



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, August 17, 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, AUGUST 17, 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 July 13, 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 July 13, 2023, Regular Personnel Commission meeting for approval.

ACTION
Pages 2-8

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Page 9-10

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.*)

- 2023-05 Universal Instructional Assistant
- 2023-06 Skilled Maintenance Worker
- 2023-07 Noon Duty Supervisor
- 2023-08 Noon Duty Supervisor

AGENDA FOR THE PERSONNEL COMMISSION MEETING – AUGUST 17, 2023 – PAGE 3

- | | |
|---|---|
| <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 August 15, 2023, (Exhibit A).</p> | <p>INFORMATION
Pages 11-13</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 14-23</p> |
| <p>15. AUTHORIZATION FOR CONTINUOUS TESTING – UNIVERSAL INSTRUCTIONAL ASSISTANT: The Personnel Commission will receive the Director’s recommendation to authorize continuous testing for Universal Instructional Assistant.</p> | <p>ACTION
Pages 24-27
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
July 13, 2023**

CALL TO ORDER The July 13, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:46 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 June 22, 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 July 13, 2023, Closed Session Meeting at 4:21 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
July 13, 2023
4:30 p.m.

CALL TO ORDER Commissioner Ewing called the July 13, 2023, Regular Personnel Commission Meeting to order at 4:31 p.m.

PLEDGE OF ALLEGIANCE Betzabeth Vazquez, Personnel Analyst, 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 June 22, 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:

- 2022-107 Cook (Correction)
- 2023-01 Accounting Technician
- 2023-02 Early Learning Instructional Assistant
- 2023-03 Noon Duty Supervisor
- 2023-04 Maintenance and Operations Supervisor

Commissioner Gooch stated he noticed a few of the classifications on the consent calendar are ones that have been difficult to fill, and asked how these recruitments were going. Director Vellanoweth answered that for the Cook, four of the five positions have been filled. We are still struggling with the Early Learning positions, although we did recently fill a full time Early Learning Associate Educator position. For Universal Instructional Assistant, we are receiving more applications. In the last round, we received 21 applications, although they were mostly interested in summer work. We are trying to engage with these applicants to get them on board for any summer work we may have available, and then hopefully once they get their feet in the door, they will want to pursue permanent positions with Ocean View School District.

MINUTES OF THE JULY 13, 2023 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity List that was presented for approval at the Board of Trustees meeting of July 11, 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.

**PROPOSED NEW
CLASSIFICATION –
CAMPUS SAFETY
SUPERVISOR**

Recently the Director, Classified Personnel received a request from Assistant Superintendent, Human Resources, Reagan Headrick, on behalf of Superintendent Michael Conroy, to establish positions on middle school campuses to patrol and monitor the properties and to maintain order, safety, and security.

The Director, Classified Personnel reviewed the proposed duties and responsibilities provided and researched the duties, responsibilities and qualifications of campus supervisors at other local school districts. From this research, the Director determined that these are appropriate to assign to a classified bargaining unit position. However, there is currently no classification established within the District that encompasses the duties, responsibilities and qualifications required.

After reviewing the proposed duties and responsibilities and collecting information from outside agencies on positions that may have similar duties to what was being proposed, the Director created and recommends a job classification and description entitled Campus Safety Supervisor, which accurately describes the duties, responsibilities and qualifications that are required.

The Director, Classified Personnel recommended that the Personnel Commission review, discuss and approve the proposed job classification and description of Campus Safety Supervisor and recommends to the Ocean View School District Board of Trustees that the salary range of the Campus Safety Supervisor be placed on the Classified Bargaining Unit Salary Schedule at Range 25, \$20.132 per hour Step 1 to \$24.523 per hour Step 5 (comparable to \$3,489.55 per month to \$4,250.65 per month).

Commissioner Gooch had a question regarding the specified experience requirement that stated prior paid or volunteer experience involving the supervision of children and experience in community or public safety services is highly desirable. He asked if this means if someone has one week, one month, or one year of experience that would be enough. The wording as it stands is somewhat cloudy.

Director Vellanoweth answered that by this being a brand new classification, it is not known really how much experience is enough. By leaving this level of experience broad, it will allow us to throw a wider net for applicants to be able to apply for this position and be able to go through the process. We will have various screening tools, a written exam, and an oral exam to obtain a candidate's experience and qualifications.

**PROPOSED NEW
CLASSIFICATION –
CAMPUS SAFETY
SUPERVISOR
(CONTINUED)**

Commissioner Gooch stated that he is concerned with the vagueness of the experience requirement and that it does not specify a definitive length of time. He would like this to be kept in mind by the district and the union as we go through the process to see if this works for us. If it does not work for us, then we might want to revise this at a later time.

Commissioner Bidnick had a question about the requirement of successfully completing trainings within two months. Is this something the district provides or does the candidate need to go out and find these trainings on their own?

Director Vellanoweth answered that the CPR and First Aid trainings are typically only provided to current employees and new applicants would need to obtain these trainings on their own. As for the Pro-Act training and Campus Security Training, the district would provide these trainings.

Commissioner Bidnick asked if any other classifications require Pro-Act training. Director Vellanoweth answered yes, Instructional Assistant – ABA and Lead Behavior Instructional Assistant both require Pro-Act training.

Commissioner Bidnick asked if there was a list of providers who would conduct the Campus Security Training. Director Vellanoweth answered that ASCIP, our risk liability company, offers a training.

Commissioner Bidnick asked if the district would be limiting some of the duties required of this position until the candidates have completed the training. His concern is a candidate improperly or physically handling a student without having completed the training. He asked if this had been brought up in discussions.

Director Vellanoweth answered that this has not been a part of the conversations as far as she is aware but she has not been privy to all the conversations between the Superintendent and Cabinet. This is a valid point that she will take back.

Commissioner Bidnick asked if the site Principal would be the supervisor over this position. Director Vellanoweth answered yes. He also asked if there is anyone who will be coordinating annual safety trainings. Director Vellanoweth answered that there has not been discussions about annual trainings but this is something that could be coordinated along with the other annual trainings that take place at the beginning of each school year.

Commissioner Ewing mentioned that this proposed job description was sent to Lieutenant Brian Smith at the Huntington Beach Police Department. He oversees the school resource officers. He made some suggestions and is very much aware of what the district is hoping to do with these positions.

Phi Tran, President of CSEA, agreed with Commissioner Gooch that we want to be clear with language in any job description. But it is in the interest of their members to open the playing field. He expressed that he thinks the merit system was designed for the competitive process. The more we screen candidates out during the paper screening process, there is more of a likelihood that people who could have actually been good candidates would not get to participate in the recruitment process. It is a good balance to ensure that job descriptions are not too restrictive and that we can attract more people.

PROPOSED NEW CLASSIFICATION – CAMPUS SAFETY SUPERVISOR (CONTINUED)

Motion by Commissioner Bidnick to approve the Proposed New Classification – Campus Safety Supervisor and recommendation to the Board of Trustees that the salary range be placed at Range 25 on the Classified Bargaining Unit Salary Schedule.

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

Commissioner Bidnick expressed his gratitude on the hard work that went into this job description, noting the several draft revision dates.

JOB DESCRIPTION REVISION, TITLE CHANGE, AND SALARY REALLOCATION – PUBLIC INFORMATION MANAGER

Recently, the Public Information Manager position became vacant and Superintendent, Dr. Michael Conroy, asked that the job description be reviewed prior to beginning a recruitment to fill the open position. The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Public Information Manager classification and job description were established in 2016.

The Director, Classified Personnel reviewed the description and recommended updates, including a title change from Public Information Manager to Communications and Public Information Officer, to make the description more current and relevant. The Director proposed standard formatting changes and updates to maintain consistency with the current job description format.

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

Based upon the survey data, it is the Director's conclusion that the current range placement is below the median and mean for districts surveyed within Orange County with similar positions.

The Director recommended that the Personnel Commission review, discuss and approve the proposed revisions to the Public Information Manager job description including a title change to Communications and Public Information Officer and recommends to the Ocean View School District Board of Trustees that the salary range of the Public Information Manager (proposed Communications and Public Information Officer) be reallocated from Salary Range M61, \$8,334.70 Step 1 to \$10,155.20 Step 5 per month, to Salary Range M67, \$9,665.70 Step 1 to \$11,773.30 Step 5 per month on the Classified Management Salary Schedule.

Commissioner Ewing stated that the Director and staff did a great job updating and revising this job description and getting it onto tonight's agenda with very short notice.

Commissioner Bidnick mentioned that Commissioner Ewing is part of the Task Force Committee that was established by the district. He feels that communication is going to be very important for the district in the coming year so this is a good move to be able to recruit a very worthy candidate for this position.

MINUTES OF THE JULY 13, 2023 PERSONNEL COMMISSION MEETING – PAGE 5

JOB DESCRIPTION REVISION, TITLE CHANGE, AND SALARY REALLOCATION – PUBLIC INFORMATION MANAGER (CONTINUED)

Motion by Commissioner Gooch to approve the Job Description Revision, Title Change, and Salary Reallocation – Public Information Manager and recommendation to the Board of Trustees that the salary range be reallocated to Range M67 on the Classified Management Salary Schedule.

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

SECOND PUBLIC COMMENTS

Phi Tran, President of CSEA, wished Reagan Headrick well as she leaves Ocean View School District. She has been instrumental in forming better relationships with CSEA and classified professionals. He is excited about the new job description. It was definitely a collaborative effort. CSEA is excited to be attending the upcoming conference in Reno, where Dana Moyer, recently retired Food Service Worker, will be honored as one of the members of the year, the third highest honor in the state. Mr. Tran mentioned that something he will be talking about in future board meetings is that a lot of new classified professionals are being hired. New employees with ideas and knowledge are just as valuable as those who have been working here for decades. It is his hope that one day every single employee, whether it is their first day on the job, or whether they are nearing retirement, feels included, heard, valued, and respected for who they are, their talent, and their uniqueness.

COMMISSIONER REPORTS

Commissioner Bidnick used his Commissioner comments to read a statement from Reagan Headrick. Ms. Headrick sent her regrets that she could not attend in person. The district is excited to move forward with the hiring of eight full time Campus Safety Supervisors for the middle schools. Thank you to Director Vellanoweth and CSEA President Phi Tran for working with the district to create these new classified positions. A special thank you to Michelle Eifert for her flexibility in preparing tonight's agenda to ensure the new job description was included so that the recruitment process could begin. Thank you to the Commissioners for their support and approval tonight.

Commissioner Bidnick also wished Ms. Headrick well as she departs Ocean View School District and begins her new venture with the West Orange County Consortium for Special Education (WOCCSE).

Commissioner Gooch expressed heartfelt thoughts and a quick recovery to our fellow Americans throughout the United States who are suffering under sweltering heat, raging flood waters, and tornadoes.

Commissioner Ewing shared his appreciation of the hard work that took place in getting both of these job descriptions prepared. He mentioned he appreciated getting to know Ms. Headrick. She did a lot of great work for the district and will be missed. Thankfully, she will be close by and will still have a working relationship with Ocean View and the Special Education department in her new role over at WOCCSE.

Commissioner Ewing also announced that the next meeting of the Personnel Commission is scheduled for the third Thursday in August, on the 17th.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth thanked Commissioner Ewing for sharing some of the recruitment updates at the last Board Meeting. Some of those updates include one new HVAC Mechanic starting this coming Monday, with one remaining vacancy to fill. We have one new Cook starting this coming Thursday, with one remaining vacancy to fill. A new Accounting Technician will be starting on Monday. A new Program Support Specialist for the Special Education department started today. She is actually a promotional employee with experience in special education. Nine Universal Instructional Assistant candidates went for final interviews today. Final interviews were conducted for the Maintenance and Operations Supervisor position, and the recommended candidate has accepted the offer. Seven Bus Driver Trainees participated in selection interviews yesterday. Final interviews were held today for Groundskeeper and final interviews for Skilled Maintenance Worker are scheduled for Tuesday.

All seven summer school programs are fully staffed and underway with 158 classified employees working. The PC team and the HR team are working to gather information for the FCMAT study that is taking place. A field study will follow where FCMAT representatives will come out to our offices.

In the Director's monthly memo, she mentioned Assembly 1699. This law would require vacancies for part time or full time positions of an educational employer to be open only to regular and hourly employees before being offered or posted to the general public. There are groups that are very strongly in agreement with this and others that are strongly opposed. Director Vellanoweth was able to watch part of the livestream of the California Senate Committee for Labor and Public Employee and Retirement. Karla Gould, Personnel Director from Los Angeles Unified School District and retired Director T. R. Lynn spoke in opposition of the bill but it did pass the committee 4:1. All PC staff participated in a webinar with CSPCA. The bill is going to the Governor's desk in October, and amendments can be made until September. Right now CSPCA is the only group that has been able to meet with the author of the bill and other legislative supporters to provide input. If passed, this bill would greatly change the way that we operate. It has components that are contrary to merit system practices.

Director Vellanoweth congratulated Reagan Headrick. Her last day will be July 28. It has been a pleasure working with her. Director Vellanoweth shared that she and Ms. Headrick developed a really good working relationship. Director Vellanoweth also commended Ms. Headrick for the work she has done and for her openness with working with her and supporting the merit system in our district.

Lastly, she thanked Dale Jacobson for setting up the PDC for our meeting today as the board room is under construction. He set up the whole room and had it ready for televising and recording without saying anything to any of the PC staff. His hard work is greatly appreciated.

Commissioner Ewing asked Mr. Phi Tran if CSEA has thoughts on the Assembly Bill 1699. Mr. Tran answered that CSEA is in support of the bill. Commissioner Ewing asked how the chapter feels about this. Mr. Tran answered that it has not been discussed with the chapter yet.

MINUTES OF THE JULY 13, 2023 PERSONNEL COMMISSION MEETING – PAGE 7

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick.

Motion seconded by Commissioner Gooch, and carried with a 3:0 vote, at 5:06 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: August 17, 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.*)

2023-05 Universal Instructional Assistant
2023-06 Skilled Maintenance Worker
2023-07 Noon Duty Supervisor
2023-08 Noon Duty Supervisor

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2023-05 through 2023-08.

Eligibility Lists

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-05	Universal Instructional Assistant	No. of Applicants 20 Screened Out 1 Written Exam Date 6/21/23 No Show/ Withdrew 4 Did Not Qualify 2 Oral Exam Test Date 7/6/23 No Show/ Withdrew 5 Did Not Qualify 1	8	14	Open, Promotional, & Merge
2023-06	Skilled Maintenance Worker	No. of Applicants 12 Screened Out 4 Written Exam Test Date 6/23/23 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date 7/7/23 No Show/ Withdrew 0 Did Not Qualify 0	4	5	Open & Promotional
2023-07	Noon Duty Supervisor	No. of Applicants 3 Screened Out 0 Written Exam Test Date 7/12/23 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	1	2	Open, Promotional, & Merge
2023-07	Noon Duty Supervisor	No. of Applicants 3 Screened Out 0 Written Exam Test Date 8/26/23 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	2	4	Open, Promotional, & Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 17, 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 August 15, 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 August 15, 2023.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 15, 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>
Hernandez, Jose	Maintenance HVAC Mechanic	Facilities	\$5,718.44 monthly	45.1	07/17/2023
Najera, Allyson	Accounting Technician	District Office	\$4,693.17 monthly	37.1	07/17/2023
Puebla, Rosa Maria	Noon Duty Supervisor	Oak View	\$16.50 hourly	1.1*	09/05/2023
Supan, Louis	Cook	Central Kitchen	\$19.644 hourly	24.1	07/19/2023
Tapia, Arturo	Groundskeeper I	Facilities	\$4,045.77 monthly	31.1	07/07/2023

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>
Griego-Hoeker, Marissa	Lead Food Service Worker	Substitute	\$18,235 hourly	21.1	07/10/2023
Mallette, Ebonnee	Lead Food Service Worker	Substitute	\$18,235 hourly	21.1	07/10/2023
Martinez, Claudia	Parent/Teacher Conference Translator	Substitute	\$16.50 hourly	1.1*	09/05/2023
Martinez, Claudia	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	09/05/2023
Wilkerson, Nina	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	07/18/2023
Zarate, Clayton	Instructional Assistant – Special Education	Substitute	\$19,644 hourly	24.1	07/01/2023
Zarate, Clayton	Instructional Assistant – Severely Disabled	Substitute	\$21,151 hourly	27.1	07/01/2023

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Do, Aja	Program Support Specialist	District Office	\$4,469.57 monthly	35.1	07/13/2023
Garcia, Antonio	Skilled Maintenance Worker	Facilities	\$4,693.17 monthly	37.1	07/19/2023
Ponce, Laurie	Universal Instructional Assistant	Harbour View	\$18,693 hourly	22.1	09/05/2023
Sejuit, Joseph	Maintenance and Operations Supervisor	Facilities	\$7,485.01 monthly	M51.1	07/28/2023

APPROVE RECLASSIFICATION

In accordance with Merit System Rule 3.3:

<u>NAME</u>	<u>POSITION RECLASSIFIED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>CORRECTED EFFECTIVE DATE</u>
Leeing, Laura	Senior Accounting Technician	District Office	\$6,527.68 monthly	40.5	02/09/2023

*This is a single step, entry level position.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 August 15, 2023

APPROVE SALARY RANGE REALLOCATION

In accordance with Merit System Rule 7.1:

<u>NAME</u>	<u>POSITION</u>	<u>SITE/STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>CORRECTED EFFECTIVE DATE</u>
Gallegos, Daisy	Payroll Technician	District Office	\$5,309.55 monthly	40.2	02/09/2023
Glinksas, Amy	Payroll Technician	Substitute	\$29,157 hourly	40.1	02/09/2023
Gonzalez, Jessica	Payroll Technician	Substitute	\$32,184 hourly	40.3	02/09/2023
Morales, Melanie	Payroll Technician	District Office	\$5,053.88 monthly	40.1	02/09/2023

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>
Fairchild, Robert	Bus Driver/Utility Worker	Transportation	Probationary Release	09/23/2022	07/19/2023
Murillo, Holly	Instructional Assistant – Special Education	Village View	Resignation	02/21/2020	06/23/2023
Thach, Debbie	Human Resources Technician	District Office	Resignation	05/19/2021	08/11/2023

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 17, 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.

	C	D	E	F	G	H	I	J	K	L	M
	Substitute and Future Vacancy Recruitment Status & Update for FY 23/24										
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	A/LC Attendant	Vista View	29.75	Reposted (11)	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	6/27/2023	Recruitment in progress		New Position
4	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
5	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
6	Campus Safety Supervisor	Maine View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	TBD		Recruitment in progress		New Position
7	Campus Safety Supervisor	Maine View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	TBD		Recruitment in progress		New Position
8	Campus Safety Supervisor	Mesa View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	TBD		Recruitment in progress		New Position
9	Campus Safety Supervisor	Mesa View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	TBD		Recruitment in progress		New Position
10	Campus Safety Supervisor	Mesa View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	TBD		Recruitment in progress		New Position
11	Campus Safety Supervisor	Spring View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	TBD		Recruitment in progress		New Position
12	Campus Safety Supervisor	Spring View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	TBD		Recruitment in progress		New Position
13	Campus Safety Supervisor	Vista View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	TBD		Recruitment in progress		New Position
14	Campus Safety Supervisor	Vista View	40	Posted	7/18/2023 - 8/8/2023	8/16/2023	TBD		Recruitment in progress		New Position
15	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
16	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
17	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
18	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
19	Communication & Public Information Officer	Superintendent	40	Posted	7/17/2023 - 8/4/2023	N/A	TBD		Recruitment in progress		New Position
20	Cook	Central Kitchen	25	Reposted (3)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD - no candidates	6/15/2023	Recruitment in progress		New Position
21	Custodian	Hope	25	Posted	6/21/2023 - 7/12/2023	7/20/2023	8/17/2023	6/14/2023, canceled 1 withdrew, 1 did not respond	Recruitment in progress		Replacing Employee - Vincent Novel
22	Custodian	Maintenance	40	Posted	6/21/2023 - 7/12/2023	7/20/2023	8/17/2023		Recruitment in progress		New Position
23	Custodian	Maintenance	40	Posted	6/21/2023 - 7/12/2023	7/20/2023	8/17/2023		Recruitment in progress		New Position
24	Early Learning Associate Educator	College View Preschool	29.75	pending posting					Pending posting		Replacing Employee - Ruth Turner

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Early Learning Instructional Assistant	College Preschool	17.5	Reposted (4)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD	3/7/2023, no selection made	Recruitment in progress		Replacing Employee - Ruh Ocampo
25	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
26	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 Joya
27	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
28	Groundskeeper I	Maintenance	40	Posted	4/18/2023 - 5/8/2023	5/10/2023	6/8/2023	7/13/2023	Complete	8/7/2023	Replacing Employee - Dylan Azavedo
29	Human Resources Technician	Human Resources	40	Posted	7/27/2023 - 8/18/2023	8/24/2023	TBD		Recruitment in progress		Replacing Employee - Deb Thech
30	Instructional Assistant	Lake View	10						Pending staff reassignment per reduction in positions		Replacing Employee - Kallee Stephens
31	Instructional Assistant - ABA	Hops View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Jennifer Marshal
32	Instructional Assistant - ABA	Hops View	29.75	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Izabelle Leslie
33	Instructional Assistant - ABA	Vista View	29.75	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Ellen Lavigne
34	Instructional Assistant -Special Education	Golden View	27	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Gina Scott
35	Instructional Assistant -Special Education	Maine View	27.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/8/2023	pending date from supervisor	Recruitment in progress		Retired - Maria Condon
36	Instructional Assistant -Special Education	Maine View	27.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Melissa Barris
37	Instructional Assistant -Physical Education	Teaching & Learning	24.5	Posted	7/18/2023 - Until filled	PC test every other Wednesdays for eligible candidates	TBD				Replacing Employee - Estevan Salgado
38	Maintenance & Operations Supervisor	Maintenance	40	Posted	5/22/2023 - 6/12/2023	N/A	6/29/2023	7/10/2023	Complete	7/28/2023	Replacing Employee - Crad Sample
39	Maintenance HVAC Mechanic	Maintenance	40	Reposted (7)	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New position

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Noon Duty Supervisor	Circle View	6	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Denise Gutierrez
41	Noon Duty Supervisor	College View	7	Continuous	9/30/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A	6/2/2023, 6/6/2023, candidate did not show	Recruitment in progress		Replacing Employee - Yolanda Ortiz
42	Noon Duty Supervisor	Golden View	7	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Lejarie Naguchi
43	Noon Duty Supervisor	Golden View	6	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Theresa Scorer
44	Noon Duty Supervisor	Harbour View	9	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Myra Cunningham
45	Noon Duty Supervisor	Hope View	7.32	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jessie Hooykass
46	Noon Duty Supervisor	Hope View	7.32	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jodi Cooper
47	Noon Duty Supervisor	Mesa View	10	Reposted (8)	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A	5/17/2023	Recruitment in progress		Replacing Employee - Kristin Stelle
48	Noon Duty Supervisor	Village View	6	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Andrea Hierro
49	Noon Duty Supervisor	Vista View	9	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Alicia Martin
50	Noon Duty Supervisor	Westmont	7	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Carren Martin
51	Noon Duty Supervisor	Westmont	7	Continuous	7/5/2023 - until filled	PCTest every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Rosalbel Hernandez Cordova
52	Parent Liaison Inst. Asst. Bilingual-Spanish	College	10	Repost (3)	12/1/2022 - 1/6/2023	PCTest every other Wednesdays for eligible candidates	TBD	3/14/2023	Pending recommendations from hiring manager from final interview		Replacing Employee - Lilliana Montes
53	Parent Liaison Inst. Asst. Bilingual-Spanish	Spring / Mesa View	20	Repost (3)	12/1/2022 - 1/6/2023	PCTest every other Wednesdays for eligible candidates	TBD	3/14/2023	Pending recommendations from hiring manager from final interview		New Position

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	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
55	School Health Technician	Golden View	20	Repost (6)	3/30/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Nadine Diaz
56	School Health Technician	Spring View	25	Repost (6)	3/30/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD	5/15/2023, 6/6/2023	Recruitment in progress		Replacing Employee - Lara Kardos
57	School Health Technician	Westmont	20	Repost (6)	3/30/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - LeiWu
58	School Office Manager	Maine View	40	Posted	7/5/2023 - 7/25/2023	8/3/2023	8/16/2023 or 8/17/2023		Recruitment in progress		Replacing Employee - Yajira Ramirez
59	Speech & Language Assistant	Vista View	29.5	Reposted (4)	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	TBD - no applicants	6/16/2023	Recruitment in progress		Replacing Employee- Allie Thompson
60	Sprinkler Mechanic	Facilities	40	Pending posting					Pending posting		Replacing Employee - Joe Sejut
61	Universal Instructional Assistant	Golden	17.75	Reposted (9)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
62	Universal Instructional Assistant	Village View	10	Reposted (9)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Pending pre - employment		Replacing Employee- Corrie Benson
63	Universal Instructional Assistant	Circle View	15.25	Reposted (9)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
64	Universal Instructional Assistant	Circle View	16.5	Reposted (9)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
65	Universal Instructional Assistant	Circle View	15.25	Reposted (9)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
66	Universal Instructional Assistant	Circle View	21	Reposted (9)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
67	Universal Instructional Assistant	Circle View	15.25	Reposted (9)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
68	Universal Instructional Assistant	Circle View	15.25	Reposted (9)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
69	Universal Instructional Assistant	Circle View	15.25	Reposted (9)	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Universal Instructional Assistant	Circle View	15.5	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
70	Universal Instructional Assistant	Circle View	21	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
71	Universal Instructional Assistant	Circle View	10	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)		5/18/2023	New Position
72	Universal Instructional Assistant	College View	15.25	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Req cancelled & replaced 10000260		New Position
73	Universal Instructional Assistant	College View	16.5	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
74	Universal Instructional Assistant	College View	15.5	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
75	Universal Instructional Assistant	College View	15.25	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
76	Universal Instructional Assistant	College View	15.25	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
77	Universal Instructional Assistant	College View	15.25	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
78	Universal Instructional Assistant	College View	15.25	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
79	Universal Instructional Assistant	Harbour View	26.5	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
80	Universal Instructional Assistant	Hope View	21	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
81	Universal Instructional Assistant	Hope View	16.5	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
82	Universal Instructional Assistant	Lake View	12.75	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
83	Universal Instructional Assistant	Lake View	12.75	Reposted (9)	7/5/2023- until filled	P Test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Universal Instructional Assistant	Lake View	18.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
84	Universal Instructional Assistant	Lake View	13	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
85	Universal Instructional Assistant	Lake View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
86	Universal Instructional Assistant	Lake View	14	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
87	Universal Instructional Assistant	Lake View	18	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
88	Universal Instructional Assistant	Lake View	15.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
89	Universal Instructional Assistant	Lake View	18.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
90	Universal Instructional Assistant	Lake View	17	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
91	Universal Instructional Assistant	Lake View	17	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
92	Universal Instructional Assistant	Lake View	16	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
93	Universal Instructional Assistant	Star View	12.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
94	Universal Instructional Assistant	Star View	12.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
95	Universal Instructional Assistant	Star View	12.75	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
96	Universal Instructional Assistant	Star View	13	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
97	Universal Instructional Assistant	Star View	13	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position

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	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Openy/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Universal Instructional Assistant	Star View	18.5	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
98	Universal Instructional Assistant	Star View	18.5	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
99	Universal Instructional Assistant	Star View	18	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
100	Universal Instructional Assistant	Star View	13	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
101	Universal Instructional Assistant	Star View	15.5	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
102	Universal Instructional Assistant	Star View	14	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
103	Universal Instructional Assistant	Star View	14	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
104	Universal Instructional Assistant	Star View	12.75	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
105	Universal Instructional Assistant	Star View	17	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
106	Universal Instructional Assistant	Star View	17	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
107	Universal Instructional Assistant	Village View	14	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
108	Universal Instructional Assistant	Village View	13	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
109	Universal Instructional Assistant	Village View	13	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
110	Universal Instructional Assistant	Village View	14	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
111	Universal Instructional Assistant	Village View	14	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3	Universal Instructional Assistant	Village View	16	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
112	Universal Instructional Asst	Circle View	19	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Pending start date		New Position - ELOP staffing
113	Universal Instructional Asst	Golden View	17.75	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Pending pre- employment		New Position
114	Universal Instructional Asst	Lake View	8.75	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
115	Universal Instructional Asst	Lake View	15.25	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Pending pre- employment		New Position
116	Universal Instructional Asst	Lake View	15.25	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Pending posting		New Position
117	Universal Instructional Asst	Star View	14	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Pending pre- employment		New Position
118	Universal Instructional Asst	Star View	14	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
119	Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
120	Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023	7/13/2023, 7/19/2023 (subs)	Recruitment in progress		New Position
121	Universal Instructional Asst	Star View	19	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023		Pending pre- employment		New Position
122	Universal Instructional Asst	Circle View	9	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023		Pending pre- employment		New Position
123	Universal Instructional Asst	Golden View	20	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position
124	Universal Instructional Asst	Star View	17	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023		Pending pre- employment		New Position
125	Universal Instructional Asst	Star View	17	Reposted (9)	7/5/2023- until filled	PCTest every other Wednesdays for eligible candidates	8/7/2023		Pending pre- employment		New Position

	C	D	E	F	G	H	I	J	K	L	M
	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3											
126	Universal Instructional Asst	Star View	17	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position
127	Universal Instructional Asst	Westmont	10	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position - New TK position
128	Universal Instructional Asst	Star	10	10	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position - New TK position
129	Universal Instructional Asst	Lake	40	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position - New TK position
130	Universal Instructional Asst	Harbour	26.5	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position - New TK position
131	Universal Instructional Asst	College	10	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position - New TK position
132	Universal Instructional Asst	Hops View	40	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position - New TK position
133	Universal Instructional Asst	Hops View	40	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position - New TK position
134	Universal Instructional Asst	Circle View	40	Reposted (9)	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	8/7/2023	pending	Recruitment in progress		New Position - New TK position

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: August 17, 2023

**SUBJECT: Agenda Item No. 15: Authorization for Continuous Testing
Universal Instructional Assistant**

Background Information

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.

Education Code and Merit Rules permit continuous testing providing tests are conducted under similar conditions and techniques as previous examinations and the Personnel Commission authorizes such testing.

**AUTHORIZATION FOR CONTINUOUS TESTING –
UNIVERSAL INSTRUCTIONAL ASSISTANT
Page 2**

Education Code 45292: The Commission may provide for continuous examination of applicants for both open and promotional examinations.

Merit Rule 5.1.7: Continuous Examination: When there is a shortage of eligibles to fill vacancies in the service of the class, the Personnel Commission may authorize recruitment by continuous examinations.

The advantage of continuous testing for high turnover and hard to fill positions is that instead of having a 15 working day (three week) 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.

Thereafter, as the situation demands, all current qualified applicants can be tested, successful candidates merged on to the existing eligibility list, and be certified immediately.

Attachments: Education Code 45292
Merit System Rule 5.1.7

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Recommendation:

The Director Recommends that the Personnel Commission authorize continuous testing for Universal Instructional Assistant in accord with Education Code 45292 and Merit Rule 5.1.7.



State of California

EDUCATION CODE

Section 45292

45292. The commission may provide for the continuous examination of applicants for both open and promotional examinations.

(Amended by Stats. 1995, Ch. 652, Sec. 11. Effective January 1, 1996.)

MERIT SYSTEM RULES AND REGULATIONS FOR THE CLASSIFIED SERVICE
Ocean View School District

CHAPTER 5: EXAMINATIONS

5.1 EXAMINATIONS

5.1.7 **Continuous Examination**

- A. When there is a shortage of eligibles to fill vacancies in the service in any class, the Personnel Commission may authorize recruitment by continuous examinations.
- B. All qualified applicants who have applications on file at the time of the examination shall be notified.
- C. The examination shall be given under similar conditions and techniques as previous examinations for the same class.
- D. The resulting eligibility list may be merged with previous lists for the class in the relative order of merit of the eligibles.
- E. Continuous examination procedures for any class may be terminated by appropriate action of the Personnel Commission.