



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, May 23, 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, MAY 23, 2024
CLOSED SESSION: 3:45 P.M.
**HUMAN RESOURCES
CONFERENCE ROOM, BUILDING B**
OPEN SESSION: 4:30 P.M.
BOARD ROOM, BUILDING A

Regular Personnel Commission meetings are livestreamed and can be viewed on the District's YouTube channel: <https://www.ovsd.org/PersonnelCommissionMeeting>

- 1. **CALL TO ORDER** **TIME:** _____ **p.m.**
- 2. **ROLL CALL**
- 3. **CLOSED SESSION**

The public is invited to comment on the identified items listed under "Closed Session" prior to the adjournment to Closed Session. All public comments shall be limited to three minutes per person.

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

- 1. Director Recruitment

- 4. **APPROVAL OF CLOSED SESSION REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of April 18, 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. TIME CERTAIN – 2024 CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR RECOGNITION:** On behalf of the Personnel Commission and Ocean View School District, Interim Director, BethAnn Arko and staff will recognize the 2024 Classified School Employees of the Year.

| <u>Employee</u> | <u>Classification</u> | <u>Site</u> | <u>Category</u> |
|------------------|---|-----------------|------------------------------------|
| Julia Canas* | Bus Driver/Utility Worker | Transportation | Transportation Services |
| Maria Galyean | Food Service Worker | College View | Food & Nutrition Services |
| Colette Lopez | School Office Manager | Westmont | Clerical & Administrative Services |
| Allen Ortiz* | Head Custodian | Star View | Custodial & Maintenance |
| Aldo Ruiz Rivero | Translator/Interpreter | District Office | Health & Student Services |
| Evalani Wu | Instructional Assistant - Special Education | Marine View | Paraprofessional |

*Julia Canas and Allen Ortiz have also been selected by the Orange County Department of Education as their Classified School Employees of the Year. Congratulations to Julia and Allen, and to all the 2024 Classified School Employees of the Year!

- 11. RECESS:** There will be a brief reception to congratulate the honorees.
- 12. 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.

- 13. APPROVAL OF REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the April 18, 2024, Regular Personnel Commission meeting for approval.
- ACTION**
Pages 2-5
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

- 14. CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
- A. JOB DESCRIPTION REVIEWS/REVISIONS:**
- ACTION**
Page 6-9
Moved: _____
Second: _____
Vote: _____

There are no job descriptions reviews or revisions requiring approval at this time.

CONSENT CALENDAR CONTINUED:

B. RECRUITMENT AND TESTING:

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

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

15. 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 April 9, 2024, (Exhibit A), and April 23, 2024, (Exhibit B). **INFORMATION
Pages 10-13**

16. CLASSIFIED PERSONNEL RECRUITMENT LIST: The Personnel Commission will receive for information the most current list and status updates of classified recruitments. **INFORMATION
Pages 14-18**

17. PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2024-2025: The Personnel Commission will hold a Public Hearing prior to taking action on its Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2024-2025. **PUBLIC
HEARING**

Open Time: _____ **p.m.**

Close Time: _____ **p.m.**

18. ADOPTION OF THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2024-2025: The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2024-2025. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for the Fiscal Year 2024-2025, to be forwarded to the County Superintendent once the District's budget is adopted. **ACTION
Pages 19-26**

Moved: _____

Second: _____

Vote: _____

- | | |
|---|---|
| <p>19. PROPOSED MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2.1 – INITIAL PLACEMENT (ADVANCE STEP PLACEMENT) – SECOND READING AND APPROVAL: The Personnel Commission will receive the Interim Director’s recommendation to review and discuss the proposed changes to Merit Rule 7.2.1 for a second reading and adoption.</p> | <p>SECOND READING AND ADOPTION Pages 27-29</p> <p>Moved: _____ Second: _____ Vote: _____</p> |
| <p>20. ADVANCED STEP PLACEMENT NOTIFICATION – The Personnel Commission will receive for information the Interim Director’s report notifying them of a recent advance step placement that has been approved.</p> | <p>INFORMATION Page 30</p> |

COMMUNICATIONS

- 21. 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.
- 22. COMMISSIONER REPORTS**
- 23. DIRECTOR AND STAFF REPORTS**
- | | | |
|-------------------------------|--------------------------------|--|
| <p>24. ADJOURNMENT</p> | <p>TIME: _____ p.m.</p> | <p>ACTION</p> <p>Moved: _____ Second: _____ Vote: _____</p> |
|-------------------------------|--------------------------------|--|

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

Agenda items must be submitted in writing to the Director, Classified Personnel 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
April 18, 2024

CALL TO ORDER The April 18, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:45 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the March 14, 2024, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

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

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

1. Director, Classified Personnel recruitment

ADJOURNMENT Motion by Commissioner Bidnick to adjourn the April 18, 2024, Closed Session Meeting at 4:29 p.m.

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

Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
April 18, 2024
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the April 18, 2024, Regular Personnel Commission Meeting to order at 4:34 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the pledge of allegiance.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- STAFF MEMBERS PRESENT** BethAnn Arko, Interim Director, Classified Personnel; Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing stated that there was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS** There were no comments from the public at this time.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the March 14, 2024, Regular Personnel Commission meeting.
- Seconded by Commissioner Bidnick and carried with a 3:0 vote.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
1. Universal Instructional Assistant
- Mrs. Arko, Interim Director, Classified Personnel explained that Child Development Program Coordinator, Sue Broderson, contacted her to review the job description for Universal Instructional Assistant in order for them be in compliance with the Expanded Learning Opportunities Program. As it currently reads, a high school diploma or equivalent is required in addition to passing the Instructional Assistant Competency Exam. We have hired quite a few employees who are currently still in high school so they have not acquired their high school diploma or equivalent yet. A rigorous test is administered to applicants that they must pass in order to determine if they can function and perform the duties of the position and be placed on the eligibility list. It is recommended that the job description be revised to state the education requirement is a high school diploma or equivalent OR passing the Instructional Assistant Competency Examination.
- The following eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2023-83 Early Learning Instructional Assistant
 - 2023-84 Custodian
 - 2023-85 Cook
 - 2023-86 Groundskeeper I
 - 2023-87 Instructional Assistant – ABA

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

**CONSENT
CALENDAR
(CONTINUED)**

- 2023-88 Universal Instructional Assistant
- 2023-89 Field Service Technician
- 2023-90 Universal Instructional Assistant
- 2023-91 Campus Safety Supervisor
- 2023-92 Storekeeper
- 2023-93 Noon Duty Supervisor
- 2023-94 Speech and Language Assistant
- 2023-95 Early Learning Instructional Assistant
- 2023-96 Child Care Supervisor

Commissioner Gooch asked Mrs. Arko how the eligibility lists are shaping up with regard to the needs of the district. Mrs. Arko answered the staff has been doing a great job. There are fourteen eligibility lists being submitted for approval today. This is with vacation time, Spring break, and some emergencies thrown in. We continue to work with Special Education, particularly with the ones that are posted continuously, testing every other week. We continue to work on coming up with ways to cut down on the length of time recruitments take while still maintaining the integrity of the process.

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

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

**CLASSIFIED
PERSONNEL
RECRUITMENT
LISTS**

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

**PROPOSED NEW
CLASSIFICATION –
EXECUTIVE
DIRECTOR, HUMAN
RESOURCES**

Superintendent Dr. Conroy thanked the Commissioners for collaborating with the district on this job description. He believes the concept of this position will address certain leadership issues and that having one person able to address concerns and report to both entities will be a big step forward.

Mrs. Arko shared a proposed new job description that staff has worked on with the district and the Personnel Commission. The proposed position is an Executive Director, Human Resources position that would be 50% Personnel Commission and 50% district.

Commissioner Gooch thanked Mrs. Arko and the district administration for the good efforts in finalizing this new job description. He also appreciates the cooperation the Personnel Commission received and the direction received from Mrs. Arko.

Motion by Commissioner Bidnick to approve the proposed new classification of Executive Director, Human Resources.

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

**PROPOSED MERIT
RULE REVIEW AND
REVISION,
CHAPTER 7,
SECTION 2 –
APPLICATION OF
SALARY
SCHEDULES –
MERIT RULE 7.2.1
INITIAL
PLACEMENT –
FIRST READING
AND DISCUSSION**

Mrs. Arko stated that before the Commission today was a proposed merit rule revision that pertains to advance step placement for newly hired employees. The proposed revision simplifies the process, and provides an opportunity for collaboration between the Personnel Commission and the district in looking at advanced step placement for candidates as they are initially being hired.

There is possibly room for additional modifications but this revision modifies the current policy so the newly established position of Executive Director would review the request first before it goes to the Deputy Superintendent. The Executive Director would be responsible for ensuring that the background information matches the information on the request. In this way, collaborative efforts would be made in the event there is ever a time when a disagreement or concern about approving advance step placement occurred.

Commissioner Bidnick asked if the recommendation to request an advance step placement would still come from the appointing authority. Mrs. Arko answered yes, that is how it still reads in the rule. The Commissioners requested some additional modifications.

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

**PROPOSED
PERSONNEL
COMMISSION
BUDGET 2024-2025
– PRELIMINARY
DRAFT – FIRST
READING AND
DISCUSSION**

Mrs. Arko shared the first draft of the proposed 2024-2025 Personnel Commission budget. There are a few increases having to do with the anticipated increases in salaries and memberships. It also reflects a 50% reduction in the Executive Director salary because 50% will now be paid by the District. Another increase is in the Outside Services line which is due to cost increases in the programs the Personnel Commission shares with Human Resources, which are Edjoin (applicant database), Shoreline (Orange County Department of Education employee database), and Frontline (Absence Management System).

This item will come back to the next Personnel Commission meeting for a second reading, public hearing, and adoption.

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Bidnick and Commissioner Gooch had nothing to report.

Commissioner Ewing announced the next meeting of the Personnel Commission has been rescheduled to May 23, 2024. He thanked Superintendent Michael Conroy, Deputy Superintendent, Human Resources, Julianne Hoefler, and Interim Director, Classified Personnel, BethAnn Arko for working with the Personnel Commission and getting to a place where we are really making progress.

**DIRECTOR AND
STAFF REPORTS**

Mrs. Arko notified the Commissioners that staff has been participating in job fairs. She invited Diana Flores, Personnel Technician, to provide a brief overview of the job fairs she attended this week. Mrs. Flores shared that she and Human Resources Specialist Lorena Aceves attended two job fairs this week, one at Goldenwest College and the other at the Huntington Beach Adult School. There were many job seekers in attendance. They were able to engage with many potential applicants. Approximately 57 job seekers provided their contact information. We will follow up with them by sending them links to our interest cards and Edjoin applications.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Mrs. Arko shared with the Commissioners that in the last month the Personnel Commission staff have extended 22 job offers, and conducted 46 on-boarding and pre-placement appointments. This is on top of attending job fairs, creating eligibility lists, and working over Spring Break. Staff has been very busy.

She informed the Commissioners that Assembly Bill 1699 from last year has come back to life and been resubmitted as Assembly Bill 2088. Many of the professional organizations, such as ACSA and CASBO, are coming out earlier than they did last year, opposing this legislation. Mrs. Arko will keep the Commissioners updated regarding the bill.

Commissioner Bidnick asked Mrs. Arko if the Commission needs to take action to voice their opinion either in favor or opposition. Mrs. Arko answered if they would like her to, she would be happy to do so. She will keep the Commissioners informed. Commissioner Bidnick also asked Chairman Ewing if he would entertain discussions with the district administration to voice their opposition. Chairman Ewing stated that he would follow up.

Another opportunity she shared with the Commissioners is the local organization, PCASC (Personnel Commission Association of Southern California) will be having a Personnel Commission training in the evening on June 10 at Spaghetini. More information will be forthcoming.

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 4:51 p.m.

Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 23, 2024

SUBJECT: **Agenda Item No. 14B.: 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: 2023-97 | Instructional Assistant Computer |
| Ratify: 2023-98 | School Health Technician |
| Ratify: 2023-99 | Instructional Assistant – ABA |
| Ratify: 2023-100 | Instructional Assistant – Special Education |
| Ratify: 2023-101 | Noon Duty Supervisor |
| Ratify: 2023-102 | Universal Instructional Assistant |
| Ratify: 2023-103 | Speech and Language Assistant |
| Ratify: 2023-104 | Instructional Assistant – ABA |
| Ratify: 2023-105 | Noon Duty Supervisor |
| Ratify: 2023-106 | Universal Instructional Assistant |
| Ratify: 2023-107 | Early Learning Supervisor |
| Ratify: 2023-108 | Instructional Assistant – ABA |
| Ratify: 2023-109 | Executive Director, Human Resources |

Recommendation

The Interim Director of Classified Personnel recommends the Personnel Commission ratify or approve the following Classified Personnel Eligibility Lists: 2023-97 through 2023-109.

ELIGIBILITY LISTS

Page 2

| List No. | Classification | Recruitment and Testing Statistics | No. of Ranks | No. of New/ Merged Eligibles | List Type |
|----------|---|--|--------------|------------------------------|----------------------------|
| 2023-97 | Instructional Assistant – Computer | No. of Applicants 4 Screened Out 0 Written Exam Test Date 3/7/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/8/2024 No Show/ Withdrew 1 Did Not Qualify 0 | 2 | 3 | Open & Promotional |
| 2023-98 | School Health Technician | No. of Applicants 5 Screened Out 1 Written Exam Test Date 2/14/2024 3/27/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/8/2024 No Show/ Withdrew 1 Did Not Qualify 0 | 4 | 4 | Open, Promotional, & Merge |
| 2023-99 | Instructional Assistant – ABA | No. of Applicants 4 Screened Out 0 Written Exam Test Date 3/27/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/9/2024 No Show/ Withdrew 0 Did Not Qualify 0 | 5 | 5 | Open, Promotional, & Merge |
| 2023-100 | Instructional Assistant – Special Education | No. of Applicants 3 Screened Out 0 Written Exam Test Date 3/27/2024 No Show/ Withdrew 0 Did Not Qualify 1 Oral Exam Test Date 4/9/2024 No Show/ Withdrew 1 Did Not Qualify 0 | 2 | 2 | Open, Promotional, & Merge |
| 2023-101 | Universal Instructional Assistant | No. of Applicants 11 Screened Out 0 Written Exam Test Date 3/27/2024 No Show/ Withdrew 5 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A | 1 | 10 | Open, Promotional, & Merge |
| 2023-102 | Noon Duty Supervisor | No. of Applicants 2 Screened Out 0 Written Exam Test Date 4/10/2024 No Show/ Withdrew 1 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 |

ELIGIBILITY LISTS

Page 3

| List No. | Classification | Recruitment and Testing Statistics | No. of Ranks | No. of New/ Merged Eligibles | List Type |
|----------|-----------------------------------|--|--------------|------------------------------|----------------------------|
| 2023-103 | Speech and Language Assistant | No. of Applicants 2 Screened Out 0 Written Exam Test Date 4/20/2024 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 | 4 | Open, Promotional, & Merge |
| 2023-104 | Instructional Assistant - ABA | No. of Applicants 4 Screened Out 0 Written Exam Test Date 4/10/2024 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 04/23/2024 No Show/ Withdrew 1 Did Not Qualify 0 | 2 | 2 | Open, Promotional, & Merge |
| 2023-105 | Noon Duty Supervisor | No. of Applicants 2 Screened Out 0 Written Exam Test Date 4/25/2024 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A | | | Open, Promotional, & Merge |
| 2023-106 | Universal Instructional Assistant | No. of Applicants 10 Screened Out 0 Written Exam Test Date 4/25/2024 No Show/ Withdrew 2 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A | 1 | 15 | Open, Promotional, & Merge |
| 2023-107 | Early Learning Supervisor | No. of Applicants 9 Screened Out 4 Performance Exam Test Date 4/29/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 4/29/2024 No Show/ Withdrew 1 Did Not Qualify 0 | 3 | 1 | Open & Promotional |
| 2023-108 | Instructional Assistant - ABA | No. of Applicants 1 Screened Out 0 Performance Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A Oral Exam Test Date 5/1/2024 No Show/ Withdrew 0 Did Not Qualify 0 | 3 | 3 | Open, Promotional, & Merge |

ELIGIBILITY LISTS

Page 4

| List No. | Classification | Recruitment and Testing Statistics | No. of Ranks | No. of New/ Merged Eligibles | List Type |
|----------|-------------------------------------|---|--------------|---------------------------------|--------------------|
| 2023-109 | Executive Director, Human Resources | No. of Applicants 26 Screened Out 16 General Oral Exam Test Date 5/8/2024 No Show/ Withdrew 1 Did Not Qualify 2 Technical Oral Exam Test Date 5/8/2024 No Show/ Withdrew 0 Did Not Qualify 1 | 6 | 6 | Open & Promotional |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 23, 2024

SUBJECT: **Agenda Item No. 15: 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 April 9, 2024, (Exhibit A), and April 23, 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 Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of April 9, 2024, and April 23, 2024.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 9, 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> |
|--------------------------|--|------------------------|----------------------|-------------------------------|----------------------------------|
| Contreras Bravo, Jasmine | School Health Technician | Hope View | \$20.638 hourly | 26.1 | 03/20/2024 |
| Irvine, Monique | Noon Duty Supervisor | Lake View | \$16.50 hourly | 1.1* | 03/19/2024 |
| Luther, Madelyn | Universal Instructional Assistant | Lake View | \$18.693 hourly** | 22.1 | 03/19/2024 |
| Ortega, Samara | Noon Duty Supervisor | Star View | \$16.50 hourly | 1.1* | 03/06/2024 |
| Prewitt, Jayden | Universal Instructional Assistant | Star View | \$18.693 hourly** | 22.1 | 03/12/2024 |
| Ramirez, Alberto | Cook | Central Kitchen | \$19.644 hourly | 24.1 | 03/25/2024 |
| Ruiz, Kimberley | Instructional Assistant – ABA | Hope View | \$21.690 hourly | 28.1 | 03/20/2024 |
| Souders, Victoria | Early Learning Instructional Assistant | College View Preschool | \$18.693 hourly | 22.1 | 03/29/2024 |

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> |
|-------------------------|---|----------------------|----------------------|-------------------------------|----------------------------------|
| Benitez, Carlos | Instructional Assistant – Special Education | Substitute | \$19.644 hourly | 24.1 | 03/18/2024 |
| Benitez, Carlos | Instructional Assistant – Severely Disabled | Substitute | \$21.151 hourly | 27.1 | 03/18/2024 |
| Benitez, Carlos | Universal Instructional Assistant | Substitute | \$18.693 hourly** | 22.1 | 03/18/2024 |
| Fuentes, Silvia | Food Service Worker | Substitute | \$16.937 hourly | 18.1 | 03/14/2024 |
| Le, Cammie | Universal Instructional Assistant | Substitute | \$18.693 hourly** | 22.1 | 12/18/2023 |
| Luis, Sara | Parent/Teacher Conference Translator | Substitute | \$16.50 hourly | 1.1* | 03/19/2024 |
| Mahmood, Kathryn | Universal Instructional Assistant | Substitute | \$18.693 hourly** | 22.1 | 01/29/2024 |
| McCullough, Kimberley | Universal Instructional Assistant | Substitute | \$18.693 hourly** | 22.1 | 03/25/2024 |
| Nguyen, Anh | Universal Instructional Assistant | Substitute | \$18.693 hourly** | 22.1 | 03/18/2024 |
| Villa-Hernandez, Bertha | Parent/Teacher Conference Translator | Substitute | \$16.50 hourly | 1.1* | 03/19/2024 |

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> |
|--------------------|--------------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| Wallihan, Rebecca | Universal Instructional Assistant | Mesa View | \$18.693 hourly** | 22.1 | 02/20/2024 |

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 9, 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> |
|-------------------|--|--------------------|---------------|-----------------------|-----------------------|
| Burnham, Ella | Instructional Assistant – Severely Disabled | Westmont Preschool | Resignation | 06/15/2023 | 03/29/2024 |
| Chapman, James | Custodian | District Office | Retirement | 11/01/2006 | 06/30/2024 |
| Frazier, Debra | Admin | District Offices | Retirement | 09/19/2005 | 06/30/2024 |
| Garces, Afnan | Universal Instructional Assistant | Circle View | Resignation | 12/04/2023 | 03/21/2024 |
| Medrano, Rene | Instructional Assistant – Physical Education | Multiple Sites | Retirement | 02/06/2003 | 06/18/2024 |
| O'Brien, Aida | Instructional Assistant – Bilingual | Harbour View | Resignation | 10/17/2005 | 03/26/2024 |
| Sanchez, Patricia | Parent Liaison Instructional Assistant Bilingual | Vista View | Retirement | 09/26/1994 | 06/18/2024 |
| Spreeman, Lori | Lead Food Service Worker | Lake View | Retirement | 09/08/1997 | 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
Huntington Beach, California
Classified Personnel
April 23, 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> |
|-----------------------|---|--------------------|----------------------|-------------------------------|----------------------------------|
| Harsh, Matias | Universal Instructional Assistant | Circle View | \$18,693 hourly** | 22.1 | 04/15/2024 |
| Ismael, Fatimah | Information Technology Support Specialist | District Office | \$5,053.88 monthly | 40.1 | 03/25/2024 |
| Luther, Madelyn | Universal Instructional Assistant | Lake View | \$18,693 hourly** | 22.1 | 03/20/2024 |
| Marriott, LeAnn | Noon Duty Supervisor | Mesa View | \$16.50 hourly | 1.1* | 04/08/2024 |
| Sheikh-Arvizu, Alicia | Universal Instructional Assistant | Westmont | \$18,693 hourly** | 22.1 | 04/08/2024 |
| Taylor, Courtney | Food Service Worker | Star View | \$16,937 hourly | 18.1 | 03/26/2024 |
| Zarour, Breeanna | Universal Instructional Assistant | Circle View | \$18,693 hourly** | 22.1 | 03/29/2024 |

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 | Custodian | Substitute | \$21,690 hourly | 28.1 | 03/28/2024 |
| Gonzalez Cruz, Valeria | Universal Instructional Assistant | Substitute | \$18,693 hourly** | 22.1 | 03/28/2024 |
| Hernandez, Ashley | Universal Instructional Assistant | Substitute | \$18,693 hourly** | 22.1 | 03/28/2024 |

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> |
|--------------------|--------------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| Sample, Garrett | Storekeeper | Facilities | \$5,334.75 monthly | 37.3 | 04/11/2024 |
| Soyangco, Raissa | Child Care Supervisor | Oak View Preschool | \$6,703.96 monthly | M51.1 | 04/24/2024 |

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> |
|--------------------|---|--------------------|----------------------|----------------------------------|----------------------------------|
| Chang, Juning | Food Service Worker | Spring View | Retirement | 09/25/2006 | 04/11/2024 |
| Nelson, Irene | Instructional Assistant – Special Education | Westmont | Resignation | 11/10/2022 | 03/29/2024 |
| Ortega, Sherrie | Noon Duty Supervisor | Star View | Resignation | 11/03/2015 | 03/30/2024 |

*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. 16: 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 Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Recruitments List for information.

Updated:
4/25/2024

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 | Administrative Assistant | District Office | 40 | Posted | 4/4/2024 - 4/25/2024 | TBD | TBD | | Recruitment in progress | | Replacing Employee - Debbie Frazier |
| 2 | Campus Safety Supervisor | Student Services | 40 | Continuous | For substitutes and eligibility list | PC test every other Wednesdays for eligible candidates | TBD | | Recruitment in progress | | New Position |
| 3 | CHH 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 |
| 4 | Child Care Supervisor | Early Learning | 40 | Posted | 2/21/2024 - 3/12/2024 | NA | 3/28/2024 | 4/12/2024 | Complete | 4/24/2024 | Replacing Employee - Raul Gomez |
| 5 | Custodian | Westmont | 28.75 | Posted | 4/16/2024 - 5/6/2024 | PC test every other Wednesdays for eligible candidates | N/A | | Pending Transfer Interview | | Replacing Employee - Felipe Galvan |
| 6 | Custodian | Mesa View | 25 | Posted | 4/16/2024 - 5/6/2024 | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Pending Pre-Employment | | Replacing Employee - James Dean Chapman |
| 7 | Custodian | District Office | 20 | Posted | 4/16/2024 - 5/6/2024 | PC test every other Wednesdays for eligible candidates | N/A | | Recruitment in progress | | Replacing Employee - Garret Sample |
| 8 | Delivery Worker | Maintenance | 40 | Posted | 4/26/2024 - 5/16/2024 | 5/22/2024 | | | Recruitment in progress | | New Position |
| 9 | 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 | | Replacing Employee - Cynthia Hernandez |
| 10 | 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 - Ruth Ocampo |
| 11 | Early Learning 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 | | New Position |
| 12 | Early Learning Instructional Assistant | Westmont Preschool | 15 | Posted | 3/14/2024-9/14/2024 | PC test every other Wednesdays for eligible candidates | | 4/10/2024 | Recruitment in progress | | New Position |
| 13 | Early Learning Instructional Assistant | College View Preschool | 15 | Posted | 3/14/2024-9/14/2024 | PC test every other Wednesdays for eligible candidates | | 4/10/2024 | Pending Pre-Employment | | New Position |
| 14 | Early Learning Instructional Assistant | College View Preschool | 15 | Posted | 3/14/2024-9/14/2024 | PC test every other Wednesdays for eligible candidates | | 4/10/2024 | Pending Pre-Employment | | Replacing Employee - Wesley Halton |
| 15 | Early Learning Supervisor | Early Learning | 40 | Posted | 2/5/2024 - 8/5/2024 | N/A | 4/29/2024 | | Recruitment in progress | | New Position |
| 16 | Executive Director, Human Resources | Personnel Commission | 40 | Posted | 04/02/2024 - 05/03/2024 | N/A | 5/8/2024 | 5/15/2024 | Recruitment in progress | | Replacing Employee - Michelle Veilroweth |
| 17 | Field Service Technician | IT | 40 | Posted | 5/4/2024-2/14/2024 | PC test every other Wednesdays for eligible candidates | 3/18/2024 | 3/29/2024 | Complete | 4/22/2024 | Replacing Employee - Travis Hunter |
| 18 | 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 - Ebonne Mallett |
| 19 | Groundskeeper 1 | Facilities | 40 | Posted | 1/23/2024 - 2/19/2024 | PC test every other Wednesdays for eligible candidates | 3/12/2024 | 4/3/2024 | Complete | 4/22/2024 | Replacing Employee - Juan Cortez |
| 20 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Ngoc Tran |
| 21 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 22 | Instructional Assistant - ABA | Westmont | 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 | | New Position |
| 23 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 24 | Instructional Assistant - ABA | Village View | 19 | 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 |
| 25 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Caleb Repp |
| 26 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 27 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 28 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 29 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Jocelyn Hernandez |
| 30 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 31 | Instructional Assistant - ABA | 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 | | New Position |
| 32 | Instructional Assistant - ABA | Westmont Preschool | 29.75 | Continuous | 10/17/2023 - 10/17/2024 | PC test every other Wednesdays for eligible candidates | 4/23/2024 | 4/15/2024 | Complete | 4/22/2024 | 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 |
|-----|---|------------------------------|-------|----------------------------|---------------------------|--|--------------------------|-----------------------------|-----------------------------------|---------------------|---------------------------------------|
| 33 | Instructional Assistant - ABA | Westmont | 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 |
| 34 | Instructional Assistant - ABA | Star View | 19 | Continuous | 10/17/2023 - 10/17/2024 | PC test every other Wednesdays for eligible candidates | 4/23/2024 | | Recruitment in progress | | New Position |
| 35 | Instructional Assistant - ABA | College View | 21 | Continuous | 10/17/2023 - 10/17/2024 | PC test every other Wednesdays for eligible candidates | 4/23/2024 | | Recruitment in progress | | New Position |
| 36 | Instructional Assistant - ABA | Hope View | 21 | Continuous | 10/17/2023 - 10/17/2024 | PC test every other Wednesdays for eligible candidates | 4/23/2024 | | Recruitment in progress | | New Position |
| 37 | Instructional Assistant - ABA | Harbour View | 19 | Continuous | 10/17/2023 - 10/17/2024 | PC test every other Wednesdays for eligible candidates | 4/23/2024 | | Recruitment in progress | | New Position |
| 38 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 39 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 40 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Skyler Colonna |
| 41 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Branna Coville |
| 42 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Elissa Rangel |
| 43 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 44 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Kristin Mix |
| 45 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 46 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Ann Ann |
| 47 | 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 | 4/15/2024 | Complete | 4/16/2024 | New Position |
| 48 | 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 | 4/15/2024 | Recruitment in progress | | New Position |
| 49 | Instructional Assistant - ABA | Westmont | 18 | 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 |
| 50 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Logan Poulsen |
| 51 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Logan Poulsen |
| 52 | 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 | 4/15/2024 | Recruitment in progress | | Replacing Employee - Logan Poulsen |
| 53 | Instructional Assistant - Computer | Harbour View | 20 | Continuous | 10/17/2023 - 10/17/2024 | PC test every other Wednesdays for eligible candidates | 4/23/2024 | Pending date from principal | Recruitment in progress | | New Position |
| 54 | 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 | Pending Pre-Employment | | Replacing Employee - Elizabeth Brooks |
| 55 | 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 | | Replacing Employee - Yesica Flores |
| 56 | 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 | | New Position |
| 57 | 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 - Stephanie Smith |
| 58 | Instructional Assistant - Special Ed | Star View | 29.75 | 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 Geurink |
| 59 | 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 |
| 60 | Lead Behavior Instructional Assistant | Special Education Department | 35 | Posted | 4/17/2024-5/7/2024 | PC test every other Wednesdays for eligible candidates | | | Recruitment in progress | | Replacing retiree - Kelly Murray |
| 61 | Maint & Operations Supervisor | Facilities | 40 | Posted | 2/26/2024 - 3/15/2024 | N/A | 4/9/2024 | 4/19/2024 | Tentative start date 5/15/2024 | | New Position |
| 62 | Maintenance HVAC Mechanic | Maintenance | 40 | Posted | 12/22/2023 - 1/17/2024 | 1/24/2024 | TBD | | Recruitment in progress | | Replacing Employee - Robert Castillo |
| 63 | Noon Duty Supervisor | College View | 7 | Continuous | 10/14/2023 - until filled | PC test every other Wednesdays for eligible candidates | N/A | | Recruitment in progress | | Replacing Employee - Yolanda Ortiz |
| 64 | 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 |

| 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 |
|-----|--|--------------------|-------|----------------------------|---------------------------|--|--------------------------|------------------------------|-----------------------------------|---------------------|--|
| 65 | Noon Duty Supervisor | Hope View | 7.32 | Continuous | 10/14/2023 - until filled | PC test every other Wednesdays for eligible candidates | N/A | 3/21/2024 | Complete | 4/22/2024 | Replacing Employee - Adam Day |
| 66 | 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 |
| 67 | 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 | Pending Start Date | | Replacing Employee - Jessica Hernandez |
| 68 | Noon Duty Supervisor | Marine View | 10 | Continuous | 10/14/2023 - until filled | PC test every other Wednesdays for eligible candidates | N/A | 1/25/2024 | Recruitment in progress | | New Position |
| 69 | Noon Duty Supervisor | Marine View | 10 | Continuous | 10/14/2023 - until filled | PC test every other Wednesdays for eligible candidates | N/A | 1/25/2024 | Recruitment in progress | | New Position |
| 70 | 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 Steffe |
| 71 | Noon Duty Supervisor | Star View | 7 | Continuous | 10/14/2023 - until filled | PC test every other Wednesdays for eligible candidates | N/A | 1/24/2024 | Complete | 4/22/2024 | New Position |
| 72 | 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 |
| 73 | Noon Duty Supervisor | Vista View | 9 | Continuous | 10/14/2023 - until filled | PC test every other Wednesdays for eligible candidates | N/A | 3/29/2024 | Complete | 4/22/2024 | New Position |
| 74 | 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 |
| 75 | 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 |
| 76 | 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 |
| 77 | 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 |
| 78 | 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 | Pending Start Date | | Replacing Employee - Amanda Chan |
| 79 | 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 | Pending Start Date | | Replacing Employee - Sherrie Ortega |
| 80 | 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 |
| 81 | Noon Duty Supervisor | Mesa View | 10 | Continuous | 10/14/2023 - until filled | PC test every other Wednesdays for eligible candidates | N/A | 3/4/2024 | Complete | 4/8/2024 | Replacing Employee - Rebecca Wallhan |
| 82 | Parent Liaison Inst. Asst. Bilingual - Spanish | Vista View | 28 | Continuous | 4/16/2024-5/6/2024 | PC test every other Wednesdays for eligible candidates | TBD | | Recruitment in progress | | Replacing Employee - Patricia Sanchez |
| 83 | Parent Liaison Inst. Asst. Bilingual - Spanish | College View | 10 | Posted | 4/16/2024-5/6/2024 | PC test every other Wednesdays for eligible candidates | TBD | 10/31/2023 | Recruitment in progress | | Replacing Employee - Liliana Montes |
| 84 | Parent Liaison Inst. Asst. Bilingual - Spanish | College View | 20 | Posted | 4/16/2024-5/6/2024 | PC test every other Wednesdays for eligible candidates | TBD | | Recruitment in progress | | New Position |
| 85 | Parent Liaison Inst. Asst. Bilingual - Spanish | Village View | 20 | Posted | 4/16/2024-5/6/2024 | PC test every other Wednesdays for eligible candidates | TBD | | Recruitment in progress | | New Position |
| 86 | School Health Technician | Lake View | 20 | Continuous | 10/17/2023 - 4/17/2024 | PC test every other Wednesdays for eligible candidates | 2/8/2024 | | On Hold | | Replacing Employee - Stephanie Doyle |
| 87 | School Library Specialist | College View | 15 | Posted | 1/12/2024 - 7/12/2024 | PC test every other Wednesdays for eligible candidates | TBD | | On Hold | | Replacing Employee - Dishantia Rouse |
| 88 | School Office Manager | Lake View | 40 | Continuous | 8/21/2023 - 9/11/2023 | PC test every other Wednesdays for eligible candidates | TBD | | On Hold | | Replacing Employee - Ryan Keel |
| 89 | Speech & Language Assistant | Village View | 29.75 | Continuous | 3/23/2023 - 9/23/2023 | PC test every other Wednesdays for eligible candidates | N/A | Pending date from supervisor | Recruitment in progress | | Replacing Employee - Aja Do |
| 90 | Sprinkler Mechanic | Facilities | 40 | Continuous | 9/20/2023 | 9/20/2023 | TBD | | Recruitment in progress | | Replacing Employee - Joe Saljut |

| 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 |
|-----|---|--------------------|-------|----------------------------|------------------------|--|--------------------------|-----------------|-----------------------------------|---------------------|---------------------------------------|
| 91 | 10000233 Universal Instructional Assistant | Circle View | 15.25 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Complete | 4/22/2024 | New Position |
| 92 | 10000235 Universal Instructional Assistant | Circle View | 15.25 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 93 | 10000236 Universal Instructional Assistant | Circle View | 15.5 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 94 | 10000237 Universal Instructional Assistant | Circle View | 16.5 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 95 | 10000532 Universal Instructional Assistant | Colleges View | 10 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | Replacing Employee - Teresa Kettler |
| 96 | 10000272 Universal Instructional Assistant | Lake View | 14 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 97 | 10000274 Universal Instructional Assistant | Lake View | 16 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 98 | 10000278 Universal Instructional Assistant | Lake View | 15.5 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 99 | 3439 Universal Instructional Assistant | Star View | 14 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 100 | 10000294 Universal Instructional Assistant | Star View | 17 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Complete | 4/15/2024 | New Position |
| 101 | 10000285 Universal Instructional Assistant | Star View | 13 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 102 | 10000289 Universal Instructional Assistant | Star View | 17 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 103 | 10000295 Universal Instructional Assistant | Star View | 18 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 104 | 10000417 Universal Instructional Assistant | Star View | 10 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 105 | 10000731 Universal Instructional Assistant | Star View | 11 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 106 | 10000537 Universal Instructional Assistant | Westmont | 10 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | 4/16/204 | | New Position |
| 107 | 10000846 Universal Instructional Assistant | Circle View | 9 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 108 | 10000888 Universal Instructional Assistant | Circle View | 16 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 109 | 10000887 Universal Instructional Assistant | Circle View | 10 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 110 | 10000884 Universal Instructional Assistant | Westmont | 10 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | Replacing Employee - Carolyn Bruner |
| 111 | 10000922 Universal Instructional Assistant | Colleges View | 26.5 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Complete | 4/8/2024 | New Position |
| 112 | 10000955 Universal Instructional Assistant | Colleges View | 26.5 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | Replacing Employee - Teresa Kettler |
| 113 | 10000994 Universal Instructional Assistant | Circle View | 12 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 114 | 10000995 Universal Instructional Assistant | Circle View | 6 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Complete | 4/25/2024 | New Position |
| 115 | 10000309 Universal Instructional Assistant | Star View | 19 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Recruitment in progress | | New Position |
| 116 | 1000996 Universal Instructional Assistant | Lake View | 6 | Continuous | 7/5/2023- until filled | PC test every other Wednesdays for eligible candidates | N/A | 4/4/2024 | Complete | 5/2/2024 | Replacing Employee - Christine Taylor |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: BethAnn Arko
Director, Classified Personnel - Interim

DATE: May 23, 2024

**SUBJECT: Agenda Items No. 17 & 18: Proposed Personnel Commission Budget 2024-2025
2nd Reading, Public Hearing, and Adoption**

Background Information

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

As established by the Commission in 2002, each year the Vice-Chair of the Commission serves as the budget development liaison with the Director, Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Lance Bidnick, current Vice-Chair, is serving as the liaison this year for the 2024-2025 Personnel Commission budget.

Process and Recommendation

In preparing this preliminary budget, staff worked with the Fiscal Services team to obtain information necessary to identify past expenditures and project future expenditures that include the new position Executive Director position and the sharing of the costs with the district. The previous reading had an incorrect number carried forward for a budget, so this worksheet includes the corrected budget number from last fiscal year. Also, this budget includes the proposed NeoGov start-up costs.

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

**Proposed Personnel Commission Budget 2024-2025
2nd Reading, Public Hearing, and Adoption**

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

The Preliminary Draft 2024-2025 Annual Budget of the Personnel Commission is staff's best estimate as to the minimum budget required to operate during the next fiscal year.

Attachments: Personnel Commission Preliminary Draft Budget 2024-2025

.....
Recommendation

Personnel Commission Vice-Chair Lance Bidnick and Director, Classified Personnel-Interim Arko recommend the Personnel Commission submit the proposed 2024-2025 Annual Budget of the Personnel Commission for second reading, hearing and adoption.

Education Code 45253

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

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

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

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

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

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

Discretionary Budget (Non Salary Items)

| <u>Categories/Object Code</u> | <u>2020-2021</u> Actuals | <u>2021-2022</u> Actuals | <u>2022-2023</u> Actuals | <u>2023-2024</u> Actuals to 3rd quarter | <u>2024-2025</u> Proposed Budget | <u>Comments/Rationale</u> |
|--|-----------------------------|-----------------------------|-----------------------------|---|--|---|
| Admin Supplies (4305) | | | | | | |
| Budgeted | \$3,200.00 | \$3,200.00 | \$3,200.00 | \$4,150.00 | | |
| Expended | \$1,488.00 | \$3,008.00 | \$2,641.15 | \$2,779.90 | \$4,000.00 | Increase - Additional supplies for storage of archived terminated files. Estimated expenditures through end of school year include replacing depleted office supplies, recruitment and promotional materials. |
| % Expended | 47% | 94% | 83% | 67% | | |
| Non Capitalized Equipment (Over \$500) (4490) | | | | | | |
| Budgeted | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Expended | \$0.00 | \$2,478.00 | \$0.00 | \$0.00 | \$0.00 | Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs. |
| % Expended | 0% | 2478% | 0% | 0% | | |
| Mileage (5201) | | | | | | |
| Budgeted | \$150.00 | \$150.00 | \$150.00 | \$150.00 | | |
| Expended | \$47.00 | \$12.00 | \$15.77 | \$26.58 | \$150.00 | Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc. |
| % Expended | 31% | 8% | 11% | 18% | | |
| Travel/Conference (5202) | | | | | | |
| Budgeted | \$900.00 | \$900.00 | \$1,500.00 | \$1,500.00 | | |
| Expended | \$0.00 | \$636.00 | \$937.14 | \$509.25 | \$3,000.00 | Increase -CSPCA Conference x 2 (moved job fairs to recruitment expense) |
| % Expended | 0% | 71% | 62% | 34% | | |
| District Memberships (5301) | | | | | | |
| Budgeted | \$3,200.00 | \$3,200.00 | \$3,200.00 | \$3,200.00 | | |
| Expended | \$3,200.00 | \$3,200.00 | \$3,320.00 | \$3,520.00 | \$4,000.00 | Increase - Memberships for PCASC and CSPCA remain the same. CODESP increase. Director, Analyst and Technician membership in PTCSC. |
| % Expended | 100% | 100% | 104% | 110% | | |

Discretionary Budget (Non Salary Items Continued)

| <u>Categories/Object Code</u> | <u>2020-2021</u> Actuals | <u>2021-2022</u> Actuals | <u>2022-2023</u> Actuals | <u>2023-2024</u> Actuals to 3rd quarter | <u>2024-2025</u> Proposed Budget | <u>Comments/Rationale</u> |
|--|-----------------------------|-----------------------------|-----------------------------|--|-------------------------------------|--|
| Repair/Maintenance (5617) | | | | | | |
| Budgeted | \$400.00 | \$400.00 | \$400.00 | \$850.00 | | |
| Expended | \$201.00 | \$1,144.00 | \$1,854.97 | \$261.47 | \$850.00 | Continue - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department. |
| % Expended | 50% | 286% | 464% | 31% | | |
| Duplication Charges (5715) | | | | | | |
| Budgeted | \$500.00 | \$500.00 | \$500.00 | \$500.00 | | |
| Expended | \$57.00 | \$24.00 | \$96.04 | \$24.00 | \$500.00 | Continue - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas. |
| % Expended | 11% | 5% | 19% | 5% | | |
| Employment Advertisements (5805) | | | | | | |
| Budgeted | \$2,100.00 | \$2,100.00 | \$2,100.00 | \$2,100.00 | | |
| Expended | \$1,000.00 | \$1,800.00 | \$1,000.00 | \$1,722.98 | \$2,500.00 | Increase - Job fairs, expand advertising (CASBO & Gov't Jobs), rater expense |
| % Expended | 48% | 86% | 48% | 82% | | |
| Consultants (5820) | | | | | | |
| Budgeted | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Expended | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | Continue - Per Fiscal Services, not necessary to budget for contingency cost of hearing officer in event of an appeal. No way to estimate legal costs. District agrees to support costs if PC deems necessary. |
| % Expended | 0% | 0% | 0% | 0% | | |
| Outside Services - Non Repair/Mtce (5825) | | | | | | |
| Budgeted | \$19,283.00 | \$18,080.00 | \$18,435.00 | \$29,593.00 | | |
| Expended | \$19,830.00 | \$17,600.00 | \$19,670.00 | \$20,212.50 | \$94,593.00 | Increase - PC's half of 1) HR/PC employee database HR2.0 and workflow system through OCDE 2) EdJoin 3) Frontline Absence Management System plus proposed NeoGov start up costs (\$65,000) |
| % Expended | 103% | 97% | 107% | 68% | | |

Discretionary Budget (Non Salary Items Continued)

| <u>Categories/Object Code</u> | <u>2020-2021</u> Actuals | <u>2021-2022</u> Actuals | <u>2022-23</u> Actuals | <u>2023-24</u> Actuals to 3rd quarter | <u>2024-25</u> Proposed Budget | <u>Comments/Rationnale</u> |
|-------------------------------|-----------------------------|-----------------------------|---------------------------|---|--------------------------------------|--|
| TOTAL NON SALARY ITEMS | | | | | | |
| Budgeted | \$29,733.00 | \$28,530.00 | \$29,485.00 | \$42,043.00 | \$109,593.00 | \$67,550 increase due to increases in expenses charged to PC for operational expenses and the additional of Neo Gov applicant tracking system. |
| Expended | \$25,823.00 | \$29,902.00 | \$26,941.00 | \$29,056.68 | | |
| % Expended | 87% | 105% | 91% | 69% | | |

Discretionary Budget (Other Salary Items)

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

Non Discretionary Budget (Salaries)

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

| PERSONNEL COMMISSION BUDGET TOTALS THREE YEAR HISTORY | | | | | | |
|--|-----------------------------|-----------------------------|---------------------------|---|--------------------------------------|--|
| | <u>2020-2021</u> Actuals | <u>2021-2022</u> Actuals | <u>2022-23</u> Actuals | <u>2023-24</u> Actuals to 3rd quarter | <u>2024-25</u> Proposed Budget | |
| Budgeted | \$553,348.00 | \$537,083.00 | \$578,832.00 | \$658,751.00 | | Decrease of \$40,030 due to change of funding for Executive Director |
| Expended | \$519,178.00 | \$560,444.00 | \$370,941.00 | \$635,752.00 | \$618,720.57 | |
| % Expended | 94% | 104% | 64% | 97% | | |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: BethAnn Arko
Interim Director, Classified Personnel

DATE: May 23, 2024

SUBJECT: **Agenda Item No. 19: Merit Rule Review and Revision Chapter 7, Section 2.1**
INITIAL PLACEMENT (ADVANCED STEP PLACEMENT)

SECOND READING AND APPROVAL

Background Information

To work in a more collaborative manner between the Personnel Commission and the Human Resources Department, and to make sure that advanced step placement is offered equitably across the district, staff is recommending a modification to the procedure for requesting advanced step placement for new hires. Please see the attached document that utilizes the strike out (for items to be deleted) and underline (for items to be added/modified) format. This second reading has a different process than was proposed at the first reading so there is some language that is both underlined and has the strike out.

The changes that are being recommended are that the request for advanced step placement would no longer come from the supervisor/appointing authority but would be the responsibility of the Executive Director Human Resources. The Executive Director would authorize advanced step placement and make a report to the Personnel Commission at their regular monthly meeting about any advanced step placements that were authorized since the previous meeting.

Recommendation

The Director recommends that the Personnel Commission review, discuss and approve the proposed changes to Merit Rules, Chapter 7, Section 2.1, INITIAL PLACEMENT, effective May 24, 2024.

7.1

7.1.1

Initial Placement

New employees shall be hired at the first step of the appropriate salary range unless advanced step placement is requested, recommended and approved according to the following procedure:

1. ~~The appointing authority requesting advanced step placement~~ The Executive Director Human Resources shall review all job offers to see if the candidate qualifies for advanced step placement. He/she shall oversee that complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" is [LB1][BA2]completed and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement. Advanced step placement may be approved by the Executive Director Human Resources if the following criteria are met:
 - A. The individual candidate has additional, directly related and recent experience over and above the minimum requirements for the class, and/or
 - B. The individual candidate has directly related and recent education over and above the minimum requirements for the class, and/or
 - C. The individual candidate's most recent employment is at a salary rate which would prohibit employment in this district unless a salary incentive were offered. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.
 - A-D. The classification was particularly difficult to recruit for.
2. The Executive Director shall prepare a report to the Personnel Commission to notify them about the advanced step placement.
3. ~~The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.~~ Executive Director for review and processing
4. ~~The Assistant Superintendent, Human Resources, will either approve or reject the request.~~
 - A. APPROVAL
 1. ~~If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission. The Executive Director will review the form for accuracy, verification of the information, and equity within the organization.~~
 2. ~~Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein. The Deputy Superintendent/Assistant Superintendent will approve or reject the request.~~
 1. ~~The approved request recommendation will be placed upon the Commission agenda for approval.~~ The Executive Director of Human Resources shall indicate in the monthly report to the Personnel Commission as information, all instances of use of this Rule (7.1.1), identifying the department or school, the classification and recommending authority.
 2. ~~Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).~~ [LB3][BA4]

~~3. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.~~

~~4.2. A copy of the form is then placed in the employee's personnel file.~~

B. REJECTION

~~1. If rejected by the Deputy Superintendent/Assistant Superintendent, Human Resources, or by the Executive Director Human Resources/Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).~~

~~2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.~~

~~3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.~~

~~4. If rejected, the form will be returned to the originator with the reasons given.~~

~~5. A copy of the form will then be placed in the employee's personnel file. [LB5]~~

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: BethAnn Arko
Interim Director, Classified Personnel

DATE: May 23, 2024

SUBJECT: Agenda Item No. 20: Advanced Step Placement – Information Item

Background Information

Pending approval of the previous agenda item, below is a notification about an advanced step placement:

| Employee | Classification | Step | Justification | Effective Date |
|-----------------|-------------------------------------|-------------|--------------------------------|-----------------------|
| Salas, Santos | Maintenance & Operations Supervisor | M51.2 | Provided proof of compensation | 5/20/2024 |