



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION

2022-2023

Personnel Commissioners

Lance Bidnick, Board Appointee

Bob Ewing, CSEA Appointee

Daniel P. Gooch, Joint Appointee

Board of Trustees

Gina Clayton-Tarvin

Patricia Singer

Jack Souders

Morgan Westmoreland

Norm Westwell

Executive Cabinet

Michael Conroy, Ed.D., Superintendent

Keith Farrow, Assistant Superintendent

Reagan Headrick, Assistant Superintendent

Julianne Hoefler, Ph.D., Assistant Superintendent

Classified Personnel

Michelle Vellanoweth, Director

Michelle Eifert, Personnel Assistant

Betzabeth Vazquez, Personnel Analyst

Diana Flores, Personnel Technician

THE MERIT SYSTEM

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

GOALS OF THE COMMISSION

- Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- Conduct job description reviews on a 3 year cycle to ensure meeting changing requirements of the jobs.
- Develop new classes to meet changing needs of the District.
- Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. These meetings are typically held in the District Office Board Room and are also able to be viewed virtually. Agendas are posted at least 72 hours preceding the next meeting at the District office outside the Board Room, on the District website, and are distributed to Commissioners, Board Members, District Administrators, and the school sites. Agendas include the exact time, date, and place of the meeting, a link to the virtual recording of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Employees and members of the community are cordially invited to attend Commission meetings in person or view virtually via Zoom or YouTube.

The Personnel Commission is located at the District Office. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The Commission posts and accepts applications for all job opportunities at www.Edjoin.org/ovsd and maintains a District web page, www.ovsd.org/pc.

WHAT WE DO

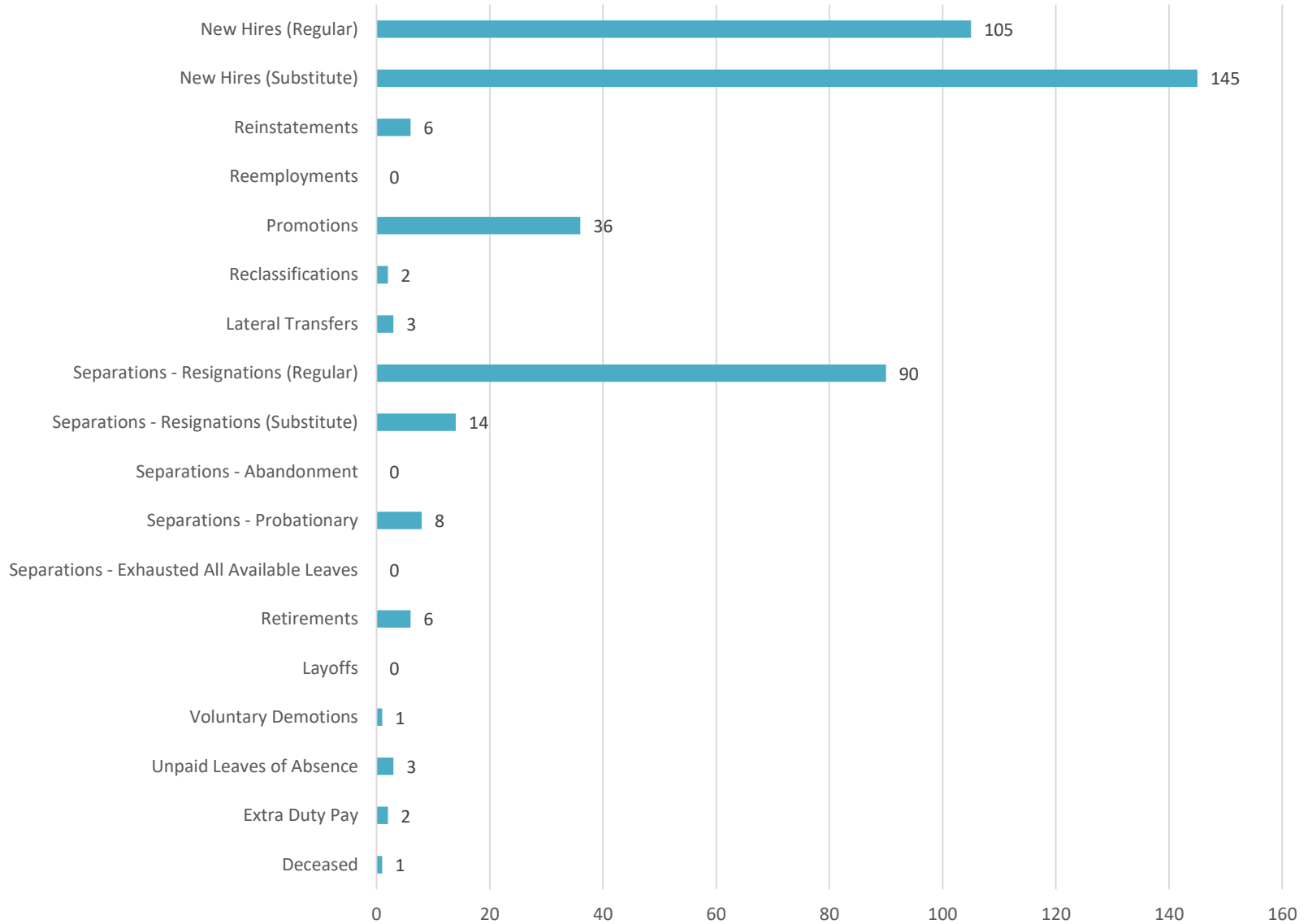
Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- **Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)**
- **Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)**
- **Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)**
- **Recommends salaries to the governing board. (EC 45268)**
- **Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)**
- **Establishes and maintains permanent confidential personnel records for all of the District's classified employees.**
- **Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.**
- **Coordinates the administration of professional growth and service recognition programs and activities for classified employees.**
- **Provides for training of its own staff. (EC 45255)**

NON-DISCRIMINATION STATEMENT

The Ocean View School District desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Ocean View School District is an Equal Opportunity Employer and does not discriminate on the basis of color, race, religion, ancestry, natural origin, age, sex, sexual orientation, gender identity or expression or the perception of one or more of such characteristics, gender, marital or parental status, pregnancy, genetic information, military and veteran status, ethnic group identification, mental or physical disability in its educational programs, activities, or recruitment and employment.

Classified Actions 2022-2023



2022-2023 Statistics and Classification Actions

Class Workforce Statistics	
81	Active CSEA Classifications
3	Active Confidential Classifications
13	Active Management Classifications
1	Non-Represented Classifications
541	Total Regular Classified Employees

Recruitment & Testing Statistics	
744	Applicants
595	Examinees
71	Disqualified
299	Eligibles
115	Recruitments (37 Classes) Each consisting of <ul style="list-style-type: none"> • Written Exam • Oral Panel Interview Exam • Potential Performance Exam
255	No Shows to Exams
174	OVSD Interview Panelists
11	Panelists from other Districts
124	Final Interview Sessions Scheduled
135	Preplacement Appointments
170	On-Boarding Appointments

Other Classification Actions

6 Advance Step Placements

Bus Driver/Utility Worker (2)

Maintenance Worker

Program Support Specialist (2)

School Health Technician

4 Salary Range Reallocations

Director of Food & Nutrition Services

Director of Information Technology

Maintenance HVAC Mechanic

Payroll Technician

1 Reactivation/Revision of Former Classification

Child Care Program Supervisor

1 New Classification

Senior Accounting Technician

1 Name Removed from Eligibility Lists

Senior Clerk Typist

2 Reclassifications

School Office Manager – Bilingual to
Department Secretary – Bilingual

Accounting Technician to
Senior Accounting Technician

1 Appeal Hearing of Applicant

Groundskeeper I

1 Temporary Rule Waiver

Merit Rule 7.2.12.A.1
Rate on Appointment as Provisional,
Limited Term, and Substitute

1 Establishment of Titles & Rates of
Pay for Translating Services Provided
on a Temporary or As Needed Basis

115 Recruitments Were Conducted
123 Written Exam Sessions Were Administered
91 Oral Exam Sessions Were Administered
124 Final Selection Interview Sessions Were Scheduled

ALC Attendant (2)	District Receptionist	Instructional Assistant – Severely Disabled (8)	Maintenance Worker	School Office Clerk – Bilingual (Spanish)
Bus Driver/ Utility Worker (5)	Early Learning Instructional Assistant (2)	Instructional Assistant – Special Education (11)	Mechanic	Senior Clerk Typist
Central Kitchen Supervisor	Field Service Technician	Lead Behavior Instructional Assistant	Noon Duty Supervisor (16)	Senior Purchasing Clerk
Child Care Program Facilitator	Food Service Worker (6)	Lead Food Service Worker	Parent Liaison Instructional Assistant Bilingual (Spanish) (2)	Speech and Language Assistant (3)
Child Care Supervisor	Groundskeeper I	Library Instructional Materials Technician	Program Support Specialist	Universal Instructional Assistant (8)
Community Liaison Bilingual – Spanish	Instructional Assistant – ABA (12)	Locksmith	School Health Technician (4)	
Cook (5)	Instructional Assistant – Computer	Maintenance Carpenter /Cabinetmaker	School Library Specialist	
Custodian (3)	Instructional Assistant – Physical Education (3)	Maintenance HVAC Mechanic (3)	School Office Clerk (2)	

2023 Classified School Employees of the Year & Other Recognitions

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

** Congratulations to Ed Vey, who was also named as an Orange County Classified Employee of the Year in the category of Transportation Services, by the Orange County Department of Education!!*

May 15-19, 2023, was designated as the Week of the Employee, which recognizes all certificated, classified, and management employees.

Classified School Employees of the Year and Teachers of the Year were recognized at the April 4, 2023, Board of Trustees Meeting. Classified School Employees of the Year were also recognized at the April 27, 2023, Personnel Commission Meeting.

Service Award Recipients and Retirees were honored at the June 6, 2023, Board of Trustees Meeting.

Years of Service Awards 2022-2023

Certificated & Classified Employee Recognitions	
35 Years of Service	2
30 Years of Service	16
25 Years of Service	18
20 Years of Service	31
15 Years of Service	33
10 Years of Service	25
5 Years of Service	34
Retirees	18

Service Award Recipients and Retirees were honored at the June 6, 2023, Board of Trustees meeting.

Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Assistant; and Blake Barton, Human Resources Analyst; participated in a job fair at the Orange County Department of Education. (Photo below).

Betzabeth and Diana also participated in job fairs at Golden West College and the Huntington Beach Adult School.



About Ocean View School District

Ocean View School District boundaries encompass portions of:

- Huntington Beach
- Fountain Valley
- Westminster
- Midway City
- Seal Beach

- The District operates fifteen schools – Preschool through Eighth grade

As of June 30, 2023

- 6,441 students were enrolled
- 1,253 employees were on staff
 - 360 certificated staff
 - 541 classified staff
 - 141 certificated substitutes
 - 211 classified substitutes

How To Reach Us:



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School District

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www.ovsd.org/pc



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