



**OCEAN VIEW SCHOOL DISTRICT**

**PERSONNEL COMMISSION  
AGENDA**

**Thursday, April 27, 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, APRIL 27, 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 March 9, 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: \_\_\_\_\_**

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – APRIL 27, 2023 – PAGE 2**

6. **RECONVENE TO OPEN SESSION** **TIME:** \_\_\_\_\_ **p.m.**  
**CALL TO ORDER**

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

10. **TIME CERTAIN – 2023 CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR RECOGNITION: PRESENTATION** On behalf of the Personnel Commission and Ocean View School District, Director Vellanoweth and staff will recognize the 2023 Classified School Employees of the Year.

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

\*Edwin Vey has also been selected by the Orange County Department of Education as their Classified School Employee of the Year in the category of Transportation.

11. **RECESS:** There will be a brief reception to congratulate the honorees.

12. **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.

13. **APPROVAL OF REGULAR MINUTES:** The Personnel Commission will receive the minutes of the March 9, 2023, Regular Personnel Commission meeting for approval.

**ACTION**  
**Pages 2-7**  
**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

**COMMISSION BUSINESS**

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

**ACTION**  
**Page 8-11**

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.)*

- 2022-80 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
- 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

15. **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 March 14, 2023, and March 28, 2023.

**INFORMATION**  
**Pages 12-14**

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

**INFORMATION**  
**Pages 15-28**

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – APRIL 27, 2023 – PAGE 4**

- |  |   |
|--|---|
| <p><b>17. PROPOSED PERSONNEL COMMISSION BUDGET 2023-2024 – PRELIMINARY DRAFT – FIRST READING AND DISCUSSION:</b> The Personnel Commission will receive the Director’s recommendation to review and discuss the preliminary budget of the Personnel Commission for the fiscal year 2023-2024, for a first reading and discussion.</p> | <p><b>FIRST READING &amp; DISCUSSION</b><br/><b>Pages 29-36</b></p>                               |
| <p><b>18. ADVANCE STEP PLACEMENT FOR MARIEL BANCOD – GILENO, SCHOOL HEALTH TECHNICIAN:</b> The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Mariel Bancod – Gileno, School Health Technician.</p>   | <p><b>ACTION</b><br/><b>Pages 37-39</b></p> <p>Moved: _____<br/>Second: _____<br/>Vote: _____</p> |
| <p><b>19. ADVANCE STEP PLACEMENT FOR SHARANDA GREEN, PROGRAM SUPPORT SPECIALIST:</b> The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Sharanda Green, Program Support Specialist.</p>   | <p><b>ACTION</b><br/><b>Pages 40-42</b></p> <p>Moved: _____<br/>Second: _____<br/>Vote: _____</p> |
| <p><b>20. ADVANCE STEP PLACEMENT FOR JACQUELINE QUINN, BUS DRIVER/UTILITY WORKER :</b> The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Jacqueline Quinn, Bus Driver/Utility Worker.</p>  | <p><b>ACTION</b><br/><b>Pages 43-45</b></p> <p>Moved: _____<br/>Second: _____<br/>Vote: _____</p> |
| <p><b>21. ADVANCE STEP PLACEMENT FOR JAMES CAMPBELL, MAINTENANCE WORKER:</b> The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for James Campbell, Maintenance Worker.</p>   | <p><b>ACTION</b><br/><b>Pages 46-49</b></p> <p>Moved: _____<br/>Second: _____<br/>Vote: _____</p> |

**COMMUNICATIONS**

- 22. 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.
- 23. COMMISSIONER REPORTS**
- 24. DIRECTOR AND STAFF REPORTS**
- |                               |                                       |  |
|-------------------------------|---------------------------------------|--|
| <p><b>25. ADJOURNMENT</b></p> | <p><b>TIME:</b> _____ <b>p.m.</b></p> | <p><b>ACTION</b></p> <p>Moved: _____<br/>Second: _____<br/>Vote: _____</p> |
|-------------------------------|---------------------------------------|--|

## **AGENDA FOR THE PERSONNEL COMMISSION MEETING – APRIL 27, 2023 – PAGE 5**

*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](mailto: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](mailto:mvellanoweth@ovsd.org) or [meifert@ovsd.org](mailto: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  
March 9, 2023**

**CALL TO ORDER** The March 9, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:48 p.m.

**ROLL CALL** Commissioners Ewing and Gooch were present. Commissioner Bidnick arrived at 4:07 p.m. Director Vellanoweth was also present.

**APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the February 9, 2023, Regular Closed Session Meeting.

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent from the 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 March 9, 2023, Closed Session Meeting at 4:26 p.m.

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

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Michelle Vellanoweth  
Director, Classified Personnel  
Secretary to the Personnel Commission

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Date

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Personnel Commission Meeting Minutes**  
**March 9, 2023**  
**4:30 p.m.**

- CALL TO ORDER** Commissioner Ewing called the March 9, 2023, Regular Personnel Commission Meeting to order at 4:30 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; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing shared there was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS**  
Sue Broderson, Coordinator of Child Development Programs, thanked the Personnel Commission for putting item number 17, Reactivation of Former Classification – Child Care Program Supervisor, on tonight’s agenda. This position will definitely help with the Early Learning Opportunities Program.  
  
Lara Kardos, Interim CSEA Liaison to the Personnel Commission, stated that she would like to talk about agenda item number 17, at the time it is being discussed.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the February 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:
- 2022-69 Instructional Assistant – ABA
  - 2022-70 Instructional Assistant – Special Education
  - 2022-71 Instructional Assistant – Severely Disabled
  - 2022-72 Program Support Specialist
  - 2022-73 Universal Instructional Assistant
  - 2022-74 Early Learning Instructional Assistant
  - 2022-75 Parent Liaison Instructional Assistant Bilingual (Spanish)
  - 2022-76 Instructional Assistant – ABA
  - 2022-77 Instructional Assistant – Severely Disabled
  - 2022-78 Instructional Assistant – Special Education
  - 2022-79 Noon Duty Supervisor



**MINUTES OF THE MARCH 9, 2023 PERSONNEL COMMISSION MEETING – PAGE 2**

**CONSENT  
CALENDAR  
(CONTINUED)**

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**CLASSIFIED  
PERSONNEL  
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of February 14, 2023, and February 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.

Commissioner Gooch commended the staff for the extents they have gone to, to recruit applicants. In chatting with other individuals in the area, our district is not the only district in this current situation. He believes one of the major areas of concern is, we find ourselves in competition with every other school district trying to hire the same people. It is important that our efforts continue in order to let everyone know that Ocean View School District is a fine place to work.

**SALARY  
ADJUSTMENT  
REQUEST –  
PAYROLL  
TECHNICIAN**

Director Vellanoweth received a request from Tim Golden, Director of Fiscal Services, to review the salary placement of the Payroll Technician classification. Ocean View School District has experienced attrition in this position because of competitiveness in pay from neighboring districts. Additionally, the Personnel Commission has experienced difficulty filling these positions due to the complex and specific nature of the work performed. In response to the request, Director Vellanoweth conducted a salary study of the Payroll Technician as compared to the market in neighboring districts. The study indicated that Ocean View's salary is right above the mean and median for neighboring and benchmark survey districts. However, due to past attrition and difficulty filling these vital positions, Mr. Golden, and Mr. Keith Farrow, Assistant Superintendent of Administrative Services, have an interest in reallocating the Payroll Technician to a higher salary range in order to be more competitive and retain current staff.

Therefore, Director Vellanoweth recommends and supports a salary range reallocation for the Payroll Technician from Range 37, \$4,693.17 per month, Step 1 to \$5,718.44 per month, Step 5 to Salary Range 40, \$5,053.88 per month, Step 1 to \$6,158.19 per month, Step 5 on the Classified Bargaining Unit Salary Schedule. This recommendation has been shared with the district administration and with CSEA. If recommended by the Personnel Commission, the salary range reallocation will be brought forth to the Board of Trustees for consideration.

Commissioner Bidnick asked about internal alignments within the Accounting Series. He asked if there was justification for the Payroll Technician being recommended at a higher salary range than the Accounting Technician. Director Vellanoweth answered yes, due to the complexity and specialization in the classification of Payroll Technician.

Motion by Commissioner Gooch to approve the Salary Adjustment Request – Payroll Technician.

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

**MINUTES OF THE MARCH 9, 2023 PERSONNEL COMMISSION MEETING – PAGE 3**

**PROPOSED NEW CLASSIFICATION – SENIOR ACCOUNTING TECHNICIAN AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM ACCOUNTING TECHNICIAN TO SENIOR ACCOUNTING TECHNICIAN**

Director Vellanoweth received a request from Director of Fiscal Services, Tim Golden, and Accounting Technician, Laura Leeing for a reclassification study of Ms. Leeing's position in the Accounting Department. A Position Information Questionnaire was submitted.

Director Vellanoweth and Personnel Analyst, Betzabeth Vazquez conducted a thorough review of the reclassification request, which included reviewing the questionnaire, in person meetings with Ms. Leeing, Tim Golden, Reagan Headrick, Assistant Superintendent of Human Resources, and Keith Farrow, Assistant Superintendent of Administrative Services, a review of the current Accounting series job descriptions, and review of the job descriptions and department structures of other districts.

At the conclusion of the study, it was determined that Ms. Leeing was not working within her current classification of Accounting Technician. It was also determined that she was working within a role that did not fit within an already established classification.

Therefore, Director Vellanoweth recommended that a new classification of Senior Accounting Technician be established at Salary Range 40, \$5,053.88 per month Step 1 to \$6,158.19 per month Step 5, on the Classified Bargaining Unit Salary Schedule, and that Ms. Leeing be reclassified from Accounting Technician to Senior Accounting Technician.

Commissioner Bidnick inquired about the promotional ladder within the Accounting Series. He asked whether this new proposed classification would be in line for an Accounting Technician to promote into if a vacancy occurred, and whether the Payroll Technician would also be in line to go this route, based upon job duties. Director Vellanoweth answered yes, that it would create a promotional opportunity within the Accounting Series for Accounting Technicians. It is also possible for an Accounting Technician to promote into a Payroll Technician, depending upon their experience and exposure to that specialized line of work in former employment.

Motion by Commissioner Gooch to approve the Proposed New Classification of Senior Accounting Technician and Recommendation to Reclassify Incumbent from Accounting Technician to Senior Accounting Technician.

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

**REACTIVATION OF FORMER CLASSIFICATION – CHILD CARE PROGRAM SUPERVISOR**

Commissioner Ewing invited Lara Kardos, who expressed an interest in speaking on this item, to the podium. Ms. Kardos stated that this request was just brought to the attention of CSEA one month ago. CSEA wants to ensure that this new classification does not replace the duties of a Lead Child Care Facilitator or any other child care employee's duties that they are already performing.

Director Vellanoweth was recently approached by Julianne Hoefler, Assistant Superintendent of Educational Services, and Sue Broderson, Coordinator of Child Development Programs, with a proposal to reactivate the former job classification of Child Care Program Supervisor.

**MINUTES OF THE MARCH 9, 2023 PERSONNEL COMMISSION MEETING – PAGE 4**

**REACTIVATION OF  
FORMER  
CLASSIFICATION –  
CHILD CARE  
PROGRAM  
SUPERVISOR  
(CONTINUED)**

This position is needed to support Ms. Broderson with developing, monitoring, and evaluating a before, during, and after school program that meets the requirements of the Expanded Learning Opportunities Program (ELOP).

Director Vellanoweth reviewed the former classification of Child Care Program Supervisor which was previously on the classified management salary schedule. She reviewed job descriptions from other Orange County districts and worked with Ms. Hoefler and Ms. Broderson to incorporate suggested changes into an updated job description that will meet the current and future needs of the district. These changes were also shared with Reagan Headrick, Assistant Superintendent of Human Resources.

Director Vellanoweth, Dr. Hoefler, Ms. Headrick and Ms. Broderson all agree that the reactivation of this classification, with the suggested revisions to the job description, will be appropriate to meet the child care supervision needs of the district.

To internally align the salary of this position with other classified supervisor level positions within Ocean View with similar levels of skill and responsibility, the Director recommends that the salary of the reactivated classification be placed as it was previously, at Salary Range M51, \$6,508.70 per month step 1, to \$7,931.00 per month step 5, on the Classified Management Salary Schedule.

Motion by Commissioner Bidnick to approve the Reactivation of Former Classification – Child Care Program Supervisor, with the title change to Child Care Supervisor, and placement on the Classified Management Salary Schedule at Salary Range M51.

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

**TEMPORARY  
WAIVER OF MERIT  
RULE 7.2.12.A.1**

Director Vellanoweth explained Merit Rule 7.2.12.A.1 which states that provisional, limited term, and substitute employees will receive hourly compensation at Step 1 of the classification filled. An exception to this rule is when former employees who had attained permanency with the District shall, for a period of 18 months following their separation from regular employment, receive compensation at the base salary step they held at the time of their separation (excluding longevity pay, differential, and stipends) whenever they serve as a provisional, limited term, or substitute employee in the same or related higher job classification they held at the time of separation.

The Personnel Commission Office currently has a process for identifying and communicating to employees who have separated and continue working in a substitute capacity and employees who have been reinstated as substitutes. This helps to ensure that employees are notified at the time of separation or at the time of rehire that their rate of pay beyond step 1 will end after 18 months from the time of their separation.

Due to staff turnover in the Personnel Commission office and inconsistencies in the tracking system, it was discovered that some employees who should have been identified and notified at the 18 month mark following their separation, were not.

Three of these employees have worked consistently in substitute capacities and their correction in pay was not processed in time to avoid overpayment.

**TEMPORARY  
WAIVER OF MERIT  
RULE 7.2.12.A.1  
(CONTINUED)**

Given that these three employees were not notified at the time of their separation or rehire that they would be returning to step 1 after 18 months, they worked consistently with the understanding they would be receiving the same base pay they earned in their permanent position, and that adjustments were not made returning them to step 1 in time to avoid overpayment, Director Vellanoweth recommended that the Personnel Commission temporarily waive Merit Rule 7.2.12.A.1 for the three affected employees, through March 15, 2023, to allow time for Personnel and Payroll to make the necessary adjustments without impacting the employee's upcoming paychecks. All of the affected employees have been contacted and Director Vellanoweth has spoken to them personally to explain the situation.

Commissioner Bidnick asked how employees who have resigned and remain as substitutes or return later to substitute are notified about this merit rule. Director Vellanoweth answered that written documentation is mailed to the employees at the time of separation. Commissioner Bidnick asked if the Personnel Commission office receives confirmation back from the employee acknowledging that they have received the notification. Director Vellanoweth answered no. She added that the employees are sent letters again at the time the 18 months is ending, notifying them they will be returning to Step 1.

Commissioner Gooch asked now that this specific occurrence has been identified and rectified, have new procedures been put into place to prevent this from happening again. Director Vellanoweth answered yes, that a new process is being worked on to put into place so situations like this do not reoccur.

Motion by Commissioner Gooch to approve the Temporary Waiver of Merit Rule 7.2.12.A.1.

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

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public at this time.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick commented on the troubles school districts are experiencing with hiring and the number of students leaving and being unaccounted for. When combined with other things, such as the block grant from the state for arts and music, categorical programs, ELOP and TK programs having a big impact on public education, these matters all impact the Personnel Commission department. He wanted to make sure this was mentioned, as it is a concern to him and to the other Personnel Commissioners.

Commissioner Gooch stated that everyone is well aware of the difficulties in getting candidates to apply for positions. The fact that the applicant flow has greatly decreased demands that we try different and innovative methods in recruiting to attract applicants. He is fairly confident that once we recruit applicants and get them onboard, they will see the product Ocean View School District is offering and hopefully remain on.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for April 27, 2023. He informed the public that the Personnel Commission typically meets on the second Thursday of the month. However, due to Spring Break and a scheduling conflict, the April meeting will be rescheduled to April 27.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth shared that as always, recruitments are very busy. On our Wednesday testing session, 25 candidates showed up to test for 17 different classifications. In contrast, when screening applications for the next week, there were only 10 applicants total. She listed the many classifications for which oral exams and final interviews were held this week and will be coming up in the following weeks. Three pre-placement appointments and five new-hire orientations also were conducted this week.

Good news was also shared about our Bus Drivers. One former Bus Driver/Utility Worker was reinstated, another experienced Bus Driver is completing a refresher training, and two trainees have successfully passed their training program and will be hired on as permanent Bus Drivers. This means we are down to just one vacant Bus Driver position. A new training program is anticipated to begin in April.

There are five candidates going through final interviews for five Parent Liaison Instructional Assistant Bilingual – Spanish positions, and three candidates are moving forward for our five Cook positions. We have received HVAC Mechanic applicants who met the minimum requirements and tested this week. Oral exams for HVAC Mechanic are already scheduled for Monday, March 13, 2023.

As a result of an extra hours survey, we have added six new Universal Instructional Assistant substitutes, and two Food Service Worker substitutes. The Personnel Commission office created a beautiful flyer promoting the Expanded Learning Opportunities Program. Staff will also be attending two job fairs in April.

On other fronts other than recruitment, we have begun planning for staffing our summer programs, which include Extended School Year (ESY), Summer Education Academy (SEA), Child Care program, and Preschool program. We will be staffing the Food Service program, as well.

Some meetings and trainings are coming up for the year-end rollover for the employee database and payroll system. Next month a preliminary draft of the 2023-2024 budget will be brought forward for a first reading and discussion. The second reading, public hearing, and adoption will take place at the May Personnel Commission meeting.

Director Vellanoweth congratulated the Teachers of the Year, Sarah Roberts and Joan Ashley. She acknowledged the Personnel Commission staff for their expertise, dedication, and the way they care for our employees.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 5:02 p.m.

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

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Date

**OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** April 27, 2023

**SUBJECT:** **Agenda Item No. 14B.: ELIGIBILITY LISTS**

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## 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
2022-80	Noon Duty Supervisor	No. of Applicants 1 Screened Out 0 Written Exam Test Date 3/1/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	2	Open, Promotional & Merge
2022-81	Lead Behavior Instructional Assistant	No. of Applicants 6 Screened Out 2 Written Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 3/9/2023 No Show/ Withdrew 0 Did Not Qualify 0	4	4	Open & Promotional
2022-82	Food Service Worker	No. of Applicants 18 Screened Out 1 Written Exam Test Date 3/8/2023 No Show/Withdrew 4 Did Not Qualify 6 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	8	9	Open, Promotional & Merge

**Eligibility Lists**  
**Page 2**

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-83	Maintenance HVAC Mechanic	No. of Applicants 6 Screened Out 3 Written Exam Test Dates 1/25/2023 3/8/2023 No Show/ Withdrew 0 Did Not Qualify 1 Oral Exam Test Date 3/13/2023 No Show/ Withdrew 0 Did Not Qualify 0	3	3	Open, Promotional & Merge
2022-84	Instructional Assistant - ABA	No. of Applicants 4 Screened Out 0 Written Exam Test Date N/A No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date 3/13/2023 No Show/ Withdrew 1 Did Not Qualify 0	1	1	Open, Promotional, & Merge
2022-85	Universal Instructional Assistant	No. of Applicants 4 Screened Out 0 Written Exam Test Date 2/15/2023 2/22/2023 No Show/Withdrew 1 Did Not Qualify 1 Oral Exam Test Date 3/9/2023 No Show/Withdrew 0 Did Not Qualify 0	5	7	Open, Promotional, & Merge
2022-86	School Health Technician	No. of Applicants 12 Screened Out 9 Written Exam Test Date 2/15/2023 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 3/15/2023 No Show/Withdrew 0 Did Not Qualify 1	3	4	Open & Promotional
2022-87	Cook	No. of Applicants 10 Screened Out 6 Written Exam Test Dates 1/18/2023 1/25/2023 2/15/2023 2/22/2023 3/1/2023 No Show/Withdrew 1 Did Not Qualify 0 Oral Exam Test Date N/A No Show/Withdrew N/A Did Not Qualify N/A	3	3	Open & Promotional
2022-88	Maintenance Carpenter/Cabinetmaker	No. of Applicants 1 Screened Out 0 Written Exam Test Date 7/29/2022 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 3/17/2023 No Show/Withdrew 0 Did Not Qualify 0	1	1	Promotional

**Eligibility Lists**

**Page 3**

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-89	Noon Duty Supervisor	No. of Applicants 6 Screened Out 0 Written Exam Test Date 3/8/2023 No Show/Withdrew 3 Did Not Qualify 0 Oral Exam Test Date N/A No Show/Withdrew N/A Did Not Qualify N/A	2	4	Open, Promotional, & Merge
2022-90	Universal Instructional Assistant	No. of Applicants 5 Screened Out 0 Written Exam Test Date 3/8/2023 No Show/Withdrew 1 Did Not Qualify 1 Oral Exam Test Date 3/22/2023 No Show/Withdrew 0 Did Not Qualify 0	4	8	Open, Promotional, & Merge
2022-91	Bus Driver/Utility Worker	No. of Applicants 2 Screened Out 1 Written Exam Test Date 1/5/2023 No Show/Withdrew 0 Did Not Qualify 0 Behind the Wheel/ 1/18/2023 Performance Exam Date 1/19/2023 No Show/Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2022-92	Bus Driver/Utility Worker	No. of Applicants 3 Screened Out 0 Written Exam Test Date 1/18/2023 No Show/Withdrew 0 Did Not Qualify 0 Behind the Wheel/ 2/15/2023 Performance Exam Date 2/28/2023 No Show/Withdrew 0 Did Not Qualify 1	2	3	Open, Promotional, & Merge
2022-93	Custodian	No. of Applicants 26 Screened Out 9 Written Exam Test Date 1/23/2023 1/25/2023 2/8/2023 2/15/2023 2/22/2023 No Show/Withdrew 10 Did Not Qualify 1 Oral Exam Test Date 3/23/2023 3/27/2023 No Show/Withdrew 2 Did Not Qualify 0	5	5	Open, Promotional, & Merge



**Eligibility Lists**  
**Page 4**

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-94	Bus Driver/Utility Worker	No. of Applicants 2 Screened Out 1 Written Exam Test Date 3/29/2023 No Show/Withdrew 0 Did Not Qualify 0 Behind the Wheel/ 4/6/2023 Performance Exam Date No Show/Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional
2022-95	Cook	No. of Applicants 2 Screened Out 0 Written Exam Test Date 3/29/2023 No Show/Withdrew 1 Did Not Qualify 0 Oral Exam Test Date N/A No Show/Withdrew N/A Did Not Qualify N/A	3	4	Open, Promotional, & Merge

**Recommendation**

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-80 through 2022-95.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** April 27, 2023

**SUBJECT:** **Agenda Item No. 15: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

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## **Background Information**

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of March 14, 2023, (Exhibit A), and March 28, 2023, (Exhibit B).

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

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## **Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity Lists of March 14, 2023, and March 28, 2023.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
March 14, 2023

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Arizmendi, Elizabeth	Universal Instructional Assistant	College View	\$18.693 hourly	22.1	02/22/2023
Brown, Emma	Instructional Assistant – ABA	Lake View	\$21.690 hourly	28.1	02/24/2023
Griego-Hoeker, Marissa	Food Service Worker	Lake View	\$16.937 hourly	18.1	02/22/2023
Macias, Janelle	Instructional Assistant – ABA	Westmont	\$21.690 hourly	28.1	02/27/2023
Mallette, Ebonnee	Food Service Worker	Vista View	\$16.937 hourly	18.1	02/16/2023

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Esquivias, Viviana	Bus Driver Trainee	Trainee	\$16.50 hourly	1.1*	03/02/2023
Medrano, Sherri	Community Liaison Bilingual	Substitute	\$28.451 hourly	31.5	02/21/2023
Medrano, Sherri	School Office Clerk	Substitute	\$26.426 hourly	28.5	02/21/2023
Pantoja, Jimmy	Custodian	Substitute	\$21.690 hourly	28.1	02/21/2023

**APPROVE PROMOTION**

**In accordance with Merit System Rule 7.2.4:**

<b><u>NAME</u></b>	<b><u>POSITION PROMOTED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Hernandez Cordova, Rosibel	Food Service Worker	Circle View	\$16.937 hourly	18.1	02/21/2023

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.4.3:**

<b><u>NAME</u></b>	<b><u>POSITION SEPARATED FROM</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Brown, Emma	Instructional Assistant – ABA	Lake View	Resignation – Personal	02/24/2023	02/27/2023
Storrer, Theresa	Noon Duty Supervisor	Golden View	Resignation – Personal	09/09/2015	01/23/2023

\*This is a single step, entry level position.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
March 28, 2023

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Bancod-Gileno, Mariel	School Health Technician	College View	\$20,638 hourly	26.1	03/17/2023
Garcia, Guizel	School Office Clerk	Mesa View	\$21,690 hourly	28.1	03/27/2023
Green, Sharanda	Program Support Specialist	District Office	\$4,469.57 monthly	35.1	03/15/2023
Hernandez, Vanessa	Universal Instructional Assistant	Mesa View	\$18,693 hourly	22.1	03/06/2023
Rosenau, Katharine	Instructional Assistant – ABA	Lake View	\$21,690 hourly	28.1	03/13/2023

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Bias, Olinda	Noon Duty Supervisor	Substitute	\$16.50 hourly	1.1*	03/13/2023
Cortez, Christopher	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	03/01/2023
Cruz, Alisabel	Universal Instructional Assistant	Substitute	\$22,774 hourly	22.5	09/07/2022
Martinez, Samuel	Universal Instructional Assistant	Substitute	\$22,774 hourly	22.5	03/10/2023
Melwani, Tomoko	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	03/03/2023
Quinn, Jacqueline	Bus Driver/Utility Worker	Substitute	\$27,076 hourly	37.1	02/17/2023
Tewfik, Silvia	Noon Duty Supervisor	Substitute	\$16.50 hourly	1.1*	03/08/2023
Valencia, Adison	Noon Duty Supervisor	Substitute	\$16.50 hourly	1.1*	02/22/2023
Varela, Helen	Bilingual Translator Level II	Substitute	\$19,161 hourly	23.1	03/09/2023
Zarate, Clayton	School Health Technician	Substitute	\$20,638 hourly	26.1	03/03/2023

**APPROVE VOLUNTARY DEMOTION**

**In accordance with Merit System Rule 8.2.8:**

<b><u>NAME</u></b>	<b><u>POSITION VOLUNTARILY DEMOTED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>NAME</u></b>
Braff, Corinne	Food Service Worker	Spring View	\$22,495 hourly	18.5	09/06/2022

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.4.3:**

<b><u>NAME</u></b>	<b><u>POSITION SEPARATED FROM</u></b>	<b><u>SITE/STATUS</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Cordell, Emma	Child Care Attendant	Substitute	Resignation – No Longer Available	03/22/2019	06/18/2020
Hazen, Emma	Instructional Assistant – Bilingual	Substitute	Resignation – No Longer Available	10/03/2016	12/19/2019
Wadsworth, Tracie	School Office Clerk	Mesa View	Released Within Probation	09/06/2022	03/03/2023

**APPROVE LEAVE OF ABSENCE WITHOUT PAY**

**In accordance with Merit System Rules 8.10:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>ENDING DATE</u></b>
Vanhoepen, Jessica	Instructional Assistant – ABA	Vista View	12/14/2022	06/14/2023

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** April 27, 2023

**SUBJECT** Agenda Item No. 16: CLASSIFIED PERSONNEL RECRUITMENTS LIST

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## **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.

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## **Recommendation**

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

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

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
1 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
2 2680	Bus Driver/Utility Worker	Transportation	30	Continuous	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
3 2939	Child Care Program Facilitator	Mesa View	19.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Recruitment in progress		New Position
4 2937	Child Care Program Facilitator	Star View	20.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Recruitment in progress		New Position
5 2282	Child Care Program Facilitator	TBD	20.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Recruitment in progress		New Position
6 2938	Child Care Program Facilitator	Westmont	20.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 6, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Recruitment in progress		New Position
7 3523	Child Care Program Supervisor	Child Development Program	40	Posted	3/31/2023 4/13/2023	N/A	4/24/2023	4/27/2023	Recruitment in progress		New Position
8 3416	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
9 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
10 3418	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	3/31/2023, 4/3/2023	Recruitment in progress		New Position
11 3419	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	Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
12 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	3/31/2023, 4/3/2023	Recruitment in progress		New Position
13 3406	Custodian	Harbour View	25	Repost (4)	1/9/2023 - 2/16/2023	Number of past test dates: 4. PC test every other Wednesdays for eligible candidates	3/23/2023	4/4/2023	Complete	4/17/2023	Replacing Employee - Mario Ortiz
14 3465	Custodian	Oak View	28.75	Repost (4)	1/9/2023 - 2/16/2023	Number of past test dates: 4. PC test every other Wednesdays for eligible candidates	3/23/2023	4/4/2023	Complete	4/17/2023	Replacing Employee - Jake Stamp
15 3556	Custodian	Harbour View	25	Valid Eligibility List							Replacing Employee - Ramiro Gonzalez
16 3552	Custodian	Westmont	28.75	Valid Eligibility List							Replacing Employee - Raul Castro
17 3295	Early Learning Instructional Assistant	College Preschool	17.5	Reposted (3)	3/30/2023 - until filled	Number of past test dates: 2. PC test every other Wednesdays for eligible candidates	2/8/2023	3/7/2023, no selection made	Recruitment in progress		Replacing Employee - Ruth Ocampo
18 3387	Early Learning Instructional Assistant	College Preschool	18.75	Reposted (3)	3/30/2023 - until filled	Number of past test dates: 2. PC test every other Wednesdays for eligible candidates	2/8/2023	3/7/2023, no selection made	Recruitment in progress		Replacing Employee - Ariana Hernandez
19 3293	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 3294	Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Reposted (3)	3/30/2023 - until filled	Number of past test dates: 1. PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Victoria Gonzalez
21 3507	Food Service Worker	Mesa View	17.5	Repost (7)	2/17/2023 - 3/8/2023	Number of past test dates: 11. PC test every other Wednesdays for eligible candidates	N/A	3/16/2023, 3/20/2023	Complete	4/17/2023	Replacing Employee - Nishat Islam
22 3557	Groundskeeper I	Maintenance	40	Posted	4/18/2023 - 5/8/2023	PC test every other Wednesdays for eligible candidates	TBD	TBD	Recruitment in progress		Replacing Employee - Dylan Azevedo
23 3558	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				Replacing Employee - Shannon Jauch

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
24 3347	Instructional Assistant - ABA	Hope View	26.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 18; PC test every other Wednesdays for eligible candidates	Number of past test dates: 13	3/20/2023	Recruitment in progress		Replacing Employee - Jennifer Marshal
25 3488	Instructional Assistant - ABA	Hope View	29.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 18; PC test every other Wednesdays for eligible candidates	Number of past test dates: 13	3/20/2023	Recruitment in progress		Replacing Employee - Isabelle Leslie
26 3518	Instructional Assistant - ABA	Lake View	26.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 18; PC test every other Wednesdays for eligible candidates	Number of past test dates: 13	3/20/2023	Recruitment in progress		Replacing Employee - Melvin Galloway
27 3544	Instructional Assistant - ABA	Westmont Preschool	29.75	Continuous	3/30/2023 - Until filled	Number of past test dates: 18; PC test every other Wednesdays for eligible candidates	Number of past test dates: 13		Declined offer		New Position
28 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: 1, 4/18/2023		1 candidate on eligibility list but withdrew from final interview, reposted		Replacing Employee - Dhin Dung
29 3186	Instructional Assistant - Special Education	Circle View	26.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 18; PC test every other Wednesdays for eligible candidates	Number of past test dates: 13	3/20/2023	Recruitment in progress		Replacing Employee - Eden Aleman
30 3251	Instructional Assistant - Special Education	Golden View	27	Continuous	3/30/2023 - Until filled	Number of past test dates: 18; PC test every other Wednesdays for eligible candidates	Number of past test dates: 13	3/20/2023	Recruitment in progress		Replacing Employee - Gna Scott
31 3188	Instructional Assistant - Special Education	Marine View	27.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 18; PC test every other Wednesdays for eligible candidates	Number of past test dates: 13	3/20/2023	Recruitment in progress		Retired - Maria Condon
32 3253	Instructional Assistant - Special Education	Marine View	27.5	Continuous	3/30/2023 - Until filled	Number of past test dates: 18; PC test every other Wednesdays for eligible candidates	Number of past test dates: 13	3/20/2023	Recruitment in progress		Replacing Employee - Melissa Barris
33 3543	Locksmith	Facilities	40	Posted	4/3/2023 - 4/17/2023	4/26/2023	TBD		Recruitment in progress		Replacing Employee - Gabriel Santos



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
34 3466	Maintenance HVAC Mechanic	Maintenance	40	Reposted (6)	1/9/2023 - until filled	Number of past test dates: 4, PC test every other Wednesdays for eligible candidates	Number of past test dates: 2, 3/13/2023	3/20/2023	Complete	4/17/2023	Replacing Employee - Christopher Jefferson
35 3014	Noon Duty Supervisor	College View	7	Continuous	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	N/A		Hold		Replacing Employee - Yolanda Ortiz
36 3501	Noon Duty Supervisor	Golden View	7	Continuous	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Lejarle Neguchi
37 3513	Noon Duty Supervisor	Golden View	6	Continuous	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	N/A	4/4/2023	Recruitment in progress		Replacing Employee - Theresa Storrer
38 3503	Noon Duty Supervisor	Hope View	7.32	Continuous	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 7		Recruitment in progress		Replacing Employee - Jessie Hooikaas
39 3223	Noon Duty Supervisor	Oak View	10	Continuous	3/30/2023 - until filled	Number of past test dates: 13, 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 3422	Noon Duty Supervisor	Village View	6	Continuous	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	N/A	3/31/2023	Complete	4/4/2023	Replacing Employee - Judy VonEps
41 3504	Noon Duty Supervisor	Village View	6	Continuous	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 7	3/31/2023	Recruitment in progress		Replacing Employee - Patricia Tomlinson
42 3318	Noon Duty Supervisor	Vista View	9	Continuous	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	N/A	1/20/2023	Recruitment in progress		Replacing Employee - Alicia Martin
43 3494	Noon Duty Supervisor	Westmont	7	Continuous	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Rosibel Hernandez Cordova

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
44	3516 Noon Duty Supervisor	Circle View	6	Continuous	3/30/2023 - until filled	Number of past test dates: 13. PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Denise Gutierrez
45	2902 Parent Liaison Inst. Asst. Bilingual-Spanish	Spring / Mesa View	20	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2. 1/18/2023	2/17/2023	3/14/2023	Pending recommendations from hiring manager from final interview		New Position
46	2903 Parent Liaison Inst. Asst. Bilingual-Viet	Star /Vista View	25	Repost (3)	7/21/22 - 8/11/22, 12/1/2022 - 1/6/2023	Number of past test dates: 2. PC test every other Wednesdays for eligible candidates	TBD		Candidate withdrew, recruitment in progress		Replacing Employee - Tung Ngo
47	3423 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
48	2901 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 offer		New Position
49	3162 School Health Technician	Marine View	25	Repost (4)	12/2/2022 - until filled	Number of past test dates: 5. PC test every other Wednesdays for eligible candidates	Number of past test dates: 3	3/23/2023	Complete	4/19/2023	Retired - Deborah Rosenlof
50	3404 School Health Technician	Oak View	20	Repost (6)	3/30/2023 - until filled	Number of past test dates: 5. PC test every other Wednesdays for eligible candidates		x	Hiring manager is requesting the position be classified as bilingual		Replace Employee- Angie Kesler
51	3369 School Health Technician	Spring View	25	Repost (6)	3/30/2023 - until filled	Number of past test dates: 5. PC test every other Wednesdays for eligible candidates	Number of past test dates: 3, 4/21/2023	3/30/2023	Recruitment in progress		Replacing Employee - Lara Kardos
52	3541 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: 3	3/30/2023	Complete	4/17/2023	Replacing Employee- Elizabeth Lampley
53	3551 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				Replacing Employee - Stephanie Landis
54	3524 School Office Clerk Bilingual (Spanish)	Oak View	29.5	Posted	2/7/2023 - 2/23/2023	3/8/2023	TBD		Recruitment in progress		Replacing Employee - Vilma Aponite
55	2908 Speech & Language Assistant	Vista View	29.5	Reposted (3)	9/12/22 - 3/12/23	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

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
56 3460	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	3/21/2023	Recruitment in progress		Replacing Employee - Corrie Benson
57 3430	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	3/21/2023	Pending pre-employment		New Position
58 3431	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	3/21/2023	Complete	4/18/2023	New Position
59 3434	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	3/21/2023	Recruitment in progress		New Position
60 3435	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	3/21/2023	Recruitment in progress		New Position
61 3099	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	3/21/2023	Recruitment in progress		New Position
62 3436	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	3/21/2023	Pending pre-employment		New Position
63 3437	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	3/21/2023	Recruitment in progress		New Position
64 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	3/21/2023	Recruitment in progress		New Position
65 3439	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	3/21/2023	Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
66 3440	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	3/21/2023	Recruitment in progress		New Position
67 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	3/21/2023	Recruitment in progress		New Position
68 3443	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	3/21/2023	Recruitment in progress		New Position
69 3444	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	3/21/2023	Recruitment in progress		New Position
70	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
71	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
72	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
73	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
74	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
75	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
76	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
77	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
78	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
79	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
80	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
81	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
82	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
83	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
84	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
85	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
86	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
87	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
88	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
89	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
90	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
91	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
92	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
93	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
94	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
95	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
96	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
97	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
98	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
99	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
100	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
101	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
102	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
103	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
104	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
105	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
106	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
107	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
108	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
109	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
110	Universal Instructional Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	3/21/2023	Recruitment in progress		New Position - ELOP staffing
111	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
112	Universal Instructional Asst	Star View	12.75	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	3/21/2023	Recruitment in progress		New Position - ELOP staffing
113	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
114	Universal Instructional Asst	Star View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	3/21/2023	Recruitment in progress		New Position - ELOP staffing
115	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing



REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
116	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
117	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
118	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
119	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
120	Universal Instructional Asst	Star View	18.5	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	3/21/2023	Recruitment in progress		New Position - ELOP staffing
121	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
122	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
123	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
124	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
125	Universal Instructional Asst	Village View	13	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	3/21/2023	Recruitment in progress		New Position - ELOP staffing

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
126	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
127	Universal Instructional Asst	Village View	14	Reposted (8)	3/30/2023 - until filled	Number of past test dates: 13, PC test every other Wednesdays for eligible candidates	Number of past test dates: 11	3/21/2023	Recruitment in progress		New Position - ELOP staffing
128	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
129	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
130	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing
131	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	3/21/2023	Recruitment in progress		New Position - ELOP staffing

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** April 27, 2023

**SUBJECT: Agenda Item No. 17: Proposed Personnel Commission Budget 2023-2024  
Preliminary Draft  
First Reading and Discussion**

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## 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.

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.

## Process and Recommendation

In preparing to develop this preliminary draft budget, the Director and Vice-Chair budget liaison, Daniel P. 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.

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.

**Proposed Personnel Commission Budget 2023-2024  
Preliminary Draft – First Reading and Discussion  
Page 2**

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 draft 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.

Attachments: Personnel Commission Preliminary Draft Budget 2023-2024  
Education Code 45253

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**Recommendation**

Personnel Commission Vice-Chair Daniel P. Gooch and Director, Classified Personnel Vellanoweth recommend the Personnel Commission receive the Preliminary Draft 2023-2024 Annual Budget of the Personnel Commission for first reading and discussion. It is further recommended that the Commission fully consider any expressed views on the budget and that a public hearing/adoption of the 2023-2024 budget be held on May 11, 2023.

## 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	<b>Proposed Budget</b>	
<b>Admin Supplies (4305)</b>						
Budgeted	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00		
Expended	\$1,488.00	\$3,008.00	\$1,682.00	\$3,200.00	<b>\$4,000.00</b>	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	47%	94%	53%	100%		
<b>Non Capitalized Equipment (Over \$500) (4490)</b>						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00		
Expended	\$0.00	\$2,478.00	\$0.00	\$0.00	<b>\$0.00</b>	Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
% Expended	0%	2478%	0%	0%		
<b>Mileage (5201)</b>						
Budgeted	\$150.00	\$150.00	\$150.00	\$150.00		
Expended	\$47.00	\$12.00	\$8.00	\$45.00	<b>\$150.00</b>	Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
% Expended	31%	8%	5%	30%		
<b>Travel/Conference (5202)</b>						
Budgeted	\$900.00	\$900.00	\$1,500.00	\$1,500.00		
Expended	\$0.00	\$636.00	\$1,008.00	\$1,100.00	<b>\$1,500.00</b>	Continue - Supports director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, Merit System Academy, job fairs, other staff trainings.
% Expended	0%	71%	67%	73%		
<b>District Memberships (5301)</b>						
Budgeted	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00		
Expended	\$3,200.00	\$3,200.00	\$3,320.00	\$3,320.00	<b>\$3,520.00</b>	Increase - Memberships for PCASC and CSPCA anticipated to remain the same. CODESP increase. Director, Analyst and Technician membership in PTCSC.
% Expended	100%	100%	104%	104%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2020-2021</u> Actuals	<u>2021-2022</u> Actuals	<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>
<b>Repair/Maintenance (5617)</b>						
Budgeted	\$400.00	\$400.00	\$400.00	\$400.00		
Expended	\$201.00	\$1,144.00	\$616.00	\$830.00	<b>\$850.00</b>	Increase - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
% Expended	50%	286%	154%	208%		
<b>Duplication Charges (5715)</b>						
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00		
Expended	\$57.00	\$24.00	\$57.00	\$120.00	<b>\$500.00</b>	Continue - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
% Expended	11%	5%	11%	24%		
<b>Employment Advertisements (5805)</b>						
Budgeted	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00		
Expended	\$1,000.00	\$1,800.00	\$1,000.00	\$2,100.00	<b>\$2,100.00</b>	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	48%	86%	48%	100%		
<b>Consultants (5820)</b>						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00		
Expended	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	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%	0%	0%	0%		
<b>Outside Services - Non Repair/Mtce (5825)</b>						
Budgeted	\$19,283.00	\$18,080.00	\$18,435.00	\$18,435.00		
Expended	\$19,830.00	\$17,600.00	\$19,250.00	\$19,250.00	<b>\$29,593.00</b>	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	103%	97%	104%	104%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2020-2021</u> Actuals	<u>2021-2022</u> Actuals	<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/Rationnale</u>
<b>TOTAL NON SALARY ITEMS</b>						
Budgeted	\$29,733.00	\$28,530.00	\$29,485.00	\$29,485.00		
Expended	\$25,823.00	\$29,902.00	\$26,941.00	\$29,965.00	\$42,213.00	Increase of \$12,728 from previous year Admin supplies, district memberships, repair/maintenance, outside services
% Expended	87%	105%	91%	102%		



Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2020-2021</u> Actuals	<u>2021-2022</u> Actuals	<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>
<b>Overtime (2490)</b>						
Budgeted	\$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	<b>\$2,000.00</b>	
% Expended	67%	33%	59%	100%		
<b>Substitutes (2497)</b>						
Budgeted	\$2,000.00	\$2,000.00	\$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	<b>\$5,000.00</b>	
% Expended	191%	239%	45%	80%		
<b>Temporaries (2495)</b>						
Budgeted	\$7,000.00	\$7,000.00	\$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	<b>\$10,000.00</b>	
% Expended	52%	114%	48%	75%		
<b>TOTAL OTHER SALARY ITEMS</b>						
Budgeted	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$17,000.00</b>	<b>\$17,000.00</b>	<b>\$17,000.00</b>	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	\$12,500.00	<b>\$17,000.00</b>	
% Expended	80%	122%	49%	74%		

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</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/ Expended thru 3rd Quarter	Budgeted/ Est to close	<b>Proposed Budget</b>	
<b>TOTAL STAFF SALARY ITEMS</b>							
Budgeted	<b>\$492,615.00</b>	<b>\$497,553.00</b>	<b>\$532,347.00</b>	<b>\$532,347.00</b>	<b>\$532,347.00</b>	<b>\$599,538.00</b>	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			
% Expended	98%	104%	63%	111%			

<b>PERSONNEL COMMISSION BUDGET TOTALS THREE YEAR HISTORY</b>							
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2022-2023</u>	<u>2022-2023</u>	<u>2023-2024</u>	
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	<b>Proposed Budget</b>	
Budgeted	<b>\$553,348.00</b>	<b>\$537,083.00</b>	<b>\$578,832.00</b>	<b>\$578,832.00</b>	<b>\$578,832.00</b>		<b>Increase of \$79,919 (13.8%) from previous year</b>
Expended	\$519,178.00	\$560,444.00	\$370,941.00	\$635,752.00		<b>\$658,751.00</b>	
% Expended	94%	104%	64%	110%			

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** April 27, 2023

**SUBJECT: Agenda Item No. 18: Approve Advance Step Placement  
Mariel Bancod-Gileno–School Health Technician**

## Background Information

Candidate Mariel Bancod-Gileno has been offered and accepted the position of School Health Technician. Pursuant to Merit Rule 7.2.1.3.A.3, an Advanced Step Placement Request for Mariel Bancod-Gileno (attached), is being brought to the Personnel Commission for approval.

## Analysis

The advanced step request for Step 3 placement (\$22.774 per hour) on the appropriate salary range for the class of School Health Technician (Salary Range 26, \$20.638 per hour to \$25.145 per hour) on the Classified Bargaining Unit Salary Schedule, comes to the Commission upon the request of Principal, Elaine Burney, the support of Director, Student Services, Barb Davis, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, and the Director, Classified Personnel.

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

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

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

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## Recommendation

The Director, Classified Personnel 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.

# OCEAN VIEW SCHOOL DISTRICT

## Merit System Rules and Regulations for the Classified Service

### 7.2 APPLICATION OF SALARY SCHEDULES

#### 7.2.1 Initial Placement

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

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.

2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.

3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

#### A. APPROVAL

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.

2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.

3. The approved request will be placed upon the Commission agenda for approval.

4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).

5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.

6. A copy of the form is then placed in the employee's personnel file.

#### B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).

2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.

3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.

4. If rejected, the form will be returned to the originator with the reasons given.

5. A copy of the form will then be placed in the employee's personnel file.

*Rule Revised by Personnel Commission 5/25/2018*



Ocean View School District  
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Elaine C. Burney

Date: 3-21-23

Title: College View Principal

Department: \_\_\_\_\_

The above hiring authority has interviewed for the open vacancy in the classification of Health Tech

and has selected Marisol Bancod-Fileno as their choice.  
name of candidate

The above hiring authority is requesting advanced step placement on range 26, step 3, for one or more of the following reasons:

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

SHE HAS BEEN AN EMT FOR 10+ YEARS WITH EXPERIENCE WORKING ON AN AMBULANCE,  
HOSPITAL EVENTS, HAS EXPERIENCE WORKING WITH CHILDREN TO ADULTS, HAS PREVIOUSLY  
BEEN A HEALTH TECH AT OTHER SCHOOL DISTRICTS, WAS EMERGENCY LIAISON AT SCHOOL SITES  
TRAINING STAFF FOR EMERGENCY SCENARIOS

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

SHE'S BEEN LICENSED AS AN EMT SINCE 2011; RECEIVED HER BACHELOR OF SCIENCE DEGREE  
IN EMERGENCY MEDICINE, CURRENTLY HAS CPR + FIRST AID TRAINING

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

Yes, it's been difficult to get Health Techs. we've had a sub  
for a while.

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

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

MARISOL HAS BEEN A SUBSTITUTE HEALTH TECHNICIAN AT COLLEGE VIEW FOR  
THE PAST MONTH

Approval Signatures:

Appointing Authority: Elaine C. Burney Date: 3-21-23

Assistant Superintendent, Human Resources: [Signature] Date: 3/31/23

Director, Classified Personnel: [Signature] Date: 3-23-23

Date submitted to the Personnel Commission: 4.27.23

- Approved
- Denied

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

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** April 27, 2023

**SUBJECT: Agenda Item No. 19: Approve Advance Step Placement  
Sharanda Green–Program Support Specialist**

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## **Background Information**

Candidate Sharanda Green has been offered and accepted the position of Program Support Specialist. Pursuant to Merit Rule 7.2.1.3.A.3, an Advanced Step Placement Request for Shannon Green (attached), is being brought to the Personnel Commission for approval.

## **Analysis**

The advanced step request for Step 2 placement (\$4,693.17 per month) on the appropriate salary range for the class of Program Support Specialist (Salary Range 35, \$4,469.57 per month to \$5,442.32 per month) on the Classified Bargaining Unit Salary Schedule, comes to the Commission upon the request of Director, Special Education Chileen Spaulding, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, and the Director, Classified Personnel.

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

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

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

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## **Recommendation**

The Director, Classified Personnel 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.

# OCEAN VIEW SCHOOL DISTRICT

## Merit System Rules and Regulations for the Classified Service

### 7.2 APPLICATION OF SALARY SCHEDULES

#### 7.2.1 Initial Placement

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

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.

2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.

3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

#### A. APPROVAL

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.

2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.

3. The approved request will be placed upon the Commission agenda for approval.

4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).

5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.

6. A copy of the form is then placed in the employee's personnel file.

#### B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).

2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.

3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.

4. If rejected, the form will be returned to the originator with the reasons given.

5. A copy of the form will then be placed in the employee's personnel file.

*Rule Revised by Personnel Commission 5/25/2018*





Ocean View School District  
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Chileen Spaulding

Date: 3/6/23

Title: Director, Special Education

Department: Special Education

The above hiring authority has interviewed for the open vacancy in the classification of Program Support Specialist  
and has selected Sharanda "Shay" Green as their choice.  
*name of candidate*

The above hiring authority is requesting advanced step placement on range 35, step 2, for one or more of the following reasons:

1. Candidate's job related experience, or other qualifications when related to the classification, exceeds that required in the classification and makes that person especially qualified for the position. (Explain)  
Shay has more than five years of clerical/secretarial experience which is beyond the minimum requirement for the position.

She works with budgets and invoices. She developed and implemented systems to provide efficiency for the organization which is a much needed skill for this position.

2. Candidate's training and/or education, when related to the classification, exceeds that which is required and makes that person especially qualified for the position. (Explain)  
Shay's experience exceeds the qualifications due to her history as a special education instructional assistant and Work Ability specialist.

This experience allows her to understand the nuances of special education processes as well as the specialist's perspective on SEIS.

3. Demonstrated difficulty has been experienced in attracting qualified candidates. (Explain)  
Shay was the only candidate with SEIS experience which is a vital part of this position and our department.

4. Any other extraordinary circumstances not covered above. (Explain)  
NOTE: Applicants may not be requested or prompted to provide previous salary history information. If an applicant voluntarily and without prompting discloses salary information, it may be considered in determining salary step advancement.  
Her experience working in the public sector where her day to day interactions with community members and compliance adherence to timelines, parallel the interactions and experience needed for this position.

Approval Signatures: Appointing Authority: Chileen Spaulding Date: 3/6/2023  
Assistant Superintendent, Human Resources: [Signature] Date: 3/18/23  
Director, Classified Personnel: Menelee Vellano Date: 3/15/23

Date submitted to the Personnel Commission: April 27, 2023

Approved  
 Denied

**RECEIVED**  
THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE  
**MAR 09 2023**  
PERSONNEL COMMISSION



# OCEAN VIEW SCHOOL DISTRICT

## Merit System Rules and Regulations for the Classified Service

### 7.2 APPLICATION OF SALARY SCHEDULES

#### 7.2.1 Initial Placement

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

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.

2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.

3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

#### A. APPROVAL

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.

2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.

3. The approved request will be placed upon the Commission agenda for approval.

4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).

5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.

6. A copy of the form is then placed in the employee's personnel file.

#### B. REJECTION

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2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.

3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.

4. If rejected, the form will be returned to the originator with the reasons given.

5. A copy of the form will then be placed in the employee's personnel file.

*Rule Revised by Personnel Commission 5/25/2018*



Ocean View School District  
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Kelly Daniel

Date: 04/03/2023

Title: Transportation Supervisor

Department: Transportation

The above hiring authority has interviewed for the open vacancy in the classification of Bus Driver/Utility Worker

and has elected Jacqueline Quinn as their choice.  
*name of candidate*

The above hiring authority is requesting advanced step placement on range 37, step 2, for one or more of the following reasons:

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

Jacqueline has supervisory experience. Left a supervisory/higher paid position to apply for bus driver for school district.

Recruited by husband, current bus driver. Candidate has exceptional attendance, knowledge of state and local rules, regs & policies and eagerly volunteers any way she can assist others.

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

Jacqueline Quinn is over qualified for this position and will continue to be an asset to our Department/District.

Demonstrates a higher skill set and dedication to defensive driving techniques as well as experience with children coaching soccer.

Tested at CHP receiving accolades for advanced skill and a "perfect" Pre-Trip inspection during test.

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

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

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

This candidate took a reduction in pay to seek employment with Ocean View Transportation, with encouragement from husband, due to OVSD's increased attractive benefit package and good reputation.

Approval Signatures:

Appointing Authority: \_\_\_\_\_

Date: 04/03/2023

Assistant Superintendent, Human Resources \_\_\_\_\_

Date: 4/17/23

Director, Classified Personnel \_\_\_\_\_

*Margaret P. Villanueva*

Date: 4/18/2023

Date submitted to the Personnel Commission: \_\_\_\_\_

- Approved
- Denied

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

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** April 27, 2023

**SUBJECT: Agenda Item No. 21: Approve Advance Step Placement  
James Campbell–Maintenance Worker**

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## Background Information

Candidate James Campbell has been offered and accepted the promotional position of Maintenance Worker. Pursuant to Merit Rule 7.2.4.A.3, an Advanced Step Placement Request for James Campbell (attached), is being brought to the Personnel Commission for approval.

## Analysis

The advanced step request for Step 3 placement (\$4,693.17 per month) on the appropriate salary range for the class of Maintenance Worker (Salary Range 33, \$4,250.65 per month to \$5,179.37 per month) on the Classified Bargaining Unit Salary Schedule, comes to the Commission upon the request of Maintenance and Operations Supervisor, Kimberly Slack, the support of Executive Director of Facilities and Transportation, Jim Choate, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, and the Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request includes, but is not limited to, the demonstrated difficulty in attracting qualified candidates in the trades; the candidate's advanced experience/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 advanced college coursework in a variety of trades.

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

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

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## Recommendation

The Director, Classified Personnel 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 7.2.4.A.3.

# OCEAN VIEW SCHOOL DISTRICT

## Merit System Rules and Regulations for the Classified Service

### 7.2 APPLICATION OF SALARY SCHEDULES

#### 7.2.1 Initial Placement

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

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

#### A. APPROVAL

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. The approved request will be placed upon the Commission agenda for approval.
4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).
5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.
6. A copy of the form is then placed in the employee's personnel file.

#### B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.
4. If rejected, the form will be returned to the originator with the reasons given.
5. A copy of the form will then be placed in the employee's personnel file.

*Rule Revised by Personnel Commission 5/25/2018*

### 7.2.3 Promotions

A. In determining the salary for a permanent employee who is promoted, the following procedure shall be used:

1. Find the employee's present monthly salary on the schedule of his/her new class and advance the employee one step.
2. If the employee's present salary is not indicated on the new salary schedule, advance the employee's salary to the step which would provide an increase of at least 5%.
3. Upon request of administration, and recommendation by the Director of Classified Personnel, an employee may be granted advanced step placement by the Personnel Commission.
  - a. The Director of Classified Personnel may recommend an employee be granted advanced step placement by the Personnel Commission.
  - b. The requesting administrator shall complete the form entitled "Advanced Step Placement Request Form" and attach all support material as required in 7.2.1.
  - c. All requests for advanced step placement shall be submitted by the appointing authority at the time of appointment to the higher level position.
  - d. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the higher level position (effective date of appointment). (Revised 09/14/00)



Ocean View School District  
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Kimberly Slack

Date: 03/23/2023

Title: M & O Supervisor

Department: Facilities

The above hiring authority has interviewed for the open vacancy in the classification of Maintenance Worker

and has selected James "Jimmy" Campbell as their choice.  
*name of candidate*

The above hiring authority is requesting advanced step placement on range 33, step 3, for one or more of the following reasons:

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

Advanced experience/knowledge of electrical, plumbing, carpentry, welding, lighting, window repairs/glazing, and some HVAC experience as it relates to boilers. Jimmy has trained on of our Skilled Maintenance Workers to remove, set, and glaze windows as on example of his advanced level experience.

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

Jimmy has obtained a license as a certified welder from the Dept. of Building and Safety, license #P039995, expiration 12/10/2024, OSHA 30-hr. construction safety and health certification, completion of the following classes at LBCC and OCC with an "A" in each: air cond. and refrig. principles, basic electrical for HVAC-R controls, adv. welding level 1, arc and oxy acetylene, gas tungsten arc weld level 1 as well as IT and engineering.

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

The level of quality candidates has been lacking. Entry level with DIY experience only. Jimmy is one of these candidates as we were not able to measure his experience due to his "self-employed" mechanic experience and OVSD evening custodian.

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

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

When Jimmy accepted the position of Maint. Worker he had to forfeit his side busn. of building/repairing vehicles during the day which as resulted in a loss of income.

Jimmy was unaware that he had to ask for the step advancement prior to accepting the position. I believe Jimmy is worthy of the advance salary step increase.

Approval Signatures:

Appointing Authority: Kimberly Slack Date: 3/23/23

Assistant Superintendent, Human Resources: [Signature] Date: 3/31/23

Director, Classified Personnel: [Signature] Date: 3.23.23

Date submitted to the Personnel Commission: 4.27.23

- Approved  
 Denied

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

Form updated by Personnel Commission 5/24/2018