



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, January 18, 2024

CLOSED SESSION

3:15 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, JANUARY 18, 2024

CLOSED SESSION
3:15 p.m.
HUMAN RESOURCES
CONFERENCE ROOM, BUILDING B

REGULAR MEETING
4:30 p.m.
BOARD ROOM, BUILDING A**

Regular Personnel Commission meetings are accessible online and can be viewed via live-streaming on Zoom and YouTube: <https://www.ovsd.org/PersonnelCommissionMeeting>

1. **CLOSED SESSION
CALL TO ORDER** TIME: _____ p.m.

2. **ROLL CALL**

3. **APPROVAL OF CLOSED SESSION MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of December 14, 2023. **ACTION**
Page 1
Moved: ___
Second: ___
Vote: ___

INFORMATION – DISCUSSION – ACTION ITEMS

4. **THE PERSONNEL COMMISSION WILL MEET IN CLOSED SESSION TO DISCUSS:**

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

1. Director, Classified Personnel evaluation

5. **ADJOURNMENT** TIME: _____ p.m. **ACTION**
Moved: ___
Second: ___
Vote: ___

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

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

- 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 REGULAR MINUTES:** The Personnel Commission will receive the minutes of the December 14, 2023, Regular Personnel Commission meeting for approval.

ACTION
Pages 2-5
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.*)

- 2023-47 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

- 13. CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity List received by the Board of Trustees at the Ocean View School District, Regular Board Meeting of December 12, 2023, (Exhibit A).

INFORMATION
Pages 9-11

AGENDA FOR THE PERSONNEL COMMISSION MEETING – JANUARY 18, 2024 – PAGE 3

- 14. CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the most current list and status updates of classified recruitments. **INFORMATION**
Pages 12-23

- 15. ADVANCE STEP PLACEMENT FOR CHRISTOPHER RUIZ, CUSTODIAN:** The Personnel Commission will receive the Director’s recommendation for Advance Step Placement for Christopher Ruiz, Custodian. **ACTION**
Pages 24-26
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

- 16. 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.

- 17. COMMISSIONER REPORTS**

- 18. DIRECTOR AND STAFF REPORTS**

- 19. 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 at mvellanoweth@ovsd.org no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400, 1401, or mvellanoweth@ovsd.org or meifert@ovsd.org 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
December 14, 2023**

CALL TO ORDER The December 14, 2023, 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. Director Vellanoweth was also present.

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the November 9, 2023, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS**

The Personnel Commission met regarding:

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

- 1. Director, Classified Personnel evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the December 14, 2023, Closed Session Meeting at 4:27 p.m.

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

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
December 14, 2023
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the December 14, 2023, Regular Personnel Commission Meeting to order at 4:33 p.m.
- PLEDGE OF ALLEGIANCE** Elizabeth Carr, CSEA President, 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.
- ELECTION OF OFFICERS** In accordance with Merit System Rule 2.1.6, Commissioner Ewing opened nominations for officers of the Personnel Commission.
- Commissioner Bidnick nominated Commissioner Ewing for Chair.
Seconded by Commissioner Gooch and carried with a 2:0 vote.
Commissioner Ewing was elected as Chair for the Personnel Commission.
- Commissioner Gooch nominated Commissioner Bidnick for Vice-Chair.
Seconded by Commissioner Ewing and carried with a 2:0 vote.
Commissioner Bidnick was elected as Vice-Chair for the Personnel Commission.
- 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 November 9, 2023, Regular Personnel Commission meeting.
- Seconded by Commissioner Bidnick and carried with a 3:0 vote.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
- Director, Classified Personnel
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2022-42 School Health Technician
 - 2023-43 Instructional Assistant – ABA
 - 2023-44 Universal Instructional Assistant
 - 2023-45 ALC Attendant
 - 2023-46 Universal Instructional Assistant

MINUTES OF THE DECEMBER 14, 2023 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity List that was presented for approval at the Board of Trustees meeting of November 14, 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.

**REMOVAL OF
NAME FROM
ELIGIBILITY LIST**

Director Vellanoweth recommended that an eligible for the position of Universal Instructional Assistant be removed from eligibility list 2023-41 for reasons outlined in the letter that was provided to the Commissioners. Director Vellanoweth communicated with the candidate and advised that they were being removed from the eligibility list and is not eligible to reapply for positions with Ocean View School District in the future. The letter was also sent to the candidate and there has not been a request for an appeal.

Commissioner Gooch acknowledged that new processes have been implemented to make applicants aware that they are required to disclose anything that may show up on a background check. He asked Director Vellanoweth to refresh his memory how this is done. Director Vellanoweth answered that within the job application, there is a detailed section that explains what information needs to be disclosed about previous convictions. With this, there are still occasions where candidates are not forthcoming, are incomplete, or inaccurate in their disclosure on their application. To provide another opportunity for disclosure, after a job offer is made and the candidate comes in for their pre-employment paperwork, they are provided a form that allows them a second opportunity to disclose any convictions they may have omitted from their application.

Commissioner Gooch asked if the form could be modified to have the important information relating to what must be disclosed designated in red. Director Vellanoweth answered that the form could be modified. Commissioner Gooch asked if the Commissioners could see a sample of the form once it is modified. Director Vellanoweth answered yes. She also clarified that there are a variety of reasons why someone may be removed from an eligibility list, not just because of non-disclosure on an application.

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

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Bidnick thanked the Board of Trustees for their support and for reappointing him as their appointee to the Personnel Commission at their last board meeting. He extended happy holiday wishes to everybody.

**COMMISSIONER
REPORTS
(CONTINUED)**

Commissioner Gooch shared that over lunch with a close friend of his, the friend told him that on October 6, he landed in Tel Aviv. On October 7, war broke out. His friend was fortunate that he had close ties there and was out of the country in eighteen hours. This reaffirmed his love and admiration for our country. Sometimes with all the trials and tribulations we go through, we forget how fortunate we all are. He also wished everyone happy holidays.

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for January 18, 2024. Commissioner Ewing also recognized Dale Jacobson, Computer Multimedia Technician, who has been present at our Personnel Commission meetings, Board meetings, Task Force meetings, and much more. He thanked Dale for his service to Ocean View School District all these years and wished him well in his retirement. He wished everyone happy holidays.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth confirmed that the next meeting of the Personnel Commission would be January 18, 2024. She congratulated Commissioner Ewing and Commissioner Bidnick on being elected as Chair and Vice-Chair for the upcoming year. She thanked the Personnel Commissioners and the staff for all the work that has been accomplished over the last year.

She also thanked the Personnel Commissioners for their efforts in building and fostering a deeper relationship with the Superintendent, Board of Trustees, and administration at Ocean View School District.

The results from the FCMAT study have been received and their recommendations will be reviewed and prioritized. Although some recommendations are already in place, this will be seen as an opportunity to improve and monitor our progress.

This week the Board of Trustees approved the Personnel Commission's recommendation for salaries for the newly reactivated classifications of Audiovisual Technician and Information Technology Support Specialist, in addition to the salary range reallocation for the Database Analyst.

This past month 42 job offers were extended in a variety of classifications. Eleven individual one-off testing sessions were accommodated. As part of the district's Transition Team that Director Vellanoweth is a part of, she is meeting regularly with other directors and Cabinet to discuss the Spring View closure and consolidation. Director Vellanoweth has already begun reviewing the staffing for Spring View to see what it looks like as far as placement for the upcoming school year, potential vacancies, and strategizing where there might be alternate placements for current Spring View employees. Lastly, she wished everyone a safe and happy holiday season and hopes that everyone can take some time to relax and enjoy time with those that they love.

Michelle Eifert, Personnel Assistant, wished everyone a happy holiday. She also thanked Dale Jacobson for all his help over the years with many various technical issues, oftentimes at the very last minute. But most notably, long before the Personnel Commission meetings started being video recorded one year ago, every month before each meeting he set up an audio recording so that the minutes of the meeting could be easily transcribed for the meeting agendas. It has always been greatly appreciated. She wished him well in his retirement.

ADJOURNMENT

Commissioner Ewing shared that a Hope View student recently lost his mother very suddenly. He also mentioned that he, along with the Special Education department, would be attending the funeral of Victoria Stark, a Village View student.

He asked for a moment of silence for these two students.

Commissioner Ewing asked for a motion to adjourn in memory of Victoria Stark.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:49 p.m.

Michelle Vellanoweth, 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: January 18, 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.*)

2023-47 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

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2023-47 through 2023-57.

Eligibility Lists
Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-47	UNIVERSAL INSTRUCTIONAL ASSISTANT	No. of Applicants 7 Screened Out 0 Written Exam Test Date 12/7/2023 No Show/ Withdrew 2 Did Not Qualify 1 Oral Exam Test Date NA No Show/ Withdrew NA Did Not Qualify NA	2	13	Open, Promotional, & Merge
2023-48	CUSTODIAN	No. of Applicants 10 Screened Out 3 Written Exam Test Dates 12/5/2023 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date NA No Show/ Withdrew NA Did Not Qualify NA	7	10	Open, Promotional, & Merge
2023-49	NOON DUTY SUPERVISOR	No. of Applicants 9 Screened Out 0 Written Exam Test Dates 12/5/2023 12/7/2023 No Show/ Withdrew 4 Did Not Qualify 0 Oral Exam Test Date NA No Show/ Withdrew NA Did Not Qualify NA	2	9	Open, Promotional, & Merge
2023-50	MAINTENANCE WORKER	No. of Applicants 23 Screened Out 6 Written Exam Test Date 11/8/2023 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Dates 12/8/2023 No Show/ Withdrew 3 Did Not Qualify 0	9	11	Open & Promotional
2023-51	NETWORK SYSTEMS SPECIALIST	No. of Applicants 1 Screened Out 0 Written Exam Test Date NA No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 12/18/2023 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Promotional
2023-52	SENIOR PURCHASING CLERK	No. of Applicants 11 Screened Out 3 Written Exam Test Date 12/5/2023 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 12/18/2023 No Show/ Withdrew 0 Did Not Qualify 4	3	4	Open & Promotional

Eligibility Lists
Page 3

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-53	INSTRUCTIONAL ASSISTANT - ABA	No. of Applicants 6 Screened Out 0 Written Exam Test Date 12/7/2023 No Show/ Withdrew 4 Did Not Qualify 1 Oral Exam Test Date 12/14/2023 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, & Merge
2023-54	INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION	No. of Applicants 4 Screened Out 0 Written Exam Test Date 11/15/2023 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 12/14/2023 No Show/ Withdrew 0 Did Not Qualify 0	5	5	Open, Promotional, & Merge
2023-55	COMPUTER MULTIMEDIA TECHNICIAN	No. of Applicants 31 Screened Out 15 Written Exam Test Date 11/15/2023 No Show/ Withdrew 5 Did Not Qualify 0 Oral Exam Test Date 12/19/2023 No Show/ Withdrew 2 Did Not Qualify 3	6	6	Open, Promotional, & Merge
2023-56	FOOD SERVICE WORKER	No. of Applicants 7 Screened Out 1 Written Exam Test Date 12/5/2023 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date NA No Show/ Withdrew NA Did Not Qualify NA	6	6	Open, Promotional, & Merge
2023-57	SCHOOL OFFICE CLERK	No. of Applicants 15 Screened Out 2 Written & Performance Exam Test Date 12/5/2023 No Show/ Withdrew 6 Did Not Qualify 2 Oral Exam Test Date 12/14/2023 No Show/ Withdrew 1 Did Not Qualify 0	7	7	Open, Promotional, & Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 18, 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 December 12, 2023, (Exhibit A).

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 December 12, 2023.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 12, 2023

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:
POSITION HIRED INTO

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Abbott, Heather	Food Service Worker	Westmont	\$16.937 hourly	18.1	11/06/2023
Ambriz, Alexis	Food Service Worker	Oak View	\$16.937 hourly	18.1	11/13/2023
Carranza, Summer	Speech and Language Assistant	Golden/Vista View	\$25.145 hourly	34.1	11/13/2023
Doty, Adam	Noon Duty Supervisor	Hope View	\$16.50 hourly	1.1*	11/06/2023
Ibarra, Sheila	Food Service Worker	Mesa View	\$16.937 hourly	18.1	11/13/2023
Levesque, Lisa	School Office Clerk	Mesa View	\$21.690 hourly	28.1	11/09/2023
Littiken-Cooper, Angelo	Instructional Assistant – ABA	Lake View	\$21.690 hourly	28.1	11/13/2023
Luis, Sara	Noon Duty Supervisor	Oak View	\$16.50 hourly	1.1*	11/06/2023
Varela, Helen	Parent Liaison Instructional Assistant Bilingual Spanish	Mesa/Spring View	\$19.161 hourly	23.1	11/14/2023

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:
POSITION HIRED INTO

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Ghaly, Aida	Universal Instructional Assistant	Substitute	\$19.644 hourly**	22.2	11/06/2023
Irvin, Monique	Noon Duty Supervisor	Substitute	\$16.50 hourly	1.1*	11/13/2023
Klein, Brenna	School Office Clerk	Substitute	\$21.690 hourly	28.1	11/13/2023
Klein, Brenna	Intermediate Clerk Typist	Substitute	\$21.690 hourly	28.1	11/13/2023
Klein, Brenna	District Receptionist	Substitute	\$23.341 hourly	31.1	11/13/2023
Niles, Joy	Universal Instructional Assistant	Substitute	\$22.774 hourly**	22.5	11/03/2023
Ortega, Samara	Noon Duty Supervisor	Substitute	\$16.50 hourly	1.1*	11/06/2023
Quinn, Betty	Noon Duty Supervisor	Substitute	\$16.50 hourly	1.1*	11/13/2023
Slater, Julie	Universal Instructional Assistant	Substitute	\$22.774 hourly**	22.5	11/06/2023
Webb, Chloe	Universal Instructional Assistant	Substitute	\$18.693 hourly**	22.1	10/12/2023

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:
POSITION PROMOTED INTO

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Kardos, Lara	Groundskeeper I	Facilities	\$4,931.51 monthly	31.5	11/13/2023

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 December 12, 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>
Gawith, Brianna	Instructional Assistant – ABA	Hope View	Resignation	11/09/2022	11/13/2023
Melton, Allen	Instructional Assistant – ABA	Spring View	Resignation	12/17/2019	10/31/2023
Richau, Kristen	Instructional Assistant – ABA	Hope View	Retirement	09/09/2008	01/06/2024***
Vaught, Kristina	Instructional Assistant – ABA	Hope View	Resignation	09/07/2022	11/03/2023

*This is a single step, entry level position.

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

***Effective Date correction.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 18, 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:
12/22/2023

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 3554	Bus Driver/Utility Worker	Transportation	30	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD - no applicants	5/17/2023	Recruitment in progress		New Position
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 - until filled	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 - until filled	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 - until filled	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 - until filled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
8 10000633	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	Eligibility List Created		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	Eligibility List Created		
10 3420	Cook	Central Kitchen	25	Continuous	11/2/2023 - until filled	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	Pending pre - employment		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	Pending pre - employment		Replacing Employee - Mario Ortiz
13 10000749	Custodian	Harbour View	28.75	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Mario Ortiz
14 10000076	Custodian	Hope	25	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Pending pre - employment		Replacing Employee - Vincent Novel
15 10000636	Custodian	Mesa View	25	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Complete	12/21/2023	Replacing Employee - Federico Campos

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 10000744	Custodian	Mesa View	25	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Federico Campos
17 10000509	Custodian	Village View	25	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Pending transfer date		Replacing Employee - Gabriel Santos Jr.
18 10000775	Custodian	Westmont	28.75	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Raul Gomez
19 10000800	Department Secretary	Fiscal	40	Posted	12/21/23 - 1/17/2024	1/24/2024	TBD		Recruitment in progress		Replacing Employee - Ann Petty
20 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
21 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
22 3295	Early Learning Instructional Assistant	College Preschool	17.5	Continuous	11/3/2023 - until filed	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Ruth Ocampo
23 3387	Early Learning Instructional Assistant	College Preschool	18.75	Continuous	11/3/2023 - until filed	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Ariana Hernandez
24 3293	Early Learning Instructional Assistant	Oak View Preschool	18.75	Continuous	11/5/2023 - until filed	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Luz Elena Joya
25 10000367	Early Learning Instructional Assistant	College View Preschool	18.75	Continuous	11/3/2023 - until filed	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Cynthia Hernandez
26 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
27 10000675	Early Learning Supervisor	Early Learning	40	Posted	11/17/2023 - 12/22/2023	N/A	TBD		Recruitment in progress		New Position
28 10000713	Food Service Worker	Lake View	12	Posted	10/12/2023 - 11/28/2023	PC test every other Wednesdays for eligible candidates	N/A	1/5/2024	Complete	12/4/2023	Replacing Employee - Rosibel Cordova Hernandez
29 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	Recruitment in progress		Replacing Employee
30 10000826	Human Resources Technician	Human Resources	40	Eligibility list			N/A	1/5/2024	Eligibility list available		
31 10000735	Information Technician Support Specialist	Information Technology	40	Posted	12/2/2023 - 12/27/2023	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New Position
32 3347	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	10/31/2023	Recruitment in progress		Replacing Employee - Jennifer Marchal

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33	10000677 Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
34	10000678 Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
35	10000495 Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Sk/ler Golanka
36	10000808 Instructional Assistant - ABA	College View Preschool	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Ngoc Tran
37	10000679 Instructional Assistant - ABA	Harbour View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	12/6/2023	Multiple Changes
38	10000814 Instructional Assistant - ABA	Harbour View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Positions
39	10000422 Instructional Assistant - ABA	Hope	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	12/18/2023	New Position
40	10000423 Instructional Assistant - ABA	Hope View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	1/9/2024	New Position
41	10000817 Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Brianna Gawith
42	10000619 Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Elisa Rangel
43	10000681 Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
44	10000809 Instructional Assistant - ABA	Lake View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Kristin Mik
45	10000723 Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
46	10000682 Instructional Assistant - ABA	Oak View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
47	10000431 Instructional Assistant - ABA	Oak View Preschool	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Ann Ahn

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48	10000437 Instructional Assistant - ABA	Star View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
49	10000436 Instructional Assistant - ABA	Village View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
50	10000389 Instructional Assistant - ABA	Westmont	18	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
51	10000567 Instructional Assistant - ABA	Westmont Preschool	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	12/18/2023	New Position
52	10000815 Instructional Assistant - ABA	Westmont Preschool	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Khadijah Pendergraph
53	10000607 Instructional Assistant - Computer	Harbour View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	TBD	11/13/2023	Recruitment in progress		Replacing Employee - Elizabeth Brooks
54	10000390 Instructional Assistant - Special Education	College View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
55	3251 Instructional Assistant - Special Education	Golden View	27	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Gina Scott
56	10000420 Instructional Assistant - Special Education	Harbour View	26.5	Continuous	7/18/2023 - Until filled	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Pending pre - employment		Replacing Employee - Stephanie Smith
57	3188 Instructional Assistant - Special Education	Marine View	27.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Retired - Maria Condon
58	10000587 Instructional Assistant - Special Education	Circle View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Pending pre - employment		Replacing Employee - Sarah Corrine Larsen Linza
59	10000813 Instructional Assistant - Special Education	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	1/8/2024	Replacing Employee - Alisabel Cruz
60	10000586 Instructional Assistant - Special Education	Village View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee * Amy Geurink
61	10000812 Instructional Assistant - Special Education	Village View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	1/8/2024	Replacing Employee - Taylor Piquelle
62	10000816 Instructional Assistant - Special Education	Village View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Ngoc Tran

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63	10000821 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	Recruitment in progress		Replacing Employee
64	10000748 Maintenance HVAC Mechanic	Maintenance	40	Posted	12/22/2023 - 1/17/2024	1/24/2024	TBD		Recruitment in progress		Replacing Employee - Robert Castillo
65	10000343 Maintenance Worker	Facilities	40	Posted	10/6/2023 - 10/26/2023	11/8/2023	12/8/2023	1/9/2024	Eligibility List Created		Replacing Employee - Antonio Garcia
66	10000641 Network System Specialist	IT	40	Posted	11/13/2023 - 11/28/2023	12/1/2023	N/A	12/21/2023	Complete	12/27/2023	Replacing Employee - Phi Tran
67	3014 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
68	10000754 Noon Duty Supervisor	Golden View	7						Recruitment in progress		Replacing Employee - Andrea Saltz
69	10000575 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
70	10000617 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	Recruitment in progress		New Position
71	10000526 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	Recruitment in progress		New Position
72	10000779 Noon Duty Supervisor	Hope View	7:32						Recruitment in progress		Replacing Employee - Adam Doty
73	10000780 Noon Duty Supervisor	Hope View	7:32						Recruitment in progress		Replacing Employee - Karen Isa
74	10000559 Noon Duty Supervisor	Marin View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jessica Hernandez
75	10000428 Noon Duty Supervisor	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
76	10000429 Noon Duty Supervisor	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
77	10000456 Noon Duty Supervisor	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
78	3550 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
79	10000658 Noon Duty Supervisor	Star View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
80	10000712 Noon Duty Supervisor	Star View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position

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81. 10000046	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
82. 10000555	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
83. 3494	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
84. 3548	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
85. 3423	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 - Liliana Montes
86. 10000117	School Health Technician	Golden View	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Recruitment in progress		Replacing Employee - Nadine Diaz
87. 10000755	School Health Technician	Hope View	20	Continuous					Recruitment in progress		Replacing Employee - Carol Rosato
88. 10000631	School Health Technician	Lake View	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Recruitment in progress		Replacing Employee - Stephanie Doyle
89. 10000662	School Office Clerk	Marine View	29.5	Posted	10/27/2023	12/5/2023	12/14/2023	11/30/2023	Complete	1/9/2024	Replacing Employee - Lara Kardos
90. 10000668	School Office Clerk	Vista View	29.5	Posted	10/27/2023	12/5/2023	12/14/2023	12/21/2023	Complete	1/9/2024	Replacing Employee - Minh Tran
91. 10000778	School Office Clerk	Mesa View	29.5					12/21/2023	Complete	1/9/2024	Replacing Employee - Lisa Levesques
92. 10000558	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	Pending transfer date		Replacing Employee - Melissa Degardin
93. 10000394	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		Recruitment in progress		Replacing Employee - Aja Do
94. 10000347	Sprinkler Mechanic	Facilities	40	Continuous	8/21/2023 - 9/11/2023	9/20/2023	TBD		Recruitment in progress		Replacing Employee - Joe Sejunt
95. 10000623	Universal Instructional Assistant	Circle	40	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023 12/15/2023	Recruitment in progress		New Position
96. 10000232	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023 12/15/2023	Recruitment in progress		New Position
97. 10000233	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023 12/15/2023	Recruitment in progress		New Position

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98	10000235 Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
99	10000236 Universal Instructional Assistant	Circle View	15.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
100	10000237 Universal Instructional Assistant	Circle View	16.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
101	10000715 Universal Instructional Assistant	Circle View	9	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
102	10000750 Universal Instructional Assistant	Circle View	9	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre - employment		New Position
103	10000732 Universal Instructional Assistant	Circle View	10.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	12/5/2023	New Position
104	10000771 Universal Instructional Assistant	Circle View	25.25	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	12/18/2023	New Position
105	10000534 Universal Instructional Assistant	College View	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		
106	10000532 Universal Instructional Assistant	College View	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		Replacing Employee - Teresa Kettle
107	10000730 Universal Instructional Assistant	College View Preschool	12.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jesus Flores Delgado
108	10000230 Universal Instructional Assistant	Harbour View	26.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
109	10000269 Universal Instructional Assistant	Lake View	12.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
110	10000270 Universal Instructional Assistant	Lake View	12.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
111	3099 Universal Instructional Assistant	Lake View	8.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
112	3438 Universal Instructional Assistant	Lake View	15.25	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position

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113 10000271	Universal Instructional Assistant	Lake View	13	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
114 10000272	Universal Instructional Assistant	Lake View	14	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
115 10000273	Universal Instructional Assistant	Lake View	14	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
116 10000274	Universal Instructional Assistant	Lake View	16	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
117 10000276	Universal Instructional Assistant	Lake View	18.5	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
118 10000278	Universal Instructional Assistant	Lake View	15.5	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
119 10000630	Universal Instructional Assistant	Lake View	10	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	11/28/2023	Replacing Employee -
120 10000743	Universal Instructional Assistant	Lake View	6.75	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre - employment		New Position
121 10000757	Universal Instructional Assistant	Lake View	6.5	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A		Pending pre - employment		New Position
122 10000763	Universal Instructional Assistant	Lake View	5	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	1/8/2024	New Position
123 10000578	Universal Instructional Assistant	Oak View	26.5	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
124 10000714	Universal Instructional Assistant	Star	15	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
125 10000281	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre - employment		New Position
126 10000283	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
127 3439	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023 -until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position

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128 3440	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
129 10000294	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
130 10000282	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
131 10000284	Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
132 10000285	Universal Instructional Assistant	Star View	13	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
133 10000286	Universal Instructional Assistant	Star View	13	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
134 10000287	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
135 10000288	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
136 10000289	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
137 10000290	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
138 10000291	Universal Instructional Assistant	Star View	18.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
139 10000292	Universal Instructional Assistant	Star View	18.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	12/18/2023	New Position
140 10000293	Universal Instructional Assistant	Star View	15.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre - employment	12/18/2023	New Position
141 10000295	Universal Instructional Assistant	Star View	18	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
142 10000417	Universal Instructional Assistant	Star View	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	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
143	10000309 Universal Instructional Assistant	Star View	19	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
144	10000673 Universal Instructional Assistant	Star View	27.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	12/27/2023	Multiple Changes
145	10000733 Universal Instructional Assistant	Star View	7.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre - employment		New Position
146	10000731 Universal Instructional Assistant	Star View	11	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre - employment		New Position
147	10000762 Universal Instructional Assistant	Star View	14	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Pending pre-employment		New Position
148	10000758 Universal Instructional Assistant	Star View	16.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	1/8/2024	New Position
149	10000764 Universal Instructional Assistant	Star View	12.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	1/8/2024	New Position
150	10000765 Universal Instructional Assistant	Star View	22.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	12/18/2023	New Positions
151	10000768 Universal Instructional Assistant	Star View	15	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	1/8/2024	New Position
152	10000536 Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
153	10000537 Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
154	10000523 Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		Replacing Employee - Amanda Oberbeck
155	10000329 Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position - New TK position
156	10000622 Universal Instructional Assistant	Westmont	7.5	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
157	10000746 Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	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
158 10000747	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023- 12/15/2023	Recruitment in progress		New Position

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: January 18, 2024

**SUBJECT: Agenda Item No. 15: Approve Advance Step Placement
Christopher Ruiz, Custodian**

Background Information

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

Analysis

The advanced step request for Step 3 placement (\$23.930 per hour) on the appropriate salary range for the classification of Custodian (Salary Range 28, \$21.690 per hour to \$26.426 per hour) on the Classified Bargaining Unit Salary Schedule, comes to the Commission upon the request of Maintenance and Operations Supervisor, Joe Sejuit, the support of Interim Assistant Superintendent, Felix Avila, and the approval of the Director, Classified Personnel.

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 qualified candidates for Custodial positions, some of which have been vacant for six months or more.

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

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission approve the Step 3 (\$23.930 per hour) advanced step placement of Christopher Ruiz, 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: Joe Sejuit

Date: 1/9/2024

Title: M & O Supervisor

Department: Facilities

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

and has selected Christopher Ruiz as their choice.
name of candidate

The above hiring authority is requesting advanced step placement on range 28, step 3, for one or more of the following reasons:

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

Christopher has more than five years of experience in the custodial field including Head Custodian.

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)

Christopher was employed by OVSD as a custodian from 2017-2018. He currently holds a position as a Head Custodian in Fullerton and has been a long term substitute for OVSD filling in for our evening vacant positions.

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

Facilities currently has seven open positions throughout the district. Most of which have been open for six months or more.

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.

Christopher has a great work ethic and the experience to fulfill OVSD's expectations.

Approval
Signatures:

Appointing Authority: [Signature] Date: 1/9/2024

Assistant Superintendent, Human Resources [Signature] Date: 1/9/24

Director, Classified Personnel [Signature] Date: 1/9/2024

Date submitted to the Personnel Commission: 1/18/2024

RECEIVED

JAN 08 2023

PERSONNEL
COMMISSION

- Approved
- Denied

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

Form updated by Personnel Commission 1/24/2018