



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, August 22, 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, AUGUST 22, 2024

**CLOSED SESSION: 3:45 P.M.
HUMAN RESOURCES
CONFERENCE ROOM, BUILDING B**

**OPEN SESSION: 4:30 P.M.
BOARD ROOM, BUILDING A**

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

1. **CALL TO ORDER** **TIME:** _____ **p.m.**

2. **ROLL CALL**

3. **CLOSED SESSION**

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

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

1. Public Employment: Executive Director, Human Resources

4. **APPROVAL OF CLOSED SESSION REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of July 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. 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 July 18, 2024, Regular Personnel Commission meeting for approval.
- ACTION**
Pages 2-4
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

- 12. CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
- ACTION**
Pages 5-7

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

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

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

- Ratify: 2024-12 Food Service Worker
- Ratify: 2024-13 Noon Duty Supervisor
- Ratify: 2024-14 Universal Instructional Assistant
- Ratify: 2024-15 Instructional Assistant – ABA
- Ratify: 2024-16 Administrative Secretary
- Ratify: 2024-17 Universal Instructional Assistant
- Ratify: 2024-18 Parent Liaison Instructional Assistant Bilingual
- Ratify: 2024-19 Speech and Language Assistant
- Ratify: 2024-20 Instructional Assistant – ABA

- 13. CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity List received by the Board of Trustees at the Ocean View School District, Regular Board Meeting of July 9, 2024, (Exhibit A).
- INFORMATION**
Pages 8-10

AGENDA FOR THE PERSONNEL COMMISSION MEETING – AUGUST 22, 2024 – PAGE 3

- | | |
|--|--|
| 14. CLASSIFIED PERSONNEL RECRUITMENT LIST: The Personnel Commission will receive for information the most current list containing the status of classified recruitments. | INFORMATION
Pages 11-18 |
| 15. PROPOSED ANNUAL SUBSCRIPTION WITH TESTGENIUS ONLINE: The Personnel Commission will receive the Executive Director’s recommendation to discuss and receive direction on the implementation of an annual online testing system. | INFORMATION
AND
DISCUSSION
Pages 19 |
| 16. PROPOSED ANNUAL SUBSCRIPTION WITH SPARK HIRE: The Personnel Commission will receive the Executive Director’s recommendation to discuss and receive direction on the implementation of an annual online oral exam and interview system. | INFORMATION
AND
DISCUSSION
Pages 20 |
| 17. ADVANCED STEP PLACEMENT NOTIFICATION: The Personnel Commission will receive for information the Executive Director’s report notifying them of a recent approval for Advanced Step Placement. | INFORMATION
Page 21 |
| 18. PROPOSED NEW CLASSIFICATION – HUMAN RESOURCES ADMINISTRATOR AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM HUMAN RESOURCES SPECIALIST TO NEW CLASSIFICATION OF HUMAN RESOURCES ADMINISTRATOR: The Personnel Commission will receive the Executive Director’s recommendation to review, discuss, and approve the new classification and specification of Human Resources Administrator, and the reclassification of incumbent Lorena Aceves from Human Resources Specialist to Human Resources Administrator. | ACTION
Pages 22-35
Moved: _____
Second: _____
Vote: _____ |

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 | |
| 22. ADJOURNMENT | TIME: _____ p.m. |
| | ACTION
Moved: _____
Second: _____
Vote: _____ |

AGENDA FOR THE PERSONNEL COMMISSION MEETING – AUGUST 22, 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 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
July 18, 2024

CALL TO ORDER The July 18, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:46 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the June 20, 2024, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

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

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

1. Public Employment: Executive Director, Human Resources

ADJOURNMENT Motion by Commissioner Gooch to adjourn the July 18, 2024, Closed Session Meeting at 4:30 p.m.

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

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

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

- CALL TO ORDER** Commissioner Ewing called the July 18, 2024, Regular Personnel Commission Meeting to order at 4:33 p.m.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the pledge of allegiance.
- STAFF MEMBERS PRESENT** Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant.
- REPORT OUT OF CLOSED SESSION** There was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS** There were no comments from the public.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the June 20, 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. Early Learning Educator
 2. Early Learning Associate Educator
 3. Early Learning Instructional Assistant
 4. Early Learning Instructional Assistant - Bilingual
- The following eligibility lists were received on the Consent Calendar:
B. Recruitment and Testing – Eligibility Lists:
- 2023-118 Administrative Assistant
 - 2024-01 Lead Food Service Worker
 - 2024-02 Noon Duty Supervisor
 - 2024-03 Universal Instructional Assistant
 - 2024-04 Maintenance HVAC Mechanic
 - 2024-05 School Health Technician
 - 2024-06 Delivery Worker
 - 2024-07 Universal Instructional Assistant
 - 2024-08 Early Learning Instructional Assistant
 - 2024-09 Parent Liaison Instructional Assistant Bilingual
 - 2024-10 Noon Duty Supervisor
 - 2024-11 Early Learning Instructional Assistant

MINUTES OF THE JULY 18, 2024 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

Executive Director, Dr. Jensen explained that there were some slight modifications to the job descriptions for the Early Learning classifications. CSEA has assisted with capturing the full scope of responsibilities and including them in the revised job descriptions.

Commissioner Gooch expressed his appreciation for the staff's work on creating the eligibility lists being presented for approval this evening.

Motion by Commissioner Bidnick to approve the Consent Calendar.

Seconded by Commissioner Gooch, 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 June 11, 2024, and June 25, 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.

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

The Personnel Commission received the Executive Director's recommendation to review, and revise Merit Rule Chapter 8, Section 8.9.4.3 – Vacation Eligibility for a second reading and adoption.

Dr. Jensen explained that this merit rule revision is back for a second reading and adoption. Ultimately what this revision allows is for probationary employees to request and take vacation within their probation.

Commissioner Gooch asked what would happen if an employee who has been working for three months requests is granted vacation, and then exits prior to completing probation. Dr. Jensen answered that if the employee separated and did not fulfill the probationary period, they would have to repay the district back for the days taken as vacation.

Commissioner Gooch questioned since this is a new policy, is there a form the employee is given that states that they understand they will be required to repay the district for vacation days taken but not yet accrued. Dr. Jensen replied that as it stands, the first person this applies to is himself, but the form is being constructed and will be shared with the Commission for information.

Motion by Commissioner Gooch to approve the Consent Calendar.

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

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

The Personnel Commission received the Executive Director's recommendation to review, and revise Merit Rule Chapter 8, Section 8.4 – Reinstatements and Restorations for a second reading and adoption.

Dr. Jensen explained that this merit rule revision is back for a second reading and adoption. Ultimately this revision allows for employees who have resigned in good standing, and who seek to be reemployed by the district within 39 months of their

MINUTES OF THE JULY 18, 2024 PERSONNEL COMMISSION MEETING – PAGE 3

**MERIT RULE
REVIEW AND
REVISION –
CHAPTER 8,
SECTION 8.4 –
REINSTATEMENTS
AND RESORATIONS
(CONTINUED)**

separation, in an unrelated or promotional position, may reapply and participate in the recruitment process including testing. If hired, they would be reinstated with an adjusted hire date and anniversary date, thereby taking into account their previous service with the district.

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioners Gooch and Bidnick had nothing to report. Commissioner Ewing announced the next meeting of the Personnel Commission was scheduled for August 8, 2024.

**DIRECTOR AND
STAFF REPORTS**

Dr. Jensen thanked the Commissioners, the Board of Trustees, and Dr. Julianne Hoefer for everything as he comes on board. Everyone has been very welcoming and made him feel right at home. He is excited to be here and is looking forward to the work that needs to take place as we get ready to open the new school year. Lastly, he thanked BethAnn Arko, who did an amazing job as the interim director. She will be back to assist with more things down the road, but she did a great job setting Dr. Jensen up for an easy and smooth transition.

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 4:44 p.m.

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 22, 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: 2024-12	Food Service Worker
Ratify: 2024-13	Noon Duty Supervisor
Ratify: 2024-14	Universal Instructional Assistant
Ratify: 2024-15	Instructional Assistant – ABA
Ratify: 2024-16	Administrative Secretary
Ratify: 2024-17	Universal Instructional Assistant
Ratify: 2024-18	Parent Liaison Instructional Assistant Bilingual
Ratify: 2024-19	Speech and Language Assistant
Ratify: 2024-20	Instructional Assistant – ABA

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-12 through 2024-20.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-12	Food Service Worker	No. of Applicants 18 Screened Out 0 Written Exam Test Date 7/12/2024 7/15/2024 No Show/ Withdrew 9 Did Not Qualify 1 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	8	9	Open, Promotional, & Merge
2024-13	Noon Duty Supervisor	No. of Applicants 3 Screened Out 0 Written Exam Test Date 7/10/2024 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	3	8	Open, Promotional, & Merge
2024-14	Universal Instructional Assistant	No. of Applicants 5 Screened Out 0 Written Exam Test Date 7/10/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date n/a No Show/ Withdrew n/a Did Not Qualify n/a	2	28	Open, Promotional, & Merge
2024-15	Instructional Assistant - ABA	No. of Applicants 9 Screened Out 0 Written Exam Test Date Waived No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 7/16/2024 No Show/ Withdrew 2 Did Not Qualify 0	5	6	Open, Promotional, & Merge
2024-16	Administrative Secretary	No. of Applicants 41 Screened Out 31 Written Exam Test Dates 8/8/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 8/8/2024 No Show/ Withdrew 3 Did Not Qualify 3	3	4	Open & Promotional
2024-17	Universal Instructional Assistant	No. of Applicants 8 Screened Out 0 Written Exam Test Dates 7/25/2024 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	32	Open, Promotional, & Merge

ELIGIBILITY LISTS

Page 3

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-18	Parent Liaison Instructional Assistant Bilingual (Spanish)	No. of Applicants	3	3	3	Open, Promotional, & Merge
		Screened Out	0			
		Written Exam Test Date	Waived			
		No Show/ Withdrew	0			
		Did Not Qualify	0			
		Bilingual Exam Date	8/1/2024			
		Did Not Qualify	1			
		Oral Exam Test Date	8/1/2024			
		Did Not Qualify	1			
2024-19	Speech and Language Assistant	No. of Applicants	4	1	4	Open & Promotional
		Screened Out	0			
		Written Exam Test Date	Waived			
		No Show/ Withdrew	0			
		Did Not Qualify	0			
		Oral Exam Test Date	n/a			
		No Show/ Withdrew	n/a			
		Did Not Qualify	n/a			
2024-20	Instructional Assistant – ABA	No. of Applicants	3	3	4	Open, Promotional, & Merge
		Screened Out	0			
		Written Exam Test Date	Waived			
		No Show/ Withdrew	0			
		Did Not Qualify	0			
		Oral Exam Test Date	8/6/2024			
		No Show/ Withdrew	0			
		Did Not Qualify	0			

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 22, 2024

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

Background Information

The Board of Trustees received the following Classified Personnel Activity List for approval at the regular Board Meeting of July 9, 2024, (Exhibit A).

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

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity List of July 9, 2024 for information.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
July 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>
Daniels, Jade	School Health Technician	Vista View	\$21,467 hourly	26.1	08/27/2024
Van Der Mark, Justin	Campus Safety Supervisor	Marine View	\$3,629.74 monthly	25.1	08/28/2024

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>
Garcia, Rodolfo	Custodian	Substitute	\$22,561 hourly	28.1	07/24/2024
Gwynn, Catherine	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	06/06/2024
Hernandez, Ashley	Instructional Assistant – Special Education	Substitute	\$20,434 hourly	24.1	06/04/2024
Hernandez, Ashley	Instructional Assistant – Severely Disabled	Substitute	\$22,000 hourly	27.1	06/04/2024
Kesler, Angela	Instructional Assistant – Special Education	Substitute	\$20,434 hourly	24.1	06/07/2024
Kesler, Angela	Instructional Assistant – Severely Disabled	Substitute	\$22,000 hourly	27.1	06/07/2024
Massoumi, Taraneh	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	06/11/2024
Opperud, Autumn	Instructional Assistant – Special Education	Substitute	\$20,434 hourly	24.1	06/06/2024
Opperud, Autumn	Instructional Assistant – Severely Disabled	Substitute	\$22,000 hourly	27.1	06/06/2024

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>
Booker, Kara	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	08/28/2024
Carrillo, Maria	Instructional Assistant – ABA	Oak View	\$22,561 hourly	28.1	06/05/2024
Gruber, Leo	Instructional Assistant – ABA	Star View	\$22,561 hourly	28.1	08/28/2024
Jacobo Ayala, Fidel	Lead Food Service Worker	Hope View	\$22,001 hourly	21.4	08/27/2024
Perez, Cynthia	Instructional Assistant – ABA	Oak View	\$26,155 hourly	28.4	08/28/2024
Phan, Hanna	Child Care Program Facilitator	Village View	\$24,891 hourly	32.1	08/21/2024
Riehani, Roedana	Lead Food Service Worker	Lake View	\$18,968 hourly	21.1	08/27/2024
Williams, Michelle	Lead Behavior Instructional Assistant	Special Education	\$31,369 hourly	33.4	08/28/2024

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
July 9, 2024

<u>APPROVE SEPARATION</u> <u>In accordance with Merit System Rules 8.1 to 8.8:</u> <u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Bolton, Sarah	Instructional Assistant	Circle View	Resignation	11/27/2017	06/18/2024
Brunette, Robin	Bus Driver/Utility Worker Substitute	Transportation	Resignation	02/20/2019	07/29/2024
Gonzalez, Jose	Head Custodian	Oak Preschool	Retirement	09/10/1998	07/31/2024
Ibarra, Sheila	Food Service Worker	Mesa View	Resignation	04/26/2023	06/18/2024
Jerome, Sonny	Food Service Worker	Mesa View	Resignation	04/17/2023	06/18/2024
Mach, Sarah	Instructional Assistant – Special Education	College View	Resignation	12/18/2017	06/30/2024
Serven, Luke	Universal Instructional Assistant	Star View	Resignation	04/15/2024	06/18/2024
Vazquez Medina, Betzabeth	Personnel Analyst	District Office	Resignation	04/04/2018	06/28/2024

*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: August 22, 2024

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

Background Information

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

Recommendation

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

Updated:

8/5/2024

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

	REQ	Position	School/ Department	Hours	Reason for Vacancy
1	10000638	Campus Safety Supervisor		40	New Position
2	2282	Child Care Program Facilitator	TBD	20.75	New Position
3	10001060	Child Care Program Facilitator	Hope View	20.75	New Position
4	10001064	Child Care Program Facilitator	Harbour View	20.75	New Position
5	10001059	Child Care Program Facilitator	College View	20.75	New Position
6	10001062	Child Care Program Facilitator	Star View	20.75	New Position
7	10000775	Custodian	Westmont	28.75	Replacing Employee - Raul Gomez
8	10001288	Custodian	Hope View	25	Replacing Employee - Nicholas Reyes
9	10001247	Early Learning - IA	Oak View Preschool	15	New Position
10	10001250	Early Learning - IA	Westmont Preschool	28.75	New Position
11	10001249	Early Learning - IA	College View Preschool	18.75	New Position
12	10000772	Early Learning Associate Educator	Early Learning	25	New Position
13	10000894	Early Learning Associate Educator	College View Preschool	40	Replacing Employee - Cynthia Hernandez
14	100001251	Early Learning Educator	College View Preschool	28.75	New Position

15	3295	Early Learning Instructional Assistant	College Preschool	17.5	Replacing Employee - Ruth Ocampo
16	10000934	Early Learning Instructional Assistant	College View Preschool	15	Replacing Employee - Wesley Hatton
17	10000897	Food Service Worker	Vista View	15	Replacing Employee - Ebbonne Mallett
18	100001264	Head Custodian	Oak View Preschool	40	Replacing Employee - Jose Gonzalez
19	10001270	Head Custodian		40	Replacing Employee - Derrick Turner
20	10001265	Human Resources Technician	Human Resources	40	Replacing Employee - Alexis Buelna
21	10000808	Instructional Assistant - ABA	College View Preschool	26.5	Replacing Employee - Ngoc Tran
22	10000814	Instructional Assistant - ABA	Harbour View	26.5	New Position
23	10000924	Instructional Assistant - ABA	Westmont	26.5	New Position
24	10000978	Instructional Assistant - ABA	Village View	19	New Position
25	10000941	Instructional Assistant - ABA	Star View	29.75	New Position
26	10000970	Instructional Assistant - ABA	Hope View	26.5	Replacing Employee - Jocelyn Hernandez
27	10000974	Instructional Assistant - ABA	Village View	29.75	New Position

28	10000989	Instructional Assistant - ABA	Westmont	25	New Position
29	10000980	Instructional Assistant - ABA	Star View	19	New Position
30	10000982	Instructional Assistant - ABA	College View	21	New Position
31	10000979	Instructional Assistant - ABA	Hope View	21	New Position
32	10000981	Instructional Assistant - ABA	Harbour View	19	New Position
33	10000677	Instructional Assistant - ABA	College View	26.5	New Position
34	10000678	Instructional Assistant - ABA	College View	26.5	New Position
35	10000495	Instructional Assistant - ABA	College View	26.5	Replacing Employee - Skyler Golanka
36	10000619	Instructional Assistant - ABA	Lake View	26.5	Replacing Employee - Elissa Rangel
37	10000809	Instructional Assistant - ABA	Lake View	29.75	Repalcing Employee - Kristin Mix
38	10000431	Instructional Assistant - ABA	Oak View Preschool	26.5	Replacing Employee - Ann Ahn
39	10000436	Instructional Assistant - ABA	Village View	26.5	New Position
40	10000389	Instructional Assistant - ABA	Westmont	18	New Position
41	10000869	Instructional Assistant - ABA	Hope View	26.5	Replacing Employee - Chrisother Cortez

42	10000904	Instructional Assistant - ABA	Spring View	29.75	Replacing Employee - Logan Poulsen
43	10000607	Instructional Assistant - Computer	Harbour View	20	Replacing Employee - Elizabeth Brooks
44	10000947	Instructional Assistant - Special Ed	Marine View	25	Replacing Employee - Yesica Flores
45	10000390	Instructional Assistant - Special Education	College View	25	New Position
46	10000420	Instructional Assistant - Special Education	Harbour View	25	Replacing Employee - Stephanie Smith
47	10000586	Instructional Assistant - Special Education	Village View	25	Replacing Employee - Amy Geurink
48	10000816	Instructional Assistant - Special Education	Village View	26.5	Repalcing Employee - Ngoc Tran
49	10001086	Instructional Assistant - Special Education	Circle View	25	Replacing Employee - Sepita Holakeituai
50	10001303	Instructional Assisnat - ABA	Circle View	26.5	Replacing Employee - Anna Hart
51	10001304	Instructional Assisnat - ABA	Circle View	26.5	New Position
52	10001286	Instructional Assisnat - ABA	Harbour View	26.5	New Position
53	10001294	Instructional Assisnat - ABA	Lake View	25	New Position

54	10000780	Noon Duty Supervisor	Hope View	7.32	Replacing Employee - Karen Isa
55	10000429	Noon Duty Supervisor	Marine View	10	New Position
56	10000456	Noon Duty Supervisor	Marine View	10	New Position
57	10000046	Noon Duty Supervisor	Village View	6	Replacing Employee - Andrea Herro
58	3494	Noon Duty Supervisor	Westmont	7	Replacing Employee -Carren Martin
59	3548	Noon Duty Supervisor	Westmont	7	Replacing Employee - Rosibel Hernandez Cordova
60	10000759	Noon Duty Supervisor	Vista View	10	Replacing Employee - Daisy Rocha
61	10000920	Noon Duty Supervisor	Lake View	7.67	Replacing Employee - Julie Navarro
62	10001022	Noon Duty Supervisor	Mesa View	10	Replacing Employee - Debra Sellars
63	10001018	Noon Duty Supervisor	Golden View	6	Replacing Employee - Yolanda Osollo
64	10001027	Noon Duty Supervisor	Golden View	7	Replacing Employee - Roger Nicosia
65	10001102	Noon Duty Supervisor	Hope View	7.32	Replacing Employee - Jessica Clark

66	10001174	Noon Duty Supervisor	Hope View	7.32	Replacing Employee - Jennifer Clark
67	10001268	Noon Duty Supervisor	Oak View	10	Replacing Employee - Maria Carrillo
68	10001012	Parent Liaison Inst. Asst. Bilingual - Spanish	College View	20	New Position
69	10001014	Parent Liaison Inst. Asst. Bilingual - Spanish	Harbour View	20	New Position
70	10001262	Payroll Technician	Fiscal Services	40	Replacing Employee - Daisy Gallegos
71	10001305	Program Account Specialist	Oak View Preschool	40	Replacing Employee - Raissa Soyangco
72	10000347	Sprinkler Mechanic	Facilities	40	Replacing Employee - Joe Sejuit
73	10000236	Universal Instructional Assistant	Circle View	15.5	New Position
74	10000237	Universal Instructional Assistant	Circle View	16.5	New Position
75	10000532	Universal Instructional Assistant	College View	10	Replacing Employee - Teresa Kettle
76	10000272	Universal Instructional Assistant	Lake View	14	New Position
77	10000278	Universal Instructional Assistant	Lake View	15.5	New Position
78	3439	Universal Instructional Assistant	Star View	14	New Position

79	10000285	Universal Instructional Assistant	Star View	13	New Position
80	10000289	Universal Instructional Assistant	Star View	17	New Position
81	10000417	Universal Instructional Assistant	Star View	10	New Position
82	10000731	Universal Instructional Assistant	Star View	11	New Position
83	10000888	Universal Instructional Assistant	Circle View	16	New Position
84	10000887	Universal Instructional Assistant	Circle View	10	New Position
85	10000884	Universal Instructional Assistant	Westmont	10	Replacing Employee - Carolyn Brunner
86	10000994	Universal Instructional Assistant	Circle View	12	New Position
87	10000309	Universal Instructional Assistant	Star View	19	New Position
88	10001057	Universal Instructional Assistant	Circle View	16	New Position

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Dr. Scott Jensen, Executive Director, Human Resources
DATE: August 22, 2024
SUBJECT: Agenda Item No. 15: Information and Discussion – TestGenius

Background Information

Test Genius is an online testing system that will allow the district to administer an unlimited number of on-line tests from the TestGenius suite or from the organization’s custom tests. Ocean View School District currently utilizes the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for its written and oral exam materials. TestGenius allows for collaboration with CODESP testing materials.

The implementation of this system will allow for candidates to participate in testing from their home or office which we hope will decrease the number of no-shows to our written exams. It will also significantly reduce the timelines for some recruitments.

Included in the package is unlimited phone and email support, a custom test writer, a work sample test validation wizard, Microsoft Office Training module, and TrueNorth Language testing. TestGenius also offers remote proctoring to ensure that candidates do not cheat or otherwise disqualify themselves.

Financial Implications

Both Classified and Certificated Human Resources staff participated in a virtual meeting with a representative of this company and feel this system would significantly benefit both sides of the Human Resources department. The estimated cost to implement this system is \$3,835.00. This would be an annual subscription.

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Recommendation:

The Executive Director recommends that the Commission review and discuss the information presented and provide input and direction.

If the Personnel Commission is supportive of Human Resources implementing this system, staff will move forward with obtaining an invoice, W9 tax form, and proposal of services in order to place an order through the district’s purchasing system.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Dr. Scott Jensen, Executive Director, Human Resources
DATE: August 22, 2024
SUBJECT: Agenda Item No. 16: Information and Discussion – Spark Hire

Background Information

Spark Hire is an online interviewing system that will allow the district to administer oral exams and conduct final interviews virtually.

The implementation of this system will allow for candidates and hiring supervisors to participate in oral examinations and final interviews virtually, which we hope will decrease the number of no-shows to our exams and interviews. It will also significantly reduce the timelines for some recruitments due to several factors, including attempting to schedule multiple panelists to come in person on a specific date to sit on oral exam panels for extended periods of time.

Some features of this product are allowing candidates to self-record video answers, rate and comment on interviews, tag interviews for easy filtering, collecting reviews from hiring managers, schedule interviews in bulk, creating multiple event types and customizing settings, integration with Google, iCloud, Outlook, and Office 365, and more.

Financial Implications

Both Classified and Certificated Human Resources staff participated in a virtual meeting with a representative of this company and feel this system would significantly benefit both sides of the Human Resources department. The estimated cost of implementing this system is \$7,150.00. This would be an annual subscription.

.....

Recommendation:

The Executive Director recommends that the Commission review and discuss the information presented and provide input and direction.

If the Personnel Commission is supportive of Human Resources implementing this system, staff will move forward with obtaining an invoice, W9 tax form, and proposal of services in order to place an order through the district's purchasing system.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Dr. Scott Jensen, Executive Director, Human Resources

DATE: August 22, 2024

SUBJECT: Agenda Item No. 17: Advanced Step Placement – Information Item

Background Information

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

Employee	Classification	Step	Justification	Effective Date
Megan Scott	Human Resources Technician	5	Prior school district experience working with tracking systems, substitute management systems, and HR programs	Date of Hire

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Dr. Scott Jensen, Executive Director, Human Resources

DATE: August 22, 2024

SUBJECT: **Agenda Item No. 18: PROPOSED NEW CLASSIFICATION – HUMAN RESOURCES ADMINISTRATOR AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM HUMAN RESOURCES SPECIALIST TO NEW CLASSIFICATION OF HUMAN RESOURCES ADMINISTRATOR**

Overview

The following information provides an analysis of the job duties and expectations of the Human Resources Administrator and the Communications and Public Information Officer (CPIO) within our school district. The purpose is to recommend aligning the salary range of the proposed new classification of Human Resources Administrator with that of the CPIO, as both positions exhibit comparable levels of leadership, administrative responsibilities, and higher-level skill expectations despite their distinct job functions.

Leadership Expectations

Human Resources Administrator: The Human Resources Administrator plays a pivotal role in collaborating with senior staff to administer various Human Resources programs such as onboarding, training, and employee relations. This position actively participates in district-wide strategic planning and policy development, ensuring that Human Resources initiatives align with the organization's goals and legal requirements. By leading and coordinating these efforts, the Human Resources Administrator provides essential Human Resources expertise that supports the district's overall objectives.

Communications and Public Information Officer: Similarly, the CPIO develops and directs a comprehensive public information and communication strategy aimed at enhancing the district's image and engaging the community. As a member of the Superintendent's Extended Cabinet, the CPIO collaborates closely with senior management, contributing to the district's mission and strategic goals. This role includes managing a wide array of communication activities, including crisis communication and media relations, ensuring the district's message is consistently and effectively conveyed.

Administrative Roles

Human Resources Administrator: The administrative responsibilities of the Human Resources Administrator include managing employee records, HR information systems, and ensuring compliance with federal, state, and district policies. This role involves coordinating recruitment, onboarding, and retention activities, as well as developing and updating HR policies and procedures. The Human Resources Administrator also provides training and support to staff, ensuring that HR practices are well communicated and understood across the district.

PROPOSED NEW CLASSIFICATION – HUMAN RESOURCES ADMINISTRATOR AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM HUMAN RESOURCES SPECIALIST TO NEW CLASSIFICATION OF HUMAN RESOURCES ADMINISTRATOR

Page 2

Communications and Public Information Officer: The CPIO oversees the creation and maintenance of the district's website and social media content, ensuring all information is accurate and relevant. This position manages the production of district publications, newsletters, and other informational materials, coordinating with various departments to gather and disseminate content. Additionally, the CPIO plays a crucial role in event and crisis management, developing communication strategies to address significant events and potential crises, ensuring timely and accurate information is provided to stakeholders.

Shared Higher-Level Skill Expectations

Both the Human Resources Administrator and the CPIO require effective communication skills, essential for articulating HR policies and district achievements to their respective audiences. Both positions demand strong project management capabilities, as they oversee multiple projects and adhere to tight deadlines. Collaboration and coordination are vital in both roles, necessitating close work with senior staff and other departments to ensure the seamless implementation of programs and initiatives. Furthermore, each position involves proactive problem-solving and decision-making to address and resolve issues, whether related to employee relations or public relations crises.

Other Considerations

Given the comparable levels of leadership, administrative responsibilities, and higher-level skill expectations between the HR Coordinator and the Communications and Public Information Officer, it is recommended that the salary range for the HR Coordinator be aligned with that of the CPIO. This alignment recognizes the consistent type of work and oversight both positions entail, ensuring fair and equitable compensation within our district.

By aligning the salary range, we acknowledge the critical roles both positions play in the effective functioning and public perception of our organization, ultimately supporting the district's mission and strategic goals.

This request for a new classification and the reclassification of Lorena Aceves is based on a review showing a gradual increase in the complexity, supervisory, and administrative duties she has been performing over time. The new Human Resources Administrator role will provide primary administrative support to both certificated and classified staff, focusing on departmental operations, compliance, and system improvements under the direction of the Executive Director, Human Resources and the Deputy Superintendent. The position Ms. Aceves currently holds, Human Resources Specialist, will not be backfilled.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission review, discuss, and approve the proposed new classification of Human Resources Administrator and that the new classification of Human Resources Administrator be placed on the Classified Management Salary Schedule at the same salary range as the Communications and Public Information Officer at Salary Range M67, Step 1, \$10,054.02 per month, \$120,048 annually.

**PROPOSED NEW CLASSIFICATION – HUMAN RESOURCES ADMINISTRATOR AND
RECOMMENDATION TO RECLASSIFY INCUMBENT FROM HUMAN RESOURCES
SPECIALIST TO NEW CLASSIFICATION OF HUMAN RESOURCES ADMINISTRATOR
Page 3**

Recommendation continued

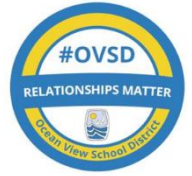
The Executive Director, Human Resources also recommends that Ms. Lorena Aceves, who has been performing the majority of duties and responsibilities in the proposed new job description of Human Resources Administrator for over two years and is eligible for reclassification be reclassified from Human Resources Specialist to Human Resources Administrator.

This reclassification aligns with PC Rule 3.3.1, as it reflects the natural accretion of duties and evolution of the position rather than a sudden change due to reorganization.

Attachments: Job Description: Human Resources Specialist dates 3-11-21
Draft of proposed new job description – Human Resources Administrator dated 8-22-24
Classified Management Salary Schedule Draft
Merit Rule 3.3.1



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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Human Resources Specialist

JOB SUMMARY

Under general direction, performs highly specialized technical and analytical duties related to the induction and retention of personnel; coordinates the day-to-day operations of the Human Resources staff; performs as a lead in coordinating a variety of technical functions in support of the District's certificated and classified personnel programs; advises, assists and monitors the certificated workforce to ensure compliance with State and Federal credentialing requirements; coordinates recruitments and selection; assists with staffing; audits and maintains a variety of related personnel files, records and reports; maintains confidentiality of sensitive and privileged information.

CLASS CHARACTERISTICS

The Human Resources Specialist performs technical and analytical tasks including but not limited to interpreting State and Federal laws, the Education Code, and the collective bargaining agreements. Incumbents are expected to support the employment of credentialed and classified employees in the District. This position has a variety of public contacts, a high degree of responsibility, and a high degree of expertise in credentialing and human resources procedures. The Human Resources Specialist serves as a lead in the monitoring and interpretation of credentials. Positions in this class have access to and/or direct knowledge of confidential information as defined in Government Code 3540.1 (c).

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:

- Oversee, monitor, and maintain records of credentials held by all temporary, probationary and permanent certificated staff including the type of credential, major and minor areas of studies, expiration dates and subjects/grades authorized to ensure compliance with State and Federal law;
- Notify and/or update administrators and certificated staff of changes in credential requirements, and assist staff in filing for credential renewals, added authorizations, waivers and emergency credentials;
- Assign, direct, monitor, train, supervise and evaluate the performance of assigned employees;
- Participate in the employee/employer relations program, including negotiation processes, and contract interpretation and implementation;

- Coordinate and maintain the fingerprint database and serve as the prime liaison between the Department of Justice and the District;
- Organize employment, salary, and other statistical or personnel data; calculate, analyze, and summarize statistical data and prepare or extract a variety of routine or specialized reports in planning for personnel utilization; implement changes or modifications to manual and computerized systems;
- Train and help supervise the performance of staff in the Human Resources department and assist them with unusual or unforeseen problems and situations;
- Initiate the recruitment and selection process by reviewing job description, creating application supplemental questionnaire, defining minimum qualifications and preferred qualifications of the position, and provide guidance to Human Resources staff on the posting of the position;
- Establish and maintain valid seniority lists;
- Ensure that all certificated and classified staffing reports and surveys required by District Administration, Local, State or Federal agencies are prepared and submitted in a timely fashion;
- Prepare and maintain staffing lists, records of school and class enrollment numbers used to monitor that class size reduction standards are met and to monitor general fund and categorically funded positions;
- Interpret and provide information on district policies, procedures, Education Code, collective bargaining agreement, and Federal and State regulations;
- Research and prepare collective bargaining information for use in negotiations;
- Conduct special studies and surveys on personnel related issues and prepare reports;
- Access to and knowledge of confidential information that contributes significantly to the development of management positions on collective bargaining as defined in Government Code 3540.1(c);
- Compile financial, statistical, narrative or other reports utilizing independent judgment in collecting and processing data, including bargaining unit materials of a confidential nature (pursuant to Govt. Code 3540.1(c));
- Provide support to, and participate in classified collective bargaining activities; conduct research of employment trends, legislative actions, and other information that may influence negotiations;
- Act as a liaison with the Fiscal Director to provide open and productive dialog and working relationships between the members of the two departments;
- Relieve Cabinet level administrator of procedural work and meetings, using independent judgement;
- Perform requests from Cabinet level administrator to compile, compose, and prepare confidential data, and compile data for reports for analyzing;
- Work closely and cooperatively with school site personnel and administrators;
- Serve as liaison contact with County or State credentialing offices and credentials personnel in other school districts;
- Participate in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations;
- Act as a resource for Human Resources and Personnel Commission staff.

Other Related Duties:

- Review employee records with employees as requested;
- Provide support in the coordination of the district layoff process;
- Serve in addition to, and also as back up to, the confidential Administrative Assistant by providing a higher level of secretarial service outside of scope of current responsibilities.

SUPERVISION

General direction is received from the Assistant Superintendent, Human Resources.

Provide supervision to subordinate positions assigned to the Human Resources Office.

MINIMUM QUALIFICATIONS

Knowledge of:

- Fundamentals, principles, techniques, and procedures of human resources management;
- Laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;
- Principles of supervision and training;
- Modern office methods, procedures, practices, terms and equipment used in a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, Internet and E-mail computer applications;
- Methods of making mathematical and statistical analysis, calculations and projections;
- English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently utilizing sound judgment and discretion in a wide variety of situations;
- Understand, interpret and apply complex laws, rules, regulations and policies;
- Research, gather data and information and prepare complex and comprehensive written and oral reports;
- Compose and edit routine correspondence independently;
- Work effectively, efficiently and cooperatively in a busy modern office environment;
- Communicate effectively with, and provide quality customer service to, a wide variety of audiences both orally and in writing;
- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;
- Keyboard at a net corrected speed of 45 words per minute;
- Effectively and efficiently maintain accurate records and files;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the district;
- Maintain security and confidentiality of privileged and sensitive information;
- Direct, train and evaluate personnel.

EMPLOYMENT STANDARDS

Education:

- High school diploma or equivalent;

- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or a related field is desirable and may be substituted for 2 years of the required experience;
- Advanced training or course work in the organization and supervision of human resources work or credentials is desirable.

Experience:

- Five (5) years of successful progressively responsible experience in a personnel office in a California school district involving, but not limited to, credentialing, recruitment and processing of certificated and/or classified employees.

LICENSES REQUIRED

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

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

Physical Demands:

Safely lift, carry, push and pull up to 25 pounds; frequently sits, walks, stands; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment.

Work Environment:

This job operates in an office environment, predominately seated; works inside exclusively; routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines; noise level can vary depending upon daily activity but will remain within moderate noise level range; has direct and indirect contact with public and other district staff occasionally in difficult interpersonal situations; frequently works without guidance from immediate supervisor; may require working with high volume, tight deadlines, and being subject to frequent interruptions.

SALARY RANGE

Range C 46
Classified Confidential Salary Schedule

New classification approved and adopted by Personnel Commission 3/11/21



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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Human Resources Administrator

JOB SUMMARY

Under general direction, plans, organize, and direct daily Human Resources operations and activities, performs highly specialized technical and analytical duties related to the induction and retention of personnel; coordinates the day-to-day operations of the Human Resources staff; performs as a lead in coordinating a variety of technical functions in support of the District's certificated and classified personnel programs; oversee evaluation functions; payroll processing to meet the needs of the District; advises, assists and monitors the certificated workforce to ensure compliance with State and Federal credentialing requirements; coordinates recruitments and selection; assists with staffing; audits and maintains a variety of related personnel files, records and reports; maintains confidentiality of sensitive and privileged information.

CLASS CHARACTERISTICS

The Human Resources Administrator performs technical and analytical tasks including but not limited to interpreting State and Federal laws, the Education Code, and the collective bargaining agreements. Incumbents is expected to support the employment of credentialed and classified employees in the District. This position has a variety of public contacts, a high degree of responsibility, and a high degree of expertise in credentialing and human resources procedures. The Human Resources Administrator serves as a resource in the monitoring and interpretation of credentials.

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:

- Assign, direct, monitor, train, supervise and evaluate the performance of assigned employees;
- Participate in the employee/employer relations program, including negotiation processes, provides personnel costs data, analyses, and summary information; and contract interpretation and implementation;
- Provide support to staff in managing and conducting workplace investigations, implementing progressive discipline, and handling complaints;
- Coordinate and maintain the fingerprint database and serve as the prime liaison between the Department of Justice and the District;
- Organize employment, salary, and other statistical or personnel data; calculate, analyze, and summarize statistical data and prepare or extract a variety of routine or specialized reports in planning for personnel utilization; implement changes or modifications to manual and computerized systems;
- Train and help supervise the performance of staff in the Human Resources division and assist them with unusual or unforeseen problems and situations;
- Oversee the recruitment and selection process by reviewing job description, creating application supplemental questionnaire, defining minimum qualifications and preferred qualifications of the

- position, and provide guidance to Human Resources staff on the posting of the position;
- Establish and maintain valid seniority lists;
 - Ensure that all certificated and classified staffing reports and surveys required by District Administration, Local, State or Federal agencies are prepared and submitted in a timely fashion;
 - Prepare and maintain staffing lists, records of school and class enrollment numbers used to monitor that class size reduction standards are met and to monitor general fund and categorically funded positions;
 - Interpret and provide information on district policies, procedures, Education Code, collective bargaining agreement, and Federal and State regulations;
 - Research and prepare collective bargaining information for use in negotiations;
 - Conduct special studies and surveys on personnel related issues and prepare reports;
 - Serves as a member of the District Leadership Team;
 - Assists the Assistant/Deputy Superintendent in administering a comprehensive personnel program for both certificated and classified staff members;
 - Maintains current knowledge of the California Education Code and regulation of the Commission for Teacher Credentialing related to certificated credentials and waiver alternatives;
 - Assure proper and timely resolution of issues, conflicts, and problems related to assigned Human Resources functions;
 - Provides the Business Department with salary placements and assists in calculating the district's payroll;
 - Maintains/updates wage and salary schedules;
 - Prepares personnel related items for the Board of Trustee agenda;
 - Participate in meetings with union and district administration;
 - Oversee social media administration for all recruitment and hiring efforts;
 - Provide support to, and participate in classified collective bargaining activities; conduct research of employment trends, legislative actions, and other information that may influence negotiations;
 - Act as a liaison with the Fiscal Director to provide open and productive dialog and working relationships between the members of the two departments;
 - Provides technical assistance to administrators in implementing personnel policies, regulations, and procedures, including evaluation guidelines and procedures, eligibility and qualifications in recruiting and hiring personnel;
 - Release classified employees during probationary period;
 - Assists in problem-solving, research and collection of data; conducts surveys pertaining to salaries and other means of compensation;
 - Establish and implement appropriate and effective communication processes and strategies
 - Relieve Cabinet level administrator of procedural work and meetings, using independent judgement;
 - Perform requests from Cabinet level administrator to compile, compose, and prepare confidential data, and compile data for reports for analyzing;
 - Work closely and cooperatively with school site personnel and administrators;
 - Serve as liaison contact with County or State credentialing offices and credentials personnel in other school districts;
 - Participate in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations;
 - Act as a resource for Human Resources and Personnel Commission staff.

Other Related Duties:

- Review employee records with employees as requested;

- Provide support in the coordination of the district layoff process;
- Serve in addition to, and also as back up to, the confidential Administrative Assistant by providing a higher level of secretarial service outside of scope of current responsibilities.

SUPERVISION

General administrative direction is received from the Assistant/Deputy Superintendent, Human Resources and Executive Director, Human Resources.

Provide supervision and evaluates subordinate positions assigned to Human Resources.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel administration including position classification, salary administration, recruitment, evaluation, selection and collective bargaining agreements;
- Principles of public administration, management and organization;
- Report writing methods and techniques;
- Financial and statistical record-keeping techniques;
- Oral and written communication skills;
- District organization, operations, policies and objectives;
- Principles and practices of administration, supervision and training;
- Applicable laws, codes, regulations, policies and procedures;
- Interpersonal skills using tact, patience and courtesy;
- Fundamentals, principles, techniques, and procedures of human resources management;
- Laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;
- Principles of supervision and training;
- Modern office methods, procedures, practices, terms and equipment used in a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, Internet and E-mail computer applications;
- Methods of making mathematical and statistical analysis, calculations and projections;
- English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Business office telephone techniques and etiquette.

Ability to:

- Interpret, apply and explain a wide variety of laws, rules and regulations relating to the operation of the Human Resources Division;
- Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations;
- Work independently utilizing sound judgment and discretion in a wide variety of situations;
- Understand, interpret and apply complex laws, rules, regulations and policies;
- Research, gather data and information and prepare complex and comprehensive written and oral reports;
- Compose and edit routine correspondence independently;
- Work effectively, efficiently and cooperatively in a busy modern office environment;
- Communicate effectively with, and provide quality customer service to, a wide variety of audiences both orally and in writing;

- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;
- Effectively and efficiently maintain accurate records and files;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the district;
- Maintain security and confidentiality of privileged and sensitive information;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Direct, train and evaluate personnel.

EMPLOYMENT STANDARDS

Education:

- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or a related field is required
- Advanced training or course work in the organization and supervision of human resources work or credentials is desirable.

Experience:

- Five (5) years of successful progressively responsible experience in a personnel office in a California school district involving, but not limited to, credentialing, recruitment and processing of certificated and/or classified employees.

LICENSES REQUIRED

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

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

Physical Demands:

Safely lift, carry, push and pull up to 25 pounds; frequently sits, walks, stands; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment.

Work Environment:

This job operates in an office environment, predominately seated; works inside exclusively; routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines; noise level can vary depending upon daily activity but will remain within moderate noise level range; has direct and indirect contact with public and other district staff occasionally in difficult interpersonal situations; frequently works without guidance from immediate supervisor; may require working with high volume, tight deadlines, and being subject to frequent interruptions.

SALARY RANGE

Range M67 Classified Management Salary Schedule

Approved and adopted by Personnel Commission 8-22-24

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT
Salary Range Placement
2023-2024

SALARY RANGE

Executive Director of Facilities and Transportation (J50)	M75
Executive Director, Human Resources (H30) *	M75
Director, Classified Personnel (H30)	M71
Director, Fiscal Services (H40)	M71
Director, Food and Nutrition Services (J20)	M71
Director, Information Technology (J80)	M71
Communications and Public Information Officer (K10)	M67
Human Resources Administrator (H30)	M67
Director, Child Development Programs (K10)	M61
Director, Purchasing (J90).....	M52
Central Kitchen Supervisor (J20)	M51
Child Care Supervisor (K10)	M51
Early Learning Supervisor (K10)	M51
Food and Nutrition Services Operations Supervisor (J20)	M51
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51
Transportation Supervisor (J30)	M51

Vacation Schedule
(12 Month Employees)
22 days per year

Salaries effective 2/1/24: 0.5% increase approved by Board of Trustees 5/14/2024

*New job title and job description of Executive Director, Human Resources was created, with a salary range of M75. New job title and job description approved and salary recommendation made by Personnel Commission 4/18/2024. Salary approved by Board of Trustees 4/23/24.

Longevity:

- At the beginning of the 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into the new plan approved by the Board of Trustees on 10/20/15.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and Board approved 10/20/15.

OCEAN VIEW SCHOOL DISTRICT
CLASSIFIED MANAGEMENT
Salary Range Placement
2023-2024

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	5,033.30	5,291.89	5,555.06	5,835.38	6,135.16
40	5,160.31	5,421.18	5,695.79	5,984.13	6,285.05
41	5,291.89	5,555.06	5,835.38	6,135.16	6,441.81
42	5,421.18	5,695.79	5,984.13	6,285.05	6,603.13
43	5,555.06	5,835.38	6,135.16	6,441.81	6,770.18
44	5,695.79	5,984.13	6,285.05	6,603.13	6,940.67
45	5,835.38	6,135.16	6,441.81	6,770.18	7,113.44
46	5,984.13	6,285.05	6,603.13	6,940.67	7,290.79
47	6,135.16	6,441.81	6,770.18	7,113.44	7,472.72
48	6,285.05	6,603.13	6,940.67	7,290.79	7,661.52
49	6,441.81	6,770.18	7,113.44	7,472.72	7,853.73
50	6,603.13	6,940.67	7,290.79	7,661.52	8,048.25
51	6,770.18	7,113.44	7,472.72	7,853.73	8,249.63
52	6,940.67	7,290.79	7,661.52	8,048.25	8,456.72
53	7,113.44	7,472.72	7,853.73	8,249.63	8,669.54
54	7,290.79	7,661.52	8,048.25	8,456.72	8,882.37
55	7,472.72	7,853.73	8,249.63	8,669.54	9,105.48
56	7,661.52	8,048.25	8,456.72	8,882.37	9,333.17
57	7,853.73	8,249.63	8,669.54	9,105.48	9,567.74
58	8,048.25	8,456.72	8,882.37	9,333.17	9,805.73
59	8,249.63	8,669.54	9,105.48	9,567.74	10,054.02
60	8,456.72	8,882.37	9,333.17	9,805.73	10,298.88
61	8,669.54	9,105.48	9,567.74	10,054.02	10,563.18
62	8,882.37	9,333.17	9,805.73	10,298.88	10,825.21
63	9,105.48	9,567.74	10,054.02	10,563.18	11,094.09
64	9,333.17	9,805.73	10,298.88	10,825.21	11,370.98
65	9,567.74	10,054.02	10,563.18	11,094.09	11,658.18
66	9,805.73	10,298.88	10,825.21	11,370.98	11,947.66
67	10,054.02	10,563.18	11,094.09	11,658.18	12,246.30
68	10,298.88	10,825.21	11,370.98	11,947.66	12,555.22
69	10,563.18	11,094.09	11,658.18	12,246.30	12,867.59
70	10,825.21	11,370.98	11,947.66	12,555.22	13,185.67
71	11,094.09	11,658.18	12,246.30	12,867.59	13,518.64
72	11,370.98	11,947.66	12,555.22	13,185.67	13,856.18
73	11,658.18	12,246.30	12,867.59	13,518.64	14,202.86
74	11,947.66	12,555.22	13,185.67	13,856.18	14,552.98
75	12,246.30	12,867.59	13,518.64	14,202.86	14,923.71
76	12,555.22	13,185.67	13,856.18	14,552.98	15,290.98
77	12,867.59	13,518.64	14,202.86	14,923.71	15,678.87
78	13,185.67	13,856.18	14,552.98	15,290.98	16,067.90
79	13,518.64	14,202.86	14,923.71	15,678.87	16,471.80
80	13,856.18	14,552.98	15,290.98	16,067.90	16,881.42

3.3 RECLASSIFICATION

3.3.1 Basis for Reclassification

The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities.

3.3.2 Requests for Study

Requests for classification study of existing positions shall be presented to the Director, Classified Personnel together with a statement of the reasons for requesting the study.

Requests for study may be initiated by the administration with approval of the Superintendent or by employees or employee organizations.

3.3.3 Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed.

3.3.4 Affect on Incumbents

Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or
2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or
3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination.

(Reference Education Code 45285 + AB 1070) (Revised 10/09/03)

3.3.5 Reemployment List for Displaced Incumbents

Any displacement of a permanent employee resulting from a reclassification of a position, positions, or class of positions shall be considered a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules.

This rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.