



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, April 24, 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, APRIL 24, 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 March 20, 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 March 20, 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 5-17
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 existing job descriptions:

1. Information Technology Support Specialist

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: 2024-73 Groundskeeper I
- Ratify: 2024-74 Child Care Program Facilitator
- Ratify: 2024-75 Noon Duty Supervisor
- Ratify: 2024-76 Universal Instructional Assistant
- Ratify: 2024-77 Early Learning Educator
- Ratify: 2024-78 Noon Duty Supervisor
- Ratify: 2024-79 Universal Instructional Assistant
- Ratify: 2024-80 Instructional Assistant – ABA (ELOP)
- Ratify: 2024-81 Instructional Assistant – ABA
- Ratify: 2024-82 Director, Fiscal Services

CONSENT CALENDAR CONTINUED:

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:

- March 11, 2025
- March 25, 2025

D. CLASSIFIED RECRUITMENT UPDATE:

E. ADVANCE STEP PLACEMENT NOTIFICATIONS:

There are no Advance Step Placement notifications to present to the Commission at this time.

COMMISSION BUSINESS

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <p>13. PROPOSED PERSONNEL COMMISSION BUDGET 2025-2026 – PRELIMINARY DRAFT – FIRST READING AND DISCUSSION: The Personnel Commission will receive the Executive Director’s recommendation to review and discuss the preliminary budget of the Personnel Commission for the fiscal year 2025-2026, for a first reading and discussion.</p> | <p>FIRST READING & DISCUSSION Pages 18-25</p> |
| <p>14. PROPOSED NEW CLASSIFICATION OF LEAD INFORMATION TECHNOLOGY SUPPORT SPECIALIST: The Personnel Commission will receive the Executive Directors’ recommendation to discuss and approve the proposed new classification of Lead Information Technology Support Specialist and recommend to the Board of Trustees that the salary be placed at Salary Range 43 on the Classified Bargaining Unit Salary Schedule.</p> | <p>ACTION Pages 26-30</p> <p>Moved: ___ Second: ___ Vote: ___</p> |

OTHER COMMUNICATIONS

- 15. 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.
- 16. COMMISSIONER REPORTS**
- 17. EXECUTIVE DIRECTOR AND STAFF REPORTS**

18. 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 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
March 20, 2025

CALL TO ORDER The March 20, 2025, Regular Closed Session meeting of the Personnel Commission was called to order at 3:45 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 February 13, 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. Executive Director, Human Resources evaluation

ADJOURNMENT Motion by Commissioner Bidnick to adjourn the March 20, 2025, Closed Session Meeting at 4:25 p.m.

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

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
March 20, 2025
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the March 20, 2025, Regular Personnel Commission Meeting to order at 4:30 p.m.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were present.
- STAFF MEMBERS PRESENT** Dr. Scott Jensen, Executive Director, Human Resources; Lorena Aceves, Human Resources Administrator; Michelle Eifert, Personnel Assistant; Janet Barajas, Administrative Assistant; Diana Flores, Personnel Technician.
- 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 Gooch to approve the minutes of the February 13, 2025, Regular Personnel Commission meeting.

Seconded by Commissioner Bidnick and carried with a 3:0 vote.
- CONSENT CALENDAR** The following items were received on the Consent Calendar.
- A. Job Description Review and Revisions
 - 1. Director, Fiscal Services
 - 2. District Receptionist
 - 3. Executive Assistant

 - B. Recruitment and Testing – Eligibility Lists
 - 2024-64 Instructional Assistant – ABA
 - 2024-65 Mechanic
 - 2024-66 Noon Duty Supervisor
 - 2024-67 Instructional Assistant – ABA
 - 2024-68 Maintenance HVAC Mechanic
 - 2024-69 Noon Duty Supervisor
 - 2024-70 Early Learning Instructional Assistant
 - 2024-71 Instructional Assistant – ABA
 - 2024-72 ALC Attendant

 - C. Classified Activity Lists
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of February 11, 2025, and February 25, 2025.

MINUTES OF THE MARCH 20, 2025 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

- 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 Executive Director's notifications of advance step placement.

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**PROPOSED NEW
CLASSIFICATION –
ASSOCIATE
PERSONNEL
ANALYST**

Dr. Jensen stated that the next step in the reorganization of the Human Resources department is creating the proposed new classification of Associate Personnel Analyst. This new position will create a career path within the department. The new position has lower education and experience requirements than the current position of Personnel Analyst.

Motion by Commissioner Gooch to approve the proposed new classification – Associate Personnel Analyst.

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 and Commissioner Gooch had nothing to report.

Commissioner Ewing announced that the next two meetings of the Personnel Commission will need to be rescheduled. The new meeting dates are scheduled for April 24, 2025 and May 22, 2025.

**DIRECTOR AND
STAFF REPORTS**

Dr. Jensen welcomed back Dr. Carol Hansen, former Superintendent, who has returned to assist in the Human Resources department and provide support while a recruitment is conducted for a new Assistant Superintendent of Human Resources. Dr. Jensen has now transitioned back to his role as Executive Director.

He also shared that he just returned from the CSPCA Conference in Napa, California, where he was able to participate in some great breakout sessions and find out what other districts are doing in the world of classified human resources. Next year's conference will be held in San Diego, and he hopes that the Commissioners will be able to attend with him.

Michelle Eifert shared that she had recently become a great aunt and is looking forward to meeting her new great nephew.

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 4:39 p.m.

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

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

DATE: April 24, 2025

SUBJECT: **Agenda Item No. 12-A-1: Job Description Revision: Information Technology Support Specialist**

Background Information

Due to the resignation of the Database Analyst, the Information Technology Department has proposed some reorganization within the department. The Department would like to create a career ladder, within the department, for future development. The proposed revisions to this classification are in anticipation of the approval by the Personnel Commission of the new classification of Lead Information Technology Support Specialist. Revised education requirements are also being recommended.

A draft of the job description reflecting the changes is attached. The items being deleted are noted with a ~~strikeout~~ and the items being added are underlined.

Staff has notified CSEA of these recommended changes. Once the revisions are approved by the Personnel Commission, then CSEA will go through their approval process.

Recommendation

The Executive Director recommends that the Personnel Commission approve the proposed revisions to the Information Technology Support Specialist classification, effective April 25, 2025.



Information Technology Support Specialist

JOB SUMMARY:

Under general supervision of the Director of Information Technology, serves as an interface between technology users throughout the District and Information Technology staff. Serves as a specialist for the District's student information system (SIS i.e. AERIES) and the California state student demographic data system (i.e. State of California Longitudinal Pupil Achievement Data System – CALPADS); assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This single incumbent class is distinguished from other Information Technology classifications in that it is more project oriented with responsibility to assist the ~~Database Analyst~~ Lead Information Support Specialist with many State mandated timelines throughout the year as well as user interfaces and data transfers between the student information system and other applications.

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:

- Create and perform regular data validations in SIS to add/clean up essential student data in SIS;
- Assist the Database Analyst with regular data updates to/from SIS using other applications including but not limited to: Titan, Special Education Information System (SEIS), Illuminate, Clever, Raptor, Parent Square, Alexandria, and Peachjar;
- Maintain data transfers with SIS and troubleshoot problems with school sites and parents with the parent/teacher notification system (i.e. Parent Square);
- Help school and district staff understand proper SIS procedures to ensure the accuracy of data and troubleshoot problems; act as liaison by calling SIS vendor directly and interfacing with them when unable to solve a SIS problem for an Ocean View user;
- Create SIS queries and help others throughout the District create queries as needed from the SIS database; assist with using Microsoft Structured Query Language (SQL) Server and SQL Server Reporting Services (SSRS) to generate queries and reports for school and district data needs;
- Maintain student logins in SIS created by the Network Systems Manager for Preschool through 8th grade students as needed throughout the year for transfer to other applications; create and maintain SIS logins for middle school students;
- Maintain current staff data in SIS including emails as needed throughout the year for transfer to other applications;
- Perform regular updates published by SIS vendor to the SIS database; perform regular maintenance tasks for improved functionality of the system;

- Assist the ~~Database Analyst~~ Lead Information Support Specialist with data validations for state student demographic data reports using the SIS database which are necessary for the accuracy of reports including but not limited to: CALPADS Fall 1, CALPADS Fall 2, and CALPADS End Of Year State Reports;
- Assist the Local Educational Agency (LEA) Contact for Ocean View School District with various responsibilities of maintaining state student demographic data report information for the assigning of Statewide Student Identification (SSID) numbers for all incoming students, resolving anomalies as well as performing weekly reconciliation with the state student demographic database; this information is necessary for systems including but not limited to: CALPADS state reports, English Language Proficiency Assessments for California (ELPAC) testing, California Assessment of Student Performance and Progress (CAASPP), Smarter Balanced Testing and Special Education Testing/Placement/Services;
- Other duties as required to assist with Information Technology needs.

Other Related Duties

- May interact with outside vendors who are providing required services when troubleshooting problems.

SUPERVISION:

Receives general supervision from the Director of Information Technology. Not responsible for direct supervision of other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment;
- Modern office practices, procedures, terms, and equipment including proficient knowledge of Microsoft word processing, spreadsheet, presentation, database, email, and internet computer applications;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Standard record keeping, filing systems, and procedures;
- English usage, spelling, grammar, punctuation, vocabulary, and skills in proofreading;
- Letter, report, and agenda preparation methods.

Ability to:

- Rapidly learn the SIS database (i.e. AERIES), the state student demographic data system (i.e. CALPADS), and various application software (including but not limited to Clever, SEIS, Titan, Alexandria, Parent Square) for maintaining student enrollment data and for the assigning of SSID numbers for all incoming students;
- Develop SIS queries to retrieve pertinent student and personnel information from the District database;
- Learn Microsoft SQL (Structured Query Language) and BI (Business Intelligence) tools such SQL Server Reporting Services (SSRS) to extract data and generate reports;
- Learn methods of effectively assisting users in troubleshooting software packages and how to communicate effectively with users to determine, diagnose, and assist in resolving hardware/software problems or referring the problem to the appropriate technician;
- Troubleshoot student information database, Microsoft, and other software applications;

- Review, check, verify the accuracy of data;
- 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;
- 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;
- College coursework or technical training in computer science, information technology, or computer programming;
- ~~Associate degree in computer science/technology, programming, or a related field from a recognized college or university OR equivalent technical training from a recognized trade school may be substituted for one (1) year of the required experience.~~

Experience:

- Two (2) years of increasingly responsible technical or secretarial experience, including maintaining and processing data and query reports, preferably for an administrator in an information technology or information systems environment;
- Experience in an educational environment using student database information/management systems 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.

Physical Demands:

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.

Work Environment:

Uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

SALARY RANGE

Range 40

Classified Bargaining Unit Salary Schedule

New classification adopted by Personnel Commission 6/17/10

Classification Revisions Effective 3/10/11

Classification reactivated 11/9/23

Proposed Revisions 4/24/25

Information Technology Support Specialist

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OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 24, 2025

SUBJECT: **Agenda Item No. 12-B: ELIGIBILITY LISTS**

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: 2024-73 | Groundskeeper I |
| Ratify: 2024-74 | Child Care Program Facilitator |
| Ratify: 2024-75 | Noon Duty Supervisor |
| Ratify: 2024-76 | Universal Instructional Assistant |
| Ratify: 2024-77 | Early Learning Educator |
| Ratify: 2024-78 | Noon Duty Supervisor |
| Ratify: 2024-79 | Universal Instructional Assistant |
| Ratify: 2024-80 | Instructional Assistant – ABA (ELOP) |
| Ratify: 2024-81 | Instructional Assistant – ABA |
| Ratify: 2024-82 | Director, Fiscal Services |

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-73 through 2024-82.

ELIGIBILITY LISTS

Page 2

| List No. | Classification | Recruitment and Testing Statistics | No. of Ranks | No. of New/ Merged Eligibles | List Type |
|----------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|------------------------------|
| 2024-73 | Groundskeeper I | No. of Applicants 30 Screened Out 2 Written Exam Test Date 2/26/2025 No Show/ Withdrew 14 Did Not Qualify 2 Oral Exam Test Date 3/11/2025 No Show/ Withdrew 2 Did Not Qualify 0 | 8 | 10 | Open & Promotional |
| 2024-74 | Child Care Program Facilitator | No. of Applicants 9 Screened Out 0 Written Exam Test Date Waived No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date 3/4/2025 No Show/ Withdrew 5 Did Not Qualify 0 | 2 | 2 | Open & Promotional |
| 2024-75 | Noon Duty Supervisor | No. of Applicants 3 Screened Out 0 Written Exam Test Dates 3/7/2025 No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A | 2 | 5 | Open, Promotional, and Merge |
| 2024-76 | Universal Instructional Assistant | No. of Applicants 24 Screened Out 0 Written Exam Test Dates 3/7/2025 No Show/ Withdrew 6 Did Not Qualify 2 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A | 1 | 38 | Open, Promotional, and Merge |
| 2024-77 | Early Learning Educator | No. of Applicants 9 Screened Out 5 Written Exam Test Date Waived No Show/ Withdrew 2 Did Not Qualify 0 Oral Exam Test Date 3/4/2025 No Show/ Withdrew 0 Did Not Qualify 1 | 1 | 1 | Open & Promotional |
| 2024-78 | Noon Duty Supervisor | No. of Applicants 4 Screened Out 0 Written Exam Test Date 3/26/2025 No Show/ Withdrew 1 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A | 2 | 6 | 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 |
|-----------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------|------------------------------|
| 2024-79 | Universal Instructional Assistant | No. of Applicants 8 Screened Out 0 Written Exam Test Dates 3/26/2025 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A | 1 | 42 | Open, Promotional, and Merge |
| 2024-80 | Instructional Assistant – ABA (ELOP) | No. of Applicants 12 Screened Out 0 Written Exam Test Dates 3/7/2025 No Show/ Withdrew 1 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A | 1 | 11 | Open, Promotional, and Merge |
| 2024-81 | Instructional Assistant – ABA | No. of Applicants 7 Screened Out 0 Written Exam Test Dates 3/26/2025 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 3/26/2025 No Show/ Withdrew 2 Did Not Qualify 0 | 4 | 3 | Open & Promotional |
| 2024-82 | Director, Fiscal Services | No. of Applicants 6 Screened Out 1 Oral Exam Test Date 4/10/25 No Show/ Withdrew 0 Did Not Qualify 3 | 2 | 2 | Open & Promotional |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 24, 2025

SUBJECT: **Agenda Item No. 12-C: 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 March 11, 2025, (Exhibit A), and March 25, 2025, (Exhibit B).

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

Recommendation

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

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 11, 2025

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

| <u>NAME</u> | <u>POSITION HIRED INTO</u> | <u>SITE</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
|--------------------|---------------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| Custudio, Julie | School Health Technician | Golden View | \$21.467 hourly | 26.1 | 02/18/2025 |
| Durand, Kylee | Universal Instructional Assistant | Hope View | \$19.444 hourly** | 22.1 | 01/28/2025 |
| Early, Cally-Soth | Noon Duty Supervisor | Lake View | \$17.170 hourly | 1.1* | 02/11/2025 |
| Ertan, Mediha | Universal Instructional Assistant | College View | \$19.444 hourly** | 22.1 | 02/18/2025 |
| Gomez, Jazmin | Universal Instructional Assistant | College View | \$19.444 hourly** | 22.1 | 02/11/2025 |
| Green, Theresa | School Health Technician | Vista View | \$21.467 hourly | 26.1 | 02/19/2025 |
| Konieczny, William | Universal Instructional Assistant | Star View | \$19.444 hourly** | 22.1 | 02/13/2025 |
| Macedo, Jorge | Bus Driver/Utility Worker | Transportation | \$28.164 hourly | 37.1 | 02/25/2025 |
| Murray, Olivia | Universal Instructional Assistant | Hope View | \$19.444 hourly** | 22.1 | 02/21/2025 |
| Robinson, Khadijah | Lead Behavior Instructional Assistant | District Wide | \$25.508 hourly | 33.1 | 02/27/2025 |
| West, Dawn | Bus Driver/Utility Worker | Transportation | \$28.164 hourly | 37.1 | 02/24/2025 |

APPROVE REEMPLOYMENT

In accordance with Merit System Rules 8.5.2:

| <u>NAME</u> | <u>POSITION REEMPLOYED INTO</u> | <u>SITE</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
|----------------------|----------------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| Rodriguez, Francisco | Custodian | Hope View | \$26.136 hourly | 28.3 | 02/11/2025 |

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

| <u>NAME</u> | <u>POSITION REEMPLOYED INTO</u> | <u>STATUS</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
|--------------------|----------------------------------------|----------------------|----------------------|-------------------------------|----------------------------------|
| Adame, Brenda | School Health Technician | Substitute | \$21.467 hourly | 26.1 | 01/21/2025 |
| Carvalho, Bree | District Receptionist | Substitute | \$24.279 hourly | 31.1 | 02/25/2025 |
| Carvalho, Bree | School Office Clerk | Substitute | \$22.561 hourly | 28.1 | 02/25/2025 |
| Flores, Erick | Universal Instructional Assistant | Substitute | \$19.444 hourly** | 22.1 | 02/21/2025 |
| Frost, Madison | District Receptionist | Substitute | \$24.279 hourly | 31.1 | 02/25/2025 |
| Frost, Madison | School Office Clerk | Substitute | \$22.561 hourly | 28.1 | 02/25/2025 |
| Moore, Joshua | ALC Attendant | Substitute | \$22.00 hourly | 19.5 | 01/22/2025 |
| Perez, Nicolas | Custodian | Substitute | \$22.561 hourly | 28.1 | 01/14/2025 |
| West, Dawn | Bus Driver/Utility Worker | Substitute | \$26.164 hourly | 37.1 | 01/22/2025 |

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 11, 2025

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> |
|---------------------|--------------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| Campbell, James | Mechanic | Transportation | \$5,802.68 monthly | 42.2 | 02/18/2025 |
| McDonald, Kyndal | Universal Instructional Assistant | Hope View | \$19,444 hourly** | 22.1 | 02/03/2025 |
| Romero Rascon, Flor | Department Secretary – Bilingual | District Office | \$5,387.45 monthly | 37.3 | 02/20/2025 |

APPROVE RECLASSIFICATION

In accordance with Merit System Rule 3.3:

| <u>NAME</u> | <u>POSITION RECLASSIFIED INTO</u> | <u>SITE</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
|--------------------|------------------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| Mendoza, Valerie | Department Secretary - Bilingual | Transportation | \$6,483.52 monthly | 37.5 | 02/14/2025 |

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> |
|-------------------------|--------------------------------------------|--------------------|----------------------|----------------------------------|----------------------------------|
| Branson, Shyla | Instructional Assistant-Physical Education | Multiple Sites | Resigned | 09/05/2023 | 06/13/2025 |
| Carr, Rebecca | School Health Technician | Star View | Resigned | 09/04/2018 | 03/11/2025 |
| Golden, Timothy | Director, Fiscal Services | District Office | Resigned | 09/15/2021 | 03/07/2025 |
| Johancsik, Jody | Director, Purchasing | District Office | Retired | 11/06/1989 | 06/30/2025 |
| Kowalski-Smith, Kathryn | Instructional Assistant--Severely Disabled | College View | Retired | 03/24/2009 | 06/13/2025 |
| Martinez, Lina | School Office Clerk | Harbour View | Retired | 02/06/2009 | 06/17/2025 |
| Mikhael, Merit | Instructional Assistant – ABA | Westmont Preschool | Resigned | 02/12/2025 | 02/13/2025 |
| Rivera, Cecilia | Universal Instructional Assistant | Harbour View | Resigned | 09/17/2020 | 02/20/2025 |

*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
Huntington Beach, California
Classified Personnel
March 25, 2025

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

| <u>NAME</u> | <u>POSITION HIRED INTO</u> | <u>SITE</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
|---------------------------|-----------------------------------|------------------------|----------------------|-------------------------------|----------------------------------|
| Alger, Michelle | Universal Instructional Assistant | Harbour View | \$19,444 hourly** | 22.1 | 03/04/2025 |
| Brambila, Kathleen | Noon Duty Supervisor | Marine View | \$17,170 hourly | 1.1* | 03/04/2025 |
| Cisneros Perez, Nallely | Noon Duty Supervisor | Hope View | \$17,170 hourly | 1.1* | 02/27/2025 |
| Domingues Price, Mirella | Instructional Assistant – ABA | Hope View | \$22,561 hourly | 28.1 | 03/03/2025 |
| Garcia, Alan | Universal Instructional Assistant | Hope View | \$19,444 hourly** | 22.1 | 03/12/2025 |
| Grant, Laurie | Instructional Assistant – ABA | Lake View | \$22,561 hourly | 28.1 | 03/11/2025 |
| Guerrero, Sofia | Instructional Assistant – ABA | Harbour View | \$22,561 hourly | 28.1 | 02/27/2025 |
| Hernandez, Erica | Instructional Assistant – ABA | College View Preschool | \$22,561 hourly | 28.1 | 02/27/2025 |
| Pohl, Carissa | Noon Duty Supervisor | Westmont | \$17,170 hourly | 1.1* | 03/03/2025 |
| Romero, Megan | Universal Instructional Assistant | Hope View | \$19,444 hourly** | 22.1 | 02/27/2025 |
| Sanchez, Raquel | Instructional Assistant – ABA | Hope View | \$22,561 hourly | 28.1 | 03/10/2025 |
| Yalcindag Atalay, Yasemin | Noon Duty Supervisor | Hope View | \$17,170 hourly | 1.1* | 02/21/2025 |

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

| <u>NAME</u> | <u>POSITION REEMPLOYED INTO</u> | <u>STATUS</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
|--------------------------|----------------------------------------|----------------------|----------------------|-------------------------------|----------------------------------|
| Andrade, Jennifer | Food Service Worker | Substitute | \$17,618 hourly | 18.1 | 03/04/2025 |
| Andrade, Jennifer | Cook | Substitute | \$20,434 hourly | 24.1 | 03/04/2025 |
| Arroyo, Elizabeth | Food Service Worker | Substitute | \$17,618 hourly | 18.1 | 03/07/2025 |
| Bachelier, Alissa | Food Service Worker | Substitute | \$17,618 hourly | 18.1 | 03/11/2025 |
| Bachelier, Alissa | Cook | Substitute | \$20,434 hourly | 24.1 | 03/11/2025 |
| Bakhit, Asomine | Food Service Worker | Substitute | \$17,618 hourly | 18.1 | 02/25/2025 |
| Domingues Price, Mirella | Universal Instructional Assistant | Substitute | \$19,444 hourly** | 22.1 | 03/03/2025 |
| Gama, Lucia | Early Learning Educator | Substitute | \$25,508 hourly | 33.1 | 03/10/2025 |
| Gomez, Vincent | Campus Safety Supervisor | Substitute | \$20,941 hourly | 25.1 | 03/05/2025 |
| Gonzales, Daniel | Cook | Substitute | \$20,434 hourly | 24.1 | 03/11/2025 |
| Moxley, Anthony | Cook | Substitute | \$20,434 hourly | 24.1 | 03/07/2025 |

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 25, 2025

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> |
|--------------------|--------------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| McIntire, Dillan | Instructional Assistant – ABA | Hope View | \$22,561 hourly | 28.1 | 03/10/2025 |

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> |
|--------------------|---------------------------------------------|--------------------|----------------------|----------------------------------|----------------------------------|
| Brady, Mackenzie | Instructional Assistant – ABA | Hope View | Resigned | 10/11/2024 | 03/17/2025 |
| Coble, Michele | Instructional Assistant – Severely Disabled | Marine View | Exhausted Leave | 09/23/2013 | 03/01/2025 |
| Konieczny, William | Universal Instructional Assistant | Star View | Resigned | 02/13/2025 | 03/07/2025 |
| Parandi, Ali | Instructional Assistant – ABA | Hope View | Resigned | 09/04/2024 | 03/07/2025 |

*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: April 24, 2025

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

| | Position | Open Positions | Written Exam | Oral Exam | Final Interview |
|----|----------------------------------------|----------------|---------------------------|------------------|-----------------|
| 1 | Child Care Program Facilitator | 2 | Degree Waiver | Spark Hire | |
| 2 | Custodian | 2 | Eligibility List | Eligibility List | 4/11/2025 |
| 4 | District Receptionist | 1 | Remote - 3/31/2025 | 4/11/2025 | TBD |
| 5 | Early Learning Educator | 1 | Degree Waiver | Spark Hire | 4/7/2025 |
| 6 | Early Learning Instructional Assistant | 2 | 4/30/2025 | | |
| 7 | HVAC Mechanic | 1 | 4/9/2025 | Spark Hire | |
| 8 | Instructional Assistant - ABA | 21 | 4/30/2025 | | |
| 9 | Lead Payroll Technician | 1 | 4/7/2025, 4/17/2025 | Spark Hire | |
| 10 | Maintenance Worker | 1 | 4/9/2025 | 4/21/2025 | TBD |
| 11 | Noon Duty Supervisor | 11 | 4/9/2025 | | TBD |
| 13 | Program Support Specialist | 1 | Req not fully approved | | |
| 14 | School Office Clerk | 1 | 4/10/2025 | 4/29/2025 | TBD 25/26 |
| 15 | Sprinkler Mechanic | 1 | Open Until Filled | | |
| 16 | Universal Instructional Assistant | 1 | Continuous | | |
| | Total | 47 | | | |

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

DATE: April 24, 2025

**SUBJECT: Agenda Item No. 13: Proposed Personnel Commission Budget 2025-2026
Preliminary Draft – First Reading and Discussion**

Background Information

Education Code 45253 requires the Commission to prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district. A proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to a public hearing. A public hearing is then held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action.

As established by the Commission in 2002, each year the Vice-Chair of the Commission serves as the budget development liaison with the Director, Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Daniel P. Gooch, current Vice-Chair, is serving as the liaison this year for the 2025-26 Personnel Commission budget.

Process and Recommendation

In preparing this preliminary budget, staff worked with the Fiscal Services team to obtain information necessary to identify past expenditures and project future expenditures.

It is understood that we need to be good stewards of our resources. Therefore, staff reviewed all areas of the budget, in an attempt to keep discretionary spending as low as possible, meet the essential and minimal needs of the Commission, while maintaining prudent flexibility. This preliminary draft budget will meet the minimal needs of the Commission for the coming year while aligning with the district's budget goals and objectives.

Proposed Personnel Commission Budget – 2025-2026
Preliminary Draft – First Reading and Discussion
April 24, 2025
Page 2

Staff recommends that most line items remain the same to reflect the current and anticipated future expenditures. Increases are focused on necessary and essential areas within the discretionary budget and the salary lines include the mandatory salary step increases and statutory benefit increases for current staff. Staff will continue to be prudent, strategically planning all expenditures around the essential, necessary, and discretionary priority levels, to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year to support and build the District’s reserves.

The Preliminary Draft 2025-26 Annual Budget of the Personnel Commission is staff’s best estimate as to the minimum budget required to operate during the next fiscal year.

Attachments: Personnel Commission Preliminary Draft Budget 2025-2026
Education Code 45253

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Recommendation

Personnel Commission Vice-Chair Daniel P. Gooch and Executive Director, Dr. Scott Jensen recommend the Personnel Commission receive the Preliminary Draft 2025-2026 Annual Budget of the Personnel Commission for first reading and discussion.

It is further recommended that the Commission fully consider any expressed views on the budget and that a public hearing/adoption of the 2025-2026 budget be held at the next meeting of the Personnel Commission scheduled for May 22, 2025.

Education Code 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

| <u>Categories/Object Code</u> | | <u>2025-26 Proposed Budget</u> | <u>Comments/Rationale</u> |
|----------------------------------|------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Admin Supplies (4305) | | | |
| | Budgeted | \$4,000.00 | Continue - Supplies for storage of archived terminated files. Estimated expenditures through end of school year include replacing depleted office supplies, recruitment and promotional materials. |
| | Expended | | |
| | % Expended | | |
| | | | |
| Non Capitalized Equipment | | | |
| | Budgeted | \$0.00 | Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs. |
| | Expended | | |
| | % Expended | | |
| Mileage (5201) | | | |
| | Budgeted | \$300.00 | Increase - In order to meet travel requirements of Executive Director for site visitations, district events, off site meetings, etc. Also, the increase allows to cover for HR staff to attend recruitment events. |
| | Expended | | |
| | % Expended | | |
| Travel/Conference | | | |
| | Budgeted | \$3,000.00 | Continue -CSPCA Conference x 2 (moved job fairs to recruitment expense) |
| | Expended | | |
| | % Expended | | |
| District Memberships | | | |
| | Budgeted | \$4,000.00 | Continue - Memberships for PCASC and CSPCA remain the same. CODESP increase. Director, Analyst and Technician membership in PTCSC. |
| | Expended | | |
| | % Expended | | |
| Repair/Maintenance | | | |
| | Budgeted | \$850.00 | Continue - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department. |
| | Expended | | |
| | % Expended | | |
| | | | |

Discretionary Budget (Non Salary Items)

| <u>Categories/Object Code</u> | <u>2025-26 Budget</u> | <u>Comments/Rationale</u> |
|-------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duplication Charges | | |
| Budgeted | \$500.00 | Continue - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas. |
| Expended | | |
| % Expended | | |
| Employment Advertisements | | |
| Budgeted | \$2,500.00 | Continue for job fairs, expand advertising (CASBO & Gov't Jobs), rater expense |
| Expended | | |
| % Expended | | |
| Consultants | | |
| Budgeted | \$0.00 | Continue - Per Fiscal Services, not necessary to budget for contingency cost of hearing officer in event of an appeal. No way to estimate legal costs. District agrees to support costs if PC deems necessary. |
| Expended | | |
| % Expended | | |
| Outside Services - Non Repair/Mtce | | |
| Budgeted | \$33,000.00 | Continue for PC's half of 1) HR/PC employee database HR2.0 and workflow system through OCDE 2) EdJoin 3) Frontline Absence Management System 4) Spark Hire |
| Expended | | |
| % Expended | | |

Discretionary Budget (Non Salary Items Continued)

| <u>Categories/Object Code</u> | <u>2025-26 Budget</u> | <u>Comments/Rationnale</u> |
|-------------------------------|---------------------------|---------------------------------------------------------------------|
| TOTAL NON SALARY ITEMS | | |
| Budgeted | \$48,150.00 | |
| Expended | | Increase- due to in expenses charged to PC for operational expenses |
| % Expended | | |

Discretionary Budget (Other Salary Items)

| <u>Categories/Object Code</u> | <u>2025-26 Budget</u> | <u>Comments/Rationale</u> |
|---------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overtime | | |
| Budgeted | \$3,000.00 | Continue - Personnel Assistant overtime for PC Meetings and OT for other PC staff during peak periods or to meet time sensitive deadlines. |
| Expended | | |
| % Expended | | |
| Substitutes | | |
| Budgeted | \$6,000.00 | Increase - Support office activities in absence of employees due to illness, scheduled vacation, workshop or training attendance, job fair attendance, etc. |
| Expended | | |
| % Expended | | |
| Temporaries | | |
| Budgeted | \$15,000.00 | Continue - Support needed for oral exam panel members, exam proctoring, proctoring/grading foreign language exams, long term projects and temporary office support during peak periods. |
| Expended | | |
| % Expended | | |
| TOTAL OTHER SALARY ITEMS | | |
| Budgeted | \$24,000.00 | |
| Expended | | |
| % Expended | | |

Non Discretionary Budget (Salaries)

| <u>Categories/Object Code</u> | <u>2025-26</u> | <u>Comments/Rationale</u> |
|---------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------|
| | Budget | |
| TOTAL STAFF SALARY ITEMS | | |
| Budgeted | \$495,849.54 | Proposed compensation with the 50% of the Executive Director Salary shared with the District, plus additional staff. |
| Expended | | |
| % Expended | | |

| PERSONNEL COMMISSION BUDGET | | |
|------------------------------------|---------------------|--|
| | <u>2025-26</u> | |
| | Budget | |
| Budgeted | \$567,999.54 | |
| Expended | | |
| % Expended | | |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

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

DATE: April 24, 2025

SUBJECT: Agenda Item No. 14: PROPOSED NEW POSITION: Lead Information Technology Support Specialist

Background Information

Due to the resignation of the Database Analyst, staff conducted a recruitment that did not produce satisfactory results. The Information Technology Department has worked with Personnel staff to come up with a solution. The Information Technology Department would like to create a career path within the department for future opportunities.

Attached is a proposed job description to establish the classification of Lead Information Technology Support Specialist. You will notice that the modifications were made to the current Information Technology Support Specialist job description so that the differences between the two positions can be easily noted. Some of the duties of the Database Analyst have been reassigned to this new classification while others will be absorbed by the Director.

Keeping in mind our internal alignment within the department, a recommendation based on the duties, market, and internal alignment is to place the Lead Information Technology Support Specialist on the Classified Bargaining Unit Salary Schedule at Range 43 (\$5,660.96 – \$6,897.45).

Staff has notified CSEA of this proposed new job description. Once the classification is approved by the Personnel Commission, then CSEA will go through their approval process.

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Recommendation

The Executive Director recommends that the Personnel Commission approve the proposed new classification Lead Information Technology Support Specialist, and recommend to the Board of Trustees that the salary be placed at Salary Range 43, on the Classified Bargaining Unit Salary Schedule, effective April 25, 2025.



Lead Information Technology Support Specialist

JOB SUMMARY:

Under general supervision of the Director of Information Technology, serves as ~~an interface between technology users throughout the District and Information Technology staff. Serves as a specialist for the District's student information system (SIS i.e. AERIES) and the California state student demographic data system (i.e. State of California Longitudinal Pupil Achievement Data System - CALPADS);~~ the lead and expert for the District's Student Information System (SIS i.e. AERIES) and the California state student demographic data system (i.e. State California Longitudinal Pupil Achievement Data System -CALPADS); assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This single incumbent class is distinguished from other Information Technology classifications in that it is more project oriented with responsibility ~~to assist the Database Analyst~~ with many State mandated timelines throughout the year as well as user interfaces and data transfers between the student information system and other applications. Will lead the work of the Information Technology Support Specialist.

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:

- Serve as the Local Educational Agency (LEA) Contact for Ocean View School District with the various responsibilities of maintaining CALPADS information, administering CALPADS district access, resolving anomalies and prompting school offices to add/clean up essential student data in AERIES in order to correct errors in submissions, as well as monitor weekly reconciliations with the CALPADS database; responsible for the final certification of CALPADS Fall 1, CALPADS Fall 2 and CALPADS End of Year State Reports;
- Responsible for the gathering and coordination of data for State reporting, including but not limited to: Enrollment and student data (AERIES), National School Lunch Program (NSLP) qualified students (TITAN), special education enrollments and services (SEIS), certificated staff assignments (HR2.0), and English language learner data (TOMS – Test Operations Management System);
- Establish, coordinate, and document data procedures required in all databases and applications for the transfer of data at the end of the school year to summer school and the start of the new school year;
- Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning the use of our databases and various applications as well as proper data entry procedures;
- Maintain the confidentiality of sensitive employee and student information and establish procedures for data sharing/reporting that fall within state and federal guidelines including adherence to the Data Protection Act;

- Create and perform regular data validations in SIS to add/clean up essential student data in SIS;
- ~~Assist the Database Analyst with~~ Maintains regular data updates to/from SIS using other applications including but not limited to: Titan, Special Education Information System (SEIS), Illuminate, Clever, Raptor, Parent Square, Alexandria, and Peachjar;
- Maintain data transfers with SIS and troubleshoot problems with school sites and parents with the parent/teacher notification system (i.e. Parent Square);
- Help school and district staff understand proper SIS procedures to ensure the accuracy of data and troubleshoot problems; act as liaison by calling SIS vendor directly and interfacing with them when unable to solve a SIS problem for an Ocean View user;
- Create SIS queries and help others throughout the District create queries as needed from the SIS database; assist with using Microsoft Structured Query Language (SQL) Server and SQL Server Reporting Services (SSRS) to generate queries and reports for school and district data needs;
- Maintain student logins in SIS created by the Network Systems Manager for Preschool through 8th grade students as needed throughout the year for transfer to other applications; create and maintain SIS logins for middle school students;
- Maintain current staff data in SIS including emails as needed throughout the year for transfer to other applications;
- Perform regular updates published by SIS vendor to the SIS database; perform regular maintenance tasks for improved functionality of the system;
- ~~Assist the Database Analyst with~~ Provides data validations for state student demographic data reports using the SIS database which are necessary for the accuracy of reports including but not limited to: CALPADS Fall 1, CALPADS Fall 2, and CALPADS End Of Year State Reports;
- ~~Assist the~~ Provides Local Educational Agency (LEA) Contact for Ocean View School District with various responsibilities of maintaining state student demographic data report information for the assigning of Statewide Student Identification (SSID) numbers for all incoming students, resolving anomalies as well as performing weekly reconciliation with the state student demographic database; this information is necessary for systems including but not limited to: CALPADS state reports, English Language Proficiency Assessments for California (ELPAC) testing, California Assessment of Student Performance and Progress (CAASPP), Smarter Balanced Testing and Special Education Testing/Placement/Services;
- Perform other duties as required to assist with Information Technology needs.

Other Related Duties

- May interact with outside vendors who are providing required services when troubleshooting problems.

SUPERVISION:

Receives general supervision from the Director of Information Technology. Not responsible for direct supervision of other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment;
- Modern office practices, procedures, terms, and equipment including proficient knowledge of Microsoft word processing, spreadsheet, presentation, database, email, and internet computer applications;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Standard record keeping, filing systems, and procedures;

- English usage, spelling, grammar, punctuation, vocabulary, and skills in proofreading;
- Letter, report, and agenda preparation methods.

Ability to:

- Rapidly learn the SIS database (i.e. AERIES), the state student demographic data system (i.e. CALPADS), and various application software (including but not limited to Clever, SEIS, Titan, Alexandria, Parent Square) for maintaining student enrollment data and for the assigning of SSID numbers for all incoming students;
- Develop SIS queries to retrieve pertinent student and personnel information from the District database;
- Learn Microsoft SQL (Structured Query Language) and BI (Business Intelligence) tools such as SQL Server Reporting Services (SSRS) to extract data and generate reports;
- Learn methods of effectively assisting users in troubleshooting software packages and how to communicate effectively with users to determine, diagnose, and assist in resolving hardware/software problems or referring the problem to the appropriate technician;
- Troubleshoot student information database, Microsoft, and other software applications;
- Review, check, verify the accuracy of data;
- 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;
- 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;
- College coursework or technical training in computer science, information technology, or computer programming;
- Associate degree in computer science/technology, programming, or a related field from a recognized college or university OR equivalent technical training from a recognized trade school may be substituted for one (1) year of the required experience.

Experience:

- Two (2) years of increasingly responsible technical or secretarial experience, including maintaining and processing data and query reports, preferably for an administrator in an information technology or information systems environment;
- Experience in an educational environment using student database information/management systems 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.

Physical Demands:

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.

Work Environment:

Uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

SALARY RANGE

Range 40 43

Classified Bargaining Unit

~~New classification adopted by Personnel Commission 6/17/10~~

~~Classification Revisions Effective 3/10/11~~

~~Classification reactivated 11/9/23~~

New classification adopted by Personnel Commission 4/24/2025