



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, June 12, 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, JUNE 12, 2025
CLOSED SESSION: 3:45 P.M.
**HUMAN RESOURCES
CONFERENCE ROOM, BUILDING B**
OPEN SESSION: 4:30 P.M.
BOARD ROOM, BUILDING A

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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 May 22, 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.
- 11. **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.

APPROVAL OF MINUTES

- 12. **APPROVAL OF REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the May 22, 2025, Regular Personnel Commission meeting for approval. **ACTION**
Pages 2-5
Moved: ___
Second: ___
Vote: ___

CONSENT CALENDAR

- 13. The Personnel Commission will receive the following items on the Consent Calendar: **ACTION**
Pages 6-13
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:

There are no job description reviews or revisions requiring approval at this time.

- 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: 2024-90 Early Learning Instructional Assistant
- Ratify: 2024-91 Noon Duty Supervisor
- Ratify: 2024-92 Instructional Assistant – ABA
- Ratify: 2024-93 Lead Information Technology Support Specialist
- Ratify: 2024-94 Lead Food Service Worker
- Ratify: 2024-95 Lead Payroll Technician
- Ratify: 2024-96 Food Service Worker

CONSENT CALENDAR CONTINUED:

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:

- May 13, 2025
- May 27, 2025

D. CLASSIFIED RECRUITMENT UPDATE:

There is no update to share with the Commission at this time.

E. ADVANCE STEP PLACEMENT NOTIFICATIONS:

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

COMMISSION BUSINESS

- | | |
|--|---|
| <p>14. SALARY RANGE REALLOCATION: TRANSPORTATION 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.</p> | <p>ACTION
Pages 15-18</p> <p>Moved: ___
Second: ___
Vote: ___</p> |
| <p>15. SALARY RANGE REALLOCATION: DRIVER INSTRUCTOR – The Personnel Commission will receive the Executive Director's recommendation to reallocate the salary range for the position of Driver Instructor for discussion and approval.</p> | <p>ACTION
Pages 19-23</p> <p>Moved: ___
Second: ___
Vote: ___</p> |
| <p>16. SALARY RANGE REALLOCATION: FLOORING REPAIR WORKER – The Personnel Commission will receive the Executive Director's recommendation to reallocate the salary range for the position of Flooring Repair Worker for discussion and approval.</p> | <p>ACTION
Pages 24-28</p> <p>Moved: ___
Second: ___
Vote: ___</p> |
| <p>17. PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2025-2026: The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2025-2026.</p> | <p>ACTION
Pages 29</p> <p>Moved: ___
Second: ___
Vote: ___</p> |

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
May 22, 2025

CALL TO ORDER The May 22, 2025, Regular Closed Session meeting of the Personnel Commission was called to order at 3:52 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 April 24, 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 Gooch to adjourn the May 22, 2025, Closed Session Meeting at 4:31 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
May 22, 2025

- CALL TO ORDER** Commissioner Ewing called the May 22, 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; Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician; Lorena Aceves, Human Resources Administrator; Janet Barajas, Administrative Assistant.
- PLEDGE OF ALLEGIANCE** Commissioner Gooch led the pledge of allegiance.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that agenda item number 17 would be pulled from today's agenda and brought back at a future meeting.
- TIME CERTAIN** Michelle Eifert presented a slide show recognizing the 2025 Classified School Employees of the Year. One of the recipients, Kathleen Miller, Food Service Worker, was present at the meeting and received a memento from the Commissioners and Human Resources staff. Pictures were taken with the employee, Commissioners, Executive Director of Human Resources, and Director of Food and Nutrition Services.
- INTRODUCTIONS** Dr. Jensen officially welcomed Reagan Headrick back to Ocean View School District and is excited to work with her in her role as Deputy Superintendent of Human Resources.
- 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 April 24, 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 of Expanded Learning and Childcare Programs

 - B. Recruitment and Testing – Eligibility Lists
 - 2024-83 District Receptionist
 - 2024-84 Maintenance Worker
 - 2024-85 Early Learning Instructional Assistant
 - 2024-86 Noon Duty Supervisor
 - 2024-87 Custodian
 - 2024-88 School Office Clerk
 - 2024-89 Universal Instructional Assistant

**CONSENT
CALENDAR
(CONTINUED)**

- C. Classified Activity Lists
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of April 8, 2025, and April 29, 2025.
- D. Classified Recruitment Lists
The Personnel Commission received the most current list of classified vacancies and 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.

**PUBLIC HEARING
ON THE PROPOSED
ANNUAL BUDGET
OF THE
PERSONNEL
COMMISSION FOR
FISCAL YEAR
2025- 2026**

Commissioner Ewing opened the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2025-2026 at 4:44 p.m.

There being no comments from the administration or the public, Commissioner Ewing closed the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2025-2026, at 4:45 p.m.

**ADOPTION OF THE
PROPOSED
ANNUAL BUDGET
OF THE
PERSONNEL
COMMISSION FOR
FISCAL YEAR
2025-2026**

Commissioner Gooch stated that he met with Executive Director Jensen to go over each of the line items within the proposed budget and discussed how to best meet the essential needs of the Commission and delivery of services. As a result of the Executive Director's due diligence, he believes the proposal being brought forward to the Commission constitutes a prudent budget that will get the job done for the activities and services that we require. He turned it over to Dr. Jensen to share further information.

Dr. Jensen shared a PowerPoint presentation focusing on the proposed budget of the Personnel Commission for the 2025-2026 school year. The presentation reviewed key components of the proposal, highlighted major considerations and strategic priorities, and provided relative context from prior years to support understanding of the current budget direction.

He explained the requirement of the Personnel Commission to prepare an annual budget for its office, and that once approved by the County Superintendent it would be included in the District's regular budget. The budget is developed collaboratively with the Vice Chair of the Personnel Commission, who serves as a liaison in the process. The Executive Director also works closely with the Director of Fiscal Services to ensure alignment with the District's overall budget goals while maintaining the independence of the Personnel Commission.

In planning for the 2025-2026 budget, all areas were reviewed in order to keep the budget lean without compromising function. The proposal represents the minimum funding needed to sustain operations and fulfill our responsibilities.

ADOPTION OF THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2025-2026 (CONTINUED)

This serves as our baseline to ensure that essential functions are fully supported. From there, a historical analysis is conducted, looking at past expenditures, and identifying trends that keep us grounded and provides a clear picture of our financial trajectory.

Using this context, future projections were developed estimating upcoming expenditures while maintaining flexibility to adjust for changing circumstances and emerging needs. Then a needs assessment was conducted which allows us to pinpoint current and long-term requirements and ensures we are not only addressing immediate priorities but also preparing strategically for what lies ahead. Expenditure prioritization is implemented to further support sound decision making, and are categorized as essential, necessary, and discretionary, enabling us to allocate resources in a deliberate and transparent way.

Dr. Jensen reviewed each budget line which included office supplies, district memberships, mileage, travel and conference, advertising, outside services, staff salaries, overtime, temporary and substitute staffing, etc.

This year's budget refocuses on essential staffing and core services. Any unused funds will be redeposited back into the general fund.

Motion by Commissioner Gooch to approve the Annual Budget of the Personnel Commission for Fiscal Year 2025-2026.

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

SALARY RANGE REALLOCATION: TRANSPORTATION DISPATCHER

This agenda item was pulled and will be brought back at a future meeting.

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Bidnick thanked Commissioner Gooch and Dr. Jensen for their work on the budget. He congratulated the Classified School Employees of the Year. He expressed his condolences to the Briscoe family on the passing of former Board of Trustee, John Briscoe.

Commissioner Gooch expressed his condolences to the family of Mr. John Briscoe, and with the concurrence of the other Commissioners requested the meeting be adjourned in his memory.

Commissioner Ewing also shared the sentiment regarding Mr. Briscoe. He welcomed Ms. Headrick back to the Human Resources department and is excited to see what the department will be doing. He thanked Assistant Superintendent of Administrative Services, Keith Farrow for his department's assistance with preparing the budget. He announced that the next meeting of the Personnel Commission was scheduled for June 12, 2025.

DIRECTOR AND STAFF REPORTS

Dr. Jensen expressed his condolences to the Briscoe family. He thanked the staff for the great work they do. He also stated that he is excited to work with Ms. Reagan Headrick and is glad the department is on its way to being fully staffed.

MINUTES OF THE MAY 22, 2025 PERSONNEL COMMISSION MEETING – PAGE 4

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Michelle Eifert welcomed Reagan Headrick back to the Human Resources department and wished everyone a happy Memorial Day.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch in memory of former Ocean View School District Trustee, John Briscoe.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:55 p.m.

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 12, 2025

SUBJECT: **Agenda Item No. 13-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: 2024-90	Early Learning Instructional Assistant
Ratify: 2024-91	Noon Duty Supervisor
Ratify: 2024-92	Instructional Assistant – ABA
Ratify: 2024-93	Lead Information Technology Support Specialist
Ratify: 2024-94	Lead Food Service Worker

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-90 through 2024-94.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-90	Early Learning Instructional Assistant	No. of Applicants 2 Screened Out 0 Written Exam Test Date Waived 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	12	Open, Promotional, and Merge
2024-91	Noon Duty Supervisor	No. of Applicants 4 Screened Out 0 Written Exam Test Date 5/14/2025 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	8	Open, Promotional, and Merge
2024-92	Instructional Assistant – ABA	No. of Applicants 7 Screened Out 0 Written Exam Test Dates 5/21/2025 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 5/27/2025 No Show/ Withdrew 3 Did Not Qualify 0	4	4	Open, Promotional, and Merge
2024-93	Lead Information Technology Support Specialist	No. of Applicants 1 Screened Out 0 Written Exam Test Dates 5/21/2025 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 5/22/2025 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Promotional
2024-94	Lead Food Service Worker	No. of Applicants 2 Screened Out 0 Written Exam Test Date Previous scores used No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date N/A No Show/ Withdrew N/A Did Not Qualify N/A	2	2	Promotional

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 12, 2025

SUBJECT: Agenda Item No. 13-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 Meetings of May 13, 2025, (Exhibit A), and May 27, 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 May 13, 2025, and May 27, 2025.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 May 13, 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>
Beltz, Christopher	Director, Fiscal Services	District Office	\$13,518.64 monthly	M71.5	05/05/2025
Flores, Erick	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	04/07/2025
Nicholson, Brooklyn	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	04/10/2025
Polanco, Breandin	ALC Attendant	Mesa View	\$18,050 hourly	19.1	04/21/2025

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>
Nakamura, Yvette	School Office Clerk	Substitute	\$27,488 hourly	28.5	04/21/2025
Nakamura, Yvette	Universal Instructional Assistant	Substitute	\$23,689 hourly**	22.5	04/21/2025
Powers, Melissa	Early Learning Associate Educator	Substitute	\$26,155 hourly	30.3	04/11/2025
Repa-Le, Miriam	Instructional Assistant – Severely Disabled	Substitute	\$22,001 hourly	27.1	04/23/2025
Rodriguez Gonzalez, Cinthia	Child Care Program Facilitator	Substitute	\$24,891 hourly	32.1	04/12/2025
Rodriguez Gonzalez, Cinthia	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	04/12/2025
Sanchez, Kimberly	Campus Safety Supervisor	Substitute	\$20,941 hourly	25.1	04/28/2025
Taliaferro, Michelle	Human Resources Technician	Substitute	\$27,488 hourly	36.1	03/25/2025

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>
Landero, Victoria	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	04/21/2025
Santos, Angel	Maintenance Worker	Facilities	\$25,508 hourly	33.1	04/30/2025

APPROVE LEAVE OF ABSENCE WITHOUT PAY

In accordance with Merit System Rule 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Miller, Ashley	Universal Instructional Assistant	Star View	05/23/2025	06/13/2025

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 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>
Cheek, Scarlett	Universal Instructional Assistant	Star View	Resigned	11/21/2024	06/13/2025
Davis, Nancy	Lead Food Service Worker	Mesa View	Retired	03/14/2002	06/13/2025
Fong, Garrett	Universal Instructional Assistant	Harbour View	Resigned	08/28/2024	04/30/2025
Lyle, Marielos	Instructional Assistant – Special Education	Vista View	Retired	09/05/1996	06/13/2025
Rodriguez Gonzalez, Cinthia	Child Care Program Facilitator	College View	Resigned	01/29/2025	04/11/2025
Silver, In Sook	Food Service Worker	Marine View	Retired	10/20/2014	06/13/2025
Vasquez, Begonia	Intermediate Clerical Assistant Bilingual	District Office	Released	11/14/2024	04/11/2025

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 27, 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>
Bavouset, Vivien	Universal Instructional Assistant	Star View	\$19,444 hourly**	22.1	05/14/2025
Duarte, John	Custodian	Vista View	\$22,561 hourly	28.1	05/12/2025
Flores, Marlen	Instructional Assistant - ABA	Westmont	\$23,689 hourly	28.2	04/29/2025
Guzman, Brad	Custodian	Vista View	\$22,561 hourly	28.1	05/12/2025
Jones, Shawna	Noon Duty Supervisor	Golden View	\$17,170 hourly	1.1*	05/01/2025
Lodge, Luke	Instructional Assistant – ABA	Harbour View	\$22,561 hourly	28.1	05/05/2025
Najera-Salgado, Katie	District Receptionist	District Office	\$4,421.42 monthly	31.2	05/19/2025
Reynolds, Caitlin	Instructional Assistant – ABA	Oak View Preschool	\$22,561 hourly	28.1	05/15/2025
Webb, Jenna	Instructional Assistant - ABA	Westmont	\$24,891 hourly	28.3	05/19/2025

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Bonds, Savannah	Food Service Worker	Substitute	\$17,618 hourly	18.1	05/14/2025
Cardoso, Veronica	School Office Clerk	Substitute	\$22,561 hourly	28.1	05/06/2025
Cardoso, Veronica	School Health Technician	Substitute	\$21,467 hourly	26.1	05/06/2025
Hernandez, Claudia	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	05/12/2025
Landero, Victoria	Instructional Assistant – ABA	Substitute	\$22,561 hourly	28.1	05/09/2025
Romo, Oscar	Groundskeeper I	Substitute	\$24,279 hourly	31.1	04/15/2025
Solorio, Antonio	Campus Safety Supervisor	Substitute	\$20,941 hourly	25.1	05/14/2025

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>
Dang, Hong (Rose)	Noon Duty Supervisor	Lake View	Resigned	08/23/2005	04/25/2025
Domingues Price, Mirella	Instructional Assistant – ABA	Hope View	Resigned	03/03/2025	05/08/2025
Harper, Melanie	Noon Duty Supervisor	Harbour View	Resigned	11/12/2024	04/25/2025
Hur, Jeewon	Instructional Assistant – Special Education	Vista View	Resigned	09/27/2018	06/13/2025

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 27, 2025

APPROVE SEPARATION - CONTINUED

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>
Kelley, Megan	Early Learning Instructional Assistant	Oak View Preschool	Resigned	09/25/2024	05/09/2025
Le, Scott	Skilled Maintenance Worker	Facilities	Resigned	12/08/2021	05/26/2025
Pavia, Juan Carlos	Groundskeeper I	Facilities	Resigned	06/19/2017	05/22/2025
Pollard, Michelle	Instructional Assistant – ABA	Westmont	Released	12/09/2024	05/02/2025
Ramirez, Anjelica	Noon Duty Supervisor	Mesa View	Resigned	04/01/2025	05/09/2025
Vu, Brian	Custodian	Marine View	Released	01/09/2025	05/12/2025
Whitton, April	School Library Specialist	Village/Circle View	Resigned	09/07/2022	06/13/2025

*This is a single step, entry level, or trainee position.

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 12, 2025

SUBJECT: Agenda Item No.13-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
John Duarte	Custodian	2	Brings over three years of custodial experience to the position.	
Oscar Romo	Groundskeeper I	4	Over 17 years of school district groundskeeping experience.	5/23/25

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: June 12, 2025

SUBJECT: Agenda Item No. 14: 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 nearly overtaken that of the Transportation Dispatcher.

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 as follows:

.....

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 42, (\$5,522.86 monthly/\$31.863 hourly to \$6,729.05 monthly/\$38.821 hourly) on the Classified Bargaining Unit Salary Schedule, with an effective date of June 13, 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		
48	Accountant		
			<u>LIBRARY/MEDIA SERIES</u>
		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
	<u>DELIVERY SERIES</u>	47	Database Analyst
31	Delivery Worker	47	Network Systems Specialist
37	Storekeeper	50	Network Systems Manager
			<u>PRINTING SERIES</u>
18	Food Service Worker	33	Reprographic Technician
21	Lead Food Service Worker	36	Lead Reprographic Technician
24	Cook		
27	Central Kitchen Lead Food Service Worker		
			<u>PURCHASING SERIES</u>
		34	Senior Purchasing Clerk
		38	Buyer
	<u>GROUNDS SERIES</u>		
31	Groundskeeper I		
33	Grounds Equipment Operator		
34	Groundskeeper II	35	Program Support Specialist
35	Grounds Maintenance Worker	36	Department Secretary
37	Sprinkler Mechanic	36	School Office Manager
39	Lead Groundskeeper	37	Department Secretary-Bilingual
		37	School Office Manager-Bilingual
		40	Administrative Secretary
	<u>HEALTH SERIES</u>		
26	School Health Technician		
			<u>SPECIAL PROGRAM SERIES</u>
	<u>HUMAN RESOURCE SERIES</u>	19	Alternative Learning Center Attendant
36	Personnel Technician	23	Parent Liaison Instructional Assistant-Bilingual
36	Human Resources Technician	25	Campus Safety Supervisor
39	Benefits & Workers' Compensation Specialist	25	Parent Educator-Bilingual
40	Personnel Assistant	31	Community Liaison-Bilingual
41	Human Resources Analyst	38	Public Information Assistant
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 42	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

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.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Scott Jensen, Ed.D.
Executive Director, Human Resources
DATE: June 12, 2025

SUBJECT: Agenda Item No. 15: Salary Reallocation Request – Driver Instructor

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.

The Executive Director, Human Resources, and the District recommend that the Personnel Commission approve the salary range reallocation request for the Driver Instructor, and recommend to the Board of Trustees that the salary be adjusted as follows:

.....

Recommendation

The Executive Director recommends the Personnel Commission recommend to the Board of Trustees that the salary range of Driver Instructor be reallocated from Salary Range 35, (\$4,649.13 monthly/\$26.822 hourly to \$5,660.96 monthly/\$32.659 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 June 13, 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		<u>NETWORK/COMMUNICATIONS SERIES</u>
32	Clerical Specialist-Bilingual	37	Field Service Technician
33	Translator/Interpreter	39	Data and Assessment Technician
		40	Information Technology Support Specialist
	<u>CUSTODIAL SERIES</u>	43	Lead Information Technology Support Specialist
28	Custodian	45	Audiovisual Technician
30	Lead Evening Custodian	45	Computer/Multimedia Technician
32	Head Custodian	47	Database Analyst
		47	Network Systems Specialist
	<u>DELIVERY SERIES</u>	50	Network Systems Manager
31	Delivery Worker		
37	Storekeeper		<u>PRINTING SERIES</u>
		33	Reprographic Technician
	<u>FOOD AND NUTRITION SERVICES SERIES</u>	36	Lead Reprographic Technician
18	Food Service Worker		
21	Lead Food Service Worker		<u>PURCHASING SERIES</u>
24	Cook	34	Senior Purchasing Clerk
27	Central Kitchen Lead Food Service Worker	38	Buyer
	<u>GROUNDS SERIES</u>		<u>SECRETARIAL SERIES</u>
31	Groundskeeper I	35	Program Support Specialist
33	Grounds Equipment Operator	36	Department Secretary
34	Groundskeeper II	36	School Office Manager
35	Grounds Maintenance Worker	37	Department Secretary-Bilingual
37	Sprinkler Mechanic	37	School Office Manager-Bilingual
39	Lead Groundskeeper	40	Administrative Secretary
	<u>HEALTH SERIES</u>		<u>SPECIAL PROGRAM SERIES</u>
26	School Health Technician	19	Alternative Learning Center Attendant
		23	Parent Liaison Instructional Assistant-Bilingual
	<u>HUMAN RESOURCE SERIES</u>	25	Campus Safety Supervisor
36	Personnel Technician	25	Parent Educator-Bilingual
36	Human Resources Technician	31	Community Liaison-Bilingual
39	Benefits & Workers' Compensation Specialist	38	Public Information Assistant
40	Personnel Assistant		
41	Human Resources Analyst		<u>TRANSPORTATION SERIES</u>
41	Personnel Analyst	35	Driver Instructor (PROPOSED)
41	Associate Personnel Analyst	36	Mechanic Assistant
		37	Bus Driver/Utility Worker
	<u>INSTRUCTIONAL SERIES</u>	38	Transportation Dispatcher
21	Instructional Assistant	42	Mechanic
22	Instructional Assistant-Bilingual	45	Lead Mechanic
22	Universal Instructional Assistant		
23	Early Learning Instructional Assistant		<u>Salaries:</u>
23	Instructional Assistant-Computer I		* 0.5% Across the Board Salary Increase effective 2/1/2024, approved by Board of Trustees 5/14/2024.
23	Instructional Assistant – English Learner		
23	Instructional Assistant-Farm Facility		<u>Longevity:</u>
24	Early Learning Instructional Assistant - Bilingual		• 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.
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)		

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.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Scott Jensen, Ed.D.
Executive Director, Human Resources
DATE: June 12, 2025

SUBJECT: Agenda Item No. 16: Salary Reallocation Request – Flooring Repair Worker

Background Information

The current salary placement for the *Flooring Repair Worker* classification is at Range 37, despite the job description designating it as a highly skilled journeyman role. Notably, it is the only position with this journeyman-level designation that is placed outside of the Range 40 salary schedule.

In comparison, other classifications, such as *Locksmith* and *Painter*, which also carry the “highly skilled journeyman” designation in their job summaries, are appropriately aligned at Range 40.

This proposed adjustment seeks to reallocate the *Flooring Repair Worker* to Range 40 in order to uphold consistency and internal alignment across job classifications with comparable technical complexity, autonomy, and skill level. This adjustment aligns the position with other skilled trade classifications such as *Locksmith* and *Painter*, which are also designated as highly skilled journeyman-level roles in their respective job descriptions.

The recommendation ensures that all roles identified as “highly skilled journeyman” are situated within the same salary range, promoting equity and classification integrity within the skilled trades and ensures internal equity among classifications performing comparable levels of technical skill, independence, and responsibility.

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Recommendation

The Executive Director recommends the Personnel Commission recommend to the Board of Trustees that the salary range of Flooring Repair Worker be reallocated from Salary Range 37, (\$4,881.72 monthly/\$28.164 hourly to \$5,948.18 monthly/\$34.316 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 June 13, 2025.

Attachments:

- Classified Bargaining Salary Schedule Draft
- Merit Rule 7.1

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

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OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: June 12, 2025
**SUBJECT: Agenda Item No. 17: PROPOSED PERSONNEL COMMISSION MEETING
DATES FOR 2025-2026 SCHOOL YEAR**

Background Information

The Personnel Commission typically meets on the second Thursday of the month, in the District Office Board Room, located in Huntington Beach, California, at 4:30 p.m., unless otherwise noted. *Dates may be subject to change.*

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2025-2026 school year and are forwarded for ratification:

- Thursday, July 10, 2025
- Thursday, August 14, 2025
- Thursday, September 11, 2025
- Thursday, October 9, 2025
- Thursday, November 13, 2025
- Thursday, December 11, 2025
- Thursday, January 15, 2026* (due to Winter Break)
- Thursday, February 12, 2026
- Thursday, March 12, 2026
- Thursday, April 16, 2026* (due to Spring Break)
- Thursday, May 14, 2026
- Thursday, June 11, 2026

*Third Thursday of the month

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Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates for the 2025-2026 school year.