

OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, February 13, 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: [Ocean View School District - YouTube](#)

**OCEAN VIEW
SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA**

THURSDAY, FEBRUARY 13, 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: [Ocean View School District - YouTube](#)

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. Executive Director, Human Resources evaluation
2. Classified Employee Discipline
3. Procedures for approval of Personnel Commission actions by the Board of Trustees

4. **APPROVAL OF CLOSED SESSION REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of January 16, 2025, 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 January 16, 2025, 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 5-14

A. JOB DESCRIPTION REVIEWS/REVISIONS:

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 descriptions:

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: 2024-54 School Health Technician
- Ratify: 2024-55 Food Service Worker
- Ratify: 2024-56 Noon Duty Supervisor
- Ratify: 2024-57 Lead Behavior Instructional Assistant
- Ratify: 2024-58 Instructional Assistant – ABA
- Ratify: 2024-59 Early Learning Instructional Assistant

CONSENT CALENDAR CONTINUED:

- Ratify: 2024-60 Database Analyst
- Ratify: 2024-61 Noon Duty Supervisor
- Ratify: 2024-62 Universal Instructional Assistant
- Ratify: 2024-63 Department Secretary – Bilingual (Spanish)

C. CLASSIFIED ACTIVITY LISTS:

The Personnel Commission will receive the Classified Personnel Activity Lists received by the Board of Trustees at the Ocean View School District, Regular Board Meetings of January 14, 2025, and January 28, 2025.

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

- | | |
|---|---|
| <p>13. RECOMMENDATION TO RECLASSIFY INCUMBENT FROM DEPARTMENT SECRETARY TO DEPARTMENT SECRETARY – BILINGUAL: The Personnel Commission will receive the Director’s recommendation to reclassify incumbent, Valerie Mendoza, Department Secretary to Department Secretary – Bilingual.</p> | <p>ACTION
Pages 15-25
Moved: ___
Second: ___
Vote: ___</p> |
| <p>14. 2025 CSPCA MERIT SYSTEM TRAINING ACADEMY: The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to approve his participation in the 2025 CSPCA Merit System Training Academy.</p> | <p>ACTION
Pages 26-28
Moved: ___
Second: ___
Vote: ___</p> |
| <p>15. 2025 CSPCA ANNUAL CONFERENCE: The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to approve his attendance at the 2025 CSPCA Annual Conference, in Napa, California, from March 16, through March 18, 2025.</p> | <p>ACTION
Pages 29-31
Moved: ___
Second: ___
Vote: ___</p> |

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, 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
January 16, 2025

CALL TO ORDER The January 16, 2025, 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 December 12, 2024, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

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

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

- 1. Public Employment: Executive Director, Human Resources

ADJOURNMENT Motion by Commissioner Gooch to adjourn the January 16, 2025, Closed Session Meeting at 4:25 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
January 16, 2025
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the January 16, 2025, Regular Personnel Commission Meeting to order at 4:31 p.m.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- 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; Janet Barajas, Administrative Assistant.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the pledge of allegiance.
- 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** Dr. Rasheedah Gates, Director, Teaching and Learning, extended a heartfelt thank you to the Commissioners for taking the time to look at the duties of Liliana Montes and everything that she contributes to their department. Dr. Gates and Ms. Montes are grateful to see this on the agenda.
- Trisha Field, Curriculum Specialist, expressed her support of agenda item 13. She has had the privilege of working with Ms. Liliana Montes for over two years. She has witnessed first hand the valuable contributions Liliana has made to the district. Her bilingual skills are critical in connecting with families and she plays a integral part within the translations department, Spanish dual language immersion department, and English Learner department. Through her dedication she bridges the gap between families, teachers, and students, ensuring that all voices are heard and feel supported.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the December 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 December 12 meeting.
- 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.
- B. Recruitment and Testing – Eligibility Lists
- 2024-48 School Office Manager
 - 2024-49 School Office Manager – Bilingual (Spanish)
 - 2024-50 Custodian
 - 2024-51 Universal Instructional Assistant
 - 2024-52 Instructional Assistant – ABA
 - 2024-53 Lead Payroll Technician

MINUTES OF THE JANUARY 16, 2025 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

- C. Classified Activity Lists
The Personnel Commission received the Classified Activity List that was approved by the Board of Trustees at their meeting of December 17, 2024.
- D. Classified Recruitment Lists
The Personnel Commission received the most current list of classified recruitment updates.
- E. Advance Step Placement Notifications
The Personnel Commission received the Interim Assistant Superintendent/ Executive Director’s notification of advance step placement.

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**RECOMMENDATION
TO RECLASSIFY
INCUMBENT FROM
CLERICAL
SPECIALIST TO
CLERICAL
SPECIALIST
BILINGUAL**

Dr. Jensen explained that a request had been received from Dr. Rasheedah Gates and Ms. Liliana Montes to reclassify her position from Clerical Specialist to Clerical Specialist – Bilingual. A review of the questionnaire was conducted and 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 for more than two years at the time reclassification request was submitted. The salary range consideration is one salary range higher, from range 31, \$4,208.31 to \$5,129.63, to range 32, \$4,314.52 to \$5,256.92 per month on the bargaining unit salary schedule.

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

Motion by Commissioner Gooch to approve the Reclassification of Incumbent from Clerical Specialist to Clerical Specialist – Bilingual.

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Bidnick thanked the coworkers of Ms. Montes for attending the meeting in support of her reclassification.

Commissioner Gooch shared that a personal friend of his, a stellar hall of fame athlete, Jim Knaub, a wheelchair racer, passed away last month. He led an extraordinary life. He was an Olympic hopeful when he was rear-ended in a traffic accident which resulted in him becoming a paraplegic. After 18 months of recovery, he decided he did not want to spend the rest of life not participating in sports, so he started racing in his wheelchair. He won his first 5K race in a regular wheelchair. He realized this was not the most advantageous way of competing so he got into designing wheelchairs for racing. When he retired from wheelchair racing in the early 2000’s, he held every world record in wheelchair racing, from the 5K, 10K, half-mile, mile, to the marathon.

MINUTES OF THE JANUARY 16, 2025 PERSONNEL COMMISSION MEETING – PAGE 3

**COMMISSIONER
REPORTS
(CONTINUED)**

He won the Boston marathon five times, and the L.A. marathon eleven times. He held those records for ten years. His motto later in life was “Why walk when you can fly.”

Commissioner Ewing shared that he had seen Mr. Jim Knaub race three or four times, and it is amazing how fast the wheelchair racers go.

Commissioner Ewing also thanked the members of the Teaching and Learning department for showing up to today’s meeting to support Liliana.

He also announced that the next meeting of the Personnel Commission is scheduled for February 13, 2025.

**DIRECTOR AND
STAFF REPORTS**

Dr. Jensen wished everyone a happy new year. He shared that there is a lot of work ahead of us and thanked the Human Resources staff for their hard work. He mentioned that we are down to the lowest numbers of vacancies we have seen in a long time, and this is due to the efforts of the staff.

Michelle Eifert wished everyone a happy new year and shared that she is looking forward to the work ahead as we get through the school year.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch in honor of Jim Knaub, the greatest wheelchair racer in the history of the sport.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:41 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: February 13, 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 Commissioners, District administration, and staff with data on classified recruitment and testing statistics. (*Confidential eligibility lists provided to Commissioners only.*)

Ratify:	2024-54	School Health Technician
Ratify:	2024-55	Food Service Worker
Ratify:	2024-56	Noon Duty Supervisor
Ratify:	2024-57	Lead Behavior Instructional Assistant
Ratify:	2024-58	Instructional Assistant – ABA
Ratify:	2024-59	Early Learning Instructional Assistant
Ratify:	2024-60	Database Analyst
Ratify:	2024-61	Noon Duty Supervisor
Ratify:	2024-62	Universal Instructional Assistant
Ratify:	2024-63	Department Secretary – Bilingual (Spanish)

Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-54 through 2024-63.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-54	School Health Technician	No. of Applicants 8 Screened Out 2 Written Exam Test Date No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date No Show/ Withdrew 0 Did Not Qualify 0	5	6	Open, Promotional, and Merge
2024-55	Food Service Worker	No. of Applicants 9 Screened Out 0 Written Exam Test Dates 12/26/24 1/8/25 No Show/ Withdrew 4 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	7	9	Open, Promotional, and Merge
2024-56	Noon Duty Supervisor	No. of Applicants 9 Screened Out 0 Written Exam Test Dates 11/13/24 No Show/ Withdrew 2 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	3	7	Open, Promotional, and Merge
2024-57	Lead Behavior Instructional Assistant	No. of Applicants 13 Screened Out 3 Written Exam Test Dates N/A No Show/ Withdrew N/A Did Not Qualify N/A Oral Exam Test Date 1/15/25 No Show/ Withdrew 2 Did Not Qualify 1	7	7	Open and Promotional
2024-58	Instructional Assistant – ABA	No. of Applicants 12 Screened Out 0 Written Exam Test Date 1/15/25 No Show/ Withdrew 2 Did Not Qualify 3 Oral Exam Test Date 1/21/25 No Show/ Withdrew 4 Did Not Qualify 0	3	4	Open, Promotional, and Merge
2024-59	Early Learning Instructional Assistant	No. of Applicants 9 Screened Out 3 Written Exam Test Date Waived No Show/ Withdrew N/A Did Not Qualify N/A Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A			Open and Promotional

ELIGIBILITY LISTS

Page 3

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-60	Database Analyst	No. of Applicants 18 Screened Out 9 Written Exam Test Dates N/A No Show/ Withdrew N/A Did Not Qualify N/A Oral Exam Test Date 1/24/25 No Show/ Withdrew 7 Did Not Qualify 0	1	2	Open and Promotional
2024-61	Noon Duty Supervisor	No. of Applicants 3 Screened Out 0 Written Exam Test Dates No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	3	5	Open, Promotional, and Merge
2024-62	Universal Instructional Assistant	No. of Applicants 29 Screened Out 0 Written Exam Test Dates 1/29/25 No Show/ Withdrew 7 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	48	Open, Promotional, and Merge
2024-63	Department Secretary – Bilingual (Spanish)	No. of Applicants 13 Screened Out 3 Written Exam Test Date 1/17/25 No Show/ Withdrew 5 Did Not Qualify 0 Oral Exam Test Date 1/28/25 No Show/ Withdrew 0 Did Not Qualify 0 Bilingual Exam Test Date 1/31/25 No Show/Withdrew 0 Did Not Qualify 1	3	4	Open and Promotional

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: February 13, 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 January 14, 2025, (Exhibit A), and January 28, 2025, (Exhibit B).

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 January 14, 2025, and January 28, 2025.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 14, 2025

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

POSITION HIRED INTO

<u>NAME</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Cardoso, Destiny	Oak View	\$22,561 hourly	28.1	12/09/2024
Combs, Vanessa	Golden View	\$4,881.72 monthly	37.1	01/06/2025
Miller, Ashley	Harbour View	\$19,444 hourly**	22.1	12/18/2024
Pollard, Michelle	Westmont Preschool	\$22,561 hourly	28.1	12/09/2024
Tapia, Deysi	College View	\$19,444 hourly**	22.1	12/16/2024

Instructional Assistant – ABA
School Office Manager – Bilingual
Universal Instructional Assistant
Instructional Assistant – ABA
Universal Instructional Assistant

APPROVE SUBSTITUTE EMPLOYMENT

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>
Al Mardini, Roula	Substitute	\$18,967 hourly	21.1	12/06/2024
Bakhet, Haidey	Substitute	\$18,967 hourly	21.1	12/06/2024
Coleman, Ebonie	Substitute	\$24,279 hourly	31.1	12/09/2024
Flores, Greysi	Substitute	\$24,279 hourly	31.1	12/09/2024
Flores, Greysi	Substitute	\$22,561 hourly	28.1	12/06/2024
Flores, Greysi	Substitute	\$21,467 hourly	26.1	12/06/2024
Garcia, Nancy	Substitute	\$24,279 hourly	31.1	12/09/2024
Gonzalez, Christopher	Substitute	\$22,561 hourly	28.1	12/12/2024
Hargis, Austin	Substitute	\$22,561 hourly	28.1	12/09/2024
Higi, Carla	Substitute	\$24,279 hourly	31.1	12/09/2024
Higi, Carla	Substitute	\$22,561 hourly	28.1	12/06/2024
Kardos, Ethan	Substitute	\$22,561 hourly	28.1	12/06/2024
Lanphere, Lara	Substitute	\$24,279 hourly	31.1	12/09/2024
Lanphere, Lara	Substitute	\$22,561 hourly	28.1	12/06/2024
Lanphere, Lara	Substitute	\$21,467 hourly	26.1	12/06/2024
Maestas, Cindy	Substitute	\$24,279 hourly	31.1	12/09/2024
Maestas, Cindy	Substitute	\$22,561 hourly	28.1	12/06/2024
Maestas, Cindy	Substitute	\$21,467 hourly	26.1	12/06/2024
Martinez, Rebecca	Substitute	\$18,967 hourly	21.1	12/06/2024
Melton, Allen	Substitute	\$24,892 hourly	28.3	12/09/2024
Milby, Danielle	Substitute	\$22,561 hourly	28.1	12/06/2024
Negrete-Leliebre, Ashley	Substitute	\$18,967 hourly	21.1	12/18/2024
Perez, Ruby	Substitute	\$24,279 hourly	31.1	12/09/2024
Portillo, Jose	Substitute	\$22,561 hourly	28.1	12/09/2024
Ramirez-Morales, Irasu	Substitute	\$18,967 hourly	21.1	12/06/2024
San Martin, Juan	Substitute	\$22,561 hourly	28.1	12/09/2024

Lead Food Service Worker
Lead Food Service Worker
District Receptionist
District Receptionist
School Office Clerk
School Health Technician
District Receptionist
School Office Clerk
Custodian
District Receptionist
School Office Clerk
Custodian
District Receptionist
School Office Clerk
School Health Technician
District Receptionist
School Office Clerk
School Health Technician
Lead Food Service Worker
Instructional Assistant – ABA
School Office Clerk
Lead Food Service Worker
District Receptionist
Head Custodian
Lead Food Service Worker
Custodian

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 14, 2025

APPROVE SUBSTITUTE EMPLOYMENT - CONTINUED

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>
Taliatferro, Michelle	District Receptionist	Substitute	\$24,279 hourly	31.1	12/09/2024
Taliatferro, Michelle	Intermediate Clerical Assistant	Substitute	\$22,561 hourly	28.1	12/09/2024
Taylor, Courtney	Lead Food Service Worker	Substitute	\$18,967 hourly	21.1	12/06/2024
Taylor, Jennifer	District Receptionist	Substitute	\$24,279 hourly	31.1	12/09/2024
Vargas, Shantal	District Receptionist	Substitute	\$24,279 hourly	31.1	12/09/2024

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>
Barajas, Janet	Administrative Assistant	District Office	\$6,787.33 monthly	C44.2	12/23/2024

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>
Cortez, Sergio	Custodian	College View	Retired	06/19/2006	12/30/2024
Gomez, Jazmin	Noon Duty Supervisor	Lake View	Resigned	10/29/2024	12/13/2024
Hernandez, Jose	Maintenance HVAC Mechanic	Facilities	Resigned	07/17/2023	12/30/2024
Hernandez, Vanessa	Universal Instructional Assistant	Mesa View	Resigned	10/06/2021	01/03/2025
Johnston, Judith	Database Analyst	District Office	Resigned	06/13/2011	01/06/2025
Lodge, Luke	Custodian	Golden View	Released	07/22/2024	12/12/2024
Morris, Niamh	Instructional Assistant – ABA	Lake View	Resigned	12/04/2023	12/13/2024
Rodriguez, Francisco	Custodian	Marine View	Exhausted All Available Leave	01/18/2022	12/10/2024
Serrano Ruiz, David	Custodian	District Office	Resigned	02/26/2024	01/03/2025

*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
Huntington Beach, California
Classified Personnel
January 28, 2025

APPROVE EMPLOYMENT

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

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Dillanes, Maria	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	01/13/2025
Harelson, Valerie	Parent Liaison Instructional Assistant – Bilingual	Lake/Vista View	\$19,931 hourly	23.1	01/06/2025
Johnson, Lindsay	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	01/14/2025
Lorton, Keira	Noon Duty Supervisor	Star View	\$17,170 hourly	1.1*	01/06/2025
Luis, Sara	Parent Liaison Instructional Assistant – Bilingual	Oak View	\$19,931 hourly	23.1	01/06/2025
Quijano, Alexis	Noon Duty Supervisor	Star View	\$17,170 hourly	1.1*	01/06/2025
Ramsey, Alexandra	Noon Duty Supervisor	Star View	\$17,170 hourly	1.1*	12/16/2024
Valles, Oscar	Custodian	Westmont	\$23,689 hourly	28.1	01/09/2025
Vu, Brian	Custodian	Vista View	\$23,689 hourly	28.1	01/09/2025

APPROVE REINSTATEMENT

In accordance with Merit System Rule 8.4.1:

POSITION HIRED INTO

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Melton, Allen	Instructional Assistant – ABA	Oak View Preschool	\$24,892 hourly	28.3	01/06/2025

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

POSITION HIRED INTO

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Hernandez, Cynthia	Early Learning Educator	Substitute	\$31,081 hourly	33.5	01/10/2025
Hernandez, Cynthia	Early Learning Associate Educator	Substitute	\$28,874 hourly	30.5	01/10/2025
Hernandez, Cynthia	Early Learning Instructional Assistant	Substitute	\$24,279 hourly	23.5	01/10/2025
Nakaura, Kai	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	12/18/2024
Urban, Jose	Maintenance Worker	Substitute	\$25,508 hourly	33.1	12/13/2024

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:

POSITION PROMOTED INTO

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Nugent, Ammie	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	01/06/2025

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 January 28, 2025

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>
Pinedo, Alberto	Groundskeeper I	Facilities	Resignation	05/16/2022	01/10/2025

*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: February 13, 2025

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

	Position	Number of Vacancies
1	ALC Attendant	1
2	Child Care Program Facilitator	2
3	Custodian	1
4	Database Analyst	1
5	Department Secretary Bilingual	1
6	Early Learning Educator	1
7	Early Learning Instructional Assistant	5
8	Food Service Worker	1
9	Groundskeeper 1	1
10	HVAC	1
11	Instructional Assistant - ABA	26
12	Lead Payroll Technician	1
13	Mechanic	1
14	Noon Duty Supervisor	15
15	Parent Liaison - IA Bilingual	1
16	Personnel Analyst	1
17	Sprinkler Mechanic	1
18	Universal Instructional Assistant	1
	Total	62

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: February 13, 2025

SUBJECT: Agenda Item No.12E: Advance Step Placement Notifications

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
Miguel Barajas	Custodian	2	Has more than 2 years of custodial experience.	2/6/2025
Denise Ladd	Food Service Worker	3	Has 9 years of food service experience.	2/12/2025
Summer Opperud	Lead Behavior Instructional Assistant	2	Has 5 years of experience as an ABA aide.	2/3/2025

Recommendation

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Scott Jensen, Ed.D., Assistant Superintendent/Executive Director
DATE: February 13, 2025
SUBJECT: **Agenda Item No.13: Recommendation to Reclassify Incumbent from Department Secretary to Department Secretary – Bilingual**

Background Information

On February 3, 2025, Ms. Valerie Mendoza, Department Secretary, and Ms. Kelly Daniel, Transportation Supervisor, submitted a Position Description Questionnaire and requested a reclassification study of Ms. Mendoza's position in the Transportation Department. Ms. Mendoza and Ms. Daniel recommended that the position be reclassified to the existing classification of Department Secretary – Bilingual. This request also has the support of Executive Director of Facilities and Transportation, Jim Choate.

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

Ms. Mendoza 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 Department Secretary. This classification is assigned to Salary Range 36, \$4,764.53 to \$5,802.68 per month. The proposal is to reclassify the incumbent to Department Secretary – Bilingual, which is assigned to Salary Range 37, \$4881.72 to \$5,948.18 per month.

Other Considerations:

The proposed reclassification into the position of Department Secretary - 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 Department Secretary – Bilingual classification adequately describes the duties and responsibilities of Ms. Mendoza.

**Recommendation to Reclassify Incumbent from
Department Secretary to Department Secretary – Bilingual
Page 2**

.....
Recommendation:

The Interim Assistant Superintendent/Executive Director recommends that:

As Ms. Mendoza has been performing duties contained in the job description for Department Secretary – Bilingual for more than two years, she be reclassified as a result of gradual accretion of duties in accord with Merit Rule 3.3.1 (Education Code 45285). The effective date of the reclassification would be Friday, February 14, 2025.

Attachments: Merit Rule 3.3.1
 Job Description, Department Secretary
 Job Description, Department Secretary – Bilingual

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)



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Department Secretary

JOB SUMMARY:

Under general supervision, the Department Secretary performs specialized and complex clerical and secretarial duties involving the understanding of departmental functions and procedures, and the use of independent judgment and initiative for a department head, District or program administrator; coordinates department communications and may coordinate the work of others; duties involve record keeping, budget maintenance, data entry, database management, office organization and serving as an information resource for the department.

CLASS CHARACTERISTICS:

Positions serve key management staff and are held accountable for the effective, accurate completion of tasks and responsibilities. One or more position(s) may be required to have thorough knowledge of the Aeries Student Data Base System in order to serve as the District's student enrollment and inter/intra District transfer specialist or the Special Education Information System (SEIS) in order to support the Special Education Department. Positions require the incumbent to interact with the public, problem solve/make decisions, and adhere to tight deadlines. These positions assist and relieve the administrator of routine administrative detail regarding designated office functions.

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

- Maintain schedule of appointments and department deadlines, schedule and coordinate logistics for meetings, trainings, workshops, and department administrator travel, screen calls and visitors, and appropriately open, prioritize, route administrator's mail and correspondence;
- Receive, compose and transmit messages, correspondence, data, reports and other communications from verbal and/or written instruction or utilizing own initiative;
- Answer inquiries, provide information and/or explain rules, regulations and policies for other district employees and the public clearly, effectively and with tact;
- Interact with others in situations requiring the exercise of a high degree of tact, poise, independent judgment and composure;
- Review files, forms, reports and other documents for completeness, accuracy and conformity with departmental, office and district standards;
- Compile agenda materials, statistical data and various drafts for administrative approval;
- Compile, review, edit and update Board agenda items provided by administrator;
- Research, compile and prepare statistical and narrative reports;
- Establish and maintain effective filing and record systems;

- Post data and information to records, cards, files and/or database software programs;
- Maintain various financial records, order, price and verify receipt of materials, equipment and supplies;
- Compile and prepare documents and materials for the purpose of disseminating department information to appropriate parties;
- Depending upon the department to which assigned is responsible to: Maintain budget records, compile and post data for budget preparation; student enrollment and/or inter and intra district transfer requests for the District; maintain files, logs and correspondence on all California Public Records Act requests; update changes, file and distribute approved Board of Trustees policies as assigned; count cash receipts and prepare money for deposit; coordinate student transportation needs; assist in scheduling staffing and maintain data for Applied Behavior Analysis (ABA) program.

Other Related Duties

- Coordinate the work of others as assigned;
- May take and/or transcribe minutes;
- May maintain a substitute list and assign substitutes;
- May be required to maintain the respective department’s website;
- May act as receptionist.

SUPERVISION:

Receives general supervision from a department head, District or program administrator.

Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Standard record keeping and filing system procedures;
- English usage, spelling, grammar, vocabulary and punctuation;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Principles of leadership, office organization and management, public relations, and training.
- Records management;
- Applicable codes, rules and regulations related to department functions;
- Business letter and report writing techniques;
- Financial recordkeeping;
- Some positions may be required to have a thorough knowledge of the Aeries Student Data Base System.

Ability to:

- Read, understand and explain a variety of general and technical policies and materials;
- Perform responsible secretarial and clerical work with efficiency, speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Compose routine correspondence and written materials independently;
- Keyboard at a net corrected speed of 50 words per minute;
- Some positions in this class may be required to take stenographic notes/dictation and transcribe into clear, concise copy;
- Effectively plan, organize and prioritize work of self and coordinate the work of others as assigned;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Rapidly learn procedures and software as required;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Problem solve to analyze issues, create plans of action and reach solutions;
- Work confidentially and with discretion;
- Maintain financial and statistical records;
- Perform mathematical computation to update budgets and complete requisitions, payroll and attendance reporting requirements;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:**Education:**

- High school diploma or equivalent.
- Three (3) to six (6) units of college level coursework in bookkeeping or accounting is desirable.
- Completion of vocation/apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible, varied clerical and/or secretarial experience is required.

Licenses Required:

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

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 the public and other district staff. The position requires 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 walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 36

Classified Bargaining Unit

Last revised 12/11/01, 6/14/2012, 4/11/2013

Reviewed 2/17/05 - No revisions made

Job Description Review and Revisions Effective: 7/14/16



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Department Secretary - Bilingual

JOB SUMMARY:

Under general supervision, the Department Secretary performs specialized and complex clerical and secretarial duties involving the understanding of departmental functions and procedures, the use of independent judgment and initiative for a department head, District or program administrator; coordinates department communications and may coordinate the work of others; duties involve record keeping, budget maintenance, data entry, database management, office organization and serving as an information source for the department. The incumbent provides written and oral communications, and information about department activities in both English and in a designated language other than English.

CLASS CHARACTERISTICS:

Positions serve key management staff and are held accountable for the effective, accurate completion of tasks and responsibilities. One or more position(s) may be required to have thorough knowledge of the Aeries Student Data Base System in order to serve as the District's student enrollment and inter/intra District transfer specialist or the Special Education Information System (SEIS) in order to support the Special Education Department. Positions require the incumbent to interact with the public, problem solve/make decisions, and adhere to tight deadlines. These positions assist and relieve the administrator of routine administrative detail regarding designated office functions. This class is distinguished from the classification of Department Secretary by the frequent requirement to utilize the ability to read, write and speak a designated language other than English.

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

- Maintain schedule of appointments and department deadlines, coordinate logistics for meetings, trainings, workshops, and department administrator travel, screen calls and visitors, and appropriately open, prioritize, route administrator's mail and correspondence;
- Receive, compose and transmit messages, correspondence, data, reports and other communications from verbal and/or written instruction or utilizing own initiative in English and in a designated language other than English;
- Answer inquiries, provide information and/or explain rules, regulations and policies for other district employees and the public clearly, effectively and with tact in English and in a designated language other than English;
- Interact with others in situations requiring the exercise of a high degree of tact, poise, independent judgment and composure;

- Review files, forms, reports and other documents for completeness, accuracy and conformity with departmental, office and district standards;
- Compile agenda materials, statistical data and various drafts for administrative approval;
- Compile, review, edit and update Board agenda items provided by administrator;
- Research, compile and prepare statistical and narrative reports;
- Establish and maintain effective filing and record systems;
- Post data and information to records, cards, files and/or database software programs;
- Maintain various financial records, order, price, and verify receipt of materials, equipment and supplies;
- Compile and prepare documents and materials for the purpose of disseminating department information to appropriate parties;
- Depending upon the department to which assigned is responsible to: Maintain budget records, compile and post data for budget preparation; student enrollment and/or inter and intra district transfer requests for the District; maintain files, logs and correspondence on all California Public Records Act requests; update changes, file and distribute approved Board of Trustees policies as assigned; count cash receipts and prepare money for deposit; coordinate student transportation needs; assist in scheduling staff and maintain data for Applied Behavior Analysis (ABA) program.

Other Related Duties

- Coordinate the work of others as assigned;
- May take and/or transcribe minutes;
- May maintain a substitute list and assign substitutes;
- May be required to maintain the respective department’s website;
- May act as receptionist.

SUPERVISION:

Receives general supervision from a department head, District or program administrator.

Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Standard record keeping and filing system procedures;
- Usage, spelling, grammar, vocabulary, and punctuation of the English language and a designated language other than English;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Principles of leadership, office organization and management, public relations, and training.
- Records management;
- Applicable codes, rules and regulations related to department functions;
- Business letter and report writing techniques;

- Financial recordkeeping;
- Some positions may be required to have a thorough knowledge of the Aeries Student Data Base System.

Ability to:

- Read, write and speak in English and a designated language other than English;
- Read, understand and explain a variety of general and technical policies and materials;
- Perform responsible secretarial and clerical work with efficiency, speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Compose routine correspondence and written materials independently;
- Keyboard at a net corrected speed of 50 words per minute;
- Some positions in this class may be required to take stenographic notes/dictation and transcribe into clear, concise copy;
- Effectively plan, organize and prioritize work of self and coordinate the work of others as assigned;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Rapidly learn procedures and software as required;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Problem solve to analyze issues, create plans of action and reach solutions;
- Work confidentially and with discretion;
- Maintain financial and statistical records;
- Perform mathematical computation to update budgets and complete requisitions, payroll and attendance reporting requirements;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.
- Three (3) to six (6) units of college level coursework in bookkeeping or accounting is desirable.
- Completion of vocation/apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible, varied clerical and/or secretarial experience is required.
- Experience involving public contact whose primary language is not English is highly desirable.

Licenses Required:

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

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 requires 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 walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 37

Classified Bargaining Unit

Last revised 12/11/01, 6/14/2012, 4/11/2013

Reviewed 2/17/05 - No revisions made

Job Description Review and Revisions Effective: 7/14/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: February 13, 2025

SUBJECT: Agenda Item No. 14: 2025 CSPCA Merit System Training Academy

Background Information

The Personnel Commission maintains an annual membership with the California School Personnel Commissioners Association (CSPCA). One of the established functions of the Personnel Commission is providing training for its own staff. Merit System Rule 2.3.1.C states that approval of attendance to conferences, workshops, and training programs by a Commissioner, Director, or staff member requiring an expenditure in excess of \$100.00 is to be placed on the agenda and receive approval at any scheduled Personnel Committee meeting.

The 2025 CSPCA Merit System Training Academy is a beneficial training for Personnel Commission staff, Commissioners, and Personnel Directors. The 2025 training sessions will be held via webinar and are scheduled for the following dates. The comprehensive curriculum will include sessions on the following areas.

Thursday	March 27, 2025	1:00 pm to 2:00 pm	Orientation
Saturday	March 29, 2025	9:00 am to 12:00 pm	Roles & Responsibilities: PC, Board of Trustees, Personnel Director, Union Representatives, and Staff
Thursday	April 10, 2025	1:00 pm to 4:00 pm	Personnel Commission Relationships
Saturday	April 26, 2025	9:00 am to 12:00 pm	Brown Act & Parliamentary Procedure
Thursday	May 8, 2025	1:00 pm to 4:00 pm	Recruitment & Examination
Saturday	May 31, 2025	9:00 am to 12:00 pm	Certification & Selection
Thursday	June 12, 2025	1:00 pm to 4:00 pm	Classification & Compensation
Saturday	June 28, 2025	9:00 am to 12:00 pm	Reclassification (Practicum)
Thursday	July 10, 2025	1:00 pm to 4:00 pm	Fair Labor Law/EEO

It is requested that Dr. Scott Jensen, Interim Assistant Superintendent/Executive Director, attend this valuable training.

Financial Implications

The cost for registering and participating in this training is \$600.00.

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Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends the Personnel Commission approve his participation in the 2025 CSPCA Merit System Training Academy.

**OCEAN VIEW SCHOOL DISTRICT
WORKSHOP/MEETING/CONFERENCE ATTENDANCE REQUEST FORM**

NAME OF WORKSHOP/MEETING/CONFERENCE: 2025 CSPCA Merit System Academy	
SPONSORING ORGANIZATION: CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION	
LOCATION: Virtual	DATE(S): 3/27,3/29,4/10,4/26,5/8,5/31, 6/12,6/28,7/10 2025
TOTAL COST PER PERSON: (Include Registration Fee, Transportation, Lodging, Meals, etc.)	\$ 600.00


NAME OF ATTENDEE(S):	DEPARTMENT/SCHOOL:	ACCOUNT TO CHARGE:
1. Scott Jensen, Executive Director	Personnel Commission/HR	01-443-130-74 5202
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Additional attendee(s) listed on separate sheet is attached.

Purpose of Attendance (required):

Roles of the Board of Trustees, Personnel Commission, Union Reps, Director, and Staff; Classification & Compensation; Recruitment & Selection; Brown Act; etc.

FUNDING	TOTAL COST	FUNDING SOURCE
General Funds:	\$ 600.00	
Project or Restricted:	\$	
Other:	\$	

AUTHORIZATION SEQUENCE:	Form submitted by (name/site): Michelle Eifert ext. 1401	
Signature of Supervisor:		Date:
Signature of Asst. Superintendent/Administrator:		Date: 1/21/25
Signature of Superintendent:		Date:
Date of Board Meeting Approval: February 11, 2025		

2025 CSPCA MERIT ACADEMY

First Session Begins on March 29, 2025

REGISTER NOW

52

days

19

hours

18

minutes

12

seconds

SCHEDULE

Welcome to another season of CSPCA Merit Academy!

The academy consists of eight (8) three (3)-hour webinar sessions, which will kick off on Thursday, March 27 for a 1-hour candidate orientation.

THURSDAY, MARCH 27

1PM - 2PM

Candidate Orientation

SATURDAY, MARCH 29

9AM - 12PM

Roles & Responsibilities: PC, Board of Trustees, Personnel Director, Union Representatives, & Staff

RANDY PEREZ - San Mateo COE

THURSDAY, APRIL 10

1PM - 4PM

Personnel Commission Relationships

RANDY PEREZ - San Mateo COE

SATURDAY, APRIL 26

9AM - 12PM

Brown Act & Parliamentary Procedure

KARA WALTON - LOZANO SMITH

THURSDAY, MAY 8

1PM - 4PM

Recruitment & Examination

JONATHAN KOCH - CODESP

SATURDAY, MAY 31

9AM - 12PM

Certification & Selection

PHILIP J. GORDILLO - CSPCA

THURSDAY, JUNE 12

1PM - 4PM

Classification & Compensation

PAUL DEINES - FULLERTON SD

SATURDAY, JUNE 28

9AM - 12PM

Reclassification (Practicum)

PAUL DEINES - FULLERTON SD

THURSDAY, JULY 10

1PM - 4PM

Fair Labor Law/EEO

KRISTINE KWONG - MUSICK-PEELER

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: February 13, 2025

SUBJECT: **Agenda Item No. 15: 2025 CSPCA Annual Conference**

Background Information

The Personnel Commission maintains an annual membership with the California School Personnel Commissioners Association (CSPCA). One of the established functions of the Personnel Commission is providing training for its own staff. Merit System Rule 2.3.1.C states that approval of attendance to conferences, workshops, and training programs by a Commissioner, Director, or staff member requiring an expenditure in excess of \$100.00 is to be placed on the agenda and receive approval at any scheduled Personnel Committee meeting.

The 2025 CSPCA Annual Conference is being held in Napa, California, from Sunday, March 16, through Tuesday, March 18, 2025.

The topics for this year's conference are AB348 Classified Layoffs; Artificial Intelligence; Bridging the Divide: Strengthening the Connection between PC & HR; CalPERS: Retirement, Survivors, & Medicare Information; Crafting Annual Reports that Inspire & Inform; Creating a leadership training program; Criminal Background checks Impact on Hiring & Retention; Dealing with Employee Conflicts; Fitness for Duties are a tool not a weapon; Grooming: how to best protect our students; Growing our own in collaboration with Institutes of higher education; How to improve & maintain union & district relationships; Leaves; Legal Update; New California Workplace Violence prevention law; Service animals on campus; Sexual harassment within Title 9.

Financial Implications

The cost of registration for the Executive Director for the full 3-day conference is \$799.00.

The estimated cost for this conference, which includes registration fee, hotel stay, transportation, mileage, meals, etc. is approximately \$4,000.00.

.....
Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends the Personnel Commission approve his attendance to the 2025 CSPCA Annual Conference.

**OCEAN VIEW SCHOOL DISTRICT
WORKSHOP/MEETING/CONFERENCE ATTENDANCE REQUEST FORM**

NAME OF WORKSHOP/MEETING/CONFERENCE: 2025 CSPCA CONFERENCE	
SPONSORING ORGANIZATION: CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION	
LOCATION: NAPA, CA	DATE(S): MARCH 16-18, 2025
TOTAL COST PER PERSON: <i>(Include Registration Fee, Transportation, Lodging, Meals, etc.)</i>	\$ 4,000.00

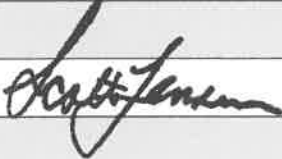
NAME OF ATTENDEE(S):	DEPARTMENT/SCHOOL:	ACCOUNT TO CHARGE:
1. Scott Jensen, Executive Director	Personnel Commission/HR	01-443-130-74 5202
2.		
3.		
4.		
5.		
6.		
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8.		
9.		
10.		

Additional attendee(s) listed on separate sheet is attached.

Purpose of Attendance (required):

Presentation topics: AB348 Classified Layoffs; Artificial Intelligence; Bridging the Divide: Strengthening the Connection between PC & HR; CalPERS: Retirement, Survivors, & Medicare Information; Crafting Annual Reports that Inspire & Inform; Creating a leadership training program; Criminal Background checks Impact on Hiring & Retention; Dealing with Employee Conflicts; Fitness for Duties are a tool not a weapon; Grooming: how to best protect our students; Growing our own in collaboration with Institutes of higher education; How to improve & maintain union & district relationships; Leaves; Legal Update; New California Workplace Violence prevention law; Service animals on campus: Sexual harassment within Title 9

FUNDING	TOTAL COST	FUNDING SOURCE
General Funds:	\$ 4,000.00	
Project or Restricted:	\$	
Other:	\$	

AUTHORIZATION SEQUENCE:	Form submitted by (name/site): Michelle Eifert ext. 1401	
Signature of Supervisor:		Date:
Signature of Asst. Superintendent/Administrator:		Date: 1/21/25
Signature of Superintendent:		Date:
Date of Board Meeting Approval: February 11, 2025		



2025 CSPCA
53rd Annual Conference
MARCH 16-18, 2025

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39
days

23
hours

20
minutes

40
seconds

2025 CSPCA 53rd Annual Conference

Join us on March 16, 2025

A Taste of Napa
Savoring Knowledge, Cultivating Growth

The California School Personnel Commissioners Association (CSPCA) is celebrating its 53 years of supporting education through Merit. Do not miss another great opportunity to network with colleagues, presenters, and vendors.

Enjoy the Vendors Reception on Sunday night with appetizing desserts and music. Enjoy wine tasting with light refreshments and hors d'oeuvres served on Monday night.

[REGISTER NOW](#)



[Hotel Reservation](#)

LOCATION
NAPA VALLEY MARRIOTT
HOTEL & SPA
3425 SOLANO AVE
NAPA, CA 94558