



**PERSONNEL COMMISSION
REGULAR MEETING**

AGENDA

**April 14, 2011
4:30 P.M.
BOARD ROOM
BUILDING A**

**Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 - 2010**

OCEAN VIEW SCHOOL DISTRICT

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



AGENDA

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING
THURSDAY, APRIL 14, 2011
BOARD ROOM, BUILDING A
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 March 10, 2011, Regular Personnel Commission Meeting for approval. **Pages 1 - 2
(Action)**
Moved: _____
Second: _____
Vote: _____
 6. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information, the February 15, 2011, March 15, 2011, March 29, 2011, and April 12, 2011, Classified Employee Activity Lists presented to the Board of Trustees for their approval. **Pages 3 - 10
(Information)**
- COMMISSION BUSINESS**
7. **CONSENT CALENDAR:** The Personnel Commission will receive the following item on the Consent Calendar: **Page 11
(Action)**
Moved: _____
Second: _____
Vote: _____
 - A. **RECRUITMENT AND TESTING**
ELIGIBILITY LISTS:
2010 – 20 Preschool Instructional Assistant
 8. **REQUEST FOR ADVANCED STEP PLACEMENT FOR MARK SCHIEL** **Pages 12 - 13
(Action)**

The Interim Director of Classified Personnel recommends that the Personnel Commission ratify the Step 3, advanced step placement of Mark Schiel, Assistant Superintendent, Administrative Services, in accord with Merit Rule 7.2.3.A.4
Moved: _____
Second: _____
Vote: _____
 9. **PROPOSED BUDGET 2011–12 – PRELIMINARY DRAFT** **Pages 14 - 17
(Action)**

The Personnel Commission will receive the Interim Director’s recommendation to review and discuss the preliminary Annual Budget of the Personnel Commission for Fiscal Year 2011 – 2012 for a first reading.
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS (CONTINUED)

- 10. **NEW CLASSIFICATION AND SALARY ALLOCATION RECOMMENDATION – INFORMATION TECHNOLOGY HELP DESK** Pages 18 - 22
(Action)
Personnel Commission will receive the Interim Director’s recommendation to review, discuss and adopt the proposed new classification and salary allocation for Information Technology Help Desk. Moved: _____
Second: _____
Vote: _____

- 11. **SHIFTING PESTICIDE APPLICATION CERTIFICATE REQUIREMENTS FROM THE GROUNDS EQUIPEMENT OPERATOR TO THE GROUNDSKEEPER/GARDENER CLASSIFICATION AND UPDATING THE GROUNDS EQUIPMENT OPERATOR JOB DESCRIPTION** Pages 23 - 31
(Action)
Personnel Commission will receive the Interim Director’s recommendation to review, discuss and adopt the proposed modification and stipend for the Groundskeeper/Gardener classification. Moved: _____
Second: _____
Vote: _____

- 12. **RECLASSIFICATION RECOMMENDATION – SCHOOL OFFICE MANAGER TO SCHOOL OFFICE MANAGER – BILINGUAL – JENNIFER DeENCIO** Pages 32 -34
(Action)
Personnel Commission will receive the Interim Director’s recommendation to review, discuss and approve the reclassification from School Office Manager to School Office Manager – Bilingual for Jennifer DeEncio. Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

14. COMMISSIONERS’ REPORTS

15. DIRECTOR & STAFF REPORTS

- 16. **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
March 10, 2011**

CALL TO ORDER Chairman Allan Pogrund called the March 10, 2011, Regular Personnel Commission Meeting to order at 4:31 p.m.

PLEDGE OF ALLEGIANCE Commissioner Gooch led the Pledge of Allegiance.

ROLL CALL Commissioners Ewing, Pogrund and Gooch were present.

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

MINUTES OF FEBRUARY 10, 2011 Motion by Commissioner Bob Ewing to approve the minutes of the February 10, 2011, Regular Personnel Commission Meeting.

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

COMMISSION BUSINESS

CLASSIFIED ACTIVITY LISTS The Personnel Commission received for information only, the Classified Activity List that was presented for approval to the Board of Trustees at the March 1, 2011, Board of Trustees meeting.

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

Eligibility Lists:

2010 – 14	School Office Manager
2010 – 15	School Office Manager - Bilingual
2010 – 16	Maintenance Worker
2010 – 17	Head Custodian
2010 – 18	Instructional Assistant – ABA
2010 – 19	Assistant Superintendent – Administrative Services

Motion by Commissioner Daniel Gooch to approve the Consent Calendar.

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

JOB DESCRIPTION REVIEW – INFORMATION TECHNOLOGY SUPPORT SPECIALIST (ITSS) Interim Director Lee provided the Personnel Commission with some background for this item. As the Commission is aware, there has been a marked increase in the use of technology throughout the District, and an increase in hardware being purchased along with the increase in demand for student data. This has necessitated a need to develop a job classification to handle these areas. This had been done approximately one year ago with the Information Technology Support Specialist. Since then, the Director of Information Services has rethought the

**JOB DESCRIPTION
REVIEW –
INFORMATION
TECHNOLOGY
SUPPORT
SPECIALIST (ITSS)
(CONTINUED)**

position and has decided to divide the duties up. He currently has an Administrative Secretary who is nearing retirement. At the point when she retires, Information Services will be refilling the position but it will be designated as a Help Desk. Currently a number of the duties that will fall into the classification of the Help Desk are being performed by the Administrative Secretary. The Help Desk will primarily deal with being the first point of contact for troubleshooting, AERIES, standard computer applications, the District's student information system and computer hardware and telephone problems.

Interim Director Lee has reviewed the salary structure and the less complicated types of duties are being removed from this classification and the salary should remain the same. It is currently approved to be at the same level as the Administrative Secretary.

Commissioner Pogrund asked if there would be any financial impact on the District.

Interim Director Lee responded that ultimately there would be a slight impact as there will be two positions instead of one, but one will be at a lower level.

Motion by Commissioner Ewing to approve the revision to the job description for Information Technology Support Specialist (ITSS).

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

**SECOND PUBLIC
COMMENTS**

Christine Harrison, Director, Human Resources thanked the Commission for approving the job description revision for Information Technology Support Specialist (ITSS).

**COMMISSIONERS'
REPORTS**

Commissioner Ewing reported that the next meeting will be held April 14, 2011.

Commissioner Gooch had nothing to report.

Commissioner Pogrund also had nothing to report.

**DIRECTOR AND
STAFF REPORTS**

Interim Director Lee provided the Commissioners with a memo from the Orange County Department of Education recognizing our Classified Employee of the Year, Sonya Pedersen. There will be a mention of her in the Orange County Register and she will be recognized by the District at a future Board Meeting.

Interim Director Lee also provided a memo which addressed Classified hiring activities from September 2010 through March 2011.

ADJOURNMENT

Motion by Commissioner Pogrund to adjourn the March 10, 2011, Regular Personnel Commission Meeting.

Seconded by Commissioner Gooch and carried with a 3:0 vote at 4:42 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: April 14, 2011

SUBJECT: Agenda Item No. 6: CLASSIFIED PERSONNEL ACTIVITY LISTS

Background Information

At the February 15, 2011, (Exhibit A), March 15, 2011, (Exhibit B), April 12, 2011, (Exhibit C), Ocean View School District, Regular Board Meetings, and the March 29, 2011, (Exhibit D), Ocean View School District, Special Board Meeting, the Board of Trustees received the Classified Personnel Activity Lists for approval. These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

Interim Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity Lists of February 15, 2011, (Exhibit A), March 15, 2011, (Exhibit B), April 12, 2011, (Exhibit C), and March 29, 2011, (Exhibit D).



OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 15, 2011

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Canich, Sean	Skilled Maintenance Worker	\$3542.00/mo	37.1	01/19/11
Hencke, Elvia	Parent Teacher Conference Translator	\$10.00/hr		11/04/10
Knowles, Robin	Instructional Assistant - Special Education	\$14.554/hr	22.1	01/03/11
Lawrence, Liza	School Office Manager (Substitute)	\$20.577/hr	36.1	02/07/11
Mack, Christine	Child Care Attendant	\$13.189/hr	18.1	01/03/11
Nagata, Gary	Instructional Assistant - Computer	\$14.921/hr	23.1	01/18/11
Shaw, Jakob	Child Care Attendant (Substitute)	\$13.189/hr	18.1	01/24/11

Approve Reinstatement

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Stehle, Alexander	Instructional Assistant - ABA	\$16.890/hr	26.2	01/24/11

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Albers, Joshua	Head Custodian	Resignation - Moving	12/08/00	01/20/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
February 15, 2011

Approve Separation (continued)

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Barrett, Lindsay	Instructional Assistant - Special Education (Substitute)	Resignation - Another job	09/21/09	06/18/10
Hogue, Natalie	Child Care Attendant	Resignation - School	04/23/07	01/06/11
Huff, Alyson	Child Care Attendant (Substitute)	Substitute services no longer needed	08/30/06	08/16/07
Miller, Noel	Instructional Assistant - ABA	Resignation - Moving	05/26/09	01/21/11
Sanchez, Adriana	Instructional Aide - Bilingual	Resignation - Moving	02/28/08	01/20/11
Van Houten, Karen	Instructional Assistant - Special Education	All available leaves exhausted	10/18/99	06/10/10

Approve Professional Growth Payment

In accordance with Board Policy 4133:

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>	<u>EFFECTIVE DATE</u>
Reed, Chelsea	Lead DTT/ABA Instructional Assistant	\$900.00	02/20/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 15, 2011

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Kelley, Kerri	School Office Manager	\$3457.00/mo	36.1	03/07/11
Savage, Thomas	Mechanic	\$4007.00/mo	42.1	02/22/11
Taughner, Gayle	School Office Manager (Substitute)	\$20.577/hr	36.1	03/02/11
Tom, Pamela	Instructional Assistant - Special Education (Substitute)	\$19.148/hr	22.5	02/19/11

Approve Promotion

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Lopez, Valerie	School Office Manager - Bilingual	\$3722.00/mo	37.2	02/22/11
Ortiz, Allen Garcia	Head Custodian	\$3632.00/mo	32.4	02/25/11

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Tom, Pamela	Instructional Assistant - Special Education (Substitute)	\$19.148/hr	22.5	02/19/11

Rescind Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Hyland, Joni	Instructional Assistant - Special Education	All available leaves exhausted	09/04/02	02/08/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 15, 2011

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Dekle, Tiffany	Instructional Assistant - Special Education (Substitute)	Resignation - No Longer Available	10/13/08	12/01/10
Hendren, Candace	Instructional Aide	Resignation - Moving	04/03/06	02/25/11
Pepic, Zineta	Instructional Assistant - ABA	Resignation - Another job	06/02/08	02/24/11
Rodriguez, Crystal	Instructional Assistant - Special Education (Substitute)	Substitute Services no longer needed	11/29/10	02/22/11

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Smith, Michelle E.	Instructional Assistant - Special Education	Personal	03/09/11	06/17/11
Hyland, Joni	Instructional Assistant - Special Education	Personal	02/09/11	06/17/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 12, 2011

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Fernandez, Kimberly	Instructional Assistant - Special Education (Substitute)	\$14.554/hr	22.1	03/11/11
Mendoza, Alesia	Instructional Aide	\$14.199/hr	21.1	03/21/11
Miller, Cody	Instructional Assistant - Special Education (Substitute)	\$14.554/hr	22.1	03/11/11
Ramirez, Manuel	Instructional Assistant - Special Education (Substitute)	\$14.554/hr	22.1	03/11/11
Ray, Rachel	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	03/11/11
Trotter-Hiroto, Kristen	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	03/11/11
Vega, Theresa	Instructional Assistant - Special Education (Substitute)	\$14.554/hr	22.1	03/21/11
Welander, Desiree	Child Care Attendant	\$13.189/hr	18.1	03/22/11
Yousefian, Nina	Instructional Assistant - Special Education	\$14.554/hr	22.1	03/11/11

Approve Promotion

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Cerda, Sandra	Intermediate Clerk Typist	\$2979.00/mo	28.2	03/16/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 12, 2011

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Howenstein, Kelly	Custodian (Substitute)	Substitute services no longer needed	01/10/11	02/09/11
Mack, Christine	Child Care Attendant	Released within probation	01/03/11	03/21/11
McDonald, Clodagh	Instructional Assistant - ABA	Resignation - Another job	02/19/08	03/31/11
Stearns, Jean	Instructional Assistant - Special Education	All available leaves exhausted	08/30/07	03/09/11
Wyhlidko, David	Custodian (Substitute)	Substitute services no longer needed	11/01/10	11/14/10
Zmuda, Lisa	Child Care Attendant	Resignation - School	09/03/08	03/18/11

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Richelieu, Lisa	Instructional Aide	Personal	03/08/11	06/16/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 29, 2011

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Schiel, Mark	Assistant Superintendent - Administrative Services	\$146,652.00	3.0	05/02/11



OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Administrative Secretary
DATE: April 14, 2011
SUBJECT: Agenda Item No. 7.A.: ELIGIBILITY LIST(S)

Background Information

The following eligibility list is 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 is the current list for ratification:

2010 – 20 Preschool Instructional Assistant

Recommendation

Interim Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility List, 2010 – 20.



OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Robert W. Lee
Interim Director, Classified Personnel

DATE: March 30, 2011

SUBJECT: Agenda Item No. 8: Ratify Advanced Step Placement - Mark A. Schiel,
Assistant Superintendent, Administrative Services

Background Information

A request for advanced step placement for Mark A. Schiel, Assistant Superintendent, Administrative Services has been approved by the Board of Trustees and administration and the Director of Classified Personnel. Pursuant to Merit Rule 7.2.1 et seq. (Merit Rule for Advanced Step Placement Requests attached) the request is brought to the Personnel Commission for ratification.

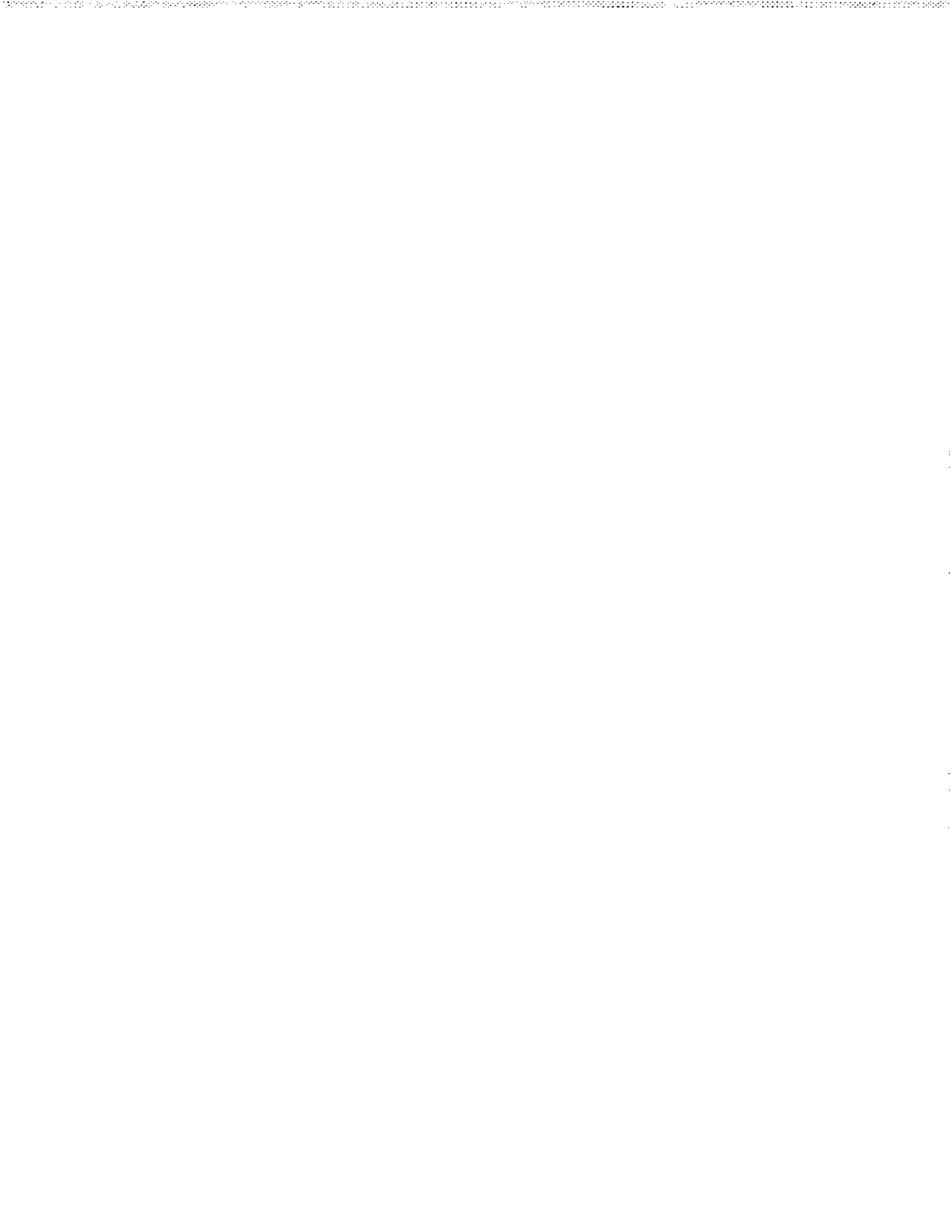
Analysis

The advanced step placement request for Step 3 placement (\$12,221 per month) on the Classified Management Salary Schedule for the class of Assistant Superintendent, Administrative Services (Salary Range Ma, \$11,084 - 12,832) comes to the Commission upon the request of William V. Loose, Ed.D., Acting Superintendent and with the recommendation and the approval of Robert Lee, Interim Director of Classified Personnel. The rationale for your Director's approval and recommendation for approval by the Personnel Commission include: the difficulty in the current labor market of finding an employee having his level of managerial experience; as well as his current salary level, which if step 3 placement were not ratified by the Commission and would not provide any incentive for accepting the position and would be well below a placement at 5% above current salary specified in Merit Rule 7.2.4.A.2 as specified for promotions.

attachments: Request for Advanced Step Placement for Mark A. Schiel (Commissioners only)
Merit Rule 7.2 Application of Salary Schedules
Merit Rule 7.2.4.A.2 Promotions

Recommendation

The Interim Director, Classified Personnel recommends that the Personnel Commission ratify the Step 3 (\$12,221 per month) advanced step placement of Mark A. Schiel, Assistant Superintendent, Administrative Services in accord with Merit Rule 7.2 et. Seq.



7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

New employees shall be hired at the first step of the salary unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

A. APPROVAL

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. Upon approval by the Director, Classified Personnel, the request is routed to the Personnel Technician who will prepare the necessary payroll information.
4. The approved request will be placed upon the Commission agenda for ratification.
5. A copy of the form is then placed in the employee's personnel file.

B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
2. Should the appointing authority still wish to pursue the advanced step placement the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
3. If approved by the Commission, the request will be routed as in number 3 and 5 above.
4. If rejected, the form will be returned to the originator with the reasons given.
5. A copy of the form will then be placed in the employee's personnel file.

(revised 01/13/99)

7.2.4 Promotions

- A. In determining the salary for a permanent employee who is promoted, the following procedure shall be used:
 2. If the employee's present salary is not indicated on the new salary schedule, advance the employee's salary to the step which would provide an increase of at least 5%.



OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Robert W. Lee
Director, Classified Personnel

DATE: April 11, 2011

SUBJECT: Agenda Item No. 9: Proposed Budget 2011-12 - Preliminary Draft

Background Information

Education Code 45253 requires a public hearing be held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission prior to adopting a proposed budget for the following year is required to fully consider these expressed views before sending the budget to the County Superintendent for action. Prior to holding the Public Hearing a proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and District officials an opportunity for input prior to the Public Hearing.

This year, due to the uncertainty of the State's economy, the District's budget development instructions have still not been issued due to the State budget uncertainties. Your staff is attempting to keep the budget as low as possible while maintaining prudent flexibility, as it has been explained that all savings from this years budget will help to offset the anticipated shortfalls in next years budget. Since the Commission must hold a Public Hearing and adopt a budget prior to May 30, this Preliminary Draft Budget for 2011-12 is staff's best estimate as to the minimum budget required to operate during the next fiscal year. The Personnel Commission's recommended discretionary operating budget (both salary and non-salary object accounts) is recommended for continuing at the same level as last years budget. The recommended preliminary draft 2011-12 fiscal year discretionary operating budget (salary and non-salary object accounts) is \$19,966. There have been some very minor adjustments to individual accounts, the overall budget is recommended to be reduced by \$400. Since 2007-08 the Commission's overall budget (including non-discretionary salaries) has been reduced by over \$88,000.

As established by the Commission in February 2002, Daniel P. Gooch, Vice-Chair of the Commission has acted as budget development liaison, providing input and review of the proposed 2011-12 budget prior to it coming before the entire Commission. Commission Vice-Chair Gooch and Interim Director Lee recommend the Commission receive for first reading the Preliminary Draft 2011-12 Annual Budget of the Personnel Commission, including discretionary salary and non-salary line items. Should additional budget setting parameters be promulgated staff will revise the Proposed Budget as appropriate.

.....
Recommendation

Personnel Commission Vice-Chair Gooch and Director, Classified Personnel Lee recommend the Personnel Commission receive the Preliminary Draft 2011-12 Annual Budget of the Personnel Commission for first reading and discussion. Commission staff will then seek additional input from the District and a public hearing/adoption of its 2011-12 budget will be held in May 2011.



PRELIMINARY DRAFT 2011-12 BUDGET

Date: April 11, 2011

To: Daniel P. Gooch,
Personnel Commission Vice-Chair

From: Robert Lee

Subj: Budget Information For Preparing 2011-12 Commission Budget

PERSONNEL COMMISSION DISCRETIONARY BUDGET (Non-Salary Items)

<u>CATEGORIES</u>	<u>2007-08</u>		<u>2008-09</u>		<u>2009-10</u>		<u>2010-11</u>		<u>2010-11</u>		<u>2012-12</u>		<u>COMMENTS/RATIONALE</u>
	Actuals	%	Actuals	%	Actuals	%	Budgeted/	Est. to close	Budgeted/	Proposed			
Admin. Supplies													
Budgeted	\$7,000		\$6,500		\$6,500		\$6,500	\$6,500	\$6,500		\$6,500		Continue, as minimal spending in 10-11 has resulted in the dept. meeting existing requirements, but supplies are getting very low.
Expended	5,213		4,870		4,334		2,712	4,000					
% expended	74.5%		74.9%		66.7%		41.7%	61.5%					
Mileage													
Budgeted	\$ 500		\$ 500		\$ 500		\$ 500	\$ 500	\$ 500		\$ 500		Continue, meets needs. Should a new Director be hired, there will likely be additional travel requirements.
Expended	288		99		251		0	0	0		0		
% expended	57.6%		19.8%		50.2%		0%	0%	0%		0%		
Travel/Conference													
Budgeted	\$4,500		\$2,000		\$2,000		\$1,000	\$1,500	\$1,500		\$1,000		Decrease \$500 as the Annual CSPCA conference will be held in the South in 2012. If Interim Director attends he will pay, also a new Director or Commissioner may want to go.
Expended	769		0		331		110	110	110				
% expended	17.1%		0%		33.1%		11%	11%	11%				
District Memberships													
Budgeted	\$2,495		\$2,495		\$2,566		\$2,566	\$2,566	\$2,566		\$2,666		Increase \$100, pays for CODESP membership (the fee has increased by \$100 to \$1850 per year), this account also funds CSPCA, and PCASC memberships
Expended	2,495		2,566		2,566		2,566	2,566	2,566				
% expended	100%		102.8%		100%		100%	100%	100%				

* As of March 31, 2011 Pseudo/Object Code Summary by Site, Cost Center

PRELIMINARY DRAFT 2011-12 BUDGET

PERSONNEL COMMISSION DISCRETIONARY BUDGET (Non-Salary Items) - continued

<u>CATEGORIES</u>	<u>2007-08</u> Actuals	<u>2008-09</u> Actuals	<u>2009-10</u> Actuals	<u>2010-11</u>		<u>2010-11</u>		<u>2011-12</u>		<u>COMMENTS/RATIONALE</u>
				Budgeted/ Expended	Budgeted/ Est. to close	Budgeted/ Expended	Budgeted/ Est. to close	Proposed Budget		
Duplication Charges										
Budgeted	\$1,800	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	Continue - although we seem to do less printing of PC specific documents, but we still have to print a number of study guides & additional Merit Rules next year.
Expended	1,346	540	608	1,070	1,400	1,070	1,400	1,400		
% expended	74.8%	36%	40.5%	71.3%	93%	71.3%	93%	93%		
Employment Advertisements										
Budgeted	\$3,500	\$3,000	\$3,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	Continue - EDJOIN seems to meet our needs for most classes. The amount used in 2010-11 was for Asst. Supt. Admin Svcs. However, next year we may need to use more for other advertising.
Expended	3,019	982	0	810	810	810	810	810		
% expended	88.4%	32.7%	0%	32.4%	32.4%	32.4%	32.4%	32.4%		
Consultants										
Budgeted	\$3,100	\$3,100	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	Continue - Used if a Hearing Officer is needed or for other outside services. This year \$1000 was transferred from this account to Substitute acct., to augment the substitute account to provide a sub for an ill staff member.
Expended	459	459	459	1,000	1,000	1,000	1,000	1,000		
% expended	14.8%	14.8%	15.3%	33.3%	33.3%	33.3%	33.3%	33.3%		
PC Budget Non-Salary Discretionary Items										
Budgeted	\$21,375	\$22,895	\$18,066	\$18,066	\$18,066	\$18,066	\$18,066	\$18,066	\$17,666	Decrease \$400 this amount should meet needs in Non-Salary discretionary object accounts in the continuing fiscally constrained budget.
Expended	14,721	13,660	9,308	8,268	9,821	8,268	9,821	9,821		
% expended	68.9%	59.7%	51.5%	45.8%	54.4%	45.8%	54.4%	54.4%		

PRELIMINARY DRAFT 2011-12 BUDGET

Other Discretionary Expenditures (Salaries)

or resigns.

<u>CATEGORIES</u>	<u>2007-08</u> Actuals	<u>2008-09</u> Actuals	<u>2009-10</u> Actuals	<u>2009-10</u> Budgeted/ Expended	<u>2010-11</u> Budgeted/ Est. to close	<u>2011-12</u> Proposed Budget	<u>COMMENTS/RATIONALE</u>
Overtime							
Budgeted	\$400	\$100	\$100	\$100	\$100	\$100	Continue as this is used for O/T of Admin. Secty. taking minutes at PC mtgs & for panel members going into O/T at interviews.
Expended	54	47	13	59	59		
% expended	13.5%	47%	13%	59%	59%		
Substitutes							
Budgeted	\$1,600	\$600	\$600	\$1,600*	\$1,600*	\$600	Continue original amount - should be adequate for coverage when staff is on leave, is ill, promotes, or resigns.
Expended	387	148	87	2,523	2,523		
% expended	24.2%	24.7%	14.5%	157.7%	157.7%		

* In 2010-11, \$1,000 was transferred from the Consultant account to pay for a necessary long term substitute replacing an ill staff member.

Temporaries

Budgeted	\$2,000	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	Continue - used to provide added help when needed, e.g., serving on panels, proctoring exams, or working on specific projects, mailings, or for teachers grading Spanish/Vietnamese exams..
Expended	2,935**	1,135	992	2,343	2,700		
% expended	147%	70.9%	62%	146%	168.8%		

** High expenditures for Temporaries in 2007-08 and 2010-11 were due to a much greater need for panel members. Also, the 2010-11 increase is under investigation, as about \$700 should have been charged to another department.

Totals Discretionary Salary Items

Budgeted	\$4,000	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	Continue - should meet needs for office staffing when turnover of staff or lengthy illness are not encountered.
Expended	3,376	1,330	1,092	4,925	5,282		
% expended	84.4%	57.8%	47.5%	214.1%	229.7%		

PERSONNEL COMMISSION BUDGET PRIOR FOUR YEARS

	<u>2007-08</u> Actuals	<u>2008-09</u> Actuals	<u>2009-10</u> Actuals	<u>2010-11</u> To Date	<u>2010-2011</u> Estimate to close
Overall Budgeted	\$389,941	\$382,894	\$313,891	\$301,884	\$301,884
Overall Expended	379,864	340,849	287,340	222,830	271,700
% expended	97.4%	89.0%	91.5%	73.8%	90%



OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

DRAFT

TO: Personnel Commissioners

FROM: Robert W. Lee
Director, Classified Personnel

DATE: March 22, 2011

SUBJECT: **Agenda Item No. 10: New Classification and Salary Allocation Recommendation - Information Technology Help Desk**

Background Information

The Personnel Commission was informed at their meeting on March 10, 2011, that the Information Services Division is in a period of transition. Rick Larson, Director, Information Services has requested that a new service oriented user support and trouble shooting type classification be developed to assist the many end users of technology throughout the District. This job is intended to be a technical help desk to assist users in their reporting of and/or remotely helping them in general troubleshooting of problems with their basic hardware and/or software, including the GroupWise E-mail and telephone systems. Last year many of the duties to be assigned to this proposed new classification were included in the Information Technology Support Specialist classification. However, it was later determined better to separate the more technical duties involving the District's Student Information System (AERIES) and the State California Longitudinal Pupil Achievement Data System (CALPADS) from those of the basic hardware and software systems used throughout the District and have two classifications instead of one. Director Larson has worked with Commission staff to develop the duties and responsibilities to be included in the proposed new "Help Desk" classification.

Analysis

The basic duties of the Information Technology Help Desk are to serve as the interface between technology users throughout the District and Information Services staff. It will provide assistance to end users regarding computer software programs, E-mail, and telephones/voicemail and serve as the first line troubleshooter for problems involving the District's Student Information System. Most of the duties to be performed by this new classification were in the past assigned to the Information Services Department's Administrative Secretary. However, in the future it has been determined to have that position's duties, as well as others, performed by two new classifications. The higher level duties are to be assigned to the recently adopted Information Technology Support Specialist classification, leaving a number of the slightly less technical duties to be assigned to the proposed new classification of Information Technology Help Desk.

A survey of the school districts normally included in determining the appropriate salary to be recommended for newly created classifications found no relatively close matches. Therefore, the salary recommendation will be based upon internal alignments judged appropriate for the type and complexity of duties to be assigned. It is recommended that this new non-management and non-confidential classification be assigned to the classifications represented by the exclusive representative for classified employees CSEA Chapter #375. The salary range deemed appropriate, based on internal relationships is CSEA Salary Range 36, \$3,457 - 4,210 per month. This places the Information Technology Help Desk at four salary ranges (approximately 10%) below that of the more technical Information Technology Support Specialist classification. This is the same salary range difference between that of Administrative Secretary and Department Secretary and other classifications in a hierarchical series. It is also recommended that the Information Technology Help Desk classification be assigned to the Network/Communications Series of jobs represented by CSEA Chapter #375 and be eligible for overtime compensation in accord with E.C. 45127 & 45128.

attachment: Proposed new classification description Information Technology Help Desk,
dated 3/21/11.

Recommendation

The Interim Director recommends the Personnel Commission adopt the new classification of Information Technology Help Desk and direct staff to recommend to the Board of Trustees the salary placement at classified bargaining unit salary range 36, \$3,457-4,210/month. The Director also recommends that the class be assigned to the Network/Communications Series of classes and be eligible for overtime in accord with Education Code 45127 & 45128.

INFORMATION TECHNOLOGY HELP DESK (ITHD)

DEFINITION:

Under general supervision of the Director of Information Services, serves as an interface between technology users throughout the District and Information Services staff. Provides assistance to end users regarding computer software programs, E-mail, and telephones/voicemail. Serves as a first line troubleshooter for problems involving the District's Student Information System.

CLASS CHARACTERISTICS:

This single incumbent class is distinguished from other Information Services classifications in that it is the first point of contact for reporting problems with any of the District's technology systems and for trouble shooting AERIES, and standard applications software.

EXAMPLES OF DUTIES:

Create service tickets that come from various sources: e-mails, faxes, phone calls, and drop ins. Close the tickets when the work has been completed. *E*

Report outages to vendor(s) as well as District Office and school site users. *E*

Keep the asset database (Access) updated with all technology equipment (printers, CPU's, laptops, monitors, projectors and SMART Boards) purchased throughout the District as well as making note of all salvaged equipment. *E*

Create reports from the asset database (Access) for Ocean View employees who need data for reporting and grant writing purposes. *E*

Coordinate SMART Board projector bulb replacements with school sites, including service call to determine need, ordering, expense transfers, etc. *E*

Create service calls for phone problems at all sites. Call in phone problems to vendor, order replacement phones and send back damaged phones to vendor. *E*

Create queries and help others throughout the District to create queries as needed from the AERIES database. Act as a liaison by calling AERIES directly and interfacing with them when we are unable to solve an AERIES problem for an Ocean View user. *E*

Set up voicemail boxes for all teachers new to a site, creating an updated phone book every year that lists everyone at each school site, their room number and extension, deleting and creating voice mails as needed for new, transferring and returning teachers and staff. Major time is spent in August to accomplish this prior to the start of school. *E*

Perform secretarial/clerical duties as needed creating board agenda items, requisitions, expense transfers, supply orders, open purchase orders for the fiscal year, warehouse orders, repair requests, sending out equipment via UPS, calling for pick up for Hewlett Packard equipment, interfacing with outside contact person, creating monthly time cards and monitoring employees' time as well as all other duties as assigned. *E*

May copy student records in AERIES from one school to another as needed throughout the year and with a heavy load prior to the start of school in the Fall.

May help facilitate meetings and present specific data input requirements for AERIES to the school administrators and support staff.

Update parent/teacher notification system (Blackboard Connect) as needed.

Provide support to end users of Barracuda (anti-spam), GroupWise (E-mail) and Microsoft applications.

Replace backup media on a daily basis.

SUPERVISION:

Receives general supervision from the Director of Information Services.

Not responsible for direct supervision of other employees. May coordinate the work of outside contractors providing required services.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern office methods, procedures, terms, equipment;

Word processing (MS Word), Excel spreadsheet, Access database, Internet browsers and E-mail computer applications software;

Business office telephone techniques and etiquette;

Basic mathematics used in an office environment;

Standard record keeping, filing systems and procedures;

Correct English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;

Letter, report, and agenda preparation methods.

Ability to:

Rapidly learn AERIES database and various application software;

Learn methods of effectively assisting users in troubleshooting software packages and how to communicate effectively with users to determine, diagnose and assist in resolving hardware/software problems or referring the problem to the appropriate technician;

Operate PC diagnostic utilities to assist in troubleshooting software problems with assigned software;

Help end users with Microsoft Office applications and the AERIES student information database;

Oversee and develop queries to retrieve pertinent student and personnel information from District databases;

Understand and carry out oral and written instructions;

Establish and maintain effective working relationships with a variety of users.

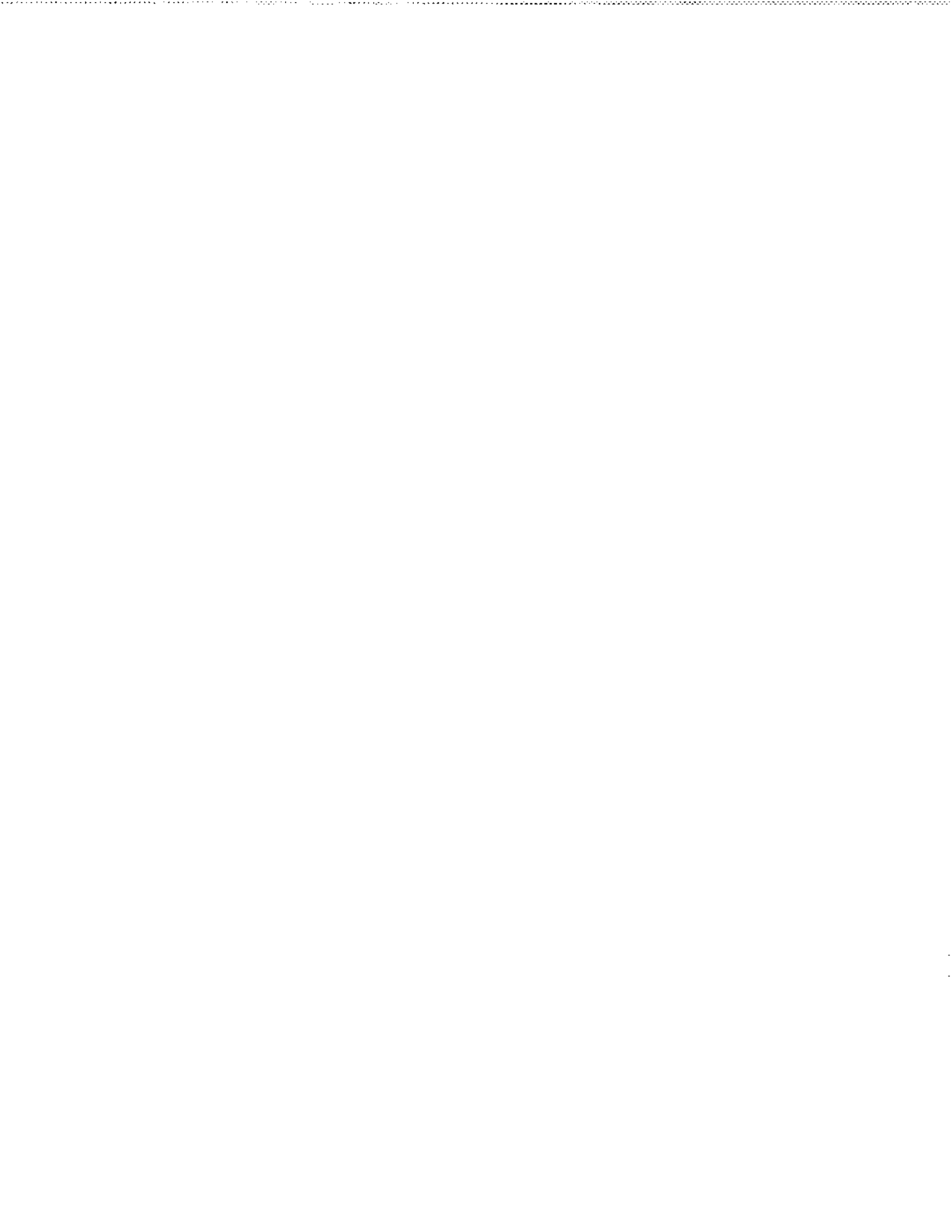
EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in the position. Typically this knowledge and these skills and abilities are acquired through one or more years of broad, varied, increasingly responsible technical or secretarial experience, preferably for an administrator in an Information Technology/Systems environment. (Two years of closely related college education in Computer Science, Information Technology or related field may be substituted for the one year of the above suggested experience.)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

Proposed new classification 4/14/11



OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Robert W. Lee
Interim Director, Classified Personnel

DATE: April 5, 2011

SUBJECT: Agenda Item No. 11: Shifting Pesticide Application Certificate Requirements from the Grounds Equipment Operator to the Groundskeeper/Gardener Classification and updating the Grounds Equipment Operator Job Description

Background Information

For many years the District has had the requirement for a Pesticide Application Certificate residing in the Grounds Equipment Operator job description. However, due to the number of fields this position must mow and maintain, employees in other classifications have been doing the actual application, under the license of the Grounds Equipment Operator. Staff conducted a survey to see what other districts are doing and found that nearly all have gone to outside contractors to do this work. Staff, the District and CSEA have discussed what can be done regarding this and have decided a more sensible approach would be to make possession of the certificate an optional requirement of the Groundskeeper/Gardener classification and pay a reasonable stipend to one of these incumbents to recognize the added responsibility of obtaining, using and maintaining the required certificate.

Analysis

The job description for Grounds Equipment Operator includes the following duties, knowledges, abilities and certificate requirements:

EXAMPLES OF DUTIES

Sprays and/or provides instruction to other employees on spraying requirements/techniques and oversees the spraying of herbicides on athletic fields, fences, trees, hedges, garden areas and other locations as directed; *E*

Knowledge of:

Safe and proper methods of applying herbicides and other types sprays utilized in grounds maintenance and upkeep;

Ability to:

Obtain and retain a valid Pesticide Applicator Certificate;

LICENSES OR CERTIFICATED REQUIRED

Possession of an appropriate pesticide application certificate of competence

It is recommended that the above duties and requirements be removed from the Grounds Equipment Operator job description, and be slightly modified and placed into the Groundskeeper/Gardener job description, as optional duties and requirements.

EXAMPLES OF DUTIES

One or more incumbents may be required to spray and/or provide instruction to other employees on spraying requirements/techniques and oversee the spraying of herbicides and other types of sprays on athletic fields, fences, trees, hedges, garden areas and other locations as directed;

One or more incumbents may be required to maintain accurate records of District-wide herbicide and/or other spraying and completes periodic reports as required;

Knowledge of:

One or more incumbents may be required to have knowledge of safe and proper methods of applying herbicides and other types sprays utilized in grounds maintenance and upkeep;

One or more incumbents may be required to have knowledge of regulations governing the application of herbicides and other sprays;

Ability to:

One or more incumbents may be required to obtain and maintain a valid pesticide applicator certificate;

LICENSES OR CERTIFICATED REQUIRED

One or more incumbents may be required to possess an appropriate pesticide application certificate of competence.

There are no other classifications in the District paid a stipend for possessing additional certificates. However, the night shift differential contained in the CSEA contract is in fact a type of stipend. Several school districts responded to a survey of stipend practices that they have a bilingual stipend for paying classified employees required to utilize their bilingual skills. Night shift and bilingual stipends are usually percentages of the employees base pay. Additionally, the District provides several stipends for certificated personnel, one of which (coaching athletic events) can also be paid to a classified employee. The stipend recommended for being selected to have the appropriate pesticide application certificate and the responsibility for overseeing the application of herbicides and other types of sprays is a flat rate of \$125 per month.

Interim Director Lee recommends revising the job descriptions for Grounds Equipment Operator and Groundskeeper/Gardener to remove references for the requirement of obtaining and using an appropriate pesticide application certificate and the responsibility for overseeing the application of herbicides and other types of sprays from Grounds Equipment Operator and placing them into the

**Shifting Pesticide Application Certificate
Requirements from the Grounds Equipment
Operator to the Groundskeeper/Gardener
Classification and updating the Grounds
Equipment Operator Job Description**

Groundskeeper/Gardener classification. It is recommended that the job description for Grounds Equipment Operator be updated to also include a description of the various types of grounds maintenance equipment this classification, other than lawn mowers, is expected to have had experience in operating. It is also recommended that for the pesticide duties and responsibilities and certification requirements the designated incumbent(s) in the class of Groundskeeper/Gardener be paid a monthly stipend of \$125.00 per month.

attachments: Proposed revised job description for Grounds Equipment Operator, dated 4/5/11
Proposed revised job description for Groundskeeper/Gardener, dated 3/31/11

.....

Recommendation

Interim Director of Classified Personnel Lee recommends revising the job descriptions for Grounds Equipment Operator and Groundskeeper/Gardener as proposed and recommending to the Board of Trustees paying the incumbent(s) in the class of Groundskeeper/Gardener, assigned the pesticide duties, responsibilities and certification requirements a stipend of \$125 per month.



GROUNDS EQUIPMENT OPERATOR

DEFINITION:

Under general supervision of the **Grounds Maintenance Supervisor** of Maintenance and Grounds, operates a variety of mowing, spraying and grounds maintenance equipment; makes regular use of large field mowers and **drives grounds maintenance equipment on city streets** ~~applies herbicides~~; services, maintains and makes minor repairs to the equipment used; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in ~~both the type of equipment operated on a daily basis, and the requirement for a Pesticide Applicator Certificate.~~ The incumbent is expected to work independently using discretion in the timing of mowing activities to ensure mowing of the large fields and dress lawns of District school sites and other properties in a timely and safe manner. ~~The incumbent is also expected to use, instruct others, and oversee the use of herbicide and other spraying activities as necessary and required.~~

EXAMPLES OF DUTIES:

Drives a large tractor flail mower on city streets to and from school sites and other District properties; *E*

Operates the tractor flail mower and other mowers in mowing fields and other large grass areas; *E*

Operates Bob Kat, skip loaders and dump trucks; *E*

Inspects field sites for wet spots and removes trash and debris in preparation for mowing; *E*

Performs routine service and maintenance on the tractor flail mower, accessory devices, and other mowers **and grounds maintenance equipment; *E***

~~Sprays and/or provides instruction to other employees on spraying requirements/techniques and oversees the spraying of herbicides on athletic fields, fences, trees, hedges, garden areas and other locations as directed; *E*~~

~~Maintains accurate records of District wide herbicide and/or other spraying and completes periodic reports as required; *E*~~

Operates a variety of hand and power operated grounds maintenance equipment;

May assist in the installation, maintenance and repair of sprinkler systems;

May assist with the application and maintenance of asphalt areas;

Operates a variety of District vehicles.

SUPERVISION:

General supervision **and direction** is received from the **Grounds Maintenance Supervisor of Maintenance and Grounds**. ~~Leadership and direction is received from the Grounds/Gardener Lead Worker.~~

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Safe and efficient work practices associated with the operation and maintenance of large power mowers and other powered grounds maintenance equipment;
Appropriate methods, materials, tools and equipment used in grounds maintenance work;
~~Safe and proper methods of applying herbicides and other types sprays utilized in grounds maintenance and upkeep;~~
~~Regulations governing the application of herbicides and other sprays;~~
Appropriate health and safety work procedures and precautions.

Ability to:

Safely and efficiently operate a variety of motorized equipment and motor vehicles on **school grounds and city streets**;
Safely and efficiently operate large power mowers and other grounds equipment both powered and manual;
Safely and efficiently operate a variety of hand and power tools and equipment used in grounds maintenance tasks;
Perform heavy manual labor in outdoor weather and damp ground conditions;
Understand and carry out oral and written instructions;
Prepare, maintain simple records;
~~Obtain and retain a valid Pesticide Applicator Certificate;~~
Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired through ~~completion of a pesticide application training course~~ and one to two years of experience **operating a variety of equipment such as Bob Kats, skip loaders, dump trucks and some experience in grounds/gardening work.** ~~Prior successful work experience in the operation of similar powered equipment is desirable.~~

LICENSES/CERTIFICATES REQUIRED:

Possession of a valid and appropriate California Driver's License;

~~Possession of an appropriate pesticide application certificate of competence.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Sits, stands, walks, frequently climbs on and off equipment, maintains balance, stoops, bends, kneels, and reaches over head to perform work; lifts, carries, pushes objects weighing 50 to 75 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision to safely operate a large tractor on city streets and school grounds; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test.

Last revised 12/12/02

Reviewed with no revisions 12/8/05

Proposed revisions 4/14/11



GROUNDSKEEPER/GARDENER

DEFINITION:

Under general direction of the Maintenance and Operations Manager, performs a variety of grounds maintenance and gardening work; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This is a class, having skills in the care, grooming and maintenance of school grounds and of other District properties. Incumbents are expected to work independently or as part of a team in mowing, edging, weeding, planting, weed control spraying and cleaning assigned landscape and grounds areas throughout the District. Incumbents are also expected to provide assistance to grounds maintenance and sprinkler repair as required.

EXAMPLES OF DUTIES:

Maintains and improves physical appearance of landscape and grounds at school sites and other District properties:

Mows, edges, trims lawns, fields, around walks, flower beds, walls, fences and related grounds areas utilizing hand and power equipment; *E*

Trims and prunes shrubs, hedges, trees; *E*

Rakes lawns, weeds flowerbeds; *E*

Sweeps and/or blows grass cuttings and picks up paper and other debris from sidewalks, gutters and driveways, cleans up work areas upon completion of work and ensures proper disposal of collected debris and grass cuttings, loads trucks, carts, vehicles and transports materials to off loading site; *E*

Applies fertilizers and other soil treatments and amendments; *E*

Plants and installs new landscape materials, trees and bushes. *E*

Sprays landscaped areas with insecticides and herbicides; *E*

Operates a variety of grounds maintenance equipment; *E*

Services gardening and related equipment, including cleaning filters, changing oil, lubricating, refueling, replacing worn blades and making other minor repairs; *E*

One or more incumbents may be required to spray and/or provide instruction to other employees on spraying requirements/techniques and oversee the spraying of herbicides and other types of sprays on athletic fields, fences, trees, hedges, garden areas and other locations as directed;

One or more incumbents may be required to maintain accurate records of District-wide herbicide and/or other spraying and completes periodic reports as required;

May take remedial action against lawn and garden pests;

May assist other grounds staff in the repair and upkeep of sprinkler systems and in general grounds maintenance tasks;

May perform general custodial or minor maintenance tasks.

SUPERVISION:

Supervision is received from the Maintenance and Operations Manager. Day-to-day leadership and direction is received from the Grounds/Gardener Lead Worker.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Operation of hand and power tools used in gardening and grounds keeping;

Appropriate methods, materials, used in grounds maintenance and gardening work;

Basic gardening and grounds maintenance procedures including mowing, edging, raking, planting, and weeding;

General understanding of herbicides, pesticides, fertilizers and other chemicals used in landscape and grounds maintenance and their safe/proper application;

Health and safety regulations and procedures related to landscape, grounds maintenance and gardening.

One or more incumbents may be required to have knowledge of safe and proper methods of applying herbicides and other types sprays utilized in grounds maintenance and upkeep;

One or more incumbents may be required to have knowledge of regulations governing the application of herbicides and other sprays;

Ability to:

Perform general landscape, gardening and grounds keeping activities including mowing, edging, weeding, raking, planting, pruning, spraying and cleaning up;

Safely and efficiently operate a variety of grounds maintenance tools and motor vehicle equipment;

Perform heavy manual labor in outdoor weather conditions;

Understand and carry out oral and written instructions;

Establish and maintain cooperative working relationships;

One or more incumbents may be required to obtain and maintain a valid pesticide applicator certificate;

EDUCATION AND EXPERIENCE:

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired through successful work experience in general grounds keeping or landscape/gardening. One year of prior successful work experience in grounds maintenance, gardening or related work is required.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

One or more incumbents may be required to possess an appropriate pesticide application certificate of competence.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, stoops, bends, and kneels; climbs ladders and on/off riding mowers, maintains balance; Does heavy work, occasionally digging holes & trenches, lifting, carrying, pushing objects weighing up to 75 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision to safely operate heavy equipment on school grounds and observe proper irrigation; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test.

Revised 12/12/02

Last revisions 11/9/06

Proposed revisions 4/14/11



OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Robert W. Lee
Interim Director, Classified Personnel

DATE: April 5, 2011

SUBJECT: Agenda Item No. 12: Reclassification Recommendation - School Office Manager to School Office Manager - Bilingual - Jennifer DeEncio

Background Information

The Personnel Commission has received a request to reclassify Vista View's School Office Manager, Jennifer DeEncio to School Office Manager - Bilingual. The request is based on Education Code 45400 et seq., Bilingual Office Employees which specifically addresses the subject of the request. The Statute states that when the number of pupils whose primary language spoken at home was other than English exceeds 15%, the governing board of the school district shall hire a bilingual person for the administrative office of each such school, as soon as a position is available to serve as a bilingual community liaison person or a paraprofessional, clerical or other qualified employee of each such school. Vista View's language group exceeding the bilingual staff member requirement is Spanish, which for the 2009-10 school year was 36.33%. The other schools in the District having a School Office Manager - Bilingual are Lake View, Oak View Preschool and Marine View.

Ms. DeEncio has passed all the required testing confirming her skills in the Spanish language and has served in the School Office Manager classification for over two (2) years. Therefore, in accord with Education Code 45400 et seq., Bilingual Office Employees and Merit Rule 3.3 et seq., Reclassification, it is recommended that Jennifer DeEncio be reclassified to School Office Manager - Bilingual.

attachments: Education Code 45400 et seq.
Merit Rule 3.3.3 et seq.

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Recommendation

Interim Director of Classified Personnel Lee recommends the Personnel Commission reclassify School Office Manager Jennifer DeEncio to School Office Manager- Bilingual as requested, effective March 31, 2011.



EDUCATION CODE 45400

45400. The Legislature hereby finds that when a public school that provides instruction in kindergarten or any of grades 1 through 12 has a substantial number of pupils who, together with their parents or guardians, speak a single primary language other than English, and does not have in its employ one or more bilingual employees fluent in both English and the primary language of such pupils and their parents or guardians, a serious educational disadvantage results for the pupils. Effective communication between the school authorities and both the affected pupils and their parents and guardians is absolutely essential to an effective educational program. It is, therefore, the intent of the Legislature in enacting this article to remove some of the barriers that face pupils who, together with their parents or guardians, speak a single primary language other than English, and to provide them, through more effective communication, with the most beneficial education possible from the public elementary schools, junior high schools, and high schools of this state.

45401. When at least 15 percent of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 through 12 speak a single primary language other than English, the governing board of the school district in which such school is located shall hire a bilingual person for the administrative office of each such school, as soon as a position is available as provided by Section 45403, to serve as a bilingual community liaison person or a paraprofessional, clerical, or other qualified employee of each such school, in accordance with the provisions of Chapter 5 (commencing with Section 45100) of this part, who is fluent in both English and in the primary language spoken by such pupils and their parents or guardians.

45402. The bilingual person employed pursuant to this article shall have as a principal function the communication with parents or guardians of such students in the primary language of the parents or guardians.

The governing board of the school district may make additional, reasonable assignments of duties for such bilingual employees.

45403. This article shall not be construed as requiring school districts to replace existing classified personnel or to employ additional classified personnel. However, in any case in which additional classified positions are added to the administrative staff of a school which does not already employ a person as described in Section 45401, or if a vacancy is to be filled in a classified position in the administrative staff of such a school, the provisions of Section 45401 shall be adhered to in filling such position.



MERIT RULE 3.3 ET SEQ.

3.3 RECLASSIFICATION

3.3.1 Basis For Reclassification

The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and/or responsibilities.

3.3.2 Requests for Study

Requests for classification study of existing positions shall be presented to the Director, Classified Personnel together with a statement of the reasons for requesting the study.

Requests for study may be initiated by the administration with approval of the Superintendent or by employees or employee organizations.

3.3.3 Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed.

3.3.4 Affect on Incumbents

Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or
2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or
3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination.