



# OCEAN VIEW SCHOOL DISTRICT

## PERSONNEL COMMISSION AGENDA

Thursday, March 20, 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, MARCH 20, 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

4. **APPROVAL OF CLOSED SESSION REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of February 13, 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 February 13, 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 5-30**  
**Moved:** \_\_\_  
**Second:** \_\_\_  
**Vote:** \_\_\_

**A. JOB DESCRIPTION REVIEWS/REVISIONS:**

The Personnel Commission will receive the Executive Director’s recommendation to review, discuss, and approve the proposed revisions to the following job descriptions:

1. Director, Fiscal Services
2. District Receptionist
3. Executive Assistant

**B. ELIGIBILITY LISTS:**

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

- |         |         |                               |
|---------|---------|-------------------------------|
| Ratify: | 2024-64 | Instructional Assistant – ABA |
| Ratify: | 2024-65 | Mechanic                      |
| Ratify: | 2024-66 | Noon Duty Supervisor          |
| Ratify: | 2024-67 | Instructional Assistant – ABA |
| Ratify: | 2024-68 | Maintenance HVAC Mechanic     |

**CONSENT CALENDAR CONTINUED:**

- Ratify: 2024-69 Noon Duty Supervisor
- Ratify: 2024-70 Early Learning Instructional Assistant
- Ratify: 2024-71 Instructional Assistant – ABA
- Ratify: 2024-72 ALC Attendant

**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:

- February 11, 2025
- February 25, 2025

**D. CLASSIFIED RECRUITMENT UPDATE:**

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

**E. ADVANCE STEP PLACEMENT NOTIFICATIONS:**

The Personnel Commission will receive the Executive Director’s notification of advance step placements that have been approved since the last meeting of the Personnel Commission.

**COMMISSION BUSINESS**

- 13. PROPOSED NEW CLASSIFICATION – ASSOCIATE PERSONNEL ANALYST:**  
The Personnel Commission will receive the Executive Director’s recommendation to review, discuss, and approve the new classification and job specification of Associate Personnel Analyst.

**ACTION**  
**Pages 31-37**  
**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. EXECUTIVE DIRECTOR AND STAFF REPORTS**

**17. ADJOURNMENT**

**TIME: \_\_\_\_\_ p.m.**

**ACTION**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

## **AGENDA FOR THE PERSONNEL COMMISSION MEETING – MARCH 20, 2025 – PAGE 4**

*The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agenda notices are posted 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and the full agenda is posted on the District website.*

*Agenda items must be submitted in writing to the Executive Director, Human Resources, no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.*

*Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400 at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).*

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Closed Session Personnel Commission Meeting Minutes**  
**February 13, 2025**

**CALL TO ORDER**     The February 13, 2025, Regular Closed Session meeting of the Personnel Commission was called to order at 4:03 p.m.

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

**APPROVAL OF MINUTES**     Motion by Commissioner Gooch to approve the minutes of the January 16, 2025, Regular Closed Session Meeting.

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

**COMMISSION BUSINESS**

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

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

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

**ADJOURNMENT**     Motion by Commissioner Gooch to adjourn the February 13, 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**  
**February 13, 2025**  
**4:30 p.m.**

- CALL TO ORDER** Commissioner Ewing called the February 13, 2025, Regular Personnel Commission Meeting to order at 4:35 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; Janet Barajas, Administrative Assistant.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing 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** There were no comments from the public.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the January 16, 2025, Regular Personnel Commission meeting.  
  
Seconded by Commissioner Gooch and carried with a 3:0 vote.
- 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
    - 2024-54 School Health Technician
    - 2024-55 Food Service Worker
    - 2024-56 Noon Duty Supervisor
    - 2024-57 Lead Behavior Instructional Assistant
    - 2024-58 Instructional Assistant – ABA
    - 2024-59 Early Learning Instructional Assistant
    - 2024-60 Database Analyst
    - 2024-61 Noon Duty Supervisor
    - 2024-62 Universal Instructional Assistant
    - 2024-63 Department Secretary – Bilingual (Spanish)
  
  - C. Classified Activity Lists  
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of January 14, 2025, and January 28, 2025.

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  
DEPARTMENT  
SECRETARY TO  
DEPARTMENT  
SECRETARY -  
BILINGUAL**

Dr. Jensen explained that a request had been received from Kelly Daniel, Transportation Supervisor, and Valerie Mendoza, Department Secretary to reclassify Ms. Mendoza's position from Department Secretary to Department Secretary – Bilingual. A review of the questionnaire was conducted and 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 for more than two years at the time reclassification request was submitted. The salary range consideration is one salary range higher, from range 36, \$4,764.53 to \$5,802.68, to range 37, \$4,881.72 to \$5,948.18 per month on the bargaining unit salary schedule.

As Ms. Mendoza has been performing the duties contained in the job description for Department Secretary – Bilingual for more than 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 Department Secretary to Department Secretary – Bilingual.

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

**2025 CSPCA MERIT  
SYSTEM TRAINING  
ACADEMY**

The Personnel Commission received Dr. Jensen's request to attend the 2025 CSPCA Merit System Training Academy. This training will be held virtually and is a valuable training for Personnel Commissioners, Personnel Directors, and Personnel Commission staff. The cost of the training is \$600.00.

Motion by Commissioner Gooch to approve the participation of Dr. Jensen in the 2025 CSPCA Merit System Training Academy.

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

**2025 CSPCA  
ANNUAL  
CONFERENCE**

The Personnel Commission received Dr. Jensen's request to attend the 2025 CSPCA Annual Conference. This conference will be held in Napa, California from March 16 to March 18, 2025. The estimated cost of the conference which includes registration, hotel accommodations, meals, and travel is approximately \$4000.00.

Motion by Commissioner Bidnick to approve the attendance of Dr. Jensen at the 2025 CSPCA Annual Conference.

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

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick was glad to see that Dr. Jensen would be attending the Merit Academy.

Commissioner Gooch shared that the Long Beach Grand Prix is celebrating its 50<sup>th</sup> year in operation this April. Commissioner Gooch is on the foundation board for this organization.

Commissioner Ewing announced that the next meeting of the Personnel Commission will be rescheduled from its original date of March 13 to March 20, 2025.

**DIRECTOR AND  
STAFF REPORTS**

Dr. Jensen mentioned that his cousin's husband was inducted into the Grand Prix Hall of Fame. He announced that the Human Resources has lost one of its members as Dr. Julianne Hofer has been officially appointed to Superintendent. He congratulated her on her new position. He shared that the recent professional development day was a great success. A variety of break-out sessions were offered and the feedback received was positive and encouraging.

Michelle Eifert wished everyone a nice three day weekend.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick

Motion seconded by Commissioner Gooch, and carried with a 3:0 vote, at 4:45 p.m.

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Executive Director, Human Resources  
Secretary to the Personnel Commission

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Date

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Executive Director, Human Resources

**DATE:** March 20, 2025

**SUBJECT: Agenda Item No.12A1: Job Description Revision: DIRECTOR,  
FISCAL SERVICES**

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## Background Information:

With the recent resignation of the current Director, Fiscal Services, there is a need to open a recruitment. The Assistant Superintendent, Administrative Services, has requested that the Purchasing Department be moved under the responsibility of Director, Fiscal Services. The proposed revisions and updates to the job description are attached for your review and approval.

In addition, in compliance with Senate Bill 1100, the requirement for a driver's license has been removed from the job description.

No recommendation is being made to change the salary range.

Attached is the proposed job description with the aforementioned revisions for Director, Fiscal Services.

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## Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission approve the proposed revisions to job description for the Director, Fiscal Services, effective March 21, 2025.



## Director, Fiscal Services

### JOB SUMMARY:

Under the administrative direction of the Assistant Superintendent, Administrative Services: plans, organizes, controls, and directs the fiscal services functions of the District, including accounting, budgeting, payroll, purchasing, and financial record keeping. This position prepares short and long-term financial plans, formulates and recommends policies relating to the financial operations of the District, and supervises and evaluates the performance of assigned personnel.

### CLASS CHARACTERISTICS:

This is a single incumbent classified management position that serves as the District's finance and accounting director. The incumbent is the administrative head of the Fiscal Department, which includes overall responsibility for the functional areas of accounts payable, receivable, attendance, student body, categorical, purchasing, and payroll. The incumbent provides expertise in a wide variety of school business matters, including financial and budgetary forecasting and analysis, cost containment, and contracts management. The incumbent is expected to work independently in concert with the objectives, scheduling, and general procedures established by the Assistant Superintendent, Administrative Services.

### REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*)

Plan, organize, control and direct the work of the Fiscal Services Division, including supervision of personnel responsible for central and specialized accounting, payroll, budget control, revolving cash and other fund income, disbursements and records, financial reporting, and purchasing operations; *E*

Work with the Assistant Superintendent, Administrative Services to coordinate preparation of the District's annual budget for approval and adoption by the Board of Trustees; compile, analyze and consolidate budget information; assure proper budgetary controls and transfer of funds to accomplish approved financial objectives; *E*

Administer and direct the program of accounting for District funds; conduct cash flow analysis; *E*

Coordinate year-end closing procedures, reconcile, troubleshoot and assist staff, monitor accounts payable and receivable, review purchasing processes, calculate deferred income and restricted carryover for grants and entitlements; *E*

Develop, recommend, and implement accounting and procurement procedures and policies to improve efficiency and service and meet legal and financial reporting requirements; *E*

Administer the District's financial program within State and County legal requirements and budget limitations; ensure timely and accurate financial reporting; ensure proper internal controls, audit trails, and records maintenance for all fiscal and purchasing activities; *E*

Review new and proposed legislation, anticipate, evaluate, and interpret significant national, state, and local trends and developments affecting the business and financial affairs of the District, and make appropriate recommendations to the Assistant Superintendent, Administrative Services for the development of new Board policies; *E*

Calculate the financial impact of collective bargaining proposals; *E*

Research and review legal issues of the District related to the District's fiscal and business activities with legal counsel; *E*

Supervise, direct, and coordinate the work of personnel assigned to the Fiscal Services Department, including purchasing staff; evaluate immediate subordinates; oversee the selection, training, transfer, and discipline of employees according to established procedures; *E*

Work cooperatively and effectively with officials and employees of the District, other public agencies and officials, local community groups, and the public, providing technical advice and assistance regarding fiscal services; *E*

Direct the preparation and maintenance of a wide variety of narrative, financial, statistical, and other reports related to assigned activities and personnel, including purchasing transactions and vendor management; *E*

Attend Board, public, staff, and other meetings as assigned; may represent the District at City, County, State, and other public and private sector meetings and/or forums, as necessary; present reports regarding the financial and business administration of the District; *E*

Perform other tasks and assume responsibility as may be assigned by proper authority.

#### **SUPERVISION:**

Receives administrative direction from the Assistant Superintendent, Administrative Services.

Direct and indirect supervision is exercised over Fiscal Services and Purchasing personnel.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Principles and practices of governmental accounting technology systems and fiscal/financial transactions as practiced in a California school district;
- Principles and practices of school district income forecasting, budgeting, and budget administration;

- Laws, rules, regulations, policies, and procedures governing fiscal management in a California school district;
- Preparation methods used to develop financial statements and comprehensive accounting reports;
- Internal control and audit principles and practices; Methods and practices of data and financial analysis and research;
- Principles and practices of human resource supervision, management and training;
- Interpersonal skills using tact, patience, and courtesy;
- Good oral and written communication skills;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheets, databases, email, and internet computer applications;
- Public presentation methods and use of related software and/or equipment;
- English usage, spelling, grammar, and composition.

**Ability to:**

- Plan, direct, manage, coordinate, and integrate the district's finance and accounting activities and operations, including payroll, finance, and budget, to meet district objectives, professional standards, and legal requirements;
- Direct, coordinate, and participate in the preparation and maintenance of the District budget;
- Develop and implement accounting, record-keeping, and budgetary procedures and systems;
- Direct and ensure the maintenance of a variety of reports and files related to assigned activities;
- Analyze financial data and prepare reports, forecasts, and recommendations;
- Perform mathematical computations accurately to update budgets, maintain records, complete requisitions and related forms;
- Operate various office equipment, including data and word processing equipment and software programs; Select, assign, supervise, train, and evaluate assigned staff; develop, and enforce policies and procedures necessary to ensure the accuracy and integrity of financial records, accounts, and reports;
- Read, interpret, and apply complex laws, rules, regulations, policies, and procedures;
- Analyze situations, make sound judgments and recommendations, and take appropriate actions;
- Prepare, present, and articulate clear and concise reports and information both orally and in writing to a wide variety of audiences;
- Apply training, knowledge, and experience so as to maximize the efficiency of Department functions;
- Plan, organize, and prioritize work of self and others to meet schedules and timelines;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy, and respect.

**EMPLOYMENT STANDARDS:**

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

**Education:**

- Graduation from an accredited college or university with a B.A. or B.S. degree with a major in business/public administration or education with a specialization in school business administration, or equivalent.
- An advanced degree in a related field is desirable.

**Experience:**

- Several years of directly related professional-level accounting or related experience comparable to that required to direct fiscal service operations in a California school district, including supervision or coordination of the work of others

**LICENSES REQUIRED:**

~~Possession of a valid and appropriate California Driver License.~~

~~All the above licenses must be maintained as a condition of continued employment.~~

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Performs primarily sedentary administrative work in a typical office environment. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans, and materials being submitted to elected officials and/or outside agencies. Physical dexterity is sufficient to operate personal computers, other standard office equipment, and a motor vehicle. Communicates clearly and can understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, elected and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.

Established 12/19/75

Revised 11/15/84, 5/17/90, 2/16/93, 5/23/96

Deactivated 2/20/01 due to reorganization, reactivated 9/1/06

Revised 10/11/07

Job Description Review and Revisions Effective: 11/12/15

**Proposed Revision 3/20/25**

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Executive Director, Human Resources

**DATE:** March 20, 2025

**SUBJECT: Agenda Item No.12A2: Job Description Revision: DISTRICT RECEPTIONIST**

## **Background Information**

In reviewing the job description for recruitment, some minor modifications/updates are recommended by staff.

“Knowledge of Aeries Student Data System is highly desirable” is being proposed as an addition to the work experience.

The items being deleted are noted with a ~~strikeout~~ and the items being added are underlined. The proposed revisions and updates to the job description are attached for your review and approval.

Staff have notified CSEA of these recommended changes and they concur. Once the revisions are approved by the Personnel Commission, CSEA will go through their approval process.

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## **Recommendation**

The Executive Director recommends that the Personnel Commission approve the proposed revisions to the job description for the District Receptionist, effective March 21, 2025.



## District Receptionist

### **JOB SUMMARY:**

Under general supervision of the Superintendent, serves as the District receptionist, greeting and assisting visitors to the District; operates a multi-line telephone system; receives callers, determines nature of business and directs callers to appropriate destination; provides routine information to the public with tact, patience, and courtesy; performs a variety of clerical duties and does related work as is necessary and required. The incumbent provides written and oral communications, and information about District services.

### **CLASS CHARACTERISTICS:**

This class is responsible for receiving, greeting, and directing callers and visitors to the correct department. Incumbents will have a ~~broad range of~~ contacts, including with parents, teachers, administrators/managers, employees from other departments, other public agencies, Board members, Personnel Commissioners, and the general public. This class is clerical in nature, responsible for handling and routing a large volume of phone calls, mail items, and acting as the District office receptionist.

### **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**

- Operate a multi-line telephone system, answering telephone calls and making necessary ~~connections~~ transfers;
- Serve as District Office receptionist, receiving and referring visitors to the appropriate individual or department;
- Greet, assist, and provide routine information to the public;
- Answer inquiries, provide information and/or explain rules, regulations, and policies for the public clearly, effectively, and with tact;
- Compile data and prepare District-wide ~~master and activity~~ calendars; maintain schedule of Board room schedule and other meeting rooms; and post daily District meetings schedule posting on electronic view board;
- Pick-up/receive, sort, and distribute District office mail for Superintendent's Office on a daily basis;
- Assist the Superintendent's office staff in preparing and/or copying and assembling lists, records, reports, labels, agendas, and correspondence as required;

- Perform a variety of clerical duties including, but not limited to, word processing, proofreading, filing and preparing, assembling, and distributing materials;
- Operate a variety of office equipment, including a personal computer;
- Ensure that the receptionist area is covered during working hours.

### **Other Related Duties**

- ~~Prepare newspaper clip files on District related subjects;~~
- Order office supplies ~~including awards for official functions;~~ **as needed;**
- Coordinate approval and distribution of flyers to ~~d~~District sites;
- Compile and prepare assigned Board agenda ~~consent~~ items using established format.

### **SUPERVISION:**

Receives general supervision from the Superintendent. Daily assignments and direction are provided by Superintendent's Executive Assistant. Checks with Superintendent's Executive Assistant regarding non-routine assignments. Supervision is not exercised over other employees.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Operation of a multi-line telephone system;
- **Business office** Telephone techniques and etiquette;
- Modern office methods, procedures, terms and equipment including a basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar ;
- ~~Business office telephone techniques, and etiquette;~~
- Standard record keeping, filing systems, and procedures;
- Basic math used in an office environment.

#### **Ability to:**

- Operate a multi-line telephone system with speed, and accuracy;
- Communicate clearly and give concise, accurate responses, handling callers and visitors with tact, patience, courtesy, graciousness, and in a manner that reflects positively on the District;
- Operate various standard and specialized office equipment, including personal computers and ~~reprographic machines;~~ **copiers;**
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications; **such as Google Docs, Sheets, etc.**
- Maintain accurate records;
- Perform mathematical computations with speed and accuracy;
- Work effectively in a demanding environment;
- Prioritize work and conflicting demands;
- Communicate effectively both orally, and in writing;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Keyboard at a net corrected speed of 40 words per minute.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent

### **Experience:**

- One (1) year of receptionist or office clerical experience including use of a multi-line telephone system and public contact.
- Experience working in a school district is highly desirable.
- **Knowledge of Aeries Student Data System is highly desirable.**

## **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, **calculators**, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent may have direct and indirect contact with the public, students, ~~and~~ District staff, and employees of other districts. The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

### **Physical Demands:**

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. ~~The incumbent may occasionally walk and carry.~~ The work involves little to light physical efforts; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

## **SALARY RANGE**

Range 31

Classified Bargaining unit

Revised 2/01, 6/10/04, 9/11/14

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

Job Description Review and Revisions Proposed: 3/20/25

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Executive Director, Human Resources

**DATE:** March 20, 2025

**SUBJECT: Agenda Item No.12A3: Job Description Revision: EXECUTIVE ASSISTANT**

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## Background Information:

With the upcoming retirement of the incumbent in this classification, the District will need to open a recruitment to fill the vacancy. Staff worked with the incumbent to review the current job description and the proposed revisions and updates to the job description are attached for your review and approval.

In addition, in compliance with Senate Bill 1100, the requirement for a driver's license has been removed from the job description.

No recommendation is being made to change the salary range.

Attached is the proposed job description with the aforementioned revisions for Executive Assistant.

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## Recommendation

The Executive Director recommends that the Personnel Commission approve the proposed revisions to the job description for the Executive Assistant, effective March 21, 2025.



## EXECUTIVE ASSISTANT

### JOB SUMMARY:

Under administrative direction, the Executive Assistant performs highly complex and confidential administrative functions on behalf of the Superintendent and the Board of Trustees; responsible for coordination and preparation of agenda and minutes of the Board of Trustees' Meetings; serves as the primary recording secretary for the Board of Trustees; as the confidential assistant to the Superintendent, serves as the confidential executive assistant to the Superintendent and relieves the Superintendent of detailed complex administrative duties, including all matters pertaining to the needs of the members of the Board of Trustees and the operation of the District; Sserves as the primary contact for the Superintendent's office and is a liaison between the Superintendent and a wide range of contacts that include the Board of Trustees, District staff, parents, community representatives of the community, local, state, and federal agencies, and the general public.

### CLASS CHARACTERISTICS:

~~This one position class is distinguished by the degree of confidentiality required, the type and sensitivity of personal contact interactions and the degree of independent judgment and decision-making required.~~ The Executive Assistant is a "Confidential" position that provides a professional office environment that supports the Superintendent's needs and District standards. This position is pivotal in facilitating the flow of communications, work and activity to and from the Superintendent's office in an efficient and timely manner. This position composes, generates and prepares a large volume of correspondence and documents, both confidential and sensitive in nature. The position buffers the Superintendent from unnecessary interruptions by receiving and responding to inquiries, complaints, requests, and concerns, or referring them to the appropriate party as well as resolving. Resolves problems using tact, diplomacy, and independent judgment in determining matters not requiring the personal attention of the Superintendent's attention. The incumbent must have wide knowledge of District and school operations, policies, procedures and resources available to respond to situations as they arise.

### REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Organize and manage the activities of the Superintendent's office to ensure efficient and effective office operation; coordinate the flow of communications to and from the Superintendent's Office in an efficient and timely manner, with utmost discretion, providing high level administrative support to the Superintendent; E

~~Independently or from oral instructions,~~ Independently handle inquiries, complaints, concerns, and resolve problems on his/her own initiative, where matters do not require the personal attention of the Superintendent; E

Interact effectively with elected officials others on behalf of the Superintendent, as well as Board Members, staff, and community members; E

~~Compose, generate and p~~Prepare a large volume of correspondence, technical documents and reports for public perusal, government officials, staff, Board, the press, and for posting

on the District web page website; *E*

~~Prepare statistical and narrative reports, utilizing tools such as Internet research in compiling information on legal, legislative, or technical subjects as required and respond to questions as necessary. *E*~~

~~Using independent judgment, Prepare statistical and narrative reports; compile, research, analyze, and organize complex information and data from various sources for the Superintendent, Board of Trustees, Cabinet, school administrators, District personnel, and the public; *E*~~

~~Distribute and submit all required documentation for Board Members, Personnel Commission and management staff and make sure deadlines are met. (i.e. Form 700); *E*~~

~~Independently prepare correspondence and materials that are of a confidential nature; *E*~~

~~Take and transcribe dictation of letters, reports, and memoranda, including materials of a confidential nature (pursuant to Govt. Code 3540.1(c); *E*~~

~~Review all correspondence, including email to the Superintendent, prioritizing and analyzing information independently, and providing recommendations for the Superintendent; open and route Superintendent's mail, answering routine letters and inquiries; *E*~~

~~Maintain Superintendent's calendar, Schedule scheduling daily appointments for the Superintendent, and screening visitors to the Superintendent's office; maintain/schedule appointments for Board Members and community members as requested; *E*~~

~~Screen and respond to phone calls and provide appropriate information using independent judgment and discretion; *E*~~

~~Provide assistance in the area of community and public relations, answering questions, providing requested documents, or facilitating contact with appropriate staff; *E*~~

~~Serve as an essential communications link between the Superintendent's Office, schools, departments, and members of the Board of Trustees, maintaining cordial and frequent contact with other district offices, personnel of the County and State Departments of Education, city offices and officials, representatives of the state and county school board associations, local service associations, ~~vendors~~ union officials, and professional experts, the general public, and members of the press; *E*~~

~~Oversee and maintain the assigned areas of the District website; post Board meeting agendas and minutes, Board photos, biographies, and contact information, Board Policies, and other relevant information regarding communications and/or special projects as needed; *E*~~

~~Initiate, compose, edit, organize and coordinate the flow of communications, work and activity to and from the Superintendent's office; *E*~~

~~Independently or from oral instructions, is responsible for all aspects of special projects; *E*~~

Oversee and maintain records for PTA/O/SA/SO Presidents' Roundtable Meetings, including but not limited to, creation of annual roster, meeting schedules, agenda topics, and preparation, dissemination of Roundtable meeting materials; schedule Roundtable President's monthly report to the Board of Trustees; *E*

Make arrangements for conference attendance for Board of Trustees and Cabinet including, but not limited to, registrations, accommodations and travel arrangements.

Compile/compose, edit, proof, edit, compile, and type finalize all Board meeting agendas and agenda items (for both open and closed session); create submission deadlines for all agenda items; prepare draft agendas for Superintendent/Board President review, as well as proof and edit Board meeting minutes, including highly confidential/sensitive closed session minutes; *E*

Attend all Regular and Special Board of Trustees' Meetings, and subcommittees (if needed); take minutes of meetings and transcribe said minutes accurately, including Closed Session minutes; follow up on items as needed; *E*

Perform special functions and tasks for the Board of Trustees when requested; *E*

Attend Cabinet meetings, as requested by Superintendent. *E*

Prepare schedules and agendas of Cabinet, Management and other meetings, as well as scheduling meeting rooms, arranging room reservations, needed equipment, food requests, and notifying attendees of meeting; and arranging for needed equipment; take minutes and disseminate copies, as needed; *E*

Maintain records of open and closed Board meetings, following through on necessary items; *E*

Maintain a wide variety of confidential complex manual and electronic documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements; *E*

Monitor a variety of activities on behalf of the Superintendent, e.g., Board procedures, public social posts, meeting arrangements, account balances, etc., for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements. *E*

Process a wide variety of complex documents and materials, e.g., time sheets, mileage reports; work orders, purchase requisitions, travel reimbursements, reconcile accounts, budget transfers, etc., in compliance with administrative guidelines and/or regulatory requirements. *E*

Reconcile account balances for assigned budget categories, e.g., Superintendent's Office, Board of Trustees, Communications/Public Information Office, for the purpose of maintaining accurate account balances; *E*

Procure supplies and equipment as needed for Superintendent's Office and Board of Trustees, for the purpose of maintaining availability of required items; *E*

Schedule a wide variety of activities, e.g., appointments, meetings, receptions, luncheons, workshops, facility usage, etc., for the Superintendent, Board Members, and other administrators; *E*

Maintain communication with administrators and principals to keep their offices informed on all Board or Superintendent visits, requests, action, and policies for the purpose of insuring proper follow-up; *E*

~~Coordinate office clerical projects requiring additional staff; *E*~~

Work proficiently with a wide range of computer applications, including word processing, tables, spreadsheets, presentations, and ~~the Internet~~ various other computer applications; *E*

Research, analyze, interpret, and apply policies, laws, and directives as appropriate; *E*

~~Attend and take minutes of Board meetings and sub-committees; *E*~~

Receive, maintain, track, and ~~submit~~ respond to California Public Records Act requests, working in conjunction with legal authorities as needed; *E*

~~Update and distribute Board policies; *E*~~

Provide direction to District Receptionist and assigned clerical staff, overseeing and managing the workflow to ensure efficient support that meets the needs of the Superintendent and District standards; *E*

~~Prepare, duplicate and collate materials including information and weekly packets for distribution to Board members and key administrative staff;~~

Prepare, edit, finalize Division submissions for weekly Board report; distribute finalized report to Board of Trustees at end of each week; *E*

~~Maintain Superintendent's appointment calendar, oversee travel and meeting arrangements for the Superintendent and the Board of Trustees;~~

~~Order office supplies and~~ Operate a variety of office machines and equipment, including a copier, fax, calculator, personal multi-line phone system, and computer and typewriter; maintain proficiency with advanced computer skills and latest technologies in digital technology; *E*

Oversee maintenance of files and records and is responsible for preparing mandated costs regarding Board agendas; *E*

~~Supervise opening and routing of Superintendent's mail, answering routine letters and inquiries;~~

~~Plan, organize and lead the Administrative Support Team (AST) meeting.~~

~~Provide direction to assigned clerical staff, and the switchboard receptionist as required; *E*~~

Assist with Update updating District website; *E*

Perform other duties as required to accomplish the objectives of the position.

## **SUPERVISION:**

Receive administrative direction from the Superintendent.  
Provide leadership and direction to office and other Superintendent's office support staff.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Letter, report, and agenda preparation techniques;
- Modern office methods, procedures, ~~terms~~ time management, and equipment;
- Word processing, spreadsheet, data base management, Internet and ~~E-Mail~~ email computer applications;
- Principles, procedures, and techniques of record keeping, record management, and filing systems, including basic research methods;
- District functions, policies, rules and regulations;
- Business office telephone techniques and etiquette;
- Correct English usage, spelling, grammar, punctuation, composition, and vocabulary;
- General mathematics, including ability to add, subject, multiply, and divide quickly and accurately; used in an office environment;
- Principles of leadership, office organization and management, public relations, supervision and training;
- Interpersonal skills using tact, patience, and courtesy
- General objectives, organization, functions of a California school district.

### **Ability to:**

- Problem solve, multi-task, demonstrate flexibility, reliability, and accountability in performing administrative tasks, often with multiple interruptions;
- Communicate effectively, both orally and in writing;
- Plan, organize and prioritize work of self and others;
- Coordinate and expedite a large volume of administrative detail efficiently, independently and effectively; independently and confidentially with discretion;
- Perform difficult, complex and confidential, administrative and secretarial work involving independent judgment and requiring speed and accuracy;
- Analyze difficult and sensitive situations and adopt appropriate courses of action, while displaying tact, diplomacy, and discretion;
- Accept responsibility, utilize sound independent judgment and recognize scope of
- authorities in performing tasks;
- Maintain confidentiality of privileged and sensitive information related to negotiations and District actions;
- Interact with management, Board ~~m~~Members, school staff, community members and ~~outside clients~~ others effectively, utilizing superior written and verbal skills as well as interpersonal and presentation skills;
- Learn, interpret, apply, and relate to others applicable policies, laws, rules and regulations with courtesy, tact, and clarity;
- Operate various office and specialized equipment, including a PC (~~personal~~ computer) effectively with speed and accuracy and effectively utilize word processing, spreadsheet, data base, presentation, Internet and ~~E-Mail~~ email software effectively;
- Ability to learn online agenda software and document sharing applications;

- Research and gather information from a variety of sources, analyze as necessary and prepare clear and comprehensive reports;
- Adapt easily to work assignments, additional priorities, and new procedures;
- Receive constructive criticism and modify work appropriately;
- ~~Independently compose correspondence;~~
- Take stenographic notes/dictation and accurately transcribe into clear, concise copy;
- Keyboard at a net corrected speed of ~~60~~ 65 WPM.
- ~~Understand and carry out oral and written instructions;~~
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy;
- Provide leadership and direction to office and other support staff.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent;
- Completion of an Associate's degree in Business, Office Administration, or related discipline may be substituted for one (1) year of the required experience.

### **Experience:**

- Six (6) years of responsible secretarial experience is required, preferably working for an administrator in a public service environment.
- Experience working in a school district is highly desirable.

## **LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, frequently in difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without direct guidance from the Superintendent. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 10/11/01

Reviewed 3/10/05 - No revisions made

Job Description Review and Revisions Effective: 11/14/2013

Job Description Review and Revisions Effective: 3/21/2025

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** March 20, 2025  
**SUBJECT:** **Agenda Item No. 12B: ELIGIBILITY LISTS**

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**Background Information**

The following eligibility lists are 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 to provide the Commissioners, District administration, and staff with data on classified recruitment and testing statistics. *(Confidential eligibility lists provided to Commissioners only.)*

- Ratify: 2024-64 Instructional Assistant – ABA
- Ratify: 2024-65 Mechanic
- Ratify: 2024-66 Noon Duty Supervisor
- Ratify: 2024-67 Instructional Assistant – ABA
- Ratify: 2024-68 Maintenance HVAC Mechanic
- Ratify: 2024-69 Noon Duty Supervisor
- Ratify: 2024-70 Early Learning Instructional Assistant
- Ratify: 2024-71 Instructional Assistant – ABA
- Ratify: 2024-72 Noon Duty Supervisor

**Recommendation**

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-64 through 2024-72.

# ELIGIBILITY LISTS

## Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-64	Instructional Assistant – ABA	No. of Applicants 9 Screened Out 0 Written Exam Test Date 1/29/25 No Show/ Withdrew 1 Did Not Qualify 1 Oral Exam Test Date 2/4/25 No Show/ Withdrew 2 Did Not Qualify 1	3	4	Open & Promotional
2024-65	Mechanic	No. of Applicants 1 Screened Out 0 Application Screening Date 2/5/25 No Show/ Withdrew 0 Did Not Qualify 0 Final Interview Date 2/12/25 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Promotional
2024-66	Noon Duty Supervisor	No. of Applicants 5 Screened Out 0 Written Exam Test Dates 2/13/25 2/18/25 No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0	2	3	Open, Promotional, and Merge
2024-67	Instructional Assistant – ABA	No. of Applicants 6 Screened Out 0 Written Exam Test Dates 2/13/25 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 2/19/25 No Show/ Withdrew 0 Did Not Qualify 0	5	6	Open, Promotional, and Merge
2024-68	Maintenance HVAC Mechanic	No. of Applicants 7 Screened Out 3 Written Exam Test Date 1/27/25 No Show/ Withdrew 2 Did Not Qualify 1 Oral Exam Test Date 2/12/25 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional
2024-69	Noon Duty Supervisor	No. of Applicants 4 Screened Out 0 Written Exam Test Date 2/28/25 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0	2	4	Open, Promotional, and Merge

# ELIGIBILITY LISTS

## Page 3

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-70	Early Learning Instructional Assistant	No. of Applicants 6 Screened Out 2 Written Exam Test Dates Waived No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0	1	10	Open, Promotional, and Merge
2024-71	Instructional Assistant – ABA	No. of Applicants 7 Screened Out 0 Written Exam Test Dates 2/19/25 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 3/6/25 No Show/ Withdrew 1 Did Not Qualify 0	5	6	Open & Promotional
2024-72	ALC Attendant	No. of Applicants 5 Screened Out 1 Written Exam Test Dates 12/11/24 1/10/25 1/13/25 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 12/22/24 1/11/25 No Show/ Withdrew 0 Did Not Qualify 0	3	3	Open & Promotional

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** March 20, 2025

**SUBJECT:** **Agenda Item No. 12C: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

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## **Background Information**

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of February 11, 2025, (Exhibit A), and February 25, 2025, (Exhibit B).

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

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## **Recommendation**

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity Lists of February 11, 2025, and February 25, 2025.

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Branica-Tarvin, Antonio	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	02/11/2025
Garisek, Melody	Instructional Assistant – ABA	Harbour View	\$22,561 hourly	28.1	01/17/2025
Martinez, Carlos	Custodian	District Office	\$23,689 hourly	28.1	01/14/2025
Tapia, Merlin	Custodian	Golden View	\$23,689 hourly	28.1	01/16/2025
Taylor, Andrew	Universal Instructional Assistant	Star View	\$19,444 hourly**	22.1	01/28/2025
Yinn, Kennorey	Noon Duty Supervisor	Hope View	\$17,170 hourly	1.1*	01/16/2025

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Morales, Bibiana	ALC Attendant	Substitute	\$18,050 hourly	18.1	01/10/2025
Morales, Bibiana	District Receptionist	Substitute	\$24,279 hourly	31.1	01/10/2025
Morales, Bibiana	School Office Clerk	Substitute	\$22,561 hourly	28.1	01/10/2025
Ponce, Cynthia	ALC Attendant	Substitute	\$18,050 hourly	18.1	01/10/2025
Ponce, Cynthia	District Receptionist	Substitute	\$24,279 hourly	31.1	01/10/2025
Ponce, Cynthia	School Office Clerk	Substitute	\$22,561 hourly	28.1	01/10/2025
Ponce, Cynthia	School Health Technician	Substitute	\$21,467 hourly	26.1	01/10/2025
Taylor, Andrew	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	01/06/2025

**APPROVE PROMOTION**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION PROMOTED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Costales, Khristina	Lead Behavior Instructional Assistant	District Wide	\$5,129.63 monthly	33.4	01/28/2025
Higgs, Ashley	Lead Behavior Instructional Assistant	District Wide	\$5,129.63 monthly	33.4	01/28/2025
Marchbanks, Allison	Instructional Assistant – ABA	Golden View	\$26,155 hourly	28.4	01/16/2025
Rodarte, Doreen	Lead Behavior Instructional Assistant	District Wide	\$5,129.63 monthly	33.4	01/28/2025

**APPROVE RECLASSIFICATION**

**In accordance with Merit System Rules 3.3:**

**POSITION RECLASSIFIED INTO**

<b><u>NAME</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Montes, Liliana	District Office	\$5,605.44 monthly	32.4	01/17/2025

Clerical Specialist – Bilingual

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.1 to 8.8:**

**POSITION SEPARATED FROM**

<b><u>NAME</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Benner, Janice	Oak View	Retired	06/04/2007	02/07/2025
Bray, Patricia	District Office	Retired	08/01/1994	06/30/2025
Carrera, Mark Vincent	College View	Resigned	01/08/2024	01/22/2025
Cerda, Shannon	Mesa View	Resigned	10/17/2011	02/07/2025
Gunderman, Soon	Mesa View	Retired	03/16/2001	06/13/2025
Lee, Cynthia	District Office	Retired	11/26/2002	06/30/2025
Sakamoto, Diane	Mesa View	Retired	01/18/2007	06/13/2025

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

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Barajas, Miguel	Custodian	College View	\$24.873 hourly	28.2	02/06/2025
Gomez, Jasmine	Universal Instructional Assistant	Oak View Preschool	\$19.444 hourly**	22.1	02/11/2025
Ladd, Denise	Food Service Worker	Golden View	\$19.444 hourly	18.3	02/12/2025
Lockheart, Karen	Instructional Assistant – ABA	Lake View	\$22.561 hourly	28.1	02/12/2025
Mikhael, Merit	Instructional Assistant – ABA	Westmont Preschool	\$22.561 hourly	28.1	02/12/2025
Nakamura, Kai	Universal Instructional Assistant	College View	\$19.444 hourly**	22.1	01/21/2025
Negrete, Karyn	Noon Duty Supervisor	Marine View	\$17.170 hourly	1.1*	02/06/2025
Rodriguez Gonzalez, Cinthia	Child Care Program Facilitator	College View	\$24.891 hourly	32.1	01/29/2025
Samperio, Wendy	Noon Duty Supervisor	Lake View	\$17.170 hourly	1.1*	02/11/2025

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Brown, Nathan	Custodian	Substitute	\$22.561 hourly	28.1	01/22/2025
Cassara, Allison	Universal Instructional Assistant	Substitute	\$19.444 hourly**	22.1	01/24/2025
Coto, Gustavo	Campus Safety Supervisor	Substitute	\$20.941 hourly	25.1	01/24/2025
Fuentes, Refugio	Food Service Worker	Substitute	\$17.617 hourly	18.1	02/11/2025
Ertan, Mediha	Universal Instructional Assistant	Substitute	\$19.444 hourly**	22.1	01/24/2025
Lozano, Yadira	District Receptionist	Substitute	\$24.279 hourly	31.1	01/27/2025
Lozano, Yadira	School Office Clerk	Substitute	\$22.561 hourly	28.1	01/27/2025
Schwab, Donna	ALC Attendant	Substitute	\$18.050 hourly	19.1	01/31/2025
Schwab, Donna	Intermediate Clerical Assistant	Substitute	\$22.561 hourly	28.1	01/31/2025
Schwab, Donna	District Receptionist	Substitute	\$24.279 hourly	31.1	01/31/2025
Schwab, Donna	School Office Clerk	Substitute	\$22.561 hourly	28.1	01/31/2025

**APPROVE PROMOTION**

In accordance with Merit System Rules 5.1 to 5.4:

<b><u>NAME</u></b>	<b><u>POSITION PROMOTED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Opperd, Summer	Lead Behavior Instructional Assistant	District Wide	\$4,649.13 monthly	33.2	02/03/2025

**APPROVE SEPARATION**

In accordance with Merit System Rules 8.1 to 8.8:

<b><u>NAME</u></b>	<b><u>POSITION SEPARATED FROM</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Baker, Mary	Food Service Worker	Marine View	Retired	10/18/2011	06/13/2025
Cozart, Cody	Custodian	Hope View	Resigned	03/28/2024	01/29/2025
Derfuhs, Virginia	Instructional Assistant	Village View	Retired	10/16/1979	06/13/2025
Hapke, Kathleen	Universal Instructional Assistant	Star View	Retired	09/29/2008	06/13/2025
Milby, Danielle	School Health Technician	Golden View	Resigned	02/05/2024	02/07/2025
Miller, Kathleen	Food Service Worker	Marine View	Retired	10/01/2010	06/13/2025
Powar, Rekha	Early Learning Educator	Oak View Preschool	Retired	03/03/2003	06/30/2025
Quezada, Araceli	Instructional Assistant – ABA	College View	Retired	06/04/2012	06/13/2025
Tran, Thai	Noon Duty Supervisor	Star View	Resigned	04/22/2024	01/23/2025
Yates, Jeanelle	Instructional Assistant – ABA	Hope View	Resigned	02/20/2024	04/02/2025

\*This is a single step, entry level, 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:** March 20, 2025

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

	Position	Open Positions
1	ALC Attendant	1
2	Child Care Program Facilitator	2
3	Custodian	1
4	Database Analyst	1
5	Early Learning Educator	2
6	Early Learning Instructional Assistant	1
7	Groundskeeper I	1
8	Maintenance HVAC Mechanic	1
9	Instructional Assistant - ABA	19
10	Lead Payroll Technician	1
11	Noon Duty Supervisor	12
12	Parent Liaison – Instructional Assistant Bilingual	1
13	Personnel Analyst	1
14	Sprinkler Mechanic	1
15	Universal Instructional Assistant	1
	<b>Total</b>	<b>46</b>

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**Recommendation**

The 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:** Michelle Eifert  
Personnel Assistant

**DATE:** March 20, 2025

**SUBJECT: Agenda Item No.12E: ADVANCE STEP PLACEMENT NOTIFICATIONS**

---

## Background Information

Below are advance step placements that have been authorized by the Executive Director, Human Resources since the last meeting of the Personnel Commission.

Employee	Classification	Step	Justification	Effective Date
Mirella Domingues Price	Instructional Assistant – ABA	2	Has over one year of hands-on experience as an ABA aide in a school district environment. Has a Bachelor’s Degree in Physical Education.	2/27/2025
Katherine Thomas	Food Service Worker	2	Has over two years of prior experience as a food service worker in a school district environment.	2/27/2025

## Recommendation

The 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.  
Executive Director, Human Resources

**DATE:** March 20, 2025

**SUBJECT: Agenda Item No.13 – NEW CLASSIFICATION: ASSOCIATE PERSONNEL ANALYST**

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## Background Information

The next step in the reorganization of the Human Resources Department is to create the proposed new classification, Associate Personnel Analyst. This new position will create a career path within the department. This new classification would have lower education and experience requirements than the current Personnel Analyst.

Attached is the proposed job description to establish the classification of Associate Personnel Analyst. You will notice that the modifications were made to the current Personnel Analyst job description so that the differences between the two positions can be easily noted.

A market study was conducted in October 2024 to gather data to make a recommendation for salary placement. There are not any other benchmark districts that have an Associate Personnel Analyst, so we needed to broaden our search. Keeping in mind our internal alignment within the department, a recommendation based on the duties, market, and internal alignment is to place the Associate Personnel Analyst on the Classified Bargaining Unit Salary Schedule at Range 41 (\$5,387.45 – \$6,565.16).

The Personnel Analyst position will remain vacant at this time. When the time comes for the District to recruit for the Personnel Analyst position, staff will do a market study to see the proper salary placement based on internal alignment and the current market.

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## Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission discuss, review, and approve the proposed new classification and job description of Associate Personnel Analyst; recommend to the Board of Trustees that the salary be placed at Range 41, on the Classified Bargaining Unit Salary Schedule, effective March 21, 2025; and approve that the position shall be eligible for overtime compensation in accordance with Education Code 45128.

**Attachments:** Job Description, Associate Personnel Analyst, dated 3/20/25  
Classified Bargaining Unit Salary Schedule Draft



## Associate Personnel Analyst

### **JOB SUMMARY:**

Under general direction of the Executive Director, ~~Classified Personnel~~, ~~performs job analyses and performs increasingly independent personnel work related to classified recruitment, test development, classification, compensation and other personnel studies; leads the work of employees that are working on classified recruitment and onboarding; develops job related examinations; performs classification studies, job description reviews and compensation surveys; oversees all classified employee transactions; independently performs difficult technical tasks and duties to assist in the administration of a comprehensive and diversified Merit System personnel program~~ human resources for classified employees in a Merit System District.

### **CLASS CHARACTERISTICS:**

The Associate Personnel Analyst is a lead position within the department performing the analyst duties on the routine recruitments. The expectation is that the incumbent will receive experience and training that will enable them to eventually take on all the responsibilities of a Personnel Analyst.

The Personnel Analyst classification has significant responsibility for performing professional analytical, specialized, and technical personnel work in developing classified employment exams, performing classification studies and job description reviews, conducting salary studies, preparing the data used in negotiations and for recommending salaries for new and existing classifications. ~~This position works independently and oversees the proper employment processing of classified employees, including salary placement and documentation, and the entry of all classified employees on the County Payroll in accord with District and Merit System rules, regulations and procedures.~~ This position is pivotal in facilitating the District's classified employment program and the efficient daily operations of the ~~Classified Personnel Office.~~ Human Resources Department.

### **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**

- Study and coordinate recruitment needs, plan, and assist to develop classified employee selection processes including: development of the selection plan, determining, developing and preparing the selection instruments, establishing exam weighting, and validating the competitive examinations to fill District classified staffing needs;
- ~~Conduct job analyses and interviews with administrators, department heads, supervisors and incumbents to identify levels of skill, knowledge and ability to develop job related examinations for existing and proposed job classifications;~~

- Review examinations and exam materials with subject matter experts to verify appropriateness and document findings;
- Score and validate classified examinations, conducting post-test analyses to determine if the test and test item(s) are performing appropriately to determine levels of competence, skills, knowledge and abilities; revises test questions as necessary;
- ~~Conduct~~ Assist classification studies and job description reviews, ~~prepare written recommendations and when approved for placement on Commission agendas~~ respond to questions as appropriate;
- Perform comparative salary surveys, salary audits and studies; establish study design, collect, compile, analyze and prepare the final presentation of the survey data;
- ~~Prepare and/or~~ Assist in preparing class specifications for new classes or classes being revised;
- Answer questions from administrators, employees and the public to explain and interpret Merit System and personnel procedures associated with hiring, employment, promotion, discipline, transfer, layoff, evaluation and professional growth;
- Perform a wide variety of clerical tasks associated with record keeping of personnel transactions, including: receive and process personnel requisitions; maintain personnel records and files to document assignment changes, substitute or temporary assignments, terminations and effecting general and special salary increases; prepare a wide variety of documents and reports;
- Input, access, develop and oversee maintenance of the classified employee data base; retrieve information for routine and special reports as required;
- ~~Prepare required correspondence and documentation for purposes of effecting layoffs of classified employees,~~ Advise employees of their rights and ensure the Layoff Reemployment List takes priority in filling vacancies in affected classifications.

#### **Other Related Duties**

- Coordinate distribution and timely completion of classified employee evaluations;
- Coordinate the Professional Growth program for classified employees;
- Assist the Director in keeping Merit Rules and procedures current by identifying areas of concern and suggesting possible solutions;
- Provide classified employment verifications;
- Assist in receiving and screening applications for employment to ensure meeting of minimum requirements;
- May assist in administering classified examinations;
- May assist in processing employment documentation and answering questions of newly hired classified employees;
- Assist in maintaining eligibility, promotion, transfer, reinstatement, and other personnel lists.

#### **SUPERVISION:**

General direction is received from the Executive Director Human Resources Director, ~~Classified Personnel~~. Provide leadership and/or guidance and direction to subordinate positions assigned to the ~~Classified Personnel Office~~ Human Resources Department.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Principles, purposes, functions, policies and practices of public personnel administration;

- Techniques and methods used in the development, administration, scoring and validation of selection processes;
- ~~Techniques and methods used in conducting classification and compensation studies;~~
- Laws, rules, regulations, procedures related to recruitment, selection, retention of classified employees in a Merit System school district;
- ~~Statistical analysis and mathematical calculations used in validating employment examinations;~~
- Modern office methods, procedures, terms, equipment used in a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Business office telephone techniques and etiquette.

**Ability to:**

- Perform analytical and specialized duties related to personnel activities;
- Understand, read, interpret, apply, explain laws/codes, and policies and procedures, Administrative Regulations, Board Policies, Merit System Rules, and Classified Collective Bargaining Agreement and verbal directions to specific situations requiring good judgement, tact, and poise;
- Compose correspondence and written material independently;
- Identify knowledge, skills and abilities required to succeed in a wide variety of occupational classifications, integrating same into appropriate testing vehicles;
- Analyze positions identifying key components in order to make classification, salary allocation and reallocation recommendations;
- Collect, analyze and interpret data and prepare compensation surveys and/or classification and compensation recommendations and reports;
- Work cooperatively, effectively, efficiently with and provide quality customer service to co-workers, administrators, employee representatives, the public and others;
- Work accurately and independently, making sound, reasoned decisions and recommendations;
- Effectively and efficiently develop and maintain records and files ensuring the security of information;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, data base, E-mail and internet computer applications;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Maintain security and confidentiality of privileged and sensitive information;
- Perform mathematical calculation to determine test scores accurately;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff;
- Communicate clearly and concisely.

**EMPLOYMENT STANDARDS:**

**Education:**

- Graduation from high school or equivalent.

- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience or equivalent work experience.

**Experience:**

- ~~Four (4)~~ Two (2) years of successful personnel experience involving recruitment and/or classification functions preferably in a California Merit System School District.

**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, and being subject to frequent interruptions

**Physical Demands:**

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

**SALARY RANGE**

Range 41

Classified Bargaining Unit

Classification Adopted 11/14/2024 (Proposed)

**OCEAN VIEW SCHOOL DISTRICT  
2024-2025 Classified Bargaining Unit Range Placement**

<u>Salary Range</u>		<u>Salary Range</u>	<u>INSTRUCTIONAL SERIES (Continued)</u>
35	<b>ACCOUNTING SERIES</b>	30	Early Learning Associate Educator
37	Program Account Specialist	33	Early Learning Educator
40	Accounting Technician	33	Lead Behavior Instructional Assistant
40	Payroll Technician	34	Speech and Language Assistant
44	Senior Accounting Technician		
45	Lead Payroll Technician	<b>LIBRARY/MEDIA SERIES</b>	
48	Financial Analyst	27	School Library Specialist
	Accountant	34	Library/Instructional Materials Technician
18	<b>CHILD CARE SERIES</b>		<b>MAINTENANCE SERIES</b>
32	Child Care Attendant	28	Maintenance/Grounds Helper
34	Child Care Program Facilitator	33	Maintenance Worker
	Lead Child Care Facilitator	37	Flooring Repair Worker
		37	Skilled Maintenance Worker
		40	Locksmith
23	<b>CLERICAL SERIES</b>	40	Painter
24	Clerical Assistant	41	Maintenance Carpenter/Cabinetmaker
28	Clerical Assistant - Bilingual	41	Maintenance Electrician
28	Intermediate Clerical Assistant	41	Maintenance Plumber
28	School Office Clerk	45	Maintenance Heating, Ventilation & Air
29	Intermediate Clerical Assistant-Bilingual		Conditioning Mechanic
29	School Office Clerk-Bilingual		Facilities Planner/Coordinator
31	District Receptionist	50	
31	Clerical Specialist		
32	Clerical Specialist-Bilingual		<b>NETWORK/COMMUNICATIONS SERIES</b>
33	Translator/Interpreter	37	Field Service Technician
		39	Data and Assessment Technician
		40	Information Technology Support Specialist
28	<b>CUSTODIAL SERIES</b>	45	Audiovisual Technician
30	Custodian	45	Computer/Multimedia Technician
32	Lead Evening Custodian	47	Database Analyst
	Head Custodian	47	Network Systems Specialist
		50	Network Systems Manager
31	<b>DELIVERY SERIES</b>		<b>PRINTING SERIES</b>
37	Delivery Worker		Reprographic Technician
	Storekeeper		Lead Reprographic Technician
		33	
		36	
18	<b>FOOD AND NUTRITION SERVICES SERIES</b>		<b>PURCHASING SERIES</b>
21	Food Service Worker		Senior Purchasing Clerk
24	Lead Food Service Worker		Buyer
24	Cook	34	
27	Central Kitchen Lead Food Service Worker	38	
31	<b>GROUNDS SERIES</b>		<b>SECRETARIAL SERIES</b>
33	Groundskeeper I	35	Program Support Specialist
34	Grounds Equipment Operator	36	Department Secretary
35	Groundskeeper II	36	School Office Manager
35	Grounds Maintenance Worker	37	Department Secretary-Bilingual
37	Sprinkler Mechanic	37	School Office Manager-Bilingual
39	Lead Groundskeeper	40	Administrative Secretary
26	<b>HEALTH SERIES</b>		<b>SPECIAL PROGRAM SERIES</b>
	School Health Technician	19	Alternative Learning Center Attendant
		23	Parent Liaison Instructional Assistant-Bilingual
		25	Campus Safety Supervisor
36	<b>HUMAN RESOURCE SERIES</b>	25	Parent Educator-Bilingual
36	Personnel Technician	31	Community Liaison-Bilingual
39	Human Resources Technician	38	Public Information Assistant
39	Benefits & Workers' Compensation Specialist		
40	Personnel Assistant		
41	Human Resources Analyst		
41	Personnel Analyst		
41	Associate Personnel Analyst		
21	<b>INSTRUCTIONAL SERIES</b>		<b>TRANSPORTATION SERIES</b>
22	Instructional Assistant	35	Driver Instructor
22	Instructional Assistant-Bilingual	36	Mechanic Assistant
22	Universal Instructional Assistant	37	Bus Driver/Utility Worker
23	Early Learning Instructional Assistant	38	Transportation Dispatcher
23	Instructional Assistant-Computer I	42	Mechanic
23	Instructional Assistant - English Learner	45	Lead Mechanic
23	Instructional Assistant-Farm Facility		
24	Early Learning Instructional Assistant - Bilingual		
24	Instructional Assistant - Special Education		
25	Instructional Assistant-Physical Education		
27	Instructional Assistant-Adapted Physical Education		
27	Instructional Assistant-Computer II		
27	Instructional Assistant-Severely Disabled		
28	Instructional Assistant-Applied Behavior Analysis (ABA)		

**Salaries:**

\* 0.5% Across the Board Salary Increase effective 2/1/2024, approved by Board of Trustees 5/14/2024.

**Longevity:**

• 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and Board of Trustees approved on 11/4/14.

Schedule updated 10/22/2024

**OCEAN VIEW SCHOOL DISTRICT**  
Classified Bargaining Unit  
Master Salary Schedule  
2024-2025

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
18	3,053.69	17.617	3,208.74	18.512	3,370.29	19.444	3,541.75	20.433	3,720.96	21.467
19	3,128.69	18.050	3,287.72	18.968	3,454.67	19.931	3,629.74	20.941	3,813.46	22.001
20	3,208.74	18.512	3,370.29	19.444	3,541.75	20.433	3,720.96	21.467	3,910.65	22.561
21	3,287.72	18.968	3,454.67	19.931	3,629.74	20.941	3,813.46	22.001	4,006.55	23.115
22	3,370.29	19.444	3,541.75	20.433	3,720.96	21.467	3,910.65	22.561	4,106.08	23.689
23	3,454.67	19.931	3,629.74	20.941	3,813.46	22.001	4,006.55	23.115	4,208.31	24.279
24	3,541.75	20.433	3,720.96	21.467	3,910.65	22.561	4,106.08	23.689	4,314.52	24.891
25	3,629.74	20.941	3,813.46	22.001	4,006.55	23.115	4,208.31	24.279	4,421.42	25.508
26	3,720.96	21.467	3,910.65	22.561	4,106.08	23.689	4,314.52	24.891	4,533.58	26.155
27	3,813.46	22.001	4,006.55	23.115	4,208.31	24.279	4,421.42	25.508	4,649.13	26.822
28	3,910.65	22.561	4,106.08	23.689	4,314.52	24.891	4,533.58	26.155	4,764.53	27.488
29	4,006.55	23.115	4,208.31	24.279	4,421.42	25.508	4,649.13	26.822	4,881.72	28.164
30	4,106.08	23.689	4,314.52	24.891	4,533.58	26.155	4,764.53	27.488	5,004.86	28.874
31	4,208.31	24.279	4,421.42	25.508	4,649.13	26.822	4,881.72	28.164	5,129.63	29.594
32	4,314.52	24.891	4,533.58	26.155	4,764.53	27.488	5,004.86	28.874	5,256.92	30.328
33	4,421.42	25.508	4,649.13	26.822	4,881.72	28.164	5,129.63	29.594	5,387.45	31.081
34	4,533.58	26.155	4,764.53	27.488	5,004.86	28.874	5,256.92	30.328	5,522.86	31.863
35	4,649.13	26.822	4,881.72	28.164	5,129.63	29.594	5,387.45	31.081	5,660.96	32.659
36	4,764.53	27.488	5,004.86	28.874	5,256.92	30.328	5,522.86	31.863	5,802.68	33.477
37	4,881.72	28.164	5,129.63	29.594	5,387.45	31.081	5,660.96	32.659	5,948.18	34.316
38	5,004.86	28.874	5,256.92	30.328	5,522.86	31.863	5,802.68	33.477	6,099.81	35.191
39	5,129.63	29.594	5,387.45	31.081	5,660.96	32.659	5,948.18	34.316	6,249.28	36.054
40	5,256.92	30.328	5,522.86	31.863	5,802.68	33.477	6,099.81	35.191	6,405.60	36.955
41	5,387.45	31.081	5,660.96	32.659	5,948.18	34.316	6,249.28	36.054	6,565.16	37.876
42	5,522.86	31.863	5,802.68	33.477	6,099.81	35.191	6,405.60	36.955	6,729.05	38.821
43	5,660.96	32.659	5,948.18	34.316	6,249.28	36.054	6,565.16	37.876	6,897.45	39.793
44	5,802.68	33.477	6,099.81	35.191	6,405.60	36.955	6,729.05	38.821	7,070.89	40.794
45	5,948.18	34.316	6,249.28	36.054	6,565.16	37.876	6,897.45	39.793	7,250.10	41.828
46	6,099.81	35.191	6,405.60	36.955	6,729.05	38.821	7,070.89	40.794	7,428.06	42.854
47	6,249.28	36.054	6,565.16	37.876	6,897.45	39.793	7,250.10	41.828	7,613.22	43.922
48	6,405.60	36.955	6,729.05	38.821	7,070.89	40.794	7,428.06	42.854	7,804.88	45.028
49	6,565.16	37.876	6,897.45	39.793	7,250.10	41.828	7,613.22	43.922	8,000.86	46.159
50	6,729.05	38.821	7,070.89	40.794	7,428.06	42.854	7,804.88	45.028	8,200.81	47.312