



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, June 22, 2023

CLOSED SESSION

3:45 p.m.

H.R. Conference Room, Building B

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 – 2023

PERSONNEL COMMISSION:

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

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

**OCEAN VIEW
SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA**

THURSDAY, JUNE 22, 2023
CLOSED SESSION
3:45 p.m.
H.R. CONFERENCE ROOM, BUILDING B
REGULAR MEETING
4:30 p.m.
BOARD ROOM, BUILDING A

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

1. **CLOSED SESSION
CALL TO ORDER**

TIME: _____ p.m.

2. **ROLL CALL**

3. **APPROVAL OF CLOSED SESSION MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of May 11, 2023.

**ACTION
Page 1**

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

INFORMATION – DISCUSSION – ACTION ITEMS

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

- A. Public Employee Appointment, Public Employment, Public Employee Performance Evaluation, Public Employee Discipline/Dismissal/Release/ Appeal

**ACTION
Page 2-32**

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

1. Hear appeal from applicant – Edjoin Applicant ID #2215248
(*Agenda item and documentation provided to Commissioners only.*)

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 May 11, 2023, Regular Personnel Commission meeting for approval.

ACTION
Pages 33-36
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Page 37-39
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

There are no job description reviews or revisions requiring approval at this time.

B. RECRUITMENT AND TESTING:

ELIGIBILITY LIST(S): The Personnel Commission will receive the Director’s recommendation to certify the following eligibility lists. (*Eligibility lists provided to Commissioners only.*)

- 2022-105 Early Learning Instructional Assistant
- 2022-106 Noon Duty Supervisor
- 2022-107 Cook
- 2022-108 Bus Driver/Utility Worker
- 2022-109 Instructional Assistant - ABA

CONSENT CALENDAR CONTINUED:

- 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

- 13. CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity Lists received by the Board of Trustees at the Ocean View School District, Regular Board Meetings of May 9, 2023, (Exhibit A), and May 23, 2023, (Exhibit B). **INFORMATION Pages 40-43**
- 14. CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the most current list and status updates of classified recruitments. **INFORMATION Pages 44-57**
- 15. ADVANCE STEP PLACEMENT FOR TAREK HOUX, PROGRAM SUPPORT SPECIALIST:** The Personnel Commission will receive the Director's recommendation to approve the advance step placement for Tarek Houx, Program Support Specialist. **ACTION Pages 58-60**
Moved: _____
Second: _____
Vote: _____
- 16. PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2023-2024:** The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2023-2024. **ACTION Page 61**
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 – JUNE 22, 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
May 11, 2023**

CALL TO ORDER The May 11, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:47 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the April 27, 2023, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS**

The Personnel Commission met regarding:

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

1. Director, Classified Personnel evaluation

ADJOURNMENT Motion by Commissioner Bidnick to adjourn the May 11, 2023, Closed Session Meeting at 4:21 p.m.

Seconded by Commissioner Gooch, 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
May 11, 2023
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the May 11, 2023, Regular Personnel Commission Meeting to order at 4:31 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing led the Pledge of Allegiance.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- STAFF MEMBERS** Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician were present.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing stated there was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS** Tyler Bray, Evening Custodian at College View, came before the Commission regarding the rejection of his Edjoin application for Groundskeeper I. He stated his application was rejected due to his not having a valid California driver license and for not indicating one year of successful work experience in grounds keeping, maintenance, and gardening. Mr. Bray shared that he cannot drive because he is visually impaired. He stated that he does have one year of work experience. After he submitted his application on Sunday, May 7, 2023, he received a courtesy email on Monday, May 8, the date the posting was due to close, informing him that he needed to include missing information. The written exam for this position was May 10, and he was not permitted to participate.
- Mr. Bray shared that he had previously been a substitute for the Ocean View School District in the facilities department performing maintenance and grounds keeping duties during the 2014-2015 school year. He was able to perform those duties at the time without a driver license, with the exception of driving the lawn mower, because that was performed by a separate division. The grounds equipment he used included an edger, blower, chainsaw, weed whacker, clippers, and trimmers. As previously stated, he did not drive the lawn mowers. He also did not drive district vehicles to and from the sites. He rode along with other coworkers.
- With regard to the requirement of one year of experience, Mr. Bray stated that he responded to the question on the Edjoin application under the Additional Information section, indicating that he had been employed as substitute by the Ocean View School District in the Facilities department for ten months during the 2014-2015 school year, filling in for employees who were on leave. He stated that he worked many forty hour weeks in this position. He further stated that he obtained additional experience working for friends and family.
- Lara Kardos, Liaison to the Personnel Commission, informed the Commissioners that Elizabeth Lampley, School Health Technician at Marine View, is the recipient of the Unsung Hero Award through CSEA. Additionally, she mentioned that Ocean View School District will be hosting the Board of Directors from the CSEA Orange Field Office this coming weekend at Westmont Elementary School.

MINUTES OF THE MAY 11, 2023 PERSONNEL COMMISSION MEETING – PAGE 2

FIRST PUBLIC COMMENTS (CONTINUED)

Patti Bray, Benefits and Workers Compensation Specialist, commented about years of experience versus how CalPERS determines school district employment. She stated CalPERS looks at a full year of employment as a ten month assignment. Anyone that has worked ten months is considered to have worked a full year, even if they work twelve months. She wanted to point this out, because to CalPERS, ten months is considered a full year for retirement purposes.

APPROVAL OF MINUTES

Motion by Commissioner Gooch to approve the minutes of the April 27, 2023, Regular Personnel Commission meeting.

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

CONSENT CALENDAR

The following job description reviews/revisions were received on the Consent Calendar:

A. Job Description Reviews/Revisions:

There were no job description reviews or revisions submitted for approval.

The following recruitment and testing – eligibility lists were received on the Consent Calendar:

B. Recruitment and Testing – Eligibility Lists:

- 2022-96 Instructional Assistant – Physical Education
- 2022-97 Child Care Supervisor
- 2022-98 School Health Technician
- 2022-99 School Office Clerk – Bilingual
- 2022-100 Cook
- 2022-101 Instructional Assistant – ABA
- 2022-102 Instructional Assistant – Severely Disabled
- 2022-103 Instructional Assistant – Special Education
- 2022-104 Locksmith

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

CLASSIFIED PERSONNEL ACTIVITY LISTS

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of April 4, 2023, and April 18, 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.

PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2023-2024

Commissioner Ewing opened the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2023-2024 at 4:40 p.m.

There being no comments from the administration or the public, Commissioner Ewing closed the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2023-2024, at 4:41 p.m.

MINUTES OF THE MAY 11, 2023 PERSONNEL COMMISSION MEETING – PAGE 3

ADOPTION OF THE PROPOSED BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2023-2024

Commissioner Gooch commented that as Vice Chair, he coordinated with the Director, Classified Personnel, and the Director, Fiscal Services, in preparing the Personnel Commission's annual budget. In working with Director Vellanoweth, they have put together a budget, which is fairly conservative but should meet the needs of the Personnel Commission office. In preparing the original budget, they had included additional items to address staffing needs, job classification updates, and an automated workflow system.

After discussions with Director Tim Golden, and Assistant Superintendent, Keith Farrow, and being advised of the current situation with the budget of the school district, in addition to the upcoming FCMAT study of the Human Resources and Personnel Commission offices, it was their recommendation that the additional items be deferred until after the FCMAT study. Assurances have been received that should the FCMAT study indicate that the deferred additional resources are recommended, resources would be made available to implement them. This cooperative spirit is appreciated. Commissioner Gooch stated that he is confident the budget has been prepared appropriately.

Motion by Commissioner Gooch to approve the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2023-2024.

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

SECOND PUBLIC COMMENTS

Phi Tran, CSEA President, shared that over the weekend CSEA attended the Area H Leadership Institute. Approximately 60 classified professionals from different chapters all over Orange County were in attendance. He explained an activity they participated in where they built paper airplanes, which is how they grew as a team. He pointed out the strength and dedication of our chapter, including that of Vice President, Elizabeth Carr. He mentioned that Ocean View's chapter has incredible people, including four state leaders that have been appointed to CSEA, which is a testament to the dedicated people we have. An example he shared was CSEA Member of the Year, Dana Moyer. This type of award is not just awarded for union work, but for also for being dedicated to your job.

COMMISSIONER REPORTS

Commissioner Bidnick thanked Commissioner Gooch and Director Vellanoweth for their work on preparing the budget. He also thanked Director Golden, and Assistant Superintendent Farrow for their collaboration and assistance with the budget. It is very much appreciated.

Commissioner Gooch stated that he did not want to let the moment pass where we might forget that prior to the next Personnel Commission meeting the nation will be commemorating Memorial Day. As such, and as a former serviceman, he would like to recognize the sacrifice of the servicepersons that gave their all in the defense of freedom. In addition, it has been brought to the Commissioner's attention that Director Vellanoweth's father had passed away earlier in the week and on behalf of the Commission expressed his heartfelt sorrow for her and her family.

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission has been rescheduled to June 22, 2023. He also asked everyone to keep Director Vellanoweth and her family in their prayers and thoughts.

MINUTES OF THE MAY 11, 2023 PERSONNEL COMMISSION MEETING – PAGE 4

**DIRECTOR AND
STAFF REPORTS**

In Director Vellanoweth’s absence, Michelle Eifert, Personnel Assistant, read the Director comments into the record. The next meeting of the Personnel Commission is confirmed to be scheduled for June 22, 2023.

Thanks were expressed to the Commissioners for approving the budget. This information will be forwarded to the Superintendent for his signature, and then submitted to the Orange County Department of Education by the May 31 deadline. As was recently shared, last year we had our highest number of recruitments and eligibility lists created with 85 in total. As of today, the Personnel Commission has created and approved its 104th eligibility list for the year, with two months still remaining. There are 16 recruitments currently open on Edjoin, and approximately 10 others in progress. As of the last recruitment update, aside from Universal Instructional Assistant, there are 43 vacancies.

It was pointed out that there have been quite a few promotions on the activity lists recently. All of these employees participated in a competitive process, following merit system principles, in order to find the best candidate for each position based upon merit and fitness. Lastly, next week, May 15 through May 19, has been designated as Week of the Employee at Ocean View School District. Director Vellanoweth looks forward to celebrating all of our wonderful professionals that help support our student success.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch in recognition of the sacrifice of those Americans who spent their last moments defending freedom, as well as in memory of Director Vellanoweth’s father, James Brady.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:51 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: June 22, 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.*)

2022-105	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 & Language Assistant
2022-114	Instructional Assistant – Special Education
2022-115	Groundskeeper I

Eligibility Lists
Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-105	Early Learning Instructional Assistant	No. of Applicants 2 Screened Out 1 Written Exam Test Dates N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 5/8/2023 No Show/ Withdrew 0 Did Not Qualify 1	2	2	Open, Promotional, & Merge
2022-106	Noon Duty Supervisor	No. of Applicants 3 Screened Out 0 Written Exam Test Date 5/10/2023 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	2	3	Open, Promotional, & Merge
2022-107	Cook	No. of Applicants 3 Screened Out 2 Written Exam Test Dates 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
2022-108	Bus Driver/Utility Worker	No. of Applicants 3 Screened Out 2 Written Exam Test Date 5/10/2023 No Show/ Withdrew 0 Did Not Qualify 0 Performance Exam Test Date 5/22/2023 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional
2022-109	Instructional Assistant - ABA	No. of Applicants 3 Screened Out 0 Written Exam Test Date 5/10/2023 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 5/25/2023 No Show/ Withdrew 0 Did Not Qualify 0	2	3	Open, Promotional, & Merge
2022-110	ALC Attendant	No. of Applicants 2 Screened Out 0 Written Exam Test Date 5/8/2023 No Show/Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 5/26/2023 No Show/Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional

Eligibility Lists
Page 3

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-111	Maintenance HVAC Mechanic	No. of Applicants 3 Screened Out 1 Written Exam Test Date(s) 4/12/2023 5/10/2023 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 5/23/2023 No Show/Withdrew 1 Did Not Qualify 1	2	2	Open, Promotional, & Merge
2022-112	Cook	No. of Applicants 2 Screened Out 1 Written Exam Test Dates 5/19/2023 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
2022-113	Speech & Language Assistant	No. of Applicants 1 Screened Out 0 Written Exam Test Date N/A No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 6/9/2023 No Show/Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional
2022-114	Instructional Assistant – Special Education	No. of Applicants 1 Screened Out 0 Written Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 6/8/2023 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2022-115	Groundskeeper I	No. of Applicants 25 Screened Out 11 Written Exam Test Date 5/10/2023 No Show/ Withdrew 4 Did Not Qualify 4 Oral Exam Test Date 6/8/2023 No Show/ Withdrew 1 Did Not Qualify 1	3	4	Open & Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-105 through 2022-115.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 22, 2023

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

Background Information

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of May 9, 2023, (Exhibit A), and May 23, 2023, (Exhibit B).

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 Lists of May 9, 2023, and May 23, 2023.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 9, 2023

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Carranza, Raul	Custodian	Oak View	\$21,690 hourly	28.1	04/17/2023
Chappell, Grace	Universal Instructional Assistant	College View	\$18,693 hourly	22.1	04/18/2023
Esquivias, Viviana	Bus Driver/Utility Worker	Transportation	\$27,076 hourly	37.1	04/03/2023
Howard, Crystal	Universal Instructional Assistant	College View	\$18,693 hourly	22.1	04/27/2023
Jerome, Sonny	Food Service Worker	Mesa View	\$16,937 hourly	18.1	04/17/2023
McCleary, Karen	Food Service Worker	Spring View	\$16,937 hourly	18.1	04/17/2023
Zarate, Clayton	School Health Technician	Spring View	\$20,638 hourly	26.1	04/17/2023

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Brown, Robin	Head Custodian	Substitute	\$23,930 hourly	32.1	03/15/2023
Buffett, Alison	Food Service Worker	Substitute	\$16,937 hourly	18.1	04/26/2023
Hernandez, Vanessa	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	03/27/2023
Ibarra, Sheila	Food Service Worker	Substitute	\$16,937 hourly	18.1	04/26/2023
Nelson, Lukas	Custodian	Substitute	\$21,690 hourly	28.1	03/31/2023
Riggs, Kathleen	Universal Instructional Assistant	Substitute	\$22,774 hourly	22.5	03/31/2023
Segura, Sonia	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	04/04/2023

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Grace, Kari	Child Care Supervisor	Child Development Programs	\$5,917.00 monthly	M51.1	05/10/2023

APPROVE SALARY RANGE REALLOCATION

In accordance with Merit System Rule 7.1:

<u>NAME</u>	<u>POSITION</u>	<u>SITE/STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Gallegos, Daisy	Payroll Technician	District Office	\$5,309.55 monthly	40.2	03/10/2023
Glinksas, Amy	Payroll Technician	Substitute	\$29,157 hourly	40.1	03/10/2023
Gonzalez, Jessica	Payroll Technician	Substitute	\$32,184 hourly	40.3	03/10/2023
Morales, Melanie	Payroll Technician	District Office	\$5,053.88 monthly	40.1	03/10/2023

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 9, 2023

APPROVE ADVANCE STEP PLACEMENT

In accordance with Merit System Rule 7.2.1:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Bancod-Gileno, Mariel	School Health Technician	College View	\$22,774 hourly	26.3	03/17/2023
Campbell, James	Maintenance Worker	Facilities	\$4,693.17 monthly	33.3	08/29/2022
Green, Sharanda	Program Support Specialist	District Office	\$4,693.17 monthly	35.2	03/15/2023
Quinn, Jacqueline	Bus Driver/Utility Worker	Transportation	\$28,541 hourly	37.2	03/20/2023

APPROVE SEPARATION

In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Aguirre, Jenny	Classified Substitute	District Wide	Resignation	10/20/2022	04/06/2023
Cooper, Jodi	Noon Duty Supervisor	Hope View	Resignation	04/03/2023	04/26/2023
Herro, Andrea	Noon Duty Supervisor	Village View	Resignation	11/15/2012	04/06/2023
Landis, Stephanie	School Health Technician	Hope View	Resignation	12/16/2013	04/14/2023
Ling, Helen	Accounting Technician	Fiscal Services	Retirement	09/27/2021	05/31/2023
Martin, Carren	Noon Duty Supervisor	Westmont	Resignation	06/15/2022	03/17/2023
Sample, Craig	Maintenance and Operations Supervisor	Facilities	Retirement	02/13/1997	07/05/2023

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 23, 2023

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Merino, Monica	School Office Clerk – Bilingual	Oak View	\$22,222 hourly	29.1	05/05/2023
Salgado, Estevan	Instructional Assistant – Physical Education	Multiple Sites	\$20,132 hourly	25.1	05/15/2023
Vargas, Alondra	Universal Instructional Assistant	Lake View	\$18,693 hourly	22.1	05/10/2023

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Lopez, Maria	Food Service Worker	Substitute	\$16,937 hourly	18.1	05/01/2023
Mai, Jason	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	04/26/2023
Miller, Samantha	Noon Duty Supervisor	Substitute	\$16,50 hourly	1.1*	05/02/2023
Miller, Samantha	Instructional Assistant – Special Education	Substitute	\$19,644 hourly	24.1	05/02/2023
Miller, Samantha	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	05/02/2023
Pavia, Juan	Head Custodian	Substitute	\$29,157 hourly	32.5	03/23/2023
Salas, Anthony	Head Custodian	Substitute	\$27,759 hourly	32.4	02/14/2023

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Camarena, Luis	Locksmith	Facilities	\$6,527.68 monthly	40.5	05/10/2023

APPROVE SEPARATION

In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Aguirre, Jenny	Classified Substitute	District Wide	Resignation	10/20/2022	04/06/2023
Cooper, Jodi	Noon Duty Supervisor	Hope View	Resignation	04/03/2023	04/26/2023
Gray, Donald	Classified Substitute	District Wide	Sub Services No Longer Needed	02/12/2014	03/31/2017

*This is a single step, entry level position.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 22, 2023

SUBJECT Agenda Item No. 14: CLASSIFIED PERSONNEL RECRUITMENTS LIST

Background Information

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

Recommendation

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

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

Updated:
6/15/2023

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	Accounting Technician	Fiscal	40	Posted	4/19/2023-5/9/2023	5/24/2023	6/13/2023	TBD	Recruitment in progress		Replacing Employee - Hellen Ling
2	ALC Attendant	Vista View	29.75	Reposted (10)	3/30/2023 - 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	3/30/2023 - 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	Bus Driver/Utility Worker	Transportation	30	Reposted (8)	3/30/2023 - 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	Child Care Program Facilitator	Mesa View	19.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 6; PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 TBD		Recruitment in progress		New Position
6	Child Care Program Facilitator	Star View	20.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 6; PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 TBD		Recruitment in progress		New Position
7	Child Care Program Facilitator	TBD	20.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 6; PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 TBD		Recruitment in progress		New Position
8	Child Care Program Facilitator	Westmont	20.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 6; PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 TBD		Recruitment in progress		New Position
9	Cook	Central Kitchen	25	Reposted (2)	3/30/2023 - until filled	Number of past test dates: 5; PC test every other Wednesdays for eligible candidates	N/A	5/24/2023	Pending pre - employment		New Position
10	Cook	Central Kitchen	25	Reposted (2)	3/30/2023 - until filled	Number of past test dates: 5; PC test every other Wednesdays for eligible candidates	N/A	6/15/2023	Recruitment in progress		New Position
11	Cook	Central Kitchen	25	Reposted (2)	3/30/2023 - until filled	Number of past test dates: 5; PC test every other Wednesdays for eligible candidates	N/A	6/15/2023	Recruitment in progress		New Position
12	Custodian	Westmont	28.75	Valid Eligibility List				5/4/2023	Complete	tentative end of June	Replacing Employee - Raul Castro

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
13	10000078	Custodian	Maintenance	40	Pending repost				Pending repost		Replacing Employee - Vincent Novel
14	10000076	Custodian	Hope	25	Pending repost			6/14/2023, canceled 1 withdrew, 1 did not respond	Pending repost		
15	10000077	Custodian	Maintenance	40	Pending repost				Pending repost		
16	10000081	Early Learning Associate Educator	Early Learning	40							New position
17	3295	Early Learning Instructional Assistant	College Preschool	17.5	Reposted (3)	3/30/2023 - until filled	Number of past test dates: 2; PC test every other Wednesdays for eligible candidates	3/7/2023, no selection made	Recruitment in progress		Replacing Employee - Ruth Ocampo
18	3387	Early Learning Instructional Assistant	College Preschool	18.75	Reposted (3)	3/30/2023 - until filled	Number of past test dates: 2; PC test every other Wednesdays for eligible candidates		Recruitment in progress		Replacing Employee - Ariana Hernandez
19	3293	Early Learning Instructional Assistant	Oak View Preschool	18.75	Reposted (3)	3/30/2023 - until filled	Number of past test dates: 2; PC test every other Wednesdays for eligible candidates		Recruitment in progress		Replacing Employee - Luz Elena Ioya
20	3294	Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Reposted (3)	3/30/2023 - until filled	Number of past test dates: 1; PC test every other Wednesdays for eligible candidates	TBD	Recruitment in progress		Replacing Employee - Victoria Gonzalez
21	3557	Groundskeeper I	Maintenance	40	Posted	4/18/2023 - 5/8/2023	5/10/2023	Tentative 6/8/2023	Recruitment in progress		Replacing Employee - Dylan Azavedo
22	10000056	Instructional Assistant - ABA	Vista View	29.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 21; PC test every other Wednesdays for eligible candidates	pending date from supervisor	Recruitment in progress		Replacing Employee - Ellen Lavigne
23	10000055	Instructional Assistant - ABA	Westmont Preschool	24	Continuous	3/30/2023 - Until filled	Number of past test dates: 21; PC test every other Wednesdays for eligible candidates	pending date from supervisor	Complete	6/7/2023	Replacing Employee - Janell Macia
24	3347	Instructional Assistant - ABA	Hope View	26.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 21; PC test every other Wednesdays for eligible candidates	pending date from supervisor	Recruitment in progress		Replacing Employee - Jennifer Marshall
25	3488	Instructional Assistant - ABA	Hope View	29.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 21; PC test every other Wednesdays for eligible candidates	pending date from supervisor	Recruitment in progress		Replacing Employee - Isabelle Leslie
26	3518	Instructional Assistant - ABA	Lake View	26.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 21; PC test every other Wednesdays for eligible candidates	pending date from supervisor	Recruitment in progress		Replacing Employee - Melvin Galloway

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
27 3544	Instructional Assistant - ABA	Westmont Preschool	29.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 21 PC test every other Wednesdays for eligible candidates	Number of past test dates: 17 5/25/2023	pending date from supervisor	Complete	6/15/2023	New Position
28 3186	Instructional Assistant - Special Education	Circle View	26.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 19 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
29 3251	Instructional Assistant - Special Education	Golden View	27	Continuous	3/30/2023 - Until filled	Number of past test dates: 19 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
30 3188	Instructional Assistant - Special Education	Marine View	27.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 19 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 Condon
31 3253	Instructional Assistant - Special Education	Marine View	27.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 19 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
32 10000079	Maintenance HVAC Mechanic	Maintenance	40	Reposted (6)	4/8/2023 - Until filled	PC test every other Wednesdays for eligible candidates	5/23/2023	6/6/2023	Recruitment in progress		New position
33 10000016	Maintenance & Operations Supervisor	Maintenance	40	Posted	5/22/2023 - 6/12/2023	N/A	TBD		Recruitment in progress		Replacing Employee - Craid Sample
34 3558	Maintenance HVAC Mechanic	Maintenance	40	Reposted (6)	4/8/2023 - Until filled	PC test every other Wednesdays for eligible candidates	5/23/2023	6/6/2023	Pending pre - employment		Replacing Employee - Shannon Jauch
35 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
36 3516	Noon Duty Supervisor	Circle View	6	Continuous	3/30/2023 - 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
37 3501	Noon Duty Supervisor	Golden View	7	Continuous	3/30/2023 - until filled	Number of past test dates: 17 PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Lejane Noguchi
38 3513	Noon Duty Supervisor	Golden View	6	Continuous	3/30/2023 - until filled	Number of past test dates: 17 PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Theresa Scorer

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
39	Noon Duty Supervisor	Hope View	7.32	Continuous	3/30/2023 - until filled	Number of past test dates: 17. PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jessie Hooykaas
40	Noon Duty Supervisor	Oak View	10	Continuous	3/30/2023 - 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	Recruitment in progress		Replacing Employee - Adria Lopez
41	Noon Duty Supervisor	Mesa View	10	Continuous	3/30/2023 - until filled	Number of past test dates: 17. PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Kristin Stelle
42	Noon Duty Supervisor	Vista View	9	Continuous	3/30/2023 - 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
43	Noon Duty Supervisor	Westmont	7	Continuous	3/30/2023 - 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
44	Noon Duty Supervisor	Westmont	7	Continuous	3/30/2023 - 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
45	Noon Duty Supervisor	Hope View	7.32	Continuous	3/30/2023 - until filled	Number of past test dates: 17. PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Joel Cooper
46	Noon Duty Supervisor	Village View	6	Continuous	3/30/2023 - until filled	Number of past test dates: 17. PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		
47	Noon Duty Supervisor	Harbour View	9	Continuous	3/30/2023 - 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
48	Noon Duty Supervisor	Mesa View	10	Reposted (8)	3/30/2023 - 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

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
49	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
50	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 - Uliana Montes
51	2901 Parent Liaison Inst. Asst. Bilingual-Spanish	Golden View	20	Repost (3)	7/21/22 - 8/11/22, 12/1/2022 - 1/6/2023	Number of past test dates: 2, PC test every other Wednesdays for eligible candidates	Bilingual Exam: 5/24/2023		Complete	9/5/2023	New Position
52	2903 Parent Liaison Inst. Asst. Bilingual-Viet	Star /Vista View	25	Repost (3)	7/21/22 - 8/11/22, 12/1/2022 - 1/6/2023	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
53	10000049 Program Support Specialist	Special Education	40	Valid Eligibility List				6/9/2023	Pending pre - employment		Replacing Employee - Shandra Green
54	3404 School Health Technician	Oak View	20	Repost (6)	3/30/2023- until filled	Number of past test dates: 5, PC test every other Wednesdays for eligible candidates	5/26/2023	x	Complete	6/15/2023	Replace Employee- Angie Kesler
55	3369 School Health Technician	Spring View	25	Repost (6)	3/30/2023- until filled	Number of past test dates: 5, PC test every other Wednesdays for eligible candidates	5/26/2023	5/15/2023, 6/6/2023	Recruitment in progress		Replacing Employee - Lara Karobis
56	10000021 Skilled Maintenance Worker	Maintenance	40	Posted	5/24/2023-6/14/2023	6/21/2023	TBD		Recruitment in progress		New position
57	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
58	3460 Universal Instructional Assistant	Village View	10	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15, PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		Replacing Employee - Corrie Benson
59	3434 Universal Instructional Assistant	Golden	17.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15, PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position
60	Universal Instructional Asst	Circle View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15, PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	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
61	Universal Instructional Asst	Circle View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
62	Universal Instructional Asst	Circle View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
63	Universal Instructional Asst	Circle View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
64	Universal Instructional Asst	Circle View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
65	Universal Instructional Asst	Circle View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
66	Universal Instructional Asst	Circle View	19	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Pending start date		New Position - ELOP staffing
67	Universal Instructional Asst	Circle View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
68	Universal Instructional Asst	Circle View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
69	Universal Instructional Asst	Golden View	17.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position
70	Universal Instructional Asst	College View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	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
71	Universal Instructional Asst	College View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
72	Universal Instructional Asst	College View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
73	Universal Instructional Asst	College View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
74	Universal Instructional Asst	College View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
75	Universal Instructional Asst	College View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
76	Universal Instructional Asst	College View	17	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
77	Universal Instructional Asst	College View	17.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
78	Universal Instructional Asst	College View	19	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
79	Universal Instructional Asst	College View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
80	Universal Instructional Asst	College View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	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
81	3099 Universal Instructional/Asst	Lake View	8.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position
82	Universal Instructional/Asst	Hope View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
83	Universal Instructional/Asst	Hope View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
84	Universal Instructional/Asst	Hope View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
85	Universal Instructional/Asst	Hope View	17.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
86	Universal Instructional/Asst	Hope View	19	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
87	Universal Instructional/Asst	Hope View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
88	3437 Universal Instructional/Asst	Lake View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position
89	3438 Universal Instructional/Asst	Lake View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position
90	3439 Universal Instructional/Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	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
91	3440 Universal Instructional Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	3/21/2023	Recruitment in progress		New Position
92	Universal Instructional Asst	Lake View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
93	Universal Instructional Asst	Lake View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
94	Universal Instructional Asst	Lake View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
95	Universal Instructional Asst	Lake View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
96	Universal Instructional Asst	Lake View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
97	Universal Instructional Asst	Lake View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
98	Universal Instructional Asst	Lake View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
99	Universal Instructional Asst	Lake View	16	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
100	Universal Instructional Asst	Lake View	17	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	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
101	Universal Instructional/Asst	Lake View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
102	Universal Instructional/Asst	Lake View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
103	Universal Instructional/Asst	Lake View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
104	Universal Instructional/Asst	Lake View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
105	Universal Instructional/Asst	Lake View	18	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
106	Universal Instructional/Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Complete	6/6/2023	New Position
107	Universal Instructional/Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position
108	Universal Instructional/Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position
109	Universal Instructional/Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
110	Universal Instructional/Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	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
111	Universal Instructional Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
112	Universal Instructional Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
113	Universal Instructional Asst	Star View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
114	Universal Instructional Asst	Star View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
115	Universal Instructional Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
116	Universal Instructional Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
117	Universal Instructional Asst	Star View	16	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
118	Universal Instructional Asst	Star View	17	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
119	Universal Instructional Asst	Star View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
120	Universal Instructional Asst	Star View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	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
121	Universal Instructional Asst	Star View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
122	Universal Instructional Asst	Star View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
123	Universal Instructional Asst	Star View	18	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
124	Universal Instructional Asst	Village View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
125	Universal Instructional Asst	Village View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
126	Universal Instructional Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
127	Universal Instructional Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
128	Universal Instructional Asst	Village View	16	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position - ELOP staffing
129	Universal Instructional Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position
130	Universal Instructional Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	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
131-10000057	Universal Instructional Asst	Harbour View	26.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		New Position
132-10000080	Universal Instructional Asst	College View Preschool	15	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 15; PC test every other Wednesdays for eligible candidates	Number of past test dates: 12	5/17/2023	Recruitment in progress		Replacing Employee - Valerie Jordanich

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: June 22, 2023

**SUBJECT: Agenda Item No. 15: Approve Advance Step Placement
Tarek Houx – Program Support Specialist**

Background Information

Candidate Tarek Houx has been offered and accepted the position of Program Support Specialist and is currently in the process of pre-employment. Pursuant to Merit Rule 7.2.1.3.A.3, an Advanced Step Placement Request for Tarek Houx (attached), is being brought to the Personnel Commission for approval.

Analysis

The advanced step request for Step 4 placement (\$5,179.37 per month) on the appropriate salary range for the class of Program Support Specialist (Salary Range 35, \$4,469.57 per month to \$5,442.32 per month) on the Classified Bargaining Unit Salary Schedule, comes to the Commission upon the request of Director, Special Education Chileen Spaulding, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, and the Director, Classified Personnel.

The rationale for the Personnel Commission to approve 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 department financials; the candidate's knowledge of AERIES (Student Information System Software).

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

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

Recommendation

The Director, Classified Personnel 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.

OCEAN VIEW SCHOOL DISTRICT

Merit System Rules and Regulations for the Classified Service

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

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

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.
 - A. APPROVAL
 1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
 2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
 3. The approved request will be placed upon the Commission agenda for approval.
 4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).
 5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.
 6. A copy of the form is then placed in the employee's personnel file.
 - B. REJECTION
 1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
 2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
 3. If approved by the Commission, the request will be routed as in numbers and 5 and 6 above.
 4. If rejected, the form will be returned to the originator with the reasons given.
 5. A copy of the form will then be placed in the employee's personnel file.

Rule Revised by Personnel Commission 5/25/2018



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Chileen Spaulding

Date: 6/13/23

Title: Director, Special Education

Department: Special Education

The above hiring authority has interviewed for the open vacancy in the classification of Program Support Specialist
and has selected Tarek Houx as their choice.

name of candidate

The above hiring authority is requesting advanced step placement on range 35, step 4, for one or more of the following reasons:

1. Candidate's job related experience, or other qualifications when related to the classification, exceeds that required in the classification and makes that person especially qualified for the position. (Explain)

The candidate has over 5 years of experience working in Orange County School, Districts providing administrative support to specialized programs, including Early Childhood Education and Mental health departments.

2. Candidate's training and/or education, when related to the classification, exceeds that which is required and makes that person especially qualified for the position. (Explain)

The candidate has extensive experience using Aeries, Google platforms, and is highly proficient in the entire Microsoft Suite. They also have experience performing tasks such as compiling data relevant to maintaining confidential records, generating reports, managing financials, providing training and work direction to other clerical staff, and coordinating with parents and faculty.

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

We have encountered challenges in finding qualified candidates with the requisite experience and understanding of how school district departments function.

4. Any other extraordinary circumstances not covered above. (Explain)

NOTE: Applicants may not be requested or prompted to provide previous salary history information. If an applicant voluntarily and without prompting discloses salary information, it may be considered in determining salary step advancement.

The candidate brings extensive experience in supervising teams of up to 12 employees, training new hires, managing inventory, and performing effectively in high-pressure situations. They have expertise in inventory management and does well under pressure. Overall, the candidate's multifaceted experience makes them a valuable asset to any organization.

Approval
Signatures:

Appointing Authority: [Signature] Date: 6.15.23

Assistant Superintendent, Human Resources [Signature] Date: 6/15/23

Director, Classified Personnel [Signature] Date: 6.15.23

Date submitted to the Personnel Commission: 6.22.2023

- Approved
 Denied

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

Form updated by Personnel Commission 5/24/2018

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: June 22, 2023
**SUBJECT: Agenda Item No. 15: PROPOSED PERSONNEL COMMISSION MEETING
DATES FOR 2023-2024 SCHOOL YEAR**

Background Information

The Personnel Commission typically meets on the second Thursday of the month, in the District Office Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, California, at 4:30 p.m., unless otherwise noted. Dates may be subject to change.

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2023-2024 school year and are forwarded for ratification:

- Thursday, July 13, 2023*
- Thursday, August 17, 2023**
- Thursday, September 14, 2023
- Thursday, October 12, 2023
- Thursday, November 9, 2023
- Thursday, December 14, 2023
- Thursday, January 18, 2024**
- Thursday, February 8, 2024
- Thursday, March 14, 2024
- Thursday, April 18, 2024**
- Thursday, May 9, 2024
- Thursday, June 20, 2024**

*Location TBD due to Board Room unavailability

**Third Thursday of the month

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates for the 2023-2024 school year.