



**OCEAN VIEW SCHOOL DISTRICT**

**PERSONNEL COMMISSION  
AGENDA**

**Thursday, December 14, 2023**

**CLOSED SESSION**

**3:30 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 – 2023

**PERSONNEL COMMISSION:**

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

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



- 9. ELECTION OF OFFICERS:** In accordance with Merit System Rule 2.1.6, the Personnel Commission shall elect one of its members as Chair and another as Vice-Chair. **ACTION**

<b>Chair:</b>	Nominee: _____	<b>Moved:</b>	___
		<b>Second:</b>	___
	Elected: _____	<b>Vote:</b>	___
<b>Vice-Chair:</b>	Nominee: _____	<b>Moved:</b>	___
		<b>Second:</b>	___
	Elected: _____	<b>Vote:</b>	___

**10. REPORT OUT OF CLOSED SESSION**

- 11. 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.

- 12. APPROVAL OF REGULAR MINUTES:** The Personnel Commission will receive the minutes of the November 9, 2023, Regular Personnel Commission meeting for approval. **ACTION**

**Pages 2-5**

**Moved:** \_\_\_

**Second:** \_\_\_

**Vote:** \_\_\_

**COMMISSION BUSINESS**

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

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

**Page 6-12**

**Moved:** \_\_\_

**Second:** \_\_\_

**Vote:** \_\_\_

1. Director, Classified Personnel

**B. RECRUITMENT AND TESTING:**

**ELIGIBILITY LIST(S):** The Personnel Commission will receive the Director’s recommendation to certify the following eligibility lists. *(Eligibility lists provided to Commissioners only.)*

**CONSENT CALENDAR CONTINUED:**

- 2023-42 School Health Technician
- 2023-43 Instructional Assistant - ABA
- 2023-44 Universal Instructional Assistant
- 2023-45 ALC Attendant
- 2023-46 Universal Instructional Assistant

- |  |   |
|--|---|
| <p><b>14. CLASSIFIED PERSONNEL ACTIVITY LISTS:</b> The Personnel Commission will receive for information the following Classified Personnel Activity List received by the Board of Trustees at the Ocean View School District, Regular Board Meeting of November 14, 2023, (Exhibit A).</p>              | <p><b>INFORMATION</b><br/><b>Pages 13-14</b></p>  |
| <p><b>15. CLASSIFIED PERSONNEL RECRUITMENT LIST:</b> The Personnel Commission will receive for information the most current list and status updates of classified recruitments.</p>  | <p><b>INFORMATION</b><br/><b>Pages 15-27</b></p>  |
| <p><b>16. REMOVAL OF NAME FROM ELIGIBILITY LIST:</b> The Personnel Commission will receive the Director’s recommendation to remove the name of a candidate from an eligibility list in accordance with Merit System Rule 6.1.8. <i>(Confidential copy of letter provided to Commissioners only.)</i></p> | <p><b>ACTION</b><br/><b>Pages 28-29</b><br/><b>Moved: _____</b><br/><b>Second: _____</b><br/><b>Vote: _____</b></p> |

**COMMUNICATIONS**

- 17. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. All public comments shall be limited to three minutes per person.
- 18. COMMISSIONER REPORTS**
- 19. DIRECTOR AND STAFF REPORTS**
- |                               |                                       |  |
|-------------------------------|---------------------------------------|--|
| <p><b>20. ADJOURNMENT</b></p> | <p><b>TIME:</b> _____ <b>p.m.</b></p> | <p><b>ACTION</b><br/><b>Moved: _____</b><br/><b>Second: _____</b><br/><b>Vote: _____</b></p> |
|-------------------------------|---------------------------------------|--|

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

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

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

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Closed Session Meeting of the Personnel Commission  
November 9, 2023**

**CALL TO ORDER** The November 9, 2023, Regular Closed Session meeting of the Personnel Commission was called to order at 2:57 p.m.

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

**APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the October 12, 2023, Regular Closed Session Meeting.

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

**COMMISSION BUSINESS**

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

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

1. Director, Classified Personnel evaluation
2. FCMAT Study

**ADJOURNMENT** Motion by Commissioner Gooch to adjourn the November 9, 2023, Closed Session Meeting at 4:25 p.m.

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

---

Michelle Vellanoweth  
Director, Classified Personnel  
Secretary to the Personnel Commission

---

Date

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Personnel Commission Meeting Minutes**  
**November 9, 2023**  
**4:30 p.m.**

- CALL TO ORDER** Commissioner Ewing called the November 9, 2023, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the pledge of allegiance.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director, Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing stated that there was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS** There were no comments from the public.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the October 12, 2023, Regular Personnel Commission meeting.  
  
Seconded by Commissioner Bidnick and carried with a 3:0 vote.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:  
A. Job Description Reviews/Revisions:  
There were no job description reviews or revisions submitted for approval.
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:  
B. Recruitment and Testing – Eligibility Lists:
- 2022-75 Parent Liaison Instructional Assistant Bilingual – Spanish (*Correction*)
  - 2023-19 Campus Safety Supervisor (*Correction*)
  - 2023-32 Noon Duty Supervisor
  - 2023-33 Speech and Language Assistant
  - 2023-34 School Office Manager
  - 2023-35 Parent Liaison Instructional Assistant Bilingual – Vietnamese
  - 2023-36 Instructional Assistant - ABA
  - 2023-37 Instructional Assistant – Special Education
  - 2023-38 Instructional Assistant – Severely Disabled
  - 2023-39 Food Service Worker
  - 2023-40 Custodian
  - 2023-41 Universal Instructional Assistant
- Motion by Commissioner Bidnick to approve the Consent Calendar.  
  
Seconded by Commissioner Gooch, and carried with a 3:0 vote.

**MINUTES OF THE NOVEMBER 9, 2023 PERSONNEL COMMISSION MEETING – PAGE 2**

**CLASSIFIED  
PERSONNEL  
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of October 10, and October 24, 2023.

**REACTIVATION OF  
FORMER  
CLASSIFICATION –  
AUDIOVISUAL  
TECHNICIAN**

With the upcoming retirement of Dale Jacobson, Director of Information Technology, Rick Larson, and Assistant Superintendent, Administrative Services, Keith Farrow, approached Director Vellanoweth with a proposal to reactivate the former job classification of Audiovisual Technician. This position would primarily be responsible for providing for the expanding and specialized need for audiovisual equipment and support for Board and other meetings, conferences, presentations, events, and trainings throughout the District.

Due to the comparable level of education and experience qualifications to that of Computer Multimedia Technician, the lack of comparable classifications in other districts to compare, and to internally align the salary with other classified positions within Ocean View School District with similar skills and responsibilities, Director Vellanoweth recommended that the salary of the reactivated classification be placed at Salary Range 45 on the Classified Bargaining Unit Salary Schedule.

Motion by Commissioner Gooch to approve the Reactivation of Former Classification – Audiovisual Technician and recommended salary placement at Salary Range 45 on the Classified Bargaining Unit Salary schedule.

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

**REACTIVATION OF  
FORMER  
CLASSIFICATION –  
INFORMATION  
TECHNOLOGY  
SUPPORT  
SPECIALIST**

Director of Information Technology, Rick Larson, and Assistant Superintendent, Administrative Services, Keith Farrow, approached Director Vellanoweth with a proposal to reactivate the former job classification of Information Technology Support Specialist. This position would serve to support and assist the Database Analyst with project-oriented responsibilities, including mandated reporting timelines throughout the year and user interfaces and data transfers between the student information system and other applications. It would also provide for a career ladder in this specialized area and sharing vital institutional knowledge within the Information Technology department.

To internally align the salary of this position with other classified positions within the Ocean View School District with similar levels of skill and responsibility, Director Vellanoweth recommended that the salary of the reactivated classification be placed at Salary Range 40 on the Classified Bargaining Unit Salary Schedule.

Motion by Commissioner Bidnick to approve the Reactivation of Former Classification – Information Technology Support Specialist and recommended salary placement at Salary Range 40 on the Classified Bargaining Unit Salary schedule.

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

**JOB DESCRIPTION  
UPDATE AND  
SALARY RANGE  
REALLOCATION –  
DATABASE  
ANALYST**

Director Vellanoweth received a request from Director of Information Technology, Rick Larson, and Assistant Superintendent, Administrative Services, Keith Farrow, to review the job description of the Database Analyst to ensure it was up to date. In addition they requested a salary study be conducted to ensure that the pay for this position was at an appropriate and competitive level.

**JOB DESCRIPTION  
UPDATE AND  
SALARY RANGE  
REALLOCATION –  
DATABASE  
ANALYST  
(CONTINUED)**

Director Vellanoweth reviewed the Database Analyst job description and provided suggested updates. She also gathered survey information from neighboring and established survey districts with similar positions. Survey data indicated that Ocean View's salary was slightly below the mean and median of surveyed districts.

Therefore, Director Vellanoweth recommended that the Personnel Commission approve the proposed updates to the job description and recommend to the Board of Trustees that the salary of Database Analyst be reallocated from Salary Range 45 to Salary Range 47 on the Classified Bargaining Unit Salary Schedule.

Motion by Commissioner Gooch to approve the Job Description Update and Salary Range Reallocation – Database Analyst.

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

**ADVANCE STEP  
PLACEMENT FOR  
KARENINA  
CRISPELL,  
SPEECH AND  
LANGUAGE  
ASSISTANT**

Candidate Karenina Crispell has been offered the position of Speech and Language Assistant. A request for advance step placement has been received from Director of Special Education, Chileen Spaulding. The request has the support of Interim Assistant Superintendent, Felix Avila, and Director Vellanoweth, Classified Personnel.

The rationale for this request includes, but is not limited to, the candidate's 15 years of experience as a Speech Pathology Assistant, including within a public school setting, advanced education in communicative disorders, fluency in Spanish, experience with medically fragile students and behaviors associated with autism, and demonstrated difficulty in attracting qualified candidates.

Director Vellanoweth recommended that the request for advance step placement to step 5 on the Classified Bargaining Unit Salary Schedule be approved in accord with Merit System Rule 7.2.1.3.A.3.

Motion by Commissioner Bidnick to approve the Advance Step Placement for Karenina Crispell, Speech and Language Assistant.

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 shared that he had the pleasure of attending the Veteran's Day Recognition on November 8 at Lake View school. He also thanked Dale Jacobson and congratulated him on his upcoming retirement.

Commissioner Gooch followed up Commissioner Bidnick's comments about Veteran's Day. Having served in the military, he is always cognizant of the fact that not enough is done to honor the dedication and effort of those who keep us safe.

Commissioner Ewing announced the next meeting of the Personnel Commission was scheduled for December 14, 2023. He wished everyone a happy Thanksgiving.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth confirmed the next meeting of the Personnel Commission is scheduled for December 14, 2023. Director Vellanoweth provided some recruitment updates. An eligibility list for Universal Instructional Assistant was finalized late last week and approved this evening. This list has twenty candidates who are awaiting final interviews scheduled for next Monday.



**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

While they wait for their final interviews, they were offered the opportunity to begin on-boarding as substitutes. This way if they are offered permanent positions, they will be ahead of the game and already in the process or completed with the on-boarding process.

Director Vellanoweth thanked Assistant Superintendent, Educational Services, Julianne Hoefer, and Child Development Programs Coordinator, Sue Broderson for their commitment to have Mrs. Broderson regularly serve as the administrator for Universal Instructional Assistant final interviews. This will help to expedite the scheduling of these interviews. She also thanked Kari Grace, Sandra Cerda, and Raissa Soyangco of the Child Development Department who serve as dedicated oral exam raters for Universal Instructional Assistant. Ms. Hoefer also committed to relocating some scheduled trainings that were previously in the Board Room to ensure that our department has adequate space to conduct written exams, and to securing administrator raters for oral exams for other positions.

We were able to utilize our previous eligibility list for School Office Clerk to fill a vacancy at Mesa View. There are still two vacancies at Marine View and Vista View due to promotions. A new recruitment had been opened in anticipation of these vacancies and we are on track to have job offers extended just before Winter Break.

Two Groundskeeper positions were offered. One will be starting on Monday. All Food Service positions have been filled. School Health Technician interviews were today. We have filled two vacancies for Parent Liaison Instructional Assistant Bilingual for Vietnamese. These positions are one level higher than Instructional Assistant Bilingual, not only working in the classroom but serving as parent support and supporting the school offices. One was a promotion from Instructional Assistant Bilingual and the other was a substitute who has now become permanent. Another Spanish candidate accepted a position, so all Parent Liaison Instructional Assistant Bilingual positions are filled.

Nominations for Classified School Employee of the Year are now being accepted. Nominations are due by December 5.

Director Vellanoweth thanked all veterans, including Commissioner Gooch who is present in the room, and those who work at Ocean View School District, for their service.

**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 4:49 p.m.

---

Michelle Vellanoweth, Director, Classified Personnel  
Secretary to the Personnel Commission

---

Date

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** December 14, 2023

**SUBJECT: Agenda Item No. 13.A.1: Job Description Revision–Director, Classified Personnel**

## **Background Information**

The Personnel Commission Rules provide for a periodic review of the content of classification specifications, to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Director, Classified Personnel job description was last reviewed and updated in October 2015.

Due to the upcoming retirement of the incumbent of the class, it was thought prudent to review and update the current job description. The incumbent reviewed the job description and proposed draft revisions which were prepared and provided to the supervisor who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon the information provided by the incumbent and supervisor, modifications are proposed to the Director, Classified Personnel job description. In addition, standard formatting changes and updates are proposed in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Director, Classified Personnel job description.

Attachment: Proposed revised job description for Director, Classified Personnel, dated December 14, 2023

.....

## **Recommendation**

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Director, Classified Personnel job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

---

## Director of Classified Personnel

---

### **JOB SUMMARY:**

Under general and policy direction of the Personnel Commission, the Director has responsibility for the planning, organization, review and administration of a comprehensive Merit System Personnel Program for classified employees. Oversees the administration of professional and technical personnel duties and procedures relating to recruitment, examinations, position control, classification, salary range placement recommendations, employee relations, development and administration of Merit Rules and department procedures, and oversees the maintenance of classified employee personnel records.

### **CLASS CHARACTERISTICS:**

This single incumbent management position, pursuant to Education Codes 45240 - 45460, serves as the Director of the District's Merit System classified personnel operations. Reporting directly to the Personnel Commission, the incumbent is the administrative head of the Classified Personnel Department. The incumbent provides expertise on a wide variety of classified personnel matters including: recruitment, testing, classification, compensation, legal/legislative analysis, and Merit Rule development and administration. In labor relations matters, such as negotiations and employee discipline, the Director is to be neutral, serving as a Merit System resource to both management and the classified employee union.

### **REPRESENTATIVE DUTIES** (*~~E denotes an essential function of the job.~~*)

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:**

- —Serve as an executive officer of the Personnel Commission to administer the personnel program of the Classified Merit System of the District, perform a variety of duties related to the planning, organization and direction of the Personnel Commission; *E*
- Assure that employment functions comply with Equal Employment Opportunity (EEO) guidelines, the Education Code, District rules and regulations, and other relatable State and Federal mandates; keep current and up-to-date with any changes in employment law; *E*
- Direct and guide personnel commission staff in the timely establishment of necessary eligibility lists in accordance with Merit System procedures and ensure that effective and efficient recruitment efforts are utilized; *E*
- Direct and/or develop job related competitive examinations including written, oral and performance-based tests for the selection and appointment of classified personnel; *E*

- Work in conjunction with District administration to ensure that the selection, promotion and retention of employees is based upon merit principles; *E*
- Maintain an effective classification plan reflecting equitable job relationships based upon systematic evaluation of duties and responsibilities; direct the development of new classifications for Commission adoption as needed and required by the Merit System; *E*
- Direct and/or develop and conduct a variety of surveys to determine compensation and benefits paid to classified jobs in the relevant labor market and prepare recommendations for the Personnel Commission to act upon and recommend appropriate relationships to the Board of Trustees; *E*
- Prepare recommendations to the Personnel Commission for revising and/or developing new Merit System Rules and regulations to ensure the efficiency of the classified service; *E*
- Develop well defined agendas, in conformance with provisions of the Brown Act for all Personnel Commission meetings; *E*
- Attend all Personnel Commission meetings; act as a secretary to the Commission, guide the Personnel Commission in their deliberative process, and ensure the keeping of accurate minutes for each meeting of the Commission; *E*
- Serve as a resource for district administration, union groups, and employees regarding Merit System Rules and regulations and other personnel related issues; *E*
- Prepare an annual budget for the Commission's approval, along with appropriate back up information and recommendations; monitor and administer the Commission's annual budget; *E*
- Provide direction to and assume responsibility for the Commission staff including training, supervision and timely evaluation of staff members. *E*

**Other Duties:**

- In conjunction with District administration, plan appropriate, in-service training programs for classified employees and evaluate the effectiveness of those programs.
- ~~—Perform other tasks and assume responsibility as may be assigned by proper authority.~~

**SUPERVISION:**

Receives general and policy direction from, and is responsible to, the Personnel Commission;

Direct supervision is exercised over employees of the Personnel Commission.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of personnel administration including position classification, salary administration, recruitment, examination and selection;
- Merit System rules and provisions of the Education Code related to personnel practices and procedures in school districts;
- Recruitment methods and various selection techniques including: construction and administration of written, oral and performance exams, interviewing techniques, affirmative action, Americans with Disabilities Act (ADA), ~~and~~ Equal Employment Opportunity

Commission (EEOC)/DFEH and California Civil Rights Department (CRD) provisions;

- Methods and techniques used in job analysis and position classification;
- Salary compensation and benefits administration practices used in the public sector;
- Principles of public administration, management and organization;
- Principles and practices of employee training and supervision;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Public presentation methods and use of related software and/or equipment.

**Ability to:**

- Interpret and apply a wide variety of rules and regulations relating to the operation of the Merit System under the State Education Code;
- Provide advice and counsel to maintain positive employee relations and ensure that employee concerns are handled in a fair and consistent manner;
- Foster and enhance recognition of the Personnel Commission office as an independent, neutral resource to classified employees, employee representatives, supervisors and District administration;
- Manage, supervise, motivate, direct and train the Commission staff;
- Provide clear, concise and readily understandable presentations to the Personnel Commission, the District administration, employee representatives, staff and classified employees;
- Effectively advise the Personnel Commission on personnel activity, disciplinary hearings, procedures and problems;
- Maintain confidentiality in all personnel matters;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Write and maintain updated policies, regulations, and contract language clearly and concisely;
- Analyze situations accurately and adopt appropriate course of action;
- Direct and ensure the maintenance of a variety of reports and files related to assigned personnel activities;
- Plan, organize and prioritize work of self and others to meet schedules and time lines;
- Communicate effectively, in writing, orally, in person or on the telephone.
- Operate various office equipment, including data and word processing equipment and software programs;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the Personnel Commission and the District.

**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:**

- Three (3) years of recent administrative or supervisory experience in the area of personnel management including recruitment, testing, classification and compensation.
- Experience in a Merit System or Civil Service System and recruitment, testing, classification and compensation is highly desirable.

**LICENSES REQUIRED:**

Possession of a valid and appropriate California Driver License.

**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:**

Performs primarily sedentary administrative work in a typical office environment, frequently sits, stands, and walks, with mobility sufficient to visit various job sites; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; safely lift, carry, and/or push up to 25 pounds; speak clearly and is able to understand normal voice conversation in order to communicate effectively, exchange information, make presentations before groups, and use a telephone; visual acuity sufficient to read, review, analyze, extract and interpret various educational research journals, treatises, legal opinions and legislative analysis, and effectively use a personal computer.

**Working Environment:**

Works indoors and has direct contact with district employees, administrators, elected/appointed officials and the public, occasionally in difficult interpersonal situations; works with high volume and tight deadlines, without guidance from supervisor(s); attendance at night meetings may be necessary.

**SALARY RANGE**

Range M71

Classified Management Salary Schedule

Past Revisions: 11/8/99, 10/14/04, 9/13/07, 2/16/12, 10/13/15

~~Job Description Review and Revisions Effective: 10/13/15~~

Proposed revisions to Personnel Commission 12/14/23

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** December 14, 2023

**SUBJECT:** **Agenda Item No. 13B.: ELIGIBILITY LISTS**

---

## Background Information

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

2023-42 School Health Technician  
2023-43 Instructional Assistant - ABA  
2023-44 Universal Instructional Assistant  
2023-45 ALC Attendant  
2023-46 Universal Instructional Assistant

## Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2023-42 through 2023-46.

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

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-42	School Health Technician	No. of Applicants 16 Screened Out 6 Written Exam Test Date 10/24/2023 No Show/ Withdrew 5 Did Not Qualify 1 Oral Exam Test Date 11/02/2023 No Show/ Withdrew 0 Did Not Qualify 0	7	7	Open, Promotional, & Merge
2023-43	Instructional Assistant - ABA	No. of Applicants 5 Screened Out 0 Written Exam Test Dates N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 11/7/2023 No Show/ Withdrew 1 Did Not Qualify 0	5	5	Open, Promotional, & Merge
2023-44	Universal Instructional Assistant	No. of Applicants 43 Screened Out 0 Written Exam Test Date 11/08/2023 No Show/ Withdrew 20 Did Not Qualify 3 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	2	20	Open & Promotional
2023-45	ALC Attendant	No. of Applicants 4 Screened Out 0 Written Exam Test Date 8/16/2023 10/18/2023 11/8/2023 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Dates N/A No Show/ Withdrew N/A Did Not Qualify N/A	3	3	Open, Promotional, & Merge
2023-46	Universal Instructional Assistant	No. of Applicants 13 Screened Out 0 Written Exam Test Date 11/15/2023 11/22/2023 No Show/ Withdrew 4 Did Not Qualify 2 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	2	16	Open, Promotional, & Merge



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** December 14, 2023

**SUBJECT:** **Agenda Item No. 14: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

---

## **Background Information**

The Board of Trustees received the following Classified Personnel Activity List for approval at the regular Board Meeting of November 14, 2023, (Exhibit A).

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

---

## **Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of November 14, 2023.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
November 14, 2023

**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>
Dong, Yentrang	Parent Liaison Instructional Assistant Bilingual - Vietnamese	Vista View	\$19,161 hourly	23.1	10/27/2023
Ruger, Kelly	Campus Safety Supervisor	Marine View	\$3,489.55 monthly	25.1	10/23/2023

**APPROVE SUBSTITUTE EMPLOYMENT**

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

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Arenas, Shannon	Instructional Assistant – ABA	Substitute	\$21,690 hourly	28.1	10/19/2023
Arenas, Shannon	Noon Duty Supervisor	Substitute	\$16,50 hourly	1.1*	10/19/2023
Branson, Shyla	Universal Instructional Assistant	Substitute	\$18,693 hourly**	22.1	09/05/2023
Collins, Christina	Intermediate Clerk Typist	Substitute	\$21,690 hourly	28.1	10/16/2023
Collins, Christina	School Office Clerk	Substitute	\$21,690 hourly	28.1	10/16/2023
Marcos, Mark	Universal Instructional Assistant	Substitute	\$18,693 hourly**	22.1	10/23/2023
Ratner, Chad	Universal Instructional Assistant	Substitute	\$21,690 hourly**	22.4	10/13/2023
Smith-Sherry, Jorian	Instructional Assistant – Special Education	Substitute	\$19,644 hourly	24.1	10/16/2023
Smith-Sherry, Jorian	Instructional Assistant – Severely Disabled	Substitute	\$21,151 hourly	27.1	10/16/2023
Smith-Sherry, Jorian	Instructional Assistant – Physical Education	Substitute	\$20,132 hourly	25.1	10/16/2023
Smith-Sherry, Jorian	Universal Instructional Assistant	Substitute	\$18,693 hourly**	22.1	10/16/2023

**APPROVE PROMOTION**

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

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Nguyen, Buu	Parent Liaison Instructional Assistant Bilingual - Vietnamese	Star View	\$25,441 hourly	23.5	10/26/2023
Tran, Minh	School Office Manager	Vista View	\$4,580.51 monthly	36.1	10/27/2023

\*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:** December 14, 2023

**SUBJECT** Agenda Item No. 15: CLASSIFIED PERSONNEL RECRUITMENTS LIST

---

## **Background Information**

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

---

## **Recommendation**

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

Updated:  
12/6/2023

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

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
1	10000734 Audiovisual Technician	Information Technology	40	Posted	12/5/2023 - 12/27/2023	TBD					New Position
2	3554 Bus Driver/Utility Worker	Transportation	30	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	TBD - no applicants	5/17/2023	Recruitment in progress		New Position
3	10000638 Campus Safety Supervisor	Student Services	40								New Position
4	2939 Child Care Program Facilitator	Mesa View	19.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
5	2937 Child Care Program Facilitator	Star View	20.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
6	2282 Child Care Program Facilitator	TBD	20.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates	8/7/2023		Recruitment in progress		New Position
7	2938 Child Care Program Facilitator	Westmont	20.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
8	10000633 Computer/Multimedia Technician	IT	40	Posted	10/16/2023 - 11/6/2023	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Dale Jacobson
9	3420 Cook	Central Kitchen	25	Continuous	11/2/2023 - Until filled	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
10	10000335 Custodian	Golden View	28.75	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Recruitment in progress		Replacing Employee - Anthony Alvarez
11	10000749 Custodian	Harbour View	28.75	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Recruitment in progress		Replacing Employee - Mario Ortiz
12	10000076 Custodian	Hope	25	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Recruitment in progress		Replacing Employee - Vincent Novel
13	10000636 Custodian	Mesa View	25	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Recruitment in progress		Replacing Employee - Federico Campos
14	10000609 Custodian	Village View	25	Continuous	11/3/2023 - 5/3/2023	PC test every other Wednesdays for eligible candidates	N/A	12/18/2023	Recruitment in progress		Replacing Employee - Gabriel Santos Jr.
15	10000742 Director, Classified Personnel	Personnel Commission	40	Posted	11/27/2023 - 12/15/2023	N/A	1/9/2024		Recruitment in progress		Replacing Employee - Michelle Vellanoweth

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
16	3295 Early Learning Instructional Assistant	College Preschool	17.5	Continuous	11/3/2023- until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Ruth Ocampo
17	3387 Early Learning Instructional Assistant	College Preschool	18.75	Continuous	11/3/2023- until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee- Ariana Hernandez
18	3293 Early Learning Instructional Assistant	Oak View Preschool	18.75	Continuous	11/3/2023- until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Luz Elena Joya
19	10000367 Early Learning Instructional Assistant	College View Preschool	18.75	Continuous	11/3/2023- until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Cynthia Hernandez
20	3294 Early Learning Instructional Assistant Bilingual	Oak View Preschool	18.75	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Victoria Gonzalez
21	1000075 Early Learning Supervisor	Early Learning	40	Posted	11/17/2023 - 12/22/2023	N/A	TBD		Recruitment in progress		New Position
22	10000692 Food Service Worker	Lake View	26.5	Continuous	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A	11/3/2023	Complete	11/13/2023	Replacing Employee - Janice Benner
23	10000713 Food Service Worker	Lake View	12	Continuous	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A	11/3/2023	Complete	12/4/2023	Replacing Employee - Rosibel Hernandez Cordova
24	10000499 Food Service Worker	Mesa View	17.5	Continuous	10/12/2023 - 4/12/2024	PC test every other Wednesdays for eligible candidates	N/A	11/3/2023	Complete	11/13/2023	Replacing Employee - Lori Moyer
25	10000591 Food Service Worker	Westmont	16	Continuous	6/20/2023 - 12/20/2023	PC test every other Wednesdays for eligible candidates	N/A	11/3/2023	Complete	11/6/2023	Replacing Employee - Dana Moyer
26	10000635 Groundkeeper 1	Facilities	40	Eligibility List	Valid Eligibility List	N/A	N/A	10/20/2023	Complete	11/29/2023	Replacing Employee - Arturo Tapia
27	10000539 Groundkeeper 1	Facilities	40	Eligibility List	Valid Eligibility List	N/A	N/A	10/20/2023	Complete	11/13/2023	Replacing Employee- David Wolf
28	10000735 Information Technician Support Specialist	Information Technology	40	Posted	12/2/2023 - 12/27/2023	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New Position
29	3347 Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	10/31/2023	Recruitment in progress		Replacing Employee - Jennifer Marshal
30	10000445 Instructional Assistant - ABA	Spring View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	9/5/2023	New Position
31	10000677 Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
32	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
33	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Skyles Golanka
34	Instructional Assistant - ABA	Harbour View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Multiple Changes
35	Instructional Assistant - ABA	Hope	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Offer Declined		New Position
36	Instructional Assistant - ABA	Hope View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
37	Instructional Assistant - ABA	Lake	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	12/4/2023	Replacing Employee - Katherine Rosenu
38	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	11/28/2023	New Position
39	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Elisa Rangel
40	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
41	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	11/13/2023	New Position
42	Instructional Assistant - ABA	Marine View	28	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	9/5/2023	Replacing Employee - Dine Sakamoto
43	Instructional Assistant - ABA	Oak View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
44	Instructional Assistant - ABA	Oak View Preschool	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Withdraw		Replacing Employee - Ann Ahn
45	Instructional Assistant - ABA	Star View	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
46	Instructional Assistant - ABA	Village View	26.5	Continuous	7/5/2023 - Until filled	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
47	Instructional Assistant - ABA	Westmont	18	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
48	Instructional Assistant - ABA	Westmont Preschool	29.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Pending pre-employment		New Position
49	Instructional Assistant - Computer	Harbour View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		Replacing Employee - Elizabeth Brooks
50	Instructional Assistant - Severely Disabled	Village View	27.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	12/11/2023	Replacing Employee - Christopher Ramirez
51	Instructional Assistant - Special Education	Circle	25.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	10/24/2023	10/31/2023	Complete	11/2/2023	New Position
52	Instructional Assistant - Special Education	College View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		New Position
53	Instructional Assistant - Special Education	Golden View	27	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Gina Scott
54	Instructional Assistant - Special Education	Harbour View	26.5	Continuous	7/18/2023 - Until filled	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Pending pre-employment		Replacing Employee - Stephanie Smith
55	Instructional Assistant - Special Education	Marine View	27.5	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Retired - Maria Condon
56	Instructional Assistant - Special Education	Circle View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee - Sarah Corrine Larsen Linza
57	Instructional Assistant - Special Education	Spring View	28.75	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	12/11/2023	Replacing Employee - Eduardo Mest
58	Instructional Assistant - Special Education	Village View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Recruitment in progress		Replacing Employee * Amy Gaurink
59	Instructional Assistant - Special Education	Westmont	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	11/7/2023	11/13/2023	Complete	9/5/2023	Replacing Employee - Luanne Washburn
60	Maintenance HVAC Mechanic	Maintenance	40	Pending posting					Pending posting		Replacing Employee - Robert Castillo
61	Maintenance Worker	Facilities	40	Posting Closed	10/6/2023 - 10/26/2023	11/8/2023	12/8/2023	TBD	Recruitment in progress		Replacing Employee - Antonio Garcia
62	Network System Specialist	IT	40	Pending posting					Recruitment in progress		Replacing Employee - Phi Tran

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
63	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
64	10000575 Noon Duty Supervisor	Harbour View	9	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Diana Sorrento
65	10000617 Noon Duty Supervisor	Hope	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
66	3503 Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	11/6/2023	Replacing Employee - Jessie Hooykass
67	10000011 Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	12/4/2023	Replacing Employee - Jodi Cooper
68	10000526 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		New Position
69	10000559 Noon Duty Supervisor	Marin View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Jessica Hernandez
70	10000428 Noon Duty Supervisor	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
71	10000429 Noon Duty Supervisor	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
72	10000456 Noon Duty Supervisor	Marine View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
73	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
74	10000639 Noon Duty Supervisor	Oak View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	10/30/2023	Complete	11/6/2023	Replacing Employee - Rode Puebla
75	10000658 Noon Duty Supervisor	Star	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
76	10000712 Noon Duty Supervisor	Star View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
77	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



REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
78	Noon Duty Supervisor	Vista View	9	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position
79	Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Carren Martin
80	Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Rosabel Hernandez Cordova
81	Parent Liaison Inst. Asst. Bilingual - Vietnamese	Star / Vista View	25	Posting Closed/Complete	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	Pending bilingual exam		Requisition cancelled		Replacing Employee - Tung Ngo
82	Parent Liaison Inst. Asst. Bilingual - Spanish	College	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
83	Parent Liaison Inst. Asst. Bilingual - Spanish	Spring / Mesa View	20	Continuous	7/12/2023 - 1/12/2024	PC test every other Wednesdays for eligible candidates	TBD	10/31/2023	Complete	11/14/2023	New Position
84	School Health Technician	Golden View	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Declined Offer		Replacing Employee - Nadine Diaz
85	School Health Technician	Lake View	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Recruitment in progress		Replacing Employee - Stephanie Doyle
86	School Health Technician	Spring View	25	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Complete	12/4/2023	Replacing Employee - Lara Kardos
87	School Health Technician	Westmont	20	Continuous	10/17/2023 - Until Filled	PC test every other Wednesdays for eligible candidates	11/2/2023		Complete	12/4/2023	Replacing Employee - Lei Wu
88	School Office Clerk	Marine View	29.5	Posted	10/27/2023	12/5/2023	12/14/2023	11/30/2023	Pending start date		Replacing Employee - Lara Kardos
89	School Office Clerk	Mesa View	29.5	Posting Closed/Complete	9/14/2023 - 10/4/2023	9/20/2023	9/28/2023	10/6/2023, 10/20/2023, 10/31/2023	Complete	11/9/2023	Replacing Employee - Guisel Garcia
90	School Office Clerk	Vista View	29.5	Posted	10/27/2023	12/5/2023	12/14/2023		Recruitment in progress		Replacing Employee - Minh Tran
91	Senior Purchasing Clerk	Purchasing	40	Continuous	11/15/2023 - 5/16/2023	PC test every other Wednesdays for eligible candidates	12/18/2023		Recruitment in progress		Replacing Employee - Melissa Desjardin
92	Speech & Language Assistant	Villages View	29.75	Continuous	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	12/17/2023		Recruitment in progress		Replacing Employee - Aja Do
93	Speech & Language Assistant	Vista View	29.5	Continuous	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	10/17/2023	10/26/2023	Complete	11/13/2023	Replacing Employee - Allie Thompson

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
94	Sprinkler Mechanic	Facilities	40	Continuous	8/21/2023 - 9/11/2023	9/20/2023	TBD		Recruitment in progress		Replacing Employee - Joe Sejut
95	Universal Instructional Assistant	Golden	17.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
96	Universal Instructional Assistant	Circle	40	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
97	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
98	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
99	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	12/4/2023	New Position
100	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
101	Universal Instructional Assistant	Circle View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
102	Universal Instructional Assistant	Circle View	16.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
103	Universal Instructional Assistant	Circle View	21	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	12/6/2023	New Position
104	Universal Instructional Assistant	Circle View	9	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
105	Universal Instructional Assistant	Circle View	9	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre-employment		New Position
106	Universal Instructional Assistant	Circle View	10.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete		New Position
107	Universal Instructional Assistant	College	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	9/5/2023	New Position - New TK position
108	Universal Instructional Assistant	College View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position

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
109	Universal Instructional Assistant	College View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
110	Universal Instructional Assistant	College View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
111	Universal Instructional Assistant	College View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
112	Universal Instructional Assistant	College View	16.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
113	Universal Instructional Assistant	College View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		
114	Universal Instructional Assistant	College View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		Replacing Employee - Teresa Kettle
115	Universal Instructional Assistant	College View	15	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	12/6/2023	Replacing Employee
116	Universal Instructional Assistant	Golden View	9.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
117	Universal Instructional Assistant	Golden View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		Cynthia Taylor
118	3435 Universal Instructional Assistant	Golden View	17.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
119	10000313 Universal Instructional Assistant	Golden View	20	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
120	10000230 Universal Instructional Assistant	Harbour View	26.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
121	10000269 Universal Instructional Assistant	Lake View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
122	10000270 Universal Instructional Assistant	Lake View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
123	10000277 Universal Instructional Assistant	Lake View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	12/11/2023	New Position

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
124 3099	Universal Instructional Assistant	Lake View	8.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
125 3438	Universal Instructional Assistant	Lake View	15.25	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
126 10000271	Universal Instructional Assistant	Lake View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
127 10000272	Universal Instructional Assistant	Lake View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
128 10000273	Universal Instructional Assistant	Lake View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
129 10000274	Universal Instructional Assistant	Lake View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
130 10000275	Universal Instructional Assistant	Lake View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	11/29/2023	New Position
131 10000276	Universal Instructional Assistant	Lake View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
132 10000278	Universal Instructional Assistant	Lake View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
133 10000279	Universal Instructional Assistant	Lake View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	12/11/2023	New Position
134 10000280	Universal Instructional Assistant	Lake View	18	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	12/4/2023	New Position
135 10000427	Universal Instructional Assistant	Lake View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	11/28/2023	Replacing Employee Faten Shehadeh
136 10000629	Universal Instructional Assistant	Lake View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Complete	11/28/2023	Replacing Employee -
137 10000630	Universal Instructional Assistant	Lake View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		Replacing Employee -
138 10000743	Universal Instructional Assistant	Lake View	6.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre-employment		New Position

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
139	10000278 Universal Instructional Assistant	Oak View	26.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
140	10000331 Universal Instructional Assistant	Star	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position - New TK position
141	10000714 Universal Instructional Assistant	Star	15	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
142	10000281 Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre-employment		New Position
143	10000283 Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
144	3439 Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
145	3440 Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
146	10000294 Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
147	10000282 Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
148	10000284 Universal Instructional Assistant	Star View	12.75	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
149	10000285 Universal Instructional Assistant	Star View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
150	10000286 Universal Instructional Assistant	Star View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
151	10000287 Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
152	10000288 Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
153	10000289 Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position

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
154	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
155	Universal Instructional Assistant	Star View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
156	Universal Instructional Assistant	Star View	18.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
157	Universal Instructional Assistant	Star View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
158	Universal Instructional Assistant	Star View	18	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
159	Universal Instructional Assistant	Star View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
160	Universal Instructional Assistant	Star View	19	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
161	Universal Instructional Assistant	Star View	27.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending start date		Multiple Changes
162	Universal Instructional Assistant	Star View	7.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre-employment		New Position
163	Universal Instructional Assistant	Star View	11	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Pending pre-employment		New Position
164	Universal Instructional Assistant	Village View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
165	Universal Instructional Assistant	Village View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
166	Universal Instructional Assistant	Village View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
167	Universal Instructional Assistant	Village View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
168	Universal Instructional Assistant	Village View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position

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
169 10000621	Universal Instructional Assistant	Village View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
170 3443	Universal Instructional Assistant	Village View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
171 3444	Universal Instructional Assistant	Village View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
172 10000536	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
173 10000537	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
174 10000523	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		Replacing Employee - Amanda Oberbeck
175 10000229	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position - New TK position
176 10000622	Universal Instructional Assistant	Westmont	7.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
177 10000746	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position
178 10000747	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	12/1/2023, 12/15/2023	Recruitment in progress		New Position

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** December 14, 2023

**SUBJECT: Agenda Item No. 16: Removal of Name from Eligibility List**

---

## **Background Information**

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently it was recommended by the Director, Classified Personnel that the following eligible be removed from an eligibility list for reasons outlined in Rule 6.1.8. This eligible is:

EdJoin Applicant ID #:	6874506	
Eligibility List:	2023-41	Universal Instructional Assistant

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove the above named eligible from the respective eligibility list. This letter, sent to the eligible via regular and certified mail, notified them of the eligibility list they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

Attachment:

Letter to eligible (*Commissioners only*)

- Applicant ID # 6874506, dated November 27, 2023

.....

## **Recommendation:**

The Director, Classified Personnel recommends that EdJoin Applicant #6874506 be removed from Eligibility List 2023-41 in accordance with Personnel Commission Rule 6.1.8.



Merit System Rules and Regulations for the Classified Service  
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

*(Revised 01/16/03)*