OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, August 14, 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, AUGUST 14, 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 July 17, 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**

10. **WRITTEN COMMUNICATIONS TO THE PERSONNEL COMMISSION:** There are no written communications to the Personnel Commission at this time.

COMMUNICATIONS

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 July 17, 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. Instructional Assistant – Physical Education

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:	2025-07	Instructional Assistant – ABA
Ratify:	2025-08	Speech and Language Assistant
Ratify:	2025-09	Early Learning Instructional Assistant
Ratify:	2025-10	Payroll Technician
Ratify:	2025-11	Associate Personnel Analyst
Ratify:	2025-12	Information Technology Support Specialist
Ratify:	2025-13	Early Learning Associate Educator
Ratify:	2025-14	Child Care Program Facilitator
Ratify:	2025-15	Clerical Specialist
Ratify:	2025-16	Instructional Assistant – ABA
Ratify:	2025-17	Instructional Assistant – ABA

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:

- July 15, 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. 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.

(ACTION)
Moved: ___
Second: ___
Vote: ___

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
July 17, 2025

CALL TO ORDER The July 17, 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 June 12, 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 July 17, 2025, Closed Session Meeting at 4:22 p.m.

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

_____
Executive Director, Human Resources
Secretary to the Personnel Commission

_____
Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
July 17, 2025

CALL TO ORDER Commissioner Ewing called the July 17, 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; Lorena Aceves, Human Resources Administrator; Janet Barajas, Administrative Assistant; Reagan Headrick, Deputy Superintendent, Human Resources.

PLEDGE OF ALLEGIANCE Christopher Beltz, Director of Fiscal Services, led the pledge of allegiance.

REPORT OUT OF CLOSED SESSION Commissioner Ewing stated there was nothing to report out of closed session.

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

FIRST PUBLIC COMMENTS There were no comments from the public.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the July 17, 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
- Benefits and Workers Compensation Specialist

B. Recruitment and Testing – Eligibility Lists
- •2025-01 Maintenance HVAC Mechanic
- •2025-02 Director of Expanded Learning and Childcare Programs
- •2025-03 Early Learning Instructional Assistant
- •2025-04 Early Learning Educator
- •2025-05 Personnel Technician
- •2025-06 Early Learning Instructional Assistant

C. Classified Activity Lists
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of June 10, 2025, and June 24, 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.

Director Jensen informed the Commission that the job description for Benefits and Workers Compensation Specialist is being revised to include the duty of handling leaves of absence as this duty falls within the scope of the position. The title is being proposed to change to Benefits, Workers Compensation and Leaves Specialist, as the former incumbent already handled tasks related to employee well-being, time away from work, and compliance with labor relations. Consolidating leaves of absence under this role enhances operational efficiency, ensures consistent application of policy centralized documentation and improved communication with employees. In addition, supervision over this classification is being transferred from the Human Resources division to the Administrative Services division.

Motion by Commissioner Bidnick to approve the Consent Calendar.

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 congratulated Diana Flores and Sally Berber on their respective promotions.

Commissioner Gooch had nothing to report.

Commissioner Ewing announced that the next meeting of the Personnel Commission was scheduled for August 14, 2025.

DIRECTOR AND STAFF REPORTS

Dr. Jensen thanked the Human Resources for their hard work over the summer. The department is working hard filling positions for the upcoming school year.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:35 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

DATE: August 14, 2025

SUBJECT: **Agenda Item No. 13-A-1: Job Description Review/Revision – Instructional Assistant – Physical Education**

Background Information

It is recommended that the job description for the Instructional Assistant, PE position be revised to provide greater flexibility in meeting District program needs. The proposed revisions will broaden the scope of the position to align with the range of physical education and related activities offered at the upper elementary and middle school levels.

The recommended changes include expanding the grade-level focus in the job summary from 4th–5th grade to 4th–8th grade, and adding “dancing/rhythmic movement” to the representative job duties. These updates will ensure the position supports PE programs that include dance components, consistent with the PE curriculum, and will allow the District to more effectively assign instructional assistants to a variety of physical education and dance programs as needed.

Salary Considerations:

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

……

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission approve the proposed revisions to the job description for Instructional Assistant – Physical Education.

Ocean View School District

17200 Pinehurst Lane • Huntington Beach, CA 92647 • (714) 847-2551 • www.ovsd.org

OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

INSTRUCTIONAL ASSISTANT - PHYSICAL EDUCATION

JOB SUMMARY:

Under general supervision of the Principal or designee, and daily direction of a certificated physical education teacher, assists in implementing a program of physical education for both general and/or supplemental purposes generally for the 4th ~~and 5th~~ through 8th grade student population.

CLASS CHARACTERISTICS:

Incumbents perform paraprofessional activities reflecting their special knowledge and training in physical education. They are expected to work with assigned groups of students in providing a general and/or supplemental program of physical education with considerable independence, receiving technical direction and supervision from certificated staff. Incumbents in these positions are expected to regularly work at more than one school and may have to travel from one school to another during the day.

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

Monitor, assist, tutor students in a variety of physical education activities including, but not limited to, organized team and individual sports such as: baseball, basketball, soccer, football, tennis, track and field, volleyball and jump rope, dance and rhythmic movement; ***E***

Consult with certificated staff regarding student progress and behavior, and receive prior approval for modification of student programs from certificated staff; ***E***

Motivate student participation, promote good habits and sportsman like conduct for the purpose of improving the quality of students outcome and encouraging student development; ***E***

Assist assigned teacher with the implementation of lesson plans; administering and scoring tests; and recording grades; ***E***

Administer and score the State and District physical fitness tests, completing the State Scantron forms in the Spring and preparing District awards for students; ***E***

Maintain appropriate student discipline within the learning environment; ***E***

Assure the health and safety of students by following established practices and procedures and maintain outdoor environment in a safe, neat and orderly manner; ***E***

Prepare instructional, reinforcement and motivational learning materials;

Prepare written worksheets for students;

Maintain a variety of records;

May order equipment and supplies;

May operate a variety of office equipment;

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

SUPERVISION:

General supervision is received from the school Principal or designee. Daily direction is provided by a certificated physical education teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:
- General needs and behaviors of children;
- Physical and psychomotor development;
- Various exercises, activities intended to develop coordination and muscle strengthening;
- Safe practices in physical education and playground activities;
- Proper stretching and warm-up techniques;
- Basic learning theory related to physical activities;
- Rules of play for a variety of sports;
- English usage, including grammar, spelling and punctuation;
- Simple record keeping, basic mathematics;
- Modern office equipment and procedures.

Ability to:
- Observe and critique physical movements;
- Perform and model sporting activities and techniques;
- Lead and instruct students in various physical education activities, including warm-ups;
- Analyze situations accurately, make appropriate judgments, take proper action as necessary;
- Learn to administer and score the State and District physical fitness tests and complete the State Scantron forms;
- Work independently;
- Provide instructional assistance and technical advice to students;
- Assess student achievement;
- Generate enthusiasm for learning;
- Rapidly learn and apply relevant procedures and practices;
- Operate a variety of modern office equipment;
- Perform simple mathematical computations;
- Understand and carry out instructions;
- Work successfully with students and motivate participation in activities;
- React appropriately in emergency medical situations;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- Some training or post-secondary course work in Physical Education or Child Development is desirable.

Experience:

- Prior paid or volunteer experience involving the supervision of children in an organized setting is desirable.
- Prior experience working with children in a physical education or recreational setting is highly desirable.

LICENSES REQUIRED

These positions are required to possess a valid and appropriate California Driver License.

Within two (2) months of employment the employee is required to possess and maintain valid CPR and First Aid certification.

PHYSICAL DEMANDS, WORKING CONDITIONS AND HAZARDS:

The job requires constant standing, walking, bending, stooping, frequent reaching over head and physical agility sufficient to move about and model physical techniques on both hard, soft and uneven surfaces; does frequent physical work, lifting, carrying, pushing, and pulling objects weighing up to 50 pounds; visual acuity sufficient to see and observe student activities and behavior on the playing field; speech and vocal capacity sufficient to be heard by students in a noisy outdoor environment; hearing sufficient to be able to tell when a student is having difficulty or is being disruptive. The working environment is mostly out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to minor contagious illnesses and to noise generated by students involved in physical activities. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 5/6/03
Reviewed with no revisions 4/26/07
Revisions Effective: 4/11/2013
Job Description Review and Revisions Effective 4/9/15
Reviewed and Revisions Effective: 8/14/25

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 14, 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:	2025-07	Instructional Assistant – ABA
Ratify:	2025-08	Speech and Language Assistant
Ratify:	2025-09	Early Learning Instructional Assistant
Ratify:	2025-10	Payroll Technician
Ratify:	2025-11	Associate Personnel Analyst
Ratify:	2025-12	Information Technology Support Specialist
Ratify:	2025-13	Early Learning Associate Educator
Ratify:	2025-14	Child Care Program Facilitator
Ratify:	2025-15	Clerical Specialist
Ratify:	2025-16	Instructional Assistant – ABA
Ratify:	2025-17	Instructional Assistant – ABA

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-07 through 2025-17.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-07	Instructional Assistant – ABA	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 0 6/10/25 6/30/25 3 0 7/7/25 3 0	4	7	Open, Promotional, and Merge
2025-08	Speech and Language 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	7 1 Waived 0 0 N/A 0 0	1	8	Open, Promotional, and Merge
2025-09	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	6 2 Waived 0 0 N/A 0 0	1	5	Open, Promotional, and Merge
2025-10	Payroll Technician	No. of Applicants Screened Out Application Screening No Show/ Withdrew Did Not Qualify Written Exam Test Date No Show/ Withdrew Did Not Qualify	1 0 7/14/25 0 0 7/15/25 0 0	1	1	Promotional
2025-11	Associate Personnel Analyst	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	2 0 N/A 0 0 6/12/25 0 1	1	1	Promotional
2025-12	Information Technology Support Specialist	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	1 0 7/14/25 0 0 7/28/25 0 0	1	1	Promotional

ELIGIBILITY LISTS
Page 3

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-13	Early Learning Associate 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	6 1 Waived 0 0 7/24/25 2 0	3	3	Open, Promotional, and Merge
2025-14	Child Care Program Facilitator	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	8 2 Waived 0 0 Multiple Dates 5 0	2	3	Open, Promotional, and Merge
2025-15	Clerical Specialist	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	54 8 6/25/25 22 2 7/30/25 3 10	8	9	Open & Promotional
2025-16	Instructional Assistant – ABA	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 0 Waived 0 0 7/15/25 0 0	4	5	Open, Promotional, and Merge
2025-17	Instructional Assistant – ABA	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	4 0 7/25/25 0 1 7/15/25 2 0	2	2	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 14, 2025

SUBJECT: **Agenda Item No. 13-C: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

The Board of Trustees received the following Classified Personnel Activity List for approval at the regular Board Meeting of July 15, 2025, (Exhibit A).

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 List of July 15, 2025.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
July 15, 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	$4208.31 monthly	31.1	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
Gomez, Vincent	Cook	Substitute	$20.434 hourly	24.1	04/01/2025
Moore, Joshua	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	05/01/2025
Tapia, Merlin	Head Custodian	Substitute	$24.892 hourly	32.1	06/02/2025
Vela, Bernadette	School Library Specialist	Substitute	$22.00 hourly	27.1	05/01/2025

EXHIBIT A

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

NAME	POSITION PROMOTED INTO	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Flores, Diana	Associate Personnel Analyst	District Office	$6,249.28 monthly	41.4	06/18/2025
Gonzalez, Raul	Maintenance HVAC Mechanic	Facilities	$5,948.18 monthly	45.1	06/12/2025
Grace, Kari	Director of Expanded Learning & Childcare Programs	District Office	$9,709.88 monthly**	M61.1	06/24/2025
Morales, Melanie	Lead Payroll Technician	District Office	$6,405.60 monthly	44.3	06/12/2025

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

NAME	POSITION SEPARATED FROM	SITE	REASON	BEGINNING DATE	EFFECTIVE DATE
Lowentrout, Brandon	Instructional Assistant – Severely Disabled	College View	Resigned	11/04/2016	06/13/2025
Ruiz, Kimberly	Instructional Assistant – ABA	Hope View	Resigned	03/20/2024	06/13/2025

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 14, 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	6/30/2025 - 12/30/2025	Every other Wednesday				
Administrative Secretary	1	6/30/2025 - 12-30-2025	8/18/2025		8/18/2025		
Child Care Program Facilitator	1	6/30/2025 - 7/18/2025	Degree waiver		8/1/2025	8/8/2025	
Child Care Supervisor	2	5/6/2025 - 7/18/2025	No Written Exam	8/5/2025, 8/6/2025			
Clerical Specialist	1	6/3/2025 - 6/202/25	6/25/2025	7/30/2025			8/11/2025
Early Learning Instructional Assistant	3	2/202/2025 - 8/20/2025	Degree waiver				8/1/2025
Instructional Assistant - ABA	17	9/23/2024 - 9/23/2025	7/11/2025	8/1/2025			8/1/2025
Noon Duty Supervisor	9	5/7/2025 - 5/7/2026					
School Health Technician	1	7/7/2025 - 8/8/2025	8/14/2025		8/14/2025		
School Office Clerk	1	Eligibility List					8/8/2025
Sprinkler Mechanic	1	12/2024 - 6/22/2025					
Universal Instructional Assistant	3	2/5/2025 - 2/5/2026	Every other Wednesday				
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: August 14, 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
Christopher Ruiz	Skilled Maintenance Worker	3	Has extensive hands-on experience performing skilled maintenance work in a school district setting.
Chloe Waddell	Instructional Assistant – ABA	3	Over 4 years of experience working with students with severe disabilities. Has an Associate's degree and a Bachelor's degree.

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: August 14, 2025

SUBJECT: Agenda Item No. 14: 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.

….……

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 August 15, 2025.

Attachments:

- Classified Bargaining Unit Salary Schedule Draft
- Merit Rule 7.1

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

Salary Range	ACCOUNTING SERIES
35	Program Account Specialist
37	Accounting Technician
40	Payroll Technician
40	Senior Accounting Technician
44	Lead Payroll Technician
45	Financial Analyst
48	Accountant

	CHILD CARE SERIES
18	Child Care Attendant
32	Child Care Program Facilitator
34	Lead Child Care Facilitator

	CLERICAL SERIES
23	Clerical Assistant
24	Clerical Assistant - Bilingual
28	Intermediate Clerical Assistant
28	School Office Clerk
29	Intermediate Clerical Assistant-Bilingual
29	School Office Clerk-Bilingual
31	District Receptionist
31	Clerical Specialist
32	Clerical Specialist-Bilingual
33	Translator/Interpreter

	CUSTODIAL SERIES
28	Custodian
30	Lead Evening Custodian
32	Head Custodian

	DELIVERY SERIES
31	Delivery Worker
37	Storekeeper

	FOOD AND NUTRITION SERVICES SERIES
18	Food Service Worker
21	Lead Food Service Worker
24	Cook
27	Central Kitchen Lead Food Service Worker

	GROUNDS SERIES
31	Groundskeeper I
33	Grounds Equipment Operator
34	Groundskeeper II
35	Grounds Maintenance Worker
37	Sprinkler Mechanic
39	Lead Groundskeeper

	HEALTH SERIES
26	School Health Technician

	HUMAN RESOURCE SERIES
36	Personnel Technician
36	Human Resources Technician
39	Benefits & Workers' Compensation Specialist
40	Personnel Assistant
41	Human Resources Analyst
41	Personnel Analyst
41	Associate Personnel Analyst

	INSTRUCTIONAL SERIES
21	Instructional Assistant
22	Instructional Assistant-Bilingual
22	Universal Instructional Assistant
23	Early Learning Instructional Assistant
23	Instructional Assistant-Computer I
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)

Salary Range	INSTRUCTIONAL SERIES (Continued)
30	Early Learning Associate Educator
33	Early Learning Educator
33	Lead Behavior Instructional Assistant
34	Speech and Language Assistant

	LIBRARY/MEDIA SERIES
27	School Library Specialist
34	Library/Instructional Materials Technician

	MAINTENANCE SERIES
28	Maintenance/Grounds Helper
33	Maintenance Worker
~~37~~ 40	Flooring Repair Worker (PROPOSED)
37	Skilled Maintenance Worker
40	Locksmith
40	Painter
41	Maintenance Carpenter/Cabinetmaker
41	Maintenance Electrician
41	Maintenance Plumber
45	Maintenance Heating, Ventilation & Air Conditioning Mechanic
50	Facilities Planner/Coordinator

	NETWORK/COMMUNICATIONS SERIES
37	Field Service Technician
39	Data and Assessment Technician
40	Information Technology Support Specialist
43	Lead Information Technology Support Specialist
45	Audiovisual Technician
45	Computer/Multimedia Technician
47	Database Analyst
47	Network Systems Specialist
50	Network Systems Manager

	PRINTING SERIES
33	Reprographic Technician
36	Lead Reprographic Technician

	PURCHASING SERIES
34	Senior Purchasing Clerk
38	Buyer

	SECRETARIAL SERIES
35	Program Support Specialist
36	Department Secretary
36	School Office Manager
37	Department Secretary-Bilingual
37	School Office Manager-Bilingual
40	Administrative Secretary

	SPECIAL PROGRAM SERIES
19	Alternative Learning Center Attendant
23	Parent Liaison Instructional Assistant-Bilingual
25	Campus Safety Supervisor
25	Parent Educator-Bilingual
31	Community Liaison-Bilingual
38	Public Information Assistant

	TRANSPORTATION SERIES
35	Driver Instructor
36	Mechanic Assistant
37	Bus Driver/Utility Worker
38	Transportation Dispatcher (PROPOSED)
42	Mechanic
45	Lead Mechanic

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

	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
RANGE	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 2/12/04

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 like work”

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 the 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 consider them at its next meeting. After reconsideration, the Commission will advise the Board of its findings and the reasons thereof.