OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, March 12, 2026

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
Lance Bidnick, Vice-Chair
Daniel P. Gooch, Member

Regular Personnel Commission meetings are livestreamed and/or recorded and can be viewed on the District's YouTube channel: Ocean View School District - YouTube

Ocean View School District

PERSONNEL COMMISSION MEETING AGENDA

THURSDAY, MARCH 12, 2026

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/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 February 18, 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 February 18, 2026.

Moved: ___
Second: ___
Vote: ___

12. CONSENT CALENDAR: (ACTION)

Moved: ___
Second: ___
Vote: ___

A. JOB DESCRIPTION REVIEWS/REVISIONS

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

B. ELIGIBILITY LISTS

1. 2025-70 Custodian
2. 2025-71 Instructional Assistant – ABA
3. 2025-72 Maintenance HVAC Mechanic
4. 2025-73 Cook – 11 Months
5. 2025-74 Universal Instructional Assistant
6. 2025-75 Noon Duty Supervisor
7. 2025-76 Child Care Program Facilitator
8. 2025-77 Instructional Assistant – ABA

C. CLASSIFIED ACTIVITY LISTS

1. February 10, 2026
2. February 24, 2026

D. CLASSIFIED RECRUITMENT UPDATE

E. ADVANCE STEP PLACEMENT NOTIFICATIONS

13. NEW COMMISSION BUSINESS

A. NEW PROPOSED CLASSIFICATION: BUS DRIVER/DELEGATED BEHIND-THE-WHEEL TRAINER – The Personnel Commission will receive the proposed new job description for Bus Driver/Delegated Behind-the-Wheel Trainer for discussion, review, and approval.

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

B. JOB STUDY PRESENTATION **(INFORMATION)**

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 Closed Session Personnel Commission Meeting Minutes
February 18, 2026

CALL TO ORDER The February 18, 2026, Regular Closed Session meeting of the Personnel Commission was called to order at 4:02 p.m.

ROLL CALL Commissioners Ewing and Gooch were present. Commissioner Bidnick was absent. Dr. Scott Jensen was also present.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the January 15, 2026, Regular Closed Session Meeting.

Seconded by Commissioner Ewing and carried with a 2:0 vote, as Commissioner Bidnick was absent.

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: Public Employee Discipline/Dismissal/Release

ADJOURNMENT Motion by Commissioner Gooch to adjourn the February 18, 2026, Closed Session Meeting at 4:18 p.m.

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent.

_____
Executive Director, Human Resources
Secretary to the Personnel Commission

_____
Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
February 18, 2026

CALL TO ORDER Commissioner Ewing called the February 18, 2026, Regular Personnel Commission Meeting to order at 4:30 p.m.

ROLL CALL Commissioners Ewing and Gooch were present. Commissioner Bidnick was absent.

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 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 Gooch to approve the minutes of the January 15, 2026, Regular Personnel Commission meeting.

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

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

- •2025-60 Bus Driver/Utility Worker
- •2025-61 Program Support Specialist
- •2025-62 School Office Manager
- •2025-63 Early Learning Educator
- •2025-64 School Office Clerk
- •2025-65 Instructional Assistant – ABA
- •2025-66 Universal Instructional Assistant
- •2025-67 Noon Duty Supervisor
- •2025-68 Sprinkler Mechanic
- •2025-69 Food Service Worker

C. Classified Activity Lists
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of January 13, 2026, and January 27, 2026.

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 advance step placement notifications that were approved by the Executive Director.

Motion by Commissioner Gooch to approve the Consent Calendar.

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

NEW COMMISSION BUSINESS

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

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Gooch had nothing to report.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for March 12, 2026.

DIRECTOR AND STAFF REPORTS

Dr. Jensen thanked the Human Resources staff for the great work they are doing. He shared that a presentation on the job study that is being conducted will be presented at the next Personnel Commission meeting.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Ewing, and carried with a 2:0 vote, at 4:34 p.m. Commissioner Bidnick was absent.

_____
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: March 12, 2026

SUBJECT: **Agenda Item No. 12: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.)*

1. 2025-70 Custodian
2. 2025-71 Instructional Assistant – ABA
3. 2025-72 Maintenance HVAC Mechanic
4. 2025-73 Cook – 11 Months
5. 2025-74 Universal Instructional Assistant
6. 2025-75 Noon Duty Supervisor
7. 2025-76 Child Care Program Facilitator
8. 2025-77 Instructional Assistant – ABA

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-70 through 2025-77.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-70	Custodian	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	27 10 8 0	10	20	Open, Promotional, and Merge
2025-71	Instructional Assistant – ABA	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	5 0 3 1	1	22	Open, Promotional, and Merge
2025-72	Maintenance HVAC Mechanic	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	17 10 2 1	4	5	Open and Promotional
2025-73	Cook – 11 Months	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	8 5 1 0	2	2	Open and Promotional
2025-74	Universal Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	35 0 9 3	3	75	Open, Promotional, and Merge
2025-75	Noon Duty Supervisor	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	7 1 2 0	3	27	Open, Promotional, and Merge
2025-76	Child Care Program Facilitator	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	7 0 4 0	4	6	Open, Promotional, and Merge
2025-77	Instructional Assistant – ABA	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	4 0 1 1	1	18	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 12, 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 February 10, 2026, and February 24, 2026.

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 February 10, 2026, and February 24, 2026.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 10, 2026

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

NAME	POSITION HIRED INTO	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Bruno, Haven	Universal Instructional Assistant	Harbour View	$19.444 hourly**	22.1	01/05/2026
Combe, Rony	Cook	Central Kitchen	$20.433 hourly	24.1	01/13/2026
Gomez, Grace	Cook	Central Kitchen	$20.433 hourly	24.1	01/12/2026

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

NAME	POSITION HIRED INTO	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Armas, Jeremy	Instructional Assistant – Severely Disabled	Substitute	$22.000 hourly	27.1	01/14/2026
Cruz, Diana	ALC Attendant	Substitute	$18.050 hourly	19.1	01/21/2026
Cruz, Diana	District Receptionist	Substitute	$24.279 hourly	31.1	01/21/2026
Cruz, Diana	School Office Clerk	Substitute	$22.561 hourly	28.1	01/21/2026
Murphy, Brenda	School Office Manager	Substitute	$27.488 hourly	36.1	01/16/2026
Quinn, Riley	Custodian	Substitute	$22.561 hourly	28.1	01/14/2026
Quinn, Riley	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	01/14/2026

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

NAME	POSITION PROMOTED INTO	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Harper, Melanie	Universal Instructional Assistant	Harbour View	$19.444 hourly**	22.1	01/13/2026

APPROVE RECLASSIFICATION
In accordance with Merit System Rule 3.3:

NAME	POSITION RECLASSIFIED INTO	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Kennedy, Maria Sol	Early Learning Instructional Assistant - Bilingual	Oak View Preschool	$27.132 hourly***	24.5	01/16/2026

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 10, 2026

APPROVE LEAVE OF ABSENCE WITHOUT PAY
In accordance with Merit System Rule

NAME	POSITION	SITE	BEGINNING DATE	ENDING DATE
Jack, Clint	Instructional Assistant – Special Education	Vista View	01/28/2026	02/17/2026

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

NAME	POSITION SEPARATED FROM	SITE	REASON	BEGINNING DATE	EFFECTIVE DATE
Kim, Chul	Instructional Assistant – ABA	College View	Abandonment	10/31/2025	01/26/2026
Martinez, Brittney	Early Learning Educator	College View Preschool	Released	08/26/2025	01/22/2026
Polanco, Breandin	ALC Attendant	Mesa View	Released	04/21/2025	01/14/2026
Robinson, Abbigail	Instructional Assistant – ABA	Mesa View	Resigned	11/10/2025	01/19/2026
Rodriguez, Matthew	Universal Instructional Assistant	Circle View	Resigned	11/05/2024	01/23/2026
Sevilla, Yvette	Instructional Assistant – ABA	Lake View	Released	08/27/2025	01/20/2026

*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
February 24, 2026

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

NAME	POSITION HIRED INTO	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Alvarado, Marquis	Program Support Specialist	District Office	$4,881.72 monthly	35.2	02/10/2026
Ceja, Rafael	Custodian	Harbour View	$23.125 hourly***	28.1	01/28/2026
Frost, Madison	School Office Clerk	Marine View	$22.561 hourly	28.1	02/11/2026
Gonzalez, Dina	Instructional Assistant – ABA	Vista View	$22.561 hourly	28.1	01/30/2026
Joly, Candace	Instructional Assistant – ABA	Westmont	$22.561 hourly	28.1	02/04/2026
Lozano, Yadira	School Office Clerk	Marine View	$22.561 hourly	28.1	02/11/2026
Medina, Patricia	Early Learning Educator	College View Preschool	$25.508 hourly	33.1	01/23/2026
Moore, Marcela	Instructional Assistant – ABA	Harbour View	$22.561 hourly	28.1	01/28/2026
Plambeck, Samuel	Director, Information Technology	District Office	$13,518.64 monthly	M71.5	03/02/2026
Reyes, Leonore	Child Care Supervisor	District Office	$6,770.18 monthly	M51.1	02/03/2026

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

NAME	POSITION HIRED INTO	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Asaad, Viola	Food Service Worker	Substitute	$17.618 hourly	18.1	02/04/2026
Bauer, Erica	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	02/04/2026
Brambila, Kathleen	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	02/04/2026
Esquivel, Gloria	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	01/29/2026
Flores Garcia, Yeni	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	01/01/2026
Gomez, Grace	Cook	Substitute	$20.433 hourly	24.1	02/07/2026
Gutierrez, Yvette	Instructional Assistant – Severely Disabled	Substitute	$22.000 hourly	27.1	01/01/2026
Irvin, Monique	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	01/22/2026
Johnson, Anthony	Bus Driver/Utility Worker	Substitute	$28.164 hourly	37.1	02/02/2026
Le, John	Bus Driver/Utility Worker	Substitute	$28.164 hourly	37.1	02/02/2026
Lopez, Alyx	Early Learning Instructional Assistant	Substitute	$19.931 hourly	23.1	02/04/2026
Negrete, Karyn	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	02/04/2026
Pouelson, Sean	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	02/04/2026
Samperio, Wendy	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	01/13/2026
Samperio, Wendy	School Health Technician	Substitute	$21.467 hourly	26.1	01/13/2026
Samperio, Wendy	School Office Clerk	Substitute	$22.561 hourly	28.1	01/13/2026
Samperio, Wendy	Bilingual Translator Level II	Substitute	$19.931 hourly	23.1	01/13/2026
Teske, Sandra	School Office Clerk	Substitute	$22.561 hourly	28.1	02/04/2026
Teske, Sandra	District Receptionist	Substitute	$24.279 hourly	31.1	02/04/2026

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 24, 2026

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

NAME	POSITION PROMOTED INTO	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Esquivel Rivera, Yenit	Universal Instructional Assistant	Golden View	$19.444 hourly**	22.1	01/19/2026
Mesa, Vance	Sprinkler Mechanic	Facilities	$4,881.72 monthly	37.1	02/06/2026
Romo, Oscar	Sprinkler Mechanic	Facilities	$5,129.63 monthly	37.2	02/10/2026
Suyeto, Carrie	School Office Manager	Hope View	$5,004.86 monthly	36.2	02/02/2026

APPROVE LEAVE OF ABSENCE WITHOUT PAY
In accordance with Merit System Rule 8.10:

NAME	POSITION	SITE	BEGINNING DATE	ENDING DATE
Reynolds, Lauren	Universal Instructional Assistant	Harbour View	01/30/2026	05/17/2026

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

NAME	POSITION SEPARATED FROM	SITE	REASON	BEGINNING DATE	EFFECTIVE DATE
Atkinson, Donelle	Instructional Assistant – ABA	Golden View	Retired	10/09/2007	06/12/2026
Bowman, Jack	Noon Duty Supervisor	College View	Retired	01/24/2018	06/12/2026
Corpuz, Heike	School Health Technician	College View	Retired	04/16/1996	06/12/2026
Gibbs, Tracy	Instructional Assistant – ABA	Lake View	Retired	03/27/2018	06/12/2026
Gomez, Grace	Cook	Central Kitchen	Resigned	01/12/2026	02/06/2026
Gutierrez Hernandez, Carlos	Custodian	Star View	Retired	01/28/2019	06/12/2026
Ibarra, Cindy	Lead Food Service Worker	Marine View	Released	08/26/2025	02/13/2026
Lawrence, Liza	School Office Clerk	Mesa View	Retired	02/07/2011	06/12/2026
Neser, Frankie	Food Service Worker	Vista View	Retired	01/11/2019	06/12/2026
Mendoza Chagala, Keyla	Instructional Assistant – ABA	Mesa View	Resigned	09/11/2025	01/23/2026
Reynolds, Caitlin	Instructional Assistant – ABA	Oak View Preschool	Resigned	05/15/2025	02/05/2026
Ruiz, Silvia	Universal Instructional Assistant	College View	Resigned	03/04/2024	02/04/2026
Scoccia, Deborah	Instructional Assistant – Special Education	Westmont	Retired	10/22/2008	06/12/2026
Vanderhoof, Stacy	Lead Food Service Worker	Harbour View	Retired	10/16/2006	06/12/2026

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 12, 2026

SUBJECT: **Agenda Item No. 12:D – CLASSIFIED PERSONNEL VACANCY/RECRUITMENT LIST**

Position	Number of Open Positions	Job Posting Open/Close	Written Exam Date	Final Interview
ALC Attendant	2	6/30/2025 - 12/30/2025	3/18/2026	
Cook 11-months	1	1/5/2026 - 1/26/2026	1/5/2026 - 1/26/2026	
Early Learning - IA	1	3/3/2026 - 9/3/2026	Every other Thursday	3/13/2026
Groundskeeper 1	2	2/16/2026 - 3/11/2026	3/16/2026	
Instructional Assistant - ABA	7	11/21/2025 - 5/21/2025	3/18/2026	3/4/2026
Lead Food Service Worker	1	2/23/2026 - 3/13/2023	3/18/2026	
Noon Duty Supervisor	2	5/7/2025 - 5/7/2026	Every other Thursday	
Speech & Language Assistant	1	1/28/2026 - 7/28/2026	Every other Thursday	
Universal Instructional Assistant (50)	50	12/30/2025 -12/30/2026	3/18/2026	
Total	**67**			

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: March 12, 2026

SUBJECT: **Agenda Item No.12:E – ADVANCE STEP PLACEMENT NOTIFICATIONS**

Background Information

Employee	Classification	Step	Justification
Jose Hernandez	HVAC Mechanic	5	Brings multiple years of experience, including direct HVAC experience.

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: March 12, 2026

SUBJECT: **Agenda Item No. 13.A: Proposed New Job Description: BUS DRIVER / DELEGATED BEHIND-THE-WHEEL TRAINER**

Background Information

The Executive Director of Human Resources and the Transportation Supervisor met collaboratively to establish the duties of the new proposed Bus Driver/Delegated Behind-the-Wheel Trainer classification.

The proposed job description is before the Personnel Commission for discussion, review, and approval.

Financial Considerations

It is the recommendation of the Executive Director, Human Resources, that the salary range be placed at Salary Range 39 on the Classified Bargaining Unit Salary Schedule.

.....

Recommendation

The Executive Director, Human Resources, recommends that the Personnel Commission approve the new job classification of Bus Driver / Delegated Behind-the-Wheel Trainer Schedule, within the Transportation series, at Salary Range 39 on the Classified Bargaining Unit Salary Schedule, and be eligible for overtime compensation in accord with Education Code 45128.

PERSONNEL COMMISSION

BUS DRIVER / DELEGATED BEHIND-THE-WHEEL TRAINER

JOB SUMMARY:

Meets the requirements of a School Bus Driver and Delegated Behind-the-Wheel Trainer. Under the direction of the Executive Director, and/or Supervisor, or Driver Instructor, to assist, organize and conduct behind-the-wheel school bus driver training and proficiencies according to established DMV, CHP, and Department of Education laws, rules and regulations; review and observe school bus drivers assuring a high standard of performance is maintained; operate a school bus over designated routes while transporting regular pupils and pupils with special needs to and from school, activities, events, and field trips; train and assist in the loading, securing and unloading of pupils; perform daily inspections of vehicle; other duties as required.

CLASS CHARACTERISTICS:

The Bus Driver / Delegated Behind-the-Wheel Trainer is distinguished from other transportation classes in that the Bus Driver is responsible for the route that is bid upon annually for the purpose of driving a bus on a designated route and to conduct any necessary Delegated Behind-the-Wheel Trainer duties and responsibilities designated by the State Certified School Bus Driver Instructor and/or the Transportation Supervisor to provide behind the wheel training instruction and evaluation to prospective drivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(E denotes an essential function of the job):*

Assist in planning, developing, implementing, and conducting training programs for new and current school bus drivers; ensure safe driving practices are in accordance with District and State transportation policies, rules, and regulations. **E**

Assist in the coordination, testing, and certification activities for school bus drivers. **E**

Maintain accurate records of behind-the-wheel training activities. **E**

Assist with coordination and conduct annual training including behind-the-wheel evaluations on safe and responsible riding practices and emergency bus evacuations. **E**

Train and assist school bus drivers concerning pupil behavior management. **E**

Respond to accidents, conduct a thorough investigation including driver interview, complete all paperwork, and write a brief memo including re-training recommendations. **E**

Drive school buses over designated routes. **E**

Maintain the school bus in a clean and safe operating condition through prescribed daily vehicle inspections. **E**

Utilize two-way radio for bus-to-bus and bus-to-base communication. **E**

Monitor pupils on school buses, at school bus stops, and in school loading zones; ensure proper conduct and discipline in these areas; prepare referrals in accordance with established District policies regarding pupil discipline; conduct routine and emergency bus evacuation drills as directed. **E**

Employ interpersonal skills using tact, patience, and courtesy. **E**

Required to wear a school bus driver uniform shirt.

Perform a variety of related work and duties.

SUPERVISION:

General supervision is provided by the Director of Transportation, the Transportation Supervisor, and/or the Driver Instructor.

Supervision is not exercised over other employees, but does include coordinating and leading bus driver trainees and assisting with driver training during the original and renewal process.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation of a school bus and the laws governing its use; principles and practices of safe, defensive driving; principles of training and observation, and methods used to train school bus drivers in required skills, knowledge, and abilities; simple record keeping, good English usage.
- Successful completion of California Department of Education School Bus Driver Delegated Behind the Wheel Training Course;
- Proficiencies in all Transportation Department equipment and related tasks.

Ability to:

- Maintain order and discipline among pupils while driving a school bus.
- Maintain assigned vehicles in a clean and safe operating condition.
- Plan, develop, and implement behind-the-wheel school bus driver training and safety programs.
- Interpret, apply, and explain laws, rules, regulations, policies, and procedures of school pupil transportation.
- Plan and organize work independently, determine priorities, and apply sound judgment in evaluating and responding to safety-related and various other problems.

- Operate various types of computer hardware, including learning new software applications, for record keeping as needed.
- Understand and communicate effectively in oral and written form, in the English language.
- Establish and maintain cooperative working relationships.

EMPLOYMENT STANDARDS:

Education:

- High School diploma or equivalent; Proof required.
- Recent supplemental training or coursework pertaining to school bus driver training in behind-the-wheel instruction under the direction of the Driver Instructor.
- Completion of California Department of Education School Bus Driver Delegated Behind the Wheel Training Course; in possession of certification.

Experience:

- Three (3) years of experience as a school bus driver for the Ocean View School District in the operation of and knowledge pertaining to the type of vehicles for which the delegate will be employed to conduct behind-the-wheel training.
- Driving record with no chargeable accidents in any vehicle within three (3) years preceding the application date.

Licenses Required:

- Possession of a valid and appropriate class A or B California Driver's License, with passenger “P” and School Bus “S” endorsements.
- Possession of a valid California Special Driver Certificate, and a valid First Aid Certificate or passing the First Aid Exam administered through the California Highway Patrol.
- Possession of a valid Medical Examiner’s Certificate.
- Possession of a Delegated Behind-the-Wheel Trainer Certificate issued by the California Department of Education.
- Participate in a mandatory pre-employment drug test and random drug and alcohol testing.
- Persons in this position must meet the qualifications as outlined in the Federal Department of Transportation (DOT) guidelines.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND HAZARDS:

Safely lift, carry, push up to 25 pounds; frequently sits, climbs stairs, maintains balance, stoops, bends, kneels and reaches over head; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; speaks clearly and hears normal voice conversation; uses a computer; has depth perception and color vision; sees small details and long distances; drives a vehicle; works inside and outside; works with loud noises and vibration; occasionally exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; has direct contact with public and students. This work involves operating a school bus, sitting, walking, and standing. Passing random and periodic drug and alcohol testing as required by the Department of Transportation is required as a condition of continued employment. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes and vibrations. The employee occasionally works in outside weather conditions.

Salary Range:

Range 39
Classified Bargaining Unit Salary Schedule

Proposed Job Description Established and Approved by the Personnel Commission: 3/12/2026
Revised:
Review and Revisions Effective:

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

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

DATE: March 12, 2026

SUBJECT: Agenda Item No. 13.B: JOB STUDY PRESENTATION

The Personnel Commission will receive an informational presentation from the Executive Director of Human Resources regarding the Classification and Compensation Job Study currently being conducted.