



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, November 14, 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, NOVEMBER 14, 2024

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

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

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: Interim Assistant Superintendent/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 October 17, 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 October 17, 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 5-6

- A. JOB DESCRIPTION REVIEWS/REVISIONS:**
- The Personnel Commission will receive the Interim Assistant Superintendent/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 Interim Assistant Superintendent/Executive Director’s recommendation to ratify/approve the following eligibility lists. (*Eligibility lists provided to Commissioners only.*)

- Ratify: 2024-37 Program Account Specialist
- Ratify: 2024-38 School Library Specialist
- Ratify: 2024-39 Instructional Assistant – ABA (ELOP)
- Ratify: 2024-40 Intermediate Clerical Assistant – Bilingual (Spanish)
- Ratify: 2024-41 Noon Duty Supervisor
- Ratify: 2024-42 Universal Instructional Assistant

- 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 October 8, 2024, (Exhibit A), and October 22, 2024, (Exhibit B).
- INFORMATION**
Pages 7-11

- 14. CLASSIFIED PERSONNEL RECRUITMENT UPDATE:** The Personnel Commission will receive for information the most current list and status updates of classified recruitments.
- INFORMATION**
Pages 12

- | | |
|--|---|
| <p>15. ADVANCED STEP PLACEMENT NOTIFICATION: The Personnel Commission will receive for information the Interim Assistant Superintendent/Executive Director’s report notification of advance step placements that have been approved since the last meeting of the Personnel Commission.</p> | <p>INFORMATION
Page 13</p> |
| <p>16. RECOMMENDATION TO RECLASSIFY INCUMBENT FROM INTERMEDIATE CLERICAL ASSISTANT TO CLERICAL SPECIALIST: The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to reclassify incumbent, Sharon O’Donnell, from Intermediate Clerical Assistant to Clerical Specialist.</p> | <p>ACTION
Pages 14-22
Moved: _____
Second: _____
Vote: _____</p> |
| <p>17. MERIT RULE REVIEW AND REVISION – CHAPTER 4, SECTION 4.1.3 – REJECTION OF APPLICATION: The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to review and revise Merit Rule Chapter 4, Section 1.1 – Rejection of Application for a first reading and discussion.</p> | <p>FIRST READING & DISCUSSION
Pages 23-24
Moved: _____
Second: _____
Vote: _____</p> |
| <p>18. PROPOSED NEW CLASSIFICATION – VAPA COACH: The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to review, discuss, and approve the new classification and job specification of VAPA Coach.</p> | <p>ACTION
Pages 25-27
Moved: _____
Second: _____
Vote: _____</p> |

COMMUNICATIONS

- 19. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. All public comments shall be limited to three minutes per person.
- 20. COMMISSIONER REPORTS**
- 21. INTERIM ASSISTANT SUPERINTENDENT/EXECUTIVE DIRECTOR AND STAFF REPORTS**
- 22. ADJOURNMENT**

TIME: _____ **p.m.**

ACTION
Moved: _____
Second: _____
Vote: _____

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 Interim Assistant Superintendent/Executive Director, Human Resources, 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
October 17, 2024

CALL TO ORDER The October 17, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:50 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the September 12, 2024, Regular Closed Session Meeting.

 Seconded by Commissioner Ewing, and carried with a 2:0 vote. Commissioner Gooch abstained from the vote as he was absent from the September 12 meeting.

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 October 17, 2024, Closed Session Meeting at 4:27 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
October 17, 2024
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the October 17, 2024, Regular Personnel Commission Meeting to order at 4:32 p.m.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing led the pledge of allegiance.
- STAFF MEMBERS PRESENT** Dr. Scott Jensen, Interim Assistant Superintendent/Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** 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 Bidnick to approve the minutes of the September 12, 2024, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing and carried with a 2:0 vote. Commissioner Gooch abstained from the vote as he was absent from the September 12 meeting.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
1. Clerk Typist
 2. Intermediate Clerk Typist
 3. Intermediate Clerk Typist – Bilingual
 4. Senior Clerk Typist
- The following eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2024-29 Instructional Assistant – ABA
 - 2024-30 Early Learning Instructional Assistant
 - 2024-31 Instructional Assistant – ABA
 - 2024-32 Universal Instructional Assistant
 - 2024-33 Campus Safety Supervisor
 - 2024-34 School Health Technician
 - 2024-35 Universal Instructional Assistant
 - 2024-36 Noon Duty Supervisor
- Commissioner Gooch and Commissioner Bidnick commented that they are pleased with the progress that is being made with the eligibility lists and job description updates.

MINUTES OF THE OCTOBER 17, 2024 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

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 September 10, 2024 and September 24, 2024.

**CLASSIFIED
PERSONNEL
RECRUITMENT LIST**

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

**ADVANCED STEP
PLACEMENT
NOTIFICATIONS**

The Personnel Commission received for information notifications of advanced step placements that had been approved by the Interim Assistant Superintendent/ Executive Director, Human Resources.

Commissioner Gooch stated that he is pleased with the new system. Commissioner Bidnick agreed and also stated that appreciates that not all advance step placements are recommended at step 5, and that careful consideration goes into the recommendations, based on the employee's experience and abilities.

**PUBLIC HEARING
AND APPOINTMENT
FOR THE
ANNOUNCED JOINT
APPOINTEE DANIEL
P. GOOCH TO THE
PERSONNEL
COMMISSION**

Commissioner Ewing opened the Public Hearing at 4:36 p.m. on the appointment for the announced joint appointee, Daniel P. Gooch.

Keith Farrow, Assistant Superintendent, Administrative Services, expressed his appreciation of the work Commissioner Gooch has done and will continue to do, that he does so well. He shared that on behalf of himself and Interim Superintendent, Dr. Julianne Hoefler, he looks forward to continuing to work with Commissioner Gooch as the joint appointee.

The Public Hearing was closed at 4:37 p.m.

Motion by Commissioner Bidnick to reappoint Daniel P. Gooch as the joint appointee to the Personnel Commission for a three year term of office from December 1, 2024, to November 30, 2027.

Seconded by Commissioner Ewing and carried with a 2:0 vote. Commissioner Gooch abstained from the vote.

Commissioner Bidnick extended his congratulations to Commissioner Gooch and commented that he looks forward to continuing their collaboration on the Personnel Commission. Commissioner Ewing also congratulated Commissioner Gooch on another three-year term and looks forward to continuing to work along side him on the Commission.

**PROPOSED NEW
CLASSIFICATION –
CLERICAL
ASSISTANT –
BILINGUAL**

Dr. Jensen explained that this proposed new classification feeds off of the job description revisions that were approved under the Consent Calendar earlier in the meeting. This proposed classification is being established in order to have a bilingual equivalent to the Clerical Assistant position. Prior to this, only the Intermediate Clerical Assistant had a bilingual equivalent.

MINUTES OF THE OCTOBER 17, 2024 PERSONNEL COMMISSION MEETING – PAGE 3

PROPOSED NEW CLASSIFICATION – CLERICAL ASSISTANT – BILINGUAL (CONTINUED) Motion by Commissioner Gooch to approve the proposed new classification – Clerical Assistant – Bilingual.
Seconded by Commissioner Bidnick and carried with a 3:0 vote.

PROPOSED NEW CLASSIFICATION – CLERICAL SPECIALIST – BILINGUAL Dr. Jensen explained that this proposed new classification was also being established in order to have a bilingual equivalent to the Clerical Specialist position. Prior to this, only the Intermediate Clerical Assistant had a bilingual equivalent.
Motion by Commissioner Bidnick to approve the proposed new classification – Clerical Specialist – Bilingual.
Seconded by Commissioner Gooch and carried with a 3:0 vote.

PROPOSED NEW CLASSIFICATION – LEAD PAYROLL TECHNICIAN Dr. Jensen shared that this proposed new classification in the Fiscal department would allow for the incumbent in this role to focus on the needs and duties of payroll with a much broader scope and take on additional responsibilities. It also adds another level in terms of advancement within the department.
Motion by Commissioner Gooch to approve the proposed new classification – Lead Payroll Technician.
Seconded by Commissioner Bidnick and carried with a 3:0 vote.

SECOND PUBLIC COMMENTS There were no comments from the public.

COMMISSIONER REPORTS Commissioner Gooch urged everyone to exercise their right to vote. Commissioner Bidnick had nothing to report. Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for November 14, 2024.

DIRECTOR AND STAFF REPORTS Dr. Jensen thanked the Human Resources staff for the great job they do. We are down to the lowest number of vacancies that we have had for the year. This is in no small part due to the hard work and dedication of the whole team. He is excited about the progress that has been made and the implementation of the processes that have been put into place. He looks forward to finishing out this first semester strong and having as many people in place that we can to support students.

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 4:45 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: November 14, 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: 2024-37	Program Account Specialist
Ratify: 2024-38	School Library Specialist
Ratify: 2024-39	Instructional Assistant – ABA (ELOP)
Ratify: 2024-40	Intermediate Clerical Assistant – Bilingual (Spanish)
Ratify: 2024-41	Noon Duty Supervisor
Ratify: 2024-42	Universal Instructional Assistant

Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-37 through 2024-42.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-37	Program Account Specialist	No. of Applicants 14 Screened Out 2 Oral Exam Test Date 9/16/2024 No Show/ Withdrew 0 Did Not Qualify 0 Written Exam Test Date 10/10/2024 No Show/ Withdrew 5 Did Not Qualify 3	4	4	Open & Promotional
2024-38	School Library Specialist	No. of Applicants 19 Screened Out 6 Written Exam Test Date 9/2/2024 No Show/ Withdrew 6 Did Not Qualify 0 Oral Exam Test Date 10/11/2024 No Show/ Withdrew 0 Did Not Qualify 1	5	6	Open & Promotional
2024-39	Instructional Assistant – ABA (ELOP)	No. of Applicants 6 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	1	6	Open & Promotional
2024-40	Intermediate Clerical Assistant - Bilingual (Spanish)	No. of Applicants 17 Screened Out 3 Written & Bilingual Exam Test Date 10/2/2024 No Show/ Withdrew 0 Did Not Qualify 7 Oral Exam Test Date 10/24/2024 No Show/ Withdrew 3 Did Not Qualify 0	4	4	Open & Promotional
2024-41	Noon Duty Supervisor	No. of Applicants 6 Screened Out 0 Written Exam Test Dates 10/29/2024 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	3	5	Open, Promotional, & Merge
2024-42	Universal Instructional Assistant	No. of Applicants 19 Screened Out 0 Written Exam Test Dates 10/28/2024 No Show/ Withdrew 5 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	27	Open, Promotional, & Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: November 14, 2024

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

Background Information

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of October 8, 2024, and October 22, 2024, (Exhibit A).

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

Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity Lists of October 8, 2024, and October 22, 2024 for information.

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>
Albanez, Isabel	Speech and Language Assistant	Marine View/Lake View	\$26,155 hourly	34.1	09/11/2024
Galvis, Brian	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	09/04/2024
Hernandez, Ashley	Universal Instructional Assistant	Star View	\$19,444 hourly**	22.1	09/04/2024
Kelley, Megan	Early Learning Instructional Assistant	Oak View Preschool	\$19,931 hourly	23.1	09/20/2024
Mehana, Samah	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	09/10/2024
Murphy, Brenda	School Office Clerk	Vista View	\$23,689 hourly	28.2	09/26/2024
Parandi, Ali	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	09/04/2024
Ramirez, Brian	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	09/03/2024
Reynolds, Makenna	Instructional Assistant – ABA	Harbour View	\$22,561 hourly	28.1	08/28/2024
Scott, Megan	Human Resources Technician	District Office	\$5,802.68 monthly	36.5	09/03/2024

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Castillo, Amanda	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	08/28/2024
Churchill, Yolanda	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	08/28/2024
Hareison, Valerie	Parent Liaison Instructional Assistant Bilingual	Substitute	\$19,931 hourly	23.1	09/24/2024
Huerta Viveros, Christopher	Head Custodian	Substitute	\$24,892 hourly	32.1	09/13/2024
Luis, Sara	Parent Liaison Instructional Assistant Bilingual	Substitute	\$19,931 hourly	23.1	09/03/2024
Martinez, David	Custodian	Substitute	\$22,561 hourly	28.1	09/10/2024
O'Brien, Eryca	Universal Instructional Assistant	Substitute	\$23,689 hourly**	22.5	08/28/2024
Opperud, Autumn	Instructional Assistant – Physical Education	Substitute	\$20,941 hourly	25.1	09/03/2024
Sandoval, Angelica	Campus Safety Supervisor	Substitute	\$20,941 hourly	25.1	09/20/2024
Soriano, Anthony	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	09/12/2024
Taliaferro, Michelle	Campus Safety Supervisor	Substitute	\$20,941 hourly	25.1	09/20/2024
Tamayo, Gabriel	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	09/11/2024
Urban, Jose	Custodian	Substitute	\$22,561 hourly	28.1	08/26/2024

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>
Duran, Lauren	School Office Clerk Bilingual	Vista View	\$23,115 hourly	29.1	08/09/2024

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 8, 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>
De Los Monteros, Amelia	Instructional Assistant – Special Education	Lake View	Released	12/11/2023	09/16/2024
Gomez, Alexandra	Instructional Assistant – ABA	Lake View	Resigned	03/20/2024	09/16/2024
Guzman, Augustin	Parent Liaison Instructional Assistant Bilingual	Vista View/Marine View	Resigned	09/03/2024	09/11/2024
Magallenes, Vianey	ALC Attendant	Mesa View	Resigned	05/07/2019	09/13/2024
McCleary, Karen	Food Service Worker	Circle View	Resigned	04/17/2023	09/26/2024
McElfish, Karen	Custodian	Mesa View	Resigned	07/15/2024	09/13/2024
Razo, Haunani	Instructional Assistant – Special Education	Harbour View	Resigned	01/07/2019	06/18/2024
Roa, Sandra	Noon Duty Supervisor	Circle View	Resigned	10/27/2014	09/18/2024
Romero, Leticia	Food Service Worker	Marine View	Resigned	10/16/2016	09/27/2024
Soto, Karina	Speech and Language Assistant	Village View/Westmont	Resigned	08/28/2024	08/28/2024
Tawfiek, Marina	Universal Instructional Assistant	Harbour View	Resigned	12/05/2023	09/25/2024
Wallihan, Rebecca	Universal Instructional Assistant	Mesa View	Resigned	11/09/2022	06/18/2024
Westfall, Jennifer	Universal Instructional Assistant	Harbour View	Resigned	08/28/2024	09/13/2024
Wickwire, Alicia	Parent Liaison Instructional Assistant Bilingual	Harbour View	Resigned	08/28/2024	09/26/2024

*This is a single step, entry level position or a trainee position.
**Per MOU, Universal Instructional Assistants may be eligible for an additional \$6.50/hour.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 22, 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>
Bakhet, Haidey	Food Service Worker	Circle View	\$17,618 hourly	18.1	10/02/2024
Cozart, Cody	Custodian	Hope View	\$23,689 hourly	28.1	09/24/2024
Garcia, Cassie	Instructional Assistant – ABA	Star View	\$22,561 hourly	28.1	10/14/2024
Laursen, Andrea	Instructional Assistant – ABA	College View	\$22,561 hourly	28.1	10/14/2024
Mahler, Kailey	Speech and Language Assistant	Lake View	\$27,488 hourly	34.2	09/30/2024
Martinez, David	Custodian	Westmont	\$23,689 hourly	28.1	09/26/2024
Niles, Joy	Early Learning Associate Educator	College View	\$5,004.86 monthly	30.5	10/09/2024
Pavon, Reyna	Noon Duty Supervisor	Oak View	\$17,170 hourly	1.1*	10/03/2024
Ramirez Morales, Irasu	Food Service Worker	Vista View	\$17,618 hourly	18.1	09/30/2024
Rehner, Lori	Instructional Assistant – ABA	Vista View	\$22,561 hourly	28.1	10/09/2024
Travis, Cynthia	Campus Safety Supervisor	Marine View	\$3,626.74 monthly	25.1	10/08/2024

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>
Battle, London	Universal Instructional Assistant	Substitute	\$19,444 hourly	22.1	09/30/2024
Brown., Matthew	Custodian	Substitute	\$22,561 hourly	28.1	09/20/2024
Craig, Glenna	School Health Technician	Substitute	\$23,689 hourly	26.3	09/26/2024
Magallanes, Vianney	Parent/Teacher Conference Interpreter	Substitute	\$17,170 hourly	1.1*	10/01/2024
Magallanes, Vianney	School Office Clerk	Substitute	\$22,561 hourly	28.1	10/01/2024
Quick, Jeff	Lead Mechanic	Substitute	\$41,828 hourly	45.5	10/07/2024
Ramirez, Rosa	Cook	Substitute	\$20,433 hourly	24.1	10/07/2024
Ramirez, Rosa	Food Service Worker	Substitute	\$17,617 hourly	18.1	10/07/2024
Ramsey, Arleigh	Child Care Program Facilitator	Substitute	\$24,892 hourly	32.1	10/09/2024
Tseng, Amy	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	09/25/2024
Young, Caitlyn	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	10/02/2024

APPROVE REINSTATEMENT

In accordance with Merit System Rules 8.4.1:

<u>NAME</u>	<u>POSITION REINSTATED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Rivera, Cecilia	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	10/02/2024

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 October 22, 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>
Apeck, Germania	Instructional Assistant – Bilingual	Oak View	Retired	09/15/2024	12/20/2024
Johnson, Jennifer	Noon Duty Supervisor	Hope View	Resigned	01/22/2019	10/08/2024
Knudson, Eugene	Instructional Assistant – ABA	Oak View	Resigned	08/28/2024	10/02/2024
Lampley, Elizabeth	School Health Technician	Marine View	Resigned	04/05/1998	10/18/2024
Taylor, Jennifer	Noon Duty Supervisor	Hope View	Resigned	03/05/2024	10/08/2024

*This is a single step, entry level position or a trainee position.
 **Per MOU, Universal Instructional Assistants may be eligible for an additional \$6.50/hour.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: November 14, 2024

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

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 number of current classified vacancies.

	Position	Number of Vacancies
1.	ALC Attendant	1
2.	Child Care Program Facilitator	3
3.	Custodian	1
4.	Early Learning Educator	1
5.	Early Learning Instructional Assistant	5
6.	Instructional Assistant - ABA	30
7.	Lead Behavior – Instructional Assistant	5
8.	Lead Payroll Technician	1
9.	Noon Duty Supervisor	21
10.	Parent Liaison Instructional Assistant – Bilingual	1
11.	Personnel Analyst	1
12.	School Office Manager - Bilingual	1
13.	Sprinkler Mechanic	1
14.	Universal Instructional Assistant	10
	Total	82

Recommendation

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jenkins, Ed.D.
Interim Assistant Superintendent/Executive Director, Human Resources

DATE: November 14, 2024

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

Background Information

Below are advance step placements that have been authorized by the Interim Assistant Superintendent/Executive Director since the last meeting of the Personnel Commission.

Employee	Classification	Step	Justification	Effective Date
Isabel Albanez	Speech & Language Assistant	2	Has four years experience providing speech services, including three years in a school district setting.	09/11/2024
Jose Portillo	Custodian	2	Has over five years of experience working as a custodian for school districts.	10/10/2024

Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends that the Personnel Commission receive the above notifications of Advanced Step Placement for information.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen, Ed.D.
Interim Assistant Superintendent/Executive Director, Human Resources

DATE: November 14, 2024

SUBJECT: Agenda Item No. 16: Recommendation to Reclassify Incumbent Sharon O'Donnell From Intermediate Clerical Assistant to Clerical Specialist

Background Information

Last month several of the clerical series classifications were reviewed. During the review, one of the incumbents, Sharon O'Donnell, asked for a reclassification review. She was an Intermediate Clerk Typist, now retitled Intermediate Clerical Assistant. She has been performing these higher-level duties for several years. Ms. O'Donnell is the primary support for the School Based Medi-Cal Administrative Activities (SMAA). She performs these difficult duties independently and with little direct supervision.

Analysis

After analyzing the documentation submitted and with confirmation by her supervisor, Chileen Spaulding, Director Special Education, staff concurs that higher level duties are being performed. Once the district is aware that an employee is working out of classification, it has two choices:

1. Remove the higher-level duties and they will no longer be performed by the employee.
2. Reclassify the position to reflect the responsibility of the higher-level duties.

Staff affirms that the request for reclassification to a Clerical Specialist is appropriate. Since Ms. O'Donnell has been performing the higher-level duties for more than 2 years it is recommended that she be reclassified to a Clerical Specialist without an examination.

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Recommendation:

The Interim Assistant Superintendent/Executive Director, Human Resources recommends Ms. O'Donnell be reclassified from Intermediate Clerical Assistant to Clerical Specialist effective November 15, 2024.

Attachments: Job Description – Intermediate Clerical Assistant dated 10/18/2024
Job Description – Clerical Assistant dated 10/18/2024
Merit Rules Chapter 3.3



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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Intermediate Clerical Assistant

JOB SUMMARY:

Under general supervision of a District or program administrator, performs a wide variety of moderately difficult clerical duties in a District administrative office or school site.

CLASS CHARACTERISTICS:

The Intermediate Clerical Assistant is distinguished from the class of Clerical Assistant by performing work of moderate difficulty with less supervision from a District or Program Administrator available, utilizes independent judgment in performing tasks and is expected to work productively in the absence of a direct supervisor. May be assigned as the sole clerical employee in support of a District program.

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

- Perform a wide variety of moderately difficult clerical work such as preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- Organize, log, batch and forward data and information, audit, correct and update data processing and other records;
- Answer telephones, may perform receptionist duties; greets visitors, in person or over the telephone, ascertain nature of business and provide information related to area of assignment;
- Perform standard and statistical keyboarding, word and data processing;
- Operate a variety of office equipment including a personal computer;
- Compose and/or proofread routine correspondence;
- Review and prepare documents for entry of information into electronic data processing system. Enter and update information into system according to standard formats;
- Schedule appointments and/or maintain calendars;
- May be called upon to ensure the timely distribution and collection of secured testing materials;
- Receive, sort, distribute, dispatch mail.

Other Related Duties

- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Receive required documentation, maintain files and records, make computations and process payments for participation in a District administered program;
- Complete purchase and personnel requisitions and work orders;
- Assist and/or train others in use of specialized equipment and/or procedures.

SUPERVISION:

General supervision is received from a District or program administrator. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, filing and record keeping systems/procedures, terms and equipment, including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar and punctuation;
- Data preparation and presentation methods;
- Business mathematics.

Ability to:

- Utilize sound judgment in performing tasks and fulfilling responsibilities;
- Rapidly learn, understand and apply district or department rules, regulations, procedures and policies;
- Work independently and utilize sound judgment in performing tasks and fulfilling responsibilities;
- Accurately and quickly perform a variety of clerical work of moderate difficulty;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Keyboard at a net corrected speed of 45 words per minute;
- Sort, file, locate materials quickly and accurately;
- Perform mathematical computations with speed and accuracy;
- Understand and carry out instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- One (1) year of office environment experience in any capacity.

LICENSES REQUIRED:

Some positions 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.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent may have direct and indirect contact with public, students, district staff, and employees of other districts. The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

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

SALARY RANGE

Range 28

Classified Bargaining Unit

Revised 5/01, 6/10/04, 4/11/13

Job Description Review and Revisions Effective: 5/12/16

Job Description Review and Revisions Effective: 10/18/2024



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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Clerical Specialist

JOB SUMMARY:

Under general supervision, performs a wide variety of difficult clerical and technical office administrative duties in an administrative office or school requiring the use of independent judgment involving frequent and responsible public contact; provides for proper input and output of a variety of data; provides work direction to students, other clerical staff as assigned.

CLASS CHARACTERISTICS:

The Clerical Specialist is distinguished from the class of Intermediate Clerical Assistant by the performance of difficult clerical work independently, or with very little direct supervision requiring a more thorough knowledge of the policies and procedures, regulations, and methods which impact upon their assigned duties. Positions typically work in a setting wherein the supervisor delegates responsible aspects of the program to the incumbent who is expected to exercise good judgments, within established rules, practices, and policies, in carrying out tasks. Positions coordinate the work of subordinate clerical staff and are responsible for planning and completing work within established time parameters.

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

- Perform a variety of clerical work such as preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- Answer telephones, may perform receptionist duties; greet visitors, in person or over the telephone, ascertain nature of business and provide information related to area of assignment;
- Communicate with other agencies or departments to provide or obtain a wide variety of information;
- Schedule and coordinate meetings, conferences, and workshops as assigned including assembling, word processing and duplicating materials; maintain calendars;
- Perform technical responsibilities related to an assigned function such as compiling information from a variety of sources and preparing complex reports and summaries as required;
- Create, modify reports and reporting formats;
- Prepare and maintain complex logs, files and records;
- Operate a wide variety of office and/or special equipment including a personal computer;
- Perform standard and statistical keyboarding, word and data processing;
- Provide specialized information to others and serve as a resource regarding assignment program or function;
- Compose and/or proofread routine correspondence independently; prepare requisitions and purchase order forms.

Other Related Duties

- Input, retrieve information accessing computer based resources;
- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Maintain financial records as required by the assignment;
- Order supplies and materials as assigned;
- Monitor and maintain office or program budget according to established guidelines;
- Lead other personnel in the performance of difficult or varied clerical work;
- Receive, distribute, dispatch mail; train subordinate staff and others as necessary and/or requested.
- Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Supervision is received from a District or Program Administrator. May monitor and direct other support staff, volunteers and assigned student helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment, including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Basic record-keeping techniques;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar, punctuation;
- Business mathematics;
- General principles of supervision and training;
- Financial and statistical recordkeeping techniques;
- Basic research method and report writing techniques;
- Report preparation and research methodologies.

Ability to:

- Perform a wide variety of responsible clerical work of above average difficulty and involving the use of sound, independent business judgments;
- Work independently and with little direct supervision;
- Perform mathematical calculations with speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Keyboard at a net corrected speed of 50 words per minute;
- Receive and give information to others clearly, accurately and courteously both orally and in writing;
- Answer the telephone and greet the public courteously;
- Learn and interpret rules, regulations and instructions;
- Prioritize numerous tasks and complete them under various time constraints;
- Sort, file, locate materials quickly and accurately;
- Compose correspondence and written material independently;
- Assemble, organize, and prepare data for records and reports;
- Rapidly learn procedures and software as required;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and

internet computer applications;

- Lead other clerical personnel in the performance of difficult or varied clerical work;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Coordinate work of others.

EMPLOYMENT STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Two (2) years of increasingly responsible clerical experience in an office environment.

LICENSES REQUIRED:

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.

Work Environment:

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

Physical Demands:

While performing the duties of this job, the position is frequently required to stand, walk, sit, carry, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally lift, push, pull, climb, stoop, crouch, reach, grip, and grasp. The work involves light to medium physical efforts; frequently exerts up to 20 pounds of force; may occasionally exert up to 50 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 31

Classified Bargaining Unit

Revisions effective 4/97, 4/11/2013

Job Description Review and Revisions Effective: 5/12/16

Job Description Review and Title Change Effective 10/18/2024 (Proposed)

Merit System Rules and Regulations for the Classified Service

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 reorganization 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 the 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 Effect 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 their 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 10/9/2003)

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.

3.4 Reorganization

Positions created or changed as a result of reorganization or the assignment of completely new duties/responsibilities or duties/responsibilities unrelated to those which the position was classified to perform shall be filled through the normal selection process as provided in these rules.

(Reference Education Code sections 45285 and 45285.5) (Revised 7/18/2002)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen, Ed.D.
Interim Assistant Superintendent/Executive Director

DATE: November 14, 2024

**SUBJECT: Agenda Item No. 17: Merit Rule Review and Revision Chapter 4,
Section 1.3 – REJECTION OF APPLICATION**

FIRST READING AND DISCUSSION

Background Information

Staff is recommending that an additional reason be added to the list of reasons that an application may be refused reinstatement or employment with Ocean View School District.

4.1.3 Rejection of Application

An application may be refused examination or after examination may be refused certification or appointment for any of the following reasons:

- A. Conviction of or pleading guilty in court to a narcotics offense (as defined by E.C. 44011), a controlled substance offense (as defined by E. C. 44011), a crime of moral turpitude, any sex offense (as defined by E.C. 44010), mistreatment of children, or who has been determined to be a sexual psychopath (as defined by E.C. 45124).
- B. Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.
- C. The false statement of material fact or practicing any deception or fraud in certification or appointment or in securing eligibility to take the examination.
- D. Addiction to the use of narcotics as defined in the Health and Safety Code Section 11001.
- E. Evidence of being under the influence of intoxicating beverages or controlled substances while on duty.
- F. Conviction of a felony.
- G. Physical or mental unfitness for the performance of the duties of the class, not subject to reasonable accommodation.

Merit Rule Review and Revision
Chapter 4, Section 4.1.3 – Rejection of Application
Page 2

- H. Unwarranted refusal to furnish testimony at a hearing before the Commission or the Governing Board.
- I. Dismissal for cause from previous employment if the cause would have subjected the applicant to dismissal by the District.
- J. Involuntary separation from the Ocean View School District as a regular or substitute employee because of incompetency or inefficiency, or any disciplinary cause, or voluntary separation while such charges were pending against such employee.
(Reference Education Code sections 45260 and 45261) (Revised 7/18/02)
- K. Used or attempted to use political or other coercion, pressure, or bribery to secure an advantage in the examination or appointment.
- L. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
- M. Failure to report for duty after an assignment has been offered and accepted.
- N. Directly or indirectly obtaining or seeking to obtain questions to be utilized in any examination given, or to be given by the Commission.
- O. Failure to submit application for employment correctly or within the prescribed time limits.
- P. Failure to execute the oath of affirmation of allegiance required by the State of California (Section 3, Article 20 of the California Constitution)
- Q. Discharge from the armed forces for conditions other than honorable.
- R. Failure, after being duly noticed, to report promptly for review of any other basis of rejection of application.
- S. Failure to submit to or pass pre-employment medical evaluations (may include drug screening.)
- T. *Negative evaluations, discipline, or reference from previous employment with Ocean View School District.***
- U. Other reasons deemed sufficient by the Commission.

Recommendation

The Interim Assistant Superintendent/Executive Director recommends that the Personnel Commission review, discuss and receive the proposed changes to Merit Rules, Chapter 4, Section 1.3, REJECTION OF APPLICATION, for a first reading and discussion.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen, Ed.D.
Interim Assistant Superintendent/Executive Director

DATE: November 14, 2024

SUBJECT: Agenda Item No. 18: Proposed New Job Description: VAPA Coach

Background Information

A request was received from the Teaching and Learning department to create a new job classification to support the VAPA (Visual and Performing Arts) Program.

A non-classified position that can be utilized within the various arts programs is being proposed and recommended.

Salary placement for this classification is being recommended on the Non-Classified Salary Schedule at the current rate of \$17.170 per hour.

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Recommendation

The Interim Assistant Superintendent/Executive Director recommends that the Personnel Commission approve the new job classification VAPA Coach at \$17.170 per hour on the Non-Classified Salary Schedule effective November 15, 2024.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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VAPA Coach

JOB SUMMARY:

The VAPA Coach is a classified position responsible for supporting and coaching 6th-8th grade students in all aspects of production for school performances. This role focuses on guiding students in technical areas such as lighting, sound, stage management, and set design, ensuring they gain hands-on experience in the various elements of running a successful production. The VAPA Coach will collaborate closely with the certificated performance director, providing expertise and assistance to enhance the overall quality of the production while fostering student growth in technical theatre skills. This position plays a key role in nurturing student creativity and leadership in a dynamic, performance-based learning environment.

CLASS CHARACTERISTICS:

The VAPA Coach should be highly communicative, building positive relationships with students while fostering a collaborative atmosphere. Demonstrates flexibility with scheduling, accommodating variable practice and performance times. Reliability and consistent attendance are essential for effectively supporting students and the overall production process.

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:

- Instructs students in technical areas such as lighting, sound, stage management and set design.
- Work in a collaborative manner with staff, students, volunteers, and administrators.
- Foster a supportive learning environment that nurtures student creativity and leadership in a dynamic, performance-based learning environment.
- May assist a certificated teacher in implementing lesson plans and providing instructional materials for a variety of projects across multiple grade levels.
- Assist students in preparing students for school performances or events.
- Monitor students' progress and provide feedback to both students and staff.
- Attend scheduled rehearsal, performances and/or production meetings as required.
- Provides student oversight within District guidelines.
- Intercedes in potentially harmful situations in accord with school procedures.

SUPERVISION:

Under the immediate supervision of an Administrator, performs a variety of assignments supporting, coaching, training, monitoring and overseeing students inside and outside of a traditional school setting.

MINIMUM QUALIFICATIONS:

Knowledge of:

School age child behavior.
Acceptable conflict resolution techniques.

Ability to:

Work effectively without close supervision.
Understand and apply rules and regulations of acceptable student behavior while on school grounds.
Maintain acceptable standards of and use good judgement in dealing with student behavior.
Communicate effectively with students, teachers, administrators and parents.
Establish and maintain respectful and cooperative working relationships with students, teachers, administrators and parents.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

- Experience/knowledge of backstage work including working the sound board, lights, microphones, etc.
- Experience creating and encouraging positive and appropriate working relationships with students.

Education:

Graduation from high school or equivalent. Formal training is preferred.

Experience:

Sufficient training and experience to demonstrate the knowledge and abilities listed above. Some experience working with children with varying abilities is helpful.

Licenses Required:

None

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

Employees in this classification sit and stand for extended periods of time; may occasionally lift, push, pull and/or move up to 25 pounds; must bend at the waist, as well as kneel, stoop, or crouch repeatedly to assist students. Employees may reach overhead, as well as, above the shoulders and horizontally; must have dexterity of hands and fingers to demonstrate activities or run instructional equipment; must be able to hear normal voice conversation and speak clearly to exchange information, make presentations, hear in a noisy environment and locate the source of a sound; must be able to see to read a variety of materials and monitor student activities as required.

Employees in this classification may work in an indoor classroom environment; may have a higher level of exposure to infection from students; may have frequent contact with staff and students; and may work around moderate to high noise levels.

SALARY RANGE

Range 1.1 on the Classified Non-Represented Salary Schedule

Approved by Personnel Commission: