assistant	Lake View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
109. 10000273	Universal Instructional Assistant	Lake View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
110. 10000274	Universal Instructional Assistant	Lake View	16	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
111. 10000275	Universal Instructional Assistant	Lake View	17	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
112. 10000276	Universal Instructional Assistant	Lake View	18.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
113. 10000277	Universal Instructional Assistant	Lake View	18.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
114. 10000278	Universal Instructional Assistant	Lake View	15.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
115. 10000279	Universal Instructional Assistant	Lake View	17	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position

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116 10000280	Universal Instructional Assistant	Lake View	18	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
117 10000281	Universal Instructional Assistant	Star View	12.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
118 10000282	Universal Instructional Assistant	Star View	12.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
119 10000283	Universal Instructional Assistant	Star View	12.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
120 10000284	Universal Instructional Assistant	Star View	12.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
121 10000285	Universal Instructional Assistant	Star View	13	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
122 10000286	Universal Instructional Assistant	Star View	13	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
123 10000287	Universal Instructional Assistant	Star View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
124 10000288	Universal Instructional Assistant	Star View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
125 10000289	Universal Instructional Assistant	Star View	17	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
126 10000290	Universal Instructional Assistant	Star View	17	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
127 10000291	Universal Instructional Assistant	Star View	18.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
128 10000292	Universal Instructional Assistant	Star View	18.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
129 10000293	Universal Instructional Assistant	Star View	15.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
130 10000295	Universal Instructional Assistant	Star View	18	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position

REQ	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
131. 10000296	Universal Instructional Assistant	Village View	13	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
132. 10000297	Universal Instructional Assistant	Village View	13	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
133. 10000298	Universal Instructional Assistant	Village View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
134. 10000299	Universal Instructional Assistant	Village View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
135. 10000300	Universal Instructional Assistant	Village View	16	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
136. 10000384	Universal Instructional Assistant	Circle View	40	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/5/2023	New Position
137. 10000417	Universal Instructional Assistant	Sarr View	10	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023			New Position
138. 10000426	Universal Instructional Assistant	Lake View	40	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/5/2023	New Position
139. 10000450	Universal Instructional Assistant	Golden	26.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/5/2023	New Position
140. 10000523	Universal Instructional Assistant	Westmont	26.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/5/2023	Replacing Employee - Amanda Oberbeck
141. 10000532	Universal Instructional Assistant	College View	10	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/6/2023	
142. 10000534	Universal Instructional Assistant	College View	10	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/5/2023	
143. 10000536	Universal Instructional Assistant	Westmont	10	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023			New Position
144. 10000537	Universal Instructional Assistant	Westmont	10	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023			New Position
145. 3099	Universal Instructional Asst	Lake View	8.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position

REQ	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
146	3435 Universal Instructional Asst	Golden View	17.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Withdraw - sub only		New Position
147	3437 Universal Instructional Asst	Lake View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/5/2023	New Position
148	3438 Universal Instructional Asst	Lake View	15.25	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Withdraw		New Position
149	3439 Universal Instructional Asst	Star View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Pending pre - employment		New Position
150	3440 Universal Instructional Asst	Star View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
151	3443 Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
152	3444 Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
153	10000230 Universal Instructional Asst	Star View	17	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Pending pre - employment		New Position
154	10000294 Universal Instructional Asst	Star View	17	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
155	10000309 Universal Instructional Asst	Star View	19	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Pending pre - employment		New Position
156	10000310 Universal Instructional Asst	Circle View	9	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/6/2023	New Position
157	10000313 Universal Instructional Asst	Golden View	20	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position
158	10000325 Universal Instructional Asst	Hope View	40	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/5/2023	New Position - New TK position
159	10000326 Universal Instructional Asst	Hope View	40	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position - New TK position
160	10000329 Universal Instructional Asst	Westmont	10	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position - New TK position

REQ	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
161 10000331	Universal Instructional Asst	Star	10	Reposted (9)	7/5/2023- until filled	P.C test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position - New TK position
162 10000332	Universal Instructional Asst	Lake	40	Reposted (9)	7/5/2023- until filled	P.C test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position - New TK position
163 10000333	Universal Instructional Asst	Harbour	26.5	Reposted (9)	7/5/2023- until filled	P.C test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/6/2023	New Position - New TK position
164 10000334	Universal Instructional Asst	College	10	Reposted (9)	7/5/2023- until filled	P.C test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Recruitment in progress		New Position - New TK position
165 10000344	Universal Instructional Asst	Circle	19	Reposted (9)	7/5/2023- until filled	P.C test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023			New Position - Kids club
166 pending req	Universal Instructional Asst	Circle View	40	Reposted (9)	7/5/2023- until filled	P.C test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023	Complete	9/6/2023	New Position - New TK position
167 10000427	Universal Instructional Assistant	Lake View	10	Reposted (9)	7/5/2023- until filled	P.C test every other Wednesdays for eligible candidates	8/24/2023	8/30/2023			Replacing Employee Faten Shehadeh

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth, Director, Classified Personnel
Michelle Eifert, Personnel Assistant

DATE: September 14, 2023

**SUBJECT: Agenda Item No. 15: Annual Report of the Personnel Commission
2022-2023 First Reading and Adoption**

Background Information

Annually, in accord with Education Code 45266, the Director of Classified Personnel is required to prepare an Annual Report of Personnel Commission activity to be sent to the Board of Trustees. A draft of the 2022-2023 Annual Report of the Personnel Commission was shared with the Personnel Commission in their August monthly memo.

The Annual Report prepared for 2022-2023 provides information about the Merit System, the role of the Personnel Commission, Commission meetings, and data about many other activities performed by the Commission and its staff. The report includes specific information about classified workforce statistics, recruitment, testing, eligibility lists established during the year, employment actions, classification and job description review actions, Merit Rule revisions and other activities done on behalf of the District and its classified employees. The report also contains the ongoing Goals of the Personnel Commission.

When finalized, the Annual Report of the Personnel Commission will be presented to the Board of Trustees, displayed in the Personnel Commission Office, distributed throughout the District, and posted on the Personnel Commission's page of the District website in a PowerPoint format.

Attachments: 2022-2023 Annual Report of the Personnel Commission
(Both brochure and PowerPoint formats)
5 Year Personnel Commission Annual Report Information

Recommendation

The Director, Classified Personnel recommends the Personnel Commission review, discuss and adopt the 2022-2023 Annual Report of Personnel Commission activities.

THE MERIT SYSTEM

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

GOALS OF THE COMMISSION

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

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. These meetings are typically held in the District Office Board Room and are also able to be viewed virtually. Agendas are posted at least 72 hours preceding the next meeting at the District office outside the Board Room, on the District website, and are distributed to Commissioners, Board Members, District Administrators, and the school sites. Agendas include the exact time, date, and place of the meeting, a link to the virtual recording of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Employees and members of the community are cordially invited to attend Commission meetings in person or view virtually via Zoom or YouTube.

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

WHAT WE DO

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

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

HOW TO REACH US:

OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

17200 Pinehurst Lane
Huntington Beach, CA 92647

www.ovsd.org/pc

Phone: 714-847-2551
Fax: 714-847-1430

Michelle Vellanoweth
Director
Ext. 1400
mvellanoweth@ovsd.org

Michelle Eifert
Personnel Assistant
Ext. 1401
meifert@ovsd.org

Betzabeth Vazquez
Personnel Analyst
Ext. 1404
bavazquez@ovsd.org

Diana Flores
Personnel Technician
Ext. 1403
dflores@ovsd.org

2022-2023

PERSONNEL COMMISSION ANNUAL REPORT

Ocean View School District



Personnel Commissioners
Commissioner Lance Bidnick
Board Appointee

Commissioner Bob Ewing
CSEA Appointee

Commissioner Daniel P. Gooch
Joint Appointee

Classified Personnel
Michelle Vellanoweth
Director, Classified Personnel

Michelle Eifert
Personnel Assistant

Betzabeth Vazquez
Personnel Analyst

Diana Flores
Personnel Technician

Board of Trustees

Gina Clayton-Tarvin

Patricia Singer

Jack Souders

Morgan Westmoreland

Norm Westwell

Executive Cabinet

Michael Conroy, Ed.D., Superintendent

Reagan Headrick, Assistant Superintendent

Keith Farrow, Assistant Superintendent

Julianne Hoefler, Ph.D., Assistant Superintendent

CLASS WORKFORCE STATISTICS (as of 6/30/2023)

- 81 Active Bargaining Unit Classifications
- 3 Active Confidential Classifications
- 13 Active Management Classifications
- 1 Non Represented Classification
- 541 Total Regular Classified Employees

RECRUITMENT AND TESTING STATISTICS

- 744 Applicants
- 595 Examinees
- 71 Disqualified/Failed
- 299 Eligibles
- 115 Recruitments (37 classifications)
Written Exam
- Oral Interview Panel Exam
- Potential Performance Exam
- 255 No Shows to Exams
- 174 OVSD Interview Panelists
- 11 Panelists from Other Districts
- 124 Final Interviews Scheduled
- 135 Pre-Placement Appointments
- 170 On-Boarding Appointments

115 RECRUITMENTS

- 56 Supplemental, written, oral exams created/updated
- 123 Written Exam Sessions Administered
- 91 Oral Exam Sessions Administered
- 124 Final Selection Interview Sessions Scheduled

CLASSIFICATIONS RECRUITED FOR

- 2 ALC Attendant
- 5 Bus Driver/Utility Worker
- 1 Central Kitchen Supervisor
- 1 Child Care Program Facilitator
- 1 Child Care Supervisor
- 1 Community Liaison Bilingual – Spanish
- 5 Cook
- 3 Custodian
- 1 District Receptionist
- 2 Early Learning Instructional Assistant
- 1 Field Service Technician
- 6 Food Service Worker
- 1 Groundskeeper I
- 12 Instructional Assistant – ABA
- 1 Instructional Assistant – Computer
- 3 Instructional Assistant – Physical Education
- 8 Instructional Assistant – Severely Disabled
- 11 Instructional Assistant – Special Education
- 1 Lead Behavior Instructional Assistant
- 1 Lead Food Service Worker
- 1 Library Instructional Materials Technician

CLASSIFICATIONS RECRUITED FOR - CONTINUED

- 1 Locksmith
- 1 Maintenance Carpenter/Cabinetmaker
- 3 Maintenance HVAC Mechanic
- 1 Maintenance Worker
- 1 Mechanic
- 16 Noon Duty Supervisor
- 2 Parent Liaison Instructional Asst Bilingual – Spanish
- 1 Program Support Specialist
- 4 School Health Technician
- 1 School Library Specialist
- 2 School Office Clerk
- 1 School Office Clerk Bilingual - Spanish
- 1 Senior Clerk Typist
- 1 Senior Purchasing Clerk
- 3 Speech and Language Assistant
- 8 Universal Instructional Assistant

CLASSIFICATION ACTIONS

- 1 **Reclassifications**
School Office Manager – Bilingual reclassified to Department Secretary - Bilingual
- 1 Accounting Technician reclassified to Senior Accounting Technician

Advance Step Placements

- 2 Bus Driver/Utility Worker
- 1 Maintenance Worker
- 2 Program Support Specialist
- 1 School Health Technician

Names Removed from Eligibility Lists

- 1 Senior Clerk Typist

Salary Range Reallocations

- 1 Director of Food & Nutrition Services
- 1 Director of Information Technology
- 1 Maintenance HVAC Mechanic
- 1 Payroll Technician

Job Description Revision

- 1 Child Care Program Supervisor

New Classification Developed

- 1 Senior Accounting Technician

Appeal Hearing of Applicant

- 1 Groundskeeper I

Temporary Merit Rule Waiver

- 1 7.2.12.A.1 – Rate on Appointment as Provisional, Limited Term, and Substitute

CLASSIFICATION ACTIONS – CONTINUED

- 1 **Establishing Titles and Rates of Pay for Translating Services Provided on a Temporary or As Needed Basis**

CLASSIFIED EMPLOYMENT ACTIONS

- 105 New Hires (Regular Employees)
- 145 New Hires (Substitute Employees)
- 36 Promotions
- 0 Reemployments
- 6 Reinstatements
- 2 Reclassifications
- 90 Resignations (Regular Employees)
- 14 Resignations/No Response (Substitute Employees)
- 8 Probationary Releases
- 0 Abandonments of Position
- 0 Exhaustions of Available Leave
- 6 Retirements
- 0 Layoffs
- 1 Voluntary Demotion
- 3 Leaves of Absence Without Pay
- 3 Lateral Transfers
- 1 Deceased
- 2 Extra Duty Pay

CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR

CATEGORY	EMPLOYEE	CLASSIFICATION	SITE
Para-Professional	Mara Moore	Instructional Assistant – Special Education	Oak View
Health & Student Services	Jetza Polk	ALC Attendant	Marine View
Transportation Services	Edwin Vey*	Bus Driver/Utility Worker	Transportation
Food & Nutrition Services	Bessie Washington	Lead Food Service Worker	Golden View
Clerical & Administrative Services	Janet Worley	Administrative Assistant	District Office

****Congratulations to Ed Vey who was also named the 2023 Orange County Department of Education Classified School Employee of the Year in the category of Transportation Services.***

CERTIFICATED & CLASSIFIED EMPLOYEE RECOGNITIONS

2	35 Years of Service
16	30 Years of Service
18	25 Years of Service
31	20 Years of Service
33	15 Years of Service
25	10 Years of Service
34	5 Years of Service
18	Retirees

May 15-19, 2023, was designated as the Week of the Employee, which recognizes all certificated, classified, and management employees.

Classified School Employees of the Year and Teachers of the Year were recognized at the April 4, 2023, Board of Trustees Meeting. Classified School Employees of the Year were also recognized at the April 27, 2023, Personnel Commission Meeting.

Service Award Recipients and Retirees were honored at the June 6, 2023, Board of Trustees Meeting.

ABOUT OCEAN VIEW SCHOOL DISTRICT

The District boundaries encompass portions of Huntington Beach, Fountain Valley, Westminster, Midway City, and Seal Beach.

The District operates fifteen schools, Preschool through Eighth grade.

As of June 30, 2023:

- 6,441 students were enrolled
- 1,253 employees were on staff
 - 360 Certificated staff
 - 541 Classified staff
 - 141 Certificated substitutes
 - 211 Classified substitutes

NON-DISCRIMINATION STATEMENT

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



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the

PERSONNEL COMMISSION

2022-2023

Personnel Commissioners

Lance Bidnick, Board Appointee

Bob Ewing, CSEA Appointee

Daniel P. Gooch, Joint Appointee

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GOALS OF THE COMMISSION

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

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WHAT WE DO

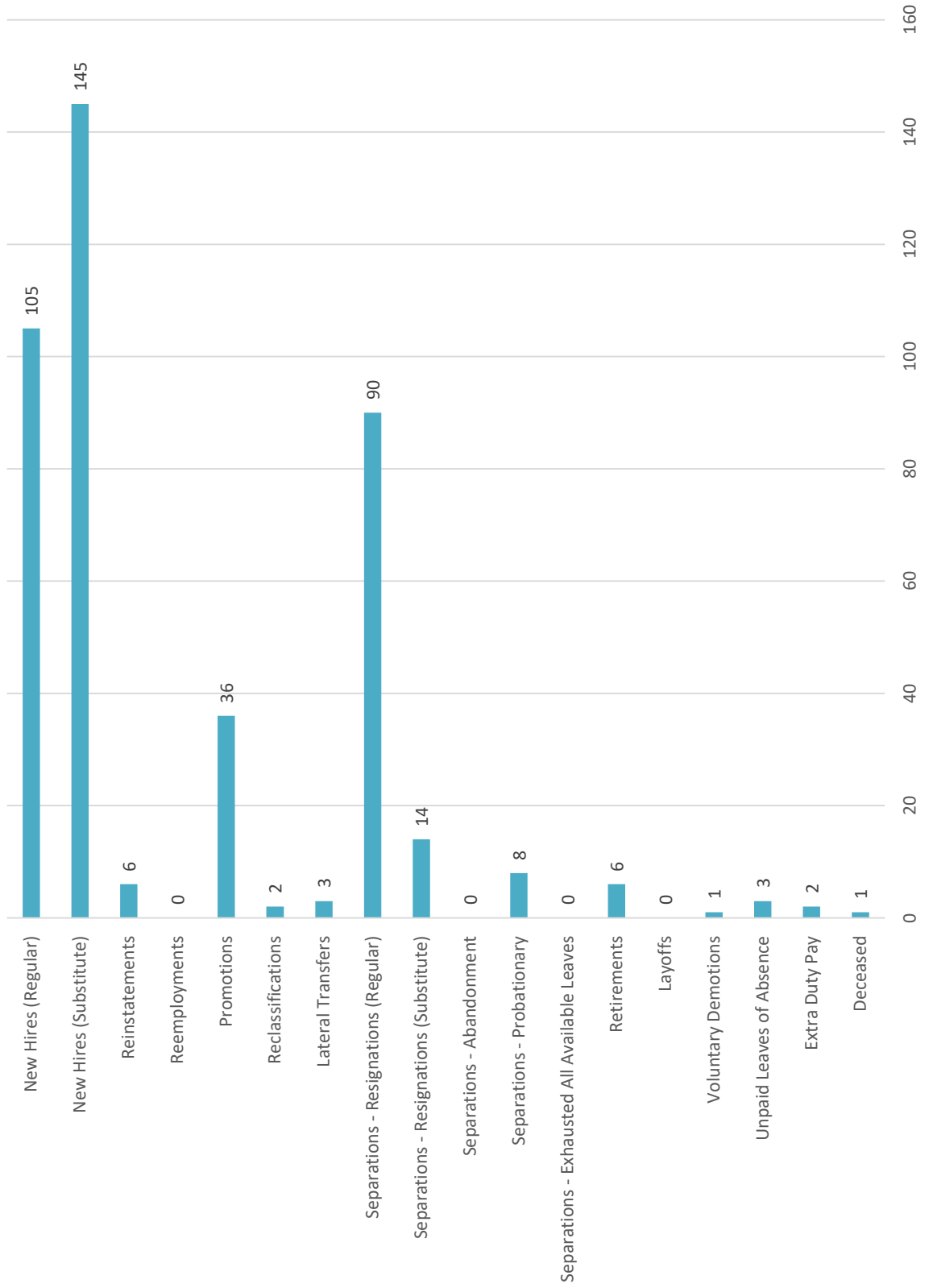
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- Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
- Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- Provides for training of its own staff. (EC 45255)

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Classified Actions 2022-2023



2022-2023 Statistics and Classification Actions

Recruitment & Testing Statistics	
744	Applicants
595	Examinees
71	Disqualified
299	Eligibles
115	Recruitments (37 Classes) Each consisting of <ul style="list-style-type: none"> • Written Exam • Oral Panel Interview Exam • Potential Performance Exam
255	No Shows to Exams
174	OVSD Interview Panelists
11	Panelists from other Districts
124	Final Interview Sessions Scheduled
135	Preplacement Appointments
170	On-Boarding Appointments

Class Workforce Statistics	
81	Active CSEA Classifications
3	Active Confidential Classifications
13	Active Management Classifications
1	Non-Represented Classifications
541	Total Regular Classified Employees

Other Classification Actions

6 Advance Step Placements
Bus Driver/Utility Worker (2)
Maintenance Worker
Program Support Specialist (2)
School Health Technician
4 Salary Range Reallocations
Director of Food & Nutrition Services
Director of Information Technology
Maintenance HVAC Mechanic
Payroll Technician
1 Reactivation/Revision of Former Classification
Child Care Program Supervisor
1 New Classification
Senior Accounting Technician

1 Name Removed from Eligibility Lists
Senior Clerk Typist
2 Reclassifications
School Office Manager – Bilingual to Department Secretary – Bilingual
Accounting Technician to Senior Accounting Technician
1 Appeal Hearing of Applicant
Groundskeeper I
1 Temporary Rule Waiver
Merit Rule 7.2.12.A.1 Rate on Appointment as Provisional, Limited Term, and Substitute
1 Establishment of Titles & Rates of Pay for Translating Services Provided on a Temporary or As Needed Basis

115 Recruitments Were Conducted
123 Written Exam Sessions Were Administered
91 Oral Exam Sessions Were Administered
124 Final Selection Interview Sessions Were Scheduled

ALC Attendant (2)	District Receptionist	Instructional Assistant – Severely Disabled (8)	Maintenance Worker	School Office Clerk – Bilingual (Spanish)
Bus Driver/ Utility Worker (5)	Early Learning Instructional Assistant (2)	Instructional Assistant – Special Education (11)	Mechanic	Senior Clerk Typist
Central Kitchen Supervisor	Field Service Technician	Lead Behavior Instructional Assistant	Noon Duty Supervisor (16)	Senior Purchasing Clerk
Child Care Program Facilitator	Food Service Worker (6)	Lead Food Service Worker	Parent Liaison Instructional Assistant Bilingual (Spanish) (2)	Speech and Language Assistant (3)
Child Care Supervisor	Groundskeeper I	Library Instructional Materials Technician	Program Support Specialist	Universal Instructional Assistant (8)
Community Liaison Bilingual – Spanish	Instructional Assistant – ABA (12)	Locksmith	School Health Technician (4)	
Cook (5)	Instructional Assistant – Computer	Maintenance Carpenter /Cabinetmaker	School Library Specialist	
Custodian (3)	Instructional Assistant – Physical Education (3)	Maintenance HVAC Mechanic (3)	School Office Clerk (2)	

2023 Classified School Employees of the Year & Other Recognitions

Employee	Site	Classification	Category
Mara Moore	Oak View	Instructional Asst. – Special Education	Paraprofessional
Jetza Polk	Marine View	ALC Attendant	Health & Student Services
Edwin Vey *	Transportation	Bus Driver/Utility Worker	Transportation Services
Bessie Washington	Golden View	Lead Food Service Worker	Food & Nutrition Services
Janet Worley	District Office	Administrative Assistant	Clerical & Administrative Services

** Congratulations to Ed Vey, who was also named as an Orange County Classified Employee of the Year in the category of Transportation Services, by the Orange County Department of Education!!*

May 15-19, 2023, was designated as the Week of the Employee, which recognizes all certificated, classified, and management employees.

Classified School Employees of the Year and Teachers of the Year were recognized at the April 4, 2023, Board of Trustees Meeting. Classified School Employees of the Year were also recognized at the April 27, 2023, Personnel Commission Meeting.

Service Award Recipients and Retirees were honored at the June 6, 2023, Board of Trustees Meeting.

Years of Service Awards 2022-2023

Certificated & Classified Employee Recognitions	
35 Years of Service	2
30 Years of Service	16
25 Years of Service	18
20 Years of Service	31
15 Years of Service	33
10 Years of Service	25
5 Years of Service	34
Retirees	18

Service Award Recipients and Retirees were honored at the June 6, 2023, Board of Trustees meeting.

Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Assistant; and Blake Barton, Human Resources Analyst; participated in a job fair at the Orange County Department of Education. (Photo below).

Betzabeth and Diana also participated in job fairs at Golden West College and the Huntington Beach Adult School.



About Ocean View School District

Ocean View School District boundaries encompass portions of:

- The District operates fifteen schools – Preschool through Eighth grade
- Huntington Beach
- Fountain Valley
- Westminster
- Midway City
- Seal Beach

As of June 30, 2023

- 6,441 students were enrolled
- 1,253 employees were on staff
 - 360 certificated staff
 - 541 classified staff
 - 141 certificated substitutes
 - 211 classified substitutes

How To Reach Us:



Ocean View
School District

17200 Pinehurst Lane
Huntington Beach, CA 92647

Building B

Phone: 714-847-2551
Fax: 714-847-1430

www.ovsd.org/pc



Michelle Vellanoweth
Director, Classified Personnel
Ext. 1400
mvellanoweth@ovsd.org

Michelle Eifert
Personnel Assistant
Ext. 1401
meifert@ovsd.org

Betzabeth Vazquez
Personnel Analyst
Ext. 1404
bavazquez@ovsd.org

Diana Flores
Personnel Technician
Ext. 1403
dflores@ovsd.org

5 Year Recap - Personnel Commission Activities

2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
<p><u>Class Workforce Stats</u></p> <ul style="list-style-type: none"> 86 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 1 Non Represented Class 649 Total Regular Class Employees <p><u>Recruitment and Test Stats</u></p> <ul style="list-style-type: none"> 1369 Applicants 1072 Examinees 141 Disqualified/fail 344 Eligibles 76 Recruitments (33 classifications) Each Includes <ul style="list-style-type: none"> * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 545 No shows to exams 143 OVSD interview panelists 10 Panelists other districts 111 Final Interviews Scheduled <p><u>Employment Actions</u></p> <ul style="list-style-type: none"> 119 New Hires - Regular Employees 12 Promotions of current employees 93 New Hires - Subs and Temps 1 Reemployment 0 Reinstatements 89 Separations - Regular employees 5 Separations - Probationary 67 Separations - Subs/Temps 1 Separations - Abandonment 4 Retirements 0 Layoffs 1 Voluntary Demotions 6 Unpaid Leaves of Absence 0 Lateral Transfer 	<p><u>Class Workforce Stats</u></p> <ul style="list-style-type: none"> 85 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 1 Non Represented Class 578 Total Regular Class Employees <p><u>Recruitment and Test Stats</u></p> <ul style="list-style-type: none"> 666 Applicants 560 Examinees 51 Disqualified/fail 201 Eligibles 51 Recruitments (21 classifications) Each Includes <ul style="list-style-type: none"> * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 288 No shows to exams 83 OVSD interview panelists 7 Panelists other districts 42 Final Interviews Scheduled <p><u>Employment Actions</u></p> <ul style="list-style-type: none"> 60 New Hires - Regular Employees 7 Promotions of current employees 46 New Hires - Subs and Temps 0 Reemployment 7 Reinstatements 74 Separations - Regular employees 10 Separations - Probationary 10 Separations - Subs/Temps 1 Separations - Abandonment 8 Retirements 17 Layoffs 0 Voluntary Demotions 1 Unpaid Leaves of Absence 1 Lateral Transfer 105 On-Boarding Appointments 	<p><u>Class Workforce Stats</u></p> <ul style="list-style-type: none"> 86 Active CSEA Classes 3 Active Confidential Classes 11 Active Management Classes 1 Non Represented Classes 531 Total Regular Class Employees <p><u>Recruitment and Test Stats</u></p> <ul style="list-style-type: none"> 740 Applicants 554 Examinees 74 Disqualified/fail 193 Eligibles 50 Recruitments (26 classifications) Each Includes <ul style="list-style-type: none"> * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 270 No shows to exams 94 OVSD interview panelists 9 Panelists other districts 50 Final Interviews Scheduled <p><u>Employment Actions</u></p> <ul style="list-style-type: none"> 34 New Hires - Regular Employees 9 Promotions of current employees 50 New Hires - Subs and Temps 0 Reemployment from layoff 2 Reinstatements 68 Separations - Regular employees 4 Separations - Probationary 15 Separations - Subs/Temps 2 Separations - Abandonment 26 Retirements 25 Layoffs 2 Voluntary Demotions 29 Unpaid Leaves of Absence 0 Lateral Transfer 168 On-Boarding Appointments 	<p><u>Class Workforce Stats</u></p> <ul style="list-style-type: none"> 96 Active CSEA Classes 3 Active Confidential Classes 13 Active Management Classes 1 Non Represented Classes 529 Total Regular Class Employees <p><u>Recruitment and Test Stats</u></p> <ul style="list-style-type: none"> 856 Applicants 692 Examinees 103 Disqualified/fail 281 Eligibles 85 Recruitments (37 classifications) Each Includes <ul style="list-style-type: none"> * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 308 No shows to exams 152 OVSD interview panelists 18 Panelists other districts 107 Final Interview Sessions Scheduled <p><u>Employment Actions</u></p> <ul style="list-style-type: none"> 110 New Hires - Regular Employees 26 Promotions of current employees 136 New Hires - Subs and Temps 1 Reemployment from layoff 8 Reinstatements 2 Reclassifications 104 Separations - Regular employees 4 Separations - Probationary 52 Separations - Subs/Temps 0 Separations - Abandonment 26 Retirements 0 Layoffs 1 Voluntary Demotions 14 Unpaid Leaves of Absence 3 Lateral Transfer 1 Extra duty pay 1 Deceased 140 Preplacement Appointments 161 On-Boarding Appointments 	<p><u>Class Workforce Stats</u></p> <ul style="list-style-type: none"> 81 Active CSEA Classes 3 Active Confidential Classes 13 Active Management Classes 1 Non Represented Classes 541 Total Regular Class Employees <p><u>Recruitment and Test Stats</u></p> <ul style="list-style-type: none"> 744 Applicants 595 Examinees 71 Disqualified/fail 299 Eligibles 115 Recruitments (37 classifications) Each Includes <ul style="list-style-type: none"> * Written Exam * Oral Interview Panel Exam * Potential Performance Exam 225 No shows to exams 174 OVSD interview panelists 11 Panelists other districts 124 Final Interviews Scheduled <p><u>Employment Actions</u></p> <ul style="list-style-type: none"> 105 New Hires - Regular Employees 36 Promotions of current employees 145 New Hires - Subs and Temps 0 Reemployment from layoff 6 Reinstatements 2 Reclassifications 90 Separations - Regular employees 8 Separations - Probationary 14 Separations - Subs/Temps 0 Separations - Abandonment 6 Retirements 0 Layoffs 1 Voluntary Demotions 3 Unpaid Leaves of Absence 3 Lateral Transfer 2 Extra duty pay 1 Deceased 135 Preplacement Appointments 170 On-Boarding Appointments

5 Year Recap - Personnel Commission Activities

2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
<p>76 Recruitments During 18/19 Administrative Secretary Alternative Learning Center Att Bus Driver (4) Child Care Attendant (8) Child Care Program Facilitator Comm Liaison Bilingual Spanish Custodian Department Secretary Field Service Technician Food Service Worker (2) Groundskeeper I Instructional Assistant (2) Instructional Asst- ABA (7) Instructional Asst - Biling (2) Instructional Asst- Eng Learn (2) Instructional Asst- PE Inst Asst - Severely Disabled (8) Inst Asst - Special Ed (9) Intermediate Clerk Typist Lead Evening Custodian Lead Mechanic (2) Lead Reprographic Technician (2) Locksmith Maintenance Worker Network Systems Manager Noon Duty Supervisor (3) Payroll Technician (3) School Health Technician School Library Specialist (2) School Office Clerk School Office Manager Senior Account Clerk Speech and Language Asst (2)</p>	<p>51 Recruitments During 19/20 Accounting Technician Bus Driver Child Care Attendant (3) Custodian Department Secretary Director of Transportation Early Learning Inst Asst Food Service Worker (2) Instructional Assistant (2) Inst Asst - ABA (10) Inst Asst - PE Inst Assit - Severely Disabled (6) Instl Asst - Sign Language Inst Asst - Special Education (6) Lead Evening Custodian Lead Food Service Worker Maintenance Worker Noon Duty Supervisor (8) Public Information Manager School Health Technician School Library Specialist</p>	<p>50 Recruitments During 20/21 Bus Driver Child Care Attendant Custodian (2) Early Learning Educator Early Learning Instructional Asst Food Service Worker Groundskeeper I Head Custodian Human Resource Specialist Human Resources Technician Inst Asst - ABA (9) Inst Asst- Severely Disabled (7) Inst Asst - Sign Language (2) Inst Asst - Special Education (8) Lead Evening Custodian Lead Food Service Worker Locksmith Maintenance HVAC Mechanic Noon Duty Supervisor (2) Personnel Technician Program Support Specialist School Health Technician School Library Specialist School Office Clerk School Off Manager - Bilingual Skilled Maintenance Worker</p>	<p>85 Recruitments During 21/22 Accounting Technician ALC Attendant (2) Asst Supt, Administrative Services Bus Driver/Utility Worker Central Kitchen Ld Fd Srv Wkr Child Care Attendant (2) Child Care Program Facilitator Custodian (3) Delivery Worker Department Secretary Director of Child Dev Programs Director, Fiscal Services Early Learning IA (2) Food & Nutrition Serv Oper Superv Groundskeeper 1 Human Resources Analyst Instructional Assistant (4) Inst Asst - ABA (10) Inst Asst - Severely Disabled (6) Inst Asst - Special Education (6) Lead Behavior Inst Asst Lead Evening Custodian (3) Maintenance Electrician Maintenance HVAC Mechanic (2) Maintenance Plumber (2) Maintenance Worker Mechanic Noon Duty Supervisor (11) Payroll Technician (4) School Health Technician (3) School Library Specialist (3) School Office Clerk School Office Manager School Office Mgr-Biling Spanish Senior Account Clerk Senior Purchasing Clerk Speech and Language Assistant Transportation Supervisor</p>	<p>115 Recruitments During 22/23 ALC Attendant (2) Bus Driver/Utility Worker (5) Central Kitchen Supervisor Child Care Program Facilitator Child Care Supervisor Community Liaison Bilingual Span Cook (5) Custodian (3) District Receptionist Early Learning Inst Assistant (2) Field Service Technician Food Service Worker (6) Groundskeeper I Inst Asst - ABA (12) Inst Asst - Computer Instructional Asst - PE (3) Inst Asst - Severely Disabled (8) Inst Asst - Special Education (11) Lead Behavior Inst Asst Lead Food Service Worker Library Inst Materials Technician Locksmith Mtce Carpenter/Cabinetmaker Mtce HVAC Mechanic (3) Maintenance Worker Mechanic Noon Duty Supervisor (16) Parent Liaison - IA Biling Span (2) Program Support Specialist School Health Technician (4) School Library Specialist School Office Clerk (2) School Office Clerk Bilingual Span Senior Clerk Typist Senior Purchasing Clerk Speech & Language Asst (3) Universal Inst Asst (8)</p>
<p>85 Exams Administered</p>	<p>59 Written Exam Sessions Administered 31 Oral Exam Sessions Administered 42 Final Selection Interview Sessions Scheduled</p>	<p>70 written Exam Sessions Administered 37 Oral Exam Sessions Administered 50 Final Selection Interview Sessions Scheduled</p>	<p>42 Supplemental, written & oral exams created or updated 136 written Exam Sessions Administered 63 Oral Exam Sessions Administered 107 Final Selection Interview Sessions Scheduled</p>	<p>56 Supplemental, written & oral created or updated 123 written Exam Sessions Administered 91 Oral Exam Sessions Administered 124 Final Selection Interview Sessions Scheduled</p>

5 Year Recap - Personnel Commission Activities

2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Classification Actions 3 Job Description Reviews Instructional Asst - ABA Lead Mechanic Network Systems Manager	Classification Actions 2 Job Description Review Director of Transportation Preschool Supervisor	Classification Actions 2 Job Description Reviews Bus Driver Human Resources Technician	Classification Actions 3 Job Description Reviews Director, Food & Nutrition Serv Food Service Worker Lead Food Service Worker	Classification Actions 0 Job Description Reviews

5 Year Recap - Personnel Commission Activities

2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
<p>1 New Classifications Developed Network Systems Specialist</p> <p>1 <u>Reclassification</u> Computer Multimedia Technician Network Systems Specialist</p> <p>11 <u>Removal from Eligibility Lists</u> Child Care Attendant (1) Custodian (4) Food Service Worker (1) Inst Asst - Special Ed (1) Lead Mechanic (1) Lead Reprographic Tech (1) Maintenance Worker (1) School Office Manager (1)</p> <p>4 <u>Advance Step Placements</u> Instructional Asst - Special Ed Lead Mechanic (2) Lead Reprographic Tech</p> <p>1 <u>Extension of Eligibility List</u> School Office Clerk</p> <p>92 <u>Acquisition of Exempt Classification</u> Noon Duty Supervisors</p>	<p>1 <u>Classifications Reactivated</u> Preschool Supervisor</p> <p>1 <u>Salary Range Reallocation</u> Public Information Manager</p> <p>13 <u>Removal from Eligibility Lists</u> Custodian (1) Food Service Worker (1) Inst Asst - ABA (1) Inst Asst - Special Ed (1) Inst Asst - Severely Disabled (1) Lead Everming Custodian (1) Maintenance Worker (2) Noon Duty Supervisor (1) School Office Clerk (4)</p> <p>1 <u>Advance Step Placements</u> Public Information Manager</p>	<p>4 New Classifications Developed Executive Director, Facilities & Transportation Human Resources Specialist Lead Behavior Inst Asst School Safety Assistant</p> <p>2 <u>Classifications Reactivated</u> Lead Child Care Facilitator Transportation Supervisor</p> <p>1 <u>Reclassifications</u> Director Maintenance, Operations Facilities Executive Director, Facilities & Transportation</p> <p>1 <u>Removal from Eligibility Lists</u> Inst Asst - ABA</p> <p>2 <u>Extension of Eligibility Lists</u> Food Service Worker Noon Duty Supervisor</p> <p>1 <u>Authorization for Continuous Testing</u> Noon Duty Supervisor</p>	<p>5 New Classifications Developed Central Kitchen Supervisor Cook Central Kitchen Lead Fd Serv Wkr Cook Food & Nutrition Serv Oper Superv Universal Instructional Asst</p> <p>2 <u>Reclassifications</u> Department Secretary to Administrative Secretary Field Service Technician to Computer Multimedia Technician</p> <p>1 <u>Salary Range Reallocation</u> Bus Driver/Utility Worker</p> <p>6 <u>Removal from Eligibility Lists</u> Bus Driver Groundskeeper i Lead Evening Custodian Maintenance Electrician Noon Duty Supervisor (2)</p> <p>1 <u>Extension of Eligibility List</u> Early Learning Educator</p> <p>1 <u>Applicant Appeal Hearing</u> School Library Specialist</p> <p>3 <u>Advance Step Placements</u> Delivery Worker Director, Child Development Prog Director, Fiscal Services</p>	<p>1 New Classifications Developed Senior Accounting Technician</p> <p><u>Classifications Reactivated</u> Child Care Program Supervisor</p> <p>2 <u>Reclassifications</u> School Office Mgr Bilingual to Department Secretary Bilingual Accounting Technician to Senior Accounting Technician</p> <p>4 <u>Salary Range Reallocations</u> Director, Food Nutrition Services Director, Information Technology Maintenance HVAC Mechanic Payroll Technician</p> <p>1 <u>Removal from Eligibility Lists</u> Senior Clerk Typist</p> <p>1 <u>Establishment of Titles and Rates of Pay for Translating Services</u></p> <p>1 <u>Temporary Waiver of PC Rule</u> 7.2.12.A.1 Rate on Appointment as Provisional, Limited Term, and Substitute</p> <p>1 <u>Applicant Appeal Hearing</u> Groundskeeper I</p> <p>6 <u>Advance Step Placements</u> Bus Driver/Utility Worker (2) Maintenance Worker Program Support Specialist (2) School Health Technician</p>