



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, July 13, 2023

CLOSED SESSION

3:45 p.m.

**Human Resources Conference Room,
Building B**

REGULAR MEETING

4:30 p.m.

**Professional Development Center,
Building E**

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, JULY 13, 2023
CLOSED SESSION
3:45 p.m.
HUMAN RESOURCES
CONFERENCE ROOM, BUILDING B
REGULAR MEETING
4:30 p.m.
PROFESSIONAL DEVELOPMENT
CENTER, BUILDING E**

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 June 22, 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 June 22, 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 6-7

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.*)

- 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

- 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 July 11, 2023, (Exhibit A). **INFORMATION**
Pages 8-9
- 14. CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the most current list and status updates of classified recruitments. **INFORMATION**
Pages 10-28
- 15. PROPOSED NEW CLASSIFICATION – CAMPUS SAFETY SUPERVISOR:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the new classification and specification of Campus Safety Supervisor. **ACTION**
Pages 29-36
Moved: _____
Second: _____
Vote: _____
- 16. JOB DESCRIPTION REVISION, TITLE CHANGE, AND SALARY REALLOCATION – PUBLIC INFORMATION MANAGER:** The Director recommends 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 review, discuss and recommend 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, to Salary Range M67, on the Classified Management Salary Schedule. **ACTION**
Pages 37-45
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

- 17. 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.
- 18. COMMISSIONER REPORTS**
- 19. DIRECTOR AND STAFF REPORTS**
- 20. ADJOURNMENT** **TIME: _____ p.m.** **ACTION**
Moved: _____
Second: _____
Vote: _____

AGENDA FOR THE PERSONNEL COMMISSION MEETING – JULY 13, 2023 – PAGE 4

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
June 22, 2023**

CALL TO ORDER The June 22, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:48 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the May 11, 2023, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS** The Personnel Commission met regarding Public Employee Appointment, Public Employment, Public Employee Performance Evaluation, Public Employee Discipline/Dismissal/Release/ Appeal.

The Personnel Commission heard the appeal from applicant – Edjoin Applicant ID #2215248.

ADJOURNMENT Motion by Commissioner Gooch to adjourn the June 22, 2023, Closed Session Meeting at 4:33 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
June 22, 2023
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the June 22, 2023, Regular Personnel Commission Meeting to order at 4:37 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 reported that a decision on the closed session agenda item was reached and the appellant would receive a written notice of the decision.
- FIRST PUBLIC COMMENTS** There were no comments from the public at this time.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the May 11, 2023, Regular Personnel Commission meeting.

Seconded by Commissioner Gooch 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:
- 2022-105 Early Learning Instructional Assistant
 - 2022-106 Noon Duty Supervisor
 - 2022-107 Cook
 - 2022-108 Bus Driver/Utility Worker
 - 2022-109 Instructional Assistant – ABA
 - 2022-110 ALC Attendant
 - 2022-111 Maintenance HVAC Mechanic
 - 2022-112 Cook
 - 2022-113 Speech and Language Assistant
 - 2022-114 Instructional Assistant – Special Education
 - 2022-115 Groundskeeper I
- Commissioner Gooch asked Director Vellanoweth for a general response to how the applicant flow is coming along. Are there more applicants, fewer applicants, or the same number of applicants?

MINUTES OF THE JUNE 22, 2023 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

Director Vellanoweth answered that we have been fortunate with the larger number of Universal Instructional Assistant applications being received. This is likely due to the outreach efforts through Ocean View High School and pushing it out on social media. She stated that applications received for other classifications are slightly higher, but not significantly.

Commissioner Gooch mentioned that he is an alumni of California State University, Long Beach. He forwarded some recruitment flyers to them and they were pleased to receive them. Commissioner Gooch shared that when the recruitment notifications go out through email or social media, they can be shared and reposted by anyone in order to broaden the outreach.

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 Lists that were presented for approval at the Board of Trustees meetings of May 9, 2023, and May 23, 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.

**ADVANCE STEP
PLACEMENT FOR
TAREK HOUX,
PROGRAM
SUPPORT
SPECIALIST**

Director Vellanoweth stated that Tarek Houx had been offered and accepted the position of Program Support Specialist. A request for advance step placement to Step 4 on the Classified Bargaining Unit Salary Schedule, was received from the Director, Special Education, Chileen Spaulding. The rationale for this request includes, but is not limited to, the candidate's administrative support experience in specialized programs within an Orange County school district; the candidate's experience in student data compilation, report generation, and managing school district financials; and the candidate's knowledge of AERIES (Student Information System Software).

Director Vellanoweth recommends that the Personnel Commission approve the Step 4 (\$5,179.37 per month) advanced step placement of Tarek Houx, Program Support Specialist, in accord with Merit Rule 7.2.1.3.A.3.

Motion by Commissioner Bidnick to approve the Advance Step Placement for Tarek Houx, Program Support Specialist.

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

**PROPOSED
PERSONNEL
COMMISSION
MEETING DATES
FOR 2023-2024**

The Personnel Commission received the proposed Personnel Commission meeting dates for 2023-2024.

Motion by Commissioner Gooch to approve the Proposed Personnel Commission Meeting Dates for 2023-2024.

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

MINUTES OF THE JUNE 22, 2023 PERSONNEL COMMISSION MEETING – PAGE 3

SECOND PUBLIC COMMENTS

Phi Tran, President of CSEA, Chapter 375, thanked Commissioner Ewing for his assistance in resolving an issue with an employee who needed to attend a state union function and needed to find a substitute for their position in the state preschool program. Working with Commissioner Ewing, Assistant Superintendent Headrick, and the Personnel Commission staff, they were able to secure a substitute.

The CSEA Annual Conference is being held in Reno, Nevada this year. The dates of the conference are July 23 through July 28, 2023. CSEA is sending their full delegation.

Mr. Tran wished Commissioner Ewing a belated happy birthday and wished everyone a very restful summer.

COMMISSIONER REPORTS

Commissioner Bidnick had nothing to report. Commissioner Gooch had nothing to report. Commissioner Ewing thanked Commissioner Bidnick for attending recent Board Meetings and sharing out the comments and updates from the Personnel Commission. Commissioner Ewing also reminded everyone that the next meeting of the Personnel Commission is scheduled for July 13, 2023.

DIRECTOR AND STAFF REPORTS

Director Vellanoweth stated that tomorrow, June 23, is already the last day of the school year for 2022-2023. As the year winds down, she has reflected upon some of the opportunities we have had and the work that has been accomplished. The start of school this year was admittedly a bit rough, but it provided an opportunity to work on relationships and to implement successful strategies and improve upon our work.

Director Vellanoweth thanked the Personnel Commission staff for their hard work, every day, all year long. She thanked the Commissioners for their dedication in applying merit system principles with integrity, while also being flexible and solution oriented for the success of our students.

According to a recent article from the Bureau of Labor Statistics, more states are seeing open positions rise, which is a reversing trend. California leads the United States in over one million job openings in April. We saw a brief reprieve but now job vacancies are rising again as the worker shortage deepens across the United States. Commissioner Gooch sent Director Vellanoweth an article this week about trash pickup in Long Beach being delayed because they do not have enough workers to pick it up.

As the last day of school approaches, 115 recruitments have been completed this school year. This is a 34% increase over last year, a 62% increase over five years ago, and a 220% increase over ten years ago. As we head into summer, we are still working on staffing the many summer programs, with their ever-changing and competing needs. Director Vellanoweth commended Betzabeth Vazquez, Personnel Analyst, for spearheading this task. Her collaboration with other departments throughout the district is outstanding. Recruitments continue for both current positions and those needed for the Fall. Employees are encouraged to continue to check their emails throughout the summer for recruitment updates.

Data is being prepared and collected to provide to FCMAT for the Human Resources/Personnel Commission study that is coming up. This is in anticipation of their field visits that will occur in early August.

MINUTES OF THE JUNE 22, 2023 PERSONNEL COMMISSION MEETING – PAGE 4

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Work will soon begin on preparing the annual report of the Personnel Commission. Director Vellanoweth is working on classification work to create new job classifications, as well as reactivate some deactivated classifications.

Director Vellanoweth notified the Commissioners that the first day of the 2023-2024 school year is scheduled for Tuesday, September 5, not Wednesday, as it has been in the past.

Director Vellanoweth thanked everyone in attendance and everyone in the viewing public for a successful school year. She reminded everyone that if they cannot attend the Personnel Commission meetings in person, to tune in to the livestream on YouTube, because the work continues. Lastly, she wished everyone a relaxing summer and looks forward to seeing everyone in September.

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 4:55 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: July 13, 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.*)

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

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-107 and 2023-01 through 2023-04.

Eligibility Lists

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-107	Cook (Correction)	No. of Applicants 4 Screened Out 3 Written Exam Date 5/10/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	4	4	Open, Promotional, & Merge
2023-01	Accounting Technician	No. of Applicants 28 Screened Out 10 Written Exam Test Date 5/24/2023 No Show/ Withdrew 4 Did Not Qualify 6 Oral Exam Test Date 6/13/2023 No Show/ Withdrew 1 Did Not Qualify 3	3	4	Open & Promotional
2023-02	Early Learning Instructional Assistant	No. of Applicants 3 Screened Out 1 Written Exam Test Date N/A No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 6/14/2023 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2023-03	Noon Duty Supervisor	No. of Applicants 5 Screened Out 0 Written Exam Test Dates 6/7/2023 6/21/2023 No Show/Withdrew 3 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	2	2	Open & Promotional
2023-04	Maintenance & Operations Supervisor	No. of Applicants 13 Screened Out 5 Written Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A Oral Exam Test Date 6/29/2023 No Show/ Withdrew 2 Did Not Qualify 3	3	3	Open & Promotional

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 13, 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 July 11, 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 July 11, 2023.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 July 11, 2023

APPROVE EMPLOYMENT

**In accordance with Merit System Rules 5.1 to 5.4:
POSITION HIRED INTO**

<u>NAME</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Gomez, Raul	Westmont	\$22.774 hourly	22.1	07/03/2023
Liera, Mayra	Lake View	\$21.690 hourly	28.1	09/05/2023
Linskey, Diana	Transportation	\$27.076 hourly	27.1	06/16/2023
Moore, Joshua	Village View	\$16.50 hourly	1.1*	04/04/2023
Smittle, John	Central Kitchen	\$19.644 hourly	24.1	07/05/2023
Villaneuva, Lydia	Lake/Vista View	\$19.161 hourly	23.1	09/05/2023

APPROVE PROMOTION

**In accordance with Merit System Rules 5.1 to 5.4:
POSITION PROMOTED INTO**

<u>NAME</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Martinez, Annika	Circle View	\$23.930 hourly	28.3	09/05/2023

APPROVE SEPARATION

**In accordance with Merit System Rules 8.4.3:
POSITION SEPARATED FROM**

<u>NAME</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Ahn, Ann	Oak View	Resignation	12/14/2022	08/10/2023
Diaz, Nadine	Golden View	Resignation	03/22/2021	06/23/2023
Montgomery, Patricia	District Office	Retirement	10/21/2019	07/05/2023
Moyer, Dana	Westmont	Retirement	09/06/2005	06/23/2023
Pedenko, Connie	District Wide	Resignation	09/22/2006	05/15/2023
Ramirez, Yajaira	Marine View	Resignation	11/16/2020	07/07/2023
Salgado, Estevan	Multiple Sites	Resignation	05/15/2023	06/23/2023

*This is a single step, entry level position.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 13, 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.

Updated:
7/6/2023

Substitute and Future Vacancy Recruitment Status & Update for FY 22/23

	REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
1	10000008	Accounting Technician	Fiscal	40	Posted	4/19/2023-5/9/2023	5/24/2023	6/13/2023	TBD	Pending pre - employment		Replacing Employee - Helen Ling
2	3051	ALC Attendant	Vista View	29.75	Reposted (11)	7/5/2023 - Until filled	Number of past test dates: 5, PC test every other Wednesdays for eligible candidates	5/26/2023	6/27/2023	Recruitment in progress		New Position
3		Bus Driver/Utility Worker	Transportation	30	Continuous	7/5/2023 - Until filled	Number of past test dates: 3, PC test every other Wednesdays for eligible candidates	5/22/2023		Recruitment in progress		New Position
4	3554	Bus Driver/Utility Worker	Transportation	30	Reposted (8)	7/5/2023 - Until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	5/22/2023	5/17/2023	Recruitment in progress		New Position
5	2939	Child Care Program Facilitator	Mesa View	19.75	Continuous	7/7/2023 - Until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdraw, TBD		Recruitment in progress		New Position
6	2957	Child Care Program Facilitator	Star View	20.75	Continuous	7/7/2023 - Until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdraw, TBD		Recruitment in progress		New Position
7	2282	Child Care Program Facilitator	TBD	20.75	Continuous	7/7/2023 - Until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdraw, TBD		Recruitment in progress		New Position
8	2938	Child Care Program Facilitator	Westmont	20.75	Continuous	7/7/2023 - Until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdraw, TBD		Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
9	3418 Cook	Central Kitchen	25	Reposted (3)	7/5/2023 - until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	N/A	5/24/2023	Complete	7/5/2023	New Position
10	3419 Cook	Central Kitchen	25	Reposted (3)	7/5/2023 - until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	N/A	6/15/2023	Pending start date	7/19/2023	New Position
11	3420 Cook	Central Kitchen	25	Reposted (3)	7/5/2023 - until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	N/A	6/15/2023	Recruitment in progress		New Position
12	10000076 Custodian	Hope	25	Posted	6/21/2023 - 7/12/2023	7/20/2023	TBD	6/14/2023, canceled 1 withdrew, 1 did not respond	Recruitment in progress		Replacing Employee - Vincent Novel
13	10000078 Custodian	Maintenance	40	Posted	6/21/2023 - 7/12/2023	7/20/2023	TBD		Recruitment in progress		
14	10000077 Custodian	Maintenance	40	Posted	6/21/2023 - 7/12/2023	7/20/2023	TBD		Recruitment in progress		
15	10000081 Early Learning Associate Educator	Early Learning	40				TBD				New position
16	3295 Early Learning Instructional Assistant	College Preschool	17.5	Reposted (4)	7/5/2023 - until filled	Number of past test dates: 2, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 6/14/2023	3/7/2023, no selection made	Recruitment in progress		Replacing Employee - Ruth Ocampo
17	3387 Early Learning Instructional Assistant	College Preschool	18.75	Reposted (4)	7/5/2023 - until filled	Number of past test dates: 2, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 6/14/2023		Recruitment in progress		Replacing Employee - Ariana Hernandez
18	3293 Early Learning Instructional Assistant	Oak View Preschool	18.75	Reposted (4)	7/5/2023 - until filled	Number of past test dates: 2, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 6/14/2023		Recruitment in progress		Replacing Employee - Luz Elena Joya

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
19	3294 Early Learning Instructional Assistant/Bilingual	Oak View Preschool	18.75	Reposted (4)	7/5/2023 - until filled	Number of past test dates: 1, PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Victoria Gonzalez
20	3557 Groundskeeper I	Maintenance	40	Posted	4/18/2023 - 5/8/2023	5/10/2023	6/8/2023	7/13/2023	Recruitment in progress		Replacing Employee - Dylan Azavedo
21	10000056 Instructional Assistant - ABA	Vista View	29.75	Continuous	7/5/2023 - Until filled	Number of past test dates: 22, PC test every other Wednesdays for eligible candidates	Number of past test dates: 18 6/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Ellen LaVigne
22	10000196 Instructional Assistant	Lake View	10						Pending staff reassignment per reduction in positions		Replacing Employee - Kailee Stephens
23	3347 Instructional Assistant - ABA	Hope View	26.5	Continuous	7/5/2023 - Until filled	Number of past test dates: 22, PC test every other Wednesdays for eligible candidates	Number of past test dates: 18 6/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Jennifer Marshal
24	3488 Instructional Assistant - ABA	Hope View	29.75	Continuous	7/5/2023 - Until filled	Number of past test dates: 22, PC test every other Wednesdays for eligible candidates	Number of past test dates: 18 6/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Izabelle Leslie
25	3518 Instructional Assistant - ABA	Lake View	26.5	Continuous	7/5/2023 - Until filled	Number of past test dates: 22, PC test every other Wednesdays for eligible candidates	Number of past test dates: 18 6/8/2023	pending date from supervisor	Complete	9/5/2023	Replacing Employee - Melvin Galloway
26	3186 Instructional Assistant - Special Education	Circle View	26.5	Continuous	7/5/2023 - Until filled	Number of past test dates: 22, PC test every other Wednesdays for eligible candidates	Number of past test dates: 18 6/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Eden Aleman
27	3251 Instructional Assistant - Special Education	Golden View	27	Continuous	7/5/2023 - Until filled	Number of past test dates: 22, PC test every other Wednesdays for eligible candidates	Number of past test dates: 18 6/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Gina Scott

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
28	3188 Instructional Assistant - Special Education	Marine View	27.5	Continuous	7/5/2023 - Until filled	Number of past test dates: 22, PC test every other Wednesdays for eligible candidates	Number of past test dates: 18 6/8/2023	pending date from supervisor	Recruitment in progress		Retired - Maria Condron
29	3253 Instructional Assistant - Special Education	Marine View	27.5	Continuous	7/5/2023 - Until filled	Number of past test dates: 22, PC test every other Wednesdays for eligible candidates	Number of past test dates: 18 6/8/2023	pending date from supervisor	Recruitment in progress		Replacing Employee - Melissa Barris
30	10000079 Maintenance HVAC Mechanic	Maintenance	40	Reposted (7)	7/5/2023- Until Filled	PC test every other Wednesdays for eligible candidates	5/23/2023	6/6/2023	Recruitment in progress		New position
31	10000016 Maintenance & Operations Supervisor	Maintenance	40	Posted	5/22/2023 - 6/12/2023	N/A	6/29/2023	7/10/2023	Recruitment in progress		Replacing Employee - Craid Sample
32	3558 Maintenance HVAC Mechanic	Maintenance	40	Reposted (7)	7/5/2023- Until Filled	PC test every other Wednesdays for eligible candidates	5/23/2023	6/6/2023	Pending pre - employment	7/17/2023	Replacing Employee - Shannon Jauch
33	3516 Noon Duty Supervisor	Circle View	6	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Denise Gutierrez
34	3014 Noon Duty Supervisor	College View	7	Continuous	3/30/2023 - until filled	Number of past test dates: 17, PC test 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
35	3501 Noon Duty Supervisor	Golden View	7	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Lejarie Noguchi

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36	Noon Duty Supervisor	Golden View	6	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Theresa Storrer
37	Noon Duty Supervisor	Harbour View	9	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Myra Cunningham
38	Noon Duty Supervisor	Hope View	7.32	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jessie Hooykass
39	Noon Duty Supervisor	Hope View	7.32	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jodi Cooper
40	Noon Duty Supervisor	Mesa View	10	Reposted (8)	7/5/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		Replacing Employee - Kristin Stelle
41	Noon Duty Supervisor	Oak View	10	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A	3/7/2023, no selection made. Candidate offered to Hope View	Pending pre - employment		Replacing Employee - Jadira Lopez
42	Noon Duty Supervisor	Village View	6	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Andrea Herro

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43	3318 Noon Duty Supervisor	Vista View	9	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Alicia Martin
44	3494 Noon Duty Supervisor	Westmont	7	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee -Carren Martin
45	3548 Noon Duty Supervisor	Westmont	7	Continuous	7/5/2023 - until filled	Number of past test dates: 17, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Rosibel Hernandez Cordova
46	3423 Parent Liaison Inst. Asst. Bilingual-Spanish	College	10	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2, 1/18/2023	Bilingual Exam: 5/24/2023	3/14/2023	Pending recommendations from hiring manager from final interview		Replacing Employee - Lilitana Montes
47	2902 Parent Liaison Inst. Asst. Bilingual-Spanish	Spring / Mesa View	20	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2, 1/18/2023	Bilingual Exam: 5/24/2023	3/14/2023	Pending recommendations from hiring manager from final interview		New Position
48	2903 Parent Liaison Inst. Asst. Bilingual-Viet	Star /Vista View	25	Repost (4)	7/5/2023 - until filled	Number of past test dates: 2, PC test every other Wednesdays for eligible candidates	Bilingual Exam: 4/13/2023		Candidate withdrew, recruitment in progress		Replacing Employee - Tung Ngo
49	10000049 Program Support Specialist	Special Education	40	Valid Eligibility List				6/9/2023	Candidate withdrew, pending offer acceptance		Replacing Employee - Shandra Green
50	10000117 School Health Technician	Golden View	20	Repost (6)	3/30/2023- until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates			Recruitment in progress		Replacing Employee - Nadine Diaz

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51	3369	School Health Technician	Spring View	25	Repost (6)	3/30/2023- until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	5/26/2023	5/15/2023, 6/6/2023	Recruitment in progress		Replacing Employee - Lara Kardos
52	10000165	School Health Technician	Westmont	20	Repost (6)	3/30/2023- until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates			Recruitment in progress		Replacing Employee - Lei Wu
53	10000227	School Office Manager	Maine View	40	Posted	7/5/2023- 7/25/2023	8/3/2023	TBD		Recruitment in progress		Replacing Employee - Yajira Ramirez
54	10000021	Skilled Maintenance Worker	Maintenance	40	Posted	5/24/2023- 6/14/2023	6/21/2023	7/7/2023		Recruitment in progress		New position
55	2908	Speech & Language Assistant	Vista View	29.5	Reposted (4)	3/23/2023 - 9/23/2023	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	Number of past test dates: 3, 6/9/2023	6/16/2023	Recruitment in progress		Replacing Employee - Allie Thompson
56	3434	Universal Instructional Assistant	Golden	17.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position
57	3460	Universal Instructional Assistant	Village View	10	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		Replacing Employee - Corrie Benson
58	10000212	Universal Instructional Assistant	Harbour View	26.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023				New Position

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59	Universal Instructional Asst	Circle View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
60	Universal Instructional Asst	Circle View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
61	Universal Instructional Asst	Circle View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
62	Universal Instructional Asst	Circle View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
63	Universal Instructional Asst	Circle View	15.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
64	Universal Instructional Asst	Circle View	16.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
65	Universal Instructional Asst	Circle View	19	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Pending start date		New Position - ELOP staffing

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66	Universal Instructional Asst	Circle View	21	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
67	Universal Instructional Asst	Circle View	21	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
68	Universal Instructional Asst	College View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
69	Universal Instructional Asst	College View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
70	Universal Instructional Asst	College View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
71	Universal Instructional Asst	College View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
72	Universal Instructional Asst	College View	15.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing

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73	Universal Instructional Asst	College View	16.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
74	Universal Instructional Asst	College View	17	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
75	Universal Instructional Asst	College View	17.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
76	Universal Instructional Asst	College View	19	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
77	Universal Instructional Asst	College View	21	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
78	Universal Instructional Asst	College View	21	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
79	Universal Instructional Asst	College View Preschool	15	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	45063	Recruitment in progress		Replacing Employee - Valerie Lordanich

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80	3435 Universal Instructional Asst	Golden View	17.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position
81	10000057 Universal Instructional Asst	Harbour View	26.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	45063	Recruitment in progress		New Position
82	Universal Instructional Asst	Hope View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
83	Universal Instructional Asst	Hope View	15.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
84	Universal Instructional Asst	Hope View	16.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
85	Universal Instructional Asst	Hope View	17.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
86	Universal Instructional Asst	Hope View	19	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing

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87	Universal Instructional Asst	Hope View	21	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
88	Universal Instructional Asst	Lake View	8.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position
89	Universal Instructional Asst	Lake View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position
90	Universal Instructional Asst	Lake View	15.25	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position
91	Universal Instructional Asst	Lake View	12.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
92	Universal Instructional Asst	Lake View	12.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
93	Universal Instructional Asst	Lake View	12.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
94	Universal Instructional Asst	Lake View	12.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
95	Universal Instructional Asst	Lake View	13	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
96	Universal Instructional Asst	Lake View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
97	Universal Instructional Asst	Lake View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
98	Universal Instructional Asst	Lake View	16	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
99	Universal Instructional Asst	Lake View	17	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
100	Universal Instructional Asst	Lake View	18.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing

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101	Universal Instructional Asst	Lake View	18.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
102	Universal Instructional Asst	Lake View	15.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
103	Universal Instructional Asst	Lake View	16.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
104	Universal Instructional Asst	Lake View	18	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
105	Universal Instructional Asst	Star View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position
106	Universal Instructional Asst	Star View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	3/21/2023	Recruitment in progress		New Position
107	Universal Instructional Asst	Star View	12.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing

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108	Universal Instructional Asst	Star View	12.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
109	Universal Instructional Asst	Star View	12.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
110	Universal Instructional Asst	Star View	12.75	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
111	Universal Instructional Asst	Star View	13	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
112	Universal Instructional Asst	Star View	13	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
113	Universal Instructional Asst	Star View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
114	Universal Instructional Asst	Star View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
115	Universal Instructional Asst	Star View	16	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
116	Universal Instructional Asst	Star View	17	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
117	Universal Instructional Asst	Star View	18.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
118	Universal Instructional Asst	Star View	18.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
119	Universal Instructional Asst	Star View	15.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
120	Universal Instructional Asst	Star View	16.5	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
121	Universal Instructional Asst	Star View	18	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
122	Universal Instructional Asst	Village View	13	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
123	Universal Instructional Asst	Village View	13	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
124	Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
125	Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
126	Universal Instructional Asst	Village View	16	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position - ELOP staffing
127	Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position
128	Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	5/17/2023	Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
129	Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	45063	Recruitment in progress		New Position
130	Universal Instructional Asst	Village View	14	Reposted (9)	7/5/2023- until filled	Number of past test dates: 16, PC test every other Wednesdays for eligible candidates	Number of past test dates: 13 7/13/2023	45063	Recruitment in progress		New Position

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 13, 2023
SUBJECT: Agenda Item No. 15: Proposed New Classification – Campus Safety Supervisor

Background Information

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. These positions would discourage improper behavior and assure student/non-student compliance with laws and school district policies and regulations.

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.

Analysis

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.

Salary

Comparable classifications in other local districts are as follows:

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Salary (Step 1)</i>	<i>Salary (Top Step)</i>
Laguna Beach Unified	Campus Supervisor	\$23.430	\$30.360
Newport-Mesa Unified	Campus Safety Facilitator	\$22.827	\$27.744
Los Alamitos Unified	Campus Supervisor	\$22.500	\$27.350
Garden Grove Unified	Campus Safety Assistant	\$23.140	\$26.830
Tustin Unified	Campus Supervisor	\$20.411	\$26.173
Fullerton Elementary	School Safety Monitor	\$19.650	\$25.149

Proposed New Classification – Campus Safety Supervisor
Page 2

Huntington Beach Union HS	Campus Supervisor	\$20.220	\$25.060
Irvine Unified	Campus Control Assistant	\$19.875	\$24.768
Anaheim Union High School	Campus Safety Aide	\$18.760	\$24.720
Fullerton Joint Union High School	Campus Supervision Aide	\$18.960	\$24.210
Brea Olinda Unified School District	Campus Safety Assistant	\$19.740	\$24.030
Placentia-Yorba Linda Unified	Campus Supervisor	\$18.560	\$22.610
Orange Unified	Campus Security Officer	\$17.340	\$22.180
Saddleback Valley Unified	Campus Supervisor Lead	\$17.020	\$21.710
	Mean	\$20.173	\$25.207
	Median	\$20.047	\$24.915

It is the Director’s recommendation that the new classification be placed at Salary 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) on the Classified Bargaining Unit Salary Schedule. This recommendation will establish the salary just below the median of districts surveyed with positions that have comparable requirements and provide for internal equity and alignment with other positions in the District with comparable levels of skill and responsibility.

Other Considerations

The establishment of the Campus Safety Supervisor, the proposed job description, and corresponding salary have been reviewed and recommended by Assistant Superintendent Headrick and Superintendent Conroy. The draft of the job description and salary recommendation have also been provided to, and discussed with, CSEA.

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Recommendation

The Director, Classified Personnel recommends that

- The Personnel Commission review, discuss and approve the proposed job classification and description of Campus Safety Supervisor;
- The Personnel Commission review, discuss and recommend 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);
- The Personnel Commission review, discuss and approve that the position will be eligible for overtime compensation in accordance with Education Code 45128.

Attachments: Job Description, Campus Safety Supervisor, dated 7/10/23
 Classified Bargaining Salary Schedule Draft



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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

Campus Safety Supervisor

JOB SUMMARY:

Under the general supervision of a school site administrator or designee, patrols and monitors an assigned district school campus and/or property to maintain order, safety, and security; discourages improper behavior and assures student/non-student compliance with laws and school district policies and regulations; controls traffic, parking, and access to campus/property.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Patrol a district school campus and/or property, parking lot and its vicinity before, during and after school hours to maintain order, safety, and security;
- Observe, identify, report, monitor and discourage actual and/or potential threats involving student or personnel safety, unsafe conditions or problems with security, student conflicts, altercations and/or school disorders, disruptions and/or violence which includes vandalism, thefts, and illegal activities;
- Assist in supervising and maintaining appropriate student behavior in all campus areas including, but not limited to, student restrooms and locker rooms;
- Attempt to prevent altercations, intervene, and de-escalate disturbances when necessary for the safety of students, staff, or others;
- Provide appropriate leadership for students to earn their respect and cooperation in following directions and school rules;
- Engage with and question students and campus visitors suspected of violating rules and regulations;
- Investigate and report incidents of persons loitering on or near campus and students leaving or congregating off campus grounds without permission;
- Prevent students from leaving campus without appropriate permits or authorizations;
- Assist and direct campus visitors to authorized parking areas and appropriate location to ensure proper sign-in procedures;
- Direct traffic flow and parking, issue parking citations for violations of school district policies and regulations;
- Supervise bus stops, loading and unloading;
- Respond to emergency situations, and take appropriate action in accordance with established guidelines; provides basic first aid services as necessary;
- Identify, correct and/or report safety hazards that may compromise student/staff safety;
- Report misuse of facilities, vandalism, unauthorized activities, inappropriate behavior, violations, or potentially dangerous situations to school administrator and law enforcement as necessary;

- Perform a variety of routine clerical work involving recordkeeping, telephone calls, and preparing reports.

Other Related Duties:

- Perform basic safety maintenance duties and general campus cleaning;
- Attend staff meetings and participate in meetings and in-service training programs as assigned;
- Assist with crowd control at campus events.

SUPERVISION:

General supervision is received from the site administrator or designee.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Policies, rules, regulations, and effective methods of maintaining campus control, security, and appropriate student behavior;
- Positive behavior interventions and supports;
- Techniques used to guide, motivate, and supervise students;
- Health and safety regulations;
- Crowd and traffic control techniques;
- Modern office methods, procedures, terms, and equipment including a working knowledge of the use of personal computers, word processing, email, and internet computer applications;
- English usage including reading, grammar, spelling, and punctuation;
- Basic record keeping and report writing techniques;
- Written and oral communication principles and practices.

Ability to:

- Patrol and monitor and assigned district school campus and/or property to maintain order, safety, and security;
- Communicate effectively with children and adults demonstrating respect, poise, patience, sensitivity and understanding;
- Read, write, and communicate effectively;
- Assure compliance with laws and school district policies and regulations;
- Observe and analyze situations and swiftly and accurately determine and enact an effective course of action;
- Safely direct crowds and traffic;
- Operate a variety of modern office equipment, including personal computer and word processing software, two-way radio;
- Learn and apply District and school philosophies, policies, procedures, and guidelines;
- Maintain confidentiality, remember facts, information, and people;
- Perform routine clerical work including establishing and maintaining accurate records;
- Maintain reliable, punctual, and regular attendance;
- Work independently;
- Understand and carry out oral and written instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents,

- teachers, administration, and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy, and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;

Experience:

- Prior paid or volunteer experience involving the supervision of children and experience in community or public safety services is highly desirable.

Licenses and Certificates Required:

- Possession of a valid and appropriate California Driver License;
- Within two (2) months of employment, possession of valid, current First Aid and Adult/Child CPR Certificates;
- Within two (2) months of employment, required to successfully complete Pro-Act Training;
- Within two (2) months of employment, required to obtain a certificate indicating completion of an approved School Campus Security Training course meeting the requirements set forth in Education Code 38001.5 and BPC 7583.45;

All of the above licenses certificates must be maintained as a condition of continued employment.

Gender:

- Gender is a bona fide occupational qualification for individual positions and is determined by whether the position is assigned to monitor the boys' or girls' restroom or locker room facilities.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Physical Demands:

Walking and standing for extended periods of time; physical agility and stamina, including the ability to run 200 yards without stopping and the ability to ascend and descend stairs, steps, and ladders; safely lifts, carries, pushes up to 50 pounds; uses arms, hands and fingers on both hands to operate assigned equipment; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see and observe activities and behavior both indoor and outdoor and small details in a classroom environment; speech and vocal capacity sufficient to be heard by others in a noisy environment; hearing sufficient to be able to tell when a person is having difficulty or being disruptive; employment contingent upon passing a physical and back evaluation test.

Work Environment:

The working environment is indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community; has constant direct contact with students and other

district staff; is frequently exposed to minor, and on occasion, to severe contagious illnesses; frequently exposed to noise generated by children involved in activities; occasionally works without direct guidance from immediate supervisor.

Hazards:

Potential physical hazards involved in intervening in anti-social, illegal and violent behavior and confrontations.

SALARY RANGE

Proposed Salary Range 25

Classified Bargaining Unit

Draft ~~4/24/23~~ ~~6/13/23~~ ~~6/16/23~~ ~~6/30/23~~ ~~7/5/23~~ ~~7/10/23~~

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

<u>Salary Range</u>		<u>Salary Range</u>	
	<u>ACCOUNTING SERIES</u>		<u>INSTRUCTIONAL SERIES (CONTINUED)</u>
35	Senior Account Clerk	32	Early Learning Educator
37	Accounting Technician	33	Lead Behavior Instructional Assistant
** 40	Payroll Technician	34	Speech and Language Assistant
40	Senior Accounting Technician		<u>LIBRARY/MEDIA SERIES</u>
45	Financial Analyst	27	School Library Specialist
48	Accountant	34	Library/Instructional Materials Technician
	<u>CHILD CARE SERIES</u>		<u>MAINTENANCE SERIES</u>
18	Child Care Attendant	28	Maintenance/Grounds Helper
32	Child Care Program Facilitator	33	Maintenance Worker
34	Lead Child Care Facilitator	37	Flooring Repair Worker
	<u>CLERICAL SERIES</u>	37	Skilled Maintenance Worker
23	Clerk Typist	40	Locksmith
28	Intermediate Clerk Typist	40	Painter
28	School Office Clerk	41	Maintenance Carpenter/Cabinetmaker
29	Intermediate Clerk Typist-Bilingual	41	Maintenance Heating, Ventilation & Air
29	School Office Clerk-Bilingual		Conditioning Mechanic
31	District Receptionist	41	Maintenance Electrician
31	Senior Clerk Typist	41	Maintenance Plumber
33	Translator/Interpreter	50	Facilities Planner/Coordinator
	<u>CUSTODIAL SERIES</u>		<u>NETWORK/COMMUNICATIONS SERIES</u>
28	Custodian	37	Field Service Technician
30	Lead Evening Custodian	39	Data and Assessment Technician
32	Head Custodian	45	Computer/Multimedia Technician
	<u>DELIVERY SERIES</u>	45	Database Analyst
31	Delivery Worker	47	Network Systems Specialist
37	Storekeeper	50	Network Systems Manager
	<u>FOOD AND NUTRITION SERVICES SERIES</u>		<u>PRINTING SERIES</u>
18	Food Service Worker	33	Reprographic Technician
21	Lead Food Service Worker	36	Lead Reprographic Technician
24	Cook		<u>PURCHASING SERIES</u>
27	Central Kitchen Lead Food Service Worker	34	Senior Purchasing Clerk
35	Central Kitchen Coordinator	38	Buyer
	<u>GROUNDS SERIES</u>		<u>SECRETARIAL SERIES</u>
31	Groundskeeper I	35	Program Support Specialist
33	Grounds Equipment Operator	36	Department Secretary
34	Groundskeeper II	36	School Office Manager
35	Grounds Maintenance Worker	37	Department Secretary-Bilingual
37	Sprinkler Mechanic	37	School Office Manager-Bilingual
39	Lead Groundskeeper	40	Administrative Secretary
	<u>HEALTH SERIES</u>		<u>SPECIAL PROGRAM SERIES</u>
26	School Health Technician	19	Alternative Learning Center Attendant
	<u>HUMAN RESOURCE SERIES</u>	23	Parent Liaison Instructional Assistant-Bilingual
35	Personnel Technician	25	Campus Safety Supervisor (Proposed)
36	Human Resources Technician	25	Parent Educator-Bilingual
39	Benefits & Workers' Compensation Specialist	31	Community Liaison-Bilingual
40	Personnel Assistant	38	Public Information Assistant
41	Human Resources Analyst		<u>TRANSPORTATION SERIES</u>
41	Personnel Analyst	35	Driver Instructor
	<u>INSTRUCTIONAL SERIES</u>	36	Mechanic Assistant
21	Instructional Assistant	37	Bus Driver/Utility Worker
22	Early Learning Instructional Assistant	38	Transportation Dispatcher
22	Instructional Assistant-Bilingual	42	Mechanic
22	Universal Instructional Assistant	45	Lead Mechanic
23	Early Learning Instructional Assistant - Bilingual		Salaries:
23	Instructional Assistant-Computer I	*	10% Across the Board Salary Increase effective 7/1/2022, approved by Board of Trustees 10/11/22.
23	Instructional Assistant – English Learner	**	Salary range reallocation recommended by Personnel Commission 3/9/23 and approved by Board of Trustees 5/9/23 to be effective 3/10/23.
23	Instructional Assistant-Farm Facility		Longevity:
24	Instructional Assistant - Special Education	•	At beginning of 10 th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
24	Speech and Language Aide	•	3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.
25	Instructional Assistant-Physical Education		
25	Instructional Assistant-Sign Language (Deaf/HoH)		
27	Instructional Assistant-Adapted Physical Education		
27	Instructional Assistant-Computer II		
27	Instructional Assistant-Severely Disabled		
28	Instructional Assistant-Applied Behavior Analysis (ABA)		
29	Early Learning Associate Educator		

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

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

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 13, 2023

SUBJECT: Agenda Item No. 16: Job Description Revision, Title Change and Salary Range Reallocation - Public Information Manager

Background Information

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.

Analysis

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 updates and changes 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.

District	Comparable Position Title	Monthly Salary	
		Entry Step	Top Step
Capistrano USD	Chief Communications Officer	\$14,516	\$18,526
Newport Mesa USD	Communications and Public Relations Officer	\$0	\$14,961
Anaheim UHSD	Public Information Manager	\$12,135	\$13,661
Garden Grove USD	Public Information Officer	\$10,455	\$12,739
Los Alamitos USD	Communications and Public Information Officer	\$10,706	\$12,346
Irvine USD	Coordinator II, Public Information Officer	\$10,227	\$12,079
Anaheim Elementary	Director of Communications & Public Information	\$9,905	\$12,038
Santa Ana USD	Chief Communications Officer	\$10,209	\$11,760
Pomona USD	Public Information Officer	\$9,209	\$10,580
Hunt Beach UHSD	Public Information Coordinator (Confidential)	\$6,850	\$8,489
Westminster	Public Relations Specialist (Confidential)	\$6,957	\$8,476
Fountain Valley	Executive Asst/Public Information Officer	\$6,492	\$7,864

**Job Description Revision, Title Change and Salary Range Reallocation –
Public Information Manager
Page 2**

Salary Considerations

Based upon the survey data, it is the Director’s conclusion that the current range placement is below the median and mean for districts surveyed within Orange County with similar positions. The Director recommends and supports a reallocation of the Public Information Manager (proposed Communications and Public Information Officer) 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.

		Entry Step	Top Step
Median (Top Step)		\$10,209	\$12,059
Mean (Top Step)		\$9,787	\$11,960
Current OVSD Salary	Range M61	\$8,335	\$10,155
Recommended Salary	Range M67	\$9,666	\$11,773

The recommended salary range placement will allow for an adjustment to the Public Information Manager (proposed Communications and Public Information Officer) classification on the salary schedule which will bring Ocean View’s salary to just below the median salary being paid to similar positions in neighboring districts. This will provide a more competitive salary to assist in recruiting and retaining qualified candidates. This placement would not immediately disrupt the hierarchy of classified management positions. See attached salary schedule draft for proposed salary placement.

This recommendation and rationale have been shared with the Superintendent, Assistant Superintendent, Administrative Services, and the Assistant Superintendent, Human Resources, and all are in support of the recommended changes to the job description, title change and salary reallocation. If recommended by the Personnel Commission, the Superintendent will bring forth the recommended salary placement to the Board of Trustees for consideration.

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Recommendation

The Director recommends that

- The Personnel Commission review, discuss and approve the proposed revisions to the Public Information Manager job description including a title change to Communications and Public Information Officer and
- The Personnel Commission review, discuss and recommend 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.

Attachments:

- Proposed revised job description for Public Information Manager dated July 10, 2023
- Classified Management Salary Schedule Draft



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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

PUBLIC INFORMATION MANAGER
COMMUNICATIONS AND PUBLIC INFORMATION OFFICER

JOB SUMMARY:

Under direction of the District Superintendent or designee, strategizes, plans, organizes, develops and administers a comprehensive public information, ~~and~~ communication, ~~and community engagement~~ program; develops, collects, writes and disseminates various forms of communication, both internal and external, to create an understanding and awareness of the District's programs, services, activities, philosophy, objectives and staff as well as enhance the District's image and the public's perception of the District.

CLASS CHARACTERISTICS:

This single incumbent classified management position provides strategic leadership and support to the Superintendent or designee by directing all functions pertaining to District's public information, ~~and~~ communication, ~~and community engagement~~ program. The position performs general and technical functions including drafting and editing informational materials, press releases, Internet publishing, electronic presentations and graphic arts production, plans, develops, coordinates, maintains and updates the District website and social media content, and serves as a resource regarding availability and utilization of design, methods, and materials for instructional and other presentation forums.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Work with Superintendent and senior staff to plan, develop, organize and direct a highly visible, strategic and comprehensive communication, public information and community engagement program to enhance the District's communication and image to its wide variety of constituents;~~in developing and coordinating district marketing and community outreach plans;~~
- In regular consultation regularly with the Superintendent or designee, independently and effectively to create, review, edit, and disseminate a variety of digital and print content to promote District-wide and school site achievements, educational programs, activities and general information about the District, and policies and actions of the Governing Board to the public. ~~news releases, information materials, brochures and pamphlets concerning District-wide and school site activities and achievements, educational programs, activities and general information about the District, and policies and actions of the Governing Board to the public;~~
- Design, create and implement communication strategies that maximize community and stakeholder engagement;
- Effectively use and manage a full range of communication tools, ~~including web, video and social~~

~~media such as Facebook, Twitter, blogs, etc.~~ and assess what tool is appropriate for what purpose and with what impact:-

- Manage an array of public and internal information activities utilizing multiple sources including print, video, television, radio, online media and mobile applications;
- Participate as a member of the Superintendent's Cabinet and work closely with members of the District's Management Team to support District mission, vision and goals;
- Manage and coordinate communications and public relations during significant events including potential crisis situations;
- ~~Develop various forms of material~~ Develop and manage content of District communication tools, including but not limited to: press releases, photo opportunities, newsletters, handbooks, manuals, brochures, posters, advertisements, presentations, guides, directories, video, websites-based documents, social media content, and graphic images and visual displays for programs and events, email, phone messaging and mobile applications;
- Oversee the management of all content on District website including strategic placement of information and oversight of content accuracy and relevance;
- Coordinate communication content and schedules, graphic arts projects and website publications;
- Design, create, and coordinate the production of District publications, logo design, reports, booklets, charts, graphs and other printed and electronic materials to enhance appearance and understanding;
- Assist the Superintendent or designee in preparing media presentations and content using a variety of media programs to keep the Board of Trustees, District employees and/or the public informed on matters of importance to the District;
- Assist school site and District administrators in development of effective communication tools and procedures including school and department webpages and social media;
- Promote school site and District-wide events using various public relations techniques and marketing methods; visit schools/school activities and assist schools with events and publications; may attend events to, photograph, film, and report on events;
- Create and coordinate preparation of high-level communications such as speeches, video content, press releases, articles and other media releases to provide consistent, accurate and coordinated messaging concerning District operations and activities;
- Compose and edit District press releases, publications and informational materials, newsletters and website and social media articles covering District and school activities;
- Work closely with Superintendent in resolving public relation problems, issues and concerns, overseeing and insuring the preparation of accurate information, effectively disseminated to ensure a positive district image is maintained throughout the community;
- ~~May serve as a District spokesperson in case of emergency or crisis events;~~
- Consult with Superintendent and senior staff to ensure all internal and external communications regarding District and department services, initiatives and programs are communicated in a consistent manner that reflects the policies and positions supported by the District; develop strategies, branding standards and communication protocols;
- Manage content of district website, develop and manage social media; monitor web and social media content developed and published by other departments and sites;
- Arrange the printing and duplication of publications, confer with printing vendors;
- Independently perform office support work relating to District public information and communications, maintain departmental records, maintain schedule of department deadlines and

- ensure the timely performance of tasks consistent with District standards and expectations;
- Prepare and support a wide variety of confidential materials related to District business, personnel, students, negotiations, and District policies;
- Encourage media stories and provide responses to requests for information and provide effective public understanding of District issues, objectives and accomplishments;
- Facilitate parent and community involvement in schools in ways that positively impact student learning and community engagement;
- Establish and maintain strong partnerships with newspaper and other media representatives, community and school groups;
- Provide training for Board of Trustees and staff members regarding relations and appropriate communication with the news media;
- Attend Ocean View School District Board Meetings and such other meetings and events as directed by the Superintendent;
- Carry out other duties as assigned by the Superintendent.

Other Related Duties:

- Prepare correspondence, statistical data and reports, independently or from general instructions;
- Keep current on modern communications methods, graphic arts and Internet publishing techniques and practices.

SUPERVISION:

Receives administrative direction from the Superintendent or designee;

Supervision may be exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of office organization and management, public relations, community relations and communication programs;
- Modern office methods, procedures, terms, equipment;
- Word processing, spreadsheet, database, Internet, website, and E-mail computer applications;
- Desktop publishing techniques and software applications;
- Social media applications;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar, punctuation, composition, vocabulary and skills in proofreading;
- Basic mathematics used in an office environment;
- Standard record, filing systems and procedures;
- Basic objectives, organization, functions of a California school district;
- Rules, regulations, laws and policies governing District and Public Relations functions.

Ability to:

- Compose correspondence and written material independently or from oral instructions which are adapted to the needs and interests of diverse groups;
- Write and edit a variety of print and online communications;
- Organize, create, and edit layout publications;
- Utilize sound independent judgment in performing tasks and fulfilling responsibilities;
- Develop and maintain effective interpersonal relationships using tact, patience, courtesy, and respect in a manner that reflects positively on the District;
- Communicate accurately, effectively and courteously, both orally and in writing, to a diverse audience;
- Operate and maintain various standard and specialized office equipment, including personal computers, and effectively utilize word processing, spreadsheet, database, Internet E-mail, and presentation software;
- Use Microsoft office proficiently;
- Understand and carry out oral and written instructions;
- ~~Keyboard at a net corrected speed of 50 words per minute;~~
- Prioritize workload and work effectively in a demanding environment;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Learn and interpret Federal, State, District codes and regulations including administrative and school policies and procedures.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- Graduation from an accredited college or university with a bachelor's degree in public administration/relations, communications, journalism or related field.

Experience:

- Five years of successful experience coordinating high level public relations matters in one or more of the following areas:
 - Planning, writing, editing, composing and producing a variety of print and online communications media, newsletters, press releases, presentations and other print publications.
 - Utilizing desktop publishing to prepare brochures, catalogs, and advertisements in a public relations environment.
 - Public relations experience encompassing regular writing of material, use of technology, photography and communications is preferred.

- Experience working or volunteering in public schools is desirable.

LICENSES REQUIRED:

Possession of a valid, appropriate California Driver License.

All of the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Physical Demands:

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

Work Environment:

Performs administrative work in a typical office environment; works primarily inside -and occasionally outside; has direct contact with public and other District staff, -occasionally in difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

SALARY RANGE:

Range ~~M61~~ M67

Classified Management Salary Schedule

New classification effective: 1/14/16

Salary Range Reallocation from M54 to M61 recommended by Personnel Commission 8/8/19, approved by Board of Trustees 8/13/19

Draft 7-10-23

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2022-2023

SALARY RANGE

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

Vacation Schedule (12 Month Employees) 22 days per year

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

*Reactivated job class and revised job title approved by Personnel Commission 3/9/23.

Longevity:

- At the beginning of the 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into the new plan approved by the Board of Trustees on 10/20/15.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and Board approved 10/20/15.

Additional \$1,000 per year for earned Doctorate

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

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