OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, July 17, 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, JULY 17, 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 June 12, 2025, for approval. **(ACTION)**
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 June 12, 2025, Regular Personnel Commission meeting for approval. **(ACTION)**
Moved: ___
Second: ___
Vote: ___

CONSENT CALENDAR

13. The Personnel Commission will receive the following items on the Consent Calendar: **(ACTION)**
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 description(s):

1. Benefits and Workers Compensation Specialist

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

Ratify:	2025-01	Maintenance HVAC Mechanic
Ratify:	2025-02	Director of Expanded Learning and Childcare Programs
Ratify:	2025-03	Early Learning Instructional Assistant
Ratify:	2025-04	Early Learning Educator
Ratify:	2025-05	Personnel Technician
Ratify:	2025-06	Early Learning Instructional Assistant

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:

- June 10, 2025
- June 24, 2025

D. CLASSIFIED RECRUITMENT UPDATE:
The Personnel Commission will receive the most current update of classified vacancies and recruitments.

E. ADVANCE STEP PLACEMENT NOTIFICATIONS:
The Personnel Commission will receive the Executive Director's notification of advance step placements that have been approved since the last meeting of the Personnel Commission.

NEW COMMISSION BUSINESS

14. There is no new business for the Commission to discuss, review, or approve at this time.

OTHER COMMUNICATIONS

15. SECOND PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. All public comments shall be limited to three minutes per person.

16. COMMISSIONER REPORTS

17. EXECUTIVE DIRECTOR AND STAFF REPORTS

18. ADJOURNMENT **TIME:_____p.m.** **(ACTION)**

Moved: ___
Second: ___
Vote: ___

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

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

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

OCEAN VIEW SCHOOL DISTRICT
Regular Closed Session Personnel Commission Meeting Minutes
June 12, 2025

CALL TO ORDER The June 12, 2025, Regular Closed Session meeting of the Personnel Commission was called to order at 3:47 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 May 22, 2025, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

INFORMATION/ ACTION ITEMS The Personnel Commission met regarding:

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

   1. Executive Director, Human Resources evaluation

ADJOURNMENT Motion by Commissioner Bidnick to adjourn the June 12, 2025, Closed Session Meeting at 4:21 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
June 12, 2025

CALL TO ORDER Commissioner Ewing called the June 12, 2025, Regular Personnel Commission Meeting to order at 4:30 p.m.

ROLL CALL Commissioners Bidnick, Ewing, and Gooch were present.

STAFF MEMBERS PRESENT Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician; Janet Barajas, Administrative Assistant; Reagan Headrick, Deputy Superintendent, Human Resources.

PLEDGE OF ALLEGIANCE Commissioner Bidnick led the pledge of allegiance.

REPORT OUT OF CLOSED SESSION Commissioner Ewing reported that agenda item number 16 would be pulled from today's agenda and brought back at a future meeting.

WRITTEN COMMUNICATIONS There were no written communications to the Personnel Commission.

FIRST PUBLIC COMMENTS There were no comments from the public.

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the May 22, 2025, Regular Personnel Commission meeting.

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

CONSENT CALENDAR The following items were received on the Consent Calendar.

A. Job Description Review and Revisions

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

B. Recruitment and Testing – Eligibility Lists

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

C. Classified Activity Lists

The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of May 13, 2025, and May 27, 2025.

D. Classified Recruitment Lists

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

CONSENT CALENDAR (CONTINUED)

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.

SALARY RANGE REALLOCATION: TRANSPORTATION DISPATCHER

Dr. Jensen stated that this proposed salary range reallocation is based upon a misalignment within the Transportation job series. In 2022, the salary range for Bus Driver was raised due to an extreme shortage of qualified bus drivers. At that time, the salary ranges of the other classifications within the series were not considered. This request is to bring the salary range of Transportation Dispatcher back into alignment..

Dr. Jensen recommended that the Personnel Commission approve the salary range reallocation for Transportation Dispatcher and recommend to the Board of Trustees that the salary range be reallocated from range 38 to range 42 on the Classified Bargaining Unit Salary Schedule.

Motion by Commissioner Gooch to approve the Salary Range Reallocation for Transportation Dispatcher.

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

SALARY RANGE REALLOCATION: DRIVER INSTRUCTOR

Dr. Jensen stated that this proposed salary range reallocation is also based upon a misalignment within the Transportation job series. As explained in the previous item, in 2022, the salary range for Bus Driver was raised due to an extreme shortage of qualified bus drivers. At that time, the salary ranges of the other classifications within the series were not considered. This request is to bring the salary range of Driver Instructor back into alignment.

Dr. Jensen recommended that the Personnel Commission approve the salary range reallocation for Driver Instructor and recommend to the Board of Trustees that the salary range be reallocated from range 35 to range 40 on the Classified Bargaining Unit Salary Schedule.

Motion by Commissioner Gooch to approve the Salary Range Reallocation for Driver Instructor.

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

SALARY RANGE REALLOCATION: FLOORNG REPAIR WORKER

This agenda item was pulled from tonight's agenda and will come back for discussion and approval at a future meeting.

PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2025-2026

Motion by Commissioner Bidnick to approve the Proposed Personnel Commission Meeting Dates for 2025-2026.

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

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Bidnick wished everyone a happy summer.

Commissioner Gooch had nothing to report.

Commissioner Ewing stated that the next meeting of the Personnel Commission is scheduled for July 10, 2025. He also shared he would be out of town for the next Board Meeting so there would be no report to the Board from the Personnel Commission at that meeting.

DIRECTOR AND STAFF REPORTS

Dr. Jensen shared that with one day left in the school year before students are off for the summer, this is the time of the year when we get busy. Human Resources staff would be out and about at the middle school sites tomorrow supporting the office staff during the promotion ceremonies. He thanked the Human Resources team for the work they do and is looking forward to some heavy recruiting and getting staff all in place for the upcoming school year.

Michelle Eifert wished Commissioner Ewing a happy birthday coming up on June 19, 2025. She also wished everyone a happy summer.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch in memory of James Martin, who spent the last moments of his life defending freedom in the Republic of Vietnam on June 16, 1968.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:38 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: July 17, 2025

SUBJECT: Agenda Item No. 13-A-1: Job Description Revision: Benefits and Workers Compensation Specialist

Background Information

With the recent retirement of the Benefits and Workers Compensation Specialist, the District is interested in updating and revising the current job description and title. Proposed revisions to the job description are recommended for discussion and approval.

It is proposed that the title be updated to Benefits, Workers' Compensation, and Leaves Specialist, and that the area of employee leaves of absence be added to the job description as the incumbent in this position already manages related tasks involving employee well-being, time away from work, and compliance with labor regulations. Consolidating responsibility for leaves of absence under this role enhances operational efficiency. It ensures consistent application of policy, centralized documentation, and improved communication with employees regarding benefits eligibility and leave timelines.

Supervision over this position will be administered by the Assistant Superintendent, Administrative Services or designee.

Salary Considerations

There is no proposed change to the salary range for this position.

Recommendation

The Executive Director recommends that the Personnel Commission approve the proposed revisions to the job description and title change to Benefits, Workers' Compensation, and Leaves Specialist. Revisions to be effective July 18, 2025.

OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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

Benefits, Workers' Compensation, and Leaves Specialist

JOB SUMMARY:

Under general supervision and with administrative guidance plans and organizes comprehensive employee benefit programs ~~(Cafeteria insurance plan, Medicare, Retirement, COBRA benefits, tax sheltered annuities, and Section 125 plans)~~ which includes insurance, leaves, and Workers' Compensation; serves as a liaison with insurance carriers and employees in answering inquiries, resolving problems and communicating benefit coverage. Responsible for the daily operations pertaining to the administration of benefits for the district, specifically insurance, workers' compensation and leaves of absence.

CLASS CHARACTERISTICS:

This is a position having significant responsibility for performing complex specialized work involved in providing ~~certificated and classified~~ employees information about enrollment into District provided benefit programs, (which includes insurance, leaves and workers' compensation). The incumbent exercises a great deal of independent judgment, responsibility and sensitivity in providing highly confidential and sensitive information to carriers, employees and others. ~~This position is pivotal in facilitating the District's benefit programs and workers' compensation and assists in the efficient daily operations of the Human Resources Department.~~

REPRESENTATIVE DUTIES:

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

Essential Duties

- Process new, changed and terminated employees regarding benefits including the maintenance of all related systems both manual and automated;
- ~~Enroll eligible employees into District-provided benefit programs of their choice~~;
- Maintain accurate records in HR systems related to benefits, workers' compensation and leaves;
- ~~Counsel, advise and/or~~ Assist and answer employee questions regarding ~~available~~ District-provided and optional benefit programs;
- Provide information regarding costs, coverage, plan terms and conditions, and coordination of benefits;
- Provide guidance in completion of benefit selection and payroll deduction forms;
- Serve as a liaison between employees and benefit providers in reconciling benefit coverage, payments and resolving eligibility concerns related to dependents of employees;
- Prepare and organize materials, information and procedures utilized for open enrollment of employees eligible for District benefits;
- Coordinate provider participation in annual periods of open enrollment;
- Input, retrieve and monitor benefit information to ensure compliance with State and Federal

~~insurance~~ regulations, district policies, procedures and contracts;
- Review and analyze carrier provided documentation and insurance and benefit contracts and/or booklets for completeness, accuracy and compliance with the District's contract with the provider;
- Receive, reconcile and analyze claim reports, monitor and correct billing errors;
- Post information to logs, records, ~~charts, cards~~ and maintain the employee ~~medical~~ databases for workers' compensation, accommodations, leaves of absence;
- ~~Maintain coordinated~~ Make appointments, set up meetings ~~calendars~~ pertaining to ~~insurance~~ matters about insurance, workers' compensation, workplace accommodations and leaves between all necessary parties ~~making appointments and setting up meetings between insurance carrier representatives and District administration~~;
- Coordinate and oversee the annual employee open enrollment for employees, ~~including making arrangements for the participation of health related vendors and attendance of District employees~~;
- Administer the Workers' Compensation program for the district, review and process claims, prepare required reports and update case records;
- Obtain, analyze and follow up on confidential employee insurance claims and workers' compensation documentation;
- Research and investigate various aspects of workers' compensation claims filed, and make recommendations as necessary;
- Act as a liaison with several Workers' Compensation related organizations.
- Conduct research and prepare summary reports dealing with employee benefit issues for labor contract negotiations and cost containment;
- Assist other ~~human resources~~ office staff during peak demand periods;
- Input and retrieve information and data and prepare confidential reports, independently compose and prepare related correspondence;
- ~~Act as a liaison with the county to ensure the proper management of the database~~.

SUPERVISION:

General supervision is received from the Assistant Superintendent, Administrative Services or designee. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:
- Types, kinds, structure and operation of employee benefit programs, including familiarity with insurance programs, coverage and claims processing;
- Workers' compensation reporting requirements;
- Rules, regulations, and procedures in processing benefits, including insurance, leaves and workers' compensation documents;
- All regulations and district policies pertaining to insurance, leaves, workers' compensation benefits, including but not limited to HIPAA and California Confidentiality Act;
- Modern office methods, procedures, terms, and equipment used in a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Serve as the primary liaison for workers' compensation, coordinating communication and case management with employees, providers, and relevant agencies;

- Coordinate employee leave advisement and the interactive process as the primary liaison between employees and relevant District personnel;
- Public relations;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar and punctuation;
- Business mathematics;
- Standard record keeping and filing system procedures.

Ability to:

- Perform complex and technical duties in the administration of the district's benefit programs, including insurance, leaves and the workers' compensation program;
- Analyze technical information and make sound judgments and recommendations relating to various district benefits including plans and insurance coverage;
- Provide quality customer service to and deal effectively with a wide variety of personalities in situations requiring diplomacy, courtesy, and credibility;
- Interpret and explain complex insurance and benefit plan information to others;
- Operate various standard and specialized office equipment including a personal computer
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, data base, E-mail and internet computer applications;
- Keyboard at an acceptable rate to accomplish tasks in a timely manner ~~a net corrected speed of 50 WPM;~~
- Work independently utilizing sound judgments and discretion in a variety of situations;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Effectively and efficiently maintain accurate records and files;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.
- Maintain security and confidentiality of privileged and sensitive information.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- College-level coursework or specific training in human resources or related field is highly desirable.
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

Experience:

- Three (3) years of responsible specialized experience in the administration of benefits, preferably in a California school district.
- Experience processing workers' compensation claims or leaves administration is highly desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Work Environment:
This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, and being subject to frequent interruptions

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

SALARY RANGE

Range 39
Classified Bargaining Unit

New Classification approved by Personnel Commission 10/10/13
Job Description Review and Revisions Effective: 5/12/16
Proposed Revisions July 17, 2025

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 17, 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:	2025-01	Maintenance HVAC Mechanic
Ratify:	2025-02	Director of Expanded Learning and Childcare Programs
Ratify:	2025-03	Early Learning Instructional Assistant
Ratify:	2025-04	Early Learning Educator
Ratify:	2025-05	Personnel Technician
Ratify:	2025-06	Early Learning Instructional Assistant

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-01 through 2025-06.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-01	Maintenance HVAC Mechanic	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	11 4 4/9/25 2 2 4/28/25 0 1	3	3	Open, Promotional, and Merge
2025-02	Director of Expanded Learning and Childcare Programs	No. of Applicants Screened Out Application Screening Date No Show/ Withdrew Did Not Qualify Final Interview Dates No Show/ Withdrew Did Not Qualify	2 1 5/30/25 0 0 6/2/25 6/9/25 0 0	1	1	Promotional
2025-03	Early Learning Instructional Assistant	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	3 2 Waived 0 0 N/A 0 0	12	1	Open, Promotional, and Merge
2025-04	Early Learning Educator	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	10 4 Waived 0 0 6/16/25 3 0	4	4	Open, Promotional, and Merge
2025-05	Personnel Technician	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	33 23 3/6/25 4 0 4/4/25 1 1	4	4	Open & Promotional
2025-06	Early Learning Instructional Assistant	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	4 3 Waived 0 0 N/A 0 0	1	1	Open & Promotional

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 17, 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 June 10, 2025, (Exhibit A), and June 24, 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 June 10, 2025, and June 24, 2025.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 10, 2025

APPROVE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Gonzalez, Daniel	Custodian	Golden View	$22.561 hourly	28.1	05/19/2025
Hernandez, Claudia	Noon Duty Supervisor	Lake View	$17.170 hourly	1.1*	05/21/2025
Kardos, Ethan	Custodian	Marine View	$22.561 hourly	28.1	05/19/2025
Kromm, Austin	Custodian	Facilities	$3,910.65 monthly	28.1	05/19/2025

APPROVE SUBSTITUTE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Kelter, Dustin	Instructional Assistant – Severely Disabled	Substitute	$22.00 hourly	27.1	05/12/2025
Samperio, Wendy	School Office Clerk	Substitute	$22.561 hourly	28.1	05/01/2025

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8:

NAME	POSITION SEPARATED FROM	SITE	REASON	BEGINNING DATE	EFFECTIVE DATE
Bradley, Beth	Noon Duty Supervisor	Westmont	Resigned	11/10/2021	05/23/2025
McBride, Christy	Instructional Assistant – Special Education	Vista View	Retired	08/30/2007	06/13/2025
Meza, Francisco	Instructional Assistant – ABA	College View	Resigned	04/01/2021	05/15/2025

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

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 24, 2025

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Lopez, Desiree	Noon Duty Supervisor	Oak View	$17.170 hourly	1.1*	06/02/2025
Peterson, Mark	Noon Duty Supervisor	Harbour View	$17.170 hourly	1.1*	06/05/2025
Romo, Oscar	Groundskeeper I	Facilities	$4,881.72 monthly	31.4	05/23/2025

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Arnold, Stacy	ALC Attendant	Substitute	$18.050 hourly	19.1	06/04/2025
Arnold, Stacy	District Receptionist	Substitute	$24.249 hourly	31.1	06/04/2025
Arnold, Stacy	School Office Clerk	Substitute	$22.561 hourly	28.1	06/04/2025
Gomez, Vincent	Cook	Substitute	$20.434 hourly	24.1	04/01/2025
Houchen, Rachel	Campus Safety Supervisor	Substitute	$20.941 hourly	25.1	06/04/2025
Mograbi, Carissa	ALC Attendant	Substitute	$18.050 hourly	19.1	06/04/2025
Mograbi, Carissa	District Receptionist	Substitute	$24.249 hourly	31.1	06/04/2025
Mograbi, Carissa	School Office Clerk	Substitute	$22.561 hourly	28.1	06/04/2025
Moore, Joshua	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	05/01/2025
Rodriguez, Jesus	Custodian	Substitute	$22.561 hourly	28.1	06/10/2025
Stapp, Nancy	ALC Attendant	Substitute	$18.050 hourly	19.1	06/04/2025
Stapp, Nancy	District Receptionist	Substitute	$24.249 hourly	31.1	06/04/2025
Stapp, Nancy	School Office Clerk	Substitute	$22.561 hourly	28.1	06/04/2025
Tang, Ethan	ALC Attendant	Substitute	$18.050 hourly	19.1	06/04/2025
Tang, Ethan	District Receptionist	Substitute	$24.249 hourly	31.1	06/04/2025
Tang, Ethan	School Office Clerk	Substitute	$22.561 hourly	28.1	06/04/2025
Tapia, Merlin	Head Custodian	Substitute	$24.892 hourly	32.1	06/02/2025
Vega, Omar	Custodian	Substitute	$22.561 hourly	28.1	06/10/2025
Vela, Bernadette	School Library Specialist	Substitute	$22.00 hourly	27.1	05/01/2025
Worley, Janet	Benefits & Workers Compensation Specialist	Substitute	$36.054 hourly	39.5	07/01/2025

APPROVE SEPARATION

In accordance with Merit System Rules 8.1 to 8.8:

NAME	POSITION SEPARATED FROM	SITE	REASON	BEGINNING DATE	EFFECTIVE DATE
Le, Jenny	Universal Instructional Assistant	Golden View	Resigned	01/01/2024	06/13/2025

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 17, 2025

SUBJECT: **Agenda Item No. 13-D: CLASSIFIED PERSONNEL VACANCY AND RECRUITMENT LIST**

Position	Number of Open Positions	Job Posting Open/ Close	Written Exam Date	In-Person Oral Exam Date	Remote Oral Exam Spark Hire Assigned to Candidate	Spark Hire Link Assigned to Panel for Review	Final Interview
ALC Attendant	1	Eligibility List					6/16/2025 - Candidate did not show. Will be opening a recruitment.
Clerical Specialist	1	6/3/2025 - 6/20/2025	6/25/2025				
Early Learning Instructional Assistant	2	2/202/2025 - 8/20/2025	Degree waiver				6/302025
Instructional Assistant - ABA	21	9/23/2024 - 9/23/2025	6/30/2025	7/7/2025			7/7/2025
Noon Duty Supervisor	9	5/7/2025 - 5/7/2026	7/9/2025				
Skilled Maintenance Worker	1	5/13/2025 - 6/3/2025	6/10/2025	6/18/2025			
Sprinkler Mechanic	1	12/2024 - 6/22/2025					
Universal Instructional Assistant	3	2/5/2025 - 2/5/2026	7/9/2025				
Child Care Program Facilitator	2	5/2/2025 - 11/2/2025	Degree waiver		6/16/2025	6/25/2025	
Total	**41**						

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: July 17, 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
Nya Botshekan	Instructional Assistant – ABA	3	Has a Bachelor's degree in Psychology with a minor in Child and Adolescent Studies. Has over one year of experience working with school-age children as an IA ABA.	8/27/25

Recommendation

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