



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, June 20, 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, JUNE 20, 2024
CLOSED SESSION: 3:45 P.M.
**HUMAN RESOURCES
CONFERENCE ROOM, BUILDING B**
OPEN SESSION: 4:30 P.M.
BOARD ROOM, BUILDING A

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- 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 May 23, 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 May 23, 2024, Regular Personnel Commission meeting for approval.

ACTION
Pages 2-5
Moved: ___
Second: ___
Vote: ___

COMMISSION BUSINESS

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

ACTION
Pages 6-17

A. JOB DESCRIPTION REVIEWS/REVISIONS:

The Personnel Commission will receive the Interim Executive Director's recommendation to review, discuss, and approve the proposed revisions to the following job description:

Moved: ___
Second: ___
Vote: ___

- 1. Senior Account Clerk
2. Speech and Language Assistant

B. ELIGIBILITY LISTS:

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

- Ratify: 2023-110 Noon Duty Supervisor
Ratify: 2023-111 School Library Specialist
Ratify: 2023-112 Cook
Ratify: 2023-113 Custodian
Ratify: 2023-114 Universal Instructional Assistant
Ratify: 2023-115 Instructional Assistant – Physical Education
Ratify: 2023-116 Instructional Assistant - ABA
Ratify: 2023-117 Speech and Language Assistant

- | | |
|--|---|
| <p>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 May 14, 2024, (Exhibit A), and May 28, 2024, (Exhibit B).</p> | <p>INFORMATION
Pages 18-22</p> |
| <p>14. CLASSIFIED PERSONNEL RECRUITMENT LIST: The Personnel Commission will receive for information the most current list which includes the most recent status of classified recruitments.</p> | <p>INFORMATION
Pages 23-28</p> |
| <p>15. ADVANCED STEP PLACEMENT NOTIFICATION: The Personnel Commission will receive for information the Interim Executive Director’s report notification of an advance step placement that has been approved since the last meeting of the Personnel Commission.</p> | <p>INFORMATION
Pages 29</p> |
| <p>16. MERIT RULE REVIEW AND REVISION – CHAPTER 8, SECTION 8.9.4.3 – VACATION ELIGIBILITY: The Personnel Commission will receive the Interim Executive Director’s recommendation to review and revise Merit Rule Chapter 8, Section 8.9.4.3 – Vacation Eligibility for a first reading and discussion.</p> | <p>FIRST READING
AND
DISCUSSION
Pages 30-31</p> |
| <p>17. MERIT RULE REVIEW AND REVISION – CHAPTER 8, SECTION 8.4 - REINSTATEMENTS AND RESTORATIONS: The Personnel Commission will receive the Interim Executive Director’s recommendation to review and revise Merit Rule Chapter 8, Section 8.4– Reinstatements and Restorations for a first reading and discussion.</p> | <p>FIRST READING
AND
DISCUSSION
Pages 32-35</p> |
| <p>18. PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2024-2025: The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2024-2025.</p> | <p>ACTION
Page 36

 Moved: _____
 Second: _____
 Vote: _____</p> |

COMMUNICATIONS

- 19. 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.
- 20. COMMISSIONER REPORTS**
- 21. EXECUTIVE DIRECTOR AND STAFF REPORTS**
- | | | |
|-------------------------------|--------------------------------|--|
| <p>22. ADJOURNMENT</p> | <p>TIME: _____ p.m.</p> | <p>ACTION

 Moved: _____
 Second: _____
 Vote: _____</p> |
|-------------------------------|--------------------------------|--|

AGENDA FOR THE PERSONNEL COMMISSION MEETING – JUNE 20, 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
May 23, 2024

CALL TO ORDER The May 23, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:54 p.m.

ROLL CALL Commissioners Ewing, and Gooch were present. Commissioner Bidnick arrived at 4:05 p.m. Interim Executive Director, Human Resources, BethAnn Arko was also present.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the April 18, 2024, Regular Closed Session Meeting.

Seconded by Commissioner Ewing, and carried with a 2:0 vote. Commissioner Bidnick was not present at the time of the vote.

COMMISSION BUSINESS

INFORMATION/ ACTION ITEMS The Personnel Commission met regarding:

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

- 1. Director, Classified Personnel recruitment

ADJOURNMENT Motion by Commissioner Bidnick to adjourn the May 23, 2024, Closed Session Meeting at 4:24 p.m.

Seconded by Commissioner Gooch, 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
May 23, 2024
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the May 23, 2024, Regular Personnel Commission Meeting to order at 4:30 p.m.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing led the pledge of allegiance.
- STAFF MEMBERS PRESENT** BethAnn Arko, Interim Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that the Personnel Commission is excited to announce that a selection has been made to offer Scott Jensen the position of Executive Director, Human Resources, pending approval of the Board of Trustees at their May 28, 2024 board meeting. This position will be accountable to both the Personnel Commission and the Board of Trustees.
- TIME CERTAIN** The Personnel Commission recognized the 2024 Classified School Employees of the Year. Interim Executive Director, Human Resources, BethAnn Arko welcomed everyone to the Personnel Commission meeting. She shared that she asked Michelle Eifert to give a presentation because this week is Classified Employees Week. Last week the District did a wonderful job recognizing all classified and certificated employees, but since the Personnel Commission is dedicated toward classified employees, we wanted to make sure we recognized the six recipients of this year's Classified School Employee of the Year.
- Ms. Eifert shared a slideshow presentation highlighting all six of the employees who were selected in their respective categories. Two of the recipients were in attendance at the meeting and were presented with a gift from the Commission. The remaining gifts were sent to the recipients at their work sites. A short recess followed.
- FIRST PUBLIC COMMENTS** Julianne Hofer, Deputy Superintendent, Human Resources, expressed her gratitude to the Commissioners for their partnership in selecting the new Executive Director, Human Resources. She is excited to work with the new Executive Director as they work together to recruit, hire, and retain the best and brightest in the classified world, the certificated world, and the administrative world. She thanked the Commissioners for their partnership.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the April 18, 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:

There were no job description revisions requiring approval at this time.

The following eligibility lists were received on the Consent Calendar:

B. Recruitment and Testing – Eligibility Lists:

- 2023-97 Instructional Assistant – Computer
- 2023-98 School Health Technician
- 2023-99 Instructional Assistant – ABA
- 2023-100 Instructional Assistant – Special Education
- 2023-101 Noon Duty Supervisor
- 2023-102 Universal Instructional Assistant
- 2023-103 Speech and Language Assistant
- 2023-104 Instructional Assistant – ABA
- 2023-105 Noon Duty Supervisor
- 2023-106 Universal Instructional Assistant
- 2023-107 Early Learning Supervisor
- 2023-108 Instructional Assistant – ABA
- 2023-109 Executive Director, Human Resources

Commissioner Gooch commented that it is wonderful to see these lists being created and commended the staff on the work that is being completed in a timely manner.

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of April 9, 2024, and April 23, 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.

**PUBLIC HEARING
ON THE
PROPOSED
ANNUAL BUDGET
OF THE
PERSONNEL
COMMISSION FOR
FISCAL YEAR
2024-2025**

Commissioner Ewing opened the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2024-2025 at 4:49 p.m.

There being no comments from the administration or the public, Commissioner Ewing closed the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2024-2025, at 4:50 p.m.

MINUTES OF THE MAY 23, 2024 PERSONNEL COMMISSION MEETING – PAGE 3

ADOPTION OF THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2024-2025

Ms. Arko, Interim Executive Director, Human Resources, stated that there were some slight revisions to the budget since the first reading at last month's meeting. It has been reviewed with Timothy Golden, Director, Fiscal Services, and Keith Farrow, Assistant Superintendent, Administrative Services, who were both in agreement with the updates and the corrections that were made. Ms. Arko believes this budget will create an opportunity for the new Executive Director to be quite successful as he begins his new role.

Commissioner Bidnick thanked Ms. Arko and Mr. Golden for their work and help with establishing this budget. He agreed with Ms. Arko and believes this budget will put Mr. Jensen in a very comfortable position, giving him the tools and support he needs to allow him to be successful.

Motion by Commissioner Gooch to approve the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2024-2025.

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

PROPOSED MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2 – INITIAL PLACEMENT (ADVANCE STEP PLACEMENT) – SECOND READING AND APPROVAL

Ms. Arko stated that this proposed revision is slightly revised from the first reading taking into account comments that had been made. This revision shows that the proposed process for advance step placement will be, at the time a job offer is made, the responsibility will lie with the Executive Director in collaboration with the Deputy Superintendent, to determine the step at which the candidate will be hired based upon the criteria listed in the rule. The Executive Director will then report to the Personnel Commission on the next meeting agenda, notifying them of the advance step placement as an information item.

Commissioner Gooch stated that this is a wonderful move forward to expedite some administrative functions and he looks forward to more of these types of revisions in the future.

Commissioner Bidnick mentioned that it is not allowed to request salary information from candidates, so he wanted to make sure that the language that is included in the revision is consistent with this. One of the criteria states that candidates can voluntarily disclose their salary. Ms. Arko stated yes, that it is against the law to request salary information but if it is voluntarily disclosed, it can be considered.

Motion by Commissioner Bidnick to approve the Proposed Merit Rule and Revision, Chapter 7, Section 2 – Initial Placement (Advance Step Placement).

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

ADVANCED STEP PLACEMENT NOTIFICATION

The Commission received for information a notification of an advance step placement that had been approved.

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Gooch had nothing to report.

Commissioner Bidnick wished everyone a happy Classified Employees Week and congratulated all of the Classified School Employees of the Year.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for June 20, 2024. He also shared that Dr. Conroy had to leave the meeting early but thanked the Commissioners for the work that was done establishing the new Executive Director position.

Commissioner Ewing shared some sad news about the passing of Nicholas Esparza, an Ocean View School District employee in the Transportation Department. He asked for a moment of silence in remembrance of Nick and that his family and coworkers be kept in everyone's thoughts.

DIRECTOR AND STAFF REPORTS

Ms. Arko shared that staff has been really busy working on recruitments, as evidenced by the thirteen eligibility lists that were approved this evening. In addition, there were 31 on-boarding appointments. Summer work assignments have been offered and reasonable assurance letters have gone out. And we concluded the successful recruitment for the Executive Director, Human Resources.

Ms. Eifert shared that she attended a School Office Manager in the morning. The secretaries from Transportation and Facilities were also in attendance and they, along with the members of their departments, are really struggling with the loss of Nick Esparza.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:58 p.m.

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: BethAnn Arko
Interim Executive Director, Human Resources

DATE: June 20, 2024

**SUBJECT: Agenda Item No. 12.A-1: Job Description and Title Change Revision:
SENIOR ACCOUNT CLERK TO PROGRAM ACCOUNT SPECIALIST**

Background Information

The Coordinator of Child Development Programs, Sue Broderson, has requested that we review and modify the classification for Senior Account Clerk to update the duties to be more reflective of the responsibility of the position and update the title of the classification.

Staff has notified CSEA of these recommended changes and they concur and will be conducting their 610 process.

Please see the description for the proposed revisions to the Senior Account Clerk/Program Account Specialist

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Recommendation

The Interim Executive Director recommends that the Personnel Commission approve the proposed revisions to the Senior Account Clerk/Program Account Specialist, effective June 21, 2024.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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

Program Senior Account Clerk Specialist

JOB SUMMARY

Under general supervision of an administrator/director/supervisor level position, performs complex financial and/or statistical record keeping assignments of above average difficulty in the preparation and maintenance of accounting records; monitors and develops record keeping procedures related to specialized areas. inventory management duties; performs departmental services and communicates with staff, parents and outside agencies; duties involve recordkeeping, budget maintenance, data entry, database management, office organization and serving as an information resource for the department.

CLASS CHARACTERISTICS

Positions directly support district programs or department and are distinguished by the performance of record keeping duties of above average difficulty which require a working knowledge of one or more specific areas of the District's accounting functions. Incumbents are regularly expected to work independently making informed decisions on a variety of procedural and record keeping matters. Although supervision is generally available, it is often exercised only through a review of completed work and successful performance at this level requires the use of a high degree of analytical ability and judicious use of independent judgments. Accurate, complete and timely work products within rigid time schedules are expected.

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:

- Receive, review for accuracy and resolve discrepancies with purchase orders/invoices for material and/or equipment received or services performed;
- Maintain and monitor budgets, receive and/or prepare purchase requisitions for purchases requested by teachers or staff, affix proper account codes and obtain administrator approvals;
- Maintain and monitor staffing of department/program, receive and/or prepare personnel requisitions for staff changes, affix proper account codes and obtain administrator approvals;
- Set up and maintain the student and financial data base;
- Prepare billing statements, process requests for reimbursement, receive and process payment for services performed and/or provided; and or pursue collections for income (direct payments and /or funding provided by outside agencies), make deposits and maintain required accounting records;
- Independently maintain financial records and department revolving checkbook accounts;
- Research, gather, assemble, tabulate, reconcile, check, type, file, financial, payroll and statistical data and other information and records and prepare reports there from;
- Make arithmetic calculations to maintain records, complete reports and update budget;
- Post data to records, make extensions and check and balance totals;
- Receive financial documents (including staff time cards), monitor accounts, screen for accuracy and

adherence to established procedures and standards;

- Assist in developing budget for specific program areas.
- Provide parents with information regarding program and services;
- Process expense transfers to ensure proper account is charged for all expenditures;
- Answer inquiries, provide and collect information from employees, administrators, other agencies and the public;

Other Related Duties:

- Develop or assist in developing record keeping procedures;
- May process budget transfers within a department budget to ensure sufficient funds are available to cover expenses;
- May be required to maintain the respective department's website.
- Resolve issues, problems, and complaints as appropriate;
- Maintain cash revolving account and balance revolving account, may count cash receipts and prepare money for deposit;

SUPERVISION

General supervision is received from a District administrator/director/supervisor. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, terminology, practices associated with bookkeeping, payroll and financial record- keeping;
- Legal and procedural aspects of special fund accounting;
- Financial and statistical reporting;
- Preparation of basic financial statements and financial reports;
- Operation of computer, and other office equipment;
- Business math in performing accounting duties;
- Modern office practices, procedures, terms and equipment including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Standard methods of filing in alphabetical order, numeric order and chronological order;
- Basic website maintenance;
- Business office telephone techniques and etiquette.

Ability to:

- Perform mathematical computations used in District related financial record keeping and accounting;
- Make arithmetic calculations with speed and accuracy;
- Review, check, verify the accuracy of data;
- Prepare clear and accurate financial reports;
- Maintain accurate financial and statistical records and develop procedures and meet quality and time requirements without immediate supervision;
- Perform general and statistical clerical work;

- Operate a wide variety of office equipment associated with keeping financial records and/or making calculations, including the use of a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Learn and apply methods and procedures used in maintaining a website;
- Follow written and oral instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience, and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS

Education:

- High School Diploma or equivalent;
- 12 units of coursework in accounting/bookkeeping or business management.

Experience:

- One (1) year of progressively responsible accounting or bookkeeping experience. OR
- Two (2) years of progressively responsible accounting or bookkeeping experience. (One (1) year of experience may be substituted for the 12 units of coursework in accounting/bookkeeping or business management).

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:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions

Physical Demands:

While performing the duties of this job, the position is continuously required to talk, hear, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires sitting, reaching, and grasping. The incumbent may: occasionally stand, lift, carry, stoop, kneel and crouch; rarely grip, stand, push, pull, and climb. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 35

Classified Bargaining Unit

Past Revisions: 11/00, 6/10/04, 1/8/09, 5/9/13

Job Description Review and Revisions Effective: 4/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: BethAnn Arko
Interim Executive Director, Classified Personnel

DATE: June 20, 2024

SUBJECT: Agenda Item No. 12.A-2: Job Description Revision: SPEECH AND LANGUAGE ASSISTANT

Background Information

In reviewing the classification for recruitment some minor modifications are recommended by staff:

- A Speech and Language Pathology Assistant certificate is required; therefore, the passing of the Instructional Assistant competency Examination is redundant.
- The incumbents in this classification work at multiple locations and that requirement was not reflected in the job description.

Staff has notified CSEA of these recommended changes and they concur.

Please see the description for the proposed revisions to the Employment Standards: Education requirement and the Physical demands, working environment and hazards sections.

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Recommendation

The Interim Executive Director recommends that the Personnel Commission approve the proposed revisions to the Speech and language Assistant classification effective June 21, 2024.



OCEAN VIEW SCHOOL
DISTRICT
Personnel Commission

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

Speech And Language Assistant

JOB SUMMARY:

Under general supervision of the site administrator or designee and direction of a certificated Speech and Language Pathologist (SLP) or other certificated staff, assists in providing authorized and appropriate speech and language services for students identified as having special needs in the area of speech and language communication.

CLASS CHARACTERISTICS:

Incumbents in this class are distinguished from Instructional Assistant- Special Education in that they have specific education and experience qualifying them to assist Speech and Language Pathologists (SLP's) working with students having speech and language communication special needs. Participates as a member of an educational team in developing and providing services for students with communication disorders to improve their speech and language skills. This class also differs from the Speech and Language Aide class in that incumbents may perform authorized speech and language services for a student under the indirect supervision of a Speech and Language Pathologist.

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

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

Essential Duties:

- Assist Speech and Language Pathologist with prescribed therapy by working with and implementing services to individuals and small groups of students, utilizing established lesson plans and specific Individual Education Plans (IEP) in the area of speech and language communication, including articulation, language, voice and fluency skills;
- Observe and report significant student behavior, behavioral patterns, and/or other problems to certificated staff; assist in maintaining appropriate behavior in the classroom and between classroom activities;
- Assist Speech and Language Pathologist during speech-language screenings and assessment of students and confer with Speech and Language Pathologist regarding student progress;
- Assist in documenting student progress by maintaining student records, tallying data, preparing charts, records, graphs and reports;
- Prepare, adapt and modify learning materials and assist students in the use of alternative communication methods and a variety of computerized speech and language augmentative alternate communication devices;
- Assist in organizing classroom activities such as displaying educational materials,

arranging furniture to facilitate instructional requirements, creating an orderly and clean classroom environment, etc.;

- Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology;
- Maintain confidentiality of information pertaining to students and their families;
- Assure the health and safety of students by following all health and safety rules and utilize positive restraint strategies according to established procedures as necessary;
- Prepare various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling, and laminating as needed;
- Perform a variety of case management support duties such as sorting, filing, record keeping, establishing and maintaining files, recording attendance, completing forms, etc.;
- Assist with the implementation of IEPs and implement behavior management programs for students as designed by certificated staff;

Other Related Duties:

- Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the site administrator or designee. Direction is provided by a certificated Speech and Language Pathologist or other certificated staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General methods and techniques of individual and group therapy;
- Speech and Language development theories and practices;
- Speech and language pathology equipment, materials and procedures;
- Language, articulation and hearing disorders in children;
- Learning patterns in children;
- Student behavior management techniques and strategies;
- Learning problems of children with special educational needs;
- English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Basic record-keeping techniques;
- Modern office equipment and procedures including the operation of personal computers and word processing software;
- Health and safety procedures and techniques.

Ability to:

- Assist in providing speech therapy services for identified students according to Individual Education Plan (IEP) and Speech Improvement Plan (SIP) goals;

- Assist with conducting speech-language screenings and assessment;
- Understand and carry out oral and written directions, including intervention plans;
- Learn and utilize current speech and language methods and procedures used in an instructional setting;
- Maintain confidentiality of sensitive and privileged information;
- Utilize and maintain specialized augmentative communication systems and devices;
- Communicate effectively orally and in written form;
- Operate standard office equipment including: copier machines, calculators, and personal computers (PCs) utilizing word processing, learning and educational software;
- Demonstrate an understanding, patient, and receptive attitude toward children;
- Maintain records and prepare reports related to assigned students and activities;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- ~~Passing the Instructional Assistant Competency Examination;~~
- The following qualifications are required to register as a Speech and Language Pathology Assistant with the California Speech-Language Pathology and Audiology Board:
 - A bachelor's degree in Speech-Language Pathology or Communicative Disorders from an accredited educational institution OR an Associate of Arts or Sciences Degree in Speech-Language Pathology Assistant from a Board approved SLPA program.
 - Must have 70 hours of fieldwork experience OR nine months of full-time work experience performing the duties of an SLPA in a public school setting OR nine months of full-time work as an SLPA in another state with the appropriate authorization to practice.

Experience:

- Paid or volunteer experience in working with elementary school age children is desirable.
- Paid or volunteer experience working with individuals with speech and language disabilities or communicative disorders is highly desirable.

Licenses and Certificates Required:

Registration as a Speech-Language Pathology Assistant with the California Speech-Language Pathology and Audiology Board.

May be required to possess valid and appropriate California Driver License.

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently 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 an classroom or playground environment; 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 other district staff. Works in a classroom environment with guidance from certificated staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

[Incumbents in these positions are expected to regularly work at more than one school and may have to travel from one school to another during the day.](#)

SALARY RANGE

Range 34

Classified Bargaining Unit

Classification adopted 6/18/02

Last revised ~~12/9/04~~, 5/29/2024

Revisions effective 3/9/06

Revisions effective 9/12/13

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 20, 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: 2023-110	Noon Duty Supervisor
Ratify: 2023-111	School Library Specialist
Ratify: 2023-112	Cook
Ratify: 2023-113	Custodian
Ratify: 2023-114	Universal Instructional Assistant
Ratify: 2023-115	Instructional Assistant – Physical Education
Ratify: 2023-116	Instructional Assistant - ABA
Ratify: 2023-117	Speech and Language Assistant

Recommendation

The Interim Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2023-110 through 2023-117.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-110	Noon Duty Supervisor	No. of Applicants 2 Screened Out 0 Written Exam Test Date 5/15/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	1	Open & Promotional
2023-111	School Library Specialist	No. of Applicants 15 Screened Out 0 Written Exam Test Date 3/27/2024 No Show/ Withdrew 11 Did Not Qualify 0 Oral Exam Test Date 5/14/2024 No Show/ Withdrew 0 Did Not Qualify 1	3	3	Open & Promotional
2023-112	Cook	No. of Applicants 4 Screened Out 2 Written Exam Test Date 5/15/2024 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional
2023-113	Custodian	No. of Applicants 28 Screened Out 3 Written Exam Test Date 5/15/2024 No Show/ Withdrew 11 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	11	19	Open, Promotional, & Merge
2023-114	Universal Instructional Assistant	No. of Applicants 8 Screened Out 0 Written Exam Test Date 5/15/2024 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	19	Open, Promotional, & Merge
2023-115	Instructional Assistant – Physical Education	No. of Applicants 8 Screened Out 0 Written Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 5/20/2024 No Show/ Withdrew 4 Did Not Qualify 0	4	6	Open, Promotional, & Merge

ELIGIBILITY LISTS

Page 3

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2023-116	Instructional Assistant – ABA	No. of Applicants	7	7	8	Open, Promotional, & Merge
		Screened Out	0			
		Written Exam Test Date	N/A			
		No Show/ Withdrew	0			
		Did Not Qualify	0			
		Oral Exam Test Date	5/24/2024			
		Did Not Qualify	0			
2023-117	Speech and Language Assistant	No. of Applicants	1	1	5	Open, Promotional, & Merge
		Screened Out	0			
		Written Exam Test Date	6/6/2024			
		No Show/ Withdrew	0			
		Did Not Qualify	0			
		Oral Exam Test Date	N/A			
		Did Not Qualify	N/A			

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 20, 2024

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

Background Information

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of May 14, 2024, (Exhibit A), and May 28, 2024, (Exhibit B).

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

Recommendation

The Interim Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity List of May 14, 2024, and May 28, 2024 for information.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 14, 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>
Benitez, Carlos	Westmont Preschool	\$21,690 hourly	28.1	04/08/2024
Branica-Tarvin, Antonio	Lake View	\$18,693 hourly**	22.1	05/02/2024
Cevallos, Angela	Circle View	\$18,693 hourly**	22.1	04/22/2024
Chan, Amanda	Village View	\$21,690 hourly	28.1	04/29/2024
Churchill, Yolanda	Westmont	\$18,693 hourly**	22.1	04/16/2024
Gonzales, Andrew	District Office	\$4,693.17 monthly	37.1	04/22/2024
Gonzalez, Mallory	Vista View	\$3,489.55 monthly	25.1	04/08/2024
Harsh, Mathias	Circle View	\$18,693 hourly**	22.1	04/15/2024
Hendrick, Hope	Vista View	\$16,50 hourly	1.1*	04/22/2024
Naranjo, Maria	Central Kitchen	\$19,644 hourly	24.1	04/08/2024
Nugent, Ammie	Hope View	\$16,50 hourly	1.1*	04/22/2024
Perry, Krystle	Westmont Preschool	\$21,690 hourly	28.1	04/16/2024
Pritchard, Nancy	Circle View	\$16,50 hourly	1.1*	04/08/2024
Serven, Luke	Star View	\$18,693 hourly**	22.1	04/15/2024
Tran, Thai	Star View	\$16,50 hourly	1.1*	04/22/2024

Instructional Assistant – ABA
Universal Instructional Assistant
Universal Instructional Assistant
Instructional Assistant – ABA
Universal Instructional Assistant
Field Service Technician
Campus Safety Supervisor
Universal Instructional Assistant
Noon Duty Supervisor
Cook
Noon Duty Supervisor
Instructional Assistant – ABA
Noon Duty Supervisor
Universal Instructional Assistant
Noon Duty Supervisor

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

POSITION HIRED INTO

<u>NAME</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Chulde, Keren	Substitute	\$25,145 hourly	34.1	04/19/2024
Cohen, Leah	Substitute	\$18,693 hourly**	22.1	04/23/2024
Estrella, Maribel	Substitute	\$18,693 hourly**	22.1	03/28/2024
Martin, Carren	Substitute	\$16,937 hourly	18.1	03/27/2024
Nguyen, Anh	Substitute	\$19,644 hourly	24.1	04/19/2024
Nguyen, Anh	Substitute	\$21,151 hourly	27.1	04/19/2024
Richau, Kristen	Substitute	\$26,426 hourly	28.5	04/29/2024
Rodas, Daisy	Substitute	\$22,774 hourly	28.2	04/23/2024
Rothert, Andrea	Substitute	\$20,638 hourly	26.1	04/22/2024
Ruiz, Silvia	Substitute	\$18,693 hourly**	22.1	03/04/2024
Sheldon, Suzanne	Substitute	\$28,591 hourly	36.2	03/22/2024
Taylor, Jennifer	Substitute	\$18,693 hourly**	22.1	04/16/2024
Van Der Mark, Justin	Substitute	\$20,132 hourly	25.1	04/19/2024
Wood, Brandon	Substitute	\$18,693 hourly**	22.1	03/05/2024

Speech and Language Assistant
Universal Instructional Assistant
Universal Instructional Assistant
Food Service Worker
Instructional Assistant – Special Education
Instructional Assistant – Severely Disabled
Instructional Assistant – ABA
School Office Clerk
School Health Technician
Universal Instructional Assistant
School Office Manager
Universal Instructional Assistant
Campus Safety Supervisor
Universal Instructional Assistant

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 May 14, 2024

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Albor, Sonia	Instructional Assistant – ABA	Star View	\$21,690 hourly	28.1	04/16/2024
Martinez, Oscar	Groundskeeper I	Facilities	\$4,045.77 monthly	31.1	04/22/2024
Nicosia, Roger	Universal Instructional Assistant	Circle View	\$18,693 hourly**	22.1	04/25/2024
Salas, Santos	Maintenance and Operations Supervisor	Facilities	\$7,094.48 monthly	M51.1	05/20/2024

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>
Ortega, Samara	Noon Duty Supervisor	Star View	Resignation	03/06/2024	04/18/2024
Rivas, Flora	Custodian	Lake View	Resignation	01/31/2023	05/03/2024

*This is a single step, entry level position.

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

APPROVE EMPLOYMENT

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

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Bui, Thanh-Van (Vanessa)	Noon Duty Supervisor	Star View	\$16.50 hourly	1.1*	05/06/2024
Menchaca, Clarissa	Noon Duty Supervisor	Marine View	\$16.50 hourly	1.1*	05/08/2024
Savin, Darcy	Early Learning Instructional Assistant	Westmont Preschool	\$19.347 hourly	22.1	05/06/2024
Van Dalen, Ye	Noon Duty Supervisor	Star View	\$16.50 hourly	1.1*	05/08/2024

APPROVE SUBSTITUTE EMPLOYMENT

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

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Arko, BethAnn	Executive Director, Human Resources (Interim)	Substitute	\$85.669 hourly	M75.5	04/24/2024
Bishop, Patrick	Instructional Assistant – Computer	Substitute	\$19.832 hourly	23.1	04/29/2024
Bishop, Patrick	Instructional Assistant – Special Education	Substitute	\$20.332 hourly	24.1	04/29/2024
Diaz, Jose	Campus Safety Supervisor	Substitute	\$20.837 hourly	25.1	04/29/2024
Martinez, Rebecca	Food Service Worker	Substitute	\$17.530 hourly	18.1	05/09/2024
Martinez, Rebecca	Instructional Assistant – Special Education	Substitute	\$20.332 hourly	24.1	05/06/2024
Quinn, Keaton	Custodian	Substitute	\$22.449 hourly	28.1	04/30/2024
Quinn, Keaton	Universal Instructional Assistant	Substitute	\$19.347 hourly**	22.1	04/30/2024
Santos, Angel	Custodian	Substitute	\$22.449 hourly	28.1	05/01/2024
Tran, Tram	Instructional Assistant – Computer	Substitute	\$19.832 hourly	23.1	05/03/2024

APPROVE PROMOTION

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

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Chan, Amanda	Instructional Assistant – ABA	Village View	\$22.449 hourly	28.1	04/29/2024

APPROVE ADVANCE STEP PLACEMENT

In accordance with Merit System Rule 7.2.1:
POSITION HIRED INTO

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Salas, Santos	Maintenance and Operations Supervisor	Facilities	\$7,753.65 monthly	M51.2	05/20/2024

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 May 28, 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>
Holakeitui, Sepiuta	Instructional Assistant – Special Education	Circle View	Resignation	03/12/2024	05/17/2024
Huerta Viveros, Christopher	Custodian	Golden View	Resignation	01/22/2024	05/03/2024
McNeil, Ashley	Instructional Assistant – Physical Education	Multiple Sites	Resignation	10/21/2022	06/18/2024
Medina, Maura	Noon Duty Supervisor	Circle View	Resignation	12/12/2022	05/03/2024
Osollo, Yolanda	Noon Duty Supervisor	Golden View	Resignation	01/11/2016	03/24/2024
Padilla, Antonio	Custodian	Village View	Resignation	01/29/2024	05/08/2024
Tamayo, Gabriel	Campus Safety Supervisor	Marine View	Resignation	09/05/2023	06/18/2024

*This is a single step, entry level position.

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

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

A	B	C	D	E	F	G	H	I	J	K	L	M
1	2	3	4	5	6	7	8	9	10	11	12	13
Updated:	6/12/2024	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	District Office	40	Posted	4/4/2024-4/25/2024	5/3/2024	6/5/2024	6/13/2024	Recruitment in progress	6/13/2024	Replacing Employee - Debbie Frazier
2	10000638	Campus Safety Supervisor	Student Services	40	Continuous	For substitutes and eligibility list	PC test every other Wednesdays for eligible candidates	TBD	6/20/2024	Recruitment in progress	6/20/2024	New Position
3	10001084	Campus Safety Supervisor	Marine View	40	Continuous	For substitutes and eligibility list	PC test every other Wednesdays for eligible candidates	TBD	6/20/2024	Recruitment in progress	6/20/2024	Replacing Employee - Gabriel Tamayo
4	2282	Child Care Program Facilitator	TBD	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
5	10001060	Child Care Program Facilitator	Hope View	20.75	Posted	1/25/2024-4/24/2024	5/10/2024	5/10/2024	6/3/2024	Recruitment in progress	6/3/2024	New Position
6	10001064	Child Care Program Facilitator	Harbour View	20.75	Posted	1/25/2024-4/24/2024	5/10/2024	5/10/2024	6/3/2024	Recruitment in progress	6/3/2024	New Position
7	10001059	Child Care Program Facilitator	College View	20.75	Posted	1/25/2024-4/24/2024	5/10/2024	5/10/2024	6/3/2024	Recruitment in progress	6/3/2024	New Position
8	10001063	Child Care Program Facilitator	Village View	20.75	Posted	1/25/2024-4/24/2024	5/10/2024	5/10/2024	6/3/2024	Complete	7/1/2024	New Position
9	10001062	Child Care Program Facilitator	Star View	20.75	Posted	1/25/2024-4/24/2024	5/10/2024	5/10/2024	6/3/2024	Recruitment in progress	6/3/2024	New Position
10	10000775	Custodian	Westmont	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	10000744	Custodian	Mesa View	25	Posted	4/16/2024 - 5/6/2024	PC test every other Wednesdays for eligible candidates	N/A	5/28/2024	Complete	5/30/2024	Replacing Employee - Felipe Galvan
12	10000992	Custodian	District Office	20	Posted	4/16/2024 - 5/6/2024	PC test every other Wednesdays for eligible candidates	N/A	5/28/2024	Complete	7/1/2024	Replacing Employee - James Dean Chapman
13	10001043	Custodian	Lake View	25	Posted	4/16/2024 - 5/6/2024	PC test every other Wednesdays for eligible candidates	N/A	5/28/2024	Complete	7/1/2024	Replacing Employee - Flora Rivas
14	10001072	Custodian	Village View	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
15	10001047	Custodian	Golden View	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
16	10001105	Custodian	Facilities	40	Posted	4/16/2024 - 5/6/2024	PC test every other Wednesdays for eligible candidates	N/A	5/28/2024	Complete	6/11/2024	Replacing Employee - Adrian Soto
17	10001137	Custodian	Marine View	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
18	10001161	Custodian	Mesa View	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
19	10001008	Delivery Worker	Maintenance	40	Posted	4/26/2024 - 5/16/2024	5/22/2024	6/14/2024		Recruitment in progress		Replacing Employee - Garrett Sample
20	10000772	Early Learning Associate Educator	Early Learning	25	Posted	2/13/2024 - 8/13/2024	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress		New Position
21	10000894	Early Learning Associate Educator	College View Preschool	40	Posted	2/13/2024-8/13/2024	PC test every other Wednesdays for eligible candidates	TBD	4/10/2024	Recruitment in progress		Replacing Employee - Cynthia Hernandez
22	3295	Instructional Assistant	College Preschool	17.5	Continuous	3/14/2024-9/14/2024	PC test every other Wednesdays for eligible candidates	1/24/2024	2/2/2024	Recruitment in progress		Replacing Employee - Ruth Ocampo
23	10000932	Instructional Assistant	Westmont Preschool	15		3/14/2024-9/14/2024	PC test every other Wednesdays for eligible candidates		4/10/2024	Complete	5/6/2024	New Position
24	10000931	Instructional Assistant	College View Preschool	15		3/14/2024-9/14/2024	PC test every other Wednesdays for eligible candidates		4/10/2024	Complete	8/26/2024	New Position
25	10000934	Instructional Assistant	College View Preschool	15		3/14/2024-9/14/2024	PC test every other Wednesdays for eligible candidates		4/10/2024	Complete		Replacing Employee - Wesley Haiton
26	10000675	Early Learning Supervisor	Early Learning	40	Posted	2/5/2024 - 8/5/2024	N/A	4/29/2024	5/10/2024	Complete	6/3/2024	New Position
27	10000742	Executive Director, Human Resources	Personnel Commission	40	Posted	04/02/2024 - 05/03/2024	N/A	5/6/2024	5/15/2024	Recruitment in progress	7/1/2024	Replacing Employee - Michelle Vellanoweth
28	10000897	Food Service Worker	Vista View	15	Posted	10/12/2023 - 11/28/2023	PC test every other Wednesdays for eligible candidates	N/A		Long Term Substitute		Replacing Employee - Ebbome Mallett
29	10001106	Groundkeeper	Facilities	40	Valid Eligibility List		PC test every other Wednesdays for eligible candidates		6/4/2024	Pending Pre-Employment		Replacing Employee - Jose Gonzalez
30	10000808	Instructional Assistant - ABA	College View Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		Replacing Employee - Ngoc Tran

A	B	C	D	E	F	G	H	I	J	K	L	M
REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy	
31	10000814	Instructional Assistant - ABA	Harbour View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
32	10000924	Instructional Assistant - ABA	Westmont	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
33	10000962	Instructional Assistant - ABA	Star View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
34	10000976	Instructional Assistant - ABA	Village View	19	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
35	10000959	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		Replacing Employee - Caleb Repp
36	10000941	Instructional Assistant - ABA	Star View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
37	10000939	Instructional Assistant - ABA	Star View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Pending Pre-Employment		New Position
38	10000999	Instructional Assistant - ABA	Oak View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Pending Pre-Employment		New Position
39	10000970	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		Replacing Employee - Jocelyn Hernandez
40	10000974	Instructional Assistant - ABA	Village View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
41	10000972	Instructional Assistant - ABA	Village View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Complete	4/29/2024	New Position
42	10000989	Instructional Assistant - ABA	Westmont	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
43	10000980	Instructional Assistant - ABA	Star View	19	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
44	10000982	Instructional Assistant - ABA	College View	21	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
45	10000979	Instructional Assistant - ABA	Hope View	21	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
46	10000981	Instructional Assistant - ABA	Harbour View	19	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
47	10000677	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
48	10000678	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
49	10000495	Instructional Assistant - ABA	College View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		Replacing Employee - Skyler Golanka
50	10000817	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Complete	8/28/2024	Replacing Employee - Brianna Gawith
51	10000619	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		Replacing Employee - Elissa Rangel
52	10000681	Instructional Assistant - ABA	Lake View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
53	10000609	Instructional Assistant - ABA	Lake View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		Replacing Employee - Kristin Mix
54	10000682	Instructional Assistant - ABA	Oak View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Complete	6/5/2024	New Position
55	10000431	Instructional Assistant - ABA	Oak View Preschool	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		Replacing Employee - Ann Ahn
56	10000436	Instructional Assistant - ABA	Village View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position

A	B	C	D	E	F	G	H	I	J	K	L	M
REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy	
57	10000389	Instructional Assistant - ABA	Westmont	18	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
58	10000689	Instructional Assistant - ABA	Hope View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		Replacing Employee - Chrisother Cortez
59	10000904	Instructional Assistant - ABA	Spring View	29.75	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		Replacing Employee - Logan Poulsen
60	10000913	Instructional Assistant - ABA	Circle View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	6/3/2024	Recruitment in progress		New Position
61	10000607	Instructional Assistant - Computer	Harbour View	20	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	4/29/2024	Recruitment in progress		Replacing Employee - Elizabeth Brooks
62	10001036	Instructional Assistant - Physical Education	Various Sites	25	Posted	3/15/2024 - 4/3/2024	PC test every other Wednesdays for eligible candidates	6/5/2024	6/5/2024	Pending Pre-Employment		Replacing Employee - Rene Medrano
63	10001035	Instructional Assistant - Physical Education	Various Sites	19	Posted	3/15/2024 - 4/3/2024	PC test every other Wednesdays for eligible candidates	6/5/2024	6/5/2024	Pending Pre-Employment		Replacing Employee - Ashley McNeil
64	10000947	Instructional Assistant - Special Ed	Marine View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	4/15/2024	Recruitment in progress		Replacing Employee - Yesica Flores
65	10000390	Instructional Assistant - Special Education	College View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	4/15/2024	Recruitment in progress		New Position
66	10000420	Instructional Assistant - Special Education	Harbour View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	4/15/2024	Recruitment in progress		Replacing Employee - Stephanie Smith
67	10000586	Instructional Assistant - Special Education	Village View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	4/15/2024	Recruitment in progress		Replacing Employee - Amy Geunrik
68	10000816	Instructional Assistant - Special Education	Village View	26.5	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	4/15/2024	Recruitment in progress		Replacing Employee - Ngoc Tran
69	10001086	Instructional Assistant - Special Education	Circle View	25	Continuous	10/17/2023 - 10/17/2024	PC test every other Wednesdays for eligible candidates	4/23/2024	4/15/2024	Recruitment in progress		Replacing Employee - Septia Holakethual
70	10000975	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	Recruitment in progress		Replacing Retiree - Kelly Murray
71	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 -
72	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 -
73	10000885	Maint & Operations Supervisor	Facilities	40	Posted	2/26/2024 - 3/15/2024	N/A	4/3/2024	4/19/2024	Tentative start date 5/15/2024		New Position
74	10000748	Maintenance HVAC Mechanic	Maintenance	40	Posted	12/22/2023 - 1/17/2024	1/24/2024	6/13/2024		Recruitment in progress		Replacing Employee - Robert Castillo
75	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
76	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
77	10000780	Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Karen Isa
78	10000559	Noon Duty Supervisor	Marin View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	4/22/2024	Complete	5/8/2024	Replacing Employee - Jessica Hernandez
79	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
80	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
81	3550	Noon Duty Supervisor	Mesa View	10	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Kristin Stalle
82	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
83	3494	Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	3/25/2024	Recruitment in progress		Replacing Employee -Carren Martin

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REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy	
3												
84	3548	Noon Duty Supervisor	Westmont	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	3/25/2024	Recruitment in progress	Replacing Employee - Rosibel Hernandez Cordova	
87												
85	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	
88												
86	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	
89												
87	10001004	Noon Duty Supervisor	Star View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	4/18/2024	Complete	Replacing Employee - Amanda Chan	
90												
88	10001005	Noon Duty Supervisor	Star View	7	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A	4/18/2024	Complete	Replacing Employee - Shierri Ortega	
91												
89	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 Sellars	
92												
90	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 Osollo	
93												
91	10001027	Noon Duty Supervisor	Golden View	7	Continuous	10/14/2023 - until filled	PC tests for eligible candidates	N/A		Recruitment in progress	Replacing Employee - Roger Niccisia	
94												
92	10001049	Noon Duty Supervisor	Circle View	6	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	Replacing Employee -	
95												
93	10000882	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 Walthan	
96												
94	10001102	Noon Duty Supervisor	Hope View	7.32	Continuous	10/14/2023 - until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress	Replacing Employee - Jessica Clark	
97												
95	10000909	Parent Liaison Inst. Asst. Bilingual - Spanish	Vista View	28	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/21/2024		Recruitment in progress	Replacing Employee - Patricia Sanchez	
98												
96	3423	Parent Liaison Inst. Asst. Bilingual - Spanish	College View	10	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/21/2024		Recruitment in progress	Replacing Employee - Liliana Montes	
99												
97	10001012	Parent Liaison Inst. Asst. Bilingual - Spanish	College View	20	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/21/2024		Recruitment in progress	New Position	
100												
98	10001013	Parent Liaison Inst. Asst. Bilingual - Spanish	Village View	20	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/21/2024		Recruitment in progress	New Position	
101												
99	10001014	Parent Liaison Inst. Asst. Bilingual - Spanish	Harbour View	20	Posted	4/16/2024-5/6/2024	PC test every other Wednesdays for eligible candidates	6/21/2024		Recruitment in progress	New Position	
102												
100	10000631	School Health Technician	Lake View	20	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	6/17/2024		Recruitment in progress	Replacing Employee - Stephanie Doyle	
103												
101	10001140	School Health Technician	Vista View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	6/17/2024		Recruitment in progress	New Position	
104												
102	10001139	School Health Technician	Vista View	25	Continuous	10/17/2023 - 4/17/2024	PC test every other Wednesdays for eligible candidates	6/17/2024		Recruitment in progress	New Position	
105												
103	10000630	School Library Specialist	College View	15	Posted	1/12/2024 - 7/12/2024	PC test every other Wednesdays for eligible candidates	5/14/2024		On Hold	Replacing Employee - Diahann Mehr	
106												
104	10001108	School Library Specialist	Circle View	20	Posted	1/12/2024 - 7/12/2024	PC test every other Wednesdays for eligible candidates	5/14/2024		On Hold	Replacing Employee - Kristin Walburger	
107												
105	10000918	School Office Manager	Lake View	40	Valid Eligibility List					On Hold	Replacing Employee - Ryan Keel	
108												
106	10001147	School Office Manager	College View	40	Valid Eligibility List			6/14/2024		Recruitment in progress	Replacing Employee - Flo Epperson	
109												
107	10001026	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 - Raissa Soyngico	
110												
108	10000394	Speech & Language Assistant	Village View	29.75	Continuous	3/23/2023 - 9/23/2023	PC test every other Wednesdays for eligible candidates	N/A	6/11/2024	Offered Pending Acceptance	Replacing Employee - Aja Do	
111												
109	10000347	Sprinkler Mechanic	Facilities	40	Continuous	8/21/2023 - 9/11/2023	PC test every other Wednesdays for eligible candidates	TBD		Recruitment in progress	Replacing Employee - Joe Selvit	
112												
110	10000235	Universal Instructional Assistant	Circle View	15.25	Continuous	7/5/2023 - until filled	PC tests for eligible candidates	N/A		Recruitment in progress	New Position	
113												
111	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	
114												

A	B	C	D	E	F	G	H	I	J	K	L	M
REQ	Position	School/ Department	Hours	Recruitment Status (Times)	Recruitment Open/Close	Written Exam Dates	Oral Technical Exam Date	Final Interview	Status (pick from drop down menu)	Employee Start Date	Reason for Vacancy	
3												
112	10000237	Universal Instructional Assistant	Circle View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
115	10000532	Universal Instructional Assistant	College View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Teresa Kettle	
116	10000272	Universal Instructional Assistant	Lake View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
117	10000274	Universal Instructional Assistant	Lake View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
118	10000278	Universal Instructional Assistant	Lake View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
119	3439	Universal Instructional Assistant	Star View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
120	10000285	Universal Instructional Assistant	Star View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
121	10000289	Universal Instructional Assistant	Star View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
122	10000295	Universal Instructional Assistant	Star View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
123	10000417	Universal Instructional Assistant	Star View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
124	10000731	Universal Instructional Assistant	Star View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
125	10000537	Universal Instructional Assistant	Westmont	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Complete	4/16/2024	New Position	
126	10000946	Universal Instructional Assistant	Circle View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
127	10000888	Universal Instructional Assistant	Circle View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
128	10000887	Universal Instructional Assistant	Circle View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
129	10000884	Universal Instructional Assistant	Westmont	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		Replacing Employee - Carolyn Brunner	
130	10000994	Universal Instructional Assistant	Circle View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
131	10000309	Universal Instructional Assistant	Star View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
132	10001057	Universal Instructional Assistant	Circle View	Continuous	7/5/2023- until filled	PC test every other Wednesdays for eligible candidates	N/A		Recruitment in progress		New Position	
133												

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: BethAnn Arko
Interim Executive Director, Human Resources

DATE: June 20, 2024

SUBJECT: **Agenda Item No.15: Advanced Step Placement Notification – Information Item**

Background Information

Below is an advance step placement that has been authorized since the last meeting of the Personnel Commission.

Employee	Classification	Step	Justification	Effective Date
Jensen, Scott	Executive Director, Human Resources	M75.5	Years of experience and education	7/1/2024

Recommendation

The Interim Executive Director, Human Resources recommends that the Personnel Commission receive the notification of Advanced Step Placement for information.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: BethAnn Arko
Interim Executive Director, Human Resources

DATE: June 20, 2024

SUBJECT: **Agenda Item No. 16: Merit Rule Review and Revision – Chapter 8,
Section 8.9.4.3 – VACATION ELIGIBILITY**

FIRST READING AND DISCUSSION

Background Information

New employees to the district must serve an initial probationary period. These probationary employees are not authorized to take vacation during their probationary period. Staff would like to recommend a change to the rules to allow employees to take vacation during their probationary period with the understanding that if they do not pass probation that they will need to pay those days back to the district. 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, then the supervisor has the authority to not approve the vacation.

The reason for requesting this change is that new classified administrators to the district will serve a 12-month probationary period. While certificated employees have time off built into their work calendar, a classified administrator does not have the same opportunity. Represented Classified employees have a 130 paid days/6 month (whichever is longer) probationary period. For a 12-month classified employee while still having a shorter probationary period, depending on when they are hired, may still have a need for vacation during their probationary period and we would want to treat all classified employees the same.

Recommendation

The Interim 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 first reading and discussion.

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 doesn't pass their probationary period. *(Revised 6/20/24)*

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: BethAnn Arko
Interim Executive Director, Human Resources

DATE: June 20, 2024

SUBJECT: Agenda Item No. 17: Merit Rule Review and Revision – Chapter 8,
Section 8.4 – REINSTATEMENTS AND RESTORATIONS

FIRST READING AND DISCUSSION

Background Information

There is education code language that speaks to an employee returning to the district within 39 months and being reinstated or restored to their previous classification or lower without testing and being able to come back 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 carried their sick leave with them during their employment with school districts).

Staff would like to propose that employees that resign in good standing, and reapply to the district for a promotion, 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 Interim 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 first reading and discussion.

Ocean View Personnel Commission Rules and Regulations:

8.4 REINSTATEMENTS AND RESTORATIONS, REHIRES, AND RESIGNATIONS

(Revised 02/23/06) (Revised 6-20-24)

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 6/20/24)*

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)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: June 20, 2024
**SUBJECT: Agenda Item No. 18: PROPOSED PERSONNEL COMMISSION MEETING
DATES FOR 2024-2025 SCHOOL YEAR**

Background Information

The Personnel Commission typically meets on the second Thursday of the month, in the District Office Board Room, located in Huntington Beach, California, at 4:30 p.m., unless otherwise noted. *Dates may be subject to change.*

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2024-2025 school year and are forwarded for ratification:

Thursday, July 18, 2024*	(due to July 4 holiday)
Thursday, August 8, 2024	
Thursday, September 12, 2024	
Thursday, October 10, 2024	
Thursday, November 14, 2024	
Thursday, December 12, 2024	
Thursday, January 16, 2025*	(due to Winter Break)
Thursday, February 13, 2025	
Thursday, March 13, 2025	
Thursday, April 10, 2025	
Thursday, May 8, 2025	
Thursday, June 12, 2025	

*Third Thursday of the month

Recommendation

The Interim Executive Director, Human Resources recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates for the 2024-2025 school year.

