



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, December 11, 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, DECEMBER 11, 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. Personnel matters: Executive Director, Human Resources performance evaluation

4. **APPROVAL OF CLOSED SESSION REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of November 13, 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. ELECTION OF OFFICERS:** In accordance with Merit System Rule 2.1.6, the Personnel Commission shall elect one of its members as Chair and another as Vice-Chair. **ACTION**

Chair:	Nominated:		Moved:	___
			Second:	___
	Elected:		Vote:	___
Vice Chair:	Nominated:		Moved:	___
			Second:	___
	Elected:		Vote:	___

10. REPORT OUT OF CLOSED SESSION

COMMUNICATIONS

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

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

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

APPROVAL OF MINUTES

- 13. APPROVAL OF REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the November 13, 2025, Regular Personnel Commission meeting for approval. **(ACTION)**

Moved:	___
Second:	___
Vote:	___

CONSENT CALENDAR

- 14.** 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:	___

1. Cook – 11 months
2. Cook – 12 months
3. Sprinkler Mechanic

CONSENT CALENDAR CONTINUED:

B. ELIGIBILITY LISTS:

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

- Ratify: 2025-47 Instructional Assistant – ABA
- Ratify: 2025-48 Administrative Assistant
- Ratify: 2025-49 Human Resources Technician
- Ratify: 2025-50 Universal Instructional Assistant
- Ratify: 2025-51 Department Secretary
- Ratify: 2025-52 Early Learning Instructional Assistant

C. CLASSIFIED ACTIVITY LISTS:

The Personnel Commission will receive the Classified Personnel Activity List(s) approved by the Board of Trustees at the Ocean View School District, Regular Board Meeting(s) of:

- November 18, 2025

D. CLASSIFIED RECRUITMENT UPDATE:

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

E. ADVANCE STEP PLACEMENT NOTIFICATIONS:

There are no advance step placements at this time.

NEW COMMISSION BUSINESS

- 15. CSPCA 2026 ANNUAL CONFERENCE:** The Personnel Commission will receive the Executive Director’s recommendation to approve his and Commissioner Ewing’s attendance at the CSPCA 2026 Annual Conference, in San Diego, California, from March 15 – 17, 2026. **(ACTION)**
Moved: ___
Second: ___
Vote: ___
- 16. 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.

OTHER COMMUNICATIONS

17. COMMISSIONER REPORTS

18. EXECUTIVE DIRECTOR AND STAFF REPORTS

- 19. ADJOURNMENT** **TIME:** _____ p.m. **(ACTION)**
Moved: ___
Second: ___
Vote: ___

AGENDA FOR THE PERSONNEL COMMISSION MEETING – DECEMBER 11, 2025 – PAGE 4

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
November 13, 2025

CALL TO ORDER The November 13, 2025, Regular Closed Session meeting of the Personnel Commission was called to order at 3:47 p.m.

ROLL CALL All Commissioners were present. Dr. Scott Jensen was also present.

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the October 9, 2025, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS**

The Personnel Commission met regarding:

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

1. Personnel matters: Executive Director, Human Resources evaluation
2. Strategic plans: Long term objectives

ADJOURNMENT Motion by Commissioner Gooch to adjourn the November 13, 2025, Closed Session Meeting at 4:30 p.m.

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

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
November 13, 2025

- CALL TO ORDER** Commissioner Ewing called the November 13, 2025, Regular Personnel Commission Meeting to order at 4:33 p.m.
- ROLL CALL** All Commissioners were present.
- STAFF MEMBERS PRESENT** Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Diana Flores, Associate Personnel Analyst; Lorena Aceves, Human Resources Administrator.
- PLEDGE OF ALLEGIANCE** Commissioner Bidnick led the pledge of allegiance.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that agenda item 14 would be pulled from this meeting's agenda and would come back later on a future agenda.
- WRITTEN COMMUNICATIONS** There were no written communications to the Personnel Commission.
- FIRST PUBLIC COMMENTS** Elizabeth Carr, CSEA Chapter 375 President, congratulated Commissioner Ewing on being reappointed to the Personnel Commission as the employee union's appointee.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the October 9, 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 Reviews and Revisions
1. Director, Information Technology
- B. Recruitment and Testing – Eligibility Lists
- 2025-35 Senior Purchasing Clerk
 - 2025-36 Lead Evening Custodian
 - 2025-37 Parent Liaison Instructional Assistant – Bilingual (Spanish)
 - 2025-38 Bus Driver/Utility Worker
 - 2025-39 Bus Driver/Utility Worker
 - 2025-40 Early Learning Educator
 - 2025-41 Early Learning Instructional Assistant
 - 2025-42 Cook – 12 Months
 - 2025-43 Cook – 11 Months
 - 2025-44 Lead Food Service Worker
 - 2025-45 Custodian
 - 2025-46 Noon Duty Supervisor
- C. Classified Activity Lists
- The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of October 14, 2025, and October 28, 2025.

**CONSENT
CALENDAR
(CONTINUED)**

- D. Classified Recruitment Lists
The Personnel Commission received the most current update of classified vacancies and recruitments.
- E. Advance Step Placement Notifications
The Personnel Commission received the Executive Director's notifications of advance step placements.

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Bidnick attended the Westmont Trunk or Treat with his daughter. He also attended the Marine View Wagon Wheel fundraiser. He mentioned that it is nice to see the district administrators attending these events. He congratulated Commissioner Ewing on his reappointment to the Commission and wished Rick Larson and Cindy Pulfer well on their upcoming retirements.

Commissioner Gooch stated that he is pleased with the hiring that has been occurring as a result of the job fairs. He commended both sides of the Human Resources department for their hard work on this. In addition, with regard to the recent Veteran's Day holiday, he also expressed his respect to those who have served in the various wars. He recently saw a veteran from World War II being honored.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for December 11, 2025. He also thanked all veterans and recognized Commissioner Gooch, Keith Farrow, Assistant Superintendent, and Sarah Bruce, School Office Clerk at College View and Commissioner Ewing's older daughter, who are all veterans, as well.

**DIRECTOR AND
STAFF REPORTS**

Dr. Jensen congratulated Commissioner Ewing on another three year term as Personnel Commissioner. It has been great serving with him. Dr. Jensen also shared that this past month has been exceptionally busy for the Human Resources department marked by several high priority initiatives and significant accomplishments. The Human Resources team successfully executed another district wide job fair, making measurable progress in reducing the number of open classified recruitments to a historic low. These achievements reflect the ongoing dedication, efficiency, and teamwork by the Human Resources staff. He is extremely proud of the professionalism and the commitment that the staff demonstrates in serving the district.

Michelle Eifert also congratulated Commissioner Ewing on being reappointed to a new three year term as Personnel Commissioner. She also wished everyone a happy Thanksgiving.

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 4:42 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: December 11, 2025

SUBJECT: **Agenda Item No. 14.A.1 and 14.A.2: JOB DESCRIPTION REVIEW/REVISION –
COOK 11 MONTH AND COOK 12 MONTH**

Background Information

The recommendation is to broaden the education requirement so candidates may qualify with either a high school diploma/equivalent or demonstrated competency. New language allows equivalent education, training, or competencies identified by the recruiting team. This update widens the applicant pool without reducing job standards.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission discuss, review, and approve the propose recommended changes and revisions to the Cook 11 Month and Cook 12 Month job descriptions.



OCEAN VIEW SCHOOL DISTRICT

Personnel Commission

COOK

JOB SUMMARY:

Under general supervision of the Central Kitchen Supervisor, the Cook prepares, cooks, bakes, heats, chills, and packages a variety of food items in large quantities to ensure the large-scale preparation and production of food to be sold and served to students, staff and those pursuant to Education Code 38082 during meal service periods; preparation of non-student food items for staff or catering events; may assist with catering events and service; maintain assigned areas, facilities and equipment in clean and sanitary condition.

CLASS CHARACTERISTICS:

The incumbent is responsible for overseeing the operation of food preparation in the Central Kitchen, of large quantities of food and providing direction to assigned staff to meet predetermined school site schedules.

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:

- Assist the Director of Food and Nutrition Services, Central Kitchen Supervisor and the Operations Supervisor in the planning, organizing, and coordinating activities of the district's Central Kitchen;
- Prepare, cook, bake, and heat a variety of main dishes, side dishes, and other cooked and baked foods in large quantities for students and staff;
- Assist in the wrapping, packaging and storing of food products, supplies and materials;
- Safely operate a variety of commercial type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors;
- Basic knife skills of cutting, chopping, dicing, and slicing;
- Make calculations and adjust recipes to produce required daily quantity of food;
- Participate in the preparation of large quantities of food products for transportation to school site kitchens or for catered events;
- Maintain assigned work areas in a clean, sanitary, and orderly condition;
- Operate a personal computer, email, internet applications, and applicable software, including food service specific software;

- Maintain inventory records;
- Report all job-related concerns to the Central Kitchen Supervisor;
- Monitor and record time and temperature to ensure safe food handling per standard operating procedures;
- Receive, inspect, process, delivered goods and store dry, refrigerated and frozen goods according to established guidelines and procedures;
- Rotate stock using the First in, First out (FIFO) method to maintain freshness and minimize food waste.

Other Related Duties:

- Participate in tours of the District’s Central Kitchen that highlight nutrition education;
- Taste foods to ensure freshness and palatability;
- Assist in food preparation and service for special events as necessary.

SUPERVISION:

General supervision is received from the Central Kitchen Supervisor.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principals and methods of large quantity food cooking, baking, serving and storing;
- Operation, care, and maintenance of commercial kitchen equipment and utensils, i.e. mixers, slicers, steamers, convection ovens, etc.;
- Sanitary, safe, and efficient food preparation and handling techniques and procedures;
- Controlling food costs, using appropriate inventory and portion control procedures and techniques;
- Federal and state lunch and breakfast program requirements; basic nutritional standards;
- English usage including grammar, spelling and punctuation;
- Basic mathematics including addition, subtraction, multiplication and division in all units of measure;
- Basic recordkeeping techniques;
- Basic principles of work safety and personal hygiene.

Ability to:

- Effectively organize, coordinate, schedule and operate a large, efficient and cost effective food preparation program;
- Calculate quantities of ingredients and make accurate calculations to alter the number of servings provided by various recipes;
- Produce a wide variety of uniform, high-quality cooked foods and baked goods in large quantities;
- Read, interpret, and follow standardized recipes, making appropriate calculations and adjustments, as necessary;
- Operate commercial kitchen equipment, appliances and utensils common in the

- District's central kitchen and school site kitchens;
- Operate a personal computer, email, internet computer applications, and applicable food service related software;
 - Analyze and devise efficient and effective food service production methods and techniques;
 - Follow applicable health and sanitation requirements;
 - Lift and transport quantities of food and beverage items;
 - Work effectively under time constraints;
 - Understand and carry out oral and written instructions;
 - Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
 - Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- ~~High school diploma or equivalent.~~
- Possession of the required knowledge, skills, and abilities typically reflects completion of high school or equivalent. Other education, training, or demonstrated competencies identified by the recruiting team may also qualify

Experience:

- Any combination equivalent to three (3) years of recent, responsible paid experience in either a large commercial food service operation with volume food preparation, baking and cooking of a variety of main dish items OR four (4) years of recent, responsible paid culinary experience in a full-service food operation.
- Experience in preparing food for, and coordinating catered events is highly desirable.
- Experience in developing recipes is desirable.
- Recent experience and training in an agency operation under the National School Lunch Program is highly desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License is required.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

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:

The job operates in an industrial kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses large commercial kitchen equipment including hot ovens, refrigerator freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 24

Classified Bargaining Unit Salary Schedule

New classification approved by Personnel Commission 12/9/21

Proposed Revisions Effective: 12/11/25

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen, Ed.D.
Executive Director, Human Resources

DATE: December 11, 2025

SUBJECT: **Agenda Item No. 14.A.3: JOB DESCRIPTION REVIEW/REVISION – SPRINKLER MECHANIC**

Background Information

The recommendation is to change the backflow certification from required to preferred. The District has struggled for two years to recruit candidates who already hold this credential. Strong applicants often have irrigation experience but lack the certification. With the recent resignation of our only Sprinkler Mechanic, filling this role is urgent. The District will still support new hires in obtaining the certification, and annual backflow checks can be temporarily outsourced at minimal cost. Maintenance & Operations and the PC are supportive of the change.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission discuss, review, and approve the propose recommended changes and revisions to the Sprinkler Mechanic job description.



OCEAN VIEW SCHOOL DISTRICT

Personnel Commission

SPRINKLER MECHANIC

JOB SUMMARY:

Under general supervision of the Grounds Maintenance Supervisor, performs a variety of skilled work in maintenance of landscaped grounds, plans and installs new or replacement lawn and landscape sprinkler systems, maintains and repairs existing lawn sprinkler systems; performs general grounds maintenance duties as assigned.

CLASS CHARACTERISTICS:

This is a skilled level class having strong skills in all aspects of lawn and landscape sprinkler maintenance. Incumbents are expected to work independently in the planning, installation, troubleshooting and repair of large lawn and/or landscape sprinkler systems. Incumbents are also expected to work with, train and provide direction in the work of assigned staff.

REPRESENTATIVE DUTIES:

Inspect, clean, adjust sprinkler controls to ensure correct irrigation;

Investigate reported problems with fields to determine if irrigation is proper, troubleshoots problems, repair and/or match sprinkler heads, find and repair hydraulic leaks, replace failed valves and maintain existing lawn and landscape sprinkler systems;

Install new lawn and landscape sprinkler systems, including automatically operated controls, timing devices, valves, sprinkler heads, lines, clock motors, switches, and pump motors;

Convert existing irrigation systems from manual to electric operation, and clocks from hydraulic to electric;

Unplug and reroute water and control lines and perform general troubleshooting of system or component malfunctions;

Read, work from blueprints, make changes to and record As built information on blueprints for irrigation systems;

Estimate and record time, labor and materials, maintain repair parts inventory and order supplies as necessary.

Sprinkler Mechanic - Continued

Perform a variety of grounds maintenance tasks, including operating a variety of grounds maintenance equipment, such as, wire tracers, metal detectors, backflow testing equipment;

Operate motorized vehicles and equipment, such as, backhoes, bobcat skip loaders and dump trucks;

Repair underground plumbing and irrigation;

May perform general custodial or semi-skilled plumbing maintenance tasks;

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

SUPERVISION:

General supervision is received from the Grounds Maintenance Supervisor . Leadership and direction may be provided to assigned helpers. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, materials, tools, and equipment used in installing and maintaining automatic sprinkling systems, including time controls, valves, piping, and sprinkler heads;
- ~~Backflow testing;~~
- Proper methods, materials, tools, equipment used in the installation, maintenance and repair of complex automated sprinkler systems;
- Sprinkler system installation, maintenance and repair;
- Sizes pipes and fittings necessary to ensure proper volumes and pressures in irrigation systems;
- Safe, efficient, effective use of power grounds maintenance equipment;
- Principles of leadership and direction;
- Simple record keeping;
- Basic electrical safety and principles;
- Mathematics used in calculating areas, flow rates, irrigation requirements, and other grounds specific calculations;
- Basic record keeping needed for labor and materials;
- Watering requirements for lawns, trees, and plants in various soils.

Ability to:

- Maintain and repair sprinkler systems and control mechanisms;
- Make repairs and replace PVC, galvanized, A-C, and copper pipes and connections;

Sprinkler Mechanic - Continued

- Plan, design, determine watering requirements, and install an effective irrigation system for a variety of locations;
- Read blueprints, make changes drawings;
- ~~Perform backflow testing;~~
- Safely and efficiently operate a variety of hand and power tools and equipment used in sprinkler system repair/maintenance and grounds maintenance tasks;
- Safely and efficiently operate a variety of motorized equipment, motor vehicles and grounds maintenance equipment;
- Safely and efficiently work on 110 volt electrical timing clocks and underground low voltage electrical systems;
- Perform heavy manual labor in outdoor weather and damp ground conditions;
- Understand and carry out oral and written instructions;
- Prepare and maintain records as required;
- Prepare time and material estimates;
- Lead or direct the work of assigned helpers;
- Operate a PC (Personal Computer) and utilize applicable software and District E-mail applications;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- Two (2) years of experience in automated sprinkler system installation, maintenance and repair.

LICENSES/CERTIFICATES REQUIRED:

~~Possession of a valid and appropriate California Driver License.~~

~~Possession of a valid County of Orange certificate of competence to test backflow—prevention devices.~~

Possession of a valid Orange County Certificate of Competence for testing backflow prevention devices is preferred, but not required for consideration.

Sprinkler Mechanic - Continued

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

Stands, walks, frequently climbs into and out of holes, maintains balance, frequently stoops, bends, and kneels; Does heavy work, digging holes & trenches, lifting, carrying, pushing objects weighing 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision to safely operate heavy equipment on school grounds and observe proper irrigation; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 11/14/02

Reviewed with no revisions 2/23/06

Job Description Review and Revisions Effective: 5-15-14

Proposed Revisions Effective: 12-11-25

Skilled is defined as: an employee who is capable of working independently and efficiently and turning out accurate work. Through work experience must be able to work from simple blueprints, diagrams, of technical trade manual.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 11, 2025

SUBJECT: **Agenda Item No. 14-B: ELIGIBILITY LISTS**

Background Information

The following eligibility lists are for ratification or approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. The information below is to provide the Commissioners, District administration, and staff with data on classified recruitment and testing statistics. *(Confidential eligibility lists provided to Commissioners only.)*

Ratify: 2025-47	Instructional Assistant – ABA
Ratify: 2025-48	Administrative Assistant
Ratify: 2025-49	Human Resources Technician
Ratify: 2025-50	Universal Instructional Assistant
Ratify: 2025-51	Department Secretary
Ratify: 2025-52	Early Learning Instructional Assistant

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-47 through 2025-52.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-47	Instructional Assistant – ABA	No. of Applicants 23 Screened Out 0 Written Exam Test Date 10/18/2025 10/31/2025 No Show/ Withdrew 9 Did Not Qualify 0 Oral Exam Test Date NA No Show/ Withdrew NA Did Not Qualify NA	1	26	Open, Promotional & Merge
2025-48	Administrative Assistant	No. of Applicants 50 Screened Out 18 Performance Exam 11/7/2025 Test Date No Show/ Withdrew 14 Did Not Qualify 0 Oral Exam Test Date 11/13/2025 No Show/ Withdrew 3 Did Not Qualify 7	8	8	Open and Promotional
2025-49	Human Resources Technician	No. of Applicants 4 Screened Out 0 Written Exam Test Date NA No Show/ Withdrew NA Did Not Qualify NA Oral Exam Test Date Spark Hire No Show/Withdrew 1 Did Not Qualify 0	3	3	Promotional
2025-50	Universal Instructional Assistant	No. of Applicants 40 Screened Out 0 Written Exam Test Date 10/18/2025 No Show/ Withdrew 7 Did Not Qualify 2	1	59	Open, Promotional, and Merge
2025-51	Department Secretary	No. of Applicants 50 Screened Out 28 Written Exam Test Date 11/14/2025 No Show/ Withdrew 8 Did Not Qualify 0 Oral Exam Test Date Spark Hire No Show/ Withdrew 2 Did Not Qualify 0	11	12	Open and Promotional
2025-52	Early Learning Instructional Assistant	No. of Applicants 3 Screened Out 1 Written Exam Test Date Waived No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date NA No Show/ Withdrew NA Did Not Qualify NA	1	4	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 11, 2025

SUBJECT: Agenda Item No. 14-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 November 18, 2025.

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 November 18, 2025.

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 11, 2025

SUBJECT: **Agenda Item No. 14-D: CLASSIFIED PERSONNEL VACANCY/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	12/4/2025				
Child Care Program Facilitator	2	8/19/2025 - 2/19/2026	Every other Thursday				
Cook	3	11/26/2025 - 12/29/2025	1/2/2026				
Custodian	1	Eligibility List					
Director, Information Technology	1	11/10/2025 - 11/24/2025		Tentative week of December 8 th			
HVAC	2	12/4/2025 - 6/04/2025	Every other Thursday				
Instructional Assistant - ABA	4	11/21/2025 - 5/21/2026	12/4/2025				12/4/2025
Lead Food Service Worker	1	11/17/2025 - 12/09/2025	12/12/2025				
Noon Duty Supervisor	4	5/07/2025 - 11/05/2025	12/4/2025				
Program Support Specialist	1	11/21/2025 - 12/15/2025	12/18/2025	Tentative 1/02/2025			
School Library Specialist	1	11/12/2025 - 11/25/2025	12/4/2025	12/15/2025			
School Office Clerk	1	11/26/2025 - 12/18/2025	1/06/205	12/15/2025			
School Office Manager	1	12/02/2025 - 12/22/2025	12/30/2025	1/7/2026			
Sprinkler Mechanic	2	11/26/2025 - 5/26/2025	Every other Thursday				
Universal Instructional Assistant	1	2/05/2025 - 2/05/2026	12/4/2025				

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: December 11, 2026

SUBJECT: Agenda Item No. 15: 2026 CSPCA Annual Conference

Background Information

The Personnel Commission maintains an annual membership with the California School Personnel Commissioners Association (CSPCA). 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 2026 CSPCA Annual Conference is being held in San Diego, California, from Sunday, March 15, through Tuesday, March 17, 2026.

Some of the topics for this year's conference are Coaching – First Approach to Conflict Resolution; Advanced Class & Comp: Managing Expectations; Advanced Testing: Building Performance Assessments from Scratch; Anticipating the Future of DEI in Public Education; Artificial Intelligence in the PC Office; Behavior Based Interviews; Belonging: Diversity, Equity, and Inclusion; CalPERS/SS Connection; Class & Comp 101; Classification & Examination Appeals; Coaching & Documentation So You Don't End Up in a Grievance; Controlling Unemployment Insurance Claims; Developing Classified Professional Development Programs; Diversity & Implicit Bias; Emotional Intelligence in the Workplace; Employee Investigations; FRISK & Progressive Discipline; and more.

Financial Implications

The cost of registration for the Executive Director and for Commissioner Ewing for the full 3-day conference is \$799.00 each.

The total estimated cost for this conference, which includes registration fees, hotel stays, mileage, meals, etc. is approximately \$4275.00

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission approve his and Commissioner Ewing's attendance at the 2026 CSPCA Annual Conference.



MARCH 15-17, 2026

 **2026**
CSPCA ANNUAL
Conference

Riding the Wave of Change:
Innovation, Growth and Leadership



Conference Schedule

SUNDAY 11:30 AM-3:00 PM

Registration

SUNDAY 1:00 PM-4:15 PM

Workshops, Breakout Sessions, & Roundtables

SUNDAY 7:00 PM-10:00 PM

Networking Mixer, Vendor Drawing, Light Reception, Entertainment, & Music

MONDAY 7:30 AM-12:00 PM

Registration

MONDAY 9:00 AM-4:15 PM

Workshops, Breakout Sessions, & Roundtables

MONDAY 6:30 PM-10:00 PM

Networking Event

TUESDAY 9:00 AM-12:00 PM

Workshops, Breakout Sessions, & Legal Update

TUESDAY 12:15 PM-1:00 PM

CSPCA Annual General Membership Meeting