



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, October 9, 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, OCTOBER 9, 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 (ACTION)
Personnel Commission will receive the minutes of the last Closed Session Regular meeting of September 11, 2025, for approval. 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 September 11, 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)

- 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):

Moved: ___
Second: ___
Vote: ___

There are no job description revisions requiring approval by the Personnel Commission 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: 2025-25 Noon Duty Supervisor
Ratify: 2025-26 Benefits, Workers Compensation, and Leaves Specialist
Ratify: 2025-27 Cook – 12 months
Ratify: 2025-28 Cook – 10 months
Ratify: 2025-29 Instructional Assistant – ABA
Ratify: 2025-30 Instructional Assistant – ABA
Ratify: 2025-31 Food Service Worker
Ratify: 2025-32 Noon Duty Supervisor
Ratify: 2025-33 Universal Instructional Assistant
Ratify: 2025-34 Universal 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:

- September 9, 2025
- September 30, 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 notifications of advance step placement that have been approved since the last meeting of the Personnel Commission.

NEW COMMISSION BUSINESS

14. **2025 PTC-SC ANNUAL CONFERENCE:** The Personnel Commission will receive the Executive Director’s recommendation to approve staff’s attendance at the 2025 PTC-SC Annual Conference, in Montebello, California, on October 22, 2025.

(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 Personnel Commission Meeting Minutes
September 11, 2025

- CALL TO ORDER** Commissioner Ewing called the September 11, 2025, Regular Personnel Commission Meeting to order at 4:30 p.m.
- ROLL CALL** Commissioners Bidnick and Ewing were present. Commissioner Gooch was absent.
- STAFF MEMBERS PRESENT** Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Reagan Headrick, Deputy Superintendent; Diana Flores, Associate Personnel Analyst; Sally Berber, Personnel Technician; Janet Barajas, Administrative Assistant.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing led the pledge of allegiance.
- REPORT OUT OF CLOSED SESSION** There was nothing to report out of closed session.
- WRITTEN COMMUNICATIONS** There were no written communications to the Personnel Commission.
- FIRST PUBLIC COMMENTS** There were no comments from the public.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the August 14, 2025, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing and carried with a 2:0 vote, as Commissioner Gooch was absent.
- CONSENT CALENDAR** The following items were received on the Consent Calendar.
- A. Job Reviews and Revisions
There were no job descriptions requiring review or revision.
 - B. Recruitment and Testing – Eligibility Lists
 - 2025-18 Universal Instructional Assistant
 - 2025-19 Child Care Supervisor
 - 2025-20 Noon Duty Supervisor
 - 2025-21 Maintenance Worker
 - 2025-22 School Health Technician
 - 2025-23 Lead Payroll Technician
 - 2025-24 Food Service Worker
 - C. Classified Activity Lists
The Personnel Commission received the Classified Activity List that was approved by the Board of Trustees at their meeting of August 12, 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

There were no notifications of advance step placement to present.

Motion by Commissioner Bidnick to approve the Consent Calendar.

Seconded by Commissioner Ewing and carried with a 2:0 vote. Commissioner Gooch was absent.

NEW BUSINESS

There was no new business to discuss or approve.

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Bidnick extended congratulations on a wonderful successful start to the school year. He also expressed his astoundment on the low number of current classified job vacancies and expressed appreciation for the hard work of the staff and Dr. Jensen.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for October 9, 2025. He commented that it was nice to share at the Board meeting earlier in the week that there is a 67% decrease in classified vacancies compared to the same time last year. Commissioner Ewing also stated that Human Resources is now one department, not two, and it is evident to others.

**DIRECTOR AND
STAFF REPORTS**

Dr. Jensen echoes the sentiments already reported and stated it was a wonderful start to the school year. He mentioned the great turnout received at the job fair, and that the next phase of this was landing the applicants. Many thanks to the personnel staff for their outstanding work processing, on-boarding, and sending these new hires on their way to their classrooms and departments to begin working in support of students.

Another job fair is being planned to take place on Saturday, October 18. More information will be forthcoming.

Michelle Eifert shared that she assisted Mesa View Middle School with their opening day activities, which included directing new incoming students to their advisement classes.

She also wished Dr. Jensen an early happy birthday.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick.

Motion seconded by Commissioner Ewing, and carried with a 2:0 vote, at 4:36 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: October 9, 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: 2025-25	Noon Duty Supervisor
Ratify: 2025-26	Benefits, Workers Compensation, and Leaves Specialist
Ratify: 2025-27	Cook – 12 Months
Ratify: 2025-28	Cook – 10 Months
Ratify: 2025-29	Instructional Assistant – ABA
Ratify: 2025-30	Instructional Assistant – ABA
Ratify: 2025-31	Food Service Worker
Ratify: 2025-32	Noon Duty Supervisor
Ratify: 2025-33	Universal Instructional Assistant
Ratify: 2025-34	Universal Instructional Assistant

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-25 through 2025-34.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-25	Noon Duty Supervisor	No. of Applicants 18 Screened Out 0 Written Exam Test Date 8/13/25 No Show/ Withdrew 0 Did Not Qualify 5	3	23	Open, Promotional, and Merge
2025-26	Benefits, Workers Compensation and Leaves Specialist	No. of Applicants 21 Screened Out 13 Performance Exam Test Date 8/28/25 No Show/ Withdrew 3 Did Not Qualify 1 Oral Exam Test Date 9/11/25 No Show/ Withdrew 0 Did Not Qualify 1	3	3	Open and Promotional
2025-27	Cook – 12 Months	No. of Applicants 6 Screened Out 2 Written Exam Test Dates 8/13/25 No Show/ Withdrew 0 Did Not Qualify 1	3	3	Open and Promotional
2025-28	Cook – 10 Months	No. of Applicants 5 Screened Out 3 Written Exam Test Date 8/13/25 No Show/ Withdrew 1 Did Not Qualify 0	1	1	Open, Promotional, and Merge
2025-29	Instructional Assistant – ABA	No. of Applicants 45 Screened Out 2 Written Exam Test Date 8/13/25 No Show/ Withdrew 0 Did Not Qualify 2	1	41	Open, Promotional, and Merge
2025-30	Instructional Assistant – ABA	No. of Applicants 12 Screened Out 0 Written Exam Test Date 9/26/25 No Show/ Withdrew 5 Did Not Qualify 0	1	17	Open, Promotional, and Merge
2025-31	Food Service Worker	No. of Applicants 14 Screened Out 0 Written Exam Test Dates 9/26/25 No Show/ Withdrew 6 Did Not Qualify 1	7	10	Open, Promotional, and Merge
2025-32	Noon Duty Supervisor	No. of Applicants 29 Screened Out 0 Written Exam Test Dates 9/26/25 No Show/ Withdrew 17 Did Not Qualify 6	3	24	Open, Promotional, and Merge
2025-33	Universal Instructional Assistant	No. of Applicants 42 Screened Out 6 Written Exam Test Dates 8/13/25 No Show/ Withdrew 0 Did Not Qualify 1	2	63	Open, Promotional, and Merge
2025-34	Universal Instructional Assistant	No. of Applicants 38 Screened Out 0 Written Exam Test Dates 8/26/25 No Show/ Withdrew 13 Did Not Qualify 0	2	53	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 9, 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 September 9, 2025, (Exhibit A), and September 30, 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 September 9, 2025, and September 30, 2025.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 9, 2025

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

POSITION HIRED INTO

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE /STEP</u>	<u>EFFECTIVE DATE</u>
Aguilar Chavira, Maria E.	Noon Duty Supervisor	Mesa View	\$17,170 hourly	1.1*	08/27/2025
Arroyo, Elizabeth	Food Service Worker	Marine View	\$17,617 hourly	18.1	08/26/2025
Bloomfield, Sommer	Instructional Assistant – ABA	College View	\$22,561 hourly	28.1	08/27/2025
Bui, Quan	Instructional Assistant – ABA	Vista View	\$22,561 hourly	28.1	08/27/2025
Cedeno, Michelle	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	08/27/2025
Chacon, Caoimhe	Instructional Assistant – ABA	Star View	\$22,561 hourly	28.1	08/27/2025
Cook, Jessica	Instructional Assistant – ABA	Harbour View	\$22,561 hourly	28.1	08/27/2025
DeArman, Jessica	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	09/03/2025
Eichert, Mollie	Speech and Language Assistant	Golden View	\$26,155 hourly	34.1	08/27/2025
Fidele, Sabrina	Instructional Assistant – ABA	Harbour View	\$22,561 hourly	28.1	08/27/2025
Flores, Nathan	Child Care Supervisor	District Office	\$6,770.18 monthly	M51.1	08/27/2025
Flores Recinos, Paola	Instructional Assistant – ABA	Village View	\$22,561 hourly	28.1	08/27/2025
Flores, Yeni	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	09/02/2025
Genarro, Tiffanie	School Office Clerk	Harbour View	\$22,561 hourly	28.1	08/13/2025
Haynes, Taylor	Instructional Assistant – Physical Education	Multiple Sites	\$20,941 hourly	25.1	08/27/2025
Ibarra, Cindy	Food Service Worker	Marine View	\$17,617 hourly	18.1	08/26/2025
Joya, Amanda	Instructional Assistant – ABA	Circle View	\$22,561 hourly	28.1	08/27/2025
Karakesisoglu, Aris	Instructional Assistant – ABA	Harbour View	\$22,561 hourly	28.1	08/27/2025
Lizarraga, Grey	Child Care Supervisor	District Office	\$6,770.18 monthly	M51.1	08/26/2025
Lucido, Callahan	School Health Technician	Vista View	\$21,467 hourly	26.1	08/26/2025
Marquez, Sabryna	Clerical Specialist	District Office	\$4,208.31 monthly	31.1	08/26/2025
Martinez, Brittany	Early Learning Educator	College View Preschool	\$4,421.42 monthly	33.1	08/25/2025
Mason, Kristen	Child Care Supervisor	District Office	\$6,770.18 monthly	M51.1	08/28/2025
Michel, Daisy	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	09/02/2025
Mohammadi, Afsaneh	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	09/02/2025
Newlin, Grace	School Library Specialist	Village View	\$22,001 hourly	27.1	08/27/2025
Ocampo, Liliana	Instructional Assistant – ABA	Westmont	\$22,561 hourly	28.1	08/27/2025
Ramirez, Aerek	Universal Instructional Assistant	Circle View	\$19,444 hourly**	22.1	08/27/2025
Rahmani, Henna	Instructional Assistant – ABA	College View	\$22,561 hourly	28.1	09/15/2025
Rodriguez, Haylee	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	08/27/2025
Rodriguez, Valeria	Universal Instructional Assistant	Circle View/Westmont	\$19,444 hourly**	22.1	09/08/2025

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 9, 2025

APPROVE EMPLOYMENT - CONTINUED

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>
Santillan, Oscar	Instructional Assistant – ABA	Lake View	\$22,561 hourly	28.1	08/27/2025
Sevilla, Yvette	Instructional Assistant – ABA	Lake View	\$22,561 hourly	28.1	08/27/2025
Simmons, Danielle	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	08/27/2025
Tognetti, Nathan	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	08/27/2025
Tran, Amy-An	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	09/02/2025
Vargas, Jr., Armando	Instructional Assistant – ABA	Vista View	\$22,561 hourly	28.1	08/27/2025

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>
Akles, Amanda	Instructional Assistant – Severely Disabled	Substitute	\$22,001 hourly	27.1	08/27/2025
Bang, Jasmine	Food Service Worker	Substitute	\$17,617 hourly	18.1	08/08/2025
Chagala, Keyla	Instructional Assistant – Severely Disabled	Substitute	\$22,001 hourly	27.1	08/27/2025
Frost, Madison	Campus Safety Supervisor	Substitute	\$20,941 hourly	25.1	08/27/2025
Gonzalez, Dina	Instructional Assistant – Severely Disabled	Substitute	\$22,001 hourly	27.1	08/27/2025
Hanna, Suellen	Universal Instructional Assistant	Substitute	\$19,440 hourly**	22.1	08/27/2025
Lopez, Jadira	School Office Clerk	Substitute	\$27,488 hourly	28.5	08/08/2025
Mohammed, Hala	Universal Instructional Assistant	Substitute	\$19,440 hourly**	22.1	08/27/2025
Opperud, Autumn	School Office Clerk	Substitute	\$22,561 hourly	28.1	08/08/2025
Oza, Daksha	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	08/20/2025
Roberts, Mark	Head Custodian	Substitute	\$24,892 hourly	32.1	07/22/2025
Shiba, Shawn	Instructional Assistant – ABA	Substitute	\$24,892 hourly	28.3	08/27/2025
Shiba, Shawn	Instructional Assistant – Severely Disabled	Substitute	\$26,822 hourly	27.5	08/27/2025
Shiba, Shawn	Universal Instructional Assistant	Substitute	\$23,689 hourly**	22.5	08/27/2025
Shuster, Kenna	Universal Instructional Assistant	Substitute	\$19,440 hourly**	22.1	08/27/2025
Simmons, Tomi	Universal Instructional Assistant	Substitute	\$19,440 hourly**	22.1	08/27/2025
Tillemans, Sarah	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	08/27/2025
Tontz, Bryan	Instructional Assistant – Severely Disabled	Substitute	\$22,001 hourly	27.1	08/25/2025
Wanis Elabotigy, Meriam	Universal Instructional Assistant	Substitute	\$23,689 hourly**	22.5	08/27/2025
Westrup, Samantha	Universal Instructional Assistant	Substitute	\$19,440 hourly**	22.1	08/27/2025

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 9, 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>
Durand, Kylee	Instructional Assistant – ABA	College View	\$22,561 hourly	28.1	08/27/2025
Gonzales, Andrew	Information Technology Support Specialist	District Office	\$5,522.86 monthly	40.2	08/05/2025
Hernandez, Ariana	Early Learning Educator	Westmont Preschool	\$4,649.13 monthly	33.2	08/26/2025
Rayburn, Cody	Child Care Program Facilitator	Circle View	\$4,533.58 monthly	32.2	08/29/2025
Ruiz, Christopher	Skilled Maintenance Worker	Facilities	\$5,387.45 monthly	37.3	07/28/2025
Shehadeh, Faten	Early Learning Associate Educator	Oak View Preschool	\$4,314.52 monthly	30.2	08/26/2025

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>
Adame, Brenda	Noon Duty Supervisor	College View	Resigned	08/28/2024	06/13/2025
Bavouset, John	Universal Instructional Assistant	Hope View	Resigned	09/25/2023	06/13/2025
Cervantes, Kristen	Universal Instructional Assistant	College View	Resigned	03/18/2025	06/13/2025
Dake, Maria	Instructional Assistant – Special Education	College View	Resigned	01/08/2024	05/26/2025
Franco, Patricia	Parent Liaison Instructional Assistant Bilingual	Vista View	Resigned	08/28/2024	06/13/2025
Garcia, Katherine	School Library Specialist	Circle View	Resigned	11/18/2024	06/13/2025
Greene, Owen	Instructional Assistant – Special Education	Circle View	Resigned	09/09/2022	06/13/2025
Hahn, Olivia	Universal Instructional Assistant	Harbour View	Resigned	09/03/2024	08/15/2025
Harsh, Mathias	Universal Instructional Assistant	Mesa View	Resigned	04/15/2024	06/13/2025
Knox, Autumn	Instructional Assistant – ABA	Hope View	Resigned	04/20/2022	06/13/2025
Landro, Victoria	Instructional Assistant – ABA	Hope View	Resigned	01/17/2024	08/01/2025
Marshall, Jennifer	Instructional Assistant – ABA	Hope View	Resigned	10/11/2021	08/01/2025
Mehr, Diahann	Senior Purchasing Clerk	Oak View	Resigned	09/05/2025	09/05/2025
Nicholson, Brooklyn	Universal Instructional Assistant	District Office	Resigned	04/10/2025	06/13/2025
Ruiz, Raul	Universal Instructional Assistant	Harbour View	Resigned	02/27/2024	06/13/2025
Supan, Louis	Cook	Star View	Resigned	07/19/2023	07/31/2025
Thomas, Katherine	Food Service Worker	Central Kitchen	Resigned	03/18/2025	08/22/2025
Zuniga, Desiree	Early Learning Instructional Assistant	Lake View	Resigned	08/26/2024	06/13/2025
		Westmont Preschool	Resigned		

*This is a single step, entry level, or trainee position.
**Universal Instructional Assistants may be eligible for an additional \$6.50/hour.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 30, 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>
Cazessus, Ruben	Groundskeeper I	Facilities	\$5,129.63 monthly	31.5	09/08/2025
Valles, Oscar	Maintenance Worker	Facilities	\$4,421.42 monthly	33.1	09/09/2025

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>
Arroyo, Elizabeth	Food Service Worker	Marine View	Resigned	03/07/2025	09/18/2025
Dake, Maria	Instructional Assistant – Special Education	College View	Resigned	01/08/2024	08/24/2025
Durand, Kylee	Instructional Assistant – ABA	College View	Resigned	01/28/2025	09/26/2025
Hernandez, Erica	Instructional Assistant – ABA	Lake View	Resigned	03/07/2025	09/05/2025
Hise, Autumn	Instructional Assistant – ABA	College View	Resigned	09/05/2023	09/12/2025
Johnson, Lindsay	Instructional Assistant – ABA	Hope View	Abandonment	01/14/2025	09/18/2025
Smith, Beatrice	Instructional Assistant – Bilingual	Oak View	Retired	10/16/2000	06/13/2025
Yinn, Kennorey	Noon Duty Supervisor	Hope View	Abandonment	01/16/2025	09/08/2025

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

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 9, 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	9/26/2025				
Administrative Secretary	1	6/30/2025 - 12/30/2025	On Hold				
Benefits, Workers Comp & Leaves Specialist	1	8/12/2025 - 8/21/2025	8/22/2025		9/2/2025	9/8/2025	9/23/2025
Cook	1	9/3/2025 - 9/23/2025	9/26/2025				
Child Care Program Facilitator	1	6/30/2025 - 7/18/2025					
Food Service Worker	2	9/3/2025 - 9/23/2025	9/26/2025				10/1/2025
Head Custodian	1	9/22/2025 - 10/10/2025	10/15/2025				
Instructional Assistant - ABA	4	9/23/2024 - 9/23/2025	9/26/2025				
Instructional Assistant - Computer	1	8/19/2025 - 9/1/2025	On Hold				
Lead Evening Custodian	2	9/22/2025 - 10/10/2025					
Lead Food Service Worker	1	9/23/2025 - 10/10/2025	10/15/2025				
Noon Duty Supervisor	8	5/7/2025 - 5/7/2026	9/26/2025				
Parent Liaison - IA Bilingual	2	8/7/2025 - 2/7/2026	9/26/2025				
Senior Purchasing Clerk	1	9/3/2025 - 9/23/2025	9/29/2025				
Sprinkler Mechanic	1	12/2024 - 6/22/2025					
Universal Instructional Assistant	4	2/5/2025 - 2/5/2026	9/26/2025				
Total	32						

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: October 9, 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
Chacon, Caoimhe	Instructional Assistant – ABA	4	Over 20 years of experience working with students with autism; experience as a program supervisor and ABA program coordinator; bachelor's degree in psychology; master's degree in special education.
Fedele, Sabrina	Instructional Assistant – ABA	4	Substitute teacher with OVSD since February 2025; bachelor's degree in liberal studies; completed multiple subject credential.
Joya, Amanda	Instructional Assistant – ABA	4	Over 10 years of experience working with children in educational setting; including as a Child Development Specialist, Lead Teacher, and Certificated Substitute Teacher; master's of science in Education; bachelor's degree in Child Development and Family Studies; multiple subject credential.
Leach, Jessica	Instructional Assistant – ABA	4	Over 5 years of hands-on experience working with students with moderate to severe disabilities; bachelor's degree in criminal justice.
Lizarraga, Grey	Child Care Supervisor	2	Over a decade of progressive leadership experience in youth development, recreation, and child care programs; bachelor's in recreation and leisure studies.
Martinez, Britney	Early Learning Educator	2	Over two years of hands-on experience as Instructional Assistant for special needs students; associate's degree in Child Development; completed 109 unites toward bachelor's degree in CD/ECE.
Vargas, Armando	Instructional Assistant – ABA	2	Brings a unique combination of healthcare, education, and community engagement experience; bachelor's degree in international business; private tutor

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: Michelle Eifert
Personnel Assistant

DATE: October 9, 2025

SUBJECT: Agenda Item No. 14: 2025 PTC-SC Annual Conference

Background Information

The Personnel Commission maintains an annual membership with the Personnel Testing Council of Southern California (PTC-SC). One of the established functions of the Personnel Commission is providing training for its own staff. Merit System Rule 2.3.1.C states that approval of attendance to conferences, workshops, and training programs by a Commissioner, Director, or staff member requiring an expenditure in excess of \$100.00 is to be placed on the agenda and receive approval at any scheduled Personnel Committee meeting.

The 2025 PTC-SC Annual Conference is being held in Montebello, California, on Wednesday, October 22, 2025.

At this year's conference, Rachel Shaw, nationally known as the authority on managing the ADA Disability Interactive Process, is presenting a workshop on pre-placement/post-offer medical training and ADA/FEHA reasonable accommodations for job applicants. She will walk attendees through how to get clear medical data from PEPO medical providers and the best practices to make reasonable accommodation decisions to feel confident about.

Financial Implications

The cost of registration for Dr. Scott Jensen, Executive Director, Human Resources, and for Lorena Aceves, Human Resources Administrator for the full day conference is \$209.00 each.

The estimated cost for this conference, which includes registration fees and mileage is approximately \$560.00

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission approve his and Ms. Aceves's attendance at the 2025 PTC-SC Annual Conference. This has also been placed on the agenda of the October 14, 2025, Board meeting for approval by the Board of Trustees.



2025 PTC-SC Conference HR Rockstar Spotlight

RACHEL SHAW



Rachel Shaw is the founder of Shaw HR Consulting and Rachel Shaw Inc. She is known nationally as the authority on how to manage the ADA Disability Interactive Process. Her trainings are informative, dynamic and packed with real-life practical solutions. She has published hundreds of articles and is author of the industry best-selling and award-winning book, "The Disabled Workforce: What the ADA Never Anticipated."

Rachel served as the Director of HR for the City of Oxnard and HR Director for the Montebello Unified School District. She is a graduate of Brown University and holds an MBA from Colorado State University.

ONLY 12 DAYS LEFT TO REGISTER!

DEADLINE: SEPTEMBER 30

CONTACT

✉ <http://ptc-sc.org/contact>

🌐 www.ptc-sc.org