



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, December 12, 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, DECEMBER 12, 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 November 14, 2024, for approval.

**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. ELECTION OF OFFICERS:** In accordance with Merit System Rule 2.1.6, the Personnel Commission shall elect one of its members as Chair and another as Vice-Chair. **ACTION**

Chair:	Nominated:		Moved:	___
	Elected:		Second:	___
			Vote:	___
Vice-Chair:	Nominated:		Moved:	___
	Elected:		Second:	___
			Vote:	___

10. REPORT OUT OF CLOSED SESSION

COMMUNICATIONS

- 11. WRITTEN COMMUNICATIONS TO THE PERSONNEL COMMISSION:** There are no written communications to the Personnel Commission at this time.
- 12. PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

Speakers wishing to address the Personnel Commission after the first public comments will have an opportunity during “Second Public Comments” later in the meeting. All public comments shall be limited to three minutes per person.

- 13. APPROVAL OF REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the November 14, 2024, Regular Personnel Commission meeting for approval. **ACTION**

Pages 2-5

Moved: ___

Second: ___

Vote: ___

CONSENT CALENDAR

- 14. The Personnel Commission will receive the following items on the Consent Calendar:** **ACTION**

A. JOB DESCRIPTION REVIEWS/REVISIONS:

Pages 5-10

Moved: ___

Second: ___

Vote: ___

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(s):

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

CONSENT CALENDAR CONTINUED:

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: 2024-43 Instructional Assistant - ABA
- Ratify: 2024-44 Universal Instructional Assistant
- Ratify: 2024-45 Instructional Assistant – ABA (ELOP)
- Ratify: 2024-46 Noon Duty Supervisor
- Ratify: 2024-47 Instructional Assistant – ABA

C. CLASSIFIED ACTIVITY LISTS:

The Personnel Commission will receive the following Classified Personnel Activity List received by the Board of Trustees at the Ocean View School District, Regular Board Meeting of November 12, 2024.

D. CLASSIFIED RECRUITMENT UPDATE:

The Personnel Commission will receive the most current list and status updates of classified recruitments.

E. ADVANCE STEP PLACEMENT NOTIFICATIONS:

There are no notifications of advance step placement to present at this time.

COMMISSION BUSINESS

- | | | |
|--|---|---|
| 15. MERIT RULE REVIEW AND REVISION – CHAPTER 4, SECTION 4.1.3 – REJECTION OF APPLICATION – SECOND READING AND ADOPTION: | The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to review and revise Merit Rule Chapter 4, Section 4.1.3 – Rejection of Application for a second reading and adoption. | ACTION
Pages 11-12
Moved: ___
Second: ___
Vote: ___ |
|--|---|---|

OTHER COMMUNICATIONS

- 16. 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.
- 17. COMMISSIONER REPORTS**
- 18. INTERIM ASSISTANT SUPERINTENDENT/EXECUTIVE DIRECTOR AND STAFF REPORTS**

19. 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
November 14, 2024

CALL TO ORDER The November 14, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:55 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the October 17, 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 Bidnick to adjourn the November 14, 2024, Closed Session Meeting at 4:27 p.m.

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

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
November 14, 2024
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the November 14, 2024, Regular Personnel Commission Meeting to order at 4:30 p.m.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- PLEDGE OF ALLEGIANCE** Commissioner Bidnick led the pledge of allegiance.
- STAFF MEMBERS PRESENT** Dr. Scott Jensen, Interim Assistant Superintendent/Executive Director, Human Resources; Lorena Aceves, Human Resources Administrator; Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** There was nothing to report out of closed session.
- WRITTEN COMMUNICATIONS** The Personnel Commission received one written communication.
- FIRST PUBLIC COMMENTS** Dr. Julianne Hoefler, Interim Superintendent, thanked the Commissioners for their continued partnership, thanked Dr. Scott Jensen for his leadership, and thanked the Human Resources staff for their great work filling positions and helping ensure our staff is supported from recruitment to retirement.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the October 17, 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:
- There were no job description reviews or revision requiring approval at this time.
- The following eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2024-37 Program Account Specialist
 - 2024-38 School Library Specialist
 - 2024-39 Instructional Assistant – ABA (ELOP)
 - 2024-40 Intermediate Clerical Assistant – Bilingual (Spanish)
 - 2024-41 Noon Duty Supervisor
 - 2024-42 Universal Instructional Assistant
- Commissioner Ewing stated that moving forward, routine information items would be included in the consent calendar. These routine items include the classified activity lists that have been approved by the Board of Trustees, the recruitment update, and the advance step placement notifications approved by the Interim Assistant Superintendent/Executive Director.

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

**CONSENT
CALENDAR
(CONTINUED)**

Commissioners Bidnick and Gooch were in agreement with this change.

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 October 8, 2024 and October 22, 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.

**RECOMMENDATION
TO RECLASSIFY
INCUMBENT FROM
INTERMEDIATE
CLERICAL
ASSISTANT TO
CLERICAL
SPECIALIST**

Dr. Jensen shared that a reclassification request was received from Sharon O'Donnell, Intermediate Clerical Assistant, and Chileen Spaulding, Director, Special Education, to reclassify Ms. O'Donnell to Clerical Specialist. After reviewing the request, it was determined that Ms. O'Donnell has been performing the higher level duties for more than two years and a reclassification to Clerical Specialist is recommended without examination.

Motion by Commissioner Gooch to approve the Reclassification of Incumbent Sharon O'Donnell from Intermediate Clerical Assistant to Clerical Specialist.

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

**MERIT RULE
REVIEW AND
REVISION –
CHAPTER 4,
SECTION 4.1.3 –
REJECTION OF
APPLICATION –
FIRST READING
AND DISCUSSION**

Dr. Jensen explained that an additional reason is being recommended to include in the Merit Rules as to why an application may be rejected. The additional reason pertains to negative evaluations, discipline, or reference from previous employment with Ocean View School District. This is aligned with new legislation that will be adopted starting January 2025, for certificated personnel where there is a deeper dive into evaluations, investigations, and any misconduct in employment with public agencies for those seeking employment within school districts.

Commissioner Gooch asked Dr. Jensen what is the chance that we would be able to obtain an applicant's evaluations from a different school district. Dr. Jensen answered that it is something that is becoming more prevalent and is a big switch. Instead of letters of recommendation, which are typically letters from people who are writing nice things, efforts to find substantial, meaningful, and critical data about an employee's job performance in previous roles is being sought. Some agencies are no longer asking for reference letters but asking specifically asking for evaluations. In fact, the District has been contacted by other public agencies to provide evaluations with the permission of the employee.

Commissioner Bidnick asked if this is referring to all disciplinary action or recent disciplinary action and is there a time frame for considering the disciplinary action.

MINUTES OF THE NOVEMBER 14, 2024 PERSONNEL COMMISSION MEETING – PAGE 3

**MERIT RULE
REVIEW AND
REVISION –
CHAPTER 4,
SECTION 4.1.3 –
REJECTION OF
APPLICATION –
FIRST READING
AND DISCUSSION
(CONTINUED)**

Dr. Jensen answered there is no time frame but if it pleases the Commission, revising some language and putting parameters around the time frame of former discipline is something that can be looked into. Commissioner Bidnick stated that it is important to point out that it is not the district's intention to find more reasons to reject applications because we want people to apply and be successful.

Commissioner Gooch added that he agrees with Commissioner Bidnick, and that we all perhaps have situations in our careers that may not have been our best moments, and there should be some time allowed to remedy those moments.

Dr. Jensen clarified that adding this reason only stipulates that it *may, not shall* be refused.

This item will come back as a second reading and adoption at a future Personnel Commission meeting.

**PROPOSED NEW
CLASSIFICATION –
VAPA COACH**

Dr. Jensen shared that 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. This classification would support the certificated VAPA staff working with students, assisting them with drama, theater production, and backstage lighting aspects.

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

Commissioner Bidnick asked if this classification would assist district wide or designated at only elementary or middle school. Dr. Jensen answered right now it would be for those schools with the specific performing arts programs. As the VAPA programs expand, so will the need for this classification.

Commissioner Bidnick also shared that it would be a good idea to reach out to the high school districts that have VAPA programs. Perhaps some recent high school graduates would be great in this role.

Motion by Commissioner Bidnick to approve the Proposed New Classification – VAPA Coach.

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Gooch reminded everyone that it was Veteran's Day last Monday as we honor those who served in all capacities. Being a veteran himself, not only are the veterans honored but so are the families of veterans. It is said that those who wait also serve, which he can attest to very sincerely.

Commissioner Bidnick wished Commissioner Gooch and Keith Farrow, Assistant Superintendent, Administrative Services, a belated happy Veteran's Day and thanked them for their service. He also shared that he attended the Trunk-or-Treat at Lake View school.

MINUTES OF THE NOVEMBER 14, 2024 PERSONNEL COMMISSION MEETING – PAGE 4

**COMMISSIONER
REPORTS
(CONTINUED)**

Commissioner Ewing added another district employee to the list of veterans mentioned, his daughter Sarah, School Office Clerk, at College View. She served three years in a military prison. He also announced that the next meeting of the Personnel Commission is schedule for December 12, 2024.

**DIRECTOR AND
STAFF REPORTS**

Dr. Jensen extended his thanks to Commissioner Gooch for his service. He added that it has been very busy at the district. He has been visiting several school sites. He thanked the schools for all they did over Halloween. A lot of effort went into their celebrations and parades. He also thanked the Human Resources staff for their work and recruiting efforts.

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 4:50 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: December 12, 2024

SUBJECT: **Agenda Item No. 14B.: ELIGIBILITY LISTS**

Background Information

The following eligibility lists are being forwarded for ratification or approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. The information below is being shared to provide the District administration and staff with data on classified recruitment and testing statistics. (*Confidential eligibility lists provided to Commissioners only.*)

Ratify: 2024-43	Instructional Assistant - ABA
Ratify: 2024-44	Universal Instructional Assistant
Ratify: 2024-45	Instructional Assistant – ABA (ELOP)
Ratify: 2024-46	Noon Duty Supervisor
Ratify: 2024-47	Instructional Assistant – ABA

Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-43 through 2024-47.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-43	Instructional Assistant - ABA	No. of Applicants 9 Screened Out 0 Written Exam Test Date Waived No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 11/6/2024 No Show/ Withdrew 1 Did Not Qualify 1	3	7	Open & Promotional
2024-44	Universal Instructional Assistant	No. of Applicants 6 Screened Out 1 Written Exam Test Date 11/13/2024 No Show/ Withdrew 1 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	28	Open, Promotional, & Merge
2024-45	Instructional Assistant – ABA (ELOP)	No. of Applicants 4 Screened Out 0 Written Exam Test Date Waived No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	6	Open, Promotional, & Merge
2024-46	Noon Duty Supervisor	No. of Applicants 2 Screened Out 0 Written Exam Test Date 11/13/2024 No Show/ Withdrew 1 Did Not Qualify 0	3	6	Open, Promotional, & Merge
2024-47	Instructional Assistant - ABA	No. of Applicants 2 Screened Out 0 Written Exam Test Dates Waived No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 11/19/2024 No Show/ Withdrew 1 Did Not Qualify 0	2	3	Open, Promotional, & Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 12, 2024

SUBJECT: **Agenda Item No. 14C.: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meeting of November 12, 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 November 12, 2024.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 November 12, 2024

APPROVE EMPLOYMENT

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Brady, Mackenzie	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	10/11/2024
Gama, Lucia	Early Learning Instructional Assistant	Oak View Preschool	\$23,115 hourly	23.4	10/21/2024
Portillo, Jose	Custodian	Mesa View	\$24,873 hourly	28.2	10/10/2024
Savage, Austin	Custodian	Mesa View	\$23,689 hourly	28.1	10/10/2024
Trace, Madison	Universal Instructional Assistant	College View	\$19,444 hourly**	22.1	10/01/2024

APPROVE SUBSTITUTE EMPLOYMENT

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

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Alpern, Jodine	Instructional Assistant – Special Education	Substitute	\$20,433 hourly	24.1	10/22/2024
Contreras, Valerie	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	10/14/2024
Genarro, Tiffanie	School Office Clerk	Substitute	\$22,561 hourly	28.1	10/22/2024
Genarro, Tiffanie	School Health Technician	Substitute	\$21,467 hourly	26.1	10/22/2024
Harelson, Valerie	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	10/14/2024
Hethcoat, Tanya	Custodian	Substitute	\$22,561 hourly	28.1	10/22/2024
Luis, Sara	Instructional Assistant – Severely Disabled	Substitute	\$22,000 hourly	27.1	10/02/2024
Parandi, Ali	Universal Instructional Assistant	Substitute	\$23,689 hourly**	22.5	10/14/2024
Tillemans, Sarah	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	10/21/2024
Velez, Yesenia	Instructional Assistant – ABA	Substitute	\$26,155 hourly	28.4	0828/2024

APPROVE PROMOTION

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Hernandez, Ariana	Early Learning Associate Educator	Westmont/Oak Preschool	\$4,314.52 monthly	30.2	10/21/2024
Martinez, Claudia	Parent Liaison Instructional Assistant Bilingual	Golden/Hope View	\$20,941 hourly	23.2	08/28/2024

APPROVE LEAVE OF ABSENCE WITHOUT PAY

**In accordance with Merit System Rules 8.10:
POSITION**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Canas, Julia	Bus Driver/Utility Worker	Transportation	08/27/2024	02/17/2025

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 November 12, 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>
Benitez, Carlos	Instructional Assistant – ABA	Westmont	Resigned	03/18/2024	10/17/2024
Daniels, Jade	School Health Technician	Vista View	Resigned	05/03/2024	10/18/2024
Garcia, Xitlaly	School Office Manager	Golden View	Resigned	09/14/2015	11/01/2024

*This is a single step, entry level position or a trainee position.

**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: December 12, 2024

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

	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.	Food Service Worker	1
7.	Instructional Assistant - ABA	29
8.	Instructional Assistant - Severely Disabled	2
9.	Lead Behavior - IA	5
10.	Lead Payroll Technician	1
11.	Mechanic	1
12.	Noon Duty Supervisor	21
13.	Parent Liaison - IA Bilingual	1
14.	Personnel Analyst	1
15.	Sprinkler Mechanic	1
16.	Universal Instructional Assistant	3
	Total	77

Recommendation

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

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

DATE: December 12, 2024

SUBJECT: Agenda Item No. 15: Merit Rule Review and Revision Chapter 4, Section 1.3 – REJECTION OF APPLICATION

SECOND READING AND APPROVAL

Background Information

Staff has recommended 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 approve the proposed changes to Merit Rules, Chapter 4, Section 1.3, REJECTION OF APPLICATION, effective December 13, 2024.