



**OCEAN VIEW SCHOOL DISTRICT**

# **PERSONNEL COMMISSION AGENDA**

**Thursday, March 14, 2024**

**CLOSED SESSION**

**3:45 p.m.**

**Human Resources Conference Room,  
Building B**

**REGULAR MEETING**

**4:30 p.m.**

**Board Room, Building A**

*Classified Employees*

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

**PERSONNEL COMMISSION:**

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

Regular Personnel Commission meetings are accessible online and can be viewed via Zoom  
and on the District's YouTube channel: <https://www.ovsd.org/PersonnelCommissionMeeting>

**OCEAN VIEW  
SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA**

**THURSDAY, MARCH 14, 2024**

**CLOSED SESSION: 3:45 P.M.  
HUMAN RESOURCES  
CONFERENCE ROOM, BUILDING B**

**OPEN SESSION: 4:30 P.M.  
BOARD ROOM, BUILDING A**

Regular Personnel Commission meetings are accessible online and can be viewed via Zoom and on the District's YouTube channel: <https://www.ovsd.org/PersonnelCommissionMeeting>

1. CALL TO ORDER TIME: \_\_\_\_\_ p.m.
2. ROLL CALL
3. CLOSED SESSION

The public is invited to comment on the identified items listed under "Closed Session" prior to the adjournment to Closed Session. All public comments shall be limited to three minutes per person.

- 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 Recruitment

4. **APPROVAL OF FEBRUARY 8, 2024 CLOSED SESSION REGULAR MEETING**  
**MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of February 8, 2024.

**ACTION**

**Page 1**

Moved: \_\_\_\_  
Second: \_\_\_\_  
Vote: \_\_\_\_

5. **ADJOURNMENT OF CLOSED SESSION** TIME: \_\_\_\_\_ p.m.  
**ACTION**  
Moved: \_\_\_\_  
Second: \_\_\_\_  
Vote: \_\_\_\_

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

7. **REPORT OF CLOSED SESSION ACTION**

8. **ROLL CALL**

**9. PLEDGE OF ALLEGIANCE**

- 10. PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

Speakers wishing to address the Personnel Commission after the first public comments will have an opportunity during “Second Public Comments” later in the meeting. All public comments shall be limited to three minutes per person.

- 11. APPROVAL OF FEBRUARY 8, 2024 REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the February 8, 2024, Regular Personnel Commission meeting for approval.

**ACTION**  
**Pages 2-4**

**Moved:** \_\_\_\_  
**Second:** \_\_\_\_  
**Vote:** \_\_\_\_

**COMMISSION BUSINESS**

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

**ACTION**  
**Page 5-8**

**A. JOB DESCRIPTION REVIEWS/REVISIONS:**

**Moved:** \_\_\_\_  
**Second:** \_\_\_\_  
**Vote:** \_\_\_\_

There are no job descriptions 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.)*

- 2023-68 Universal Instructional Assistant
- 2023-69 Department Secretary
- 2023-70 Lead Food Service Worker
- 2023-71 Information Technology Support Specialist
- 2023-72 School Health Technician
- 2023-73 Audiovisual Technician
- 2023-74 Instructional Assistant - ABA
- 2023-75 Custodian
- 2023-76 Noon Duty Supervisor
- 2023-77 Instructional Assistant – Special Education
- 2023-78 Instructional Assistant – Severely Disabled
- 2023-79 Instructional Assistant – ABA
- 2023-80 Universal Instructional Assistant
- 2023-81 Food Service Worker
- 2023-82 Bus Driver/Utility Worker

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – MARCH 14, 2024 – PAGE 3**

13. **CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity Lists received by the Board of Trustees at the Ocean View School District, Regular Board Meetings of February 13, 2024, (Exhibit A), and February 27, 2024, (Exhibit B). **INFORMATION**  
**Pages 9-13**
14. **CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the most current list and status updates of classified recruitments. **INFORMATION**  
**Pages 14-18**
15. **GOLDENWEST COLLEGE 2024 CAREER FAIR:** The Personnel Commission will receive a recommendation to approve the attendance of Personnel staff to the Goldenwest College 2024 Career Fair. **ACTION**  
**Pages 19-21**  
**Moved:** \_\_\_\_  
**Second:** \_\_\_\_  
**Vote:** \_\_\_\_
16. **JOB ANALYSIS WITH COMPETENCY MODELING VIRTUAL WORKSHOP THROUGH WRIPAC:** The Personnel Commission will receive a recommendation to approve the attendance of Personnel staff to the Job Analysis With Competency Modeling Virtual Workshop through WRIPAC. **ACTION**  
**Pages 22-25**  
**Moved:** \_\_\_\_  
**Second:** \_\_\_\_  
**Vote:** \_\_\_\_
17. **ADVANCE STEP PLACEMENT FOR JUAN SUAREZ, AUDIOVISUAL TECHNICIAN:** The Personnel Commission will receive the Interim Director's recommendation for Advance Step Placement for Juan Suarez, Audiovisual Technician. **ACTION**  
**Pages 26-28**  
**Moved:** \_\_\_\_  
**Second:** \_\_\_\_  
**Vote:** \_\_\_\_

**COMMUNICATIONS**

18. **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.
19. **COMMISSIONER REPORTS**
20. **DIRECTOR AND STAFF REPORTS**
21. **ADJOURNMENT** **TIME:** \_\_\_\_\_ **p.m.** **ACTION**  
**Moved:** \_\_\_\_  
**Second:** \_\_\_\_  
**Vote:** \_\_\_\_

## **AGENDA FOR THE PERSONNEL COMMISSION MEETING – MARCH 14, 2024 – PAGE 4**

*The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agenda notices are posted 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and the full agenda is posted on the District website.*

*Agenda items must be submitted in writing to the Director, Classified Personnel 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 or 1401 at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).*

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Closed Session Meeting of the Personnel Commission  
February 8, 2024**

**CALL TO ORDER**      The February 8, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:46 p.m.

**ROLL CALL**              Commissioners Bidnick, Ewing, and Gooch were present.

**APPROVAL OF MINUTES**      Motion by Commissioner Gooch to approve the minutes of the January 18, 2024, Regular Closed Session Meeting.

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

Motion by Commissioner Gooch to approve the minutes of the January 25, 2024, Special Closed Session Meeting.

Seconded by Commissioner Ewing, and carried with a 2:0 vote.

Commissioner Bidnick abstained from the vote due to being absent from the January 25, 2024, Special Meeting.

**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 recruitment

**ADJOURNMENT**      Motion by Commissioner Gooch to adjourn the February 8, 2024, Closed Session Meeting at 4:28 p.m.

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

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Director, Classified Personnel  
Secretary to the Personnel Commission

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Date

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Personnel Commission Meeting Minutes**  
**February 8, 2024**  
**4:30 p.m.**

<b>CALL TO ORDER</b>	Commissioner Ewing called the February 8, 2024, Regular Personnel Commission Meeting to order at 4:31 p.m.
<b>PLEDGE OF ALLEGIANCE</b>	Elizabeth Carr, CSEA President, led the pledge of allegiance.
<b>ROLL CALL</b>	Commissioners Bidnick, Ewing, and Gooch were present.
<b>STAFF MEMBERS PRESENT</b>	BethAnn Arko, Interim Director, Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
<b>INTRODUCTIONS</b>	Commissioner Ewing introduced BethAnn Arko, who will be serving as the Interim Director of Classified Personnel. Her first day was this past Monday. He welcomed her to her first Personnel Commission meeting.
<b>REPORT OUT OF CLOSED SESSION</b>	Commissioner Ewing stated that there was nothing to report out of closed session.
<b>FIRST PUBLIC COMMENTS</b>	There were no comments from the public.
<b>APPROVAL OF MINUTES</b>	<p>Motion by Commissioner Gooch to approve the minutes of the January 18, 2024, Regular Personnel Commission meeting.</p> <p>Seconded by Commissioner Bidnick and carried with a 3:0 vote.</p>
<b>CONSENT CALENDAR</b>	<p>The following job description reviews/revisions were received on the Consent Calendar:</p> <p>A. <u>Job Description Reviews/Revisions:</u></p> <p>There were no job description revisions requiring approval at this time.</p> <p>The following eligibility lists were received on the Consent Calendar:</p> <p>B. <u>Recruitment and Testing – Eligibility Lists:</u></p> <ul style="list-style-type: none"><li>• 2023-58 Speech and Language Assistant</li><li>• 2023-59 Custodian</li><li>• 2023-60 Universal Instructional Assistant</li><li>• 2023-61 Noon Duty Supervisor</li><li>• 2023-62 Instructional Assistant – ABA</li><li>• 2023-63 Instructional Assistant – Special Education</li><li>• 2023-64 Instructional Assistant – Severely Disabled</li><li>• 2023-65 Custodian</li><li>• 2023-66 Early Learning Instructional Assistant</li><li>• 2023-67 Noon Duty Supervisor</li></ul> <p>Motion by Commissioner Bidnick to approve the Consent Calendar.</p> <p>Seconded by Commissioner Gooch, and carried with a 3:0 vote.</p>

***MINUTES OF THE FEBRUARY 8, 2024 PERSONNEL COMMISSION MEETING – PAGE 2***

**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 January 10, 2024, and January 23, 2024.

**CLASSIFIED  
PERSONNEL  
RECRUITMENT  
LISTS**

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

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick had nothing to report.

Commissioner Gooch welcomed BethAnn Arko to Ocean View School District.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for March 14, 2024. He also shared that earlier in the week he was able to walk Mrs. Arko around and introduce her to several people, including the Superintendent and Cabinet.

**DIRECTOR AND  
STAFF REPORTS**

Michelle Eifert read aloud comments from Director Vellanoweth. Director Vellanoweth wished the Commissioners and Personnel Commission staff her best as we continue to do the good work in support of the merit system, the district, and the students. She is excited that BethAnn Arko has been brought onboard as the new interim director. She is certain that with Mrs. Arko's guidance, and the work of the amazing PC team, we will be able to navigate successfully through this transitional time. She knows great things are to come.

Michelle Eifert will work with Mrs. Arko, Commissioner Bidnick, and Timothy Golden, Director of Fiscal Services to coordinate a preliminary meeting to discuss budget goals and objectives in preparation for the 2024-2025 budget development.

Lastly, Alexis Buelna has been selected to fill the vacancy of Human Resources Technician, in the Human Resources department. She had been serving as a substitute in this position and shortly thereafter was offered and accepted the permanent position. Welcome to Alexis.

Michelle Eifert also welcomed Mrs. Arko to Ocean View School District. She mentioned that although she had not met Mrs. Arko prior to her interim appointment, she had previous contact with her through our district membership with the California School Personnel Commissioners Association (CSPCA).

Mrs. Arko stated that she felt very welcome and looks forward to working with the Personnel Commission team.



**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 4:39 p.m.

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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:** March 14, 2024

**SUBJECT:** **Agenda Item No. 12B.: 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.*)

2023-68	Universal Instructional Assistant
2023-69	Department Secretary
2023-70	Lead Food Service Worker
2023-71	Information Technology Support Specialist
2023-72	School Health Technician
2023-73	Audiovisual Technician
2023-74	Instructional Assistant - ABA
2023-75	Custodian
2023-76	Noon Duty Supervisor
2023-77	Instructional Assistant – Special Education
2023-78	Instructional Assistant – Severely Disabled
2023-79	Instructional Assistant – ABA
2023-80	Universal Instructional Assistant
2023-81	Food Service Worker
2023-82	Bus Driver/Utility Worker

## **Recommendation**

The Interim Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2023-68 through 2023-82.

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

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-68	Universal Instructional Assistant	No. of Applicants 23 Screened Out 1 Written Exam Test Date 1/24/2024 No Show/ Withdrew 8 Did Not Qualify 2 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	2	20	Open, Promotional, & Merge
2023-69	Department Secretary	No. of Applicants 33 Screened Out 6 Written Exam Test Dates 1/23/2024 1/24/2024 1/25/2024 1/26/2024 No Show/ Withdrew 6 Did Not Qualify 4 Oral Exam Test Date 2/5/2024 No Show/ Withdrew 2 Did Not Qualify 3	10	10	Open & Promotional
2023-70	Lead Food Service Worker	No. of Applicants 2 Screened Out 0 Written Exam Test Dates Used Previous Scores No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 0 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Promotional
2023-71	Information Technology Support Specialist	No. of Applicants 19 Screened Out 7 Written Exam Test Dates 1/10/2024 No Show/ Withdrew 4 Did Not Qualify 0 Oral Exam Test Dates 2/8/2024 No Show/ Withdrew 1 Did Not Qualify 2	5	5	Open & Promotional
2023-72	School Health Technician	No. of Applicants 4 Screened Out 0 Written Exam Test Date 1/10/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 2/8/2024 No Show/ Withdrew 2 Did Not Qualify 0	4	4	Open, Promotional, & Merge
2023-73	Audiovisual Technician	No. of Applicants 8 Screened Out 1 Written Exam Test Date 1/10/2024 No Show/ Withdrew 2 Did Not Qualify 2 Oral Exam Test Date 2/9/2024 No Show/ Withdrew 0 Did Not Qualify 1	2	2	Open & Promotional

**Eligibility Lists**  
**Page 3**

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-74	Instructional Assistant - ABA	No. of Applicants 2 Screened Out 0 Written Exam Test Date 1/24/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 2/15/2024 No Show/ Withdrew 0 Did Not Qualify 0	3	3	Open, Promotional, & Merge
2023-75	Custodian	No. of Applicants 17 Screened Out 3 Written Exam Test Date 2/14/2024 No Show/ Withdrew 10 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	4	5	Open, Promotional, & Merge
2023-76	Noon Duty Supervisor	No. of Applicants 9 Screened Out 1 Written Exam Test Date 2/14/2024 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	3	8	Open, Promotional, & Merge
2023-77	Instructional Assistant – Special Education	No. of Applicants 2 Screened Out 0 Written Exam Test Date 2/14/2024 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 2/22/2024 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2023-78	Instructional Assistant – Severely Disabled	No. of Applicants 2 Screened Out 0 Written Exam Test Date 2/14/2024 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 2/22/2024 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional
2023-79	Instructional Assistant - ABA	No. of Applicants 4 Screened Out 0 Written Exam Test Date 2/14/2024 No Show/ Withdrew 1 Did Not Qualify 1 Oral Exam Test Date 2/22/2024 No Show/ Withdrew 0 Did Not Qualify 0	3	3	Open, Promotional, & Merge

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

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-80	Universal Instructional Assistant	No. of Applicants 13 Screened Out 1 Written Exam Test Date 2/14/2024 No Show/ Withdrew 4 Did Not Qualify 1 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	1	16	Open, Promotional, & Merge
2023-81	Food Service Worker	No. of Applicants 8 Screened Out 0 Written Exam Test Date 2/14/2024 2/23/2024 No Show/ Withdrew 5 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	4	4	Open, Promotional, & Merge
2023-82	Bus Driver/Utility Worker	No. of Applicants 1 Screened Out 0 Written Exam Test Date 11/21/2023 No Show/ Withdrew 0 Did Not Qualify 0 Performance Exam 1/30/2024 Test Date No Show/ Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** March 14, 2024

**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 List for approval at the regular Board Meeting of February 13, 2024, (Exhibit A), and February 27, 2024, (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 Interim Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of February 13, 2024, and February 27, 2024.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
February 13, 2024

**APPROVE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Alvidrez, Mari Rebecca	Food Service Worker	Star View	\$16,937 hourly	18.1	01/23/2024
Buelna, Alexis	Human Resources Technician	District Office	\$4,580.51 monthly	36.1	02/02/2024
Landro, Victoria	Universal Instructional Assistant	Circle View	\$18,693 hourly*	22.1	01/17/2024
Lee, Alexis	Universal Instructional Assistant	Lake View	\$18,693 hourly*	22.1	01/16/2024
Ruiz, Christopher	Custodian	Harbour View	\$23,930 hourly	28.3	01/22/2024
Singer, Gabrielle	Universal Instructional Assistant	Lake View	\$18,693 hourly*	22.1	01/08/2024
Spencer, Justin	Computer Multimedia Technician	District Office	\$5,718.44 monthly	45.1	01/22/2024

**APPROVE SUBSTITUTE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Arko, BethAnn	Interim Director, Classified Personnel	Substitute	\$61,532 hourly	M71.1	02/01/2024
Buelna, Alexis	Human Resources Technician	Substitute	\$26,526 hourly	36.1	01/25/2024
Castro, Sofia	School Office Clerk	Substitute	\$21,690 hourly	28.1	01/08/2024
Fernandez, Kimberly	Noon Duty Supervisor	Substitute	\$16,50 hourly	1.1*	01/11/2024
Fernandez, Kimberly	School Office Clerk	Substitute	\$21,690 hourly	28.1	01/11/2024
Fernandez, Kimberly	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	01/11/2024
Gawith, Brianna	Instructional Assistant – Special Education	Substitute	\$19,644 hourly	24.1	01/08/2024
Gawith, Brianna	Instructional Assistant – Severely Disabled	Substitute	\$21,151 hourly	27.1	01/08/2024
Gomez, Teresa	Universal Instructional Assistant	Substitute	\$24,823 hourly*	22.5	01/11/2024
Guite, Janae	Early Learning Instructional Assistant	Substitute	\$18,693 hourly	22.1	01/08/2024
Guite, Janae	Instructional Assistant – Special Education	Substitute	\$19,644 hourly	24.1	01/08/2024
Guite, Janae	Noon Duty Supervisor	Substitute	\$16,50 hourly	1.1*	01/08/2024
Howard, Crystal	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	01/17/2024
Knight, Diana	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	01/10/2024
Mitchell, Mona	Food Service Worker	Substitute	\$16,937 hourly	18.1	01/22/2024
Moore, Sean	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	01/11/2024
Murphy, Brenda	Senior Clerk Typist	Substitute	\$23,341 hourly	31.1	12/26/2023
Serafen, Jacklien	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	01/17/2024

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
February 13, 2024

**APPROVE PROMOTION**

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

<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>
Mehr, Diahann	Senior Purchasing Clerk	District Office	\$4,358.47 monthly	34.1	01/22/2024

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.1 to 8.8:**

<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>
Alvidrez, Mari Rebecca	Food Service Worker	Star View	Rescinded	01/23/2024	01/25/2024
Brunner, Carolyn	Universal Instructional Assistant	Circle View	Resignation	12/18/2023	01/31/2024
Flores, Yesica	Instructional Assistant – Special Education	Marine View	Resignation	02/06/2019	01/26/2024
Hernandez, Cynthia	Early Learning Associate Educator	College View	Retirement	03/16/2009	06/20/2024
Herrera, Jeffrey	Custodian	Spring View	Resignation	01/24/2018	01/26/2024
Murray, Kelly	Lead Behavior Instructional Assistant	Special Education	Retirement	01/16/2004	06/18/2024
Stramel, Shannon	Universal Instructional Assistant	Lake View	Probationary Release	12/11/2023	01/30/2024
Taylor, Jane	Lead Food Service Worker	Hope View	Retirement	06/04/2013	06/18/2024
Thomas, Rowena	Instructional Assistant – Special Education	Village View	Retirement	05/07/2010	06/18/2024

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

\*\*Universal Instructional Assistants may be eligible for an additional \$6.50/hour per MOU.



OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
February 27, 2024

**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>
Carrillo, Maria	Noon Duty Supervisor	Oak View	\$16.50 hourly	1.1*	02/02/2024
Denio, Lisa	Bus Driver/Utility Worker	Transportation	\$27.076 hourly	37.1	02/02/2024
Gonzalez, Raul	Maintenance Worker	Facilities	\$4,250.65 monthly	33.1	02/13/2024
Huerta Viveros, Christopher	Custodian	Golden View	\$22.774 hourly	28.1	01/22/2024
Padilla, Antonio	Custodian	Village View	\$22.774 hourly	28.1	02/08/2024
Sarabia, Alyssa	Universal Instructional Assistant	Circle View	\$18.693 hourly*	22.1	02/01/2024
Wade, Emma	Noon Duty Supervisor	Hope View	\$16.50 hourly	1.1*	02/02/2024

**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>
Arizmendi, Elizabeth	Universal Instructional Assistant	Substitute	\$18.693 hourly*	22.1	02/02/2024
Benson, Corrie	School Library Specialist	Substitute	\$22.222 hourly	27.2	02/02/2024
Branica-Tarvin, Antonio	Universal Instructional Assistant	Substitute	\$18.693 hourly*	22.1	02/13/2024
Carrillo, Giselle	Universal Instructional Assistant	Substitute	\$18.693 hourly*	22.1	02/07/2024
Chappelle, Grace	Universal Instructional Assistant	Substitute	\$18.693 hourly*	22.1	02/07/2024
Denio, Lisa	Bus Driver/Utility Worker	Substitute	\$27.076 hourly	37.1	01/31/2024
Johnson, Jennifer	School Library Specialist	Substitute	\$25.786 hourly	27.5	02/07/2024
Kikawa, Melissa	District Receptionist	Substitute	\$23.341 hourly	31.1	02/07/2024
Kikawa, Melissa	Intermediate Clerk Typist	Substitute	\$21.690 hourly	28.1	02/07/2024
Kikawa, Melissa	School Office Clerk	Substitute	\$21.690 hourly	28.1	02/07/2024
Melwani, Tomoko	School Library Specialist	Substitute	\$23.341 hourly	27.3	02/07/2024
Milby, Danielle	School Health Technician	Substitute	\$20.638 hourly	26.1	02/05/2024
Miller, Margaret	Universal Instructional Assistant	Substitute	\$18.693 hourly*	22.1	02/07/2024
Nakamura, Yvette	School Library Specialist	Substitute	\$23.341 hourly	27.3	02/07/2024
Padilla, Antonio	Custodian	Substitute	\$21.690 hourly	28.1	01/29/2024
Repp, Caleb	Universal Instructional Assistant	Substitute	\$18.693 hourly*	22.1	02/05/2024
Rye, Cecily	Universal Instructional Assistant	Substitute	\$18.693 hourly*	22.1	02/05/2024
Thom, Shavaughn	School Library Specialist	Substitute	\$25.786 hourly	27.5	02/07/2024
Whitton, April	School Library Specialist	Substitute	\$22.222 hourly	27.2	02/07/2024

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
February 27, 2024

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.1 to 8.8:**

<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>
Braff, Corinne	Lead Food Service Worker	Spring View	Retirement	09/05/2006	06/18/2024
Chang, Juning	Food Service Worker	Spring View	Retirement	09/25/2006	06/18/2024
Chapman, James	Custodian	District Office	Retirement	02/01/2018	06/30/2024
Craig, Glenna	School Health Technician	Village View	Exhaustion of All Available Leave	03/09/2017	02/15/2024
Frazier, Debra	Administrative Assistant	District Office	Retirement	09/05/2006	06/30/2024
Hatton, Wesley	Storekeeper	Maintenance	Resignation	07/01/2011	01/31/2024
Hernandez, Cynthia	Early Learning Associate Educator	College View	Retirement	03/16/2009	06/20/2024
Kull, Sheila	Instructional Assistant – Special Education	Lake View	Retirement	08/19/1996	06/18/2024
Lopez, Jasmine	Instructional Assistant – ABA	Westmont	Resignation	01/09/2023	02/22/2024
Medrano, Rene	Instructional Assistant – Physical Education	Itinerant	Retirement	09/08/2004	06/18/2024
Miller, Melissa	Instructional Assistant – Severely Disabled	Hope View	Resignation	06/30/2006	03/29/2024
Sanchez, Patricia	Parent Liaison Instructional Asst – Bilingual	Vista View	Retirement	09/26/1994	06/18/2024
Santy, Amy	Instructional Assistant	Hope View	Retirement	09/06/2011	06/18/2024
Spreeman, Lori	Lead Food Service Worker	Lake View	Retirement	10/20/2016	06/18/2024
Thomas, Rowena	Instructional Assistant – Special Education	Village View	Retirement	05/07/2010	06/18/2024
Walburger, Kristin	School Library Specialist	Circle View	Retirement	09/08/2021	06/18/2024

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

\*\*Universal Instructional Assistants may be eligible for an additional \$6.50/hour per MOU.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** March 14, 2024

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

Updated:  
3/4/2024

Substitute and Future Vacancy Recruitment Status & Update for FY 23/24

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
1 10000734	Auditorial Technician	Information Technology	40	Posted	12/5/2023 - 12/27/2023	1/10/2024	TBD		Pending pre - employment		New Position
2 10000795	Bus Driver/Utility Worker	Transportation	30	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates			Complete	2/2/2024	New Position
3 10000638	Campus Safety Supervisor	Student Services	40	Continuous	For substitutes and eligibility list	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New Position
4 2282	Child Care Program Facilitator	TBD	20.75	Continuous	7/17/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position
5 10000886	Child Care Supervisor	Early Learning	40	Posted	22/1/2024 - 3/12/2024	NA			Recruitment in progress		New Position
6 3420	Cook	Central Kitchen	25	Continuous	1/22/2024 - 2/9/2024	PC test every other Wednesdays for eligible candidates	N/A	3/6/2024	Recruitment in progress		New Position
7 10000775	Custodian	Westmont	28.75	Continuous	12/23/2023 - 6/23/2024	PC test every other Wednesdays for eligible candidates	N/A		Pending Transfer Interview		Replacing Employee - Raul Gomez
8 10000854	Custodian	Spring View	25	Continuous	12/23/2023 - 6/23/2024	PC test every other Wednesdays for eligible candidates	N/A		Long term substitute		Replacing Employee - Jeffery Herrera
9 10000873	Custodian	Hope View	25	Continuous	12/23/2023 - 6/23/2024	PC test every other Wednesdays for eligible candidates	N/A		Pending pre - employment		Replacing Employee - Vincent Novak
10 10000744	Custodian	Mesa View	25	Continuous	12/23/2023 - 6/23/2024	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Felipe Galvan
11 10000800	Department Secretary	Fiscal	40	Posted	12/21/23 - 1/17/2024	1/24/2024	2/5/2024	2/9/2024	Complete	2/26/2024	Replacing Employee - Ann Eddy
12 10000742	Director, Classified Personnel	Personnel Commission	40	Posted	11/27/2023 - 12/15/2023	N/A	On Hold		Recruitment in progress		Replacing Employee - Michelle Vellanoeth
13 10000772	Early Learning Associate Educator	Early Learning	25	Posted	2/13/2024 - 8/13/2024	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New Position
14 10000894	Early Learning Associate Educator	College View Preschool	40	Posted	2/13/2024-8/13/2024	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Cynthia Hernandez
15 3293	Early Learning Instructional Assistant	Oak View Preschool	18.75	Continuous	1/13/2023- 1/30/2024	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Complete		Replacing Employee - Luz Elena Loya
16 3295	Early Learning Instructional Assistant	College Preschool	17.5	Continuous	1/13/2023- 1/30/2024	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Recruitment in progress		Replacing Employee - Ruth Ocampo
17 3387	Early Learning Instructional Assistant	College Preschool	18.75	Continuous	1/13/2023- 1/30/2024	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Complete	3/4/2024	Replacing Employee - Ariana Hernandez
18 10000367	Early Learning Instructional Assistant	College View Preschool	18.75	Continuous	1/13/2023- 1/30/2024	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Complete	3/4/2024	Replacing Employee - Cynthia Hernandez
19 3294	Early Learning Instructional Assistant	Oak View Preschool	18.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Complete	2/14/2024	Replacing Employee - Victoria Gonzalez
20 10000875	Early Learning Supervisor	Early Learning	40	Posted	2/5/2024 - 8/5/2024	N/A	TBD		Recruitment in progress		New Position
21 10000865	Field Service Technician	IT	40	Posted	5/4/2024- 2/14/2024	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Travis Hunter
22 10000820	Food Service Worker	Star View	12	Posted	10/12/2023 - 11/28/2023	PC test every other Wednesdays for eligible candidates	N/A	3/5/2024	Recruitment in progress		Replacing Employee - Carissa Silva
23 10000897	Food Service Worker	Vista View	15	Posted	10/12/2023 - 11/28/2023	PC test every other Wednesdays for eligible candidates	N/A		Long Term Substitute		Replacing Employee - Ebborne Mallett
24 10000847	Groundskeeper 1	Facilities	40	Posted	1/23/2024 - 2/13/2024	PC test every other Wednesdays for eligible candidates	3/12/2024	TBD	Recruitment in progress		Replacing Employee - Juan Cortez
25 10000826	Human Resources Technician	Human Resources	40	Posted	1/12/2024 - 2/2/2024	2/14/2024	N/A	1/5/2024	Complete	2/2/2024	
26 10000735	Information Technician Support Specialist	Information Technology	40	Posted	12/22/2023 - 12/27/2023	PC test every other Wednesdays for eligible candidates	2/8/2024	2/22/2024	Pending pre - employment		New Position
27 3347	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Complete	2/20/2024	Replacing Employee - Jennifer Marshall
28 10000808	Instructional Assistant - ABA	College View Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Ngoc Tran
29 10000814	Instructional Assistant - ABA	Harbour View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position
30 10000677	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position
31 10000678	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
32	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Skylar Golanka
33	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Brianna Gawith
34	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Elisa Rangel
35	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position
36	Instructional Assistant - ABA	Lake View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Kristin Mix
37	Instructional Assistant - ABA	Oak View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position
38	Instructional Assistant - ABA	Oak View Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Ann Ann
39	Instructional Assistant - ABA	Star View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position
40	Instructional Assistant - ABA	Village View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position
41	Instructional Assistant - ABA	Westmont	18	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position
42	Instructional Assistant - ABA	Westmont Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Khatyah Pendergraph
43	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Christopher Cortez
44	Instructional Assistant - ABA	Hope View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Pending Pre-employment		New Position
45	Instructional Assistant - ABA	Spring View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Logan Poulsen
46	Instructional Assistant - ABA	Circle View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position
47	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Pending pre - employment		New Position
48	Instructional Assistant - Computer	Harbour View	20	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024		Recruitment in progress		Replacing Employee - Elizabeth Brooks
49	Instructional Assistant - Special Education	Oak View	29.75		10/17/2023 - 10/17/2024		2/22/2024	2/23/2024, 2/28/2024	Complete	2/20/2024	New Position
50	Instructional Assistant - Special Education	Village View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Complete	1/10/2024	Replacing Employee - Taylor Picquelle
51	Instructional Assistant - Special Education	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Complete	1/8/2024	Replacing Employee - Alisabel Cruz
52	Instructional Assistant - Special Education	College View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		New Position
53	Instructional Assistant - Special Education	Harbour View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Stephanie Smith
54	Instructional Assistant - Special Education	Circle View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Pending pre - employment		Replacing Employee - Sarah Corrine Larsen Linza
55	Instructional Assistant - Special Education	Village View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Amy Gaunk
56	Instructional Assistant - Special Education	Village View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	2/22/2024	2/23/2024, 2/28/2024	Recruitment in progress		Replacing Employee - Ngoc Tran
57	Lead Food Service Worker	Vista View	25	Posted	1/12/2024 - 2/2/2024	PC test every other Wednesdays for eligible candidates	TBD		Complete	2/20/2024	Replacing Employee - Amy Foreman
58	Maint & Operations Supervisor	Facilities	40	Posted	2/26/2024 - 3/15/2024	N/A	TBD		Recruitment in progress		New Position
59	Maintenance HVAC Mechanic	Maintenance	40	Posted	12/22/2023 - 1/17/2024	1/24/2024	TBD		Recruitment in progress		Replacing Employee - Robert Castillo
60	Maintenance Worker	Facilities	40	Posted	2/6/2024- 8/6/2024	1/18/2023	12/6/2023	1/9/2024	Complete	2/13/2024	Replacing Employee - Antonio Garcia
61	Noon Duty Supervisor	College View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Yolanda Ortiz

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
62	10000754	Golden View	7	Continuous	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	2/5/2024	Complete	2/29/2024	Replacing Employee - Andrea Saliz
63	10000575	Harbour View	9	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Diana Sorrento
64	10000617	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/9/2024	Pending pre - employment	2/2/2024	New Position
65	10000526	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/9/2024	Pending acceptance of employment offer	3/5/2024	New Position
66	10000779	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Adam Dwy
67	10000780	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Karen Isa
68	10000559	Marin View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/25/2024	Recruitment in progress		Replacing Employee - Jessica Hernandez
69	10000428	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/25/2024	Pending pre - employment		New Position
70	10000429	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/25/2024	Recruitment in progress		New Position
71	10000456	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/25/2024	Recruitment in progress		New Position
72	3550	Mesa View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Kristin Stelle
73	10000658	Star View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/24/2024	Pending pre - employment		New Position
74	10000712	Star View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/24/2024	Complete	3/6/2024	New Position
75	10000046	Village View	6	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Andrea Herro
76	10000555	Vista View	9	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
77	3494	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Carren Martin
78	3548	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Rosibel Hernandez
79	10000832	Oak View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	2/1/2024	Complete	2/2/2024	Replacing Employee - Daley Rodas
80	3423	College View	10	Continuous	7/12/2023 - 1/12/2024	PC test every other Wednesdays for eligible candidates	TBD	10/31/2023	Recruitment in progress		Replacing Employee - Liliana Montes
81	10000117	Golden View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	2/8/2024	2/21/2024	Complete	2/22/2024	Replacing Employee - Nadine Diaz
82	10000755	Hope View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	2/8/2024	2/21/2024	Recruitment in progress		Replacing Employee - Carol Rosato
83	10000631	Lake View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	2/8/2024	2/21/2024	Recruitment in progress		Replacing Employee - Stephanie Doyle
84	10000830	College View	15	Posted	1/12/2024 - 7/12/2024	PC test every other Wednesdays for eligible candidates	TBD		On Hold		Replacing Employee - Diahm Meirr
85	10000558	Purchasing Clerk	40	Continuous	11/15/2023 - 5/16/2023	PC test every other Wednesdays for eligible candidates	12/18/2023	12/22/2023	Complete	1/22/2024	Replacing Employee - Melissa Desjardin
86	10000394	Village View	29.75	Continuous	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	12/7/2023	1/23/2024	Declined offer		Replacing Employee - Alya Do
87	10000347	Facilities	40	Continuous	8/21/2023 - 9/11/2023	9/20/2023	TBD		Recruitment in progress		Replacing Employee - Joe Seifit
88	10000758	Star View	16.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	12/18/2024	New Position
89	1000762	Star View	14	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	1/8/2024	New Position
90	10000829	Star View	15	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	1/8/2024	New Position
91	10000750	Circle View	9	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	1/17/2024	New Position
92	10000623	Circle	40	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
93	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
94	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
95	Universal Instructional Assistant	Circle View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
96	Universal Instructional Assistant	Circle View	16.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
97	Universal Instructional Assistant	College View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		
98	Universal Instructional Assistant	College View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		Replacing Employee - Teresa Kelle
99	Universal Instructional Assistant	College View Preschool	12.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		Replacing Employee - Jesus Flores Delgado
100	Universal Instructional Assistant	Harbour View	26.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
101	Universal Instructional Assistant	Lake View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
102	Universal Instructional Assistant	Lake View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
103	Universal Instructional Assistant	Lake View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	1/8/2024	New Position
104	Universal Instructional Assistant	Lake View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
105	Universal Instructional Assistant	Lake View	6.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
106	Universal Instructional Assistant	Lake View	6.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	1/16/2024	New Position
107	Universal Instructional Assistant	Oak View	26.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	11/2/2024	New Position
108	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
109	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
110	Universal Instructional Assistant	Star View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
111	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
112	Universal Instructional Assistant	Star View	18	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
113	Universal Instructional Assistant	Star View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
114	Universal Instructional Assistant	Star View	7.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	3/12/2024	New Position
115	Universal Instructional Assistant	Star View	11	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
116	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
117	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
118	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		Replacing Employee - Amanda Oberbeck
119	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
120	Universal Instructional Assistant	Circle View	9	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
121	Universal Instructional Assistant	Circle View	17.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	3/5/2024	New Position
122	Universal Instructional Assistant	Hope View	17.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	3/4/2024	New Position
123	Universal Instructional Assistant	Mesa View	15	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	2/20/2024	New Position
124	Universal Instructional Assistant	Circle View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Declined offer, sub only		New Position
125	Universal Instructional Assistant	Circle View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Pending Pre-employment		New Position
126	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		Replacing Employee - Carolyn Brunner
127	Universal Instructional Assistant	Circle View	12	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	2/1/2024	New Position
128	Universal Instructional Assistant	Lake View	5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	1/8/2024	New Position
129	Universal Instructional Assistant	Star View	12.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Complete	1/8/2024	New Position

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** March 14, 2024

**SUBJECT: Agenda Item No. 15: Goldenwest College 2024 Career Fair**

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### Background Information

The Personnel Commission staff has been invited to participate in the Goldenwest College 2024 Career Fair. The career fair is scheduled for April 17, 2024, from 11:00 a.m. to 2:00 p.m.

These career fairs provide valuable opportunities to meet and greet job seekers and potential candidates to inform them of the jobs we have available and the many benefits of working for a school district. They have proven to be successful in expanding our outreach and recruiting for classified positions.

Betzabeth Vazquez, Personnel Analyst, and Diana Flores, Personnel Technician, would like to attend on behalf of the Personnel Commission.

### Financial Implications

The cost of registration for the Personnel Analyst and Personnel Technician is \$100.00 total.

The estimated cost for this conference, which includes registration fees, mileage, and parking is approximately \$115.00.

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### Recommendation

The Interim Director, Classified Personnel recommends the Personnel Commission approve the attendance of Betzabeth Vazquez and Diana Flores at the Goldenwest College 2024 Career Fair on April 17, 2024.



**OCEAN VIEW SCHOOL DISTRICT  
WORKSHOP/MEETING/CONFERENCE ATTENDANCE REQUEST FORM**

<b>NAME OF WORKSHOP/MEETING/CONFERENCE:</b> 2024 Goldenwest College Career Fair	
<b>SPONSORING ORGANIZATION:</b> Goldenwest College	
<b>LOCATION:</b> Huntington Beach, CA	<b>DATE(S):</b> 4/17/2024
<b>TOTAL COST PER PERSON:</b> (Include Registration Fee, Transportation, Lodging, Meals, etc.)	\$ 100.00 registration & \$15.00 mileage

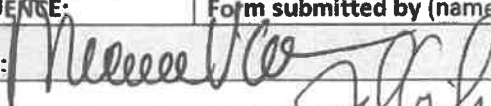
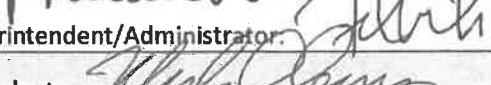

NAME OF ATTENDEE(S):	DEPARTMENT/SCHOOL:	ACCOUNT TO CHARGE:
1. Betzabeth Vazquez	PERSONNEL COMMISSION	01-443-130-74 5202
2. Diana Flores	PERSONNEL COMMISSION	01-443-130-74 5202
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

☐ Additional attendee(s) listed on separate sheet is attached.

**Purpose of Attendance (required):**

To meet and greet job seekers and provide valuable information about our district and the job opportunities we have available.

FUNDING	TOTAL COST	FUNDING SOURCE
General Funds:	\$ 115.00	
Project or Restricted:	\$	
Other:	\$	

<b>AUTHORIZATION SEQUENCE:</b>		<b>Form submitted by (name/site):</b> Michelle Eifert ext. 1401
Signature of Supervisor: 		Date: 2/2/24
Signature of Asst. Superintendent/Administrator: 		Date: 2/5/24
Signature of Superintendent: 		Date: 2-29-24
Date of Board Meeting Approval: Feb, 27, 2024		

Revised 60614



# CAREER FAIR

Join our career fair and find your dream team  
Meet top talent and grow your business

**17 April, 2024**

x x  
x x  
x x  
x x  
x x

GOLDEN WEST COLLEGE  
STUDENT SERVICES PATIO

x x  
x x  
x x  
x x  
x x

REGISTRATION REQUIRED

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** March 14, 2024

**SUBJECT:** **Agenda Item No. 16: Western Region Intergovernmental Personnel Assessment Council (WRIPAC)**

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### Background Information

Personnel Analyst, Betzabeth Vazquez, has been recommended to participate in the Job Analysis with Competency Modeling virtual meetings through the Western Region Intergovernmental Personnel Assessment Council. The virtual meetings are scheduled for March 18-21, 2024

The purpose of these meetings is to learn a simple process for identifying the right competencies, and collecting and analyzing job analytic data. Incorporating competency models extends the usefulness of the job analysis data to performance management and employee development.

### Financial Implications

The cost of registration for the Personnel Analyst is \$333.62.

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### Recommendation

The Interim Director, Classified Personnel recommends the Personnel Commission approve the attendance of Betzabeth Vazquez at the Job Analysis with Competency Modeling virtual meetings offered through WRIPAC.



**OCEAN VIEW SCHOOL DISTRICT  
WORKSHOP/MEETING/CONFERENCE ATTENDANCE REQUEST FORM**

<b>NAME OF WORKSHOP/MEETING/CONFERENCE:</b> Job Analysis with Competency Modeling	
<b>SPONSORING ORGANIZATION:</b> Western Region Intergovernmental Personnel Assessment Council (WRIPAC)	
<b>LOCATION:</b> Virtual	<b>DATE(S):</b> March 18-21, 2024
<b>TOTAL COST PER PERSON:</b> (Include Registration Fee, Transportation, Lodging, Meals, etc.)	\$ 333.62

NAME OF ATTENDEE(S):	DEPARTMENT/SCHOOL:	ACCOUNT TO CHARGE:
1. Betzabeth Vazquez	Personnel	01-443-130-74-5202
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

☐ Additional attendee(s) listed on separate sheet is attached.

**Purpose of Attendance (required):**

To learn a simple process for identifying the right competencies, and collecting and analyzing job analytic data. Incorporating competency models extends the usefulness of the job analysis data to performance management and employee development. Part I - Competency Modeling helps with the understanding of the terms and application of "Competency" and "Competency Modeling" and how it complements Job Analysis. Part II - Job Analysis will focus on the method to identify the essential job tasks and associated knowledge, skills, and abilities (KSAs) and Competencies required to satisfactorily perform those tasks. A Job Analysis manual is available for purchase.

FUNDING	TOTAL COST	FUNDING SOURCE
General Funds:	\$ 333.62	
Project or Restricted:	\$	
Other:	\$	

<b>AUTHORIZATION SEQUENCE:</b>	<b>Form submitted by (name/site):</b>	
Signature of Supervisor: <i>Bethann Arko</i>		Date: 3/1/2024
Signature of Asst. Superintendent/Administrator: <i>[Signature]</i>		Date:
Signature of Superintendent:		Date:
<b>Date of Board Meeting Approval:</b> March 12, 2024		





Mar 18

## Job Analysis with Competency Modeling (Virtual - Four 1/2 day sessions))

Job Analysis is the foundation of assessment and classification, and incorporating competency models extends the usefulness of the job analysis data to performance management and employee development. In this two-day workshop, you will learn a simple process for identifying the right competencies and collecting and analyzing job analytic data.

This training will be held virtually from 9:00 AM - 12:00 PM each day March 18-21, 2024.



Virtual location

You will receive a confirmation email with a URL.



Mar 18, 2024 09:00am - Mar 21, 2024 12:00pm

Add to [Google](#) · [Outlook](#) · [Yahoo](#)

Job Analysis is the foundation of assessment and classification, and incorporating competency models extends the usefulness of the job analysis data to performance management and employee development. In four half-day sessions, you will learn a simple process for identifying the right competencies, and collecting and analyzing job analytic data.

### Part I - Competency Modeling

Through a combination of lecture, discussion, and individual and group exercises, participants will gain an understanding of the terms and application of "Competency" and "Competency Modeling" and how it complements Job Analysis. This course will address issues that competency modeling might resolve, design parameters, key design features, rating and sorting duties and competencies, and how to apply competencies in examination design. Participants will receive an electronic copy of the WRIPAC Competency Framework.

### Part II - Job Analysis

This interactive two-session workshop will focus on the WRIPAC Job Analysis Method. This comprehensive method is designed to identify the essential job tasks and associated knowledge, skills, and abilities (KSAs) and Competencies required to satisfactorily perform those tasks. The WRIPAC Job Analysis Method is flexible enough to be used in any jurisdiction and for a variety of classifications. It is compliant with the 1978 Federal Uniform Guidelines on Employee Selection Procedures and 1990 Americans with Disabilities Act. This workshop includes group discussions and practical exercises.

### Schedule:

- Monday, March 18, 2024, 9:00-12:00
- Tuesday, March 19, 2024, 9:00-12:00

- Wednesday, March 20, 2024, 9:00-12:00
- Thursday, March 21, 2024, 9:00-12:00

The zoom link will be provided to registered attendees.

**About our presenters:**

Amber Lytle is currently a Human Resources Manager with the City of Oakland. She was previously a Principal HR Analyst for Contra Costa County, Human Resources Department and formerly held the title of Exams Systems Supervisor with the City and County of San Francisco, Department of Human Resources. Amber has held memberships with SIOP, PTC-NC, WRIPAC, SHRM, and CALPELRA.

Amber completed her bachelor's degree in psychology and her coursework for her master's in Industrial/Organizational Psychology at California State University, San Bernardino. Amber prides herself on her commitment to serving the community through her work with various public agencies. She is excited share her knowledge of competency modeling, job analyses, and exam development.

**Cost:**

**Non-Member:** \$325 before March 3, 2024; \$350 on or after March 4, 2024

**Member:** \$150 before March 3, 2024; \$175 on or after March 4, 2024

To register as a member, please contact Tina Pruett, training committee chair, at [tpruett@oaklandca.gov](mailto:tpruett@oaklandca.gov), for a discount code.

Registration will close on March 14, 2025, or when all seats have been reserved.

Register

\$325.00 - \$350.00

If you just opted in, you're consenting to receive marketing emails from: WRIPAC, 150 Frank Ogawa Plaza, 2nd Floor, Oakland, CA 94612. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe® link, found at the bottom of every email. [Emails are serviced by Constant Contact](#)

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** BethAnn Arko  
Interim Director, Classified Personnel

**DATE:** March 14, 2024

**SUBJECT:** **Agenda Item No. 17: Approve Advance Step Placement  
Juan Suarez, Audiovisual Technician**

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## Background Information

Candidate Juan Suarez has been offered the position of Audiovisual Technician. Pursuant to Merit Rule 7.2.1.3.A.3, an Advanced Step Placement Request for Mr. Suarez (attached), is being brought to the Personnel Commission for approval.

## Analysis

The advanced step request for Step 2 placement (\$6,007.91 per month) on the appropriate salary range for the classification of Audiovisual Technician (Salary Range 45, \$5,718.44 per month to \$6,970.08 per month) on the Classified Bargaining Unit Salary Schedule, comes to the Commission upon the request of Rick Larson, Director Information Technology, the support of Interim Assistant Superintendent, Felix Avila, and the approval of the Interim Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request includes, but is not limited to: the candidate having more than twenty years of experience working with audio/visual equipment in numerous professional and private settings, his familiarity with the dynamics of set-up and tear down of public events, and his vast knowledge of the latest audio/visual equipment which extends to specialized lighting and projection services.

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 Interim Director, Classified Personnel recommends that the Personnel Commission approve the Step 2 (\$6,007.91 per month) advanced step placement of Juan Suarez, 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: Rick Larson

Date: 02/29/2024

Title: Director, Information Technology

Department: Information Technology

The above hiring authority has interviewed for the open vacancy in the classification of Audiovisual Technician

and has selected Juan Suarez name of candidate as their choice.

The above hiring authority is requesting advanced step placement on range 45, 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)

Candidate has over 20 years experience working with audio/visual equipment in numerous professional and private settings. He is familiar with the dynamics of set-up and tear down of public events including the expectations and responsibilities this entails. He has vast knowledge of the latest audio/visual equipment which extends to specialized lighting and projection services. Candidate is comfortable in highly visual and high pressure environments and understands the planning needed in order for such events to run successfully.

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)

Although candidate has no formal training and/or education related to the classification, his extensive knowledge of working with specialized audio/visual equipment and over 20 years experience working in this field makes him qualified for this position. Candidate was well-versed when referring to equipment he currently works with which aligns with what the district uses for events and meetings.

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

It has been difficult in attracting qualified candidates for this position as there were only three applicants. Of those three applicants, only two made it to the interviews and unfortunately, the other candidate lacked knowledge, experience and drive.

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.

Approval  
Signatures:

Appointing Authority: [Signature]

Date: 02/29/2024

Assistant Superintendent, Human Resources [Signature]

Date: 03.07.2024

Director, Classified Personnel [Signature]

Date: 3/7/2024

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

☐ Approved  
☐ Denied

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

Form updated by Personnel Commission 5/24/2018