OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, July 23, 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, JULY 23, 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

A. Government Code § 54957 and 54957.1: Personnel matters: Executive Director, Human Resources performance evaluation

4. MINUTES: **(ACTION)**

A. Approval of Closed Session meeting minutes of June 11, 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 June 11, 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. 2026-01 Universal Instructional Assistant
2. 2026-02 Food Service Worker
3. 2026-03 Payroll Technician
4. 2026-04 Maintenance HVAC Mechanic
5. 2026-05 Early Learning Educator
6. 2026-06 Child Care Program Facilitator
7. 2026-07 Network Systems Manager

C. CLASSIFIED ACTIVITY LISTS

1. June 9, 2026
2. June 23, 2026

D. CLASSIFIED RECRUITMENT UPDATE

E. ADVANCE STEP PLACEMENT NOTIFICATIONS

13. NEW COMMISSION BUSINESS

A. SALARY RANGE REALLOCATION: DIRECTOR OF EXPANDED LEARNING AND CHILDCARE PROGRAMS **(ACTION)**

Moved: ___
Second: ___
Vote: ___

NEW COMMISSION BUSINESS (CONTINUED)

B. CLASSIFICATION AND COMPENSATION STUDY UPDATE (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
June 11, 2026

CALL TO ORDER The June 11, 2026, Regular Closed Session meeting of the Personnel Commission was called to order at 3:50 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the May 14, 2026, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

INFORMATION/ ACTION ITEMS The Personnel Commission met regarding:

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

1. Personnel matters: Executive Director, Human Resources evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the June 11, 2026, 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
June 11, 2026

CALL TO ORDER Commissioner Ewing called the June 11, 2026, Regular Personnel Commission Meeting to order at 4:33 p.m.

ROLL CALL Commissioners Ewing, Bidnick, and Gooch were present.

STAFF MEMBERS PRESENT Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Diana Flores, Associate Personnel Analyst; Janet Barajas, Administrative Assistant.

PLEDGE OF ALLEGIANCE Commissioner Gooch 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 May 14, 2026, Regular Personnel Commission meeting.

Seconded by Commissioner Gooch 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
- •2025-89 Noon Duty Supervisor
- •2025-90 Universal Instructional Assistant
- •2025-91 Food Service Worker
- •2025-92 Speech and Language Assistant
- •2025-93 Lead Information Technology Support Specialist
- •2025-94 Noon Duty Supervisor
- •2025-95 School Health Technician

C. Classified Activity Lists
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of May 12, 2026, and May 26, 2026.

D. Classified Recruitment Lists
The Personnel Commission received the most current update of classified vacancies and recruitments.

CONSENT CALENDAR (CONTINUED)

E. Advance Step Placement Notifications
The Personnel Commission received the advance step placement notifications that were approved by the Executive Director.

Commissioner Gooch commented that it is great to see the eligibility lists being established and vacancies being filled in a timely fashion so that principals and supervisors are receiving the personnel they need due to the staff behind the scenes doing their good work.

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2026-2027

The Personnel Commission received the proposed dates for the meeting dates for 2026-2027. After discussion, July 23 was chosen as the meeting date for July. All other proposed dates were accepted.

Motion by Commissioner Gooch to approve the Proposed Personnel Commission dates for 2026-2027.

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 congratulated the department and staff of Human Resources on a really successful year. He wished everyone a happy end of the school year.

Commissioner Ewing shared that he was reappointed to another three-year term this past December. He remembered that three years prior, the relationship between the Board of Trustees and the Personnel Commission was in such a state that his reappointment was not desired. Now as he regularly attends board meetings, the relationship has never been so good. The Personnel Commission and Human Resources department is “hitting the ball”, working well with other departments, and he thanked everyone who is a part of this.

As previously announced the next meeting of the Personnel Commission is scheduled for July 23, 2026.

DIRECTOR AND STAFF REPORTS

Dr. Jensen stated that tomorrow, June 12, is the last day of school for students and some of the classified staff. The Human Resources department will be working during the summer, hiring and onboarding new employees so they are in place for the first day of the new school year. The good news is that due to the success of the job fairs the district has held and other recruiting efforts, we are in a place that we have not been in for many years. The next job fair will be July 15. He encouraged the Commissioners to come by and check it out. He also expressed sincere thanks to the entire Human Resources staff. It has been a positive and productive year. Dr. Jensen thanked the Commission for their support with several big initiatives, the classification and compensation study being one of them. Lastly, he wished everyone a happy summer recess.

DIRECTOR AND STAFF REPORTS (CONTINUED)

Michelle Eifert wished Commissioner Ewing a happy birthday and wished everyone a happy summer.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch in honor of James L. Martin, who spent the last moments of his life defending freedom in the Republic of Vietnam on June 15, 1968.

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: July 23, 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. 2026-01 Universal Instructional Assistant
2. 2026-02 Food Service Worker
3. 2026-03 Payroll Technician
4. 2026-04 Maintenance HVAC Mechanic
5. 2026-05 Early Learning Educator
6. 2026-06 Child Care Program Facilitator
7. 2026-07 Network Systems Manager

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2026-01 through 2026-07.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2026-01	Universal Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	19 0 8 1	1	56	Open, Promotional, and Merge
2026-02	Food Service Worker	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	6 0 2 0	4	5	Open, Promotional, and Merge
2026-03	Payroll Technician	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	21 14 3 2	2	2	Open and Promotional
2026-04	Maintenance HVAC Mechanic	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	12 4 3 1	3	4	Open and Promotional
2026-05	Early Learning Educator	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	12 0 5 1	5	6	Open and Promotional
2026-06	Child Care Program Facilitator	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	7 1 4 0	4	4	Open, Promotional, and Merge
2026-07	Network Systems Manager	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	1 0 0 0	1	1	Promotional

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 23, 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 June 9, 2026, and June 23, 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 June 9, 2026, and June 23, 2026.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 9, 2026

APPROVE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Hume, Amy	Instructional Assistant – ABA	Mesa View	$22.561 hourly	28.1	05/13/2026

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

NAME	POSITION	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Beaver, Hailey	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	05/13/2026
Lontok, Brandon	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	05/13/2026
Luther, James	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	05/13/2026
Mallette, Ebonnee	Central Kitchen Lead Food Service Worker	Substitute	$22.001 hourly	27.1	05/20/2026
Moore, Joshua	Campus Safety Supervisor	Substitute	$20.941 hourly	25.1	04/01/2026
Rizzo, Lilliana	Instructional Assistant – ABA	Substitute	$22.561 hourly	28.1	05/04/2026
Vasquez, Paul	Groundskeeper I	Substitute	$24.279 hourly	31.1	04/30/2026

EXHIBIT A

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8

NAME	POSITION	SITE	REASON	EFFECTIVE DATE
Borack, Christy	Accounting Technician	District Office	Retirement	05/15/2026
Escarcega-Northam, Jolene	Instructional Assistant – ABA	Mesa View	Resignation	05/27/2026
Hernandez, Claudia	Noon Duty Supervisor	Lake View	Resignation	06/12/2026
Hess, Rachel	Instructional Assistant – ABA	Harbour View	Retirement	06/12/2026
Littiken-Cooper, Angelo	Instructional Assistant – ABA	Lake View	Resignation	06/12/2026
Quintero, Helena	Child Care Program Facilitator	Harbour View	Resignation	06/15/2026
Riggs, Kathleen	Instructional Assistant – Severely Disabled	Marine View	Resignation	06/12/2026
Soth-Early, Cally	Noon Duty Supervisor	Lake View	Resignation	06/12/2026
Toguchi, Eric	Network Systems Manager	District Office	Resignation	06/26/2026
Trace, Madison	Universal Instructional Assistant	College View	Resignation	06/04/2026
Van Dalen, Ye	Noon Duty Supervisor	Star View	Resignation	06/12/2026

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

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 23, 2026

APPROVE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Ring, Sarah	Early Learning Instructional Assistant	Oak View Preschool	$19.931 hourly	23.1	05/28/2026
Rizzi, Don	School Office Clerk	Mesa View	$22.561 hourly	28.1	08/07/2026
Willemsz, Karen	Food Service Worker	Marine View	$17.617 hourly	18.1	05/26/2026

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

NAME	POSITION	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Branica-Tarvin, Antonio	Universal Instructional Assistant	Substitute	$20.434 hourly**	22.2	06/01/2026
Bringman, Christopher	Bus Driver Trainee	Trainee	$17.170 hourly	1.1*	05/20/2026
Desjardin, Grayson	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	05/26/2026
Imming, Brittany	Food Service Worker	Substitute	$17.618 hourly	18.1	05/28/2026
Jimenez, Ricky	Head Custodian	Substitute	$24.892 hourly	32.1	04/17/2026
Kelter, Dustin	Food Service Worker	Substitute	$17.618 hourly	18.1	05/22/2026
Kromm, Austin	Custodian	Substitute	$22.561 hourly	28.1	05/04/2026
Martinez, Claudia	School Office Manager	Substitute	$27.488 hourly	36.1	05/23/2026
Nguyen Phuoc, Henry	Food Service Worker	Substitute	$20.434 hourly	18.4	05/22/2026
Rizzi, Don	School Office Clerk	Substitute	$22.561 hourly	28.1	05/20/2026
Rizzi, Don	School Office Manager	Substitute	$27.488 hourly	36.1	05/23/2026
Williams, Karla	School Library Specialist	Substitute	$22.000 hourly	27.1	05/20/2026

APPROVE REINSTATEMENT
In accordance with Merit System Rules 8.4.1

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Collins, Gary Scott	Bus Driver/Utility Worker	Transportation	$31.082 hourly	37.3	05/21/2026

APPROVE PROMOTION
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Najera, Allyson	Financial Analyst	District Office	$6,249.28 monthly	45.2	06/01/2026

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 23, 2026

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8

NAME	POSITION	SITE	REASON	EFFECTIVE DATE
Dick, Alisa	Instructional Assistant – ABA	Harbour View	Resignation	06/12/2026
Do, Madison	Universal Instructional Assistant	Harbour View	Resignation	06/04/2026
Golden, Guadalupe	Bus Driver/Utility Worker	Transportation	Exhausted All Available Leave	05/20/2026
Lodge, Luke	Instructional Assistant – ABA	Circle View	Resignation	06/12/2026
Murray, Olivia	Universal Instructional Assistant	Circle View	Resignation	06/12/2026
Prewitt, Jayden	Universal Instructional Assistant	Star View	Resignation	06/12/2026
Rodriguez, Jesus	Universal Instructional Assistant	Star View	Abandonment	06/10/2026
Taylor, Andrew	Universal Instructional Assistant	Star View	Resignation	06/12/2026
Trace, Madison	Universal Instructional Assistant	College View	Resignation	06/04/2026
Tran, Amy	Universal Instructional Assistant	Harbour View	Resignation	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.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 23, 2026

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

Position	Number of Open Positions	Job Posting Open/Close	Written Exam Date	Oral Exam Date	Final Interview Date
ALC Attendant	1	6/30/2025 - 12/30/2025	Every other Thursday		
Clerical Specialist - Bilingual	1	5/21/2026 - 6/11/2026	7/10/2026		
Custodian	1	Eligibility List			
Department Secretary	1	Eligibility List			
Early Learning - IA	8	6/16/2026 - 12/16/2026	7/15/2026		7/15/2026
Food Service Worker	4	6/10/2026 - 7/6/2026	7/15/2026		7/15/2026
Information Technology Support Specialist	1	6/3/2026 - 6/24/2026	6/29/2026	7/14/2026	
Instructional Assistant - ABA	15	6/3/2026 - 6/24/2026	7/15/2026		7/15/2026
Instructional Assistant - Computer	1	6/17/2026 - 7/7/2026			
Maintenance Electrician	1				
Network Systems Manager	1	6/11/2026 - 7/2/2026	7/10/2026		7/13/2023
Noon Duty Supervisor	9	4/8/2026 - 10/8/2026	7/15/2026		
Speech & Language Assistant	2	6/24/2026 - 12/24/2026	Every other Thursday		
TOTAL	46				

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: July 23, 2026

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

Background Information

Employee	Classification	Step	Justification
Jessica Acuna Castaneda	Payroll Technician	2	Has experience in administration and educational support within a school district; currently performs broad range of complex clerical and financial duties; holds a bachelor of science degree in criminal justice and sociology.
Paula Mercado	Early Learning Educator	4	Has over 15 years of progressively responsible early childhood education experience; has served as a preschool teacher, lead teacher, assistant center manager, preschool director; holds a child development teacher permit; holds a master of arts degree in early childhood education with a concentration in leadership and management.
Tristan Wood	Food Service Worker	2	Has over 10 years of experience in food service and retail operations, consisting of food preparation, kitchen operations, catering services, inventory management, and staff training.

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: July 23, 2026

SUBJECT: **Agenda Item No. 13.A: Salary Range Reallocation: Director of Expanded Learning and Childcare Programs**

Background Information

The Director of Expanded Learning and Childcare Programs provides Districtwide leadership for Expanded Learning Opportunities Program (ELO-P) services, childcare, and intersession and summer programs, including program budgets, staffing, supervision, and compliance. The position carries the same scope, fiscal accountability, and Districtwide impact as the District's other Director-level classified management positions, which are allocated at Salary Range 71.

The current placement at Salary Range 61 reflects an oversight. The position was originally a classified management director placed on the Classified Management Salary Schedule. In March 2022, it was reorganized into a certificated coordinator position. When the Classified Management Salary Schedule was adjusted in November 2022 to align the other Director-level classifications, this position was not included because it was not listed on the schedule at that time. The position has since been reestablished as classified management. Consistent with Merit Rule 7.1 and the principle of like pay for like work, this request restores the alignment the classification would have received in 2022 and maintains consistency among Director-level classified management positions.

Financial Implications

Reallocation from Salary Range 61 ($107,169 to $130,577 annually) to Salary Range 71 ($137,140 to $167,111 annually) increases the range by approximately $29,971 at entry and $36,534 at maximum, plus statutory benefits, funded through Expanded Learning and Childcare program funding sources.

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission approve the salary range reallocation for Director of Expanded Learning and Childcare Programs from Range 61 to Range 71, and recommends to the Board of the Trustees that the salary range be reallocated from Range 61, $107,169 to $130,577 annually to Range 71, $137,140 to $167,111 annually.

Attachments: Exhibit A: Management/Confidential Salary Schedule
Exhibit B: Merit Rule 7.1

OCEAN VIEW SCHOOL DISTRICT
HUMAN RESOURCES
2025/2026 MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE
0.5 % effective April 1, 2026

CERTIFICATED

POSITION	STEPS					DAYS
	1	2	3	4	5	
Director, Special Education	$ 173,360	$ 182,026	$ 191,126	$ -	$ -	245
Director, Teaching & Learning	$ 173,360	$ 182,026	$ 191,126	$ -	$ -	245
Coordinator, Special Education	$ 165,339	$ 173,607	$ 182,288	$ -	$ -	245
Coordinator, Student Services	$ 165,339	$ 173,607	$ 182,288	$ -	$ -	245
Coordinator, Teaching & Learning	$ 165,339	$ 173,607	$ 182,288	$ -	$ -	245
6-8 Principal	$ 138,777	$ 145,717	$ 153,003	$ 160,655	$ 168,685	210
K-5 Principal/Preschool Principal	$ 134,732	$ 141,470	$ 148,542	$ 155,966	$ 163,764	210
6-8 Assistant Principal	$ 126,918	$ 133,263	$ 139,927	$ 146,926	$ 154,272	210
Curriculum Specialist	$ 126,918	$ 133,263	$ 139,927	$ 146,926	$ 154,272	215
Program Specialist, Special Education	$ 126,918	$ 133,263	$ 139,927	$ 146,926	$ 154,272	215
Psychologist	$ 102,974	$ 109,368	$ 116,155	$ 123,168	$ 130,188	190
Licensed Clinical Social Worker	$ 102,974	$ 109,368	$ 116,155	$ 123,168	$ 130,188	190

CLASSIFIED

POSITION	STEPS					DAYS
	1	2	3	4	5	
Executive Director, Facilities & Transportation	$ 151,383	$ 159,063	$ 167,111	$ 175,569	$ 184,479	260
Executive Director, Human Resources	$ 151,383	$ 159,063	$ 167,111	$ 175,569	$ 184,479	260
Director, Fiscal Services	$ 137,140	$ 144,113	$ 151,383	$ 159,063	$ 167,111	260
Director, Information Technology	$ 137,140	$ 144,113	$ 151,383	$ 159,063	$ 167,111	260
Director, Food & Nutrition Services	$ 137,140	$ 144,113	$ 151,383	$ 159,063	$ 167,111	260
Director, Expanded Learning & Childcare Programs	$ 137,140	$ 144,113	$ 151,383	$ 159,063	$ 167,111	260
~~Director, Expanded Learning & Childcare Programs~~	~~$ 107,169~~	~~$ 112,557~~	~~$ 118,272~~	~~$ 124,283~~	~~$ 130,577~~	~~260~~
Communications & Public Information Officer	$ 124,283	$ 130,577	$ 137,140	$ 144,113	$ 151,383	260
Human Resources Administrator	$ 124,283	$ 130,577	$ 137,140	$ 144,113	$ 151,383	260
Childcare Program Supervisor	$ 83,690	$ 87,933	$ 92,375	$ 97,084	$ 101,978	260
Central Kitchen Supervisor	$ 83,690	$ 87,933	$ 92,375	$ 97,084	$ 101,978	260
Food/Nutrition Services Operations Supervisor	$ 83,690	$ 87,933	$ 92,375	$ 97,084	$ 101,978	260
Grounds Supervisor	$ 83,690	$ 87,933	$ 92,375	$ 97,084	$ 101,978	260
Transportation Supervisor	$ 83,690	$ 87,933	$ 92,375	$ 97,084	$ 101,978	260
Maintenance & Operations Supervisor	$ 83,690	$ 87,933	$ 92,375	$ 97,084	$ 101,978	260
Early Learning Supervisor	$ 83,690	$ 87,933	$ 92,375	$ 97,084	$ 101,978	260

Longevity compensation is added to regular salary schedule placement, paid monthly, and uniformly available to all eligible employees

Certificated:

NOTE: Work year is 245 (or more) days which includes 22 vacation days per year.
$1000 per year for earned Doctorate
Longevity (one time annual amount): $600 after 5 and 10 years of service in Ocean View, $1,000 after 15, 20, 25 years of service in Ocean View only applies to the above salaried certificated positions

Classified:

NOTE: Work year is 260 (or more) days which include 22 vacation days and 15 holidays.
$1000 per year for earned Doctorate
Longevity: Beginning of Year 10: 3%; Beginning of Year 15: additional 3%; Beginning of Year 18: additional 3%; Beginning of Year 21: additional 3%; Beginning of Year 25: additional 3%; maximum longevity compensation 15%.

Salaries effective 4/1/2026
Approved by Board of Trustees: 7/14/2026
Revision Date: 7/8/2026

CHAPTER 7: WAGE AND SALARY PROVISIONS

Entire chapter revision adopted 02/12/04

7.1 ESTABLISHMENT OF PLAN

7.1.1 Factors in Salary Determination

A. The Commission shall recommend, upon request by the Board of Trustees, a comprehensive compensation plan for the classified service. The plan shall include the salary schedules for the various classes, with the salary of each class consistent with the responsibility and difficulty of the work as outlined in the class specifications, and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities.

B. For each class the compensation plan shall include a minimum and maximum rate, and intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service.

C. The Director, Classified Personnel shall prepare recommendations for the allocation of classes to salary schedules for approval by the Commission. These recommendations may take into account the following factors:

1. Wages and salaries paid for similar work in the recruitment area.
2. Wages and salaries paid by other government agencies in the labor market area.
3. Principle of "like pay for like work."
4. Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
5. Such other information as the Commission may approve.

7.1.2 Salary Studies

A. A salary study shall be made whenever a new class is created, when requested by the Board of Trustees and when directed by the Commission.

B. Employees, employee representatives, or the administration may request a salary study of a class or classes by directing a written communication to the Commission and setting forth the reasons for the study.

C. Data obtained in a salary study shall be made available to interested parties, including employee organization representatives as appropriate.

D. Salary studies or surveys shall be made yearly of benchmark classifications as determined by the Director. Studies or surveys of management-level classifications shall be done on as-needed basis as determined by the Director. *(Revised 2/12/98)*

7.1.3 Salary Recommendations

A. After making its findings, the Commission shall present salary recommendations to the Governing Board for approval.

B. Any salary recommendations for classified non-bargaining unit employees shall normally be presented to the Board each year, with a proposed effective date of July 1. A salary recommendation shall also be made each time a new class is created. Salary recommendations at other times of the year shall be based on clear evidence that the class in question is substantially overpaid or underpaid as reflected in a salary study or for purposes of alignment with other classes. Nothing in this paragraph shall prevent adjustments in salary based on classification studies resulting from changes in duties and responsibilities, regardless of when such changes occur.

C. The Board may approve, amend or reject the recommendation(s), but may not alter relationships among classes as established by the plan.

D. Following adoption of the salary schedules by the Governing Board, the Commission staff shall prepare a list showing the latest salary for each class. Copies of the list shall be made available to interested employees.

7.1.4 Appeals of Recommendations

A. An employee or representative may appeal the recommendation of the Director, Classified Personnel in regard to the salary of the employee's class. The employee shall have the opportunity to present their appeal in writing and orally at a regular meeting of the Commission. The administration shall have the same privilege.

B. If the Governing Board desires reconsideration of salary recommendations, it may return the recommendations to the Commission, which shall reconsider them at its next meeting. After reconsideration, the Commission will advise the Board of its findings and the reasons thereof.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

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

DATE: July 23, 2026

SUBJECT: **Agenda Item No. 13.B: Classification and Compensation Study Update – Information Only**

Background Information

The District is engaged in a multi-year Classification and Compensation Study of the classified service. BethAnn Arko serves as the Job Study Facilitator for this work, which began in the 2025-26 school year and continues through the 2026-27 school year.

Under Education Code sections 45256 and 45285, the Personnel Commission is responsible for classifying all positions in the classified service and for maintaining accurate class descriptions. A study of this scope requires dedicated capacity beyond day-to-day departmental operations. Ms. Arko provides that capacity as a neutral facilitator working under the direction of the Executive Director, Human Resources and Personnel Commission.

Ms. Arko's scope of work includes administering and analyzing Job Classification Questionnaires (JCQs) for positions within each series under review, and conducting employee focus groups and follow-up interviews to validate reported duties, working conditions, and the distinctions between classes. She also conducts supervisor review and desk audits as needed to reconcile reported duties with operational practice, and revises or reconstructs class descriptions where existing descriptions no longer reflect the work performed. From that analysis, she develops recommendations regarding reclassification, reallocation, consolidation, or the creation of new classes for Commission consideration, together with salary comparability data and internal alignment analysis to support recommendations forwarded through the District's compensation process.

The classification component of this work rests with the Personnel Commission. The compensation component is advisory and remains subject to the District's negotiations obligations with CSEA, Chapter 375. Ms. Arko's role is to develop findings and recommendations. Final action on class descriptions and allocations rests with the Commission, and salary action rests with the Board.

Work initiated to date includes the Instructional and Transportation Series. Additional series scheduled for review during 2026-27 will be presented to the Commission as each phase is initiated.

Staff will provide the Commission an update on the status of the Study at this time each year for the duration of Ms. Arko's engagement.

Financial Implications

Ms. Arko is compensated as a District employee at a rate aligned with the classified Executive Director salary placement, converted to a daily and hourly equivalent, and she submits time cards for the days actually worked.

Ms. Arko's hours are administered consistent with the requirements applicable to retired annuitants. Her assignment is limited to work of a temporary, project-based nature, is compensated at a rate within the range paid to other District employees performing comparable duties, and will not exceed the statutory annual hourly ceiling applicable to a retired annuitant serving in a role of this nature.

Costs associated with the Study are absorbed within the adopted Personnel Commission budget (Ledger 38) and are reported through the Commission's annual budget process.