



# OCEAN VIEW SCHOOL DISTRICT

## PERSONNEL COMMISSION AGENDA

**Thursday, April 18, 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 livestreamed and can be viewed on the District's YouTube channel: <https://www.ovsd.org/PersonnelCommissionMeeting>

**OCEAN VIEW  
SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA**

**THURSDAY, APRIL 18, 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 livestreamed and can be viewed on the District's YouTube channel: <https://www.ovsd.org/PersonnelCommissionMeeting>

1. **CALL TO ORDER** TIME: \_\_\_\_\_ p.m.
  
2. **ROLL CALL**
  
3. **CLOSED SESSION:** The public is invited to comment on the identified items listed under "Closed Session" prior to the adjournment to Closed Session. All public comments shall be limited to three minutes per person.
  - A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.
    1. Director Recruitment
  
4. **APPROVAL OF MARCH 14, 2024 CLOSED SESSION REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of March 14, 2024. **ACTION**  
**Page 1**  
Moved: \_\_\_  
Second: \_\_\_  
Vote: \_\_\_
  
5. **ADJOURNMENT OF CLOSED SESSION** TIME: \_\_\_\_\_ p.m. **ACTION**  
Moved: \_\_\_  
Second: \_\_\_  
Vote: \_\_\_
  
6. **RECONVENE TO OPEN SESSION  
CALL TO ORDER** TIME: \_\_\_\_\_ p.m.
  
7. **ROLL CALL**
  
8. **PLEDGE OF ALLEGIANCE**

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 MARCH 14, 2024 REGULAR MEETING MINUTES: The Personnel Commission will receive the minutes of the March 14, 2024, Regular Personnel Commission meeting for approval.

ACTION
Pages 2-4
Moved: \_\_\_
Second: \_\_\_
Vote: \_\_\_

COMMISSION BUSINESS

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

ACTION
Page 5-12

A. JOB DESCRIPTION REVIEWS/REVISIONS:

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

- 1. Universal Instructional Assistant

B. RECRUITMENT AND TESTING:

ELIGIBILITY LIST(S): The Personnel Commission will receive the Director's recommendation to ratify/approve the following eligibility lists. (Eligibility lists provided to Commissioners only.)

- Ratify: 2023-83 Early Learning Instructional Assistant
Ratify: 2023-84 Custodian
Ratify: 2023-85 Cook
Ratify: 2023-86 Groundskeeper I
Ratify: 2023-87 Instructional Assistant – ABA
Ratify: 2023-88 Universal Instructional Assistant
Ratify: 2023-89 Field Service Technician
Ratify: 2023-90 Universal Instructional Assistant
Ratify: 2023-91 Campus Safety Supervisor
Ratify: 2023-92 Storekeeper
Ratify: 2023-93 Noon Duty Supervisor
Ratify: 2023-94 Speech and Language Assistant
Ratify: 2023-95 Early Learning Instructional Assistant
Ratify: 2023-96 Child Care Supervisor

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

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|--|--|
| <b>13. CLASSIFIED PERSONNEL ACTIVITY LISTS:</b> 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 March 12, 2024, (Exhibit A), and March 26, 2024, (Exhibit B).   | <b>INFORMATION</b><br><b>Pages 13-17</b>   |
| <b>14. CLASSIFIED PERSONNEL RECRUITMENT LIST:</b> The Personnel Commission will receive for information the most current list and status updates of classified recruitments.   | <b>INFORMATION</b><br><b>Pages 18-25</b>   |
| <b>15. PROPOSED NEW JOB CLASSIFICATION – EXECUTIVE DIRECTOR, HUMAN RESOURCES:</b> The Personnel Commission will receive the Interim Director’s recommendation to review, discuss, and approve the new classification and specification of Executive Director, Human Resources.   | <b>ACTION</b><br><b>Pages 26-31</b><br><b>Moved: _____</b><br><b>Second: _____</b><br><b>Vote: _____</b> |
| <b>16. PROPOSED MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2 – APPLICATION OF SALARY SCHEDULES – MERIT RULE 7.2.1 INITIAL PLACEMENT – FIRST READING AND DISCUSSION:</b> The Personnel Commission will receive the Interim Director’s recommendation to review and discuss the proposed changes to Merit Rule 7.2.1 for a first reading and discussion. | <b>FIRST READING &amp; DISCUSSION</b><br><b>Pages 32-33</b>  |
| <b>17. PROPOSED PERSONNEL COMMISSION BUDGET 2024-2025 – PRELIMINARY DRAFT – FIRST READING AND DISCUSSION:</b> The Personnel Commission will receive the Interim Director’s recommendation to review and discuss the preliminary budget of the Personnel Commission for the fiscal year 2024-2025, for a first reading and discussion.                          | <b>FIRST READING &amp; DISCUSSION</b><br><b>Pages 34-41</b>  |

**COMMUNICATIONS**

- |  |  |
|--|--|
| <b>18. SECOND PUBLIC COMMENTS:</b> 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. |  |
| <b>19. COMMISSIONER REPORTS</b>  |  |
| <b>20. DIRECTOR AND STAFF REPORTS</b>  |  |
| <b>21. ADJOURNMENT</b>   | <b>TIME: _____ p.m.</b>  |
|  | <b>ACTION</b><br><b>Moved: _____</b><br><b>Second: _____</b><br><b>Vote: _____</b> |

## **AGENDA FOR THE PERSONNEL COMMISSION MEETING – APRIL 18, 2024 – PAGE 4**

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

*Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.*

*Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400 or 1401 at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).*

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Closed Session Personnel Commission Meeting Minutes**  
**March 14, 2024**

**CALL TO ORDER**     The March 14, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:53 p.m.

**ROLL CALL**         Commissioners Bidnick, Ewing, and Gooch were present. Interim Director of Classified Personnel, BethAnn Arko was also present.

**APPROVAL OF MINUTES**     Motion by Commissioner Gooch to approve the minutes of the February 8, 2024, 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 recruitment

**ADJOURNMENT**     Motion by Commissioner Bidnick to adjourn the March 14, 2024, Closed Session Meeting at 4:35 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**  
**Regular Personnel Commission Meeting Minutes**  
**March 14, 2024**  
**4:30 p.m.**

- CALL TO ORDER** Commissioner Ewing called the March 14, 2024, Regular Personnel Commission Meeting to order at 4:38 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing led the pledge of allegiance.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- STAFF MEMBERS PRESENT** BethAnn Arko, Interim 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** Deputy Superintendent, Dr. Julianne Hoefler, introduced herself and stated that she wanted to take a moment to thank the department for the warm welcome as she transitioned into the division. Dr. Hoefler expressed her appreciation and gratitude to Interim Director, Classified Personnel, Mrs. Arko, who has been a wealth of knowledge and collaboration. She looks forward to working with her as we problem solve and figure out next steps for replacing the permanent Director position.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the February 8, 2024, 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 eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2023-68 Universal Instructional Assistant
  - 2023-69 Department Secretary
  - 2023-70 Lead Food Service Worker
  - 2023-71 Information Technology Support Specialist
  - 2023-72 School Health Technician
  - 2023-73 Audiovisual Technician
  - 2023-74 Instructional Assistant – ABA
  - 2023-75 Custodian
  - 2023-76 Noon Duty Supervisor
  - 2023-77 Instructional Assistant – Special Education
  - 2023-78 Instructional Assistant – Severely Disabled
  - 2023-79 Instructional Assistant – ABA
  - 2023-80 Universal Instructional Assistant
  - 2023-81 Food Service Worker
  - 2023-82 Bus Driver/Utility Worker

**MINUTES OF THE MARCH 14, 2024 PERSONNEL COMMISSION MEETING – PAGE 2**

**CONSENT  
CALENDAR  
(CONTINUED)**

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**CLASSIFIED  
PERSONNEL  
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of February 13, 2024, and February 27, 2024.

**CLASSIFIED  
PERSONNEL  
RECRUITMENT  
LISTS**

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

**GOLDENWEST  
COLLEGE CAREER  
FAIR**

Personnel Commission staff have been invited to participate in the Goldenwest College 2024 Career Fair. The career fair is scheduled for April 17, 2024. Participation in career fairs provide valuable opportunities to meet and greet job seekers and potential candidates to inform them of our district's job openings, and the many benefits of working for a school district. They have proven successful in expanding our outreach and recruitment efforts for classified positions.

The cost of registration for the Personnel Commission staff to attend the career fair is \$100.00. There is a possibility that a change may take place as to which staff members attend the job fair but Ocean View School District will be represented at the job fair.

Motion by Commissioner Gooch to approve the attendance of Personnel Commission staff at the Goldenwest College 2024 Career Fair, with the proviso that should there need to be a change to the staff members who attend, that Mrs. Arko has the authority to do so.

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

**JOB ANALYSIS  
WITH  
COMPENTENCY  
MODELING  
VIRTUAL  
WORKSHOP  
THROUGH WRIPAC**

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

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

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

Motion by Commissioner Gooch to approve the attendance of Personnel Commission staff at the Job Analysis with Competency Modeling Virtual Workshop through WRIPAC.

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



**ADVANCE STEP  
PLACEMENT FOR  
JUAN SUAREZ,  
AUDIOVISUAL  
TECHNICIAN**

Mrs. Arko explained that a request for advance step placement for Juan Suarez, Audiovisual Technician, was received by Rick Larson, Director, Information Technology. The request is supported by Felix Avila, Interim Assistant Superintendent, Human Resources, and Mrs. Arko.

The advance step placement request is for step 2, \$6,007.91 per month, on the bargaining unit salary schedule.

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

Motion by Commissioner Bidnick to approve the Advance Step Placement for Juan Suarez, Audiovisual Technician.

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

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick congratulated Dr. Julianne Hoefler, on her appointment to Deputy Superintendent. He also congratulated the recipients of the 2024 Classified School Employee of the Year.

Commissioner Gooch had nothing to report.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for April 18, 2024. He mentioned that he had an opportunity to meet with Dr. Hoefler. He thanked Dr. Hoefler and Mrs. Arko for what they are doing as we move forward from here. He also shared that Huntington Christian School which is the school associated with First Christian Church where he was pastor, has engaged with Ocean View School District's Transportation department for their field trips and it has worked out well.

**DIRECTOR AND  
STAFF REPORTS**

Mrs. Arko commented on the fifteen eligibility lists that came before the Commission tonight, saying it was wonderful to see and stated that the Personnel Commission team has been working hard to keep things moving forward. They have been thinking of innovative ways to work smarter and she appreciates the collaboration with them. They have been very welcoming and we are making great progress.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn

Motion to adjourn by Commissioner Gooch.

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

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Director, Classified Personnel  
Secretary to the Personnel Commission

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Date

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** April 18, 2024

**SUBJECT: Agenda Item No. 12A: Job Description Revision:**  
**UNIVERSAL INSTRUCTIONAL ASSISTANT**

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## Background Information

The Coordinator of Child Development Programs, Sue Broderson, has requested that we modify the Employment Standards for the Universal Instructional Assistant (UIA) in order for the department to be in compliance with state oversight. Some of the paraprofessionals in the program are still in high school; therefore, they do not yet have a high school diploma or the equivalent.

In reviewing Ms. Broderson's request, staff reviewed the requirements for paraprofessionals in the ELOP and other programs as noted on the California Department of Education website. Since we require that UIAs pass a rigorous examination that verifies that the candidates are proficient in reading writing and mathematics skills up to or exceeding that required by the employing district for high school seniors. *EC Sections 45330 and 45344.5(a)* we can be confident that they meet the Employment Standards as noted in the Education for Title IV funds. These paraprofessionals will not be paid out of the Title I Funds; therefore, they do not need to provide proof of a high school diploma or equivalent.

Please see the description for the proposed revisions to the Employment Standards: Education requirement.

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## Recommendation

The Director recommends that the Personnel Commission approve the proposed revisions to the minimum qualifications for the Universal Instructional Assistant (UIA) effective April 19, 2024.



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## **Universal Instructional Assistant**

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### **JOB SUMMARY:**

Under daily direction of certificated/permitted staff and general supervision of the site administrator or designee, performs paraprofessional instructional and recreational activities, clerical and supportive tasks to assist in the care, supervision and education of students from preschool through 8<sup>th</sup> grade.

### **CLASS CHARACTERISTICS:**

This classification is distinguished from others in the Instructional series in that incumbents are assigned to assist certificated/permitted staff working with the general student population. Other classifications in the Instructional series work with student populations having specifically identified needs or in programs directed at other than academic achievement, such as Physical Education.

### **REPRESENTATIVE DUTIES**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

#### **Essential Duties:**

- Assist certificated/permitted staff with the preparation and presentation of educational and recreational materials and activities;
- Tutor students individually and in small groups;
- Monitor and assist students in a variety of activities such as drill, practice, study habits and research in a variety of subject areas utilizing a variety of instructional materials according to instruction/guidance of certificated/permitted staff;
- Provide for supervision and safety of students during classroom and outdoor activities, learning center, library, recess and field trip activities, and during fire and earthquake emergencies and preparedness drills;
- As directed, research and prepare instructional, motivational and decorative materials as well as letters, notices and other communications;
- Assist the certificated/permitted staff in maintaining a positive, disciplined, clean, safe, sanitary, orderly and attractive learning environment;
- Consult with certificated/permitted staff regarding student progress and behavior;
- Assist children in personal hygiene needs, including washing face and hands and use of toilet facilities;
- Administer basic first aid or CPR as needed.

#### **Other Related Duties:**

- Prepare and maintain a variety of records, notes, files and reports related to assigned students, activities and programs:

- Perform routine office and clerical duties;
- Attend staff meetings and participate in meetings and in-service training programs as assigned.

**SUPERVISION:**

General supervision is received from the site administrator or designee. Daily direction is provided by certificated/permitted staff.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Methods, practices and terminology used in instructional situations;
- General needs and age appropriate behaviors of children;
- Student behavior management strategies and techniques;
- Safe practices for classroom and outdoor activities;
- Modern office methods, procedures, terms and equipment including a working knowledge of the use of personal computers, word processing, email and internet computer applications;
- English usage including reading, grammar, spelling and punctuation;
- Basic record keeping;
- Written and oral communication principles and practices.

**Ability to:**

- Utilize a variety of instructional and recreational materials and activities to enhance a positive educational environment;
- Coordinate and participate in activities with individual children or groups;
- Communicate effectively with children and adults demonstrating respect, poise, patience, sensitivity and understanding;
- Read, write and communicate effectively;
- Operate a variety of modern office equipment, including personal computer and word processing software;
- Learn and apply District and school philosophies, policies, procedures and guidelines;
- Exercise flexibility, patience and sensitivity;
- Maintain confidentiality in all communications, including with parents, staff and students;
- Perform routine clerical work, establish and maintain accurate records;
- Maintain reliable, punctual and regular attendance;
- Work independently;
- Understand and carry out oral and written instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent; OR
- Passing the Instructional Assistant Competency Examination is required;
- Some post-secondary education in child development or early childhood education is desirable.

### **Experience:**

- Prior paid or volunteer experience involving the supervision of children in an organized setting is highly desirable.

### **Licenses and Certificates Required:**

- Within two (2) months of employment, all Universal Instructional Assistants are required to possess and maintain valid, current First Aid and Adult/Child CPR Certificates.

All of the above licenses certificates must be maintained as a condition of continued employment.

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands:**

Frequently stands, walks, sits; stoops, bends and reaches over head; safely lifts, carries, and/or pushes up to 30 pounds; frequently uses arms, hands and fingers on both hands; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see and observe children's activities and behavior both indoor and outdoor and small details in a classroom environment; speech and vocal capacity sufficient to be heard by children in a noisy environment; hearing sufficient to be able to tell when a child is having difficulty or being disruptive; employment contingent upon passing a physical and back evaluation test.

### **Work Environment:**

The working environment is both indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community; has constant direct contact with students and other district staff; is frequently exposed to minor, and on occasion, to severe contagious illnesses; frequently exposed to noise generated by children involved in activities; occasionally works without direct guidance from the certificated/permitted staff and/or immediate supervisor.

## **SALARY RANGE**

Range 22

Classified Bargaining Unit

New Classification Approved by Personnel Commission 4-13-22

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** April 18, 2024

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

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## Background Information

The following eligibility lists are being forwarded for ratification or 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.*)

Ratify:	2023-83	Early Learning Instructional Assistant
Ratify:	2023-84	Custodian
Ratify:	2023-85	Cook
Ratify:	2023-86	Groundskeeper I
Ratify:	2023-87	Instructional Assistant – ABA
Ratify:	2023-88	Universal Instructional Assistant
Ratify:	2023-89	Field Service Technician
Ratify:	2023-90	Universal Instructional Assistant
Ratify:	2023-91	Campus Safety Supervisor
Ratify:	2023-92	Storekeeper
Ratify:	2023-93	Noon Duty Supervisor
Ratify:	2023-94	Speech and Language Assistant
Ratify:	2023-95	Early Learning Instructional Assistant
Ratify:	2023-96	Child Care Supervisor

## Recommendation

The Interim Director of Classified Personnel recommends the Personnel Commission ratify or approve the following Classified Personnel Eligibility Lists: 2023-83 through 2023-96.

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

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-83	Early Learning Instructional Assistant	No. of Applicants 2 Screened Out 0 Written Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	2	Open & Promotional
2023-84	Custodian	No. of Applicants 8 Screened Out 0 Written Exam Test Dates 3/7/2024 No Show/ Withdrew 6 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	6	7	Open, Promotional, & Merge
2023-85	Cook	No. of Applicants 2 Screened Out 0 Written Exam Test Dates 2/15/2024 2/23/2024 2/28/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	4	4	Open, Promotional, & Merge
2023-86	Groundskeeper I	No. of Applicants 20 Screened Out 2 Written Exam Test Dates 2/20/2024 2/23/2024 No Show/ Withdrew 4 Did Not Qualify 3 Oral Exam Test Dates 3/12/2024 No Show/ Withdrew 1 Did Not Qualify 0	9	11	Open, Promotional, & Merge
2023-87	Instructional Assistant – ABA	No. of Applicants 3 Screened Out 0 Written Exam Test Date 3/7/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 3/14/2024 No Show/ Withdrew 1 Did Not Qualify 0	2	3	Open, Promotional, & Merge
2023-88	Universal Instructional Assistant	No. of Applicants 8 Screened Out 0 Written Exam Test Date 3/7/2024 No Show/ Withdrew 2 Did Not Qualify 3 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	11	Open, Promotional, & Merge

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

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-89	Field Service Technician	No. of Applicants 19 Screened Out 4 Written Exam Test Date 2/20/2024 No Show/ Withdrew 2 Did Not Qualify 1 Oral Exam Test Date 3/18/2024 No Show/ Withdrew 4 Did Not Qualify 0	8	8	Open & Promotional
2023-90	Universal Instructional Assistant	No. of Applicants 8 Screened Out 0 Written Exam Test Date 3/27/2024 No Show/ Withdrew 1 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	13	Open, Promotional, & Merge
2023-91	Campus Safety Supervisor	No. of Applicants 11 Screened Out 0 Written Exam Test Date 1/10/2024 2/14/2024 3/7/2024 3/20/2024 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date 3/27/2024 No Show/ Withdrew 2 Did Not Qualify 2	8	9	Open, Promotional, & Merge
2023-92	Storekeeper	No. of Applicants 2 Screened Out 0 Written Exam Test Date 4/2/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	2	Promotional
2023-93	Noon Duty Supervisor	No. of Applicants 6 Screened Out 0 Written Exam Test Date 3/7/2024 3/27/2024 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	2	8	Open, Promotional, & Merge
2023-94	Speech and Language Assistant	No. of Applicants 3 Screened Out 1 Written Exam Test Date 4/3/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	2	Open & Promotional



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

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-95	Early Learning Instructional Assistant	No. of Applicants 1 Screened Out 0 Written Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	1	Open & Promotional
2023-96	Child Care Supervisor	No. of Applicants 8 Screened Out 2 Performance Exam Test Date 3/29/2024 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 3/29/2024 No Show/ Withdrew 0 Did Not Qualify 2	3	3	Open & Promotional

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** April 18, 2024

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

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## **Background Information**

The Board of Trustees received the following Classified Personnel Activity List for approval at the regular Board Meeting of March 12, 2024, (Exhibit A), and March 26, 2024, (Exhibit B).

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

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## **Recommendation**

The Interim Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of March 12, 2024, and March 26, 2024.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 March 12, 2024

**APPROVE EMPLOYMENT**

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

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Delgleize, Noah	Instructional Assistant – Special Education	Oak View	\$19,644 hourly	24.1	02/20/2024
Lim, Justine	Department Secretary	District Office	\$4,580.51 monthly	36.1	02/26/2024
Milby, Danielle	School Health Technician	Golden View	\$20,638 hourly	26.1	02/22/2024
Ruiz, Silvia	Universal Instructional Assistant	Hope View	\$18,693 hourly*	22.1	02/26/2024
Yates, Jeanelle	Instructional Assistant – ABA	Hope View	\$21,690 hourly	28.1	02/20/2024

**APPROVE SUBSTITUTE EMPLOYMENT**

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

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Ackerman, Anita	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	12/06/2023
Alvarez, Joshua	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	02/27/2024
Carrillo, Maria	Instructional Assistant – Special Education	Substitute	\$19,644 hourly	24.1	02/16/2024
Carrillo, Maria	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	02/16/2024
Chavarria, Juan	Custodian	Substitute	\$21,690 hourly	28.1	02/27/2024
Contreras Bravo, Jasmine	School Health Technician	Substitute	\$20,638 hourly	26.1	02/26/2024
Gawith, Brianna	Instructional Assistant – ABA	Substitute	\$21,690 hourly	28.1	01/30/2024
Gonzalez, Leonardo	Custodian	Substitute	\$21,690 hourly	28.1	02/26/2024
Holcomb, Miriam	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	02/16/2024
Kallemeyn, Zoe	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	02/26/2024
Marcos, Mark	Instructional Assistant – Special Education	Substitute	\$19,644 hourly	24.1	01/22/2024
Marcos, Mark	Instructional Assistant – Severely Disabled	Substitute	\$21,151 hourly	27.1	01/22/2024
Melgoza, Isabel	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	01/22/2024
Rivera, Cecilia	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	02/21/2024
Serrano Ruiz, David	Custodian	Substitute	\$21,690 hourly*	28.1	02/26/2024
Shiekh-Arvizu, Alicia	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	02/26/2024
Supan, Louis	Delivery Worker	Substitute	\$23,341 hourly	31.1	02/26/2024
Wilkinson, Michael	Custodian	Substitute	\$21,690 hourly	28.1	02/21/2024

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 March 12, 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>
Mallette, Ebonnee	Lead Food Service Worker	Vista View	\$18,235 hourly	21.1	02/20/2024
Powers, Melissa	Early Learning Instructional Assistant	Oak View Preschool	\$22,774 hourly	22.5	02/14/2024

**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>
Keel, Ryan	School Office Manager	Lake View	Resignation	10/31/2007	03/08/2024
Pouelson, Logan	Instructional Assistant – ABA	Spring View	Resignation	10/06/2021	02/23/2024
Vu, Uyen	Instructional Assistant – Special Education	Village View	Resignation	01/10/2024	02/29/2024

\*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  
March 26, 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>
Baker, Madison	Early Learning Instructional Assistant	College View Preschool	\$18,693 hourly	22.1	03/04/2024
Espitia, Andrea	Early Learning Instructional Assistant	College View Preschool	\$18,693 hourly	22.1	03/04/2024
Esquivel Rivera, Yenit	Noon Duty Supervisor	Golden View	\$16,500 hourly	1.1*	02/29/2024
Gomez, Alexandra	Instructional Assistant - ABA	Lake View	\$21,690 hourly	28.1	03/20/2024
Gomez, Cheryl	Noon Duty Supervisor	Marine View	\$16,500 hourly	1.1*	03/19/2024
Holakeitui, Sepiuta	Instructional Assistant – Special Education	Circle View	\$19,644 hourly	24.1	03/12/2024
Reyes, Nicholas	Custodian	Hope View	\$22,774 hourly	28.1	03/12/2024
Ruiz, Raul	Universal Instructional Assistant	Star View	\$18,693 hourly*	22.1	03/18/2024
Suarez, Juan	Audiovisual Technician	District Office	\$6,007.91 monthly	45.2	03/18/2024
Taylor, Jennifer	Noon Duty Supervisor	Hope View	\$16,500 hourly	1.1*	03/05/2024
Wood, Brandon	Universal Instructional Assistant	Circle View	\$18,693 hourly*	22.1	03/05/2024

**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>
Bavouset, John	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/06/2024
Carrera, Mark	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/12/2024
Cerda, Angelina	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/05/2024
Garces, Afnan	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/12/2024
Gutierrez, Rebeca	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/05/2024
Hernandez, Leticia	Early Learning Instructional Assistant	Substitute	\$22,774 hourly	22.5	03/05/2024
Hernandez, Leticia	Universal Instructional Assistant	Substitute	\$22,774 hourly*	22.5	03/15/2024
Landerro, Victoria	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/05/2024
Lee, Alexis	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/12/2024
Manginelli, Madeline	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/11/2024
Medina, Ana	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/12/2024
Moore, Joshua	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/12/2024
Ruiz, Raul	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	02/27/2024
Salehjee, Junaid	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/11/2024
Slater, Makenna	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/07/2024
Tewfik, Silvia	Universal Instructional Assistant	Substitute	\$18,693 hourly*	22.1	03/05/2024

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
March 26, 2024

**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>
Baker, Madison	Early Learning Instructional Assistant	College View Preschool	Resignation	03/04/2024	03/08/2024
Kettler, Teresa	Universal Instructional Assistant	College View	Resignation	03/07/2016	03/01/2024
Repp, Caleb	Instructional Assistant – ABA	Hope View	Resignation	12/18/2023	03/13/2024
Taylor, Christine	Instructional Assistant – Special Education	Star View	Resignation	03/05/2007	03/15/2024
Torres, Elizabeth	Campus Safety Supervisor	Vista View	Resignation	09/11/2023	03/20/2024
Walburger, Kristin	School Library Specialist	Circle View	Retirement	09/08/2021	06/18/2024

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

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

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** April 18, 2024

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

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## Background Information

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

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## Recommendation

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Updated:		<b>Substitute and Future Vacancy Recruitment Status &amp; Update for FY 23/24</b>										
2	4/9/2024												
3		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
4	1	10000734	Audiovisual Technician	Information Technology	40	Posted	12/5/2023 - 12/27/2023	1/10/2024	TBD		Complete	3/18/2024	New Position
5	2		Administrative Assistant	District Office	40	Posted	4/4/2024 - 4/25/2024	TBD	TBD		Recruitment in progress		Replacing Employee - Debbie Frazier
6	3	10000638	Campus Safety Supervisor	Student Services	40	Continuous	For substitutes and eligibility list	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New Position
7	4	10000917	Campus Safety Supervisor	Vista View	40						Complete	4/8/2024	Replacing Employee - Elizabeth Torres
8	5	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
9	6	10000886	Child Care Supervisor	Early Learning	40	Posted	2/21/2024 - 3/12/2024	NA	3/28/2024	4/12/2024	Recruitment in progress		New Position
10	7	3420	Cook	Central Kitchen	25	Continuous	1/22/2024 - 2/9/2024	PC test every other Wednesdays for eligible candidates	N/A	3/6/2024	Complete	3/25/2024	New Position
11	8	10000916	Cook	Central Kitchen	25	Continuous	1/22/2024 - 2/9/2024	PC test every other Wednesdays for eligible candidates	N/A	3/6/2024	Complete	4/8/2024	
12	9	10000775	Custodian	Westmont	28.75	Continuous	12/23/2023 - 6/23/2024	PC test every other Wednesdays for eligible candidates	N/A		Pending Transfer Interview		Replacing Employee - Raul Gomez
13	10	10000873	Custodian	Hope View	25	Continuous	12/23/2023 - 6/23/2024	PC test every other Wednesdays for eligible candidates	N/A	1/31/2024	Complete	3/12/2024	Replacing Employee - Vincent Novel
14	11	10000744	Custodian	Mesa View	25	Continuous	12/23/2023 - 6/23/2024	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Pending Pre-Employment		Replacing Employee - Felipe Galvan
15	12	10000992	Custodian	District Office	20	Continuous	12/23/2023 - 6/23/2024	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - James Dean Chapman
16	13	10000742	Executive Director, Human Resources	Personnel Commission	40	Posted	04/02/2024 - 05/03/2024	N/A	5/8/2024	5/15/2024	Recruitment in progress		Replacing Employee - Michelle Vellanoweth
17	14	10000772	Early Learning Associate Educator	Early Learning	25	Posted	2/13/2024 - 8/13/2024	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New Position
18	15	10000894	Early Learning Associate Educator	College View Preschool	40	Posted	2/13/2024 - 8/13/2024	PC test every other Wednesdays for eligible candidates	TBD	4/10/2024	Recruitment in progress		Replacing Employee - Cynthia Hernandez
19	16	3295	Early Learning Instructional Assistant	College Preschool	17.5	Continuous	2/13/2024 - 8/13/2024	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Recruitment in progress		Replacing Employee - Ruth Ocampo
20	17	10000932	Early Learning Instructional Assistant	Westmont Preschool	15		2/13/2024 - 8/13/2024	PC test every other Wednesdays for eligible candidates		4/10/2024	Recruitment in progress		New Position
21	18	10000931	Early Learning Instructional Assistant	College View Preschool	15		2/13/2024 - 8/13/2024	PC test every other Wednesdays for eligible candidates		4/10/2024	Pending Pre-Employment		New Position
22	19	3294	Early Learning Instructional Assistant	Oak View Preschool	18.75	Continuous	2/13/2024 - 8/13/2024	PC test every other Wednesdays for eligible candidates		4/10/2024	Recruitment in progress		Replacing Employee - Victoria Gonzalez



	A	B	C	D	E	F	G	H	I	J	K	L	M
		REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3													
23	20	10000934	Early Learning Instructional Assistant	College View Preschool	15		2/13/2024- 8/13/2024	PC test every other Wednesdays for eligible candidates		4/10/2024	Pending Pre-Employment		Replacing Employee - Wesley Hatton
24	21	10000958	Early Learning Instructional Assistant	College View Preschool	28.75		2/13/2024- 8/13/2024	PC test every other Wednesdays for eligible candidates		4/10/2024	Complete	3/29/2024	New Position
25	22	10000675	Early Learning Supervisor	Early Learning	40	Posted	2/5/2024 - 8/5/2024	N/A	4/29/2024		Recruitment in progress		New Position
26	23	10000865	Field Service Technician	IT	40	Posted	5/4/2024- 2/14/2024	PC test every other Wednesdays for eligible candidates	3/18/2024	3/29/2024	Pending Pre-Employment		Replacing Employee - Travis Hunter
27	24	10000820	Food Service Worker	Star View	12	Posted	10/12/2023 - 11/28/2023	PC test every other Wednesdays for eligible candidates	N/A	3/5/2024	Complete	1/23/2024	Replacing Employee - Carrisa Silva
28	25	10000897	Food Service Worker	Vista View	15	Posted	10/12/2023 - 11/28/2023	PC test every other Wednesdays for eligible candidates	N/A		Long Term Substitute		Replacing Employee - Ebbonne Mallett
29	26	10000966	Food Service Worker	Star View	12						Complete	3/26/2024	Replacing Employee - Mari Alvidrez
30	27	10000847	Groundskeeper 1	Facilities	40	Posted	1/23/2024 - 2/13/2024	PC test every other Wednesdays for eligible candidates	3/12/2024	4/3/2024	Pending Start Date		Replacing Employee - Juan Cortez
31	28	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	2/22/2024	Complete	3/25/2024	New Position
32	29	10000947	Instructional Assistant - Special Ed	Marine View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Yesica Flores
33	30	10000808	Instructional Assistant - ABA	College View Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Ngoc Tran
34	31	10000814	Instructional Assistant - ABA	Harbour View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
35	32	10000924	Instructional Assistant - ABA	Westmont	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
36	33	10000962	Instructional Assistant - ABA	Star View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
37	34	10000978	Instructional Assistant - ABA	Village View	19	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
38	35	10000959	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Caleb Repp
39	36	10000941	Instructional Assistant - ABA	Star View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
40	37	10000939	Instructional Assistant - ABA	Star View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
41	38	10000999	Instructional Assistant - ABA	Oak View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
42	39	10000970	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Jocelyn Hernandez

	A	B	C	D	E	F	G	H	I	J	K	L	M
3		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
43	40	10000974	Instructional Assistant - ABA	Village View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
44	41	10000972	Instructional Assistant - ABA	Village View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
45	42	10000991	Instructional Assistant - ABA	Westmont Preschool	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
46	43	10000989	Instructional Assistant - ABA	Westmont	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
47	44	10000949	Instructional Assistant - ABA	Village View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Uyen Vu
48	45	10000677	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
49	46	10000678	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
50	47	10000495	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Skyler Golanka
51	48	10000817	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Brianna Gawith
52	49	10000619	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Elissa Rangel
53	50	10000681	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
54	51	10000809	Instructional Assistant - ABA	Lake View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Repalcing Employee - Kristin Mix
55	52	10000682	Instructional Assistant - ABA	Oak View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
56	53	10000431	Instructional Assistant - ABA	Oak View Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Ann Ahn
57	54	10000437	Instructional Assistant - ABA	Star View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
58	55	10000436	Instructional Assistant - ABA	Village View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
59	56	10000389	Instructional Assistant - ABA	Westmont	18	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
60	57	10000815	Instructional Assistant - ABA	Westmont Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Complete	4/8/2024	Replacing Employee - Khadiyah Pendergraph
61	58	10000869	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Chrisother Cortez
62	59	10000905	Instructional Assistant - ABA	Hope View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Complete	3/20/2024	New Position

	A	B	C	D	E	F	G	H	I	J	K	L	M
		REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3													
63	60	10000904	Instructional Assistant - ABA	Spring View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Logan Poulsen
64	61	10000913	Instructional Assistant - ABA	Circle View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
65	62	10000912	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Complete	3/20/2024	New Position
66	63	10000607	Instructional Assistant - Computer	Harbour View	20	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/8/2024	Pending date from principal	Recruitment in progress		Replacing Employee - Elizabeth Brooks
67	64	10000997	Instructional Assistant - Special Ed	Star View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Christne Taylor
68	65	10000390	Instructional Assistant - Special Education	College View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		New Position
69	66	10000420	Instructional Assistant - Special Education	Harbour View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Stephanie Smith
70	67	10000587	Instructional Assistant - Special Education	Circle View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Complete	3/12/2024	Replacing Employee - Sarah Corrine Larssen Linza
71	68	10000586	Instructional Assistant - Special Education	Village View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Pending Start Date		Replacing Employee - Amy Geurink
72	69	10000816	Instructional Assistant - Special Education	Village View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/9/2024	4/15/2024	Recruitment in progress		Replacing Employee - Ngoc Tran
73	70	10000975	Lead Behavior Instructional Assistant	Special Education Department	35	Pending Posting		PC test every other Wednesdays for eligible candidates			Recruitment in progress		Replacing Retire - Kelly Murray
74	71	10000885	Maint & Operations Supervisor	Facilities	40	Posted	2/26/2024 - 3/15/2024	N/A	4/3/2024		Recruitment in progress		New Position
75	72	10000748	Maintenance HVAC Mechanic	Maintenance	40	Posted	12/22/2023 - 1/17/2024	1/24/2024	TBD		Recruitment in progress		Replacing Employee - Robert Castillo
76	73	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
77	74	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 Sorrentio
78	75	10000779	Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	3/21/2024	Pending Pre-employment		Replacing Employee - Adam Doty
79	76	10000780	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
80	77	10000559	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	Recruitment in progress		Replacing Employee - Jessica Hernandez
81	78	10000428	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	Complete	3/19/2024	New Position
82	79	10000429	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

	A	B	C	D	E	F	G	H	I	J	K	L	M
		REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3													
83	80	10000456	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
84	81	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
85	82	10000658	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
86	83	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
87	84	10000555	Noon Duty Supervisor	Vista View	9	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	3/29/2024	Pending Pre-employment		New Position
88	85	3494	Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	3/25/2024	Recruitment in progress		Replacing Employee - Carren Martin
89	86	3548	Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	3/25/2024	Recruitment in progress		Replacing Employee - Rosibel Hernandez Cordova
90	87	10000920	Noon Duty Supervisor	Lake View	8.18	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Julie Navarro
91	88	10000919	Noon Duty Supervisor	Lake View	7.67	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Claudia Martinez
92	89	10000911	Noon Duty Supervisor	Circle View	6	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	3/29/2024	Complete	4/8/2024	New Position
93	90	10000759	Noon Duty Supervisor	Vista View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Daisy Rocha
94	91	10000841	Noon Duty Supervisor	Lake View	8.18	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	3/19/2024	Replacing Employee - Claudia Martinez
95	92	10000842	Noon Duty Supervisor	Lake View	7.67	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Julie Navarro
96	93	10000909	Parent Liaison Inst. Asst. Bilingual - Spanish	Vista View	28	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Patricia Sanchez
97	94	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
98	95	10000755	School Health Technician	Hope View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	2/8/2024	2/21/2024	Complete	3/20/2024	Replacing Employee - Carol Rosato
99	96	10000631	School Health Technician	Lake View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	2/8/2024	2/21/2024	On Hold		Replacing Employee - Stephanie Doyle
100	97	10000830	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
101	98	10000918	School Office Manager	Lake View	40						On Hold		Replacing Employee - Ryan Keel
102	99	10000394	Speech & Language Assistant	Village View	29.75	Continuous	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	N/A	Pending date from supervisor	Recruitment in progress		Replacing Employee - Aja Do

	A	B	C	D	E	F	G	H	I	J	K	L	M
		REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
3													
103	100	10000347	Sprinkler Mechanic	Facilities	40	Continuous	8/21/2023 - 9/11/2023	9/20/2023	TBD		Recruitment in progress		Replacing Employee - Joe Sejut
104	101	10000880	Storekeeper	Maintenance	40	Posted	3/8/2024 - 3/28/2024	N/A	N/A	4/10/2004	Complete	4/11/2024	Replacing Employee - Ebonnee Mallette
105	102	10000233	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Pending Pre-employment		New Position
106	103	10000235	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
107	104	10000236	Universal Instructional Assistant	Circle View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
108	105	10000237	Universal Instructional Assistant	Circle View	16.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
109	106	10000532	Universal Instructional Assistant	College View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		Replacing Employee - Teresa Kettle
110	107	10000272	Universal Instructional Assistant	Lake View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
111	108	10000274	Universal Instructional Assistant	Lake View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
112	109	10000278	Universal Instructional Assistant	Lake View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
113	110	3439	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
114	111	10000294	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Pending Pre-employment		New Position
115	112	10000285	Universal Instructional Assistant	Star View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
116	113	10000289	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
117	114	10000295	Universal Instructional Assistant	Star View	18	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
118	115	10000417	Universal Instructional Assistant	Star View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
119	116	10000731	Universal Instructional Assistant	Star View	11	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
120	117	10000536	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Complete	4/8/2024	New Position
121	118	10000537	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Pending pre - employment		New Position
122	119	10000523	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		Replacing Employee - Amanda Oberbeck

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		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
3													
123	120	10000747	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
124	121	10000846	Universal Instructional Assistant	Circle View	9	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
125	122	10000888	Universal Instructional Assistant	Circle View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
126	123	10000887	Universal Instructional Assistant	Circle View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Pending Pre-employment		New Position
127	124	10000884	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		Replacing Employee - Carolyn Brunner
128	125	10000977	Universal Instructional Assistant	Circle View	21	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Complete	3/29/2024	New Position
129	126	10000922	Universal Instructional Assistant	College View	26.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
130	127	10000955	Universal Instructional Assistant	College View	26.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Pending Start Date		Replacing Employee - Tersaa Kettler
131	128	10000994	Universal Instructional Assistant	Circle View	12	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
132	129	10000995	Universal Instructional Assistant	Circle View	6	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position
133	130	10000309	Universal Instructional Assistant	Star View	19	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	4/4/2024	Recruitment in progress		New Position

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** April 18, 2024

**SUBJECT: Agenda Item No. 15: Proposed New Job Description: EXECUTIVE DIRECTOR, HUMAN RESOURCES**

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## Background Information

Staff is proposing a new classification of Executive Director Human Resources. We have worked with the District and the Personnel Commission to create the duties for the new classification. The intent of this classification is to create a position that is half Personnel Commission and half Human Resources for the District. The position would report to both the Personnel Commission and the (currently) Deputy Superintendent, Human Resources.

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## Recommendation

The Director recommends that the Personnel Commission approve the new job classification Executive Director, Human Resources at Range 75 on the Classified Management Salary Schedule effective April 19, 2024.

## OCEAN VIEW SCHOOL DISTRICT

### Executive Director, Human Resources

#### **JOB SUMMARY:**

Under general and policy direction of the Personnel Commission and Deputy/Assistant Superintendent Human Resources, the Executive Director has responsibility for planning, coordinating, organizing, and directing classified and certificated personnel functions of the district. This role is dual in nature, under joint supervision comprising of 50% Personnel Commission and 50% Deputy/Assistant Superintendent Human Resources. Serves in the administration of all human resources services, labor relations, employee benefits and school law for both certificated and classified employees. Performs procedures necessary to administer the district's classified personnel system in accordance with California merit system law, the rules and regulations of the Personnel Commission and the policies of the Board of Trustees. Serves as Secretary to the Personnel Commission. Participates as a member of the District Management Team.

#### **REPRESENTATIVE DUTIES**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of this classification.

##### **Essential Duties:**

- Administers and coordinates human resources functions related to classified and certificated personnel.
- Provides for and executes policies and procedures relative to employment applications, examinations, appointments, dismissals, resignations, layoffs, compensation within classification, job analysis and class specifications, service ratings and other matters necessary in administering the provisions and purposes of California merit system law, district rules, and all matters pertaining to certificated and classified personnel.
- Interprets and applies Federal and State laws, district policies and procedures, Collective Bargaining Agreements as well as Personnel Commission rules and regulations.
- Confers with employee groups, employees, legal counsel, and District managers and principals on interpretation of Board policies, regulations, and other problems on personnel management matters such as promotion, discipline, transfer, layoff, evaluation, and grievance handling as needed.
- Administers and conducts the interactive process and accommodations processes for classified and Certificated employees.
- Supports District managers and principals with investigations.
- Supports District managers and principals with progressive discipline.



- Supports District managers and principals with complaints management.
- Supports District managers and principals with evaluations of certificated/classified staff and managers.
- Supports the District with negotiations.
- Ensures that the District maintains a program of position classification reflecting equitable job relationships based upon systematic evaluation of duties and responsibilities, as required by California merit system law.
- Serves as a resource person to the Personnel Commission and Deputy/Assistant Superintendent Human Resources in the development of classified rules and amendments to rules, to ensure the efficiency of the classified service, as well as the selection and retention of employees on the basis of merit and fitness.
- Responsible for the development and administration of the District's classified recruitment and testing procedures, in accordance with State and Federal laws and regulations to assure applicants meet established minimum requirements; establish appropriate testing materials; and certify eligible candidates to the appointing authority.
- Directs the recruitment and selection process for certificated and classified personnel; develop, implement, and oversee job announcements, establish appropriate testing procedures, paper screening, interviewing, reference checking, and other selection processes.
- Assists with the preparation of the Personnel Commission agendas, meeting minutes, annual Personnel Commission report, back-up materials for Personnel Commission meetings and classified personnel board agenda information and documentation of personnel actions.
- Assists with development of annual budgets and submitting them to appropriate personnel and for the consideration and approval of the Personnel Commission; analyze and review budgetary and financial data.
- Supervises salary surveys with respect to classification and salary matters, establishing study design, collecting data, compiling, and analyzing data, and formulating recommendations.
- Supervises and evaluates the work of the Personnel Commission and Human Resources staff.
- Under the direction of the Deputy/Assistant Superintendent Human Resources, consults and/or participates in the classified and certificated negotiations process to ensure compliance with all aspects of the California Education Code, Merit System Law, and District Board Policies.
- Assists with staff development, professional growth, and training programs for classified and certificated staff.
- Attends Personnel Commission, Board of Trustees, and assigned management and committee meetings.
- Attends hiring events, job fairs, conferences as a representative of the District.

## **OTHER REPRESENTATIVE DUTIES:**

- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Conducts research and prepares reports, as required or necessary.
- Provides advice, counsel or assistance to employees and administrators, as requested.
- In conjunction with District administration, plan appropriate, in-service training programs for classified employees and evaluate the effectiveness of those programs.
- May lead, attend, and participate in committee meetings and meetings with employee groups.
- Performs other related duties as required or assigned.

## **ORGANIZATIONAL RELATIONSHIPS:**

- Under general direction from the Personnel Commission and Deputy/Assistant Superintendent Human Resources provides direction to Personnel Commission and Human Resources staff, including all supervision and evaluation of assigned personnel.
- Regular and continuing contact with all schools and departments, classified and certificated employees, administrators, Executive Cabinet, Commission members, and Superintendent. Regular and continuing collaboration with the Deputy/Assistant Superintendent of Human Resources.
- Continuing contacts with Merit System and Human Resources organizations and colleagues; staff members of the Orange County Department of Education and other school districts, attorneys, employee organization representatives, and other interest groups.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **KNOWLEDGE OF:**

- Principles and practices of personnel administration, including position classification, salary administration, recruitment, examination, selection, interviewing techniques, affirmative action and equal opportunity laws.
- Applicable section of the Education Code and other laws related to classified and certificated personnel practice and procedures.
- California merit system and human resources laws, legislation, and statutes, organization, and procedures, including relevant California Education and Government codes.

- Test development and analysis.
- Principles and practices of management, employee training and supervision.
- Collective bargaining process and practices.

#### **ABILITY TO:**

- Plan, organize, direct, and control a comprehensive personnel program ensuring the application of merit system and human resources principles and practices of school district classified and certificated personnel management.
- Foster and enhance recognition of the Personnel Commission as an independent and neutral resource to classified employees.
- Foster and enhance recognition of the District employee organizations, management, and others, regarding classified and certificated school employment.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties.
- Communicate effectively both orally and in writing, including the preparation and presentation of detailed and complex analyses, recommendations, and conclusions.
- Effectively manage, supervise, motivate, direct and train personnel.

#### **EMPLOYMENT STANDARDS:**

##### **Education:**

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

- Graduation from an accredited college or university with a B.A. or B.S. degree in public administration, industrial psychology, labor relations, public personnel management, or other closely related field.

##### **Experience:**

- Five (5) years of progressively responsible professional experience in school district leadership, personnel management, employer-employee relations.
- Experience in a Merit System or Civil Service System and recruitment, testing, classification and compensation is highly desirable.
- Master's Degree in one of the fields (or closely related field) listed above is desirable.

Note: These combinations represent the kind of level of experience and education considered appropriate but is not meant to exclude other comparable combinations. Appropriate experience may be substituted where considered by the Commission and District to be acceptable.

**LICENSES REQUIRED:**

Possession of a valid and appropriate California Driver License.

**PHYSICAL DEMANDS:**

The employee is regularly required to hear, talk, and sit; use hands to finger, handle, and reach with hands and arms. The employee is sometimes required to stand, walk, climb, or balance, stoop, kneel or crouch. The employee must regularly lift and/or move objects weighing up to 10 pounds and occasionally lift and/or move objects weighing up to 50 pounds. Specific vision abilities required to read, analyze, and review documents.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works in an office environment, where the noise level is usually moderate. The employee travels to a variety of school and off-site facilities for meetings.

DRAFT

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** April 18, 2024

**SUBJECT:** Agenda Item No. 16: Merit Rule Review and Revision Chapter 7,  
Section 2.1 INITIAL PLACEMENT (ADVANCED STEP PLACEMENT)

## *FIRST READING AND DISCUSSION*

### Background Information

To work in a more collaborative manner between the Personnel Commission and the Human Resources Department, and to make sure that advanced step placement is offered fairly across the District, staff is recommending a modification to the procedure for requesting advanced step placement for new hires.

Please see the attached document that utilizes the strike out (for items to be deleted) and underline (for items to be added/modified) format.

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### Recommendation

The Director recommends that the Personnel Commission review, discuss and receive the proposed changes to Merit Rules, Chapter 7, Section 2.1, INITIAL PLACEMENT, for a first reading and discussion.

# 7.1

## 7.1.1

### 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. Executive Director for review and processing
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. The Executive Director will review the form for accuracy, verification of the information, and equity within the organization.~~
    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. The Deputy Superintendent/Assistant Superintendent will approve or reject the request.~~
    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 Deputy Superintendent/Assistant Superintendent, Human Resources, or by the Executive Director Human Resources/ Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for therejection).
    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 and 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.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** April 27, 2023

**SUBJECT: Agenda Item No. 17: Proposed Personnel Commission Budget 2024-2025  
Preliminary Draft  
First Reading and Discussion**

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## Background Information

Education Code 45253 requires the Commission to prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district. A proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to a public hearing. A public hearing is then held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action.

As established by the Commission in 2002, each year the Vice-Chair of the Commission serves as the budget development liaison with the Director, Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Lance Bidnick, current Vice-Chair, is serving as the liaison this year for the 2024-25 Personnel Commission budget.

## Process and Recommendation

In preparing this preliminary budget, staff worked with the Fiscal Services team to obtain information necessary to identify past expenditures and project future expenditures that include the new position Executive Director position and the sharing of the costs with the district. Several additions to the budget were considered such as an increased training budget and an additional position within the department. It was shared with staff that there is ample money in a classified employee training grant to cover the future training needs of the district for at least the year.

It is understood that we need to be good stewards of our resources. Therefore, staff reviewed all areas of the budget, in an attempt to keep discretionary spending as low as possible, meet the essential and minimal needs of the Commission, while maintaining prudent flexibility. This preliminary draft budget will meet the minimal needs of the Commission for the coming year while aligning with the district's budget goals and objectives.

**Proposed Personnel Commission Budget – 2024-2025**  
**Preliminary Draft**  
**First Reading and Discussion**  
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Staff recommends that most line items have a slight increase to reflect the current and anticipated future expenditures. Increases are focused on necessary and essential areas within the discretionary budget and the salary lines include the mandatory salary step increases and statutory benefit increases for current staff. Staff will continue to be prudent, strategically planning all expenditures around the essential, necessary, and discretionary priority levels, to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year to support and build the District’s reserves.

The Preliminary Draft 2024-25 Annual Budget of the Personnel Commission is staff’s best estimate as to the minimum budget required to operate during the next fiscal year.

Attachments: Personnel Commission Preliminary Draft Budget 2024-25  
Education Code 45253

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**Recommendation**

Personnel Commission Vice-Chair Lance Bidnick and Director, Classified Personnel-Interim Arko recommend the Personnel Commission receive the Preliminary Draft 2024-25 Annual Budget of the Personnel Commission for first reading and discussion. It is further recommended that the Commission fully consider any expressed views on the budget and that a public hearing/adoption of the 2024-25 budget be held on May 23, 2024.



## Education Code 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

<u>Categories/Object Code</u>	<u>2020-2021</u> Actuals	<u>2021-2022</u> Actuals	<u>2022-23</u> Actuals	<u>2023-24</u> Actuals to 3rd quarter	<u>2024-25</u> Proposed Budget	<u>Comments/Rationale</u>
<b>Admin Supplies (4305)</b>						
Budgeted	\$3,200.00	\$3,200.00	\$3,200.00	\$4,150.00		
Expended	\$1,488.00	\$3,008.00	\$2,641.15	\$2,225.34	<b>\$4,000.00</b>	Increase - Additional supplies for storage of archived terminated files. Estimated expenditures through end of school year include replacing depleted office supplies, recruitment and promotional materials.
% Expended	47%	94%	83%	54%		
<b>Non Capitalized Equipment (Over \$500) (4490)</b>						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00		
Expended	\$0.00	\$2,478.00	\$0.00	\$0.00	<b>\$0.00</b>	Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
% Expended	0%	2478%	0%	0%		
<b>Mileage (5201)</b>						
Budgeted	\$150.00	\$150.00	\$150.00	\$150.00		
Expended	\$47.00	\$12.00	\$15.77	\$26.58	<b>\$150.00</b>	Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
% Expended	31%	8%	11%	18%		
<b>Travel/Conference (5202)</b>						
Budgeted	\$900.00	\$900.00	\$1,500.00	\$1,500.00		
Expended	\$0.00	\$636.00	\$937.14	\$433.62	<b>\$3,000.00</b>	Increase -CSPCA Conference x 2 (moved job fairs to recruitment expense)
% Expended	0%	71%	62%	29%		
<b>District Memberships (5301)</b>						
Budgeted	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00		
Expended	\$3,200.00	\$3,200.00	\$3,320.00	\$3,520.00	<b>\$4,000.00</b>	Increase - Memberships for PCASC and CSPCA remain the same. CODESP increase. Director, Analyst and Technician membership in PTCSC.
% Expended	100%	100%	104%	110%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2020-2021</u> Actuals	<u>2021-2022</u> Actuals	<u>2022-23</u> Actuals	<u>2023-24</u> Actuals to 3rd quarter	<u>2024-25</u> Proposed Budget	<u>Comments/Rationale</u>
<b>Repair/Maintenance (5617)</b>						
Budgeted	\$400.00	\$400.00	\$400.00	\$850.00		
Expended	\$201.00	\$1,144.00	\$1,854.97	\$261.47	<b>\$850.00</b>	Increase - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
% Expended	50%	286%	464%	31%		
<b>Duplication Charges (5715)</b>						
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00		
Expended	\$57.00	\$24.00	\$96.04	\$24.00	<b>\$500.00</b>	Continue - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
% Expended	11%	5%	19%	5%		
<b>Employment Advertisements (5805)</b>						
Budgeted	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00		
Expended	\$1,000.00	\$1,800.00	\$1,000.00	\$1,549.00	<b>\$2,500.00</b>	Job fairs, expand advertising (CASBO & Gov't Jobs), rater expense
% Expended	48%	86%	48%	74%		
<b>Consultants (5820)</b>						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00		
Expended	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	Continue - Per Fiscal Services, not necessary to budget for contingency cost of hearing officer in event of an appeal. No way to estimate legal costs. District agrees to support costs if PC deems necessary.
% Expended	0%	0%	0%	0%		
<b>Outside Services - Non Repair/Mtce (5825)</b>						
Budgeted	\$19,283.00	\$18,080.00	\$18,435.00	\$29,593.00		
Expended	\$19,830.00	\$17,600.00	\$19,670.00	\$20,212.50	<b>\$29,593.00</b>	Increase - PC's half of 1) HR/PC employee database HR2.0 and workflow system through OCDE 2) EdJoin 3) Frontline Absence Management System.
% Expended	103%	97%	107%	68%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2020-2021</u> Actuals	<u>2021-2022</u> Actuals	<u>2022-23</u> Actuals	<u>2023-24</u> Actuals to 3rd quarter	<u>2024-25</u> Proposed Budget	<u>Comments/Rationnale</u>
<b>TOTAL NON SALARY ITEMS</b>						
Budgeted	\$29,733.00	\$28,530.00	\$29,485.00	\$42,043.00	\$44,593.00	
Expended	\$25,823.00	\$29,902.00	\$26,941.00	\$28,252.51		
% Expended	87%	105%	91%	67%		\$2,550 increase due to increases in expenses charged to PC for operational expenses.

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2020-2021</u> Actuals	<u>2021-2022</u> Actuals	<u>2022-23</u> Actuals	<u>2023-24</u> Actuals to 3rd quarter	<u>2024-25</u> Proposed Budget	<u>Comments/Rationale</u>
<b>Overtime (2490)</b>						
Budgeted	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
Expended	\$1,339.00	\$667.00	\$1,662.09	\$3,147.70	<b>\$3,000.00</b>	Increase - Personnel Assistant overtime for PC Meetings and OT for other PC staff during peak periods or to meet time sensitive deadlines
% Expended	67%	33%	83%	157%		
<b>Substitutes (2497)</b>						
Budgeted	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00		
Expended	\$3,824.00	\$4,781.00	\$2,523.56	\$11,162.82	<b>\$5,000.00</b>	Continue - Support office activities in absence of employees due to illness, scheduled vacation, workshop or training attendance, job fair attendance, etc.
% Expended	191%	239%	50%	223%		
<b>Temporaries (2495)</b>						
Budgeted	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00		
Expended	\$3,659.00	\$7,984.00	\$9,337.92	\$13,149.82	<b>\$15,000.00</b>	Increase - Support needed for oral exam panel members, exam proctoring, proctoring/grading foreign language exams, long term projects and temporary office support during peak periods.
% Expended	52%	114%	93%	131%		
<b>TOTAL OTHER SALARY ITEMS</b>						
Budgeted	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$17,000.00</b>	<b>\$17,000.00</b>	<b>\$23,000.00</b>	
Expended	\$8,822.00	\$13,432.00	\$13,523.57	\$27,460.34		
% Expended	80%	122%	80%	162%		

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Actuals	Actuals to 3rd quarter	Proposed Budget	
<b>TOTAL STAFF SALARY ITEMS</b>						
Budgeted	\$492,615.00	\$497,553.00	\$532,347.00	\$532,347.00	\$486,127.57	
Expended	\$484,533.00	\$517,110.00	\$335,724.00	\$593,287.00		Proposed compensation with anticipated 4% increase and 50% of the Executive Director Salary shared with the District.
% Expended	98%	104%	63%	111%		

<b>PERSONNEL COMMISSION BUDGET TOTALS THREE YEAR HISTORY</b>						
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	
	Actuals	Actuals	Actuals	Actuals to 3rd quarter	Proposed Budget	
Budgeted	\$553,348.00	\$537,083.00	\$578,832.00	\$578,832.00	\$553,720.57	
Expended	\$519,178.00	\$560,444.00	\$370,941.00	\$635,752.00		
% Expended	94%	104%	64%	110%		