



# OCEAN VIEW SCHOOL DISTRICT

## PERSONNEL COMMISSION AGENDA

**Wednesday, February 18, 2026**

### **CLOSED SESSION**

**3:45 p.m.**

**Human Resources Conference Room, Building B**

### **REGULAR MEETING**

**4:30 p.m.**

**Professional Development Center, Building E**

*Classified Employees*

in **PARTNERSHIP** with **EDUCATION**  
**Personnel Commission**  
1966 – Present

**PERSONNEL COMMISSION:**

**Bob Ewing, Chair**  
**Lance Bidnick, Vice-Chair**  
**Daniel P. Gooch, Member**

Regular Personnel Commission meetings are livestreamed and can be viewed on the District's YouTube channel: [Ocean View School District - YouTube](#)



**Personnel Commission Meeting Agenda**

**Wednesday, February 18, 2026**

**Closed Session: 3:45 p.m.  
Human Resources Conference Room, Building B**

**Open Session: 4:30 p.m.  
Professional Development Center, Building E**

Personnel Commission meetings are livestreamed and/or recorded 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. Government Code § 54957 and 54957.1: Public Employee Discipline/Dismissal/Release

4. **MINUTES:** **(ACTION)**

A. Approval of Closed Session meeting minutes of January 15, 2026.

**Moved:** \_\_\_  
**Second:** \_\_\_  
**Vote:** \_\_\_

5. **ADJOURNMENT OF CLOSED SESSION** **TIME:** \_\_\_\_\_ p.m.

**(ACTION)**  
**Moved:** \_\_\_  
**Second:** \_\_\_  
**Vote:** \_\_\_

6. **RECONVENE TO OPEN SESSION AND CALL TO ORDER** **TIME:** \_\_\_\_\_ p.m.

7. **ROLL CALL**

8. **PLEDGE OF ALLEGIANCE**

9. **REPORT OUT OF CLOSED SESSION**

10. COMMUNICATIONS

A. WRITTEN COMMUNICATIONS TO THE PERSONNEL COMMISSION

B. PUBLIC COMMENTS: Personnel Commission meetings will be held in-person and are open to the public. 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. No action may be taken on comments of off-agenda items unless specifically authorized by law.

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

11. MINUTES:

(ACTION)

A. Approval of Regular meeting minutes of January 15, 2026.

Moved: \_\_\_  
Second: \_\_\_  
Vote: \_\_\_

12. CONSENT CALENDAR:

(ACTION)

A. JOB DESCRIPTION REVIEWS/REVISIONS

Moved: \_\_\_  
Second: \_\_\_  
Vote: \_\_\_

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

B. ELIGIBILITY LISTS

- 1. 2025-60 Bus Driver/Utility Worker
- 2. 2025-61 Program Support Specialist
- 3. 2025-62 School Office Manager
- 4. 2025-63 Early Learning Educator
- 5. 2025-64 School Office Clerk
- 6. 2025-65 Instructional Assistant – ABA
- 7. 2025-66 Universal Instructional Assistant
- 8. 2025-67 Noon Duty Supervisor
- 9. 2025-68 Sprinkler Mechanic
- 10. 2025-69 Food Service Worker

C. CLASSIFIED ACTIVITY LISTS

- 1. January 13, 2026
- 2. January 27, 2026

D. CLASSIFIED RECRUITMENT UPDATE

E. ADVANCE STEP PLACEMENT NOTIFICATIONS

**13. NEW COMMISSION BUSINESS**

There is no new Commission business to discuss or approve at this time.

**14. OTHER COMMUNICATIONS**

- A. SECOND PUBLIC COMMENTS**
- B. COMMISSIONER REPORTS**
- C. EXECUTIVE DIRECTOR AND STAFF REPORTS**

**15. ADJOURNMENT**

**TIME:** \_\_\_\_\_ **p.m.**

**(ACTION)**

**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

*A copy of the Personnel Commission agenda is posted on the District's website - [Personnel Commission Agendas and Minutes - Ocean View School District](#) 72 hours prior to the start of a regular meeting, and 24 hours prior to the start of a special meeting.*

*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**  
**January 15, 2026**

- CALL TO ORDER** Commissioner Ewing called the January 15, 2026, Regular Personnel Commission Meeting to order at 4:30 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; Sally Berber, Personnel Technician.
- PLEDGE OF ALLEGIANCE** Elizabeth Carr 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 Gooch to approve the minutes of the December 11, 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  
There were no job description revision requiring approval at this time.
  - B. Recruitment and Testing – Eligibility Lists
    - 2025-53 Universal Instructional Assistant
    - 2025-54 Instructional Assistant – ABA
    - 2025-55 School Library Specialist
    - 2025-56 Director, Information Technology
    - 2025-57 Cook – 12 Months
    - 2025-58 Cook – 11 Months
    - 2025-59 Lead 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 December 9, 2025.
  - D. Classified Recruitment Lists  
The Personnel Commission received the most current update of classified vacancies and recruitments.
  - E. Advance Step Placement Notifications  
There were no notifications of advance step placement.

**MINUTES OF THE JANUARY 15, 2026 PERSONNEL COMMISSION MEETING – PAGE 2**

**CONSENT  
CALENDAR  
(CONTINUED)**

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**RECOMMENDATION  
TO RECLASSIFY  
INCUMBENT FROM  
EARLY LEARNING  
INSTRUCTIONAL  
ASSISTANT TO  
EARLY LEARNING  
INSTRUCTIONAL  
ASSISTANT –  
BILINGUAL**

Dr. Jensen shared that a request for reclassification had been received from incumbent Maria Sol Kennedy, Early Learning Instructional Assistant, with support and input from Elaine Burney, Coordinator of Teaching and Learning. The request asked that Ms. Kennedy be reclassified to Early Learning Instructional Assistant – Bilingual.

Dr. Jensen reviewed the request and met with the incumbent and Mrs. Burney. At the conclusion of the review, Dr. Jensen determined that Ms. Kennedy was utilizing her bilingual skills in such a capacity that warranted reclassification. Ms. Kennedy has been in her current position for more than two years at the time of the request.

Motion by Commissioner Gooch to approve the reclassification of Maria Sol Kennedy from Early Learning Instructional Assistant to Early Learning Instructional Assistant – Bilingual.

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

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public.

**COMMISSIONER  
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Bidnick shared that he attended the announcements for the Classified School Employees of the Year with his fellow Commissioners. He congratulated all the nominees and wished them luck at the County and State levels.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for February 12, 2026. He also expressed his appreciation for accompanying Dr. Jensen on Coaching Tuesdays, visiting the school sites, and connecting with the employees.

**DIRECTOR AND  
STAFF REPORTS**

Dr. Jensen thanked the Commissioners for coming to the Classified School Employees of the Year recognitions. He congratulated all the employees who were nominated and thanked them for their dedication and hard work. He thanked the Human Resources staff for the great work they are doing. He looks forward to continuing to fill positions in the new year.

Commissioner Ewing asked if there will be another job fair in the spring. Dr. Jensen answered yes although the date has not been determined yet.

**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 4:37 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:** February 18, 2026

**SUBJECT:** **Agenda Item No. 12:B – ELIGIBILITY LISTS**

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## 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.*)

1. 2025-60 Bus Driver/Utility Worker
2. 2025-61 Program Support Specialist
3. 2025-62 School Office Manager
4. 2025-63 Early Learning Educator
5. 2025-64 School Office Clerk
6. 2025-65 Instructional Assistant – ABA
7. 2025-66 Universal Instructional Assistant
8. 2025-67 Noon Duty Supervisor
9. 2025-66 Sprinkler Mechanic
10. 2025-69 Food Service Worker

## Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-60 through 2025-69.

# ELIGIBILITY LISTS

## Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-60	Bus Driver/Utility Worker	No. of Applicants 2 Screened Out 1 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Open & Promotional
2025-61	Program Support Specialist	No. of Applicants 38 Screened Out 11 No Show/ Withdrew 15 Did Not Qualify 1	7	9	Open & Promotional
2025-62	School Office Manager	No. of Applicants 24 Screened Out 6 No Show/ Withdrew 6 Did Not Qualify 3	5	9	Open and Promotional
2025-63	Early Learning Educator	No. of Applicants 4 Screened Out 3 No Show/ Withdrew 0 Did Not Qualify 0	3	3	Open, Promotional, and Merge
2025-64	School Office Clerk	No. of Applicants 31 Screened Out 6 No Show/ Withdrew 10 Did Not Qualify 1	16	21	Open, Promotional, and Merge
2025-65	Instructional Assistant – ABA	No. of Applicants 21 Screened Out 0 No Show/ Withdrew 6 Did Not Qualify 1	1	30	Open, Promotional, and Merge
2025-66	Universal Instructional Assistant	No. of Applicants 17 Screened Out 1 No Show/ Withdrew 2 Did Not Qualify 1	3	59	Open, Promotional, and Merge
2025-67	Noon Duty Supervisor	No. of Applicants 3 Screened Out 0 No Show/ Withdrew 1 Did Not Qualify 1	3	24	Open, Promotional, and Merge
2025-68	Sprinkler Mechanic	No. of Applicants 9 Screened Out 3 No Show/ Withdrew 0 Did Not Qualify 1	5	5	Open and Promotional
2025-69	Food Service Worker	No. of Applicants 16 Screened Out 0 No Show/ Withdrew 6 Did Not Qualify 2	11	13	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** February 18, 2026

**SUBJECT:** Agenda Item No. 12: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 January 13, 2026, and January 27, 2026.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

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## Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity Lists of January 13, 2026, and January 27, 2026.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
January 13, 2026

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Carrillo, Brenny	Community Liaison – Bilingual	District Office	\$24,279 hourly	31.1	12/04/2025
De Sanchez, Daniel	Cook	Central Kitchen	\$20,433 hourly	24.1	12/01/2025
Edris, Rasha	Instructional Assistant – ABA	Westmont	\$22,561 hourly	28.1	12/10/2025
Lemus Flores, Carolina	Instructional Assistant – ABA	Westmont	\$22,561 hourly	28.1	12/05/2025
Mercado, Adrian	Universal Instructional Assistant	Village View	\$19,444 hourly**	22.1	12/03/2025
Olivera, Natalie	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	12/11/2025
Penfield, Amy	Noon Duty Supervisor	Westmont	\$17,170 hourly	1.1*	12/08/2025
Puente, Jr., Carlos	Instructional Assistant – ABA	Rover	\$22,561 hourly	28.1	12/01/2025
Ramirez, Neri	Noon Duty Supervisor	College View	\$17,170 hourly	1.1*	12/11/2025
Richter, Justin	Universal Instructional Assistant	Harbour View	\$19,444 hourly	22.1	12/12/2025
Rizzo, Liliana	Instructional Assistant – ABA	College View	\$22,561 hourly	28.1	12/05/2025
Sabzpoush, Syed	Universal Instructional Assistant	Circle View	\$19,444 hourly**	22.1	11/10/2025
Sharp, Alicia	Early Learning Instructional Assistant	College View Preschool	\$19,931 hourly	23.1	11/10/2025
Villarroel Montano, Lilian	Parent Liaison Instructional Assistant – Bilingual	Oak View	\$19,931 hourly	23.1	12/12/2025
Zuniga, Yadira	Noon Duty Supervisor	Hope View	\$17,170 hourly	1.1*	12/08/2025

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Aziz, Tahira	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	11/17/2025
Howard, Crystal	Noon Duty Supervisor	Substitute	\$17,170 hourly	1.1*	11/18/2025
Ibarra, Cindy	Lead Food Service Worker	Substitute	\$18,967 hourly	21.1	10/20/2025
McGlynn, Miranda	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	12/01/2025
Perez, Kateleen	Universal Instructional Assistant	Substitute	\$19,444 hourly**	22.1	12/01/2025
Shehadeh, Faten	Early Learning Educator	Substitute	\$29,853 hourly***	33.3	10/01/2025

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
January 13, 2026

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.1 to 8.8:**

<b><u>NAME</u></b>	<b><u>POSITION SEPARATED FROM</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Hernandez, Ashley	Universal Instructional Assistant	Star View	Resigned	03/19/2024	06/13/2025
Lizarraga, Grey	Child Care Supervisor	District Office	Released	08/26/2025	12/05/2025
Puente, Jr., Carlos	Instructional Assistant – ABA	Rover	Resigned	12/01/2025	12/12/2025
Simmons, Tomi	Universal Instructional Assistant	Harbour View	Resigned	08/27/2025	12/03/2025
Yalcindag Atalay, Yasemin	Noon Duty Supervisor	Hope View	Resigned	02/21/2025	12/19/2025

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

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
January 27, 2026

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Baez, Daniel	Custodian	District Office	\$22.561 hourly	28.1	12/29/2025
Benton, Michael	Noon Duty Supervisor	Harbour View	\$17.170 hourly	1.1*	12/15/2025
Burns, Tina	Universal Instructional Assistant	Harbour View	\$19.444 hourly**	22.1	01/05/2026
Durbin, Lolita	Universal Instructional Assistant	Harbour View	\$19.444 hourly**	22.1	01/05/2026
Ennen, David	Instructional Assistant – ABA	Lake View	\$22.561 hourly	28.1	12/05/2025
Fernandes, Dane	Universal Instructional Assistant	Harbour View	\$19.444 hourly**	22.1	01/05/2026
Kobylika, Ashley	Universal Instructional Assistant	Circle View	\$19.444 hourly**	22.1	12/18/2025
Merget, Max	Universal Instructional Assistant	Harbour View	\$19.444 hourly**	22.1	01/05/2026
Ortega, Lorena	School Library Specialist	Lake View	\$22.001 hourly	27.1	01/07/2026
Popoca Flores, Nancy	Custodian	Oak View	\$22.561 hourly	28.1	12/22/2025
Tang, Ethan	District Receptionist	District Office	\$4,208.31 monthly	31.1	12/15/2025
Vasquez, Jacqueline	Universal Instructional Assistant	Harbour View	\$19.444 hourly**	22.1	01/05/2026

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Bahena, Diana	Universal Instructional Assistant	Substitute	\$19.444 hourly**	22.1	12/18/2025
Bobadilla, Maria	Food Service Worker	Substitute	\$17.618 hourly	18.1	12/12/2025
Cloward, Tami	Food Service Worker	Substitute	\$17.618 hourly	18.1	01/05/2026
Cuevas, Osvaldo	Custodian	Substitute	\$22.561 hourly	28.1	12/15/2025
Khattra, Taniya	Universal Instructional Assistant	Substitute	\$19.444 hourly**	22.1	12/15/2025
Lopez, Eileen	Instructional Assistant – Physical Education	Substitute	\$20.941 hourly	25.1	01/05/2026
McGlynn, Miranda	Instructional Assistant – ABA	Substitute	\$22.561 hourly	28.1	01/09/2026
Nguyen, Tamara	Universal Instructional Assistant	Substitute	\$19.444 hourly**	22.1	12/15/2025
Serna, Edgardo	Custodian	Substitute	\$22.561 hourly	28.1	12/18/2025
Williams, Alivia	Universal Instructional Assistant	Substitute	\$19.444 hourly**	22.1	12/12/2025

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 January 27, 2026

**APPROVE PROMOTION**

In accordance with Merit System Rules 5.1 to 5.4:

<b><u>NAME</u></b>	<b><u>POSITION PROMOTED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ST EP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Ibarra, Cindy	Lead Food Service Worker	Marine View	\$18,968 hourly	21.1	12/18/2025

**APPROVE LEAVE OF ABSENCE WITHOUT PAY**

In accordance with Merit System Rule 8.10:

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Hess, Rachel	Instructional Assistant – ABA	Harbour View	01/20/2026	06/20/2026

**APPROVE SEPARATION**

In accordance with Merit System Rules 8.1 to 8.8:

<b><u>NAME</u></b>	<b><u>POSITION SEPARATED FROM</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Bavouset, Vivian	Universal Instructional Assistant	Circle View	Resigned	05/14/2025	01/09/2026
Elkhouri, Robin	Instructional Assistant – Special Education	Mesa View	Retired	10/17/2011	01/05/2026
Herrera, Jacqueline	Universal Instructional Assistant	Harbour View	Resigned	11/18/2024	01/09/2026
Rodriguez, Jesus	Custodian	Harbour View	Released	06/10/2025	12/19/2025
Samperio, Wendy	Noon Duty Supervisor	Lake View	Resigned	02/11/2025	01/12/2026
Valadez, Noah	Flooring Repair Worker	Facilities	Retired	07/14/1992	12/22/2025

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

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

\*\*\*Includes longevity

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** February 18, 2026

**SUBJECT:** Agenda Item No. 12: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	2/2/2026		Reached out to panel to schedule.		
Child Care Program Facilitator	2	8/19/2025 - 2/19/2026	Every other Thursday		Reached out to panel to schedule.		
Cook 11-months	1	12/18/2025 - 1/12/2026	2/12/2026				
Food Service Worker	1	12/4/2025 - 6/04/2026	1/16/2026				2/3/2026
HVAC	2	11/21/2025 - 5/21/2025	1/16/2026	2/12/2026			1/21/2026
Instructional Assistant - ABA	9	11/21/2025 - 12/15/2025	2/4/2026			TBD	
Noon Duty Supervisor	4	5/7/2025 - 5/7/2026	2/12/2026				
School Office Clerk	1	11/26/2025 - 12/18/2025	1/5/2026				2/6/2026
Speech & Language Assistant	1	1/28/2026 - 7/28/2026	Every other Thursday				
Sprinkler Mechanic	2	11/26/2025 - 5/26/2025	1/16/2026			2/6/20265	
<b>TOTAL</b>	<b>24</b>						

**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:** February 18, 2026  
**SUBJECT:** Agenda Item No.12:E – ADVANCE STEP PLACEMENT NOTIFICATIONS

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## Background Information

Employee	Classification	Step	Justification
Marquis Alvarado	Program Support Specialist	2	Nearly 2 years of related experience working as a Special Education Data Technician. Experience with SEIS, Aeries, CALPADS, Medi-Cal billing, processing records from attorneys, managing cumulative and confidential student files.
Stacy Garcia	Instructional Assistant – ABA	3	Direct experience working with BEAM, working directly with OVSD students, has experience providing support to students with disabilities.
Dina Gonzalez	Instructional Assistant – ABA	2	Over five years of experience working with students including students with severe disabilities and one-on-one, monitoring behavior.

## Recommendation

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