



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, February 8, 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 live-streaming on Zoom and YouTube: <https://www.ovsd.org/PersonnelCommissionMeeting>

**OCEAN VIEW
SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA**

THURSDAY, FEBRUARY 8, 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 live-streaming on Zoom and YouTube: <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 JANUARY 18, 2024 CLOSED SESSION REGULAR MEETING** **ACTION**
MINUTES: The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of January 18, 2024. **Page 1**

Moved: ___
Second: ___
Vote: ___

- APPROVAL OF JANUARY 25, 2024 CLOSED SESSION SPECIAL MEETING** **ACTION**
MINUTES: The Personnel Commission will receive the minutes of the last Closed Session Special meeting of January 25, 2024. **Page 2**

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 JANUARY 18, 2024 REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the January 18, 2024, Regular Personnel Commission meeting for approval.

ACTION
Pages 3-5
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Page 6-8
Moved: _____
Second: _____
Vote: _____

- A. JOB DESCRIPTION REVIEWS/REVISIONS:**

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.*)

- 2023-58 Speech and Language Assistant
- 2023-59 Custodian
- 2023-60 Universal Instructional Assistant
- 2023-61 Noon Duty Supervisor
- 2023-62 Instructional Assistant – ABA
- 2023-63 Instructional Assistant – Special Education

CONSENT CALENDAR CONTINUED:

- 2023-64 Instructional Assistant – Severely Disabled
- 2023-65 Custodian
- 2023-66 Early Learning Instructional Assistant
- 2023-67 Noon Duty Supervisor

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 January 10, 2024, (Exhibit A), and January 23, 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 14-23**

COMMUNICATIONS

15. 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.

16. COMMISSIONER REPORTS

17. DIRECTOR AND STAFF REPORTS

18. ADJOURNMENT **TIME:** _____ p.m. **ACTION**

Moved: ___

Second: ___

Vote: ___

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
January 18, 2024**

CALL TO ORDER The January 18, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:38 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the December 14, 2023, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

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

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

1. Director, Classified Personnel evaluation

ADJOURNMENT Motion by Commissioner Bidnick to adjourn the January 18, 2024, Closed Session Meeting at 4:25 p.m.

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

Director, Classified Personnel
Secretary to the Personnel Commission

Date

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Special Meeting of the Personnel Commission
January 25, 2024**

CALL TO ORDER The January 25, 2024, Special Meeting of the Personnel Commission was called to order at 4:13 p.m.

ROLL CALL Commissioners Ewing and Gooch were present.

PUBLIC COMMENTS There were no comments from the public.

CLOSED SESSION The Personnel Commission convened into Closed Session at 4:17 p.m.

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 Recruitment

RECONVENE TO OPEN SESSION The Personnel Commission reconvened to Open Session.

REPORT OUT OF CLOSED SESSION There was nothing to report out of Closed Session.

ADJOURNMENT Motion by Commissioner Gooch to adjourn the January 25, 2024, Special Meeting at 5:18 p.m.

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent.

Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
January 18, 2024
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the January 18, 2024, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Director Vellanoweth led the pledge of allegiance.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director, Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing stated that there was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS** There were no comments from the public.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the December 14, 2023, Regular Personnel Commission meeting.

Seconded by Commissioner Bidnick and carried with a 3:0 vote.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
A. Job Description Reviews/Revisions:
There were no job description revisions requiring approval at this time.
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
B. Recruitment and Testing – Eligibility Lists:
- 2023-47 Universal Instructional Assistant
 - 2023-48 Custodian
 - 2023-49 Noon Duty Supervisor
 - 2023-50 Maintenance Worker
 - 2023-51 Network System Specialist
 - 2023-52 Senior Purchasing Clerk
 - 2023-53 Instructional Assistant – ABA
 - 2023-54 Instructional Assistant – Special Education
 - 2023-55 Computer Multimedia Technician
 - 2023-56 Food Service Worker
 - 2023-57 School Office Clerk
- Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity List that was presented for approval at the Board of Trustees meeting of December 12, 2023.

**CLASSIFIED
PERSONNEL
RECRUITMENT
LISTS**

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

**APPROVE
ADVANCE STEP
PLACEMENT –
CHRISTOPHER
RUIZ, CUSTODIAN**

A request for Advance Step Placement was received for Christopher Ruiz. Mr. Ruiz has been offered the position of Custodian. This request comes to the Commission upon the request of Joseph Sejuit, Maintenance and Operations Supervisor, with support from Interim Assistant Superintendent Felix Avila, and Director, Classified Personnel, Michelle Vellanoweth.

The rationale for the Personnel Commission to approve this request includes, but is not limited to: the candidate having more than five years of experience in the custodial field including Head Custodian experience, his previous employment as a Custodian with Ocean View School District, his being a long term substitute for Ocean View School District, his great work ethic, and the difficulty attracting and retaining qualified candidates for Custodial positions.

Motion by Commissioner Gooch to approve the Advance Step Placement for Christopher Ruiz, Custodian.

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

**SECOND PUBLIC
COMMENTS**

Betzabeth Vazquez, Personnel Analyst, thanked Director Vellanoweth on behalf of the Personnel Commission staff, for her years of service and for being an amazing boss. Her knowledge and expertise will be thoroughly missed. She leaves us in good hands and has taught us everything we need to move forward. We appreciate everything she has done and her many years of service have not gone unnoticed.

**COMMISSIONER
REPORTS**

Commissioner Bidnick continued the sentiment. He stated it has been about 25 years that he has known Director Vellanoweth. She was a resource for negotiations when he was CSEA president. Commissioner Bidnick was on the interview panel when Director Vellanoweth promoted to Director. He was very happy for her when she was offered the Director position. He wished Director Vellanoweth a happy retirement and wished her the best.

Commissioner Gooch shared that he has been around for a reasonable length of time with Michelle Vellanoweth, when she was the Personnel Analyst, and worked her way up to the Directorship. He appreciates her dedicated efforts, time, and expertise to the school district for the last 40 years. She bridged a lot of gaps that needed bridging. He stated that he has experience working with administrators in his former life working for the City of Long Beach. Ms. Vellanoweth has matched up with those that he considers to be very highly qualified. He will miss her smiling face but is glad she is going on to her much deserved retirement and wished her all the best.

Commissioner Ewing echoed the comments of the other Commissioners. He has been a Commissioner for 22 or 23 years. For the last 12 years, Director Vellanoweth has been the director he has worked with. It has been a long journey. He appreciates how easy it has been to work with Director Vellanoweth and how receptive she is to their directives. He thanked her for her 40 years of service with the district.

MINUTES OF THE JANUARY 18, 2024 PERSONNEL COMMISSION MEETING – PAGE 3

**COMMISSIONER
REPORTS
(CONTINUED)**

Commissioner Ewing shared that there will be a retirement party for Ms. Vellanoweth on Tuesday, January 30, 2024, to wish her well in her retirement.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for February 8, 2024.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth thanked Commissioner Ewing and Commissioner Gooch for attending the announcements of the Classified School Employees of the Year. Director Vellanoweth recognized two employees of Ocean View School District, one current and one retired, who recently passed away. Theresa Rutledge was an Instructional Assistant – Special Education at Oak View since 2007. Nancy Sebring retired in 2009 and had been employed at Ocean View School District for 23 years.

Although the District Office was closed over the winter recess, Diana and Betzabeth were here at work keeping things moving. They were able to make job offers to two Computer Multimedia Technicians, a Network Systems Specialist, a Food Service Worker, and two School Office Clerks.

During the month of December, 55 candidates were invited to test, 45 candidates participated in oral exams, and seven candidates participated in final interviews. Thirteen job offers were extended and 29 on-boarding appointments were completed.

Director Vellanoweth shared that this will be her last Personnel Commission meeting. She is nervous, excited, happy, and sad all at the same time. She thanked the District for being her home for the last 35-40 years. She has had the honor of knowing and working with some amazing people. She hopes that she has made a positive impact on the students and the employees of the district. She is proud to have been associated with the Personnel Commission and the work it does. Director Vellanoweth thanked the Commissioners for giving her the opportunity to be the Director and for always being so supportive. Lastly, she thanked the Personnel Commission staff. She admires them all and they all inspire her to come to work every day. They are so smart, so dedicated, and truly care about doing the best work they can every single day. Together we have weathered some rough times but we have also had many successes to celebrate. It has been her greatest honor to work with all of them.

Michelle Eifert, Personnel Assistant, wished Director Vellanoweth well in her retirement. She has known Director Vellanoweth for 25 years since she began working at the district, and has had the honor of working side by side with her for the last 13 years. She is sad to see her go but is happy that she will be able to spend time with her family and enjoy retirement.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn

Motion to adjourn by Commissioner Gooch in honor of Ms. Vellanoweth with our gratitude and best wishes.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:50 p.m.

Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: February 8, 2024

SUBJECT: **Agenda Item No. 12B.: ELIGIBILITY LISTS**

Background Information

The following eligibility lists are being forwarded for approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. The information below is being shared to provide the District administration and staff with data on classified recruitment and testing statistics. (*Confidential eligibility lists provided to Commissioners only.*)

2023-58 Speech and Language Assistant
2023-59 Custodian
2023-60 Universal Instructional Assistant
2023-61 Noon Duty Supervisor
2023-62 Instructional Assistant – ABA
2023-63 Instructional Assistant – Special Education
2023-64 Instructional Assistant – Severely Disabled
2023-65 Custodian
2023-66 Early Learning Instructional Assistant
2023-67 Noon Duty Supervisor

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2023-58 through 2023-67.

Eligibility Lists
Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-58	Speech and Language Assistant	No. of Applicants 4 Screened Out 1 Written Exam Test Date n/a No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 12/7/2023 No Show/ Withdrew 1 Did Not Qualify 0	2	2	Open & Promotional
2023-59	Custodian	No. of Applicants 6 Screened Out 1 Written Exam Test Dates 12/5/2023 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2023-60	Universal Instructional Assistant	No. of Applicants 3 Screened Out 0 Written Exam Test Dates 1/10/2024 No Show/ Withdrew 0 Did Not Qualify 2 Oral Exam Test Date n/a No Show/ Withdrew 0 Did Not Qualify 0	2	8	Open, Promotional, & Merge
2023-61	Noon Duty Supervisor	No. of Applicants 9 Screened Out 0 Written Exam Test Dates 1/4/2024 1/10/2024 No Show/ Withdrew 3 Did Not Qualify 1 Oral Exam Test Dates n/a No Show/ Withdrew 0 Did Not Qualify 0	3	10	Open, Promotional, & Merge
2023-62	Instructional Assistant – ABA	No. of Applicants 3 Screened Out 0 Written Exam Test Date 1/10/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 1/19/2024 No Show/ Withdrew 0 Did Not Qualify 0	3	4	Open, Promotional, & Merge
2023-63	Instructional Assistant – Special Education	No. of Applicants 2 Screened Out 0 Written Exam Test Date 1/10/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 1/19/2024 No Show/ Withdrew 1 Did Not Qualify 0	2	3	Open, Promotional, & Merge

Eligibility Lists
Page 3

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-64	Instructional Assistant – Severely Disabled	No. of Applicants 1 Screened Out 0 Written Exam Test Date 1/10/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 1/19/2024 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional
2023-65	Custodian	No. of Applicants 5 Screened Out 1 Written Exam Test Date 1/24/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew 0 Did Not Qualify 0	5	6	Open, Promotional, & Merge
2023-66	Early Learning Instructional Assistant	No. of Applicants 11 Screened Out 2 Written Exam Test Date 11/8/2023 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 1/24/2024 No Show/ Withdrew 4 Did Not Qualify 0	5	6	Open, Promotional, & Merge
2023-67	Noon Duty Supervisor	No. of Applicants 5 Screened Out 0 Written Exam Test Date 1/24/2024 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew 0 Did Not Qualify 0	3	6	Open, Promotional, & Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: February 8, 2024

SUBJECT: **Agenda Item No. 13: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

The Board of Trustees received the following Classified Personnel Activity List for approval at the regular Board Meeting of January 10, 2024, (Exhibit A), and January 23, 2024, (Exhibit B).

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

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of January 10, 2024, and January 23, 2024.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 10, 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>
Ambriz, Alexis	Food Service Worker	Oak View	\$16.937 hourly	18.1	11/13/2023
Booker, Kara	ALC Attendant	Spring View	\$17.353 hourly	19.1	12/05/2023
Contreras, Valerie	Noon Duty Supervisor	Hope View	\$16.50 hourly	1.1*	12/04/2023
Cortez, Juan	Groundskeeper I	Facilities	\$4,045.77 monthly	31.1	11/27/2023
Courielche, Nancy	Universal Instructional Assistant	Golden View	\$18.693 hourly**	22.1	11/28/2023
De Los Monteros, Amelia	Instructional Assistant – Special Education	Spring View	\$19.644 hourly	24.1	12/11/2023
Garces, Afnan	Universal Instructional Assistant	Circle View	\$18.693 hourly**	22.1	12/04/2023
Hise, Autumn	Instructional Assistant – ABA	Lake View	\$21.690 hourly	28.1	11/28/2023
Littiken-Cooper, Angelo	Instructional Assistant – ABA	Lake View	\$21.690 hourly	28.1	11/13/2023
Martinez, Claudia	Universal Instructional Assistant	Lake View	\$18.693 hourly**	22.1	11/28/2023
Medina, Ana	Universal Instructional Assistant	Lake View	\$18.693 hourly**	22.1	11/29/2023
Morris, Niamh	Instructional Assistant – ABA	Lake View	\$21.690 hourly	28.1	11/13/2023
Navarro, Julie	Universal Instructional Assistant	Lake View	\$18.693 hourly**	22.1	11/28/2023
Rasha, Mina	Instructional Assistant – Severely Disabled	Village View	\$21.151 hourly	27.1	12/04/2023
Riehani, Roedana	Food Service Worker	Lake View	\$16.937 hourly	18.1	12/04/2023
Smith-Sherry, Jorian	Universal Instructional Assistant	Lake View	\$18.693 hourly**	22.1	12/04/2023
Tawfik, Marina	Universal Instructional Assistant	Circle View	\$18.693 hourly**	22.1	12/05/2023
Tewfik, Silvia	Universal Instructional Assistant	Circle View	\$18.693 hourly**	22.1	12/06/2023

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Blumer, Susana	Lead Food Service Worker	Substitute	\$22.222 hourly	21.5	10/20/2023
Bradley, Beth	Universal Instructional Assistant	Substitute	\$18.693 hourly**	22.1	11/30/2023
Hild, Emma	Universal Instructional Assistant	Substitute	\$21.690 hourly**	22.4	11/30/2023
Martinez, Rebecca	Universal Instructional Assistant	Substitute	\$18.693 hourly**	22.1	11/16/2023
Rosenau, Katharine	Universal Instructional Assistant	Substitute	\$18.693 hourly**	22.1	11/13/2023
Prante, Dana	Universal Instructional Assistant	Substitute	\$23.457 hourly**	22.5	11/09/2023
Urquiza, Robert	Custodian	Substitute	\$21.690 hourly	28.1	12/05/2023
Vanderhoof, Stacy	Universal Instructional Assistant	Substitute	\$24.140 hourly**	22.5	11/16/2023

APPROVE REINSTATEMENT

In accordance with Merit System Rule 8.4.1:

<u>NAME</u>	<u>POSITION REINSTATED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Shiba, Shawn	Instructional Assistant - ABA	Westmont Preschool	\$23.930 hourly	28.3	12/18/2023

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 January 10, 2024

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Delgado Flores, Jesus	Instructional Assistant – ABA	Harbour View	\$21.690 hourly	28.1	12/06/2023
Hernandez Cordova, Rosibel	School Health Technician	Spring View	\$20.638 hourly	26.1	12/04/2023
Martinez, Claudia	Universal Instructional Assistant	Lake View	\$18.693 hourly**	22.1	11/28/2023
Moore, Joshua	Universal Instructional Assistant	Lake View	\$18.693 hourly**	22.1	12/11/2023
Navarro, Julia	Universal Instructional Assistant	Lake View	\$18.693 hourly**	22.1	11/28/2023
Saltz, Andrea	School Health Technician	Westmont	\$20.638 hourly	26.1	12/04/2023

APPROVE SEPARATION

In accordance with Merit System Rules 8.1 to 8.8:

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Armenta, Cynthia	ALC Attendant	Vista View	Probationary Release	09/25/2023	11/27/2023
Camacho, Natalie	Universal Instructional Assistant	Circle View	Probationary Release	09/06/2023	12/05/2023
Castillo, Robert	Maintenance HVAC Mechanic	Facilities	Resignation	10/02/2023	11/30/2023
Galvan, Felipe	Custodian	Mesa View	Resignation	12/04/1995	12/01/2023
Gomez, Raul	Custodian	Westmont	Probationary Release	01/09/2023	12/07/2023
Hernandez, Jocelyn	Instructional Assistant – ABA	Hope View	Resignation	04/12/2021	11/17/2023
Isa, Karen	Noon Duty Supervisor	Hope View	Resignation	09/05/2012	12/18/2023
Levesque, Lisa	School Office Clerk	Mesa View	Resignation	11/09/2023	12/05/2023
Ortiz, Mario	Custodian	Harbour View	Resignation	06/01/2021	12/08/2023
Pendergraph, Khadijah	Instructional Assistant – ABA	Westmont	Resignation	10/31/2022	10/30/2023
Rosato, Carol	School Health Technician	Hope View	Probationary Release	05/15/2023	12/04/2023
Tran, Ngoc	Instructional Assistant – ABA	Village View	Resignation	03/04/2022	12/01/2023
Vellanoweth, Michelle	Director, Classified Personnel	District Office	Retirement	10/23/1984	02/02/2024

*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
January 23, 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>
Brunner, Carolyn	Universal Instructional Assistant	Circle View/Westmont	\$18,693 hourly**	22.1	12/18/2023
Carrera, Mark	Universal Instructional Assistant	Star View	\$18,693 hourly**	22.1	01/08/2024
Castro, Sofia	School Office Clerk	Mesa View	\$21,690 hourly	28.1	01/08/2024
Cerda, Angelina	Universal Instructional Assistant	Star View	\$18,693 hourly**	22.1	12/18/2023
Dake, Maria	Instructional Assistant – Special Education	College View	\$19,644 hourly	24.1	01/08/2024
Duran, Lauren	School Office Clerk	Vista View	\$21,690 hourly	28.1	01/08/2024
Ford, Madeline	Universal Instructional Assistant	Star View	\$18,693 hourly**	22.1	12/18/2023
Le, Cammie	Universal Instructional Assistant	Star View	\$18,693 hourly**	22.1	12/18/2023
Le, Jenny	Universal Instructional Assistant	Oak View	\$18,693 hourly**	22.1	01/12/2024
Mahmood, Kathryn	Universal Instructional Assistant	Star View	\$18,693 hourly**	22.1	12/18/2023
Mc Clendon, Ty'Riq	Universal Instructional Assistant	Star View	\$18,693 hourly**	22.1	01/08/2024
Melgoza, Isabel	Universal Instructional Assistant	Star View	\$18,693 hourly**	22.1	01/08/2024
Rebb, Caleb	Instructional Assistant – ABA	Hope View	\$21,690 hourly	28.1	12/18/2023
Stramel, Shannon	Universal Instructional Assistant	Lake View	\$18,693 hourly**	22.1	12/11/2023
Tran, Kal-El	Universal Instructional Assistant	Star View	\$18,693 hourly**	22.1	01/08/2024
Urquiza, Robert	Custodian	Mesa View	\$21,690 hourly	28.1	12/21/2023
Vu, Uyen	Instructional Assistant – Special Education	Village View	\$19,644 hourly	24.1	01/10/2024
Woodland, Jonathan	Instructional Assistant – ABA	Hope View	\$21,690 hourly	28.1	01/08/2024

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>
Abbott, Heather	Lead Food Service	Substitute	\$18,235 hourly	21.1	12/17/2023
Carillo, Maria	Noon Duty Supervisor	Substitute	\$16,50 hourly	1.1*	12/21/2023
Estrela, Maribel	Instructional Assistant – Severely Disabled	Substitute	\$18,693 hourly**	22.1	12/04/2023
Ford, Madeline	Universal Instructional Assistant	Substitute	\$18,693 hourly**	22.1	12/18/2023
Guite, Janae	Universal Instructional Assistant	Substitute	\$18,693 hourly**	22.1	01/08/2024
Habib, Samiha	Bilingual Translator Level III	Substitute	\$24,041 hourly	31.1	07/01/2023
Leslie, Isabelle	Universal Instructional Assistant	Substitute	\$22,774 hourly**	22.5	12/11/2023
Martin, Alicia	Clerk Typist	Substitute	\$21,151 hourly	23.3	10/31/2023
Mina, Rasha	Universal Instructional Assistant	Substitute	\$18,693 hourly**	22.1	01/08/2024
Petty, Ann	Intermediate Clerk Typist	Substitute	\$26,426 hourly	28.5	12/12/2023
Petty, Ann	School Office Clerk	Substitute	\$26,426 hourly	28.5	12/12/2023
Petty, Ann	School Office Manager	Substitute	\$32,184 hourly	36.5	12/12/2023
Petty, Ann	Department Secretary	Substitute	\$32,184 hourly	36.5	12/12/2023

APPROVE SUBSTITUTE EMPLOYMENT - CONTINUED

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>
Powers, Melissa	Early Learning Instructional Assistant	Substitute	\$22,774 hourly	22.5	01/08/2024
Singer, Danielle	Universal Instructional Assistant	Substitute	\$18,693 hourly**	22.1	12/18/2023
Tawfik, Marina	Universal Instructional Assistant	Substitute	\$18,693 hourly**	22.1	12/05/2023
Walpole, April	Universal Instructional Assistant	Substitute	\$22,774 hourly**	22.5	12/11/2023

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Gogley, Timothy	Network Systems Specialist	District Office	\$7,319.17 monthly	47.5	12/27/2023
Hunter, Travis	Computer Multimedia Technician	District Office	\$5,718.44 monthly	45.1	01/09/2024
Phan, Hanna	Universal Instructional Assistant	Star View	\$19,644 hourly	22.2	12/02/2023

APPROVE SEPARATION

In accordance with Merit System Rules 8.1 to 8.8:

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE/STATUS</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Cortez, Christopher	Instructional Assistant - ABA	Hope View	Resignation	01/09/2023	01/02/2024
Cortez, Juan	Groundskeeper I	Facilities	Probationary Release	11/27/2023	01/05/2024
Doty, Adam	Noon Duty Supervisor	Hope View	Resignation	11/06/2023	12/08/2023
Gomez, Raul	Custodian	Westmont	Probationary Release	07/03/2023	12/07/2023
Huh, Susan	Human Resources Technician	District Office	Resignation	10/16/2023	01/09/2024
Petty, Ann	Department Secretary	District Office	Resignation	11/01/2018	12/12/2023
Rocha, Daisy	Noon Duty Supervisor	Vista View	Resignation	09/05/2023	12/08/2023
Silva, Carissa	Food Service Worker	Star View	Resignation	09/04/2018	12/22/2023
Womble, Jeanette	Lead Food Service Worker	Star View	Retirement	12/08/2006	01/12/2024

*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: February 8, 2024

SUBJECT: Agenda Item No. 14: CLASSIFIED PERSONNEL RECRUITMENTS LIST

Background Information

The following is a list of classified personnel recruitments that are currently in progress. This list is provided to the Personnel Commissioners, District administration, and staff, to communicate and share the status of current classified vacancies throughout the recruitment and hiring process.

Recommendation

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

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

Updated:
1/31/2024

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 Audiovisual Technician	Information Technology	40	Posted	12/5/2023 - 12/27/2023	1/10/2024	TBD		Recruitment in progress		New Position
2	10000795 Bus Driver/Utility Worker	Transportation	30	Continuous	7/5/2023 - Unfilled	PC test every other Wednesdays for eligible candidates			Pending Employment offer		New Position
3	3 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	2939 Child Care Program Facilitator	Mesa View	19.75	Continuous	7/7/2023 - Unfilled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
5	2937 Child Care Program Facilitator	Star View	20.75	Continuous	7/7/2023 - Unfilled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
6	2282 Child Care Program Facilitator	TBD	20.75	Continuous	7/7/2023 - Unfilled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position
7	2938 Child Care Program Facilitator	Westmont	20.75	Continuous	7/7/2023 - Unfilled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
8	10000653 Computer/Multimedia Technician	IT	40	Posted	10/16/2023 - 11/6/2023	PC test every other Wednesdays for eligible candidates	11/15/2023	1/5/2024	Complete	1/9/2024	Replacing Employee - Dale Jacobson
9	10000823 Computer/Multimedia Technician	IT	40	Posted	10/16/2023 - 11/6/2023	PC test every other Wednesdays for eligible candidates	11/15/2023	1/5/2024	Complete	1/22/2024	
10	3420 Cook	Central Kitchen	25	Continuous	1/22/2024 - 2/9/2024	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
11	10000535 Custodian	Golden View	28.75	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Complete	1/22/2024	Replacing Employee - Anthony Alvarez
12	10000749 Custodian	Harbour View	28.75	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Complete	1/22/2024	Replacing Employee - Mario Ortiz
13	10000076 Custodian	Hope	25	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	1/31/2024	Pending Offer		Replacing Employee - Vincent Novel
14	10000636 Custodian	Mesa View	25	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A		Complete	12/21/2024	Replacing Employee - Federico Campos
15	10000775 Custodian	Westmont	28.75	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	1/31/2024	Recruitment in progress		Replacing Employee - Raaf Gomez

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
16	10000854 Custodian	Spring View	25	Continuous	11/23/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	1/31/2024	Recruitment in progress		Replacing Employee - Jeffery Herrera
17	10000860 Department Secretary	Fiscal	40	Posted	12/21/23 - 1/17/2024	1/24/2024	2/5/2024	2/9/2024	Recruitment in progress		Replacing Employee - Ann Petty
18	10000742 Director, Classified Personnel	Personnel Commission	40	Posted	11/27/2023 - 12/15/2023	N/A	On Hold		Recruitment in progress		Replacing Employee - Michelle Vellanoweth
19	10000772 Early Learning Associate Educator	Early Learning	25	Posted	12/22/2023 - 1/5/2024	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New Position
20	3295 Early Learning Instructional Assistant	College Preschool	17.5	Continuous	11/3/2023- until filled	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Recruitment in progress		Replacing Employee - Ruth Ocampo
21	3387 Early Learning Instructional Assistant	College Preschool	18.75	Continuous	11/3/2023- until filled	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Recruitment in progress		Replacing Employee - Ariana Hernandez
22	3293 Early Learning Instructional Assistant	Oak View Preschool	18.75	Continuous	11/3/2023- until filled	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Recruitment in progress		Replacing Employee - Luz Elena Joly
23	10000867 Early Learning Instructional Assistant	College View Preschool	18.75	Continuous	11/3/2023- until filled	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Recruitment in progress		Replacing Employee - Cynthia Hernandez
24	3294 Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Victoria Gonzalez
25	10000675 Early Learning Supervisor	Early Learning	40	Posting Pending		N/A	TBD		Last recruitment did not yield enough candidates. Need to repost.		New Position
26	10000820 Food Service Worker	Star View	12	Posted	10/12/2023 - 11/28/2023	PC test every other Wednesdays for eligible candidates	N/A	1/5/2024	Complete		Replacing Employee - Carrisa Silva
27	10000847 Groundskeeper 1	Facilities	40	Posted	1/23/2024 - 2/13/2024	PC test every other Wednesdays for eligible candidates	TBD	TBD	Recruitment in progress		Replacing Employee - Juan Cortez
28	10000826 Human Resources Technician	Human Resources	40	Posted	1/12/2024 - 2/2/2024	2/14/2024	N/A		Recruitment in progress		
29	10000735 Information Technician Support Specialist	Information Technology	40	Posted	12/2/2023 - 12/27/2023	PC test every other Wednesdays for eligible candidates	2/8/2024		Recruitment in progress		New Position
30	3347 Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Jennifer Marshal
31	10000808 Instructional Assistant - ABA	College View Preschool	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Ngoc Tran

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	Harbour View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		New Position
33	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		New Position
34	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		New Position
35	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Skyler Golanka
36	Instructional Assistant - ABA	Harbour View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		New Positions
37	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Brianna Gawith
38	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Elisa Rangel
39	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		New Position
40	Instructional Assistant - ABA	Lake View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Kristin Mix
41	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Complete	11/28/2023	New Position
42	Instructional Assistant - ABA	Oak View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		New Position
43	Instructional Assistant - ABA	Oak View Preschool	26.5	Continuous	7/5/2023 - Unfilled	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Ann Ahn
44	Instructional Assistant - ABA	Star View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		New Position
45	Instructional Assistant - ABA	Village View	26.5	Continuous	7/5/2023 - Unfilled	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		New Position
46	Instructional Assistant - ABA	Westmont	18	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	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
47	Instructional Assistant - ABA	Westmont Preschool	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Khadiyah Pendergraph
48	Instructional Assistant - Computer	Harbour View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	TBD	TBD	Recruitment in progress		Replacing Employee - Elizabeth Brooks
49	Instructional Assistant - Special Education	Village View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Taylor Picquelle
50	Instructional Assistant - Special Education	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Alisabel Cruz
51	Instructional Assistant - Special Education	College View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		New Position
52	Instructional Assistant - Special Education	Harbour View	25	Continuous	7/18/2023 - Until filled	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Pending pre - employment		Replacing Employee - Stephanie Smith
53	Instructional Assistant - Special Education	Circle View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Pending pre - employment		Replacing Employee - Sarah Corinne Larsen Linza
54	Instructional Assistant - Special Education	Village View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee * Amy Geurink
55	Instructional Assistant - Special Education	Village View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	1/18/2024	1/30/2024	Recruitment in progress		Replacing Employee - Ngoc Tran
56	Lead Food Service Worker	Star View	24	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	1/15/2024	Replacing Employee - Jeanette Womble
57	Lead Food Service Worker	Vista View	25	Posted	1/12/2024 - 2/2/2024	PC test every other Wednesdays for eligible candidates	TBD	TBD	Recruitment in progress		Replacing Employee - Amy Foreman
58	Maintenance HVAC Mechanic	Maintenance	40	Posted	12/22/2023 - 1/17/2024	1/24/2024	TBD		Recruitment in progress		Replacing Employee - Robert Castillo
59	Maintenance Worker	Facilities	40	Posted	10/6/2023 - 10/26/2023	11/8/2023	12/8/2023	1/9/2024	Pending pre-employment		Replacing Employee - Antonio Garcia
60	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
61	Noon Duty Supervisor	Golden View	7	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	2/5/2024	Recruitment in progress		Replacing Employee - Andrea Saltz
62	Noon Duty Supervisor	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

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
63	Noon Duty Supervisor	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		New Position
64	Noon Duty Supervisor	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		New Position
65	Noon Duty Supervisor	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 Doty
66	Noon Duty Supervisor	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
67	Noon Duty Supervisor	Marin View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/25/2024	Pending pre - employment		Replacing Employee - Jessica Hernandez
68	Noon Duty Supervisor	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
69	Noon Duty Supervisor	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
70	Noon Duty Supervisor	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	Noon Duty Supervisor	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
72	Noon Duty Supervisor	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
73	Noon Duty Supervisor	Star View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	1/24/2024	Pending acceptance of employment offer		New Position
74	Noon Duty Supervisor	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
75	Noon Duty Supervisor	Vista View	9	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
76	Noon Duty Supervisor	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
77	Noon Duty Supervisor	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 - Cordova

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
78	Noon Duty Supervisor	Oak View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	2/1/2024	Recruitment in progress		Replacing Employee - Daisy Rodas
79	Parent Liaison Inst. Asst. Bilingual - Spanish	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 - Lilianna Montes
80	School Health Technician	Golden View	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	2/8/2024		Recruitment in progress		Replacing Employee - Nadine Diaz
81	School Health Technician	Hope View	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	2/8/2024		Recruitment in progress		Replacing Employee - Carol Rosato
82	School Health Technician	Lake View	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	2/8/2024		Recruitment in progress		Replacing Employee - Stephanie Doyle
83	School Library Specialist	College View	15	Posted	1/12/2024 - 7/12/2024	PC test every other Wednesdays for eligible candidates	TBD		On Hold		Replacing Employee - Diahann Mehr
84	Senior Purchasing Clerk	Purchasing	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
85	Speech & Language Assistant	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	Pending acceptance of employment offer		Replacing Employee - Aja Do
86	Sprinkler Mechanic	Facilities	40	Continuous	8/21/2023 - 9/11/2023	9/20/2023	TBD		Recruitment in progress		Replacing Employee - Joe Sejuit
87	Universal Instructional Assistant	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
88	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
89	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
90	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
91	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
92	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

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	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
94	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	Complete	1/17/2024	New Position
95	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		
96	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 Kettle
97	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
98	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
99	Universal Instructional Assistant	Lake View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
100	Universal Instructional Assistant	Lake View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
101	Universal Instructional Assistant	Lake View	8.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
102	Universal Instructional Assistant	Lake 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
103	Universal Instructional Assistant	Lake 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
104	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
105	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
106	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
107	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	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
108	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
109	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	Pending pre - employment		New Position
110	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	Pending pre-employment		New Position
111	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	Recruitment in progress		New Position
112	Universal Instructional Assistant	Star	15	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	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Pending pre - employment		New Position
114	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
115	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
116	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
117	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
118	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
119	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
120	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
121	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
122	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

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
123	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
124	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
125	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
126	Universal Instructional Assistant	Star View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	2/14/2024	Recruitment in progress		New Position
127	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
128	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
129	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	Pending pre - employment		New Position
130	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	Pending pre - employment		New Position
131	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	Complete	1/8/2024	New Position
132	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
133	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
134	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
135	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
136	Universal Instructional Assistant	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
137	Universal Instructional Assistant	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