



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, July 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, JULY 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. Public Employment: Executive Director, Human Resources

4. **APPROVAL OF CLOSED SESSION REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of June 20, 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 REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the June 20, 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**
Pages 5-28

- A. JOB DESCRIPTION REVIEWS/REVISIONS:**
- The Personnel Commission will receive the Executive Director’s recommendation to review, discuss, and approve the proposed revisions to the following job descriptions:
- Moved:** _____
Second: _____
Vote: _____

1. Early Learning Educator
2. Early Learning Associate Educator
3. Early Learning Instructional Assistant
4. Early Learning Instructional Assistant – Bilingual

- B. ELIGIBILITY LISTS:**
- The Personnel Commission will receive the Executive Director’s recommendation to ratify/approve the following eligibility lists. (*Eligibility lists provided to Commissioners only.*)

- | | |
|------------------|---|
| Ratify: 2023-118 | Administrative Assistant - Confidential |
| Ratify: 2024-01 | Lead Food Service Worker |
| Ratify: 2024-02 | Noon Duty Supervisor |
| Ratify: 2024-03 | Universal Instructional Assistant |
| Ratify: 2024-04 | Maintenance HVAC Mechanic |
| Ratify: 2024-05 | School Health Technician |
| Ratify: 2024-06 | Delivery Worker |
| Ratify: 2024-07 | Universal Instructional Assistant |
| Ratify: 2024-08 | Early Learning Instructional Assistant |

CONSENT CALENDAR CONTINUED:

Ratify: 2024-09 Parent Liaison Instructional Assistant Bilingual
Ratify: 2024-10 Noon Duty Supervisor
Ratify: 2024-11 Early Learning Instructional Assistant

- 13. CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity Lists received by the Board of Trustees at the Ocean View School District, Regular Board Meetings of June 11, 2024, (Exhibit A), and June 25, 2024, (Exhibit B). **INFORMATION Pages 29-31**

- 14. CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the most current list containing the status of classified recruitments. **INFORMATION Pages 32-38**

- 15. MERIT RULE REVIEW AND REVISION – CHAPTER 8, SECTION 8.9.4.3 – VACATION ELIGIBILITY:** The Personnel Commission will receive the Executive Director’s recommendation to review and revise Merit Rule Chapter 8, Section 8.9.4.3 – Vacation Eligibility for a second reading and adoption. **SECOND READING AND ADOPTION Pages 39-40**

- 16. MERIT RULE REVIEW AND REVISION – CHAPTER 8, SECTION 8.4 - REINSTATEMENTS AND RESTORATIONS:** The Personnel Commission will receive the Executive Director’s recommendation to review and revise Merit Rule Chapter 8, Section 8.4 – Reinstatements and Restorations for a second reading and adoption. **SECOND READING AND ADOPTION Pages 41-44**

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. EXECUTIVE DIRECTOR AND STAFF REPORTS**

- 20. ADJOURNMENT** **TIME:** _____ **p.m.**

ACTION
Moved: _____
Second: _____
Vote: _____

AGENDA FOR THE PERSONNEL COMMISSION MEETING – JULY 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 Executive Director, Human Resources 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
June 20, 2024

CALL TO ORDER The June 20, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:49 p.m.

ROLL CALL Commissioners Bidnick, Ewing, and Gooch were present. Executive Director, Human Resources, Dr. Scott Jensen was also present.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the May 23, 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. Public Employment: Executive Director, Human Resources

ADJOURNMENT Motion by Commissioner Gooch to adjourn the June 20, 2024, Closed Session Meeting at 4:22 p.m.

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

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
June 20, 2024
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the June 20, 2024, Regular Personnel Commission Meeting to order at 4:36 p.m.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the pledge of allegiance.
- STAFF MEMBERS PRESENT** Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing announced there was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS** Commissioner Ewing welcomed Dr. Scott Jensen, Executive Director, Human Resources. Dr. Jensen thanked the Commissioners and expressed his appreciation for the opportunity to be here at Ocean View School District. He is excited to be here and is ready for the transition.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the May 23, 2024, Regular Personnel Commission meeting.
- Seconded by Commissioner Gooch 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:
1. Senior Account Clerk
 2. Speech and Language Assistant
- The following eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2023-110 Noon Duty Supervisor
 - 2023-111 School Library Specialist
 - 2023-112 Cook
 - 2023-113 Custodian
 - 2023-114 Universal Instructional Assistant
 - 2023-115 Instructional Assistant – Physical Education
 - 2023-116 Instructional Assistant – ABA
 - 2023-117 Speech and Language Assistant
- Commissioner Gooch expressed his appreciation for the staff’s work on creating the eligibility lists being presented for approval this evening.
- Motion by Commissioner Gooch to approve the Consent Calendar.
- Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

MINUTES OF THE JUNE 20, 2024 PERSONNEL COMMISSION MEETING – PAGE 2

CLASSIFIED PERSONNEL ACTIVITY LISTS

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of May 14, 2024, and May 28, 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.

ADVANCED STEP PLACEMENT NOTIFICATION

The Personnel Commission received for information a notification of an advance step placement that had been approved. Commissioner Ewing explained that this is the first time seeing this information item under the new procedures for advanced step placement.

MERIT RULE REVIEW AND REVISION – CHAPTER 8, SECTION 8.9.4.3 – VACATION ELIGIBILITY

The Personnel Commission received the Interim Director's recommendation to review, and revise Merit Rule Chapter 8, Section 8.9.4.3 – Vacation Eligibility for a first reading and discussion. Commissioner Ewing explained that this proposed revision pertains to classified administrators with a 12 month probationary period who currently are not able to utilize vacation in that length of time. It also would pertain to other 12 month classified employees with 6 months probationary period.

Commissioner Bidnick pointed out that vacation is not vested while employees are within their probation. Any vacation used while on probation would be owed back to the district if the employee resigns within, or does not successfully complete, probation.

This item will come back to the next meeting for a second reading and adoption.

MERIT RULE REVIEW AND REVISION – CHAPTER 8, SECTION 8.4 – REINSTATEMENTS AND RESORATIONS

The Personnel Commission received the Interim Director's recommendation to review, and revise Merit Rule Chapter 8, Section 8.4 – Reinstatements and Restorations for a first reading and discussion. Commissioner Ewing explained that these proposed revisions pertain to former permanent employees who resigned in good standing and wish to return to the district within 39 months of their separation. This proposal would take into account the employee's prior service with the district with an adjusted hire/anniversary date to account for the break in service.

Commissioner Gooch stated that this is an appropriate rule change and he is pleased to see it.

This item will come back to the next meeting for a second reading and adoption.

PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2024-2025

The Personnel Commission received the proposed Personnel Commission meeting dates for 2024-2025.

Motion by Commissioner Gooch to approve the proposed Personnel Commission meeting dates for 2024-2025.

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

SECOND PUBLIC COMMENTS

There were no comments from the public.

MINUTES OF THE JUNE 20, 2024 PERSONNEL COMMISSION MEETING – PAGE 3

**COMMISSIONER
REPORTS**

Commissioner Ewing recognized Betzabeth Vazquez, Personnel Analyst, and announced that she would be leaving Ocean View School District to accept a position with the Coastline Community College District. He thanked her for her service and wished her good luck in her new position.

He also reminded everyone that the next meeting of the Personnel Commission, according to the newly approved dates, would be July 18, 2024.

Commissioner Bidnick shared that he attended the 5th grade promotion ceremony at Lake View school where his daughter is a student. It was nice to see Dr. Julianne Hoefer there, as well. He congratulated everyone on the end of another school year and wished everyone a nice summer.

Commissioner Ewing mentioned that his grandson promoted from eighth grade in what happens to be the last eighth grade class that will promote from Spring View Middle School. It was an excellent ceremony.

Commissioner Gooch commented that he and Commissioner Ewing attended the Special Olympics at Oak View a few weeks ago. It is always an uplifting event. He recognized the great organizational skills it takes to make this event happen. The care and guidance afforded to the special needs students so they can participate in these events is always heartwarming. He congratulated the staff and the Superintendent for making it happen.

Commissioner Ewing shared that at last year's Special Olympics, a student named Rose approached him and gave him several hugs. This year, she recognized him again and gave him more hugs. He has the highest respect for those who work with special education students and believes special education teachers are called. He mentioned that Dr. Jensen used to work with special education students, as well.

**DIRECTOR AND
STAFF REPORTS**

Ms. Eifert shared that the Personnel Commission staff ended the 2023-2024 school year with 117 eligibility lists created. She also wished Commissioner Ewing a belated happy birthday.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch in memory of his friend Jim Martin, who spent his last moments defending freedom in the Republic of Vietnam on June 15, 1968, and for his valor was awarded a silver star.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:53 p.m.

Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen
Executive Director, Human Resources

DATE: July 18, 2024

SUBJECT: **Agenda Item No. 12.A-1: Job Description Revision – Early Learning Educator**

Background Information

Staff has been working with CSEA to resolve conflict around the toileting/diapering issues within the Child Development Programs. As the criteria for the children in the program has changed, the needs to support the children within the program has expanded.

The following clarifying language has been added to the classification description:

Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering

It is also recommended that the salary range be reallocated from Range 32 to Range 33.

Another issue within the Child Development Programs has been the issue of who holds the required License 308 – Designation of Facility Responsibility at each site. At some sites it has been the principal and at others, it has been the Early Learning Educator.

The following language is being proposed for the Early Learning Educator classification description:

Designated positions (one for each site that provides preschool programming) in this classification will maintain the License 308 – Designation of Facility Responsibility

The classified positions that are designated to maintain the License 308 are recommended to be placed at Salary Range 34.

Staff has worked with CSEA on recommended changes and they concur. Assuming the Personnel Commission approves, the District and CSEA will create an MOU and it will be put through the approval processes.

Attachment: Proposed revised job description for Early Learning Educator.

Job Description Revision – Early Learning Educator
Page 2

Recommendation

The Executive Director recommends that the Personnel Commission review, discuss, and approve the proposed revisions to the Early Learning Educator job description with a salary range reallocation from 32 to 33 and salary range 34 for designated Early Learning Educator positions, effective August 28, 2024.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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

EARLY LEARNING EDUCATOR

JOB SUMMARY:

Under supervision of the site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for children enrolled in the District's early learning programs; provides a safe and nurturing environment conducive to the growth and development of children.

CLASS CHARACTERISTICS:

Both the Early Learning Educator and Associate Early Learning Educator classes are fully permitted to provide instruction at a California State authorized preschool and to provide daily direction, leadership, and/or guidance to Early Learning Instructional Assistants, Instructional Assistants, and volunteers assigned to the same classroom. The Early Learning Educator class differs from the Associate Early Learning Educator class in that substantially more experience and education in CD/ECE is required and the Early Learning Educator class has a higher level Child Development Teacher Permit instead of the Child Development Associate Teacher Permit.

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:

- Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the school and District;
- Plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home language and individual style and pace of learning; develop goals and objectives consistent with student needs;
- Develop and implement daily lesson plans to meet developmental needs and interests of children, set up and prepare materials to promote student learning;
- Support and implement the individual educational plans (IEP's) for students with special needs;
- Conduct developmental assessments for children using assessment tools provided by the State; observe children during indoor and outdoor activities; maintain child portfolios and related records;
- **Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering;**
- Assist in identifying children with special needs and refer to proper agencies for testing and evaluation;
- Assist through observation and/or data collection in monitoring progress on IEP goals and objectives for students with special needs;

- Participate with children and encourage their involvement in activities;
- Prepare and maintain a clean, safe, attractive and positive learning environment in accord with the Preschool's health and safety guidelines, to assist children in making a positive transition from home to preschool and reinforce positive attitudes and social skills;
- Establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that develops each child's self-esteem;
- Conduct parent conferences on children's school adjustment, developmental progress and classroom behavior; provide parent education;
- Develop positive public relations through communication and activities; involve parents and families in school activities; plan with other facilitators and collaborating agencies to implement family activities.

Other Related Duties:

- Attend staff meetings;
- Participate in training workshops, conferences, courses and other professional growth activities as required for early childhood school educators;
- Maintain all appropriate records in compliance with State Preschool and licensing guidelines;
- Provide training and work direction to Instructional Assistants and volunteers; participate in evaluations as requested;
- Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;
- Change children's clothes and tend to injuries, illnesses and toileting needs as necessary;
- Assure appropriate classroom supplies and materials are available; order, purchase and transport materials as necessary following District's procedures for purchasing and ordering.

SUPERVISION:

Supervision is received from the site administrator or designee.

Daily direction, leadership and/or guidance is provided to Early Learning Instructional Assistants, Instructional Assistants, and volunteers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool age children;
- Early childhood curriculum areas, appropriate methods for implementation and assessment;
- Methods of instruction appropriate for preschool age children;
- Basic child psychology and development;
- Lesson development and planning formats and policies;
- Methods of observing, evaluating and recording child behavior;
- English usage, grammar, spelling, punctuation and vocabulary;
- Preschool and District philosophy and policies;
- Safe practices in classroom and playground activities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;

- Basic record-keeping techniques;
- Health and safety procedures and techniques.

Ability to:

- Plan, organize and implement approved curriculum for the development of enrolled children;
- Organize and direct activities for preschool age children;
- Develop daily lesson plans in accordance with established policies;
- Maintain a clean, safe, attractive and positive learning environment;
- Communicate effectively with children and adults orally and in writing;
- Observe and evaluate student learning;
- Demonstrate patience, respect and understanding of others;
- Demonstrate cross-cultural sensitivity and respect;
- Work independently and prioritize projects;
- Maintain records, equipment and facilities in an effective manner;
- Provide for the safety, health and psychological needs of children;
- Ensure that preschoolers are supervised at all times;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- Adapt to changes in schedule and work environment;
- Train and provide work direction to others;
- Observe health and safety regulations;
- Be resourceful, show initiative and use integrity and discretion;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

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:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- The following minimum qualifications are required to register a valid and current Child Development Teacher Permit or to obtain a temporary county certificate toward Child Development Teacher Permit. For more qualification options refer to the Child Development Permit Matrix:
 24 units ECE/CD including core courses plus 16 General Education (GE) units and experience equaling 175 days of 3+ hours per day within 4 years; OR
 AA or higher in ECE/ CD or related field with 3 semester units supervised field experience in ECE/CD setting.

Experience:

- Experience working in a licensed day care center or comparable group child care program is desirable.
- Experience working with children with special needs is desirable.

Licenses Required:

- Valid and current Child Development Teacher Permit; **OR**
- Valid and current temporary county certificate toward Child Development Teacher Permit, with proof of Child Development Teacher Permit within 2 months of employment.
- Possession of a valid CPR and First Aid Certificate.

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

Some designated positions (one for each site that provides preschool programming) in this classification will maintain the License 308- /Designation of Facility Responsibility.

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.

Work Environment:

Works in a preschool classroom and/or playground environment without direct guidance from supervisor. Has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents; has regular contact with other district staff.

Physical Demands:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; Employment contingent upon passing a physical and back evaluation test.

SALARY RANGE

Range 3233

Designated positions (one for each site that provides preschool programming) in this classification who maintain the License 308 – Designation of Facility Responsibility will be placed at Range 34 Classified Bargaining Unit

Formerly

- Preschool Educator adopted 4/12/01, updated 7/18/02, 6/12/03, 8/14/03, 12/7/06, 9/11/14, 6/11/15 AND
- OVPP Preschool Educator adopted 8/11/11, updated 6/11/15

Classifications consolidated and new classification adopted by Personnel Commission 4/25/19

Last revisions: 7/20/2024

Reactivation and Revisions Effective:

Job Description Review and Revisions Effective:

Approved by Personnel Commission:

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen
Executive Director, Human Resources

DATE: July 18, 2024

SUBJECT: **Agenda Item No. 12.A-2: Job Description Revision: Early Learning Associate Educator**

Background Information

Staff has been working with CSEA to resolve conflict around the toileting/diapering issues within the Child Development Programs. As the criteria for the children in the program has changed, the needs to support the children within the program has expanded.

The following clarifying language has been added to the classification description:

Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering

It is also recommended that the salary range be reallocated from Range 29 to Range 30.

Staff has worked with CSEA on recommended changes and they concur. Assuming the Personnel Commission approves, the District and CSEA will create an MOU and it will be put through the approval processes.

Attachment: Proposed revised job description for Early Learning Associate Educator.

Recommendation

The Executive Director recommends that the Personnel Commission review, discuss, and approve the proposed revisions to the Early Learning Associate Educator with a salary range reallocation from 29 to 30, effective August 28, 2024.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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

EARLY LEARNING ASSOCIATE EDUCATOR

JOB SUMMARY:

Under supervision of the site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for children enrolled in the District's early learning programs; provides a safe and nurturing environment conducive to the growth and development of children.

CLASS CHARACTERISTICS:

Both the Early Learning Educator and Early Learning Associate Educator classes are fully permitted to provide instruction at a California State authorized preschool and to provide daily direction, leadership, and/or guidance to Early Learning Instructional Assistants, Instructional Assistants, and volunteers assigned to the same classroom. The Early Learning Associate Educator class differs from the Early Learning Educator class in that substantially less experience and education in CD/ECE is required and the Associate class has a Child Development Associate Teacher Permit instead of the higher level Child Development Teacher Permit.

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:

- Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the school and District;
- Plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home language and individual style and pace of learning; develop goals and objectives consistent with student needs;
- Develop and implement daily lesson plans to meet developmental needs and interests of children, set up and prepare materials to promote student learning;
- Support and implement the individual educational plans (IEP's) for students with special needs;
- Conduct developmental assessments for children using assessment tools provided by the State; observe children during indoor and outdoor activities; maintain child portfolios and related records;
- **Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering;**
- Assist in identifying children with special needs and refer to proper agencies for testing and evaluation;
- Assist through observation and/or data collection in monitoring progress on IEP goals and objectives for students with special needs;

- Participate with children and encourage their involvement in activities;
- Prepare and maintain a clean, safe, attractive and positive learning environment in accord with the Preschool's health and safety guidelines, to assist children in making a positive transition from home to preschool and reinforce positive attitudes and social skills;
- Establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that develops each child's self-esteem;
- Conduct parent conferences on children's school adjustment, developmental progress and classroom behavior; provide parent education;
- Develop positive public relations through communication and activities; involve parents and families in school activities; plan with other facilitators and collaborating agencies to implement family activities.

Other Related Duties:

- Attend staff meetings;
- Participate in training workshops, conferences, courses and other professional growth activities as required for early childhood school educators;
- Maintain all appropriate records in compliance with State Preschool and licensing guidelines;
- Provide training and work direction to Instructional Assistants and volunteers; participate in evaluations as requested;
- Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;
- Change children's clothes and tend to injuries, illnesses and toileting needs as necessary;
- Assure appropriate classroom supplies and materials are available; order, purchase and transport materials as necessary following District's procedures for purchasing and ordering.

SUPERVISION:

Supervision is received from the site administrator or designee.

Daily direction, leadership and/or guidance is provided to Early Learning Instructional Assistants, Instructional Assistants, and volunteers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool age children;
- Early childhood curriculum areas, appropriate methods for implementation and assessment;
- Methods of instruction appropriate for preschool age children;
- Basic child psychology and development;
- Lesson development and planning formats and policies;
- Methods of observing, evaluating and recording child behavior;
- English usage, grammar, spelling, punctuation and vocabulary;
- Preschool and District philosophy and policies;
- Safe practices in classroom and playground activities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;

- Basic record-keeping techniques;
- Health and safety procedures and techniques.

Ability to:

- Plan, organize and implement approved curriculum for the development of enrolled children;
- Organize and direct activities for preschool age children;
- Develop daily lesson plans in accordance with established policies;
- Maintain a clean, safe, attractive and positive learning environment;
- Communicate effectively with children and adults orally and in writing;
- Observe and evaluate student learning;
- Demonstrate patience, respect and understanding of others;
- Demonstrate cross-cultural sensitivity and respect;
- Work independently and prioritize projects;
- Maintain records, equipment and facilities in an effective manner;
- Provide for the safety, health and psychological needs of children;
- Ensure that preschoolers are supervised at all times;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- Adapt to changes in schedule and work environment;
- Train and provide work direction of others;
- Observe health and safety regulations;
- Be resourceful, show initiative and use integrity and discretion;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

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:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- The following minimum qualifications are required to register a valid and current Child Development Associate Teacher Permit or to obtain a temporary county certificate toward Child Development Associate Teacher Permit. For more qualification options refer to the Child Development Permit Matrix:
 - 12 units ECE/CD including core courses and experience equaling 50 days of 3+ hours per day within 2 years; **OR**
 - Child Development Associate (CDA) Credential.

Experience:

- Experience working in a licensed day care center or comparable group child care program is desirable.
- Experience in working with children with special needs is desirable.

Licenses Required:

- Valid and current Child Development Associate Teacher Permit; OR
- Valid and current temporary county certificate toward Child Development Associate Teacher Permit, with proof of Child Development Associate Teacher Permit within 2 months of employment.
- Possession of a valid CPR and First Aid Certificates.

All of the above licenses, certificates and permits 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.

Work Environment:

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and has regular contact with other district staff.

Physical Demands:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; Employment contingent upon passing a physical and back evaluation test.

SALARY RANGE

Range 29-30

Classified Bargaining Unit

Formerly

- Associate Preschool Educator adopted 6/12/03, updated 12/7/06 and 6/11/15 AND
- OVPP Associate Preschool Educator adopted 8/11/11, updated 6/12/14 and 6/11/15

Classifications consolidated and new classification adopted by Personnel Commission 4/25/19

Last revisions: 6/26/2024

Reactivation and Revisions Effective:

Job Description Review and Revisions Effective:

Approved by Personnel Commission:

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen
Executive Director, Human Resources

DATE: July 18, 2024

SUBJECT: Agenda Item No. 12.A-3: Job Description Revision: Early Learning Instructional Assistant

Background Information

Staff has been working with CSEA to resolve conflict around the toileting/diapering issues within the Child Development Programs. As the criteria for the children in the program has changed, the needs to support the children within the program has expanded.

The following clarifying language has been added to the classification description:

Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering

It is also recommended that the salary range be reallocated from Range 22 to Range 23.

Staff has worked with CSEA on recommended changes and they concur. Assuming the Personnel Commission approves, the District and CSEA will create an MOU and it will be put through the approval processes.

Attachment: Proposed revised job description for Early Learning Instructional Assistant.

Recommendation

The Executive Director recommends that the Personnel Commission review, discuss, and approve the proposed revisions to the Early Learning Instructional Assistant with a salary range reallocation from 22 to 23, effective August 28, 2024.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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

EARLY LEARNING INSTRUCTIONAL ASSISTANT

JOB SUMMARY:

Under direction of the certificated/permitted staff and general supervision of the site administrator or designee, assists with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting; monitors and reports student progress regarding behavior and performance.

CLASS CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classes in that incumbents work with preschool aged children and incumbents must have taken a prescribed number of Early Childhood Education or Child Development units to work in this capacity. Incumbents provide assistance to certificated/permitted staff in the care, supervision and learning activities of preschool age children in the classroom and on the playground.

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 in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students;
- Assist with the preparation and presentation of learning materials for individual students or groups of children;
- Supervise children in all activities including indoors and outdoors, during snack and mealtime, parent meetings, field trips and emergency and preparedness drills;
- Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance;
- Participate with children and encourage their involvement in activities;
- Observe and redirect student behavior according to approved procedures;
- Monitor student progress and behavior and communicate with certificated/permitted staff and parents regarding student activities;
- Maintain awareness of special needs of each student;
- Provide support to the certificated/permitted staff by setting up work areas and operating technological equipment;
- Provide for the safety of the children as required; guide students into safe place activities; respond to a child's needs and problems in a patient, caring and sensitive manner;
- **Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering;**

- Assist communicating with children and parents as directed;
- Assist students in developing communication skills and serve as an appropriate language model;
- Assist children in the development of independence, social skills and self-help skills;
- Set up and clean up eating areas, assist children with washing as needed; assist children in toileting and proper hygiene as appropriate;
- Communicate with certificated/permitted staff regarding needs for appropriate materials to meet the developmental and linguistic needs of the children;
- Assist the certificated/permitted staff in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines.

Other Related Duties:

- Prepare and maintain a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities;
- Perform routine office duties such as filing and duplicating instructional materials as assigned;
- 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. Direction is received from certificated/permitted staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic principles of early childhood development including proper discipline applicable in a preschool setting;
- Student behavior management strategies and techniques;
- Needs and characteristics of preschool age children;
- Basic instructional methods and techniques in early childhood education;
- Subjects taught in the primary grades, including mathematics, reading and writing;
- Safe practices for preschool classroom and playground activities;
- English usage, spelling, grammar and punctuation;
- Basic record-keeping procedures;
- Written and oral communication principles and practices.

Ability to:

- Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines;
- Demonstrate an understanding, patient, and receptive attitude toward young children;
- Monitor and report student behavior and progress according to approved policies and procedures;
- Read, write and communicate effectively in English;
- Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding;
- Assist in planning and implementing a variety of activities to meet the needs and interests

- of preschool aged children;
- Coordinate and participate in activities with groups of children;
- Use positive and appropriate methods of behavior control and modification for preschool aged children;
- Ensure that preschoolers are supervised at all times;
- Work collaboratively in a team environment;
- Maintain classroom in a clean, sanitary, orderly and safe condition;
- Determine appropriate action within clearly defined guidelines;
- Understand and follow oral and written directions;
- Perform clerical duties such as filing, duplicating and maintaining simple records;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

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:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Completion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college.

Experience:

- Prior paid or volunteer experience working with preschool aged children is desirable.

Licenses Required:

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

All of the above 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.

Work Environment:

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and has regular contact with other district staff.

Physical Demands:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; Employment

contingent upon passing a physical and back evaluation test.

SALARY RANGE

Range ~~22-23~~

Classified Bargaining Unit

New classification adopted by Personnel Commission 5/14/09

Job Description Review and Revisions Effective: 6/11/15

Job Description Review, Revisions and Title Change from Preschool Instructional Assistant to

Early Learning Instructional Assistant Effective: 4/25/19

Last revisions: 6/26/2024

Reactivation and Revisions Effective:

Job Description Review and Revisions Effective:

Approved by Personnel Commission:

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen
Executive Director, Human Resources

DATE: July 18, 2024

SUBJECT: Agenda Item No. 12.A-4: Job Description Revision: Early Learning Instructional Assistant – Bilingual

Background Information

Staff has been working with CSEA to resolve conflict around the toileting/diapering issues within the Child Development Programs. As the criteria for the children in the program has changed, the needs to support the children within the program has expanded.

The following clarifying language has been added to the classification description:

Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering

It is also recommended that the salary range be reallocated from Range 23 to Range 24.

Staff has worked with CSEA on recommended changes and they concur. Assuming the Personnel Commission approves, the District and CSEA will create an MOU and it will be put through the approval processes.

Attachment: Proposed revised job description for Early Learning Instructional Assistant - Bilingual

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Recommendation

The Executive Director recommends that the Personnel Commission review, discuss, and approve the proposed revisions to the Early Learning Instructional Assistant – Bilingual with a salary range reallocation from 23 to 24, effective August 28, 2024.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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

EARLY LEARNING INSTRUCTIONAL ASSISTANT – BILINGUAL

JOB SUMMARY:

Under direction of the certificated/permitted staff and general supervision of the site administrator or designee, assists with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting to students needing English language development; monitors and reports student progress regarding behavior and performance; translates written and verbal information in a designated second language.

CLASS CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classes in that incumbents work with preschool aged children, must have taken a prescribed number of Early Childhood Education or Child Development units and be bilingual in a designated second language to work in this capacity. Incumbents provide assistance to certificated/permitted staff in the care, supervision and learning activities of preschool age children requiring English language development in the classroom and on the playground.

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 in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students;
- Assist with the preparation and presentation of learning materials for individual students or groups of children;
- Communicate with students in English and a designated second language to facilitate instruction;
- Provide translations, orally and written, for limited or non-English speaking parents and school staff;
- Supervise children in all activities including indoors and outdoors, during snack and mealtime, parent meetings, field trips and emergency and preparedness drills;
- Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance;
- Participate with children and encourage their involvement in activities;
- Observe and redirect student behavior according to approved procedures;
- Monitor student progress and behavior and communicate with certificated/permitted staff and parents regarding student activities;
- Maintain awareness of special needs of each student;

- Provide support to the certificated/permitted staff by setting up work areas and operating technological equipment;
- Provide for the safety of the children as required; guide students into safe place activities; respond to a child's needs and problems in a patient, caring and sensitive manner;
- **Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering;**
- Assist communicating with children and parents in a designated second language; translate written and oral information as directed;
- Assist students in developing communication skills and serve as an appropriate language model;
- Assist children in the development of independence, social skills and self-help skills;
- Set up and clean up eating areas, assist children with washing as needed; assist children in toileting and proper hygiene as appropriate;
- Communicate with certificated/permitted staff regarding needs for appropriate materials to meet the developmental and linguistic needs of the children;
- Assist the certificated/permitted staff in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines.

Other Related Duties:

- Prepare and maintain a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities;
- Perform routine office duties such as filing and duplicating instructional materials as assigned;
- 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. Direction is received from certificated/permitted staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic principles of early childhood development including proper discipline applicable in a preschool setting;
- Student behavior management strategies and techniques;
- Needs and characteristics of preschool age children;
- Basic instructional methods and techniques in early childhood education;
- Subjects taught in the primary grades, including mathematics, reading and writing;
- Safe practices for preschool classroom and playground activities;
- English usage, spelling, grammar and punctuation;
- Usage, spelling, grammar and punctuation of a designated language other than English;
- Basic record-keeping procedures;
- Written and oral communication principles and practices.

Ability to:

- Learn, apply and explain Preschool and District philosophies, policies, procedures and

- guidelines;
- Demonstrate an understanding, patient, and receptive attitude toward young children;
 - Monitor and report student behavior and progress according to approved policies and procedures;
 - Read, write and communicate effectively in English and a designated second language;
 - Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding;
 - Assist in planning and implementing a variety of activities to meet the needs and interests of preschool aged children;
 - Coordinate and participate in activities with groups of children;
 - Use positive and appropriate methods of behavior control and modification for preschool aged children;
 - Ensure that preschoolers are supervised at all times;
 - Work collaboratively in a team environment;
 - Maintain classroom in a clean, sanitary, orderly and safe condition;
 - Determine appropriate action within clearly defined guidelines;
 - Understand and follow oral and written directions;
 - Perform clerical duties such as filing, duplicating and maintaining simple records;
 - Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

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:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Completion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college.

Experience:

- Prior paid or volunteer experience working with preschool aged children is desirable.

Licenses Required:

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

All of the above 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.

Work Environment:

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and has regular contact with other district staff.

Physical Demands:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; Employment contingent upon passing a physical and back evaluation test.

SALARY RANGE

Range 23-24

Classified Bargaining Unit

New classification adopted by Personnel Commission 5/14/09

Job Description Review and Revisions Effective: 6/11/15

Job Description Review, Revisions and Title Change from Preschool Instructional Assistant Bilingual to Early Learning Instructional Assistant Bilingual Effective: 4/25/19

Last revisions: 7/2024

Reactivation and Revisions Effective:

Job Description Review and Revisions Effective:

Approved by Personnel Commission:

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 18, 2024

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

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: 2023-118	Administrative Assistant - Confidential
Ratify: 2024-01	Lead Food Service Worker
Ratify: 2024-02	Noon Duty Supervisor
Ratify: 2024-03	Universal Instructional Assistant
Ratify: 2024-04	Maintenance HVAC Mechanic
Ratify: 2024-05	School Health Technician
Ratify: 2024-06	Delivery Worker
Ratify: 2024-07	Universal Instructional Assistant
Ratify: 2024-08	Early Learning Instructional Assistant
Ratify: 2024-09	Parent Liaison Instructional Assistant Bilingual
Ratify: 2024-10	Noon Duty Supervisor
Ratify: 2024-11	Early Learning Instructional Assistant

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2023-118 and 2024-01 through 2024-11.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-118	Administrative Assistant – Confidential	No. of Applicants 8 Screened Out 0 Written Exam Test Date 5/3/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 6/5/2024 No Show/ Withdrew 0 Did Not Qualify 3	4	5	Promotional
2024-01	Lead Food Service Worker	No. of Applicants 2 Screened Out 0 Written Exam Test Date 6/11/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	2	2	Promotional
2024-02	Noon Duty Supervisor	No. of Applicants 6 Screened Out 0 Written Exam Test Date 6/5/2024 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	2	4	Open, Promotional, & Merge
2024-03	Universal Instructional Assistant	No. of Applicants 11 Screened Out 0 Written Exam Test Date 6/5/2024 No Show/ Withdrew 0 Did Not Qualify 2 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	28	Open, Promotional, & Merge
2024-04	Maintenance HVAC Mechanic	No. of Applicants 17 Screened Out 4 Written Exam Test Dates 3/7/2024 4/10/2024 5/15/2024 No Show/ Withdrew 3 Did Not Qualify 3 Oral Exam Test Date 6/13/2024 No Show/ Withdrew 0 Did Not Qualify 0	9	10	Open, Promotional, & Merge
2024-05	School Health Technician	No. of Applicants 6 Screened Out 0 Written Exam Test Dates 4/10/2024 5/23/2024 5/24/2024 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date 6/17/2024 No Show/ Withdrew 2 Did Not Qualify 0	5	5	Open, Promotional, & Merge

ELIGIBILITY LISTS

Page 3

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-06	Delivery Worker	No. of Applicants	21	12	14	Open, Promotional, & Merge
		Screened Out	0			
		Written Exam Test Date	5/22/2024			
		No Show/ Withdrew	4			
		Did Not Qualify	1			
		Oral Exam Test Date	6/14/2024			
		No Show/ Withdrew	2			
		Did Not Qualify	14			
2024-07	Universal Instructional Assistant	No. of Applicants	16	1	34	Open, Promotional, & Merge
		Screened Out	0			
		Written Exam Test Date	6/26/2024			
		No Show/ Withdrew	9			
		Did Not Qualify	0			
		Oral Exam Test Date	N/A			
		No Show/ Withdrew	N/A			
		Did Not Qualify	N/A			
2024-08	Early Learning Instructional Assistant	No. of Applicants	6	1	3	Open & Promotional
		Screened Out	3			
		Written Exam Test Date	6/26/2024			
		No Show/ Withdrew	0			
		Did Not Qualify	0			
		Oral Exam Test Date	N/A			
		No Show/ Withdrew	N/A			
		Did Not Qualify	N/A			
2024-09	Parent Liaison Instructional Assistant Bilingual	No. of Applicants	7	2	3	Open & Promotional
		Screened Out	1			
		Written Exam Test Dates	5/15/2024 6/5/2024			
		No Show/ Withdrew	0			
		Did Not Qualify	1			
		Oral Exam Test Date	6/7/2024			
		No Show/ Withdrew	1			
		Did Not Qualify	1			
2024-10	Noon Duty Supervisor	No. of Applicants	3	3	6	Open, Promotional, & Merge
		Screened Out	0			
		Written Exam Test Date	6/26/2024			
		No Show/ Withdrew	0			
		Did Not Qualify	1			
		Oral Exam Test Date	N/A			
		No Show/ Withdrew	N/A			
		Did Not Qualify	N/A			
2024-11	Early Learning Instructional Assistant	No. of Applicants	1	1	3	Open, Promotional, & Merge
		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			

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 18, 2024

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

Background Information

The Board of Trustees received the following Classified Personnel Activity List for approval at the regular Board Meeting of June 11, 2024, (Exhibit A), and June 25, 2024, (Exhibit B).

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

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity List of June 11, 2024, and June 25, 2024 for information.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 11, 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>
Rivera, Cecilia	Universal Instructional Assistant	Circle View	\$19,444 hourly**	22.1	05/21/2024
Santos, Angel	Custodian	Mesa View	\$22,561 hourly	28.1	05/30/2024
Tanzil, Luisa	Early Learning Supervisor	Oak View Preschool	\$6,770.18 monthly	M51.1	06/03/2024

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>
Cozart, Cody	Groundskeeper I	Substitute	\$24,279 hourly	31.1	05/06/2024
Daniels, Jade	School Health Technician	Substitute	\$21,467 hourly	26.1	05/03/2024
Fernandez, Oscar	Campus Safety Supervisor	Substitute	\$20,941 hourly	25.1	05/23/2024
Fernandez, Oscar	Instructional Assistant – Physical Education	Substitute	\$20,941 hourly	25.1	05/23/2024
Fernandez, Oscar	Instructional Assistant – Severely Disabled	Substitute	\$22,001 hourly	27.1	05/23/2024
Fernandez, Oscar	Instructional Assistant – Special	Substitute	\$20,433 hourly	24.1	05/23/2024
Kirrer, Makenzie	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	05/20/2024
Travis, Cynthia	Campus Safety Supervisor	Substitute	\$20,941 hourly	25.1	05/23/2024
Wadsworth, Tracie	School Health Technician	Substitute	\$21,467 hourly	26.1	05/17/2024

APPROVE SEPARATION

In accordance with Merit System Rules 8.1 to 8.8:

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Branica-Tarvin, Antonio	Universal Instructional Assistant	Lake View	Resignation	02/13/2024	05/30/2024
Brown, David	Custodian	Marine View	Resignation	05/17/2021	05/29/2024
Gonzalez, Jose	Groundskeeper I	Facilities	Resignation	04/29/2021	05/29/2024
Gonzalez Cruz, Valeria	Classified Substitute	District Wide	Resignation	10/25/2023	05/06/2024
Guite, Janae	Classified Substitute	District Wide	Resignation	01/08/2024	05/07/2024
Jahanshahi, Kathryn	Instructional Assistant – Severely Disabled	Spring View	Retirement	09/04/2002	12/01/2023
McClendon, TyRiq	Universal Instructional Assistant	Star View	Probationary Release	01/08/2024	05/17/2024
Rivera, Cecilia	Universal Instructional Assistant	Circle View	Resignation	05/21/2024	06/07/2024
Sedlak, Maria	Instructional Assistant – Bilingual	Oak View	Retirement	12/11/2006	06/18/2024
Soto, Adrian	Custodian	Facilities	Resignation	10/04/2023	05/30/2024

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

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 June 25, 2024

APPROVE EMPLOYMENT

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

<u>NAME</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Jensen, Scott	District Office	\$14,923.71 monthly	M75.5	07/01/2024
Nouredine, Isaiah	Facilities	\$22,561 hourly	28.1	06/11/2024

Executive Director, Human Resources
 Custodian

APPROVE SUBSTITUTE EMPLOYMENT

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

<u>SALARY</u>	<u>STATUS</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
\$20,638 hourly	Substitute	26.1	05/14/2024
\$22,561 hourly	Substitute	28.1	06/01/2024
\$22,561 hourly	Substitute	28.1	06/01/2024
\$20,434 hourly	Substitute	24.1	06/03/2024
\$22,561 hourly	Substitute	28.1	06/03/2024
\$20,433 hourly	Substitute	24.1	06/03/2024
\$22,001 hourly	Substitute	27.1	06/03/2024
\$19,444 hourly**	Substitute	22.1	06/03/2024

School Health Technician
 Maintenance/Grounds Helper
 Maintenance/Grounds Helper
 Instructional Assistant – Special Education
 Instructional Assistant – ABA
 Instructional Assistant – Special Education
 Instructional Assistant – Severely Disabled
 Universal Instructional Assistant

APPROVE SEPARATION

In accordance with Merit System Rules 8.1 to 8.8:
POSITION SEPARATED FROM

<u>NAME</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Epperson, Florence	College View	Retirement	01/08/2001	06/27/2024
Hart, Anna	Circle View	Resignation	09/25/2023	06/03/2024
Kikawa, Melissa	District Wide	Resignation	02/07/2024	05/10/2024
Urquiza, Robert	Mesa View	Resignation	12/05/2023	06/18/2024
Woodland, John	Hope View	Probationary Release	01/08/2024	05/31/2024

School Office Manager
 Instructional Assistant – ABA
 Classified Substitute
 Custodian
 Instructional Assistant - ABA

**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: May 23, 2024

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

Background Information

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

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Recruitments List for information.

Updated:
7/1/2024

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

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
1	10001033	Administrative Assistant	40	Posted	4/4/2024-4/25/2024	5/3/2024	6/5/2024	6/13/2024	Complete	7/1/2024	Replacing Employee - Debbie Frazer
2	10001178	Administrative Secretary	40	Posted	6/21/2024 - 7/15/2024	7/19/2024	TBD		Recruitment in progress		Replacing Employee - Francesca Baldelli
3	10000638	Campus Safety Supervisor	40	Continuous	For substitutes and eligibility list	PC test every other Wednesdays for eligible candidates	TBD	6/20/2024	Recruitment in progress		New Position
4	10001064	Campus Safety Supervisor	40	Continuous	For substitutes and eligibility list	PC test every other Wednesdays for eligible candidates	TBD	6/20/2024	Complete	8/28/2024	Replacing Employee - Gabriel Tamayo
5	2282	Child Care Program Facilitator	20.75	Continuous	7/7/2023 - Until filled	PC test every other Wednesdays for eligible candidates	Tentative 5/10/2024		Recruitment in progress		New Position
6	10001060	Child Care Program Facilitator	20.75	Posted	1/25/2024-4/24/2024	5/10/2024	5/10/2024	6/3/2024	Recruitment in progress		New Position
7	10001064	Child Care Program Facilitator	20.75	Posted	1/25/2024-4/24/2024	5/10/2024	5/10/2024	6/3/2024	Recruitment in progress		New Position
8	10001059	Child Care Program Facilitator	20.75	Posted	1/25/2024-4/24/2024	5/10/2024	5/10/2024	6/3/2024	Recruitment in progress		New Position
9	10001062	Child Care Program Facilitator	20.75	Posted	1/25/2024-4/24/2024	5/10/2024	5/10/2024	6/3/2024	Recruitment in progress		New Position
10	10000775	Custodian	28.75	Posted	4/16/2024 - 5/6/2024	PC test every other Wednesdays for eligible candidates	N/A	5/28/2024	Pending Pre-Employment		Replacing Employee - Raul Gomez
11	10001072	Custodian	25	Posted	4/16/2024 - 5/6/2024	PC test every other Wednesdays for eligible candidates	N/A	5/28/2024	Pending Pre-Employment		Replacing Employee - Antonio Padilla
12	10001047	Custodian	28.75	Posted	4/16/2024 - 5/6/2024	PC test every other Wednesdays for eligible candidates	N/A	5/28/2024	Pending Pre-Employment		Replacing Employee - Christopher Huerta Viveros
13	10001137	Custodian	25	Posted	4/16/2024 - 5/6/2024	PC test every other Wednesdays for eligible candidates	N/A	5/28/2024	Pending Start Date		Replacing Employee - David Brown
14	10001161	Custodian	25	Posted	4/16/2024 - 5/6/2024	PC test every other Wednesdays for eligible candidates	N/A	5/28/2024	Recruitment in progress		Replacing Employee - Robert Urquiza
15	10001008	Delivery Worker	40	Posted	4/28/2024 - 5/16/2024	5/22/2024	6/14/2024	6/27/2024	Pending Start Date		Replacing Employee - Garrett Sample
16	10000772	Early Learning Associate Educator	25	Posted	2/13/2024 - 8/13/2024	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New Position
17	10000894	Early Learning Associate Educator	40	Posted	2/13/2024-8/13/2024	PC test every other Wednesdays for eligible candidates	TBD	7/3/2024	Recruitment in progress		Replacing Employee - Cynthia Hernandez
18	3295	Early Learning Instructional Assistant	17.5	Continuous	3/14/2024-9/14/2024	PC test every other Wednesdays for eligible candidates	1/24/2024	7/3/2024	Recruitment in progress		Replacing Employee - Ruth Ocampo
19	10000934	Early Learning Instructional Assistant	15	Posted	3/14/2024-9/14/2024	PC test every other Wednesdays for eligible candidates		7/3/2024	Complete		Replacing Employee - Wesley Hatton
20	10000897	Food Service Worker	15	Posted	6/13/2024 - 7/8/2024	PC test every other Wednesdays for eligible candidates	N/A		Long Term Substitute		Replacing Employee - Ebbonne Mallett
21	10001184	Food Service Worker	21.25	Posted	6/13/2024 - 7/8/2024	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress	8/27/2024	Replacing Employee
22	10001186	Food Service Worker	25	Posted	6/13/2024 - 7/8/2024	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Mitra Knobackit

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
23	10001185 Food Service Worker	Vista View	25		6/13/2024 - 7/8/2024	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress	8/27/2024	Replacing Employee
24	10001106 Groundskeeper	Facilities	40	Valid Eligibility List				6/4/2024	Pending Pre-Employment		Replacing Employee - Jose Gonzalez
25	10000808 Instructional Assistant - ABA	College View Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Ngoc Tran
26	10000814 Instructional Assistant - ABA	Harbour View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
27	10000924 Instructional Assistant - ABA	Westmont	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
28	10000962 Instructional Assistant - ABA	Star View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
29	10000978 Instructional Assistant - ABA	Village View	19	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
30	10000959 Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Caleb Repp
31	10000941 Instructional Assistant - ABA	Star View	26.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
32	10000939 Instructional Assistant - ABA	Star View	26.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Pending Pre-Employment		New Position
33	10000989 Instructional Assistant - ABA	Oak View	26.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Pending Pre-Employment		New Position
34	10000970 Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Jocelyn Hernandez
35	10000974 Instructional Assistant - ABA	Village View	26.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
36	10000989 Instructional Assistant - ABA	Westmont	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
37	10000980 Instructional Assistant - ABA	Star View	19	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
38	10000982 Instructional Assistant - ABA	College View	21	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
39	10000979 Instructional Assistant - ABA	Hope View	21	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
40	10000981 Instructional Assistant - ABA	Harbour View	19	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
41	10001142 Instructional Assistant - ABA	Westmont	26.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress	8/29/2024	New Position
42	10001159 Instructional Assistant - ABA	Oak View	26.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress	8/27/2024	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
43	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
44	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
45	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Skylar Golanka
46	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Elissa Rangel
47	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
48	Instructional Assistant - ABA	Lake View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Kristin Mlk
49	Instructional Assistant - ABA	Oak View Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Ann Alm
50	Instructional Assistant - ABA	Village View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
51	Instructional Assistant - ABA	Westmont	18	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
52	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Chrisotter Cortez
53	Instructional Assistant - ABA	Spring View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Logan Poulsen
54	Instructional Assistant - ABA	Circle View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
55	Instructional Assistant - Computer	Harbour View	20	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Rene Elizabeth Brooks
56	Instructional Assistant - Physical Education	Various Sites	25	Posted	3/15/2024 - 4/3/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Pending Pre-Employment		Replacing Employee - Rene Medrano
57	Instructional Assistant - Physical Education	Various Sites	19	Posted	3/15/2024 - 4/3/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Complete	8/28/2024	Replacing Employee - Ashley McNeil
58	Instructional Assistant - Special Ed	Marine View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Yesica Flores
59	Instructional Assistant - Special Education	College View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		New Position
60	Instructional Assistant - Special Education	Harbour View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Stephanie Smith
61	Instructional Assistant - Special Education	Village View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Amy Geurink
62	Instructional Assistant - Special Education	Village View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Ngoc Tran

REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy
63	10001086 Instructional Assistant - Special Education	Circle View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates		6/3/2024	Recruitment in progress		Replacing Employee - Sepita Holskeitui
64	10001248 Intermediate Clerk Typist	Early Learning	40								New Position
65	10000975 Lead Behavior Instructional Assistant	Special Education Department	35	Posted	4/17/2024-5/14/2024	PC test every other Wednesdays for eligible candidates	6/4/2024	6/13/2024	Complete	8/28/2024	Replacing Retire - Kelly Murray
66	10001032 Lead Food Service Worker	Hope View	25.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	N/A	6/14/2024	Recruitment in progress		Replacing Employee -
67	10001031 Lead Food Service Worker	Lake View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	N/A	6/14/2024	Recruitment in progress		Replacing Employee -
68	10000885 Maint & Operations Supervisor	Facilities	40	Posted	2/26/2024 - 3/15/2024	N/A	4/3/2024	4/19/2024	Complete	5/20/2024	New Position
69	10000748 Maintenance HVAC Mechanic	Maintenance	40	Posted	12/22/2023 - 1/17/2024	1/24/2024	6/13/2024	6/24/2024	Pending Pre-Employment		Replacing Employee - Robert Castillo
70	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
71	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
72	10000780 Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	6/18/2024	Recruitment in progress		Replacing Employee - Karen Iba
73	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
74	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
75	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
76	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
77	3494 Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Carren Martin
78	3548 Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Rosibel Hernandez Cordova
79	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
80	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
81	10001022 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 - Debra Sellers
82	10001018 Noon Duty Supervisor	Golden View	6	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Yolanda Osella
83	10001027 Noon Duty Supervisor	Golden View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Roger Nicosa

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
84	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 - Rebecca Wallhan
85	Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	6/18/2024	Recruitment in progress		Replacing Employee - Jessica Clark
86	Noon Duty Supervisor	Hope View	7.32					6/18/2024			Replacing Employee - Jennifer Clark
87	Parent Liaison Inst. Asst. Bilingual - Spanish	Vista View	28	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/2/2024		Recruitment in progress		Replacing Employee - Patricia Sanchez
88	Parent Liaison Inst. Asst. Bilingual - Spanish	College View	10	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/2/2024		Recruitment in progress		Replacing Employee - Liliana Montes
89	Parent Liaison Inst. Asst. Bilingual - Spanish	College View	20	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/2/2024		Recruitment in progress		New Position
90	Parent Liaison Inst. Asst. Bilingual - Spanish	Village View	20	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/2/2024		Recruitment in progress		New Position
91	Parent Liaison Inst. Asst. Bilingual - Spanish	Harbour View	20	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/2/2024		Recruitment in progress		New Position
92	School Health Technician	Lake View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates		7/1/2024	Recruitment in progress		Replacing Employee - Stephanie Doyle
93	School Health Technician	Vista View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates		7/1/2024	Recruitment in progress		New Position
94	School Health Technician	Vista View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates		7/1/2024	Recruitment in progress		New Position
95	School Health Technician	College View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates			Complete	8/27/2024	New Position
96	School Health Technician	College View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates			Recruitment in progress		New Position
97	School Library Specialist	College View	15	Posted	1/12/2024 - 7/12/2024	PC test every other Wednesdays for eligible candidates	5/14/2024		Complete	8/28/2024	Replacing Employee - Diahann Mehr
98	School Library Specialist	Circle View	20	Posted	1/12/2024 - 7/12/2024	PC test every other Wednesdays for eligible candidates	5/14/2024	6/27/2024	Complete	8/28/2024	Replacing Employee - Krishn Walburger
99	School Office Manager	Lake View	40	Valid Eligibility List					On Hold		Replacing Employee - Ryan Keel
100	School Office Manager	College View	40	Valid Eligibility List				6/14/2024	Pending Pre-Employment		Replacing Employee - Flo Epperson
101	Senior Account Clerk	Oak View Preschool	40	Posted	5/3/2024-5/23/2024	PC test every other Wednesdays for eligible candidates			Recruitment in progress		Replacing Employee - Raisa Soyangoo
102	Speech & Language Assistant	Village View	29.75	Continuous	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	N/A	6/11/2024	Pending Pre-Employment		Replacing Employee - Aja Do
103	Spnklr Mechanic	Facilities	40	Continuous	8/21/2023 - 9/11/2023	9/20/2023	TBD		Recruitment in progress		Replacing Employee - Joe Sejuit
104	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		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
105	10000236	Universal Instructional Assistant	Circle View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
106	10000237	Universal Instructional Assistant	Circle View	16.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
107	10000532	Universal Instructional Assistant	College View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		Replacing Employee - Teresa Kettle
108	10000272	Universal Instructional Assistant	Lake View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
109	10000274	Universal Instructional Assistant	Lake View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
110	10000278	Universal Instructional Assistant	Lake View	15.5	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
111	3439	Universal Instructional Assistant	Star View	14	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
112	10000285	Universal Instructional Assistant	Star View	13	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
113	10000289	Universal Instructional Assistant	Star View	17	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
114	10000295	Universal Instructional Assistant	Star View	18	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
115	10000417	Universal Instructional Assistant	Star View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
116	10000731	Universal Instructional Assistant	Star View	11	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
117	10000846	Universal Instructional Assistant	Circle View	9	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
118	10000888	Universal Instructional Assistant	Circle View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
119	10000887	Universal Instructional Assistant	Circle View	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
120	10000884	Universal Instructional Assistant	Westmont	10	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		Replacing Employee - Carolyn Brunner
121	10000994	Universal Instructional Assistant	Circle View	12	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
122	10000309	Universal Instructional Assistant	Star View	19	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position
123	10001057	Universal Instructional Assistant	Circle View	16	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A	Recruitment in progress		New Position

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen
Executive Director, Human Resources

DATE: July 18, 2024

SUBJECT: **Agenda Item No. 15: Merit Rule Review and Revision – Chapter 8,
Section 8.9.4.3 – VACATION ELIGIBILITY**

SECOND READING AND ADOPTION

Background Information

New employees to the district must serve an initial probationary period. Probationary employees are not authorized to take vacation during their probationary period. It is being recommended that a change be made to the rules to allow employees to take vacation during their probationary period with the understanding that if they do not pass probation or leave employment prior to the conclusion of probation, that they will be required to reimburse the district for days used.

Since vacation needs to be approved by the employee's supervisor, the form requesting the "advancement" of the vacation days would also be approved by the supervisor. If the employee is in danger of not passing probation, the supervisor has the authority to not approve the vacation.

The reason for requesting this change is that new classified administrators to the district serve a 12-month probationary period. While certificated employees have time off built into their work calendar, classified administrators do not have the same opportunity.

Represented Classified employees have a 130 paid days/6 month (whichever is longer) probationary period. Twelve month classified employees, while still having a shorter probationary period, depending on when they are hired, may still need time off for vacation during their probationary period and we want to treat all classified employees the same.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission review, discuss, and receive the proposed changes to Merit Rules, Chapter 8, Section 9.4.3, VACATION ELIGIBILITY, for a second reading and adoption.

Ocean View Personnel Commission Rules and Regulations:

8.9.4 **Vacation** (BARGAINING UNIT EMPLOYEES REFER TO CONTRACT)

A. Vacation Eligibility

Every regular classified employee shall earn vacation in accordance with the schedules approved by the Board of Trustees.

In order to accrue vacation each month, an employee must be in paid status at least ten (10) working days of the month.

Earned vacation shall not become a vested right until completion of initial six month (or longer) probationary period.

1. Any part-time classified or hourly classified employee shall earn vacation at a rate proportional to the amount of time worked in that particular position as compared to a full-time position in accordance with schedules approved by the Board of Trustees.
2. Vacation shall be paid at employee's current salary rate.
3. New employees to the district, with a 12-month work calendar, may request to utilize vacation prior to being "vested" with approval from their supervisor. These vacation days must be repaid if the employee voluntarily leaves the district or does not pass their probationary period. (Revised 7/18/24)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen
Executive Director, Human Resources

DATE: July 18, 2024

SUBJECT: Agenda Item No. 16: Merit Rule Review and Revision – Chapter 8,
Section 8.4 – REINSTATEMENTS AND RESTORATIONS

SECOND READING AND ADOPTION

Background Information

Education Code §45309 states that a permanent employee who voluntarily resigns may be reinstated or reemployed by the district within 39 months to their *previous classification or lower*, without testing, with an adjusted anniversary date and restoration of any sick leave that they had on the books (assuming they did not go to another school district and carry their sick leave with them during their employment with school districts).

Staff would like to propose that employees who resign in good standing, and reapply to the district for a promotional or unrelated position, and successfully participate in the recruitment process which includes testing, would also have the benefit of their previous service with the district. If hired, they would have an adjusted hire date/anniversary date that would take into account their previous service to the district.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission review, discuss, and receive the proposed changes to Merit Rules, Chapter 8, Section 8.4, REINSTATEMENTS AND RESTORATIONS, for a second reading and adoption.

Ocean View Personnel Commission Rules and Regulations:

8.4 REINSTATEMENTS AND RESTORATIONS, REHIRES, AND RESIGNATIONS

(Revised 02/23/06) (Revised 7/18/24)

8.4.1 Reinstatements

- A. A former permanent employee who resigned in good standing may be reinstated to a vacant position in his/her former class and status within 39 months of the last date of paid service. If qualified, the employee may be reinstated in a vacant position in a related or lower class or to a limited term position. This is discretionary with the appointing power. *(Reference Education Code 45309)*
1. Reinstatement of a former employee shall have the following effects:
 - a. Reinstatement to the former step in the current salary range for the class, or if reinstated in a lower class, to the rate closest to, but not exceeding, that of the step to which the employee would be assigned if the employee were reinstated in his/her former class.
 - b. If reinstated to permanent status, reinstatement of accumulated sick leave and seniority as of the date of separation.
 - c. If reinstated to permanent status, reinstatement of the former anniversary date, less credit for any off-duty period in excess of fifteen (15) calendar days.
 - d. If reinstated to permanent status, restoration of all rights, benefits and burdens of a permanent employee in the class to which reinstated.

8.4.2 Restorations

- A. An employee who has been laid off or taken a voluntary demotion for medical reasons may be restored to a vacant position in his/her former class or to a vacant position in a related lower class, as determined by the Commission, within 39 months. *(Reference Education Code 45192, 45195 & 45298)*
- B. An employee who has accepted a voluntary demotion in lieu of layoff for lack of work or lack of funds, or abolishment or reclassification of his/her position, shall be granted the same rights as a person laid off and has the right to be reemployed in accordance with his/her seniority in a vacant position in his/her former class within 39 months after demotion. Intervening reassignments to other classes shall not abrogate this right.
1. If the employee has not been restored to his/her former class within 39 months, the employee is eligible for appointment to a vacant position in that class, without examination, for an additional 24 months; provided, that the same tests of fitness under which they qualified for appointment to the class shall still apply. The Director of Classified Personnel shall make the determination of whether the same tests of fitness apply.
 2. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be placed on a reemployment list for their former class in accordance with their proper seniority. For a period of 39 months, the employee, at their option, shall be given one opportunity to be returned to a position in their former class or to a position in their former class with the hours held prior to the reduction, as vacancies become available. *(Reference Education Code 54298)*

C. Restoration of an employee shall have the following effects:

1. Restoration to the former step in the current salary range for the class, or if restored in a lower class, to the rate closest to, but not exceeding, that of the step to which the employee would be assigned if the employee were restored to his/her former class.
2. If restored to permanent status, restoration of accumulated sick leave and seniority as of the date of separation.
3. Restoration of former anniversary date, less credit for any off-duty period in excess of fifteen (15) calendar days.
4. Restoration of all rights, benefits and burdens of a permanent employee in the class to which restored.

D. Reinstatement and Restoration Request Lists

1. The Personnel Commission Office shall maintain a list containing the names of former employees who have resigned their District employment and subsequently request reinstatement and whose previous records are such that reinstatement could be recommended when vacancies occur.
 - a. Reinstatement is the prerogative of the appointing power. There is no obligation on the part of the appointing power to fill a vacancy by reinstatement if it is preferred to fill it by some other legal method of appointment.
2. The Personnel Commission Office shall maintain a list containing the names of employees who have accepted a voluntary demotion for medical reasons, in lieu of layoff for lack of work or lack of funds, or abolishment or reclassification of his/her position and who are eligible for restoration.
 - a. Eligibility for restoration shall require a medical release to resume the duties of the former class without restriction, provided, however, that reasonable accommodations shall be taken into consideration.

Restoration is not an option of the appointing power. If a vacant position is to be filled, the person on the Restoration List or Reemployment List, if one exists, with the most seniority shall be appointed.

8.4.3- Rehires

A. Rehire of a previous employee, within 39 months, shall have the following effects:

1. When rehired to a permanent position, there shall be a restoration of accumulated sick leave (if not donated to the catastrophic sick leave bank or other situation where the sick leave is not available).
2. Restoration of former anniversary date, less any credit during separation from the district in excess of fifteen (15) calendar days. *(Revised 7/18/24)*

8.4.4- Resignations

- A. When a classified employee desires to resign from a position, the employee shall present a written resignation, stating the reason(s) and effective date of the resignation to the site/department administrator. A copy of the resignation shall be immediately filed by the site/department administrator with the Director, Classified Personnel.
- B. A resignation relates only to the specific position from which the employee resigns and does not impair the employee's rights to other positions which (s)he may hold on eligibility lists except that an employee who resigns shall have his/her name removed from promotional eligibility lists.
- C. Once the Superintendent or designee has accepted and set an effective date for a resignation, as authorized by the Board of Trustees, the resignation may not thereafter be withdrawn by the employee.

(Revised 1/15/15)