



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, January 16, 2025

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
Daniel P. Gooch, Vice-Chair
Lance Bidnick, 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, JANUARY 16, 2025

**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 December 12, 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. **REPORT OUT OF CLOSED SESSION**

COMMUNICATIONS

10. **WRITTEN COMMUNICATIONS TO THE PERSONNEL COMMISSION:** There are no written communications to the Personnel Commission at this time.

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 December 12, 2024, Regular Personnel Commission meeting for approval. | ACTION
Pages 2-4
Moved: ___
Second: ___
Vote: ___ |
|--|--|

CONSENT CALENDAR

- | | |
|--|---|
| 12. The Personnel Commission will receive the following items on the Consent Calendar: | ACTION
Pages 5-12
Moved: ___
Second: ___
Vote: ___ |
| A. JOB DESCRIPTION REVIEWS/REVISIONS: | |
| 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: 2024-48 School Office Manager
- Ratify: 2024-49 School Office Manager – Bilingual (Spanish)
- Ratify: 2024-50 Custodian
- Ratify: 2024-51 Universal Instructional Assistant
- Ratify: 2024-52 Instructional Assistant - ABA
- Ratify: 2024-53 Lead Payroll Technician

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 December 17, 2024.

CONSENT CALENDAR – CONTINUED:

D. CLASSIFIED RECRUITMENT UPDATE:

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

E. ADVANCE STEP PLACEMENT NOTIFICATIONS:

The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director's notification of advance step placements that have been approved since the last meeting of the Personnel Commission.

COMMISSION BUSINESS

- | | |
|---|--|
| 13. RECOMMENDATION TO RECLASSIFY INCUMBENT FROM CLERICAL SPECIALIST TO CLERICAL SPECIALIST– BILINGUAL: The Personnel Commission will receive the Director's recommendation to reclassify incumbent, Liliana Montes, from Clerical Specialist to Clerical Specialist – Bilingual. | ACTION
Pages 13-15
Moved: _____
Second: _____
Vote: _____ |
|---|--|

OTHER COMMUNICATIONS

- 14. 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.

15. COMMISSIONER REPORTS

16. INTERIM ASSISTANT SUPERINTENDENT/EXECUTIVE DIRECTOR AND STAFF REPORTS

- | | | |
|------------------------|-------------------------|--|
| 17. 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, 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
December 12, 2024

CALL TO ORDER The December 12, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 3:50 p.m.

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

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

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Gooch was absent.

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 December 12, 2024, Closed Session Meeting at 4:24 p.m.

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Gooch was absent.

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
December 12, 2024
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the December 12, 2024, Regular Personnel Commission Meeting to order at 4:33 p.m.
- ROLL CALL** Commissioners Bidnick and Ewing were present. Commissioner Gooch was absent.
- PLEDGE OF ALLEGIANCE** Jim Riner, Director, Food and Nutrition Services, 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.
- ELECTION OF OFFICERS**
- In accordance with Merit System Rule 2.1.6, Commissioner Ewing opened nominations for officers of the Personnel Commission.
- Commissioner Bidnick nominated Commissioner Ewing for Chair.
- Seconded by Commissioner Ewing and carried with a 2:0 vote, as Commissioner Gooch was absent.
- Commissioner Ewing was elected as Chair for the Personnel Commission.
- Commissioner Ewing nominated Commissioner Gooch for Vice-Chair.
- Seconded by Commissioner Bidnick and carried with a 2:0 vote, as Commissioner Gooch was absent.
- Commissioner Gooch was elected as Vice-Chair for the Personnel Commissioner.
- REPORT OUT OF CLOSED SESSION** There was nothing to report out of closed session.
- WRITTEN COMMUNICATIONS** There were no written communications to the Personnel Commission.
- FIRST PUBLIC COMMENTS** There were no comments from the public.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the November 14, 2024, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing and carried with a 2:0 vote, as Commissioner Gooch was absent.
- CONSENT CALENDAR** The following items were received on the Consent Calendar.
- A. Job Description Review and Revisions
There were no job description reviews or revision requiring approval at this time.

MINUTES OF THE DECEMBER 12, 2024 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

- B. Recruitment and Testing – Eligibility Lists
- 2024-43 Instructional Assistant – ABA
 - 2024-44 Universal Instructional Assistant
 - 2024-45 Instructional Assistant – ABA (ELOP)
 - 2024-46 Noon Duty Supervisor
 - 2024-47 Instructional Assistant – ABA
- C. Classified Activity Lists
The Personnel Commission received the Classified Activity List that was approved by the Board of Trustees at their meeting of November 12, 2024.
- D. Classified Recruitment Lists
The Personnel Commission received the most current list of classified recruitment updates.
- E. Advance Step Placement Notifications
There were no notifications of advance step placement presented at this time.

Commissioner Bidnick pointed out that the eligibility lists and recruitment update reflect the hard work of the staff.

Motion by Commissioner Bidnick to approve the Consent Calendar.

Seconded by Commissioner Ewing and carried with a 2:0 vote, as Commissioner Gooch was absent.

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

Dr. Jensen stated that this was the second reading of the proposed merit rule revision that includes an additional reason to reject an application. The reason relates to previous negative evaluations, discipline, or reference from previous employment with Ocean View School District. In response to Commissioner Bidnick's inquiry from the first reading, as to whether this would mean all past disciplinary action or recent disciplinary action, and whether additional language regarding time frames or parameters could be included, Dr. Jensen shared that there is already language in merit rule 4.1.4 to address this which also gives the applicant the right to file a written protest within seven days of the rejection.

Motion by Commissioner Bidnick to approve the revision to Merit Rule 4.1.3 – Rejection of Application.

Seconded by Commissioner Ewing and carried with a 2:0 vote, as Commissioner Gooch was absent.

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Bidnick had nothing to report.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for January 16, 2025.

**DIRECTOR AND
STAFF REPORTS**

Dr. Jensen thanked the Commissioners for their service and for being here this evening. He also thanked the Human Resources staff for their hard work. He wished everyone happy holidays.

Michelle Eifert thanked the Commissioners and Dr. Jensen for their ongoing support and wished everyone happy holidays.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick.

Motion seconded by Commissioner Ewing, and carried with a 2:0 vote, at 4:40 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: January 16, 2025

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: 2024-48	School Office Manager
Ratify: 2024-49	School Office Manager – Bilingual (Spanish)
Ratify: 2024-50	Custodian
Ratify: 2024-51	Universal Instructional Assistant
Ratify: 2024-52	Instructional Assistant - ABA
Ratify: 2024-53	Lead Payroll Technician

Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-48 through 2024-53.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-48	School Office Manager	No. of Applicants 13 Screened Out 1 Written Exam Test Date 11/15/2024 No Show/ Withdrew 4 Did Not Qualify 3 Oral Exam Test Date 11/21/2024 No Show/ Withdrew 0 Did Not Qualify 0	5	5	Open and Promotional
2024-49	School Office Manager - Bilingual (Spanish)	No. of Applicants 13 Screened Out 1 Written Exam Test Date 11/15/2024 No Show/ Withdrew 4 Did Not Qualify 3 Oral Exam Test Date 11/21/2024 No Show/ Withdrew 0 Did Not Qualify 0 Bilingual Exam 11/21/2024 No Show/ Withdrew 3 Did Not Qualify 0	2	2	Open and Promotional
2024-50	Custodian	No. of Applicants 28 Screened Out 5 Written Exam Test Dates 12/11/2024 12/12/2024 No Show/ Withdrew 11 Did Not Qualify 0	12	20	Open, Promotional, and Merge
2024-51	Universal Instructional Assistant	No. of Applicants 22 Screened Out 1 Written Exam Test Date 12/11/2024 No Show/ Withdrew 4 Did Not Qualify 1	1	41	Open, Promotional, and Merge
2024-52	Instructional Assistant - ABA	No. of Applicants 3 Screened Out 0 Written Exam Test Dates 12/11/2024 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 12/16/2024 No Show/ Withdrew 0 Did Not Qualify 0	2	4	Open, Promotional, and Merge
2024-53	Lead Payroll Technician	No. of Applicants 6 Screened Out 4 Written Exam Test Dates 12/9/2024 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 12/15/2024 No Show/ Withdrew 0 Did Not Qualify 1	1	1	Open and Promotional

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 16, 2025

SUBJECT: **Agenda Item No. 12C.: 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 December 17, 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 December 17, 2024.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 17, 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>
Arteaga, Eden	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	11/12/2024
Cheek, Scarlett	Universal Instructional Assistant	Star View	\$19,444 hourly**	22.1	11/12/2024
Frontado, Melissa	School Library Specialist	Lake View	\$22,001 hourly	27.1	11/18/2024
Fulkerson, Brandy	Instructional Assistant – ABA	Oak View Preschool	\$22,561 hourly	28.1	11/21/2024
Garcia, Katherine	School Library Specialist	Circle View	\$22,001 hourly	27.1	11/18/2024
Gomez, Jazmine	Noon Duty Supervisor	Lake View	\$17,170 hourly	1.1*	10/29/2024
Guevara, Michael	School Health Technician	College View	\$21,467 hourly	26.1	12/02/2024
Harper, Melanie	Noon Duty Supervisor	Harbour View	\$17,170 hourly	1.1*	11/12/2024
Helms, Ryan	Campus Safety Supervisor	Vista View	\$3,629.74 monthly	25.1	10/25/2024
Herrera, Jacqueline	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	11/18/2024
Le, Diana	Universal Instructional Assistant	Golden View	\$19,444 hourly**	22.1	11/12/2024
Luther, Hannah	Universal Instructional Assistant	College View	\$19,444 hourly**	22.1	10/23/2024
Massoumi, Taraneh	Universal Instructional Assistant	Village View	\$19,444 hourly**	22.1	10/29/2024
McDonald, Kyndal	Noon Duty Supervisor	Hope View	\$17,170 hourly	1.1*	10/29/2024
McIntire, Dillian	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	12/02/2024
Nakamura, Kota	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	12/02/2024
O'Connor, Brigid	Noon Duty Supervisor	Circle View	\$17,170 hourly	1.1*	11/05/2024
Pham, Peter	Instructional Assistant – ABA	Vista View	\$22,561 hourly	28.1	12/03/2024
Quintero, Helena	Child Care Program Facilitator	Hope View	\$24,891 hourly	32.1	11/21/2024
Ramsey, Arleigh	Child Care Program Facilitator	Star View	\$24,891 hourly	32.1	11/12/2024
Roberts, Mark	Custodian	Westmont	\$23,689 hourly	28.1	10/28/2024
Rodriguez, Matthew	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	11/05/2024
Thomas, Lori	School Health Technician	Marine View	\$21,467 hourly	26.1	11/06/2024
Vasquez, Begonia	Intermediate Clerical Assistant – Bilingual	Oak View Preschool	\$4,006.55 monthly	29.1	11/14/2024

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>
Akhtar, Amna	Child Care Program Facilitator	Substitute	\$24,891 hourly	32.1	11/04/2024
Andrews, Christa	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	11/01/2024
Andrews, Christa	Instructional Assistant – Special Education	Substitute	\$20,434 hourly	24.1	11/14/2024
Berber, Isalia	Personnel Technician	Substitute	\$27,488 hourly	36.1	10/11/2024
Blau, Erik	Campus Safety Supervisor	Substitute	\$20,941 hourly	25.1	09/26/2024
Castro, Phillip	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	12/02/2024
Castro, Raul	Custodian	Substitute	\$27,488 hourly	28.5	11/18/2024
Coleman, Ebonie	School Office Clerk	Substitute	\$22,561 hourly	28.1	11/04/2024

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 17, 2024

APPROVE SUBSTITUTE EMPLOYMENT - CONTINUED

In accordance with Merit System Rules 5.1 to 5.4:

POSITION HIRED INTO

<u>NAME</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Cook, Jessica	Substitute	\$23,115 hourly	27.2	10/30/2024
Dockery, Jonathan	Substitute	\$22,561 hourly	28.1	12/02/2024
Dockery, Jonathan	Substitute	\$21,467 hourly	26.1	12/02/2024
Fujimoto, Kate	Substitute	\$19,444 hourly**	22.1	11/05/2024
Garcia, Nancy	Substitute	\$22,561 hourly	28.1	12/02/2024
Garcia, Nancy	Substitute	\$21,467 hourly	26.1	12/02/2024
Gomez, Jazmine	Substitute	\$19,444 hourly**	22.1	11/01/2024
Haroun, Manal	Substitute	\$21,467 hourly	26.1	10/30/2024
Hernandez, Ariana	Substitute	\$27,038 hourly	33.1	10/01/2024
Kesler, Angela	Substitute	\$28,164 hourly	37.1	08/28/2024
Klein, Brenna	Substitute	\$17,170 hourly	1.1*	11/04/2024
Limon, Jason	Substitute	\$27,488 hourly	32.3	12/02/2024
Marcos, Mario	Substitute	\$19,444 hourly**	22.1	10/30/2024
McDonald, Kyndal	Substitute	\$19,444 hourly**	22.1	10/30/2024
Noguchi, Lejarie	Substitute	\$24,891 hourly	32.1	11/12/2024
Nugent, Ammie	Substitute	\$19,444 hourly**	22.1	12/02/2024
Parandi, Ali	Substitute	\$22,561 hourly	28.1	11/04/2024
Perez, Ruby	Substitute	\$22,561 hourly	28.1	11/04/2024
Ponce, William	Substitute	\$24,892 hourly	32.1	10/28/2024
Savin, Darcy	Substitute	\$21,467 hourly	22.3	11/13/2024
Souders, Victoria	Substitute	\$25,508 hourly	33.1	11/18/2024
Souders, Victoria	Substitute	\$23,689 hourly	30.1	11/18/2024
Taliaferro, Michelle	Substitute	\$22,561 hourly	28.1	09/20/2024
Taliaferro, Michelle	Substitute	\$21,467 hourly	26.1	09/20/2024
Taylor, Jennifer	Substitute	\$22,561 hourly	28.1	11/13/2024
Urban, Jose	Substitute	\$24,279 hourly	31.1	11/13/2024
Vargas, Shantal	Substitute	\$22,561 hourly	28.1	11/13/2024
Vela, Bernadette	Substitute	\$22,001 hourly	27.1	12/02/2024

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:

POSITION PROMOTED INTO

<u>NAME</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Geurink, Amy	Oak View Preschool	\$4,649.13 monthly	35.1	11/12/2024
Hapke, Kathleen	Star View	\$22,774 hourly**	22.5	11/01/2024

APPROVE RECLASSIFICATION

In accordance with Merit System Rule 3.3:

<u>NAME</u>	<u>POSITION RECLASSIFIED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
O'Donnell, Sharon	Clerical Specialist	District Office	\$5,129.63 monthly	31.5	11/15/2024

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>
Booker, Kara	Instructional Assistant – ABA	Hope View	Resigned	11/05/2019	11/08/2024
Dauncey, Lori	ALC Attendant	Vista View	Resigned	10/31/2022	06/18/2024
DiNapoli, Allyson	Child Care Attendant	Harbour View	Resigned	10/13/2011	10/15/2024
Each, Kelly	Noon Duty Supervisor	Harbour View	Resigned	09/11/2023	10/04/2024
Esquivel, Gloria	Noon Duty Supervisor	Vista View	Resigned	10/27/2021	11/22/2024
Martinez, David	Custodian	Westmont	Released	09/11/2024	10/24/2024
Menchaca, Clarissa	Noon Duty Supervisor	Marine View	Resigned	05/08/2024	10/25/2024
Pfaff, Patricia	Noon Duty Supervisor	Oak View	Resigned	10/07/2019	11/22/2024
Vargas, Miriam	Food Service Worker	Golden View	Retired	09/04/2018	12/04/2024
Worley, Janet	Administrative Assistant	District Office	Retired	10/19/1998	12/30/2024

*This is a single step position, entry level position, or 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: January 16, 2025

SUBJECT: Agenda Item No. 12D.: CLASSIFIED PERSONNEL RECRUITMENTS UPDATE

	Position	Number of Vacancies
1	ALC Attendant	1
2	Child Care Program Facilitator	3
3	Database Analyst	1
4	Department Secretary - Bilingual	1
5	Early Learning Educator	1
6	Early Learning Instructional Assistant	5
7	Food Service Worker	1
8	Groundskeeper 1	1
9	HVAC Mechanic	1
10	Instructional Assistant - ABA	27
11	Instructional Assistant - Severely Disabled	2
12	Lead Behavior - Instructional Assistant	5
13	Lead Payroll Technician	1
14	Mechanic	1
15	Noon Duty Supervisor	19
16	Parent Liaison - Inst Assistant Bilingual	1
17	Personnel Analyst	1
18	Sprinkler Mechanic	1
19	Universal Instructional Assistant	1
	Total	74

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

DATE: January 16, 2025

SUBJECT: Agenda Item No.12E: Advanced Step Placement Notification(s)

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
Janet Barajas	Administrative Assistant	2	Ten years of experience working in a school district. Experience working with families, students, and other departments.	December 30, 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., Assistant Superintendent/Executive Director
DATE: January 16, 2025
SUBJECT: **Agenda Item No.13: Recommendation to Reclassify Incumbent from Clerical Specialist to Clerical Specialist – Bilingual**

Background Information

On November 25, 2024, Ms. Liliana Montes, Clerical Specialist and Dr. Rasheedah Gates, Director, Teaching and Learning, submitted a Position Description Questionnaire and requested a reclassification study of Ms. Montes' position in the Teaching and Learning Department. Ms. Montes and Dr. Gates recommended that the position be reclassified to the existing classification of Clerical Specialist – Bilingual.

A review of the position description questionnaire was conducted. At the conclusion of the study, it was determined that Ms. Montes was utilizing her bilingual skills in such a capacity as to warrant reclassification to Clerical Specialist – Bilingual.

Ms. Montes has been in her current position of Clerical Specialist for more than two years at the time of the reclassification submission.

Salary Considerations:

The incumbent of the position is currently assigned to the classification of Clerical Specialist. This classification is assigned to Salary Range 31, \$4,208.31 to \$5,129.63 per month. The proposal is to reclassify the incumbent to Clerical Specialist - Bilingual, which is assigned to Salary Range 32, \$4314.52 to \$5,256.92 per month.

Other Considerations:

The proposed reclassification into the position of Clerical Specialist - Bilingual has been shared with the incumbent, appropriate District administration, and CSEA. All are in support of the incumbents reclassification. The incumbent and District administration agree that the Clerical Specialist – Bilingual classification adequately describes the duties and responsibilities of Ms. Montes.

**Recommendation to Reclassify Incumbent from
Clerical Specialist to Clerical Specialist – Bilingual
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Recommendation:

The Interim Assistant Superintendent/Executive Director recommends that:

As Ms. Montes has been performing duties contained in the job description for Clerical Specialist – Bilingual for approximately two years, she be reclassified as a result of gradual accretion of duties in accord with Merit Rule 3.3.1 (Education Code 45285).

Attachments: Job Description, Clerical Specialist
 Job Description, Clerical Specialist - Bilingual
 Merit Rule 3.3.1

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)