



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, May 11, 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, MAY 11, 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** TIME: _____ p.m.
CALL TO ORDER

2. **ROLL CALL**

3. **APPROVAL OF CLOSED SESSION MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of April 27, 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 April 27, 2023, Regular Personnel Commission meeting for approval. ACTION Pages 2-8
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

12. CONSENT CALENDAR: The Personnel Commission will receive the following items on the Consent Calendar: ACTION Page 9-11
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.)

- 2022-96 Instructional Assistant – Physical Education
- 2022-97 Child Care Supervisor
- 2022-98 School Health Technician
- 2022-99 School Office Clerk – Bilingual
- 2022-100 Cook

CONSENT CALENDAR CONTINUED:

- 2022-101 Instructional Assistant – ABA
- 2022-102 Instructional Assistant – Severely Disabled
- 2022-103 Instructional Assistant – Special Education
- 2022-104 Locksmith

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 April 4, 2023, and April 18, 2023. **INFORMATION Pages 12-15**

14. CLASSIFIED PERSONNEL RECRUITMENT LIST: The Personnel Commission will receive for information the most current list and status updates of classified recruitments. **INFORMATION Pages 16-28**

15. PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2023-2024: The Personnel Commission will hold a Public Hearing prior to taking action on its Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2023-2024. **PUBLIC HEARING AND DISCUSSION Pages 29-38**

Open Time: _____ p.m.

Close Time: _____ p.m.

16. ADOPTION OF THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2023-2024: The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2023-2024. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for the Fiscal Year 2023-2024, to be forwarded to the County Superintendent once the District's budget is adopted. **ACTION**

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 – MAY 11, 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
April 27, 2023**

CALL TO ORDER The April 27, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:50 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 March 9, 2023, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS** The Personnel Commission met regarding:

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

1. Director, Classified Personnel evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the April 27, 2023, Closed Session Meeting at 4:14 p.m.

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

RECONVENE TO CLOSED SESSION The April 27, 2023, Regular Closed Session meeting of the Personnel Commission was reconvened and called back to order at 5:35 p.m.

ADJOURNMENT Motion by Commissioner Gooch to adjourn the April 27, 2023, Closed Session Meeting at 5:58 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
April 27, 2023
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the April 27, 2023, Regular Personnel Commission Meeting to order at 4:33 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the Pledge of Allegiance.
- ROLL CALL** All Commissioners were present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that the Personnel Commissioners conducted the annual evaluation for Michelle Vellanoweth, Director, Classified Personnel.
- TIME CERTAIN – 2023 CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR RECOGNITION** Director Vellanoweth and staff recognized the 2023 Classified School Employees of the Year. A slideshow was presented recognizing all five recipients. Two of the Classified School Employees of the Year, Mara Moore and Bessie Washington, were in attendance. They received flowers and well-deserved applause. Photographs with the employees, Commissioners, Director, and families were taken. A brief recess followed to enjoy delicious cookies provided by the Food & Nutrition Services department.
- FIRST PUBLIC COMMENTS** Chileen Spaulding, Director, Special Education, expressed her support of agenda item 19, Advance Step Placement for Sharanda Green, Program Support Specialist. Ms. Green is an excellent addition to the Special Education department and comes highly qualified having previous skills and knowledge in special education.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the March 9, 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:
- 2022-80 Noon Duty Supervisor
 - 2022-81 Lead Behavior Instructional Assistant
 - 2022-82 Food Service Worker
 - 2022-83 Maintenance HVAC Mechanic
 - 2022-84 Instructional Assistant – ABA
 - 2022-85 Universal Instructional Assistant
 - 2022-86 School Health Technician
 - 2022-87 Cook

**CONSENT
CALENDAR
(CONTINUED)**

- 2022-88 Maintenance Carpenter/Cabinetmaker
- 2022-89 Noon Duty Supervisor
- 2022-90 Universal Instructional Assistant
- 2022-91 Bus Driver/Utility Worker
- 2022-92 Bus Driver/Utility Worker
- 2022-93 Custodian
- 2022-94 Bus Driver/Utility Worker
- 2022-95 Cook

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 March 14, 2023, and March 28, 2023.

**CLASSIFIED
PERSONNEL
RECRUITMENT LIST**

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

**PROPOSED
PERSONNEL
COMMISSION
BUDGET 2023-2024
– PRELIMINARY
DRAFT**

Director Vellanoweth stated that Education Code requires the Personnel Commission to prepare an annual budget for its own office, which upon approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district. A proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to a public hearing. A public hearing is then held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action.

Commissioner Gooch, as Vice-Chair, is this year's budget development advisor to the Director, Classified Personnel. In preparing the preliminary draft budget, Commissioner Gooch and Director Vellanoweth met with Tim Golden, Director of Fiscal Services to review past expenditures and to hear about the district's goals and objectives for budgets for the coming school year.

Commissioner Gooch and Director Vellanoweth then met to discuss how to best meet the essential needs of the Commission and delivery of services, and how these might align with the district budget objectives. Several additions to the budget were considered that would implement resources for the Personnel Commission office to find and attract qualified personnel in a timely manner.

Director Vellanoweth and Commissioner Gooch then shared a proposal of the budget with Director Golden and Assistant Superintendent Keith Farrow. After discussion with Assistant Superintendent Farrow and much consideration, it was decided that certain items such as systems that would automate workflow, support in updating job classifications, and staff enhancements would be deferred until recommendations are received from the upcoming Fiscal Crisis and Management Assistance Team (FCMAT) study of the Personnel Commission and Human Resources departments.

**PROPOSED
PERSONNEL
COMMISSION
BUDGET 2023-2024
– PRELIMINARY
DRAFT
(CONTINUED)**

Mr. Farrow shared with Director Vellanoweth and Commissioner Gooch that should the study recommend implementing the deferred recommendations, resources would be available to facilitate their implementation. Being mindful of the District's fiscal solvency, Director Vellanoweth reviewed all areas of the budget, attempted to keep discretionary spending as low as possible, while meeting the essential and minimal needs of the Commission and maintaining prudent flexibility. The preliminary draft presented will meet the minimal needs of the Commission for the coming year and align with the District's budget goals and objectives.

Director Vellanoweth recommended that most line items continue as currently budgeted. Increases were focused on necessary and essential areas within the discretionary budget, mandatory salary step and longevity increases and statutory benefit increases for current staff. This preliminary draft is Director Vellanoweth's best estimate as to the minimum budget required to operate during the next fiscal year.

Commissioner Gooch stated that as Vice-Chair and the budget advisor to the Director, the budget that will be submitted will not accomplish everything that we want to accomplish because some additions that would implement resources for the Personnel Commission to attract and hire qualified personnel were not included. This is due to the study of the Personnel Commission and Human Resources department that will begin shortly. It is hopeful that the study will point toward methodologies and efficiencies that can be implemented which will increase effectiveness. It is felt that some of the additions we are looking to implement will be verified in the study. Commissioner Gooch shared some background on classification studies and explained the necessity for keeping the job descriptions up to date, and the process for updating them.

Commissioner Bidnick thanked Commissioner Gooch and Director Vellanoweth for their work on the budget preparation.

Commissioner Ewing stated that at the next meeting of the Personnel Commission, a public hearing on the proposed budget for the Personnel Commission for fiscal year 2023-2024 will be held, followed by a second reading and adoption.

**ADVANCE STEP
PLACEMENT FOR
MARIEL BANCOD-
GILENO, SCHOOL
HEALTH
TECHNICIAN**

Candidate Mariel Bancod – Gileno, has been offered and accepted the position of School Health Technician. A request for advance step placement to Step 3 on the Classified Bargaining Unit Salary Schedule was received and is being brought to the Personnel Commission for approval. The request was submitted by Principal Elaine Burney, and has the support of Director of Student Services, Barb Davis, and approvals of Assistant Superintendent of Human Resources, Reagan Headrick and Michelle Vellanoweth, Director of Classified Personnel.

The rationale for the request includes, but is not limited to, the demonstrated difficulty in attracting qualified candidates over the last two years; the candidate's Bachelor of Science in Emergency Medical Care; the candidate's certification as a licensed Emergency Medical Technician; the candidate's experience in the maintenance of medical records; and the candidate's experience in patient care for adults and children.

**ADVANCE STEP
PLACEMENT FOR
MARIEL BANCOD-
GILENO, SCHOOL
HEALTH
TECHNICIAN
(CONTINUED)**

Director Vellanoweth recommends that the Personnel Commission approve the Step 3 (\$22.774 per hour) advanced step placement of Mariel Bancod – Gileno, School Health Technician, in accord with Merit Rule 7.2.1.3.A.3.

Motion by Commissioner Bidnick to approve the Advance Step Placement for Mariel Bancod – Gileno, School Health Technician.

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

**ADVANCE STEP
PLACEMENT FOR
SHARANDA GREEN,
PROGRAM
SUPPORT
SPECIALIST**

Candidate Sharanda Green, has been offered and accepted the position of Program Support Specialist. A request for advance step placement to Step 2 on the Classified Bargaining Unit Salary Schedule was received and is being brought to the Personnel Commission for approval. The request comes to the Personnel Commission upon the request of Chileen Spaulding, Director of Special Education, and approvals of Assistant Superintendent of Human Resources, Reagan Headrick and Michelle Vellanoweth, Director of Classified Personnel.

The rationale for the request includes, but is not limited to, the candidate's advanced clerical/secretarial experience; the candidate's public sector and special education work experience; and the candidate's knowledge of SEIS (Special Education Information System).

Director Vellanoweth recommends that the Personnel Commission approve the Step 2 (\$4,693.17 per month) advanced step placement of Sharanda Green, Program Support Specialist, in accord with Merit Rule 7.2.1.3.A.3.

Motion by Commissioner Gooch to approve the Advance Step Placement for Sharanda Green, Program Support Specialist.

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

**ADVANCE STEP
PLACEMENT FOR
JACQUELINE
QUINN, BUS DRIVER
/UTILITY WORKER**

Candidate Jacqueline Quinn, has been offered and accepted the position of Bus Driver/Utility Worker. A request for advance step placement to Step 2 on the Classified Bargaining Unit Salary Schedule was received and is being brought to the Personnel Commission for approval. The request comes to the Personnel Commission upon the request of Kelly Daniel, Transportation Supervisor and Jim Choate, Executive Director of Facilities and Transportation and approvals of Assistant Superintendent of Human Resources, Reagan Headrick and Michelle Vellanoweth, Director of Classified Personnel.

The rationale for the request includes, but is not limited to, the demonstrated difficulty in attracting qualified candidates; the candidate's high skill set and dedication to defensive driving techniques; candidate's exceptional knowledge of state and local rules, regulations, and policies; candidate's receiving of a perfect Pre-Trip inspection during testing; and the candidate receiving accolades from the California Highway Patrol for advanced skill.

Director Vellanoweth recommends that the Personnel Commission approve the Step 2 (\$28.451 per hour) advanced step placement of Jacqueline Quinn, Bus Driver/Utility Worker, in accord with Merit Rule 7.2.1.3.A.3.

MINUTES OF THE APRIL 27, 2023 PERSONNEL COMMISSION MEETING – PAGE 5

**ADVANCE STEP
PLACEMENT FOR
JACQUELINE
QUINN, BUS DRIVER
/UTILITY WORKER
(CONTINUED)**

Motion by Commissioner Gooch to approve the Advance Step Placement for Jacqueline Quinn, Bus Driver/Utility Worker.

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

**ADVANCE STEP
PLACEMENT FOR
JAMES CAMPBELL,
MAINTENANCE
WORKER**

Candidate James Campbell, has been offered and accepted the promotional position of Maintenance Worker. A request for advance step placement to Step 3 on the Classified Bargaining Unit Salary Schedule was received and is being brought to the Personnel Commission for approval. The request comes to the Personnel Commission upon the request of Kim Slack, Maintenance and Operations Supervisor, support of Jim Choate, Executive Director of Facilities and Transportation and approvals of Assistant Superintendent of Human Resources, Reagan Headrick and Michelle Vellanoweth, Director of Classified Personnel.

The rationale for the request includes, but is not limited to, the demonstrated difficulty in attracting qualified candidates in the trades; the candidate's advanced experience and knowledge of electrical, plumbing, carpentry, welding, lighting, window repair/glazing, and HVAC; the candidate's certification as a licensed welder; the candidate's multiple certifications; and the candidate's advanced college coursework in a variety of trades.

Director Vellanoweth recommends that the Personnel Commission approve the Step 3 (\$4,693.17 per month) advanced step placement of James Campbell, Maintenance Worker, in accord with Merit Rule 7.2.1.3.A.3.

Phi Tran, President of CSEA Chapter 375, shared that he and the chapter are in support of all the advance step placement requests presented this evening. However, the request for Mr. Campbell is special because he has been working for the district. Few people are aware that opportunities for advance step placement upon promotion are an option. Mr. Campbell has demonstrated his skills and training while on the job and this request for advance step placement is well justified.

Motion by Commissioner Gooch to approve the Advance Step Placement for James Campbell, Maintenance Worker.

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

**SECOND PUBLIC
COMMENTS**

Lara Kardos, CSEA Liaison to the Personnel Commission, provided a few updates. CSEA had its first successful hybrid Chapter meeting the day before. It went really well. CSEA is also preparing to return to negotiations soon. On behalf of CSEA, she congratulated Dana Moyer for being selected as its Member of the Year for 2023. She extended a thank you to Director Vellanoweth for the continuing partnership and for working together with CSEA to help solve problems.

**COMMISSIONER
REPORTS**

Commissioner Bidnick congratulated all of Ocean View School District's Classified School Employees of the Year, and congratulated Ed Vey for being selected as the Orange County Classified School Employee of the Year. He mentioned that next month in May, Classified Employee Appreciation Week will take place. He congratulated the employees whose requests for advance step placement were approved and stated it is a pleasure approving these types of items.

**COMMISSIONER
REPORTS
(CONTINUED)**

Commissioner Gooch congratulated the Classified School Employees of the Year and the Orange County Classified School Employee of the Year.

Commissioner Ewing concurred with Commissioners Bidnick and Gooch in congratulating the Classified School Employee of the Year. He announced the next meeting of the Personnel Commission was scheduled for Thursday, May 11, 2023. Commissioner Ewing also thanked Commissioners Bidnick and Gooch for all they do to get the work done and support the Personnel Commission staff.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth confirmed that the next meeting of the Personnel Commission is scheduled for May 11, 2023. At this meeting, the public hearing for the adoption of the Personnel Commission Budget for 2023-2024 will be held.

Director Vellanoweth provided a recruitment update which included some historical information about the number of recruitments per year the Personnel Commission staff conducted. Pre-COVID, the average number was 70 per year. That number went down during the COVID-19 pandemic. This year, staff has completed close to 100 recruitments with two months still left in the school year.

Reagan Headrick, Assistant Superintendent, Human Resources, and Director Vellanoweth met with the Activities Assistant Principal at Ocean View High School to discuss ways to collaborate with and match their high school seniors with some of the District's Universal Instructional Assistant openings to help with the Expanded Learning Opportunities Program (ELOP).

We have recently hired three new Bus Drivers, and have one more experienced candidate in the final stages of clearance. Once that candidate has completed these stages and is placed, we will only have one bus route that is being covered by Certified Transportation. Our department is also working with the Transportation department to open up another training program, which will begin next month. There are already 21 interested people in this training program. Director Vellanoweth also acknowledged the Transportation team, as it was recently Bus Driver Appreciation Day.

We recently hired two HVAC Mechanics. Unfortunately, one has resigned already. We are happy to have Mr. Brian Penilla on board and we have one other qualified candidate scheduled for an oral exam. We are in the final stages of hiring for the Child Care Supervisor, and have hired some Cooks to work in the Central Kitchen. Director Vellanoweth thanked Jim Riner, Director of Food and Nutrition Services, and Natalie Vargas, Central Kitchen Supervisor, for hosting the Personnel Commission staff at the Central Kitchen and giving a tour. We were also served with breakfast burritos that were very delicious.

Betzabeth Vazquez and Diana Flores recently attended some job fairs at Golden West College and the Huntington Beach Adult School.

As we approach the end of the school year and the summer, we are preparing for several things, such as interdepartmental summer planning sessions, preparing and auditing records for the year-end rollover of the employee database, responding to requests for information of audits of our unemployment claims dating back to COVID in 2020, sending out reasonable assurance notifications for 10 and 11 month employees, finishing up pending personnel requisitions in the existing workflow system because we will soon be transitioning to a new workflow system.

MINUTES OF THE APRIL 27, 2023 PERSONNEL COMMISSION MEETING – PAGE 7

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

We are also excited for the FCMAT study that was previously mentioned. It should begin fairly soon and we are happy to participate and see what the recommended outcomes are.

May 15 through 19 is designated as the Week of the Employee at Ocean View School District and this incorporates the recognition of classified, certificated, and management employees.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick.

Motion seconded by Commissioner Gooch, and carried with a 3:0 vote, at 5:30 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: May 11, 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.)*

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-96	Instructional Assistant – Physical Education	No. of Applicants 7 Screened Out 0 Written Exam Test Dates 3/29/2023 4/12/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/18/2023 No Show/ Withdrew 4 Did Not Qualify 1	1	2	Open & Promotional
2022-97	Child Care Supervisor	No. of Applicants 3 Screened Out 2 Written Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/24/2023 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Promotional
2022-98	School Health Technician	No. of Applicants 4 Screened Out 0 Written Exam Test Dates 3/9/2023 3/15/2023 No Show/Withdrew 0 Did Not Qualify 1 Oral Exam Test Date 3/17/2023 No Show/ Withdrew 0 Did Not Qualify 0	5	5	Open, Promotional & Merge

Eligibility Lists
Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-99	School Office Clerk – Bilingual (Spanish)	No. of Applicants 6 Screened Out 1 Written Exam Test Date 3/2/2023 No Show/ Withdrew 0 Did Not Qualify 1 Bilingual Exam Test Dates 4/4/2023 4/7/2023 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/24/2023 No Show/ Withdrew 0 Did Not Qualify 0	4	4	Open & Promotional
2022-100	Cook	No. of Applicants 1 Screened Out 0 Written Exam Test Date 4/26/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0	3	3	Open, Promotional, & Merge
2022-101	Instructional Assistant – ABA	No. of Applicants 2 Screened Out 0 Written Exam Test Date 4/12/2023 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/25/2023 No Show/Withdrew 0 Did Not Qualify 0	2	3	Open, Promotional, & Merge
2022-102	Instructional Assistant – Severely Disabled	No. of Applicants 2 Screened Out 0 Written Exam Test Date 4/12/2023 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/25/2023 No Show/Withdrew 0 Did Not Qualify 0	2	2	Open & Promotional
2022-103	Instructional Assistant – Special Education	No. of Applicants 3 Screened Out 0 Written Exam Test Dates 4/12/2023 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/25/2023 5/2/2023 No Show/Withdrew 0 Did Not Qualify 0	4	4	Open, Promotional, & Merge
2022-104	Locksmith	No. of Applicants 1 Screened Out 0 Written Exam Test Date 4/26/2023 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 5/3/2023 No Show/Withdrew 0 Did Not Qualify 0	1	1	Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-96 through 2022-104.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 11, 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 April 4, 2023, (Exhibit A), and April 18, 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 April 4, 2023, and April 18, 2023.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 4, 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>
Fairchild, Robert	Bus Driver/Utility Worker	Transportation	\$27.076 hourly	37.1	03/20/2023
Quinn, Jacqueline	Bus Driver/Utility Worker	Transportation	\$27.076 hourly	37.1	03/20/2023
Reynolds, Lauren	Universal Instructional Assistant	Golden View	\$18.693 hourly	22.1	03/22/2023

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>
Aguirre, Jenny	Human Resources Technician	Substitute	\$26.426 hourly	36.1	11/17/2022
Flores Delgado, Jesus	Bilingual Translator Level II (Spanish)	Substitute	\$19.161 hourly	23.1	02/23/2023
Hernandez, Jocelyn	Parent Liaison Instructional Assistant Bilingual (Spanish)	Substitute	\$22.222 hourly	23.4	09/20/2022
Kennedy, Maria Sol	Early Learning Instructional Assistant – Bilingual (Spanish)	Substitute	\$24.041 hourly	23.5	09/20/2022
Mai, Jason	Bilingual Translator Level I (Vietnamese)	Substitute	\$18.693 hourly	22.1	02/27/2023
Merina, Monica	Parent Teacher Conference Translator (Spanish)	Substitute	\$16.50 hourly	1.1*	02/08/2023
Merina, Monica	Bilingual Translator Level II (Spanish)	Substitute	\$19.161 hourly	23.1	02/23/2023
Merina, Monica	School Office Clerk - Bilingual (Spanish)	Substitute	\$22.222 hourly	29.1	02/23/2023
Nguyen, Tran	Bilingual Translator Level I (Vietnamese)	Substitute	\$18.693 hourly	22.1	02/27/2023
Polk, Jetza	Parent Teacher Conference Translator (Spanish)	Substitute	\$16.50 hourly	1.1*	02/08/2023
Rodas, Daisy	Parent Teacher Conference Translator (Spanish)	Substitute	\$16.50 hourly	1.1*	02/08/2023
Rodas, Daisy	Bilingual Translator Level II (Spanish)	Substitute	\$19.161 hourly	23.1	02/23/2023
Silva, Nancy	Parent Liaison Instructional Assistant Bilingual (Spanish)	Substitute	\$25.441 hourly	23.5	02/21/2023
Silva, Nancy	Bilingual Translator Level III (Spanish)	Substitute	\$25.441 hourly	31.1	02/23/2023

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>
Cordova Hernandez, Rosibel	Food Service Worker	Circle View	\$16.937 hourly	18.1	02/21/2023
Wood, Carrie	Universal Instructional Assistant	College View	\$18.693 hourly	22.1	12/09/2022

APPROVE RECLASSIFICATION

In accordance with Merit System Rules 3.3:

<u>NAME</u>	<u>POSITION RECLASSIFIED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Leeing, Laura	Senior Accounting Technician	District Office	\$6,527.68 monthly	40.5	03/10/2023

*This is a single step, entry level position.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 4, 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
Glinskas, 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

APPROVE SEPARATION

In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE/ STATUS</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Gutierrerez, Denise	Noon Duty Supervisor	Substitute	Resignation - Personal	04/04/2022	02/02/2023
Leal Ghiotto, Tannya	Central Kitchen Coordinator	Substitute	Resignation - Personal	03/22/2004	09/10/2021
Martin, Carren	Noon Duty Supervisor	Substitute	Resignation - Personal	06/15/2022	03/17/2023

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 18, 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>
Cooper, Jodi	Noon Duty Supervisor	Hope View	\$16.50 hourly	1.1*	04/03/2023
Jauch, Shannon	Maintenance HVAC Mechanic	Facilities	\$5,718.44 monthly	45.1	03/31/2023
Penilla, Brian	Maintenance HVAC Mechanic	Facilities	\$5,718.44 monthly	45.1	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>
Ambriz, Alexis	Food Service Worker	Substitute	\$16.937 hourly	18.1	03/31/2023
Villa Hernandez, Bertha	School Health Technician	Substitute	\$20.638 hourly	26.1	03/31/2023

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>
La Vigne, Ellen	Lead Behavior Instructional Assistant	Special Education	\$28.70 hourly	33.3	03/27/2023
Santos, Gabriel	Maintenance Carpenter/Cabinetmaker	Facilities	\$6,311.59 monthly	41.5	03/24/2023
Silva, Nancy	Parent Liaison Instructional Assistant Bilingual (Spanish)	Spring View	\$25.441 hourly	23.5	04/03/2023

APPROVE LATERAL TRANSFER

In accordance with Merit System Rule 8.2.1.A:

<u>NAME</u>	<u>POSITION LATERALLY TRANSFERRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Lara, Jennifer	Parent Liaison Instructional Assistant Bilingual (Spanish)	Lake View	\$24.741 hourly	23.5	04/03/2023

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>
Azevedo, Dylan	Groundskeeper I	Facilities	Resignation	07/24/2017	04/21/2023
Castro, Raul	Custodian	Westmont	Retirement	08/21/2002	06/30/2023
Jauch, Shannon	Maintenance HVAC Mechanic	Facilities	Resignation	03/31/2023	04/05/2023
Macias, Janelle	Instructional Assistant – ABA	Westmont Preschool	Resignation	02/27/2023	03/31/2023
Stelle, Kristin	Noon Duty Supervisor	Mesa View	Resignation	01/09/2023	03/17/2023

*This is a single step, entry level position.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 11, 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Substitute and Future Vacancy Recruitment Status & Update for FY 22/23												
2													
3		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
4	1		Accounting Technician	Fiscal	40	Posted	4/19/2023-5/9/2023	5/24/2023	TBD				Replacing Employee - Helen Ling
5	2	3051	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	TBD		Recruitment in progress		New Position
6	3	2680	Bus Driver/Utility Worker	Transportation	30	Continous	3/30/2023 - Until filled	Number of past test dates:2, PC test every other Wednesdays for eligible candidates	4/7/2023	4/7/2023	Pending pre - employment		New Position
7	4	2939	Bus Driver/Utility Worker	Transportation	30	Continous	3/30/2023 - 3/30/2024	Number of past test dates:2, PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
8	5	2937	Child Care Program Facilitator	Mesa View	19.75	Continous	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 withdrew 1/25/2023		Recruitment in progress		New Position
9	6	2282	Child Care Program Facilitator	Star View	20.75	Continous	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 withdrew 1/25/2023		Recruitment in progress		New Position
10	7	2938	Child Care Program Facilitator	TBD	20.75	Continous	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 withdrew 1/25/2023		Recruitment in progress		New Position
11	8	3523	Child Care Program Facilitator	Westmont	20.75	Continous	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 withdrew 1/25/2023		Recruitment in progress		New Position
12	9	3416	Child Care Program Supervisor	Child Development Program	40	Posted	3/31/2023 4/13/2023	N/A	4/24/2023	4/27/2023	Pending Board Approval	Tentative start date of 5/10/2023	New Position
13	10	3417	Cook	Central Kitchen	25	Reposted (2)	3/30/2023 - until filled	Number of past test dates: 3, PC test every other Wednesdays for eligible candidates	N/A	3/31/2023, 4/3/2023	Pending pre - employment		New Position
14	11	3418	Cook	Central Kitchen	25	Reposted (2)	3/30/2023 - until filled	Number of past test dates: 3, PC test every other Wednesdays for eligible candidates	N/A	3/31/2023, 4/3/2023	Pending pre - employment		New Position
15	12	3419	Cook	Central Kitchen	25	Reposted (2)	3/30/2023 - until filled	Number of past test dates: 3, PC tests Wednesdays for eligible candidates	N/A	5/2/2023	Recruitment in progress		New Position
16	13	3420	Cook	Central Kitchen	25	Reposted (2)	3/30/2023 - until filled	Number of past test dates: 3, PC test every other Wednesdays for eligible candidates	N/A	5/2/2023	Recruitment in progress		New Position

	A	B	C	D	E	F	G	H	I	J	K	L	M
		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
3													
14		3556	Cook	Central Kitchen	25	Reposted (2)	3/30/2023 - until filled	Number of past test dates: 3, PC test every other Wednesdays for eligible candidates	N/A	5/2/2023	Recruitment in progress		New Position
15		3552	Custodian	Harbour View	25	Valid Eligibility List				5/4/2023	Recruitment in progress		Replacing Employee - Ramiro Gonzalez
16		3295	Custodian	Westmont	28.75	Valid Eligibility List				5/4/2023	Recruitment in progress		Replacing Employee - Raul Castro
17		3387	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	Number of past test dates: 1, 5/8/2023		Recruitment in progress		Replacing Employee - Ruth Ocampo
18		3293	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	Number of past test dates: 1, 5/8/2023		Recruitment in progress		Replacing Employee - Ariana Hernandez
19		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 - Luz Elena Joya
20		3557	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		3558	Groundskeeper I	Maintenance	40	Posted	4/18/2023 - 5/8/2023	5/10/2023	TBD (Pending panelist recommendations)		Recruitment in progress		Replacing Employee - Dylan Azavedo
22		3347	Instructional Assistant - ABA	Hope 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: 15	5/1/2023	Recruitment in progress		Replacing Employee - Jennifer Marshal
23		3488	Instructional Assistant - ABA	Hope View	29.75	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: 15	5/1/2023 & 5/2/2023	Recruitment in progress		Replacing Employee - Izabelle Leslie
24		3518x	Instructional Assistant - ABA	Lake 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: 15	5/1/2023 & 5/2/2023	Recruitment in progress		Replacing Employee - Melvin Galloway
25		3544	Instructional Assistant - ABA	Westmont Preschool	29.75	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: 15	5/1/2023 & 5/2/2023	Pending pre - employment		New Position

	A	B	C	D	E	F	G	H	I	J	K	L	M
		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
3		26	3454	Instructional Assistant - PE	Multiple school sites	25	Reposted (3)	3/30/2023 - Until filled	Number of past test dates: 1, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2	4/26/2023	Pending pre - employment	Replacing Employee - Dihn Dung
29		27	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: 15	5/1/2023	Recruitment in progress	Replacing Employee - Eden Aleman
30		28	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: 15	5/1/2023	Recruitment in progress	Replacing Employee - Gina Scott
31		29	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: 15	5/1/2023	Recruitment in progress	Retired - Maria Condron
32		30	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: 15	5/1/2023	Recruitment in progress	Replacing Employee - Melissa Barris
33		31	3543	Locksmith	Facilities	40	Posted	4/3/2023 - 4/17/2023	4/26/2023	5/3/2023	TBD	Recruitment in progress	Replacing Employee - Gabriel Santos
34		32	3014	Maintenance HVAC Mechanic	Maintenance	40	Reposted (6)	4/8/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	Number of past test dates: 2		Recruitment in progress	Replacing Employee - Shannon Jauch
35		33	2902	Noon Duty Supervisor	Circle View	6	Continuous	3/30/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress	Replacing Employee - Denise Gutierrez
36		34	3501	Noon Duty Supervisor	College View	7	Continuous	3/30/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	N/A		Hold	Replacing Employee - Yolanda Ortiz
37		35	3513	Noon Duty Supervisor	Golden View	7	Continuous	3/30/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress	Replacing Employee - Lejarie Noguchi
38		36	3503	Noon Duty Supervisor	Golden View	6	Continuous	3/30/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress	Replacing Employee - Theresa Storrer
39													

A	B	C	D	E	F	G	H	I	J	K	L	M
	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
37	3223	Noon Duty Supervisor	Hope View	7.32	Continuous	3/30/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jessie Hooykass
38	2903	Noon Duty Supervisor	Mesa View	10	Continuous	3/30/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Kristin Stelle
39	3504	Noon Duty Supervisor	Oak View	10	Continuous	3/30/2023 - until filled	Number of past test dates: 14, 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 - Jadira Lopez
40	3318	Noon Duty Supervisor	Village View	6	Continuous	3/30/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Patricia Tomlinson
41	3494	Noon Duty Supervisor	Vista View	9	Continuous	3/30/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Alicia Martin
42	3516	Noon Duty Supervisor	Westmont	7	Continuous	3/30/2023 - until filled	Number of past test dates: 14, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Rosibel Hernandez Cordova
43	3423	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	2/17/2023	3/14/2023	Pending recommendations from hiring manager from final interview		New Position
44	2901	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	TBD		Candidate withdrew, recruitment in progress		Replacing Employee - Tung Ngo
45	3404	Parent Liaison Inst. Asst. Bilingual-Spanish	College View	10	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2, 1/18/2023	2/17/2023	3/14/2023	Pending recommendations from hiring manager from final interview		Replacing Employee - Liliana Montes due to promotion
46	3369	Parent Liaison Inst. Asst. Bilingual-Spanish	Golden / Lake View	20	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2, 1/18/2023	2/17/2023	3/14/2023	Pending pre - employment		New Position
47	2908	School Health Technician	Hope View	20	Repost (6)	3/30/2023- until filled	Number of past test dates:5, PC test every other Wednesdays for eligible candidates	Number of past test dates: 3, 4/21/2023	4/28/2023	Pending pre - employment		Replacing Employee - Stephanie Landis
48	3551	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		x	Hiring manager is requesting the position be classified as bilingual		Replace Employee- Angie Kesler

	A	B	C	D	E	F	G	H	I	J	K	L	M
	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	
3													
49	3524	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		Number of past test dates: 4	5/15/2023	Recruitment in progress		Replacing Employee - Lara Kardos
52													
50	3460	School Office Clerk Bilingual (Spanish)	Oak View	29.5	Posted	2/7/2023 - 2/23/2023	3/8/2023	TBD	5/4/2023	Recruitment in progress			Replacing Employee - Vilma Aponte
53													
51	3430	Speech & Language Assistant	Vista View	29.5	Reposted (3)	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		Recruitment in progress		Replacing Employee - Allie Thompson
54													
52	3434	Universal Instructional Assistant	Village View	10	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates		Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		Replacing Employee - Corrie Benson
55													
53		Universal Instructional Asst	Circle View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates		Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
56													
54		Universal Instructional Asst	Circle View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates		Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
57													
55		Universal Instructional Asst	Circle View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates		Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
58													
56		Universal Instructional Asst	Circle View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates		Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
59													
57		Universal Instructional Asst	Circle View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates		Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
60													
58		Universal Instructional Asst	Circle View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates		Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
61													
59		Universal Instructional Asst	Circle View	19	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates		Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
62													

A	B	C	D	E	F	G	H	I	J	K	L	M
	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
3												
60		Universal Instructional Asst	Circle View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
63												
61		Universal Instructional Asst	Circle View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
64												
62	3435	Universal Instructional Asst	College View	17.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Complete	4/27/2023	New Position
65												
63		Universal Instructional Asst	College View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
66												
64		Universal Instructional Asst	College View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
67												
65		Universal Instructional Asst	College View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
68												
66		Universal Instructional Asst	College View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
69												
67		Universal Instructional Asst	College View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
70												
68		Universal Instructional Asst	College View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
71												
69		Universal Instructional Asst	College View	17	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
72												

A	B	C	D	E	F	G	H	I	J	K	L	M
	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
3												
70		Universal Instructional Asst	College View	17.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
73												
71		Universal Instructional Asst	College View	19	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
74												
72		Universal Instructional Asst	College View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
75												
73		Universal Instructional Asst	College View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
76												
74	3099	Universal Instructional Asst	Golden View	17.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position
77												
75	3436	Universal Instructional Asst	Golden View	17.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position
78												
76		Universal Instructional Asst	Hope View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
79												
77		Universal Instructional Asst	Hope View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
80												
78		Universal Instructional Asst	Hope View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
81												
79		Universal Instructional Asst	Hope View	17.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
82												

A	B	C	D	E	F	G	H	I	J	K	L	M
	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
3												
80		Universal Instructional Asst	Hope View	19	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
85												
81		Universal Instructional Asst	Hope View	21	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
84												
82	3437	Universal Instructional Asst	Lake View	8.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position
85												
83	3438	Universal Instructional Asst	Lake View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Pending pre - employment	Tentative start date 5/5/2023	New Position
86												
84	3439	Universal Instructional Asst	Lake View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position
87												
85	3440	Universal Instructional Asst	Lake View	15.25	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position
88												
86		Universal Instructional Asst	Lake View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
89												
87		Universal Instructional Asst	Lake View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
90												
88		Universal Instructional Asst	Lake View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
91												
89		Universal Instructional Asst	Lake View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
92												

A	B	C	D	E	F	G	H	I	J	K	L	M
	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
3	90	Universal Instructional Asst	Lake View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
95	91	Universal Instructional Asst	Lake View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
94	92	Universal Instructional Asst	Lake View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
95	93	Universal Instructional Asst	Lake View	16	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
96	94	Universal Instructional Asst	Lake View	17	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
97	95	Universal Instructional Asst	Lake View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
98	96	Universal Instructional Asst	Lake View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
99	97	Universal Instructional Asst	Lake View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
100	98	Universal Instructional Asst	Lake View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
101	99	Universal Instructional Asst	Lake View	18	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
102												

A	B	C	D	E	F	G	H	I	J	K	L	M
	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
3												
100	3441	Universal Instructional Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position
103												
101	3443	Universal Instructional Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position
104												
102	3444	Universal Instructional Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position
105												
103		Universal Instructional Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
106												
104		Universal Instructional Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
107												
105		Universal Instructional Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
108												
106		Universal Instructional Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
109												
107		Universal Instructional Asst	Star View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
110												
108		Universal Instructional Asst	Star View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
111												
109		Universal Instructional Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
112												

A	B	C	D	E	F	G	H	I	J	K	L	M
	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
3	110	Universal Instructional Asst	Star View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
113	111	Universal Instructional Asst	Star View	16	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
114	112	Universal Instructional Asst	Star View	17	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
115	113	Universal Instructional Asst	Star View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
116	114	Universal Instructional Asst	Star View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
117	115	Universal Instructional Asst	Star View	15.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
118	116	Universal Instructional Asst	Star View	16.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
119	117	Universal Instructional Asst	Star View	18	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
120	118	Universal Instructional Asst	Village View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
121	119	Universal Instructional Asst	Village View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
122												

A	B	C	D	E	F	G	H	I	J	K	L	M
	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
3												
120		Universal Instructional Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
121		Universal Instructional Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
122		Universal Instructional Asst	Village View	16	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
123	3550	Universal Instructional Asst	Village View	17	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
124	3554	Universal Instructional Asst	Village View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position - ELOP staffing
125		Universal Instructional Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position
126		Universal Instructional Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	Number of past test dates: 1	Recruitment in progress		New Position

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: May 11, 2023

SUBJECT: Agenda Item No. 15 & 16: Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2023-2024 – Followed by Personnel Commission Discussion and Adoption of a 2023-2024 Budget

Background Information

Education Code 45253 requires the Commission to prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district. A proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to a public hearing. A public hearing is then held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action.

At the April 27, 2023 meeting, the Commission reviewed for a first reading the proposed budget for Personnel Commission operations in the 2023-2024 school year. This proposed budget is now being brought back to the Commission, prior to the May 30, 2023 deadline, for the required public hearing and adoption.

Process and Recommendation

As established by the Commission in 2002, each year the Vice-Chair of the Commission serves as the budget development liaison with the Director, Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Daniel P. Gooch, current Vice-Chair, is serving as the liaison this year for the 2023-2024 Personnel Commission budget.

In preparing to develop this preliminary draft budget, the Director and Vice-Chair budget liaison, Commissioner Gooch, met with Director, Fiscal Services, Tim Golden, to obtain information necessary to identify past expenditures and trends, project future expenditures, including salary and benefit costs, and discuss budget strategies. The Director and Vice-Chair then met to discuss how to best meet the essential needs of the Commission and delivery of services, and how these might align with the district budget objectives. Several additions to the budget were considered as a result of an increasingly limited job applicant market which demands that we implement resources to find and attract qualified personnel in a timely manner to allow the district's various entities to perform their duties.

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The Director and Vice-Chair then shared a draft proposal of the budget with Director, Fiscal Services, Tim Golden, and Assistant Superintendent Administrative Services, Keith Farrow which included resources that would allow the Personnel Commission staff to increase both their effectiveness and efficiency which, in turn, would increase our ability to provide the necessary qualified candidates in a timely manner.

After discussion with Assistant Superintendent, Farrow, and much consideration, the Director and Vice-Chair decided that certain items such as systems that would automate our workflow, support in updating our classifications, and staffing enhancements would be deferred until recommendations are received from the upcoming Fiscal Crisis and Management Assistance Team (FCMAT) study of the Personnel Commission and Human Resources Departments. Mr. Farrow shared commitment from the district that should the FCMAT study recommend implementing the deferred recommendations, resources would be available to facilitate their implementation.

It is understood that we need to be mindful of the District's fiscal solvency. Therefore, the Director reviewed all areas of the budget, in an attempt to keep discretionary spending as low as possible, meet the essential and minimal needs of the Commission, while maintaining prudent flexibility. This preliminary budget will meet the minimal needs of the Commission for the coming year while aligning with the district's budget goals and objectives.

The Director recommends that most line items continue as currently budgeted, as they will meet the needs of the Commission with minimal spending. Increases are focused on necessary and essential areas within the discretionary budget and mandatory salary step increases and statutory benefit increases for current staff. The Director will continue to be prudent, strategically planning all expenditures around the essential, necessary, and discretionary priority levels, to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year to support and build the District's reserves.

This preliminary budget has been prepared by Director Vellanoweth with Vice-Chair and budget liaison, Daniel P. Gooch and has been shared with Director, Fiscal Services, Tim Golden and Assistant Superintendent Administrative Services, Keith Farrow.

The Preliminary Draft 2023-2024 Annual Budget of the Personnel Commission is the Director's best estimate as to the minimum budget required to operate during the next fiscal year.

The Personnel Commission's proposed 2023-2024 non-salary discretionary budget contains ten line items totaling \$42,213.00. The expenditures supported by these individual line items are summarized as follows:

- **Administrative Supplies: *Recommended increase from last year.*** Used to purchase all consumable paper products, office supplies, printer toner, testing materials, postage, job fair promotional and recruitment materials, and any other materials purchased for operating the Personnel Commission Office. Additional funds for supplies for storage of archived terminated files has been added.

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- **Non Capitalized Equipment (Over \$500): *Recommended no change.*** No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
- **Mileage: *Recommended no change.*** Used to reimburse Commissioners and Commission staff for personal vehicle travel expenses incurred in the course of Commission business.
- **Travel/Conference: *Recommended no change.*** Used for attendance of Personnel Commissioners, Director, and staff at State, regional and local Personnel Commissioner conferences. Also used to cover expenses involved in Personnel Commission Director and staff attendance at job related workshops, seminars, trainings and job fairs. Any expenditure for Travel/Conference will be subject to prior approval.
- **District Memberships: *Recommended increase from last year.*** Used to pay for organizational memberships in CODESP (testing consortium), California School Personnel Commissioners Association, and Personnel Commissioners Association of Southern California. Increase in membership dues for CODESP, and new membership to Personnel Testing Council – Southern California.
- **Repair/Maintenance: *Recommended increase from last year.*** To be used for repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
- **Duplication: *Recommended no change.*** Used to pay for internal printing costs, i.e. Personnel Commission agendas, on-boarding packets, job fair materials, examination materials, etc.
- **Employment Advertisements: *Recommended no change.*** Used to purchase job advertisements in job specific publications i.e., CASBO Job Finder, ASCA (EdCal), GovernmentJobs.com, Craig’s List and other recruitment resources.
- **Consultants: *Recommended no change.*** Previously budgeted for hearing officers employed by the Commission to conduct hearings/investigations into appeals from disciplinary actions or alleged Rule violations. Per Fiscal Services, it is not necessary to budget for contingency costs of a hearing officer as there is no way to estimate legal costs. District agrees to support cost of hearing officer if Personnel Commission deems necessary to secure those services.
- **Outside Services: *Recommended increase from last year.*** Used to pay for on-going costs of shared HR/PC employee database HR2.0 and requisition workflow systems as contracted with Orange County Department of Education, as well as EdJoin applicant recruitment system, and Frontline Absence Management System. Ongoing costs of all systems divided equally between HR and PC budgets.

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The Personnel Commission’s 2023-2024 discretionary salary budget contains three line items totaling \$17,000. The expenditures supported by these individual line items are summarized as follows:

- **Overtime: *Recommended no change.*** Used for overtime of the Commission’s Personnel Assistant taking minutes at Personnel Commission meetings and overtime for Personnel Commission staff during peak periods due to increased workload and recruitments.
- **Substitutes: *Recommended no change.*** Used to support continuing office activities in the absence of Personnel Commission staff due to illness, scheduled vacation, job fair, or professional development attendance.
- **Temporaries: *Recommended no change.*** Used to provide additional assistance when needed, i.e., employees serving on oral exams/interview panels outside their normal working hours, exam proctoring, proctoring/grading of foreign language examinations, and additional support in Commission Office for long term projects and during peak periods.

Attachments: Personnel Commission Proposed Annual Budget 2023-2024
Education Code 45253

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Recommendation

The Director, Classified Personnel recommends the Personnel Commission hold a Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2023-2024 and fully consider any input received.

The Commission is then requested to make any changes it deems appropriate, and adopt the Annual Budget of the Personnel Commission for Fiscal Year 2023-2024, to be forwarded to the County Superintendent.

Education Code 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

<u>Categories/Object Code</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2023-2023</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget	
Admin Supplies (4305)						
Budgeted	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00	\$4,000.00	Increase - Additional supplies for storage of archived terminated files. Estimated expenditures through end of school year include replacing depleted office supplies, recruitment and promotional materials.
Expended	\$1,488.00	\$3,008.00	\$1,682.00	\$3,200.00		
% Expended	47%	94%	53%	100%		
Non Capitalized Equipment (Over \$500) (4490)						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
Expended	\$0.00	\$2,478.00	\$0.00	\$0.00		
% Expended	0%	2478%	0%	0%		
Mileage (5201)						
Budgeted	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
Expended	\$47.00	\$12.00	\$8.00	\$45.00		
% Expended	31%	8%	5%	30%		
Travel/Conference (5202)						
Budgeted	\$900.00	\$900.00	\$1,500.00	\$1,500.00	\$1,500.00	Continue - Supports director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, Merit System Academy, job fairs, other staff trainings.
Expended	\$0.00	\$636.00	\$1,008.00	\$1,100.00		
% Expended	0%	71%	67%	73%		
District Memberships (5301)						
Budgeted	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00	\$3,520.00	Increase - Memberships for PCASC and CSPCA anticipated to remain the same. CODESP increase. Director, Analyst and Technician membership in PTCSC.
Expended	\$3,200.00	\$3,200.00	\$3,320.00	\$3,320.00		
% Expended	100%	100%	104%	104%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u> Budgeted/ Expended thru 3rd Quarter	<u>2022-2023</u> Budgeted/ Est to close	<u>2023-2024</u> Proposed Budget	<u>Comments/Rationale</u>
	Actuals	Actuals				
Repair/Maintenance (5617)						
Budgeted	\$400.00	\$400.00	\$400.00	\$400.00		Increase - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
Expended	\$201.00	\$1,144.00	\$616.00	\$830.00	\$850.00	
% Expended	50%	286%	154%	208%		
Duplication Charges (5715)						
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00		Continue - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
Expended	\$57.00	\$24.00	\$57.00	\$120.00	\$500.00	
% Expended	11%	5%	11%	24%		
Employment Advertisements (5805)						
Budgeted	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00		Continue - EdJoin and Government Jobs (7 posts per year) meet most posting needs except for highly technical and management positions where outside advertising is necessary through CASBO/ACSA, or other recruitment options as needed such as Craig's List.
Expended	\$1,000.00	\$1,800.00	\$1,000.00	\$2,100.00	\$2,100.00	
% Expended	48%	86%	48%	100%		
Consultants (5820)						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00		Continue - Per Fiscal Services, not necessary to budget for contingency cost of hearing officer in event of an appeal. No way to estimate legal costs. District agrees to support cost of hearing officer, if PC deems necessary.
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
% Expended	0%	0%	0%	0%		
Outside Services - Non Repair/Mtce (5825)						
Budgeted	\$19,283.00	\$18,080.00	\$18,435.00	\$18,435.00		Increase - PC's half of 1) HR/PC employee database HR2.0 and workflow system through OCDE 2) EdJoin 3) Frontline Absence Management System.
Expended	\$19,830.00	\$17,600.00	\$19,250.00	\$19,250.00	\$29,593.00	
% Expended	103%	97%	104%	104%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u> Budgeted/ Expended thru 3rd Quarter	<u>2022-2023</u> Budgeted/ Est to close	<u>2023-2024</u> Proposed Budget	<u>Comments/Rationale</u>
	Actuals	Actuals				
TOTAL NON SALARY ITEMS						
Budgeted	\$29,733.00	\$28,530.00	\$29,485.00	\$29,485.00		Increase of \$12,728 from previous year Admin supplies, district memberships, repair/maintenance, outside services
Expended	\$25,823.00	\$29,902.00	\$26,941.00	\$29,965.00	\$42,213.00	
% Expended	87%	105%	91%	102%		

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget	
Overtime (2490)						
Budgeted	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Continue - Personnel Assistant overtime for PC Meetings and OT for other PC staff during peak periods or to meet time sensitive deadlines
Expended	\$1,339.00	\$667.00	\$1,185.00	\$2,000.00		
% Expended	67%	33%	59%	100%		
Substitutes (2497)						
Budgeted	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$5,000.00	Continue - Support office activities in absence of employees due to illness, scheduled vacation, workshop or training attendance, job fair attendance, etc.
Expended	\$3,824.00	\$4,781.00	\$2,253.00	\$4,000.00		
% Expended	191%	239%	45%	80%		
Temporaries (2495)						
Budgeted	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Continue - Support needed for oral exam panel members, exam proctoring, proctoring/grading foreign language exams, long term projects and temporary office support during peak periods.
Expended	\$3,659.00	\$7,984.00	\$4,838.00	\$7,500.00		
% Expended	52%	114%	48%	75%		
TOTAL OTHER SALARY ITEMS						
Budgeted	\$11,000.00	\$11,000.00	\$17,000.00	\$17,000.00	\$17,000.00	No change from previous year. This amount includes hourly rate of pay plus statutory benefits.
Expended	\$8,822.00	\$13,432.00	\$8,276.00	\$13,500.00		
% Expended	80%	122%	49%	79%		

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u> Budgeted/ Expended thru 3rd Quarter	<u>2022-2023</u> Budgeted/ Est to close	<u>2023-2024</u> Proposed Budget	<u>Comments/Rationale</u>
	Actuals	Actuals				
TOTAL STAFF SALARY ITEMS						
Budgeted	\$492,615.00	\$497,553.00	\$532,347.00	\$532,347.00		Increase \$67,191 to current staff (Director, Assistant, Analyst & Technician) due to scheduled salary step increases and statutory benefit increases.
Expended	\$484,533.00	\$517,110.00	\$335,724.00	\$593,287.00	\$599,538.00	
% Expended	98%	104%	63%	111%		

PERSONNEL COMMISSION BUDGET TOTALS THREE YEAR HISTORY						
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u> Budgeted/ Expended thru 3rd Quarter	<u>2022-2023</u> Budgeted/ Est to close	<u>2023-2024</u> Proposed Budget	
	Actuals	Actuals				Increase of \$79,919 (13.8%) from previous year
Budgeted	\$553,348.00	\$537,083.00	\$578,832.00	\$578,832.00		
Expended	\$519,178.00	\$560,444.00	\$370,941.00	\$636,752.00	\$658,751.00	
% Expended	94%	104%	64%	110%		