



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, February 9, 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 now accessible online and can be viewed via live-streaming on Zoom and YouTube: <https://www.ovsd.org/PersonnelCommissionMeeting>

# A G E N D A

## PERSONNEL COMMISSION

### OCEAN VIEW SCHOOL DISTRICT

THURSDAY, FEBRUARY 9, 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 now accessible online and can be viewed via live-streaming on Zoom and YouTube: <https://www.ovsd.org/PersonnelCommissionMeeting>

1. **CLOSED SESSION  
CALL TO ORDER**

TIME: \_\_\_\_\_ p.m.

2. **ROLL CALL**

3. **APPROVAL OF CLOSED SESSION MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of January 19, 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: \_\_\_





**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Closed Session Meeting of the Personnel Commission  
January 19, 2023**

**CALL TO ORDER** The January 19, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 3:52 p.m.

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

**APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the December 8, 2022, Regular Closed Session Meeting.

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

**COMMISSION BUSINESS**

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

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

1. Director, Classified Personnel evaluation

**ADJOURNMENT** Motion by Commissioner Gooch to adjourn the January 19, 2023, Closed Session Meeting at 4:27 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**  
**January 19, 2023**  
**4:30 p.m.**

- CALL TO ORDER** Commissioner Ewing called the January 19, 2023, Regular Personnel Commission Meeting to order at 4:33 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing asked Mr. John Briscoe, community member, to lead 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 that there was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS** Mr. John Briscoe brought the attention of those in attendance and those who may be viewing to the three Commissioners at the dais. He indicated that these three individuals are responsible for giving direction to staff who need to go out and find people to fill all the vacant positions. He stated that the district has a 25% personnel shortfall. Mr. Briscoe shared that he has submitted a series of public record act requests to the Personnel Commission to try to understand better what we are and are not doing. He asked what the Personnel Commission has done to post jobs on Facebook and LinkedIn. Mr. Briscoe stated that he will be bringing forth more public record act requests to find out the answers to his questions.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the December 8, 2022, 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:
- 2022-48 Instructional Assistant – ABA
  - 2022-49 Instructional Assistant – Special Education
  - 2022-50 Instructional Assistant – Severely Disabled
  - 2022-51 Maintenance HVAC Mechanic
  - 2022-52 Instructional Assistant – Computer
  - 2022-53 School Library Specialist
  - 2022-54 Parent Liaison Instructional Assistant Bilingual (Spanish)
  - 2022-55 Instructional Assistant – ABA
  - 2022-56 Instructional Assistant – Special Education

**MINUTES OF THE JANUARY 19, 2023 PERSONNEL COMMISSION MEETING – PAGE 2**

**CONSENT  
CALENDAR  
(CONTINUED)**

- 2022-57 Custodian
- 2022-58 Mechanic
- 2022-59 Noon Duty Supervisor
- 2022-60 Noon Duty Supervisor
- 2022-61 Food Service Worker
- 2022-62 Noon Duty Supervisor

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**CLASSIFIED  
PERSONNEL  
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity List that was presented for approval at the Board of Trustees meeting of December 13, 2022.

**CLASSIFIED  
PERSONNEL  
RECRUITMENT LIST**

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

**REMOVAL OF NAME  
FROM ELIGIBILITY  
LIST**

Director Vellanoweth recommended that an eligible for the position of Noon Duty Supervisor be removed from Eligibility List 2022-42, for reasons outlined in the letter that was provided to the Commissioners. Director Vellanoweth spoke with the candidate personally and relayed the information that they were being removed from the eligibility list. She also provided guidance on submitting future applications. A confirmation letter was sent to the candidate, and there has been no request for an appeal.

Motion by Commissioner Bidnick to approve the Removal of Name from Eligibility List.

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

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA Chapter 375 President, thanked Jason Bozarth, past CSEA President, for his service and support of the merit system. Mr. Tran introduced the CSEA Executive Board, 1<sup>st</sup> Vice President Elizabeth Carr, 2<sup>nd</sup> Vice President Santos Salas, Secretary Brandi Knox, Treasurer Sarah Bruce, Communications Officer Dana Moyer, and past President Jason Bozarth. He hopes that there will be a couple of CSEA members to take over the position of liaison to the Personnel Commission to continue their legacy of improving the merit system. Mr. Tran thanked the Commissioners for continuing the success for the merit system in Ocean View School District. He shared that there are several CSEA chapters looking to adopt the merit system in their districts. He would love if Ocean View School District could become the model merit system district for all of California. He congratulated the 2023 Classified School Employees of the Year.

**COMMISSIONER  
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Bidnick wished everyone a happy new year. He extended his congratulations to the new CSEA Executive Board. He pointed out, as he had in a previous meeting, that hiring in the state of California, especially in school districts, is a very challenging and daunting task right now. Statewide, there are issues with getting applicants for positions and it has been a problem for many school districts.

**MINUTES OF THE JANUARY 19, 2023 PERSONNEL COMMISSION MEETING – PAGE 3**

**COMMISSIONER  
REPORTS  
(CONTINUED)**

Without addressing the public comments, the California School Personnel Commissioners Association (CSPCA), the California Department of Education (CDE), and the Orange County Department of Education (OCDE), have all held roundtables to discuss the challenges in schools and education right now, and conducted job fairs, which the Director and staff have been involved in. This is an ongoing crisis in education, and it is not something that is falling on deaf ears or blind eyes.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for February 9, 2023.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth confirmed the next meeting of the Personnel Commission is scheduled for February 9, 2023. She shared that she was honored to attend the Classified School Employees of the Year presentations this week. She thanked the Commissioners for attending, as well. She congratulated Edwin Vey, Bus Driver/Utility Worker in the Transportation Services category; Bessie Washington, Lead Food Service Worker in the Food and Nutrition Services category; Mara Moore, Instructional Assistant – Special Education in the Paraprofessional category; and Jetza Polk, ALC Attendant in the Health and Student Services category.

As for recruitments, Director Vellanoweth stated that ten years ago, our recruitments tended to be more cyclical in nature. In the fall and toward the end of the school year, there would be many more recruitments. Things have changed, particularly in the last five years. We have navigated the retirement incentive and its after affects. We have navigated acquiring close to 100 additional classified employees in the Noon Duty Supervisors. We navigated through COVID, and the continuing aftermath of that. We have responded and recruited for new programs such as the summer learning acceleration program and expanded learning program. We have also developed and recruited for new classifications such as Universal Instructional Assistant and multiple classifications to staff the new Central Kitchen, to name a few. Every year there seem to be new programs and staffing challenges that highly affect classified employees and the hiring in the Classified Personnel department. In addition, we are now consistently having an average of fifteen recruitments open for application at any one time, and usually close to 25 recruitments that are at some point in the process, consistently throughout the year. This takes up about 90% of the Analyst's and Technician's time. Despite this, we continue to make progress. We have two Bus Driver Trainees in the final stages of certification and two experienced Bus Drivers we are hoping to get on board. We have filled four of our six Custodial vacancies. We have had decent showings to our Food Service exams, and are making headway for our Cook positions. We also have final interviews scheduled for School Office Clerk, Mechanic, Noon Duty Supervisor, and Universal Instructional Assistant.

Director Vellanoweth shared that she and the staff are continuing to explore and pilot new and innovative ways to identify and capture the applicants that are out there, few as they may be, and make our recruitment processes more efficient. We have been working within a ten day posting period. It has not worked as well as we hoped due to the low number of applicants we are receiving, which results in having to extend postings or repost positions. Because of the amount of time it takes to establish timelines, schedule exams, and send out notices to applicants and panelists, it does take a large amount of staff's time. We have shifted to labeling several of our postings to "Until Filled", rather than having a specific closing date.



**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

This allows us more flexibility with when to close or open recruitments. We are screening applications, at minimum, once per week. We have a once a week testing date now where we bring in candidates from multiple classifications. Yesterday we conducted written exams for seven different classifications at one time.

After nine recruitments for Universal Instructional Assistant since the beginning of the school year, we have 13 new hires. But we still have quite a few vacancies due to our recruitments yielding very few candidates. Most candidates are not looking for positions working in the late afternoon from 2:00 p.m. to 6:00 p.m., which is what we need. We do anticipate needing additional Universal Instructional Assistants as the ELOP program expands into the coming school year, and as the Child Care Program continues to expand. With all of this in mind, we worked with the Coordinator of Child Development Programs, and established bi-weekly oral exams for the Universal Instructional Assistant, utilizing standardized panelists who will come in every other week to keep candidates moving through the process quickly. This is very similar to what we do with the Special Education department.

Several communications have been sent out to classified staff soliciting their interest in working extra hours and becoming qualified as Universal Instructional Assistant substitutes, Food Service Worker substitutes, and Early Learning Instructional Assistant substitutes.

On January 10, 2023, the Orange County School Fair was sponsored by the Orange County Department of Education. Director Vellanoweth thanked Betzabeth Vazquez and Diana Flores from the Personnel Commission, and Blake Barton from Human Resources, for attending and representing Ocean View School District. She commended them for their enthusiasm because they are not just sitting at a table waiting to be approached. They are actively seeking out people and engaging them.

Recently Director Vellanoweth and Betzabeth Vazquez met with the English Learner department to look at new ways to expand translating services that the district provides. A plan was developed that will standardize pay and make it more enticing for some of our current employees to seek extra hours and provide translating services. Director Vellanoweth will likely be bringing more information on this to the Commissioners at next month's meeting.

Director Vellanoweth will be attending the 2023 California School Personnel Commissioners Association (CSPCA) Annual Conference from Sunday, January 22 to Tuesday, January 24, 2023. The focus will be recruitment and retention, Personnel Commission meetings, the Brown Act, and legal updates in the Merit System. Betzabeth Vazquez will join Director Vellanoweth on Tuesday for a half-day session that is aimed toward classification studies, structured interviews and examinations, statistics, and pass points.

We are already working with various departments to explore our classified staffing needs for the summer and the ELOP program. Director Vellanoweth thanked the Personnel Commission staff for their hard work, loyalty, and support.

Commissioner Bidnick shared that he received some positive feedback about Ocean View staff at the OCDE job fair. The Newport Mesa Unified School District's booth was across the way from Ocean View's booth. Their staff happily informed Mr. Bidnick how charismatic Ocean View's staff was and said that collectively, as a group, the three of them, Betzabeth, Diana, and Blake, represented Ocean View very well.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:53 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:** February 9, 2023

**SUBJECT:** **Agenda Item No. 12B.: ELIGIBILITY LIST(S)**

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**Background Information**

The following eligibility list(s) 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
2022-63	Instructional Assistant – Special Education	No. of Applicants 3 Screened Out 0 Written Exam Test Dates 12/30/22 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Dates 1/10/23 No Show/ Withdrew 1 Did Not Qualify 2	1	3	Open, Promotional, & Merge
2022-64	Food Service Worker	No. of Applicants 9 Screened Out 0 Written Exam Test Dates 1/18/23 No Show/ Withdrew 5 Did Not Qualify 1	5	7	Open, Promotional & Merge
2022-65	Universal Instructional Assistant	No. of Applicants 8 Screened Out 0 Written Exam Test Dates 1/10/23 No Show/Withdrew 0 Did Not Qualify 0 Oral Exam Test Dates 1/18/23 1/25/23 No Show/ Withdrew 4 Did Not Qualify 0	5	10	Open, Promotional & Merge

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

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2022-66	Instructional Assistant – Physical Education	No. of Applicants 1 Screened Out 0 Written Exam Test Dates 1/10/23 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Dates 1/25/23 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional
2022-67	Noon Duty Supervisor	No. of Applicants 6 Screened Out 1 Written Exam Test Dates 1/18/23 No Show/ Withdrew 4 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2022-68	Speech and Language Assistant	No. of Applicants 2 Screened Out 0 Written Exam Test Dates n/a No Show/Withdrew 1 Did Not Qualify 0 Oral Exam Test Dates 1/27/23 No Show/Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional

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**Recommendation**

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-63 through 2022-68.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** February 9, 2023

**SUBJECT:** **Agenda Item No. 13: 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 January 10, 2023, (Exhibit A), and January 24, 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 January 10, 2023, and January 24, 2023.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
January 10, 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>
Ahn, Ann	Instructional Assistant – ABA	Oak View	\$21,690 hourly	28.1	12/14/2022
Brooks, Elizabeth	Instructional Assistant – Computer	Harbour View	\$19,161 hourly	23.1	12/12/2022
Marks, Rebecca	Instructional Assistant – ABA	Village View	\$21,690 hourly	28.1	12/05/2022
Medina, Maura	Noon Duty Supervisor	Circle View	\$16,50 hourly	1.1*	12/12/2022
Valencia, Jessica	Noon Duty Supervisor	Circle View	\$16,50 hourly	1.1*	11/29/2022
Zarate, Alexia	School Library Specialist	Hope View	\$21,151 hourly	27.1	12/12/2022

**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>
Bancod-Gileno, Mariel	School Health Technician	Substitute	\$20,638 hourly	26.1	12/13/2022
Gonzalez, Victoria	Early Learning Instructional Assistant Bilingual	Substitute	\$24,341 hourly	23.5	12/13/2022
Gonzalez, Victoria	Early Learning Associate Educator	Substitute	\$25,258 hourly	29.3	12/13/2022
Gonzalez, Victoria	Early Learning Educator	Substitute	\$25,899 hourly	32.2	12/13/2022
Gudino, Ariana	Instructional Assistant – Special Education	Substitute	\$21,151 hourly	27.1	12/13/2022
Gudino, Ariana	Instructional Assistant – Severely Disabled	Substitute	\$19,644 hourly	24.1	12/13/2022
Gudino, Ariana	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	12/13/2022
Ponce, William	Custodian	Substitute	\$21,690 hourly	28.1	12/13/2022
Ramirez, Lizbeth	Universal Instructional Assistant	Substitute	\$18,693 hourly	22.1	12/08/2022
Sosa, Angela	Custodian	Substitute	\$21,690 hourly	28.1	12/13/2022
Spellman, Christine	Early Learning Instructional Assistant	Substitute	\$18,693 hourly	22.1	12/13/2022
Tran, Minh	School Office Clerk	Substitute	\$21,690 hourly	28.1	12/06/2022

**APPROVE REINSTATEMENT**

**In accordance with Merit System 8.4.1:**

<b><u>NAME</u></b>	<b><u>POSITION REINSTATED TO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Segura, Sonia	Instructional Assistant – Severely Disabled	Village View	\$27,465 hourly	25.5	11/28/2022

**APPROVE PROMOTION**

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

<b><u>NAME</u></b>	<b><u>POSITION PROMOTED TO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Benson, Corrie	School Library Specialist	Spring View	\$21,151 hourly	27.1	12/12/2022
Bowen, Gracie	Library Instructional Materials Technician	District Office	\$27,759 hourly	34.3	10/24/2022
Montes, Liliانا	Senior Clerk Typist	District Office	\$26,730 hourly	31.2	12/16/2022

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

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 January 10, 2023

<u>APPROVE SEPARATION</u>		<u>System Rules 8.4.3:</u>		<u>BEGINNING</u>	<u>EFFECTIVE</u>
<u>In accordance with Merit</u>		<u>POSITION SEPARATED FROM</u>		<u>DATE</u>	<u>DATE</u>
<u>NAME</u>					
Herrera, Elizabeth	Instructional Assistant – Special Education	Harbour View	Resignation – Another Job	02/12/2019	12/06/2022
Le, Linh	School Health Technician	College View	Resignation – Continuing Education	11/10/2021	02/03/2023

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
January 24, 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>
Cortez, Christopher	Instructional Assistant – ABA	Hope View	\$21,690 hourly	28.1	01/09/2023
Jack, Clint	Instructional Assistant – Special Education	Vista View	\$19,644 hourly	24.1	12/16/2022
Lopez, Jasmine	Instructional Assistant – ABA	Westmont Preschool	\$21,690 hourly	28.1	01/09/2023
Mehr, Diahann	School Library Specialist	College View	\$21,151 hourly	27.1	12/22/2022
Ratner, Chad	Instructional Assistant – ABA	Hope View	\$21,690 hourly	28.1	01/09/2023
Sellars, Debra	Noon Duty Supervisor	Mesa View	\$16,50 hourly	1.1*	01/09/2023
Stelle, Kristin	Noon Duty Supervisor	Mesa View	\$16,50 hourly	1.1*	01/09/2023
Uribe, Maribel	Noon Duty Supervisor	Lake View	\$16,20 hourly	1.1*	01/09/2023

**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>
Andrews, Emma	Early Learning Instructional Assistant	Substitute	\$18,693 hourly	22.1	12/21/2022
Andrews, Emma	Early Learning Educator	Substitute	\$23,930 hourly	32.1	01/09/2023
Berber, Isalia	School Office Manager	Substitute	\$26,426 hourly	36.1	12/05/2022
Gwynn, Catherine	Food Service Worker	Substitute	\$16,397 hourly	18.1	12/22/2022
Hernandez, Jessica	School Office Clerk	Substitute	\$21,690 hourly	28.1	11/15/2022
Magallenes, Vianey	Translator/Interpreter	Substitute	\$24,523 hourly	33.1	10/17/2022
Pagter, Karen	Food Service Worker	Substitute	\$16,397 hourly	18.1	12/01/2022
Valencia, Addison	Instructional Assistant – Severely Disabled	Substitute	\$21,151 hourly	27.1	01/09/2023
Yousefian, Nina	Food Service Worker	Substitute	\$21,257 hourly	18.5	12/01/2022

**APPROVE REINSTATEMENT**

**In accordance with Merit System 8.4.1:**

<b><u>NAME</u></b>	<b><u>POSITION REINSTATED TO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Tomlinson, Patricia	Noon Duty Supervisor	Village View	\$16,50 hourly	1.1*	12/08/2022

**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</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Dinh, Dung	Instructional Assistant – Physical Education	Multiple Sites	Resignation – Another Job	10/20/2022	12/22/2022
Hoffman, Sharlon	Food Service Worker	Vista View	Resignation – Personal	10/08/2009	10/04/2022
Shepard, Keri	School Office Clerk	Vista View	Resignation – Another Job	08/31/2021	01/03/2023
Stamp, Jake	Custodian	Oak View	Released within Probation	11/17/2022	12/20/2022

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



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** February 9, 2023

**SUBJECT** Agenda Item No. 14: 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates (# of past test dates as of 7/2022)	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employees Start Date	Reason for Vacancy	
1													
2													
3	1	3051 ALC Attendant	Vista View	29.75	Repost (9)	12/7/2022 - 3/6/2023	Number of past test dates: 3	1/25/2023		1 candidate invited to oral exam but did not show, reposting		New Position	
4	2	2680 Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	TBD			New Position	
5	3	2679 Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	TBD	Pending Pre-employment		New Position	
6	4	2681 Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	TBD	Recruitment in progress		New Position	
7	5	2682 Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	TBD	Recruitment in progress		New Position	
8	6	2683 Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	TBD	Recruitment in progress		New Position	
9	7	2939 Child Care Program Facilitator	Mesa View	19.75	Repost (6)	12/22/2022 - until filled	Number of past test dates: 6. PC tests Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Applicants scheduled for oral exam withdrew		New Position	
10	8	2937 Child Care Program Facilitator	Star View	20.75	Repost (6)	12/22/2022 - until filled	Number of past test dates: 6. PC tests Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Applicants scheduled for oral exam withdrew		New Position	
11	9	2282 Child Care Program Facilitator	TBD	20.75	Repost (6)	12/22/2022 - until filled	Number of past test dates: 6. PC tests Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Applicants scheduled for oral exam withdrew		New Position	
12	10	2938 Child Care Program Facilitator	Westmont	20.75	Repost (6)	12/22/2022 - until filled	Number of past test dates: 6. PC tests Wednesdays for eligible candidates	Number of past test dates: 2, 2 withdrew 1/25/2023		Applicants scheduled for oral exam withdrew		New Position	
13	11	3416 Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 1, 2/1/2023. PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants		New Position	
14	12	3417 Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 1, 2/1/2023. PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants		New Position	

A	B	C	D	E	F	G	H	I	J	K	L	M
2	2680	Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	TBD			New Position
5												
13	3418	Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 1, 2/1/2023. PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants		New Position
16												
14	3419	Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 1, 2/1/2023. PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants		New Position
17												
15	3420	Cook	Central Kitchen	25	Posted	11/18/2022 - until filled	Number of past test dates: 1, 2/1/2023. PC tests Wednesdays for eligible candidates	TBD		Closing deadline extended per hiring manager due to insufficient applicants		New Position
18												
16	3406	Custodian	Harbour View	25	Repeat (4)	1/9/2023 - until filled	Number of past test dates: 4. PC tests Wednesdays for eligible candidates	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	TBD	Recruitment in progress		Replacing Employee - Mario Ortiz
19												
17	3465	Custodian	Oak View	25	Repeat (4)	1/9/2023 - until filled	Number of past test dates: 4. PC tests Wednesdays for eligible candidates	Number of past test dates: 2. TBD		Recruitment in progress		Replacing Employee - Jake Stamp
20												
18	3485	Early Learning Educator	Oak View Preschool	40						Cancelled		Replacing Employee - Kathleen Byrhe
21	2392	Early Learning Educator	Westmont Preschool	17.5						Cancelled		New Position
20	3397	Early Learning Instructional Assistant	College Preschool	18.75	Repeat (2)	1/9/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	TBD		1 candidate invited to written exam but no show. 1 candidate invited to bilingual exam on 2/3/2023		Replacing Employee - Ariana Hernandez
23												
21	3295	Early Learning Instructional Assistant	College Preschool	17.5	Repeat (2)	1/9/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	TBD		1/25/2023, 1 candidate did not show to written exam (1) candidate has an AA		Replacing Employee - Ruth Osampo
22	3294	Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Repeat (2)	1/9/2023 - until filled	Number of past test dates: 1. PC tests Wednesdays for eligible candidates. Zero applicants as of 1/25/2023	TBD		1 candidate invited to bilingual exam		Replacing Employee - Victoria Gonzalez
25												
21	3293	Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Repeat (2)	1/9/2023 - until filled	Number of past test dates: 1. PC tests Wednesdays for eligible candidates. Zero applicants as of 1/25/2023	TBD		1 candidate invited to bilingual exam		Replacing Employee - Luz Elena Ioya
26												
24	3085	Food Service Worker	Lake View	12	Repeat (6)	12/19/2022 - 1/12/2023	Number of past test dates: 11	N/A	1/27/2023	Pending Pre-employment		Replacing Employee - Colleen Morrille
27												
25	3087	Food Service Worker	Spring View	12.5	Repeat (6)	12/19/2022 - 1/12/2023	Number of past test dates: 11	N/A	1/27/2023	Pending Pre-employment		Transfer - Juning Chang
28												
26	3410	Instructional Assistant - ABA	College Preschool	15	Continuous	1/12/2023 - until filled	Number of past test dates: 16. PC tests Wednesdays for eligible candidates	Number of past test dates: 9. TBD	2/7/2023	Recruitment in progress		New Position
29												

A	B	C	D	E	F	G	H	I	J	K	L	M
2	2680	Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - Unit filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	TBD			New Position
5												
27	3347	Instructional Assistant - ABA	Hope View	26.5	Continuous	1/12/2023 - Unit filled	Number of past test dates: 16. PC tests Wednesdays for eligible candidates	Number of past test dates: 9, TBD	2/7/2023	Recruitment in progress		Replacing Employee - Jennifer Marshall
30												
28	3310	Instructional Assistant - ABA	Lake View	26.5	Continuous	1/12/2023 - Unit filled	Number of past test dates: 16. PC tests Wednesdays for eligible candidates	Number of past test dates: 9, TBD	2/7/2023	Recruitment in progress		Replacing Employee - Denise Ramirez
31												
29	3374	Instructional Assistant - ABA	Westmont Preschool	26.5	Continuous	1/12/2023 - Unit filled	Number of past test dates: 16. PC tests Wednesdays for eligible candidates	Number of past test dates: 9, TBD	2/7/2023	Recruitment in progress		Replacing Employee - Christie Warren
32												
30	3405	Instructional Assistant - ABA	College Preschool	21.5	Continuous	1/12/2023 - Unit filled	Number of past test dates: 16. PC tests Wednesdays for eligible candidates	Number of past test dates: 9, TBD	2/7/2023			Replacing Employee - Autumn Arnett
33												
31	3454	Instructional Assistant - PE	Multiple school sites	25	Repeated (2)	12/15/2022 - 12/30/2022	1/10/2023	Number of past test dates: 9, TBD		1 candidate on eligibility list but withdrew from final interview, reposting		Replacing Employee - Dihn Dung
34												
32	3186	Instructional Assistant - Special Education	Circle View	26.5	Continuous	1/12/2023 - Unit filled	Number of past test dates: 15. PC tests Wednesdays for eligible candidates	Number of past test dates: 9, TBD	2/7/2023	Recruitment in progress		Replacing Employee - Eden Aleman
35												
33	3251	Instructional Assistant - Special Education	Golden View	27	Continuous	1/12/2023 - Unit filled	Number of past test dates: 15. PC tests Wednesdays for eligible candidates	Number of past test dates: 9, TBD	2/7/2023	Recruitment in progress		Replacing Employee - Gina Scott
36												
34	3253	Instructional Assistant - Special Education	Marine View	27.5	Continuous	1/12/2023 - Unit filled	Number of past test dates: 15. PC tests Wednesdays for eligible candidates	Number of past test dates: 9, TBD	2/7/2023	Recruitment in progress		Replacing Employee - Melissa Barris
37												
35	3188	Instructional Assistant - Special Education	Marine View	27.5	Continuous	1/12/2023 - Unit filled	Number of past test dates: 15. PC tests Wednesdays for eligible candidates	Number of past test dates: 9, TBD	2/7/2023	Recruitment in progress		Retired - Maria Condon
38												
36	3129	Instructional Assistant - Special Education	Village View	26.5	Continuous	1/12/2023 - Unit filled	Number of past test dates: 15. PC tests Wednesdays for eligible candidates	Number of past test dates: 9, TBD	2/7/2023	Recruitment in progress		New Position
39												
37	3344	Lead Behavioral Instructional Assistant	District Wide	35	Repeated (2)	1/12/2023 - Unit filled	Number of past test dates: 3. PC tests Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Jon Boucher
40												
38	2830	Lead Evening Custodian	Maintenance	30						Cancelled		Replacing Employee - Victor Martinez
41												
39	2866	Maintenance Carpenter/Cabinet Maker	Facilities	40	Repeated (2)	6/15/22 - 7/6/22	Number of past test dates: 2	TBD				Retired - David Jordan
42												
40	3466	Maintenance HVAC Mechanic	Maintenance	40	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 5. PC tests Wednesdays for eligible candidates					Replacing Employee - Christopher Jefferson
43												

A	B	C	D	E	F	G	H	I	J	K	L	M
2	2680	Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	TBD			New Position
5												
41	1340	Maintenance HVAC Mechanic	Maintenance	40	Repeated (5)	1/9/2023 - until filled	Number of past test dates: 4. PC tests Wednesdays for eligible candidates		TBD			Probationary Release - Javier Zavala
44												
42	3014	Noon Duty Supervisor	College View	7	Continuous	12/21/2022 - 1/11/2023	Number of past test dates: 12	N/A		Hold		Replacing Employee - Yolanda Ortiz
45												
43	3393	Noon Duty Supervisor	Hops View	7.32	Continuous	12/21/2022 - 1/11/2023	Number of past test dates: 12	N/A		Will need to report		Replacing Employee - Walt Bruyn
46												
44	3201	Noon Duty Supervisor	Mesa View	10	Continuous	12/21/2022 - 1/11/2023	Number of past test dates: 12	N/A		Will need to report		Replacing Employee - Pam Austin
47												
45	3340	Noon Duty Supervisor	Oak View	10	Continuous	12/21/2022 - 1/11/2023	Number of past test dates: 12	N/A	2/1/2023	Will need to report		Replacing Employee - Leo Grabler
48												
46	3422	Noon Duty Supervisor	Village View	6	Continuous	12/21/2022 - 1/11/2023	Number of past test dates: 12	N/A		Will need to report		Replacing Employee - Judy Vonfips
49												
47	3318	Noon Duty Supervisor	Vista View	9	Continuous	12/21/2022 - 1/11/2023	Number of past test dates: 12	N/A	1/20/2023	Declined Employment offer, will need to report		Replacing Employee - Alicia Martin
50												
48	2975	Noon Duty Supervisor	Westmont	7	Continuous	12/21/2022 - 1/11/2023	Number of past test dates: 12	N/A	1/24/2023	Pending Pre-employment		Replacing Employee - Dulce Zarate
51												
49	2902	Parent Liaison Inst. Ast. Bilingual-Spanish	Spring / Mesa View	20	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2, 1/19/2023	TBD	TBD	Bilingual exam scheduled for 2/3/2023		New Position
52												
50	2903	Parent Liaison Inst. Ast. Bilingual-Viet	Star / Vista View	20	Repost (3)	7/21/22 - 8/11/22, 12/1/2022 - 1/6/2023	Number of past test dates: 2	TBD		Recruitment in progress		New Position
53												
51	3423	Parent Liaison Inst. Ast. Bilingual-Spanish	College View	10	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2, 1/19/2023	TBD	TBD	Bilingual exam scheduled for 2/3/2023		Replacing Employee - Liliana Morales due to promotion
52												
52	2901	Parent Liaison Inst. Ast. Bilingual-Spanish	Golden / Lakes View	20	Repost (3)	12/1/2022 - 1/6/2023	Number of past test dates: 2, 1/19/2023	TBD	TBD	Bilingual exam scheduled for 2/3/2023		New Position
55												
53	3421	Program Support Specialist	Special Education	40	Posted	12/15/2022 - 12/16/2022	12/16/2022, 1/6/2023, & 1/9/2023	2/7/2023		Recruitment in progress		Replacing Employee - Stephanie Giles
56												
54	3426	School Health Technician	College View	20	Repost (4)	12/2/2022 - until filled	Number of past test dates: 4. PC tests Wednesdays for eligible candidates	Number of past test dates: 2. TBD		1 applicant no show to written exam		Replacing Employee - Linh Le
57												
55	3162	School Health Technician	Marine View	25	Repost (4)	12/2/2022 - until filled	Number of past test dates: 4. PC tests Wednesdays for eligible candidates	Number of past test dates: 2. TBD		1 applicant no show to written exam		Retired - Deborah Rosendorf
58												
56	3404	School Health Technician	Oak View	20	Repost (5)	12/2/2022 - until filled	Number of past test dates: 4. PC tests Wednesdays for eligible candidates	Number of past test dates: 2. TBD		1 applicant no show to written exam		Replace Employee - Angie Keiser
59												
57	3369	School Health Technician	Spring View	25	Repost (4)	12/2/2022 - until filled	Number of past test dates: 4. PC tests Wednesdays for eligible candidates	Number of past test dates: 2. TBD		1 applicant no show to written exam		Replacing Employee - Lara Kardos
60												
58	2908	Speech & Language Assistant	Vista View	29.5	Repeated (3)	9/12/22 - 3/12/23	Number of past test dates: 6. PC tests Wednesdays for eligible candidates	1/13/202023, 1/27/2023	1/20/2023, 2/3/2023	1 applicant		Replacing Employee - Allie Thompson
61												

A	B	C	D	E	F	G	H	I	J	K	L	M
2	2680	Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - until filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	180			New Position
5												
59	3095	Universal Instructional Assistant	Golden View	21	Repeated (7)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023			New Position
62												
60	3101	Universal Instructional Assistant	Mesa View	12.5	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Valid eligibility list, eligible not interested in these positions		New Position
63												
61	3467	Universal Instructional Assistant	Village View	10	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023			Replacing Employee - Monica Bhouquet
64												
62	3460	Universal Instructional Assistant	Village View	10	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023			Replacing Employee - Corrie Benson
65												
63	3308	Universal Instructional Asst	College View	10	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Valid eligibility list, eligible not interested in these positions		New Position
66												
64	3432	Universal Instructional Asst	College View	17.75	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
67												
65	3430	Universal Instructional Asst	College View	17.75	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
68												
66	3431	Universal Instructional Asst	College View	17.75	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
69												
67	3433	Universal Instructional Asst	Golden View	17.75	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
70												
68	3434	Universal Instructional Asst	Golden View	17.75	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
71												
69	3435	Universal Instructional Asst	Golden View	17.75	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
72												
70	3099	Universal Instructional Asst	Lake View	8.75	Repeated (6)	1/9/2023 - until filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
73												

A	B	C	D	E	F	G	H	I	J	K	L	M
2	2680	Bus Driver/Utility Worker	Transportation	30	Continuous	1/5/2023 - unit filled	Number of past test dates: 2. PC tests Wednesdays for eligible candidates	1/18/2023, per supervisor rescheduled 1/19/2023	180			New Position
5												
71	3436	Universal Instructional Asst	Lake View	15.25	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
74												
72	3437	Universal Instructional Asst	Lake View	15.25	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
75												
73	3438	Universal Instructional Asst	Lake View	15.25	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
76												
74	3439	Universal Instructional Asst	Star View	14	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
77												
75	3440	Universal Instructional Asst	Star View	14	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
78												
76	3441	Universal Instructional Asst	Star View	14	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
79												
77	3442	Universal Instructional Asst	Village View	14	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
80												
78	3443	Universal Instructional Asst	Village View	14	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
81												
79	3444	Universal Instructional Asst	Village View	14	Repeated (6)	1/9/2023 - unit filled	Number of past test dates: 11. PC tests Wednesdays for eligible candidates	Number of past test dates: 5	2/3/2023	Recruitment in progress		New Position
82												

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** February 9, 2023

**SUBJECT: Agenda Item No. 15: Translating Services**

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## **Background Information**

The current system for identifying levels of translating services, assessing employee proficiency to provide those services, and determining rate(s) of pay, were established by the Personnel Commission in 2012. This was done in collaboration with the English Learner Department in response to the district's need for various levels of translating competency. Four levels of need were established based upon the types of translating tasks and the competencies required. Each level has a progressively more rigorous exam/assessment of bilingual skills. Qualified employees have been paid at various rates of pay, depending upon their level of competency, as identified by our bilingual exams, and the types of translating services provided.

The current system has become somewhat complicated and has made it difficult to entice current employees to provide translating services outside of their work hours as well as attract outside candidates willing to provide these services. This has resulted in contracting for translation services with Language Network, an outside agency, and paying a flat rate up to \$146 per hour, at a minimum of two hours per assignment. We would prefer to simplify our system and provide incentive for our current staff to accept translating assignments.

Personnel Analyst, Betzabeth Vazquez and I recently met with Director, Teaching and Learning, Kristi Hickman and her team to discuss reevaluating our system and making necessary changes to ensure our limited bilingual staff have the incentive to provide translations legally required for the students, staff and families of OVSD, and are fairly compensated for their services. Our goal was to simplify the levels of translation needed and the associated rates of pay to provide clarity for the English Learner Office in extending opportunities for translating work, clarity for employees considering assignments and understanding their rate of pay, and clarity for the Personnel Commission and Payroll Offices to establish and pay employees for translating services.

## **Analysis**

Below are the current levels of translating services required, the tasks associated with each level, and the titles and rates of pay for classifications qualified to perform these tasks. As mentioned earlier, each level has a progressively more rigorous exam/assessment of bilingual skills.



**Translating Services**  
**Page 2**

Translating Level	Tasks Allowed	Classifications Qualified to Perform These Tasks and Entry Level Rate of Pay
<b>Parent Teacher Conference Interpreter</b>	Interpret at Parent teacher conferences	Parent Teacher Conference Interpreter (\$16.50/hr. flat rate)
<b>Bilingual Level I</b>	Classroom interpretation and translation ELAC meetings PTO meetings Other committee meetings Phone call to parents Office to parent/student basic translation and interpretation Report card notes translation Informal notes form teacher to parent Interpretation of test to students	Early Learning IA Bilingual (Range 23 starting @ \$19.161/hr.)  Instructional Asst Bilingual (Range 22, starting @ \$18.693/hr.)
<b>Bilingual Level II</b>	Formal office meetings Parent meetings Conferences Committee meetings Office to parent/student interpretation Suspension conference letters and meetings with parents Principal/administrator letters Forms Memos Bulletins Basic reports Oral IEP's	SOM Bilingual (Range 37 starting @ \$27.076/hr.)  Dept Secty Bilingual (Range 37 starting @ \$27.076/hr.)  SOC Bilingual (Range 29 starting @ \$22.222/hr.)  Interm Clerk Typist Bilingual (Range 29 starting @ \$22.222/hr.)  Parent Liaison IA Bilingual (Range 23 starting @ \$19.161/hr.)
<b>Bilingual Level III</b>	IEP meetings Expulsion hearings SARB meetings Board meetings Personnel Commission meetings Parent meeting Conferences Committee meetings Office to parent/student translation Suspension conferences Principal formal letters Forms Memos Technical and complex reports Curriculum material Tests Technical manuals All communication from Superintendent and other higher level district office administrators Articles Newsletters	Translator/Interpreter (Range 33 starting @ 24.523/hr.)  Community Liaison Bilingual (Range 31 starting @ \$23.341/hr.)

**Translating Services**  
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**Considerations**

After detailed discussions, the team agreed and recommended the following structure for future translating assignments:

1. Permanent employees who hold positions designated as bilingual and perform translating work outside of their normal work hours will be paid at their permanent classification rate.
2. Permanent employees who qualify through testing at a higher bilingual level and accept translating work outside of their normal work hours, would receive pay coinciding with the “proposed” Bilingual Translator Levels I to III rates of pay below based upon their highest qualified level.
3. Substitute or temporary employees or permanent employees who do not hold positions designated as bilingual, who qualify through testing to translate and accept translating work, would receive pay coinciding with the “proposed” Bilingual Translator Levels I to III rates of pay below based upon their highest qualified level.

As a result of these discussions, your Director recommends the establishment of the following job titles and associated rates of pay to be utilized in situations #2 and #3 above for temporary or additional work hours only. Similar to the Parent Teacher Conference Interpreter approved by the Commission in 2003, these would not be part of the bargaining unit nor would there be a job description. The flat rates of pay for each Level I through III are recommended to be equivalent to the step 1 salary rate of the lowest level classification paid to permanent employees performing translating work within each level.

Translating Level	Titles & Rates of Pay	Equivalency
Parent Teacher Conference Interpreter	<b>Parent Teacher Conference Interpreter (\$16.50 flat rate)</b> (Already established in 2003)	n/a
Bilingual Level I	<b>Bilingual Translator Level I</b> <b>\$18.693/hour</b>	Salary Range 22, Step 1
Bilingual Level II	<b>Bilingual Translator Level II</b> <b>\$19.161/hour</b>	Salary Range 23, Step 1
Bilingual Level III	<b>Bilingual Translator Level III</b> <b>\$23.341/hour</b>	Salary Range 31, Step 1

**Other Considerations**

This recommendation has received the support of the Director, Teaching and Learning as well as the Assistant Superintendents of Administrative Services, Educational Services and Human Resources.

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**Recommendation**

The Director, Classified Personnel recommends the establishment of the following titles and rates of pay for translating services provided on a temporary or as needed basis.

- Bilingual Translator Level I            \$18.693/hr.    Equivalent to Salary Range 22, Step 1
- Bilingual Translator Level II          \$19.161/hr.    Equivalent to Salary Range 23, Step 1
- Bilingual Translator Level III        \$23.341/hr.    Equivalent to Salary Range 31, Step 1