



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, May 22, 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, MAY 22, 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 April 24, 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**

- 10. TIME CERTAIN – 2025 CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR RECOGNITION:** On behalf of the Personnel Commission and Ocean View School District, Dr. Jensen and staff will recognize the 2025 Classified School Employees of the Year.

<u>Employee</u>	<u>Classification</u>	<u>Site</u>	<u>Category</u>
Maryellen Calderon	Noon Duty Supervisor	Vista View	Security
Dana Campbell	School Office Manager	Harbour View	Clerical & Administrative
Kathleen Miller	Food Service Worker	Marine View	Food & Nutrition
Julie Slater	Inst. Asst. English Learner	Oak View	Paraprofessional
Thomas Savage	Mechanic	Transportation	Transportation

COMMUNICATIONS

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

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

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

- 13. APPROVAL OF REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the April 24, 2025, Regular Personnel Commission meeting for approval.
- ACTION**
Pages 2-4
Moved: _____
Second: _____
Vote: _____

CONSENT CALENDAR

- 14. The Personnel Commission will receive the following items on the Consent Calendar:**
- 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:
- ACTION**
Pages 5-20
Moved: _____
Second: _____
Vote: _____

1. Director of Child Development Programs revised to Director of Expanded Learning and Childcare Programs

CONSENT CALENDAR CONTINUED:

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: 2024-83 District Receptionist
- Ratify: 2024-84 Maintenance Worker
- Ratify: 2024-85 Early Learning Instructional Assistant
- Ratify: 2024-86 Noon Duty Supervisor
- Ratify: 2024-87 Custodian
- Ratify: 2024-88 School Office Clerk
- Ratify: 2024-89 Universal Instructional Assistant

C. CLASSIFIED ACTIVITY LISTS:

The Personnel Commission will receive the Classified Personnel Activity Lists approved by the Board of Trustees at the Ocean View School District, Regular Board Meetings of:

- April 8, 2025
- April 29, 2025

D. CLASSIFIED VACANCY AND RECRUITMENT LIST:

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

E. ADVANCE STEP PLACEMENT NOTIFICATIONS:

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

COMMISSION BUSINESS

15. **PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2025-2026:** The Personnel Commission will hold a Public Hearing prior to taking action on its Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2025-2026.

PUBLIC HEARING

Open Time: _____ **p.m.**

Close Time: _____ **p.m.**

16. ADOPTION OF THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2025-2026: The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2025-2026. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for the Fiscal Year 2025-2026, to be forwarded to the County Superintendent.

ACTION
Pages 21- 28
Moved: _____
Second: _____
Vote: _____

17. SALARY RANGE REALLOCATION: TRANSPORATION DISPATCHER – The Personnel Commission will receive the Executive Director’s recommendation to reallocate the salary range for the position of Transportation Dispatcher for discussion and approval.

ACTION
Pages 29-33
Moved: _____
Second: _____
Vote: _____

OTHER COMMUNICATIONS

18. 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.

19. COMMISSIONER REPORTS

20. EXECUTIVE DIRECTOR AND STAFF REPORTS

21. 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
April 24, 2025

CALL TO ORDER The April 24, 2025, Regular Closed Session meeting of the Personnel Commission was called to order at 3:50 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the March 20, 2025, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

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

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

1. Executive Director, Human Resources evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the April 24, 2025, Closed Session Meeting at 4:30 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
April 24, 2025
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the April 24, 2025, Regular Personnel Commission Meeting to order at 4:34 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.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the pledge of allegiance.
- REPORT OUT OF CLOSED SESSION** There was nothing to report out of closed session.
- WRITTEN COMMUNICATIONS** There were no written communications to the Personnel Commission.
- FIRST PUBLIC COMMENTS** There were no comments from the public.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the March 20, 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. Information Technology Support Specialist
 - B. Recruitment and Testing – Eligibility Lists
 - 2024-73 Groundskeeper I
 - 2024-74 Child Care Program Facilitator
 - 2024-75 Noon Duty Supervisor
 - 2024-76 Universal Instructional Assistant
 - 2024-77 Early Learning Educator
 - 2024-78 Noon Duty Supervisor
 - 2024-79 Universal Instructional Assistant
 - 2024-80 Instructional Assistant – ABA (ELOP)
 - 2024-81 Instructional Assistant – ABA
 - 2024-82 Director, Fiscal Services
 - C. Classified Activity Lists

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

The Personnel Commission received the most current list of classified recruitment updates.

MINUTES OF THE APRIL 24, 2025 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

E. Advance Step Placement Notifications

The Personnel Commission received the Executive Director's notifications of advance step placement.

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**PROPOSED
PERSONNEL
COMMISSION
BUDGET 2025-2026
– FIRST READING
AND DISCUSSION**

Commissioner Gooch stated that he met with Executive Director Jensen to go over each of the line items within the proposed budget and discuss how to best meet the essential needs of the Commission and delivery of services, while aligning them with district budget objectives. He turned it over to Dr. Jensen to share further information.

Dr. Jensen stated that Education Code requires the Personnel Commission to prepare an annual budget for its own office, which upon 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 for 2025-2026 is being presented today to the Commission as a first reading draft, enabling Commissioners, the governing Board, and district leadership an opportunity to present feedback ahead of the required public hearing that is scheduled prior to the May 30 Personnel Commission budget adoption deadline.

He added that met with Commissioner Gooch to go over the proposed budget. The budget planning was done in collaboration with Fiscal Services focusing on minimal operational needs, maintaining fiscal responsibility while aligning with district budget goals.

Dr. Jensen stated that most of the line items continue as currently budgeted. Increases are limited to mandatory step and benefit increases and few essential discretionary areas. The draft reflects a prudent and flexible approach with a goal of returning any unused funds to the general fund at year's end to support district reserves.

The next step is to hold a public hearing at the next Personnel Commission meeting to consider all feedback and finalize the budget for submission to the County Superintendent.

**PROPOSED NEW
CLASSIFICATION –
LEAD INFORMATION
TECHNOLOGY
SUPPORT
SPECIALIST**

Dr. Jensen shared that due to the resignation of the Database Analyst, staff conducted a recruitment that did not produce satisfactory results, so the Information Technology Department proposed some reorganization within the department.

The Department would like to create a career ladder, within the department, for future opportunities. A proposed job description was presented for a Lead Information Technology Support Specialist. Some of the duties of the Database Analyst have been reassigned to this new classification and others will be absorbed by the Director.

The salary recommendation is based upon the duties, market, and internal alignment within the series and is being recommended to be placed at salary range 43 on the Classified Bargaining Unit salary schedule.

Motion by Commissioner Gooch to approve the proposed new classification – Lead Information Technology Support Specialist.

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

MINUTES OF THE APRIL 24, 2025 PERSONNEL COMMISSION MEETING – PAGE 3

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Bidnick inquired about the dates for Classified Employee Appreciation Week and Bus Driver Appreciation Day. Michelle Eifert told him she would find out and report back to him.

Commissioner Gooch recognized Pope Francis on his passing.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for May 22, 2025.

DIRECTOR AND STAFF REPORTS

Dr. Jensen thanked the staff for the great work they do. He gave a huge thank you to BethAnn Arko who is finalizing her second stint with helping out the Human Resources department. Her last day will be April 30. It has been an honor and he has learned so much from her.

He also welcomed back Reagan Headrick to Ocean View School District. She is returning to Ocean View School District in the role of Deputy Superintendent of Human Resources. He looks forward to working with her in her new role.

Michelle Eifert thanked BethAnn Arko for all of her assistance over the last year and let her know it was very nice having her here at the district and working with her. She learned a lot from her, as well, especially regarding different points of views in implementing merit rules and processes and how other districts interpret them and work within them. She also wished Commissioner Bidnick a belated happy birthday and Commissioner Gooch a happy upcoming birthday.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch in memory of his holiness Pope Francis who recently passed away.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:47 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: May 22, 2025

SUBJECT: Agenda Item No. 14-A-1: Job Description Revision: Director of Expanded Learning and Childcare Programs

Background Information

With the recent departure of the Coordinator of Child Development Programs, the District has an interest in restructuring the department. A proposed job description to establish a Director of Expanded Learning and Childcare Programs is recommended for discussion and approval.

Input and recommendations were provided by the Teaching and Learning department based upon the anticipated scope of duties related to the job assignment.

The proposed revised job description focuses on the Expanded Learning Opportunities Program (ELOP) and child care programs, removing the areas of Early Learning and preschool programs.

Salary considerations

The recommended proposed salary range placement remains the same as the former classification, which is salary range M61, \$8,669.54, step 1, to \$10,563.18, step 5, per month, on the Classified Management Salary Schedule.

Recommendation

The Executive Director recommends that the Personnel Commission discuss and approve the proposed revisions and title change of Director of Expanded Learning and Childcare Programs to the current job description. The Executive Director also recommends that the Personnel Commission recommend to the Board of Trustees, that the salary be placed at salary range M61 on the Classified Management Salary Schedule. Revisions to be effective May 23, 2025.



Director of ~~Child Development~~ Expanded Learning and Childcare Programs

JOB SUMMARY:

~~Under administrative direction of the Assistant Superintendent, Education Services assists in the planning, organizing, directing, and evaluation of the District's Expanded and Early Learning programs, which include but are not limited to, after school Child Care Program, parent fee-based preschool, and State preschool. Plans, organizes, and manages Child Development instructional program design and delivery systems; plans, organizes, designs, and implements expanded learning development, curriculum and instruction, and activities to ensure optimal educational opportunities and growth experiences for Child Development participants; articulates and supports child development principles within Preschool age through 8th grade programs. plans, organizes, and coordinates Expanded Learning Programs, including before and after school childcare, intersession programs, and related activities; achieves defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; oversees assigned personnel; provides information to others; schedules work assignments within established timeframes and standards; provides training and work direction to assigned staff.~~

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the Expanded Learning and childcare ~~and preschool~~ programs. The position provides leadership and vision in the development and achievement of short and long-term goals for Expanded Learning ~~and Early Learning~~ program and childcare; evaluates assigned personnel, assures compliance with all laws, codes, and regulations related to the District's Expanded ~~and Early Learning~~ and childcare programs. The incumbent works independently in concert with the objectives, scheduling and procedures established by the Assistant Superintendent, Education Services.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Maintain, interpret, and carry out adopted state laws and policies of the Board of Education, contractual agreements, and district administrative policies and procedures;
- Plan, supervise and direct the business operation of the Expanded Learning and childcare ~~and early childhood~~ department in accordance with district policies and procedures;
- Develop, administer and account for Expanded Learning ~~and Early Learning~~ program and childcare budgets;

- Coordinate securing and effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds;
- Provide leadership and assistance to schools in planning, implementing and improving the learning continuum of Expanded Learning and childcare ~~and early childhood~~ programs;
- Supervise, implement, and provide direction to the before and after school programs, ~~parent pay preschools~~, Expanded Learning ~~and early childhood~~ and childcare programs;
- Prepare and submit reports of Expanded Learning ~~and early childhood~~ and childcare program activities;
- Plan, develop and implement professional learning opportunities for new and existing Expanded Learning and childcare ~~and early childhood~~ staff;
- Evaluate program, staff and procedure compliance.
- Oversee the planning and implementation of recess camps i.e. Fall Recess, Winter Recess, Spring Recess, and Summer Camps.
- Attend meetings, workshops, and/or trainings for the purpose of conveying and/or gathering information required to perform functions.

SUPERVISION:

Receives general supervision from Assistant Superintendent, Educational Services ~~a Division head, District or administrator~~. Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods and techniques for coordination of ~~early childhood~~ expanded learning and childcare programs;
- Laws, regulations, codes, policies and procedures applicable to ~~early~~ expanded learning and childcare programs;
- Instructional methods to educate young children;
- Child development, psychology, family life education, and home economics;
- California Title 22 ~~and Title 5~~ regulations
- ~~State of California for preschool foundations, school readiness policy and early intervention programs;~~
- Program quality criteria, assessment processes and curriculum development;
- Health, safety and nutrition regulations for ~~preschool~~, elementary and middle grade age children;
- Principles and practices of administration, supervision and training;
- Budget preparation and control;
- Oral and written communication principles and practices;
- Cultural diversity issues within the community;
- English usage, spelling, grammar, and punctuation;
- Modern office practices, procedures, terms and equipment including proficient knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;

Ability to:

- Independently manage multiple projects with demonstrated ability to complete tasks within established timeframes;
- Plan, organize, implement, and administer the Expanded Learning Program and childcare of the District;
- Develop and monitor systems to enroll children, document attendance, collect fees, and maintain various required records.
- Interpret, apply and explain rules, regulations, policies and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- 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:**

- Bachelor's degree, with **preferably** 24 units in Early Childhood Education (ECE)/Child Development, including six units administration and two units adult supervision;
- A master's degree in ECE or Child/Human Development OR teaching/administrative credential with additional ECE units is also preferred.

Experience:

- Five (5) years of experience in a child care program, including two (2) years of site supervisory or administrative position performing program management and support services experience.

Licenses Required:

- Child Development Program Director Permit issued by the Commission on Teacher Credentialing **is preferred**;
- Valid California driver license;
- CPR and first aid certificates.

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 position operates in various work environments including indoor, outdoor, office, and classroom; regularly will be driving a vehicle to make site visitations and attend off site meetings as needed. The incumbent is subjected to constant interruptions and is often under severe time constraints. The noise level

can vary depending upon daily activity, but will remain within moderate noise level range. The incumbent will frequently be in direct contact with the public, students, and employees.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit for extended periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach at, below and above shoulder level. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force to lift, push or pull objects. This position requires near visual acuity sufficient to read, analyze complex materials, read, and use a computer screen.

SALARY RANGE

Salary Range M61

Classified Management Salary Schedule

New Classification Adopted by Personnel Commission 4/13/17

Revisions proposed 5/2025

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2024-2025

SALARY RANGE

Executive Director of Facilities and Transportation (J50)	M75
Executive Director, Human Resources (H30) *	M75
Director, Classified Personnel (H30)	M71
Director, Fiscal Services (H40)	M71
Director, Food and Nutrition Services (J20)	M71
Director, Information Technology (J80)	M71
Communications and Public Information Officer (K10)	M67
Human Resources Administrator (H30)	M67
Director, Expanded Learning and Childcare Programs Development Programs (K10).....	M61
Director, Purchasing (J90).....	M52
Central Kitchen Supervisor (J20)	M51
Child Care Supervisor (K10)	M51
Early Learning Supervisor (K10)	M51
Food and Nutrition Services Operations Supervisor (J20)	M51
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51
Transportation Supervisor (J30)	M51

Vacation Schedule
(12 Month Employees)
22 days per year

Salaries effective 2/1/24: 0.5% increase approved by Board of Trustees 5/14/2024

Longevity:

- At the beginning of the 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into the new plan approved by the Board of Trustees on 10/20/15.
- 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 approved 10/20/15.

Additional \$1,000 per year for earned Doctorate

Schedule Updated 5/25/2024 (2)

OCEAN VIEW SCHOOL DISTRICT
CLASSIFIED MANAGEMENT
Salary Range Placement
2023-2024

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	5,033.30	5,291.89	5,555.06	5,835.38	6,135.16
40	5,160.31	5,421.18	5,695.79	5,984.13	6,285.05
41	5,291.89	5,555.06	5,835.38	6,135.16	6,441.81
42	5,421.18	5,695.79	5,984.13	6,285.05	6,603.13
43	5,555.06	5,835.38	6,135.16	6,441.81	6,770.18
44	5,695.79	5,984.13	6,285.05	6,603.13	6,940.67
45	5,835.38	6,135.16	6,441.81	6,770.18	7,113.44
46	5,984.13	6,285.05	6,603.13	6,940.67	7,290.79
47	6,135.16	6,441.81	6,770.18	7,113.44	7,472.72
48	6,285.05	6,603.13	6,940.67	7,290.79	7,661.52
49	6,441.81	6,770.18	7,113.44	7,472.72	7,853.73
50	6,603.13	6,940.67	7,290.79	7,661.52	8,048.25
51	6,770.18	7,113.44	7,472.72	7,853.73	8,249.63
52	6,940.67	7,290.79	7,661.52	8,048.25	8,456.72
53	7,113.44	7,472.72	7,853.73	8,249.63	8,669.54
54	7,290.79	7,661.52	8,048.25	8,456.72	8,882.37
55	7,472.72	7,853.73	8,249.63	8,669.54	9,105.48
56	7,661.52	8,048.25	8,456.72	8,882.37	9,333.17
57	7,853.73	8,249.63	8,669.54	9,105.48	9,567.74
58	8,048.25	8,456.72	8,882.37	9,333.17	9,805.73
59	8,249.63	8,669.54	9,105.48	9,567.74	10,054.02
60	8,456.72	8,882.37	9,333.17	9,805.73	10,298.88
61	8,669.54	9,105.48	9,567.74	10,054.02	10,563.18
62	8,882.37	9,333.17	9,805.73	10,298.88	10,825.21
63	9,105.48	9,567.74	10,054.02	10,563.18	11,094.09
64	9,333.17	9,805.73	10,298.88	10,825.21	11,370.98
65	9,567.74	10,054.02	10,563.18	11,094.09	11,658.18
66	9,805.73	10,298.88	10,825.21	11,370.98	11,947.66
67	10,054.02	10,563.18	11,094.09	11,658.18	12,246.30
68	10,298.88	10,825.21	11,370.98	11,947.66	12,555.22
69	10,563.18	11,094.09	11,658.18	12,246.30	12,867.59
70	10,825.21	11,370.98	11,947.66	12,555.22	13,185.67
71	11,094.09	11,658.18	12,246.30	12,867.59	13,518.64
72	11,370.98	11,947.66	12,555.22	13,185.67	13,856.18
73	11,658.18	12,246.30	12,867.59	13,518.64	14,202.86
74	11,947.66	12,555.22	13,185.67	13,856.18	14,552.98
75	12,246.30	12,867.59	13,518.64	14,202.86	14,923.71
76	12,555.22	13,185.67	13,856.18	14,552.98	15,290.98
77	12,867.59	13,518.64	14,202.86	14,923.71	15,678.87
78	13,185.67	13,856.18	14,552.98	15,290.98	16,067.90
79	13,518.64	14,202.86	14,923.71	15,678.87	16,471.80
80	13,856.18	14,552.98	15,290.98	16,067.90	16,881.42

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 22, 2025

SUBJECT: **Agenda Item No. 14-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: 2024-83	District Receptionist
Ratify: 2024-84	Maintenance Worker
Ratify: 2024-85	Early Learning Instructional Assistant
Ratify: 2024-86	Noon Duty Supervisor
Ratify: 2024-87	Custodian
Ratify: 2024-88	School Office Clerk
Ratify: 2024-89	Universal Instructional Assistant

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-83 through 2024-89.

ELIGIBILITY LISTS

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List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-83	District Receptionist	No. of Applicants 74 Screened Out 27 Written Exam Test Date 3/31/2025 No Show/ Withdrew 28 Did Not Qualify 3 Oral Exam Test Date 4/11/2025 No Show/ Withdrew 1 Did Not Qualify 1	11	14	Open & Promotional
2024-84	Maintenance Worker	No. of Applicants 25 Screened Out 6 Written Exam Test Date 4/9/2025 No Show/ Withdrew 7 Did Not Qualify 0 Oral Exam Test Date 4/21/2025 No Show/ Withdrew 3 Did Not Qualify 0	7	8	Open & Promotional
2024-85	Early Learning Instructional Assistant	No. of Applicants 3 Screened Out 0 Written Exam Test Dates Degree Waiver No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	1	11	Open, Promotional, and Merge
2024-86	Noon Duty Supervisor	No. of Applicants 7 Screened Out 0 Written Exam Test Dates 4/30/2025 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	3	9	Open, Promotional, and Merge
2024-87	Custodian	No. of Applicants 30 Screened Out 4 Written Exam Test Date 4/30/2025 No Show/ Withdrew 11 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	10	15	Open & Promotional
2024-88	School Office Clerk	No. of Applicants 48 Screened Out 22 Written Exam Test Date 4/10/2025 No Show/ Withdrew 8 Did Not Qualify 1 Oral Exam Test Date 4/29/2025 No Show/ Withdrew 4 Did Not Qualify 0	9	13	Open, Promotional, and Merge

ELIGIBILITY LISTS

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List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-89	Universal Instructional Assistant	No. of Applicants 22 Screened Out 1 Written Exam Test Dates 4/30/2025 No Show/ Withdrew 6 Did Not Qualify 1 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	2	48	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 22, 2025

SUBJECT: Agenda Item No. 14-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 April 8, 2025, (Exhibit A), and April 29, 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 April 8, 2025, and April 29, 2025.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 8, 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>
Aboutaleb, Abdelrahman Sayed	Instructional Assistant – ABA	Lake View	\$22.561 hourly	28.1	03/25/2025
Cervantes, Kristen	Universal Instructional Assistant	College View	\$19.444 hourly**	22.1	03/18/2025
Rivera, Marlen	Instructional Assistant – ABA	College View	\$22.561 hourly	28.1	03/18/2025
Sadasey, Eleisha	Instructional Assistant – ABA	Lake View	\$22.561 hourly	28.1	03/25/2025
Thomas, Katherine	Food Service Worker	Lake View	\$18.512 hourly	18.2	03/18/2025

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>
Flores Popoca, Nancy	Custodian	Substitute	\$22.561 hourly	28.1	02/12/2025
Gonzales, Daniel	Food Service Worker	Substitute	\$17.617 hourly	18.1	03/07/2025
Lee, Janice	Instructional Assistant – English Learner	Substitute	\$25.007 hourly	23.5	03/18/2025
Lucido, Callahan	ALC Attendant	Substitute	\$18.050 hourly	19.1	03/18/2025
Lucido, Callahan	District Receptionist	Substitute	\$24.279 hourly	31.1	03/18/2025
Lucido, Callahan	School Health Technician	Substitute	\$21.467 hourly	26.1	03/18/2025
Lucido, Callahan	School Office Clerk	Substitute	\$22.561 hourly	28.1	03/18/2025
Moxley, Anthony	Food Service Worker	Substitute	\$17.617 hourly	18.1	03/07/2025
Pagter, Karen	Food Service Worker	Substitute	\$17.617 hourly	18.1	03/20/2025
Singer, Gabrielle	Universal Instructional Assistant	Substitute	\$19.444 hourly	22.1	11/30/2024
San Martin, Juan	Head Custodian	Substitute	\$24.892 hourly	32.1	03/12/2025
Valles, Oscar	Head Custodian	Substitute	\$24.892 hourly	32.1	03/13/2025

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>
Saldivar, Gerardo	Custodian	Vista View	Resigned	05/18/2023	03/28/2025
Stoner, Robert	ALC Attendant	Vista View	Retired	05/10/2002	06/13/2025
Wade, Emma	Noon Duty Supervisor	Hope View	Resigned	02/02/2024	02/24/2025

** Universal Instructional Assistants may be eligible for an additional \$6.50/hour.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 29, 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>
Carnes, Breanna	Noon Duty Supervisor	Village View	\$17,170 hourly	1.1*	04/01/2025
Cholakian, Angela	Instructional Assistant – ABA	College View	\$22,561 hourly	28.1	03/24/2025
Delgleize, Brooke	Instructional Assistant – ABA	Westmont Preschool	\$22,561 hourly	28.1	03/31/2025
Leyva, Francisco	Instructional Assistant – ABA	Harbour View	\$22,561 hourly	28.1	04/03/2025
Ramirez, Anjelica	Noon Duty Supervisor	Mesa View	\$17,170 hourly	1.1*	04/01/2025

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>
Dockery, Jonathan	ALC Attendant	Substitute	\$18,050 hourly	19.1	03/28/2025
Dockery, Jonathan	District Receptionist	Substitute	\$24,279 hourly	31.1	03/28/2025
Kardos, Lara	Department Secretary	Substitute	\$31,863 hourly	36.4	02/26/2025
Mendoza, Juan	Early Learning Instructional Assistant	Substitute	\$19,931 hourly	23.1	03/31/2025

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>
La Rock, Thomas	Groundskeeper I	Facilities	\$5,129.63 monthly	31.5	03/21/2025

APPROVE RESCISSION OF RETIREMENT

RETIREMENT RESCINDED FOR

<u>NAME</u>	<u>POSITION OF</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Lee, Cynthia	Executive Assistant	District Office	11/26/2002	06/30/2025

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 29, 2025

<u>APPROVE SEPARATION</u> In accordance with Merit System Rules 8.1 to 8.8:	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Green, Theresa	School Health Technician	Vista View	Resigned	02/19/2025	04/04/2025
Tapia, Merlin	Custodian	Golden View	Resigned	01/16/2025	04/18/2025

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 22, 2025

SUBJECT: **Agenda Item No. 14-D: CLASSIFIED PERSONNEL VACANCY AND RECRUITMENT LIST**

	Position	Open Positions	Written Exam	Oral Exam	Final Interview
1	Child Care Program Facilitator	2	Degree Waiver	Spark Hire	
2	Custodian	1	Eligibility List, 4/30/2025	Eligibility List	4/11/2025
3	Database Analyst	1	1	40	
4	District Receptionist	1	3/31/2025	4/11/2025	4/25/2025
5	Early Learning Educator	2, (1 - 2025-2026 school year)	Open until filled		
6	Early Learning Instructional Assistant	2	Degree Waiver	N/A	Tentative 5/5/2025
7	Food Service Worker	1, (2025-2026 school year)	6/3/2025	N/A	
8	HVAC	1	4/9/2025	Spark Hire	
9	Instructional Assistant - ABA	17	4/30/2025	tentative 5/5/2025	Tentative 5/5/2025
10	Lead Food Service Worker	2, (2025-2026 school year)	Mesa View	25	
11	Lead Payroll Technician	1	4/7/2025, 4/17/2025	Spark Hire	
12	Noon Duty Supervisor	11	4/30/2025	N/A	
13	School Office Clerk	1, (2025-2026 school year)	4/10/2025	4/29/2025	5/19/2025
14	Sprinkler Mechanic	1	Open until filled	1	
15	Universal Instructional Assistant	1, (2025-2026 school year)	4/30/2025	N/A	
Total		38			

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Vacancy and Recruitment List.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 22, 2025

SUBJECT: Agenda Item No.14-E: Advance Step Placement Notifications

Background Information

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

Employee	Classification	Step	Justification	Effective Date
Beltz, Chris	Director, Fiscal Services	5	Bachelor degree in Business Administration with concentration in Accounting; Over 10 years experience in school business and fiscal services; knowledge of budget development, cost analysis, multi-year forecasting; Payroll, accounts payable/receivable, etc.	5/5/2025
Flores, Marlen	Instructional Assistant – ABA	2	Has over one year of ABA experience; well versed in IEPs and understands importance of following established protocols.	4/29/2025
Najera- Salgado, Katie	District Receptionist	2	Over 10 years of customer service working with the public; bilingual; holds an AA degree in paralegal studies	5/19/2025
Webb, Jenna	Instructional Assistant – ABA	3	Holds a Bachelor degree in Physiology; over three years of experience working as an Instructional Assistant ABA	5/19/2025

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: May 22, 2025

**SUBJECT: Agenda Items No. 15 & 16: Proposed Personnel Commission Budget 2025-2026
2nd Reading, Public Hearing, and Adoption**

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 2025-2026 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
2nd Reading, Public Hearing, and Adoption**

The Executive Director recommends that most line items remain the same. 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 2025-2026 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

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Recommendation

Personnel Commission Vice-Chair Daniel P. Gooch and Executive Director, Human Resources, Scott Jensen, Ed.D. recommend the Personnel Commission submit the proposed 2025-2026 Annual Budget of the Personnel Commission for second reading, hearing and adoption.

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>2021-2022</u> Actuals	<u>2022-2023</u> Actuals	<u>2023-2024</u> Actuals	<u>2024-2025</u> Actuals to 3rd quarter	<u>2025-2026</u> Proposed Budget	<u>Comments/Rationale</u>
Admin Supplies (4305)						
Budgeted	\$3,200.00	\$3,200.00	\$4,150.00	\$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	\$3,008.00	\$2,641.15	\$2,779.90	\$2,507.80	\$4,000.00	
% Expended	94%	83%	67%	63%		
Non Capitalized Equipment (Over \$500) (4490)						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00		Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
Expended	\$2,478.00	\$0.00	\$0.00	\$0.00	\$0.00	
% Expended	2478%	0%	0%	0%		
Mileage (5201)						
Budgeted	\$150.00	\$150.00	\$150.00	\$150.00		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	\$12.00	\$15.77	\$26.58	\$21.75	\$300.00	
% Expended	8%	11%	18%	15%		
Travel/Conference (5202)						
Budgeted	\$900.00	\$1,500.00	\$1,500.00	\$3,000.00		Continue -CSPCA Conference x 2 (moved job fairs to recruitment expense)
Expended	\$636.00	\$937.14	\$509.25	\$3,768.00	\$3,000.00	
% Expended	71%	62%	34%	126%		
District Memberships (5301)						
Budgeted	\$3,200.00	\$3,200.00	\$3,200.00	\$4,000.00		Continue - Memberships for PCASC and CSPCA remain the same. CODESP increase. Director, Analyst and Technician membership in PTCSC.
Expended	\$3,200.00	\$3,320.00	\$3,520.00	\$3,695.00	\$4,000.00	
% Expended	100%	104%	110%	92%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2021-2022</u> Actuals	<u>2022-2023</u> Actuals	<u>2023-2024</u> Actuals	<u>2024-2025</u> Actuals to 3rd quarter	<u>2025-2026</u> Proposed Budget	<u>Comments/Rationale</u>
Repair/Maintenance (5617)						
Budgeted	\$400.00	\$400.00	\$850.00	\$850.00		
Expended	\$1,144.00	\$1,854.97	\$261.47	\$261.47	\$850.00	Continue - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
% Expended	286%	464%	31%	31%		
Duplication Charges (5715)						
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00		
Expended	\$24.00	\$96.04	\$24.00	\$0.00	\$500.00	Continue - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
% Expended	5%	19%	5%	0%		
Employment Advertisements (5805)						
Budgeted	\$2,100.00	\$2,100.00	\$2,100.00	\$2,500.00		
Expended	\$1,800.00	\$1,000.00	\$1,722.98	\$1,538.24	\$2,500.00	Continue for job fairs, expand advertising (CASBO & Gov't Jobs), rater expense
% Expended	86%	48%	82%	62%		
Consultants (5820)						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00		
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$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	0%	0%	0%	0%		
Outside Services - Non Repair/Mtce (5825)						
Budgeted	\$18,080.00	\$18,435.00	\$29,593.00	\$94,593.00		
Expended	\$17,600.00	\$19,670.00	\$20,212.50	\$30,480.00	\$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 (Decrease due to removal of proposed NeoGov startup costs.)
% Expended	97%	107%	68%	32%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2021-2022</u> Actuals	<u>2022-23</u> Actuals	<u>2023-24</u> Actuals	<u>2024-25</u> Actuals to 3rd quarter	<u>2025-2026</u> Proposed Budget	<u>Comments/Rationnale</u>
TOTAL NON SALARY ITEMS						
Budgeted	\$28,530.00	\$29,485.00	\$42,043.00	\$109,593.00		
Expended	\$29,902.00	\$26,941.00	\$29,056.68	\$42,272.26	\$48,150.00	Continue - for PC operational expenses. (Decrease due to removal of proposed NeoGov startup costs.)
% Expended	105%	91%	69%	39%		

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2021-2022</u> Actuals	<u>2022-2023</u> Actuals	<u>2023-2024</u> Actuals	<u>2024-2025</u> Actuals to 3rd quarter	<u>2025-2026</u> Proposed Budget	<u>Comments/Rationale</u>
Overtime (2490)						
Budgeted	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		Increase - Personnel Assistant overtime for PC Meetings and OT for other PC staff during peak periods or to meet time sensitive deadlines. PC budgeted for increase to \$3000 in 2024-2025 but this was not reflected in the web inquiry for balances.
Expended	\$667.00	\$1,662.09	\$3,147.70	\$7,158.35	\$3,000.00	
% Expended	33%	83%	157%	358%		
Substitutes (2497)						
Budgeted	\$2,000.00	\$5,000.00	\$5,000.00	\$5,000.00		Increase - Support office activities in absence of employees due to illness, scheduled vacation, workshop or training attendance, job fair attendance, etc.
Expended	\$4,781.00	\$2,523.56	\$11,162.82	\$25,415.54	\$6,000.00	
% Expended	239%	50%	223%	508%		
Temporaries (2495)						
Budgeted	\$7,000.00	\$10,000.00	\$10,000.00	\$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	\$7,984.00	\$9,337.92	\$13,149.82	\$19,985.25	\$15,000.00	
% Expended	114%	93%	131%	133%		
TOTAL OTHER SALARY ITEMS						
Budgeted	\$11,000.00	\$17,000.00	\$17,000.00	\$22,000.00		
Expended	\$13,432.00	\$13,523.57	\$27,460.34	\$52,559.14	\$24,000.00	
% Expended	122%	80%	162%	238.91%		

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2021-2022</u> Actuals	<u>2022-2023</u> Actuals	<u>2023-2024</u> Actuals	<u>2024-2025</u> Actuals to 3rd quarter	<u>2025-2026</u> Proposed Budget	<u>Comments/Rationale</u>
TOTAL STAFF SALARY ITEMS						
Budgeted	\$497,553.00	\$532,347.00	\$532,347.00	\$486,127.57		
Expended	\$517,110.00	\$335,724.00	\$593,287.00	\$291,364.19	\$495,849.54	Proposed compensation with the 50% of the Executive Director Salary shared with the District, plus additional staff.
% Expended	104%	63%	111%	60%		

**PERSONNEL COMMISSION
BUDGET TOTALS
THREE YEAR HISTORY**

	<u>2021-2022</u> Actuals	<u>2022-23</u> Actuals	<u>2023-24</u> Actuals	<u>2024-25</u> Actuals to 3rd quarter	<u>2025-2026</u> Proposed Budget
Budgeted	\$537,083.00	\$578,832.00	\$658,751.00	\$617,720.57	
Expended	\$560,444.00	\$370,941.00	\$635,752.00	\$386,195.59	\$567,999.54
% Expended	104%	64%	97%	63%	

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Scott Jensen, Ed.D.
Executive Director, Human Resources
DATE: May 22, 2025

SUBJECT: Agenda Item No. 17: Salary Reallocation Request – Transportation Dispatcher

Background Information

In April 2022, due to an extreme shortage of qualified bus drivers, the Personnel Commission, Board of Trustees, and District approved a salary range reallocation for Bus Driver/Utility Worker from salary range 32 to salary range 37.

The District acknowledges that increases to the Bus Driver/Utility Worker salary range created internal misalignment, since the Bus Driver's rate has now overtaken that of the Driving Instructor and nearly that of the Transportation Dispatcher, two positions intended to be higher-level.

The Executive Director, Human Resources and the District recommend, that the Personnel Commission approve the salary reallocation request for Transportation Dispatcher and recommend to the Board of Trustees that the salary be adjusted from salary range 38 to salary range 40, roughly 8% above the Bus Driver/Utility Worker, thereby restoring a logical hierarchy among these transportation roles.

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Recommendation

The Executive Director recommends the Personnel Commission recommend to the Board of Trustees that the salary range of Transportation Dispatcher be reallocated from Salary Range 38, (\$5,004.86 monthly/\$28.874 hourly to \$6,099.81 monthly/\$35.191 hourly) to Salary Range 40, (\$5,256.92 monthly/\$30.328 hourly to \$6,405.60 monthly/\$36.955 hourly) on the Classified Bargaining Unit Salary Schedule, with an effective date of May 23, 2025.

Attachments:

- Classified Bargaining Salary Schedule Draft
- Merit Rule 7.1

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

<u>Salary Range</u>	<u>ACCOUNTING SERIES</u>	<u>Salary Range</u>	<u>INSTRUCTIONAL SERIES (Continued)</u>
35	Program Account Specialist	30	Early Learning Associate Educator
37	Accounting Technician	33	Early Learning Educator
40	Payroll Technician	33	Lead Behavior Instructional Assistant
40	Senior Accounting Technician	34	Speech and Language Assistant
44	Lead Payroll Technician		
45	Financial Analyst	<u>LIBRARY/MEDIA SERIES</u>	
48	Accountant	27	School Library Specialist
		34	Library/Instructional Materials Technician
	<u>CHILD CARE SERIES</u>		<u>MAINTENANCE SERIES</u>
18	Child Care Attendant	28	Maintenance/Grounds Helper
32	Child Care Program Facilitator	33	Maintenance Worker
34	Lead Child Care Facilitator	37	Flooring Repair Worker
		37	Skilled Maintenance Worker
	<u>CLERICAL SERIES</u>	40	Locksmith
23	Clerical Assistant	40	Painter
24	Clerical Assistant - Bilingual	41	Maintenance Carpenter/Cabinetmaker
28	Intermediate Clerical Assistant	41	Maintenance Electrician
28	School Office Clerk	41	Maintenance Plumber
29	Intermediate Clerical Assistant-Bilingual	45	Maintenance Heating, Ventilation & Air Conditioning Mechanic
29	School Office Clerk-Bilingual	50	Facilities Planner/Coordinator
31	District Receptionist		
31	Clerical Specialist		
32	Clerical Specialist-Bilingual		
33	Translator/Interpreter		
			<u>NETWORK/COMMUNICATIONS SERIES</u>
	<u>CUSTODIAL SERIES</u>	37	Field Service Technician
28	Custodian	39	Data and Assessment Technician
30	Lead Evening Custodian	40	Information Technology Support Specialist
32	Head Custodian	43	Lead Information Technology Support Specialist
		45	Audiovisual Technician
		45	Computer/Multimedia Technician
		47	Database Analyst
	<u>DELIVERY SERIES</u>	47	Network Systems Specialist
31	Delivery Worker	50	Network Systems Manager
37	Storekeeper		
			<u>PRINTING SERIES</u>
	<u>FOOD AND NUTRITION SERVICES SERIES</u>	33	Reprographic Technician
18	Food Service Worker	36	Lead Reprographic Technician
21	Lead Food Service Worker		
24	Cook		
27	Central Kitchen Lead Food Service Worker		
		34	<u>PURCHASING SERIES</u>
		38	Senior Purchasing Clerk
			Buyer
			<u>SECRETARIAL SERIES</u>
	<u>GROUNDS SERIES</u>	35	Program Support Specialist
31	Groundskeeper I	36	Department Secretary
33	Grounds Equipment Operator	36	School Office Manager
34	Groundskeeper II	37	Department Secretary-Bilingual
35	Grounds Maintenance Worker	37	School Office Manager-Bilingual
37	Sprinkler Mechanic	40	Administrative Secretary
39	Lead Groundskeeper		
			<u>SPECIAL PROGRAM SERIES</u>
	<u>HEALTH SERIES</u>	19	Alternative Learning Center Attendant
26	School Health Technician	23	Parent Liaison Instructional Assistant-Bilingual
		25	Campus Safety Supervisor
	<u>HUMAN RESOURCE SERIES</u>	25	Parent Educator-Bilingual
36	Personnel Technician	31	Community Liaison-Bilingual
36	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		
			<u>TRANSPORTATION SERIES</u>
	<u>INSTRUCTIONAL SERIES</u>	35	Driver Instructor
21	Instructional Assistant	36	Mechanic Assistant
22	Instructional Assistant-Bilingual	37	Bus Driver/Utility Worker
22	Universal Instructional Assistant	38 40	Transportation Dispatcher (PROPOSED)
23	Early Learning Instructional Assistant	42	Mechanic
23	Instructional Assistant-Computer I	45	Lead Mechanic
23	Instructional Assistant – English Learner		
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 3/20/25

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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

CHAPTER 7: WAGE AND SALARY PROVISIONS

Entire chapter revision adopted 02/12/04

7.1 ESTABLISHMENT OF PLAN

7.1.1 Factors in Salary Determination

- A. The Commission shall recommend, upon request by the Board of Trustees, a comprehensive compensation plan for the classified service. The plan shall include the salary schedules for the various classes, with the salary of each class consistent with the responsibility and difficulty of the work as outlined in the class specifications, and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities.
- B. For each class the compensation plan shall include a minimum and maximum rate, and intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service.
- C. The Director, Classified Personnel shall prepare recommendations for the allocation of classes to salary schedules for approval by the Commission. These recommendations may take into account the following factors:
 - 1. Wages and salaries paid for similar work in the recruitment area.
 - 2. Wages and salaries paid by other government agencies in the labor market area.
 - 3. Principle of "like pay for likework."
 - 4. Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
 - 5. Such other information as the Commission may approve.

7.1.2 Salary Studies

- A. A salary study shall be made whenever a new class is created, when requested by the Board of Trustees and when directed by the Commission.
- B. Employees, employee representatives, or the administration may request a salary study of a class or classes by directing a written communication to the Commission and setting forth the reasons for the study.
- C. Data obtained in a salary study shall be made available to interested parties, including employee organization representatives as appropriate.
- D. Salary studies or surveys shall be made yearly of benchmark classifications as determined by the Director. Studies or surveys of management-level classifications shall be done on as-needed basis as determined by the Director. *(Revised 2/12/98)*

7.1.3 Salary Recommendations

- A. After making its findings, the Commission shall present salary recommendations to the Governing Board for approval.
- B. Any salary recommendations for classified non-bargaining unit employees shall normally be presented to the Board each year, with a proposed effective date of July 1. A salary recommendation shall also be made each time a new class is created. Salary recommendations at other times of the year shall be based on clear evidence that the class in question is substantially overpaid or underpaid as reflected in a salary study or for purposes of alignment with other classes. Nothing in this paragraph shall prevent adjustments in salary based on classification studies resulting from changes in duties and responsibilities, regardless of when such changes occur.
- C. The Board may approve, amend or reject the recommendation(s), but may not alter relationships among classes as established by the plan.
- D. Following adoption of the salary schedules by the Governing Board, the Commission staff shall prepare a list showing the latest salary for each class. Copies of the list shall be made available to interested employees.

7.1.4 Appeals of Recommendations

- A. An employee or representative may appeal the recommendation of the Director, Classified Personnel in regard to the salary of the employee's class. The employee shall have the opportunity to present their appeal in writing and orally at a regular meeting of the Commission. The administration shall have the same privilege.
- B. If the Governing Board desires reconsideration of salary recommendations, it may return the recommendations to the Commission, which shall reconsider them at its next meeting. After reconsideration, the Commission will advise the Board of its findings and the reasons thereof.