



**PERSONNEL COMMISSION
REGULAR MEETING**

**~REVISED~
AGENDA**

**February 1, 2012
4:30 P.M.
HUMAN RESOURCES CONFERENCE ROOM
BUILDING B**

**Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 - 2012**

OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
*Daniel P. Gooch, Chair
Bob Ewing, Vice-Chair
Dr. Allan Pogrund, Member***

A G E N D A

(Revised)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING
WEDNESDAY, FEBRUARY 1, 2012
HUMAN RESOURCES
CONFERENCE ROOM
BUILDING B
4:30 PM

1. **CALL TO ORDER** TIME: _____
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS:** 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.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the December 14, 2011, Regular Personnel Commission Meeting for approval.

**Page 1 -3
(Action)**

**Moved: _____
Second: _____
Vote: _____**

COMMISSION BUSINESS

6. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information, the January 10, 2012, Classified Employee Activity List presented to the Board of Trustees for their approval.
7. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar: (Commissioners Only).

**Pages 4-6
(Information)**

**Page 7
(Action)**
**Moved: _____
Second: _____
Vote: _____**

A. RECRUITMENT AND TESTING

ELIGIBILITY LISTS:

2011 – 19	Payroll Technician
2011 – 20	School Library Specialist
2011 – 21	Preschool Educator

- 8. **MINOR REVISIONS IN TITLE AND WORDING OF INSTRUCTIONAL ASSISTANT - ESL:** The Interim Director of Classified Personnel recommends that the Personnel Commission approve the proposed revisions to the job description for Instructional Assistant – ESL.

**Pages 8-11
(Action)**
Moved: _____
Second: _____
Vote: _____

- 9. **EXTENSION OF OUT OF CLASS WORK ASSIGNMENT TO ELECTRICIAN FOR SEAN CANICH – SKILLED MAINTENANCE WORKER** – The Interim Director of Classified Personnel recommends that the Personnel Commission approve the extension of out of class work assignment to Electrician for Sean Canich – Skilled Maintenance Worker.

**Pages 12-15
(Action)**
Moved: _____
Second: _____
Vote: _____

- 10. **UPDATE ON DIRECTOR, CLASSIFIED PERSONNEL POSITION**

(Discussion)

COMMUNICATIONS

- 11. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

- 12. **COMMISSIONERS’ REPORTS**

- 13. **DIRECTOR & STAFF REPORTS**

- 14. **ADJOURNMENT** **TIME:** _____

Moved: _____
Second: _____
Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and available 72 hours in advance of each regular meeting. Items for agenda MUST be submitted to the Personnel Director no later than the end of the working day on the Wednesday preceding the next Commission Meeting. For information call (714) 847-2551 extension 1401.

"THE OCEAN VIEW SCHOOL DISTRICT INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL THE DIRECTOR, CLASSIFIED PERSONNEL 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (714) 847-2551 EXTENSION 1400."

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
December 14, 2011**

CALL TO ORDER Commissioner Pogrund called the December 14, 2011, Regular Personnel Commission Meeting to order at 4:36 p.m.

PLEDGE OF ALLEGIANCE Commissioner Ewing led the Pledge of Allegiance.

ROLL CALL Commissioners Pogrund and Ewing were both present. Commissioner Gooch arrived at 4:45 p.m.

ELECTION OF OFFICERS In accordance with Merit Rule 2.1.6., Chairman Pogrund opened nominations for officers of the Personnel Commission.

Chair: Commissioner Allan Pogrund nominated Commissioner Gooch as Chair. Seconded by Commissioner Bob Ewing and carried with a 2:0 vote. Commissioner Daniel Gooch was elected as Chair of the Personnel Commission.

Vice-Chair: Commissioner Pogrund nominated Bob Ewing as Vice-Chair. Seconded by Commissioner Ewing and carried with a 2:0 vote. Commissioner Bob Ewing was elected as Vice-Chair of the Personnel Commission.

PUBLIC COMMENTS Sandy Vaughan arose to speak to the Commissioners and announced that as of the last Chapter meeting earlier in the month, she will now be serving as CSEA President. Ruben Paller will continue as Vice President, Mary Gaustad will serve as Secretary, Susan Atchison will continue to serve as Treasurer, and Maddie Lecander will continue as Public Relations.

Commissioner Pogrund asked that the minutes reflect his congratulations to Sandy Vaughan on her election to President of the CSEA Chapter.

MINUTES OF NOVEMBER 10, 2011 Motion by Commissioner Ewing to approve the minutes of the November 10, 2011, Regular Personnel Commission Meeting.

Seconded by Commissioner Gooch, and carried with a 2:0 vote, with Commissioner Pogrund abstaining as he was not present on November 10, 2011.

COMMISSION BUSINESS

CLASSIFIED ACTIVITY LISTS The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval to the Board of Trustees at the November 15, 2011, and December 6, 2011, Board of Trustees meetings.

CONSENT CALENDAR The Personnel Commission received the following items on the Consent Calendar:

Eligibility Lists:

2011 – 16	Child Care Attendant
2011 – 17	Speech & Language Aide
2011 – 18	Instructional Assistant - ABA

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Pogrund, and carried with a 2:0 vote, as Commissioner Gooch had not yet arrived.

**APPROVE NEW
CLASSIFICATION –
LEAD PRESCHOOL
EDUCATOR – OAK
VIEW PRESCHOOL**

Commissioner Pogrund stated that this request had been reviewed and asked Mr. Lee if he had anything else that he would like to add.

Mr. Lee stated that Personnel was asked to develop a job description and recommend a salary for a new classification to assist in administering Oak View Preschool. This request comes about as a result of some major reductions at Oak View Preschool this school year, where we no longer have a site supervisor when the Principal is not there. We do have a Preschool Educator, who does have a site supervisor permit, but the person is not getting compensated for supervising and does not hold an administrative position. Their funding only allows for a Principal and part of an Office Manager and if another administrator is added to the site they will no longer be properly budgeted. A lead person does not fall into that category, so a lead position was developed, one that can assist but does not have the responsibility as a total of their functions. The salary range that was deemed appropriate was roughly a four salary range separation from that of Preschool Educator. The position should be a non-management, non-supervisory, lead working position represented by the collective bargaining unit, CSEA, and it is recommended that the position be eligible for overtime in accord with the Fair Labor Standards Act and that the probationary period be six months.

Commissioner Gooch asked the Commissioners if they had any questions or comments.

Commissioner Pogrund stated that when he reviewed the request, he noted that there was a substantial range of alternatives for qualifying for the position.

Mr. Lee agreed and directed the Commissioners to the final page of the agenda and stated that the Master Teacher is the level that is required. It gives authority to supervise a teacher, an associate, an assistant, or an aide. It does not give authority to supervise the site as a major responsibility, only as the need may arise when the Principal is not there. It is not an administrative position.

Commissioner Pogrund asked whether a Master Teacher is a fully credentialed teacher or not.

Mr. Lee answered no and stated that a Master Teacher has a B.A. or higher (which does not have to be in ECE or Child Development), and has to have 12 units of ECE/Child Development, plus 3 units of supervised field experience in an ECE/Child Development setting. They do not have to be a fully credentialed teacher. This is a permit.

Motion by Commissioner Pogrund to approve the new classification, Lead Preschool Educator – Oak View Preschool.

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

**SECOND PUBLIC
COMMENTS**

There were no requests from the public to address the Personnel Commission.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing asked whether having the next Commission meeting on January 12 would work. Mr. Lee responded that he will have an agenda item for January but that January 12 is really too soon since we return to work after Winter Break on January 3. He requested we hold the next Commission meeting on January 19. Commissioner Ewing will be unavailable but it was agreed that the next Commission meeting would be held on January 19 without him.

Commissioner Gooch commented that the ad hoc committee met again to discuss how to strengthen the Director's ability to meet the needs of the staff. While they did not come to any conclusions, Mr. Lee has been given the direction to do some research from some surrounding areas that are or may be similarly disposed. Trying to accommodate leadership from the director on a part time basis is difficult and it has taken a toll on our ability to meet some of our mandated

**COMMISSIONERS'
REPORTS
CONTINUED**

directives in a timely fashion and has put some strain on our staff. The committee will continue to review alternatives as they see fit.

Commissioner Pogrund had no comments.

**DIRECTOR AND
STAFF REPORTS**

Interim Director Lee commented that the directive he was given will be a little bit of a research project and he will be trying to see how others are weathering the budget crunch.

Commissioner Pogrund asked whether the Commissioners could anticipate receiving a summary report from Mr. Lee and Mr. Lee answered that when the committee has decided that there is something they would like to bring forth, then yes, he would submit a summary report at that time.

Commissioner Gooch added that it was brought up during the committee meeting that should the state of California not meet its revenue goals that more bites to the apple would take place and that has occurred today and we are anticipating a report from the Administration of the effects of that.

Commissioner Pogrund commented that Los Angeles Unified is opening a suit against the State of California on the basis that the budget cuts from the state have curtailed their ability to comply with the law. Commissioner Gooch added that as he understands it, the state is required to provide funds for bussing and if they cut back, schools will not be able to comply with the requirement under the law.

Mr. Lee reported that Dr. Pogrund has been reappointed to a three year term as of the Board Meeting, Tuesday, December 6, 2011.

Mr. Lee also reported that the Governor has pulled \$500,000.00 (Five Hundred Thousand), which will affect our District, mostly in Transportation and so that will have to be dealt with. There is not a whole lot we can do this year. It will most likely have to come out of our reserve, but it is much better than the worst case scenario they were looking at, which was somewhere near \$5,000,000.00 (Five Million). It was also discussed that there will be a potential loss in ADA (Average Daily Attendance); approximately \$11.00 per ADA as opposed to what could have been \$250.00 per ADA.

Commissioner Pogrund asked Mr. Lee if we know where the cuts are going to come from. Mr. Lee responded that Administration needs to have time to digest it and even though they have had some plans and some discussions, they will have to figure out what will hurt the least.

Administrative Secretary, Michelle Eifert, reported to the Commissioners and provided copies of the Personnel Commission's page on our District website. We have begun adding our classified job descriptions to the site and will continue to add more as we update them.

ADJOURNMENT

Motion by Commissioner Ewing to adjourn the December 14, 2011, Regular Personnel Commission Meeting.

Seconded by Commissioner Pogrund and carried with a 3:0 vote at 5:00 p.m.

Robert W. Lee, Interim Director, Classified Personnel

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Administrative Secretary

DATE: February 1, 2012

SUBJECT: Agenda Item No. 6: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the January 10, 2012, (Exhibit A), Ocean View School District, Regular Board Meeting, the Board of Trustees received the Classified Personnel Activity List for approval. These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

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Recommendation

Interim Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of January 10, 2012, (Exhibit A).

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 10, 2012

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Bernales, Maria Adriana	Community Liaison Bilingual Assistant - Substitute	\$17.3556/hr	18.5	01/03/12
Espitia, Herminia	Child Care Attendant (Substitute)	\$13.189/hr	18.1	01/03/12
Fuladvari, Neda	Speech & Language Assistant (Substitute)	\$18.635/hr	32.1	01/03/12
Gladysz, Kristin	Food Distribution Worker	\$13.189/hr	18.1	10/31/11
Guerrero, M. Kathleen	Child Care Attendant (Substitute)	\$17.3556/hr	18.5	01/03/12
Kanarek, Sally	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	01/03/12
Nickell, Virgil	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	01/03/12
Oropeza, Christina	Child Care Attendant (Substitute)	\$13.189/hr	18.1	01/03/12
Salerno, Danielle	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	01/03/12
Smit, Kira	Child Care Attendant	\$13.189/hr	18.1	12/06/11
Soto, Cindy	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	01/03/12

Approve Reinstatement

In accordance with Merit System Rules 8.4.1:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Robinson, Ashley Caitlin	Child Care Attendant	\$16.070/hr	18.5	12/05/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 10, 2012

Approve Voluntary Demotion

In accordance with Merit System Rules 8.2.8:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Teves, Michelle	Instructional Assistant - Special Education	\$15.296/hr	22.2	12/05/11

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>BEGINNING</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Bernales, Maria Adriana	Community Liaison Bilingual Assistant	\$19.630/hr	02/07/79	12/17/11
Guerrero, M. Kathleen	Child Care Attendant	\$17.3556/hr	05/04/95	12/28/11
Loyd, M. Sue	Payroll Technician	\$4661.28/mo	06/01/76	12/30/11
Spencer, Deborah	Instructional Assistant - ABA	\$20.3632/hr	09/08/99	12/29/11

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Essmaeel, Lina	Instructional Assistant - ABA (Substitute)	Substitute Services No Longer Needed	10/10/11	11/18/11
Gustafson, Courtney	Instructional Assistant - ABA	Resignation - Another Job	10/10/11	12/16/11
Hirota, Lauren	Instructional Assistant - ABA (Substitute)	Substitute Services No Longer Needed	10/10/11	11/18/11
McDowell, Dana	Instructional Assistant - Special Education	Resignation - School	12/10/07	12/16/11
Miller, Brittanie	Instructional Assistant - ABA (Substitute)	Resignation - Personal	03/05/07	12/08/11

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Administrative Secretary
DATE: February 1, 2012
SUBJECT: Agenda Item No. 7: ELIGIBILITY LIST(S)

Background Information

The following eligibility lists are forwarded for ratification. 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. *(Commissioners only)*.

The following are the current lists for ratification:

2011 – 19	Payroll Technician
2011 – 20	School Library Specialist
2011 – 21	Preschool Educator

Recommendation

Interim Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2011 – 19, 2011 – 20, and 2011 – 21.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Robert W. Lee
Interim Director, Classified Personnel

DATE: February 1, 2012

SUBJECT: **Agenda Item No. 8: Minor Revisions in Title and Wording of Instructional Assistant – ESL**

Background Information

During a recent discussion with Claudine Dumais, Coordinator Categorical Programs, she mentioned that for some time the terminology used in California schools for students not proficient in the English language has been “English Learner”. Ocean View’s classification for Instructional Assistants working with the English Learner students is titled Instructional Assistant – ESL. Coordinator Dumais suggested that a minor change in the title, dropping the “S” from ESL would be appropriate. This job description also has a number of references to English Learner students as students learning “English as a second language.” She asked if this could be revised to delete the *as a second language* terminology. Staff concurs with this request and recommends the job description for Instructional Assistant – ESL, be titled Instructional Assistant – EL and the remainder of the job description remove references to learning English as a second language.

attachment:

Proposed revised job description Instructional Assistant – EL, dated 1/4/12

Recommendation

Interim Director Lee recommends the Personnel Commission review, discuss and adopt the proposed revised title and revisions to Instructional Assistant - ESL.

INSTRUCTIONAL ASSISTANT - ESL

DEFINITION:

Under general supervision of the school Principal or designee and daily direction of a classroom teacher, assists limited English proficient students with instructional assignments and in learning English as a second language; administers and records the results of the California English Language Development Test (CELDT); maintains files, obtains and documents parent signatures on necessary forms, and completes paperwork documenting students' progress in acquiring English language skills; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

Positions in this class are distinguished from others in the Instructional series in that incumbents are assigned to academic classrooms to assist teachers with English Language Development (ELD) lessons and helping students to learn the English as a second language. Incumbents document the assessments, student progress, program placement and instructional services for English Learners and redesignated students. Incumbents are required to work independently to complete documentation, and may be required to travel between more than one school site.

EXAMPLES OF DUTIES:

Tutors, monitors, and assists limited English speaking students to acquire listening, speaking, reading, and writing skills in English; *E*

Working under the instruction/guidance of certificated staff assists students to make lessons and subject matter more understandable; *E*

Administers tests, compiles reports, prepares forms, performs clerical and record keeping tasks documenting student progress in achieving English proficiency; *E*

As directed, prepares instructional materials such as vocabulary lists, worksheets, games, flash cards, awards, letters and notices; *E*

Assists classroom teachers with the presentation of learning materials; *E*

Assists in maintaining an orderly, clean, attractive, stimulating learning environment; *E*

Consults with certificated staff and principal regarding student progress and parent notification and secures parents signatures on necessary forms (i.e., CELDT scores and redesignation information); *E*

Attends informational meetings and staff development workshops;

E denotes an essential function of the job.

SUPERVISION:

General supervision is received from the school Principal or designee. English Language Learner program direction is received from the ~~EL Program~~ **Categorical Programs** Coordinator. Daily direction is provided by a certificated classroom teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

General needs and behaviors of children;
Effective strategies for working with English Learners;
Basic mathematics and science, correct English usage, including grammar, spelling and punctuation;
Simple record keeping;
Modern office equipment and procedures, including the operation of personal computers and word processing software.

Ability to:

Work successfully with students having a variety of primary languages;
Work and communicate successfully with other adults in the school setting;
Clearly communicate in English and effectively model correct English usage;
Apply skills, knowledge and abilities in classroom and general school environments;
Rapidly learn and apply relevant procedures and practices;
Accurately assess situations, independently make appropriate judgments;
Determine and retain privileged communications;
Operate a variety of modern office equipment, including personal computers and word processing software;
Change priorities rapidly based on teacher requirements;
Perform simple mathematical computations;
Understand and carry out oral and written instructions;
Establish and maintain accurate records;
Establish and maintain effective work relationships.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent, passing the Instructional Assistant Competency Examination is required. Some paid or unpaid experience and/or training working with children in a learning situation, preferably involving the teaching of English as a second language learners in an organized program is desirable.

LICENSES REQUIRED:

Some positions may be required to possess valid and appropriate California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 20 lbs; frequently uses arms, hands and fingers on both hands, communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment; works primarily inside; has constant direct contact with students, other district staff and student parents, is frequently exposed to minor and on occasion to severe, contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor.

Last Revised 5/13/04

~~Revisions effective~~ Last Revised 4/26/07

Proposed revisions 2/1/12

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Robert W. Lee
Interim Director, Classified Personnel

DATE: February 1, 2012

SUBJECT: **Agenda Item No. 9: Extension of Out of Class Work Assignment to Electrician for Sean Canich – Skilled Maintenance Worker**

Background Information

In August 2011 staff received a requisition (attached) to authorize Sean Canich, a Skilled Maintenance Worker to work out of class for a time yet to be determined, to assist the District's only Electrician catch up on projects unable to be accomplished during the time that employee was on an authorized leave. The need remains and Maintenance and Operations has requested that the authorized out of class assignment be continued for an additional 90 days. The District's Merit Rules provide that no employee shall be assigned to work out of class for more than ninety (90) days in one fiscal year without prior approval of the Personnel Commission.

Staff recommends the Personnel Commission give approval for the additional work out of class assignment. A representative from Maintenance and Operations will be present at the meeting to provide additional information and respond to questions from the Commission.

attachments: Personnel Requisition 29236, dated 8/15/11.
Merit Rule 3.2.9.1 90 Day Approval;

Recommendation

Interim Director Lee recommends the Personnel Commission approve the additional 90 day extension of Sean Canich's Electrician out of class working assignment. The additional assignment shall end prior to May 30, 2012.

Ocean View School District
PERSONNEL REQUISITION

29236

School/Department: Maintenance and Operations Requested Effective Date: 8/15/11

EMPLOYMENT

Certificated Management Classified Management

Regular Contract Full Time Part Time

Part Time Contract (% of Full Time _____) Substitute Temporary

Temporary Contract

REASON FOR REQUEST

New Position Funding Change (Must fill out Funding Sources Section)

Site Change: From: _____ To: _____

Replacement: Employee to be Replaced: _____

Temporary Assignment: Dates From: 8/15/11 To: TBD Working hrs per week: 40

Assigned Hours per week: From: _____ To: _____ Permanent Change? Yes No

Employee Affected (Temp Assign/Hr. Change): Sean Canich

POSITION DESCRIPTION

Title: Electrician Grade/Subject: _____

Unique Requirements: Temp. assignment from Skilled Maint. Wrkr to Electrician for special projects: Electric installation @ Village (65% done), circuit install @

Regular Position Duty Year: 12-month 11-month 10-month

Assigned Hours per week: _____ 38125 M 0602

Robinwood, relabel circuit panels- District Wide.

FUNDING SOURCE AND PROJECT (if applicable)

General Categorical/Federally Funded Special Ed

Project Title: _____ Director: _____

Old Account # _____ % _____ New Account # 01-415-325-81-2253 %

Old Account # _____ % _____ New Account # 01-415-325-81-2253 %

Funding Source Approval: _____ Date: _____

AUTHORIZATION SEQUENCE (all signatures required prior to action taking place)

Originator/Supervisor/Principal: [Signature] Date: 8/10/11

Asst. Supt, Administrative Services: [Signature] Date: 8-17-11

Director Classified Personnel: [Signature] Date: 8-17-11

Deputy Superintendent, Human Resources: _____ Date: 8-17-11

Pending Meet & Confer [Signature]

OFFICE USE ONLY
Notice to Payroll/Personnel Action

Employee Name: CANICH, Sean D. Employee ID Number: 380000 4369

Position Title: Maintenance Electrician (TEMP) Effective Date: 8/15/11

Pay Rate: \$4108.00/mo. Step 2 Assigned Time: 12 mo. - 40 h/w

- PUT ON PAYROLL**
- Probationary Appt.
 - Reemployment
 - Reinstatement
 - Temporary Appt.
 - Substitute Appt.
- CHANGE**
- Merit
 - Longevity
 - Promotion
 - Transfer
 - Leave of Absence
- TAKE OFF PAYROLL**
- Resignation
 - Retirement
 - Layoff
 - Other

	From	To
Class		
Pay		
Dept.		
Status		

- HOURS**
- Increase Permanent
 - Decrease Temporary

Employee's permanent position is as Skilled Mtce Worker. However, he was temporarily upgraded, Comments: working out of class as sub for absent employee Tinh Le. Mr. Le has since returned work, but Mr. Canich will continue to work out of class from 8/15/11, ending date TBD, on special

Authorized Signature: project above [Signature] Action Date: 8/26/11/mv

8-16-11 [Signature]

- C. In determining the class to which any position shall be allocated, the specification for each class is considered as a whole. Consideration is given, not to isolated clauses, phrases, or words apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions that the class includes.
- D. Education and/or experience patterns represent minimum recruitment qualifications. Persons not meeting the education and experience or promotional qualifications where indicated, will not be considered further for employment in the class.

3.2.6 Allocation of Positions to Classes

All positions substantially similar in the areas of duties performed, responsibilities exercised, and qualifications required shown in the class specification, shall be allocated to the same class.

3.2.7 Classification of New Positions

Whenever a new position is created, the appointing power shall submit to the Director, Classified Personnel, in writing, the duties to be performed and the responsibilities to be assigned. For new positions, the Board of Trustees may recommend minimum educational and work experience requirements. The Director, Classified Personnel shall review the materials submitted and make such recommendations as necessary and proper and shall determine whether the position shall be allocated to an existing classification or whether a new class should be created. If the Director, Classified Personnel determines that a new class is required, he/she shall present recommendations to the Commission which:

- A. Include recommendations for a new class specification incorporating the requirements of section 3.2.4.A through F.
- B. Include a salary recommendation based upon internal alignments and such external data as applicable to designate proper salary placement.
- C. Include recommendations for assignment to an appropriate Job Series, the employee relations status (subject to negotiations between the District and the exclusive bargaining representative, e.g., unit member, Confidential, Supervisory or Management) and the Fair Labor Standards Act (FLSA) status (exempt/non-exempt from overtime).
- D. Prior to presenting the recommendations to the Commission, the Director, Classified Personnel shall provide reasonable notice of the proposed recommendations to the District and the exclusive bargaining representative.

Following the Commission's action to adopt a new classification describing the duties of the new position, the director, Classified Personnel shall notify the Board of Trustees of the action and the Commission's recommended Salary Range placement for the class.

(Reference Education Code sections 45130, 45256 and 45285.5) (Revised 07/18/02)

3.2.8 Changes in Duties

Any substantial changes in the duties of existing positions shall be promptly reported in writing by the appointing authority to the Director, Classified Personnel, who shall determine whether these positions should be allocated to different classes. The Commission shall be notified of the allocation or of the reasons for not changing the allocation.

3.2.9 Working Out of Classification

When an employee is working out of classification, the fact shall be reported to the immediate supervisor and then to the Director, Classified Personnel, who shall investigate and, if appropriate, report to the Personnel Commission. After review, the Commission shall take such action as necessary based upon the facts. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned.

3.2.9.1 90 Day Approval

Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class for more than ninety (90) days in one fiscal year without prior approval of the Personnel Commission. An example of the kind of exemption allowed by the Commission would be the temporary replacement of an employee on a long-term illness leave where the employee is assigned to work out of class for the duration of the absent employee's leave.

3.2.9.2 Duties Inconsistent Within Assigned Classification

An employee shall not be required to work out of classification for more than 5 days within a 15 calendar day period, except that an employee may be required to perform duties inconsistent with those assigned for a period of more than 5 days within a 15 calendar day period provided salary is adjusted upward for the entire period the employee is required to work out of classification.

3.2.9.3 Salary Adjustment

Whenever an employee is allowed to assume, or is required to perform, all or the majority of the functions, duties, and responsibilities of a higher classification, his/her salary shall be adjusted upward to the salary range of the higher classification, and then to the step of that range that will provide the employee at least a 5% salary increase. An employee may receive less than a 5% increase if the top step of the higher classification's salary range is less than 5% above the employee's regular salary. In that instance the employee shall be placed at said top step.

3.2.10 Review of Positions

The Director, Classified Personnel shall review the duties and responsibilities of positions as necessary to determine their proper classification and shall cause all positions to be reviewed at least once every three years.

If the Director, Classified Personnel finds that a position or positions should be reclassified, the administration shall be advised of this finding. If the administration does not revise the duties to fit within the current classification, the Director, Classified Personnel shall report his/her findings and recommendations to the Commission.

