



**PERSONNEL COMMISSION
REGULAR MEETING**

AGENDA

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

**Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 - 2011**

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, JULY 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 June 9, 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 June 21, 2011, and the July 12, 2011, Classified Employee Activity Lists presented to the Board of Trustees for their approval.

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(Information)

COMMISSION BUSINESS

7. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar: (Commissioners Only)

Pages 7

(Action)

Moved: _____

Second: _____

Vote: _____

A. RECRUITMENT AND TESTING

ELIGIBILITY LISTS:

2011 - 01 Grounds Equipment Operator

2011 - 02 Translator

8. **JOB DESCRIPTION REVISION - COMPUTER/MULTIMEDIA TECHNICIAN**

Pages 8 - 10

(Action)

Moved: _____

Second: _____

Vote: _____

Personnel Commission will receive the Interim Director's recommendation to review, discuss and adopt the proposed revised description for Computer/Multimedia Technician.

COMMUNICATIONS

9. COMMISSIONERS' REPORTS

10. DIRECTOR & STAFF REPORTS

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
June 9, 2011**

- CALL TO ORDER** Chairman Allan Pogrund called the June 9, 2011, Regular Personnel Commission Meeting to order at 4:31 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing 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 MAY 12, 2011** Motion by Commissioner Gooch to approve the minutes of the May 12, 2011, Regular Personnel Commission Meeting.
- Seconded by Commissioner Ewing, and carried with a 3:0 vote.

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 May 17, 2011, and June 7, 2011, Board of Trustees meetings.
- CONSENT CALENDAR** The Personnel Commission received the following items on the Consent Calendar:
- Eligibility Lists:
- | | |
|-----------|---|
| 2010 – 23 | Delivery Worker |
| 2010 – 24 | Information Technology Support Specialist |
- Motion by Commissioner Gooch to approve the Consent Calendar.
- 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 reported that the next meeting of the Personnel Commission will be held on July 14, 2011.
- Commissioner Gooch reported that he has had an opportunity to view the District's website and noticed that the new appointments of Chair and Vice-Chair had not been updated, but was otherwise pleased that the agendas and the merit rules were now online.
- Commissioner Pogrund had nothing to report.
- DIRECTOR AND STAFF REPORTS** Interim Director Lee shared with the Commissioners, a thank you letter received by Irene Leof from an applicant, and handed out an organizational chart that is being adopted by the Board of Trustees.

**MINUTES OF THE JUNE 9, 2011
REGULAR PERSONNEL COMMISSION MEETING**

PAGE 2

ADJOURNMENT Motion by Commissioner Ewing to adjourn the June 9, 2011, Regular Personnel Commission Meeting.

Seconded by Commissioner Gooch and carried with a 3:0 vote at 4:36 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: July 14, 2011

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

Background Information

At the June 21, 2011, (Exhibit A) and July 12, 2011, (Exhibit B), Ocean View School District, Regular Board Meetings, 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 June 21, 2011, (Exhibit A) and July 12, 2011, (Exhibit B).



OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 21, 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>
Anderson, Christine	Instructional Assistant - Special Education	\$19.148/hr	22.5	07/18/11
Cameron, Amberlee	School Health Technician (Substitute)	\$19.580/hr	26.5	07/01/11
Cole, Joyce	School Office Manager (Substitutue)	\$24.328/hr	36.4	07/01/11
Jimenez, Nora	Instructional Aide - Bilingual (Substitute)	\$14.554/hr	22.1	06/01/11
Lambright, Martha	Instructional Assistant - Farm Facility (Substitute)	\$19.630/hr	23.5	06/20/11
MacKay, Justin	Custodian (Substitute)	\$16.890/hr	28.1	06/03/11
Nunez, Stefanie	Preschool Instructional Assistant (Substitute)	\$14.554/hr	22.1	06/01/11
Perrier, Richard	Custodian	\$17.734/hr	28.1	05/31/11
Santos, Gabriel	Custodian (Substitute)	\$16.890/hr	28.1	06/08/11
White, Judith	Information Technology Support Specialist	\$3815.00/mo	40.1	06/13/11

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Lambright, Martha	Instructional Assistant - Farm Facility	\$19.630/hr	02/21/89	06/17/11

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>
Barnett, Rebecca	Food Distribution Worker	Resigned - Personal	10/03/05	06/03/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 21, 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>
Cameron, Amberlee	School Health Technician	Resignation - Personal	09/07/04	06/16/11
Davis, Ariane	Child Care Attendant	Released within Probation	03/31/11	06/03/11
Flores, Irene	Instructional Aide - Bilingual	Resignation - No Longer Available	06/19/00	03/15/11
Garcia-Ortiz, Jaime	Custodian (Substitute)	Substitute Services No Longer Needed	09/15/10	01/24/11
Hager, Jonathan	Custodian (Substitute)	Substitute Services No Longer Needed	11/28/06	04/25/11
Hanna, Aaron	Custodian (Substitute)	Substitute Services No Longer Needed	02/25/08	05/13/11
Huerta Viveros, Jonathan	Custodian (Substitute)	Substitute Services No Longer Needed	01/11/10	05/06/11
Hyland, Joni	Instructional Assistant - Special Education	All Available Leaves Exhausted	09/04/02	06/16/11
Kelley, Amy	Instructional Assistant - Special Education	Resignation - Moving	10/02/06	06/16/11
Razo, Ramon	Custodian (Substitute)	Substitute Services No Longer Needed	01/10/11	03/22/11
Roberts, Laura	Speech and Language Aide	Resignation - Another Job	02/06/08	06/13/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
July 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>
Clayton, Michael	Custodian (Substitute)	\$16.890/hr	28.1	06/20/11
Guerrero, Leticia	Preschool Instructional Assistant (Substitute)	\$14.554/hr	22.1	06/15/11
Lucas, Alyssia	Food Distribution Worker (Substitute)	\$13.189/hr	18.1	06/20/11

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>
Bozarth, Jason	Grounds Equipment Operator	\$3542.00/mo	33.3	06/16/11

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>
Shields, Jessica	Instructional Assistant - ABA	Resignation - Another Job	12/01/09	06/16/11

Approve Professional Growth Payment

In accordance with Board Policy 4133

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>	<u>EFFECTIVE DATE</u>
Bidnick, Lance	Facilities Planner/ Coordinator	\$900.00	07/13/11

EXHIBIT B



OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Administrative Secretary

DATE: July 14, 2011

SUBJECT: Agenda Item No. 7.A.: 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 is the current list for ratification:

2011 – 01 Grounds Equipment Operator

2011 – 02 Translator

Recommendation

Interim Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2011 – 01 and 2011 – 02.



OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Robert W. Lee
Interim Director, Classified Personnel

DATE: July 14, 2011

SUBJECT: Agenda Item No. 8: Job Description Revision - Computer/Multimedia Technician

Background Information

Staff has received a Personnel Requisition to add another Computer/Multimedia Technician to the staffing of the Information Services Department. Prior to doing recruitment for the new position the job description was reviewed to determine if it remains an accurate description of the job. Following a review with Mr. Rick Larson, Director, Information Services it was found that with just a couple of minor changes the job description remains accurate.

Analysis:

The Computer/Multimedia Technician classification was initially developed to be a single incumbent class, but with the increased emphasis on electronic technology in the classroom it has been found necessary to add an additional technician. Therefore, the Class Characteristics portion of the job description requires a slight revision, deleting the reference to it being a single incumbent class. Another minor change is the elimination of "overhead projectors" and insertion of "smart boards" to the type of electronic equipment being maintained. To clarify the types of operating systems and software suites knowledge of is required, the current systems and software are listed. Lastly, given the specifics of the type of equipment worked on and the environment in which the work is done, it is recommended to add that "prior K-12 school district experience in the repair, upgrade and maintenance of computers and multimedia equipment is desirable."

It is the Interim Director's recommendation that the Personnel Commission approve the proposed revisions to the job description for Computer/Multimedia Technician.

attachment: Proposed revised job description for Computer/Multimedia Technician, dated 6/29/11.

Recommendation

The Interim Director of Classified Personnel recommends the Personnel Commission approve and adopt the proposed revised classification for Computer/Multimedia Technician.



COMPUTER/MULTIMEDIA TECHNICIAN

DEFINITION:

Under general supervision of the Director, Information Services, installs, troubleshoots, adjusts, repairs and maintains a wide variety of personal computers and computer network equipment, electronic audiovisual, and sound equipment; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This ~~single incumbent~~ **classification** is the primary ~~position~~ **class** for providing desktop support of personal computers used throughout the District. Installs and troubleshoots applications software and office suites into personal computers for use in offices and classrooms.

EXAMPLES OF DUTIES:

Installs, inspects, tests, troubleshoots, repairs, maintains and services a variety of personal computer hardware, software, telecommunication, computer network and related peripheral equipment; *E*

Keeps current on developments, advancements in computer hardware, software applications, audiovisual and media technologies and equipment; *E*

Assists with training others in hardware and software applications; *E*

Inspects, tests, troubleshoots, repairs, maintains and services a variety of electronic audiovisual and media equipment such as LCD projectors, televisions, video recorders, tape recorders, public address systems, microphones, headsets, ~~overhead projectors~~ **smart boards**, and fax machines; *E*

Evaluates, makes recommendations regarding repair, replacement of audiovisual and related equipment, assists in developing purchasing specifications; *E*

Sets up, installs, monitors, operates sound systems for special events; *E*

May train others in the operation and maintenance of equipment;

May direct or coordinate the work of contractors/consultants;

Maintains service and repair records;

Inventories equipment and supplies, requisitions stock and materials, makes reports;

Assists in other areas as assigned, by performing unskilled, semi-skilled and/or skilled tasks;

SUPERVISION:

General Supervision is received from the Director, Information Systems.

Supervision is not exercised over other employees.

May coordinate the work of outside contractors/consultants.

E denotes an essential function of the job.

MINIMUM QUALIFICATIONS:**Knowledge of:**

Principles of computer and electronic equipment repair technology;

Use and troubleshooting of current operating systems (**Windows 7, XP, etc.**), applications and office suites software (**Microsoft Office, etc.**);

Methods, tools, materials, used in computer, telecommunications, audiovisual and sound equipment system installation, troubleshooting and repair work;

Basic mathematics.

Ability to:

Perform skilled work in the installation, troubleshooting, repair, modification and maintenance of a wide variety of computer and related systems equipment, software, telecommunications, audiovisual, and sound equipment;

Work from diagrams, technical manuals, plans, blueprints, oral and written instruction;

Plan and layout work;

Instruct/assist others in the use and operation of various applications and office suite software;

Assist and/or coordinate the work of consultants;

Estimate time, materials and cost needed to complete assigned tasks;

Understand, interpret and apply written or verbal instructions;

Establish and maintain cooperative working relationships;

Operate motor vehicle equipment.

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 in post-secondary training in computer related technology. Completion of course work in maintenance of electronic equipment, Microsoft operating systems and applications software is highly desirable. Two years of progressively responsible work experience reflecting use of journey-level skills in the repair and maintenance of computers and related electronic equipment are typically required to obtain the practical experience to succeed in this class. **Prior K-12 school district experience in the repair, upgrade and maintenance of computers and multimedia equipment is desirable.**

LICENSE REQUIRED:

Possession of a valid Class C California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, sits, walks, climbs stairs and ladders, maintains balance, stoops and bends, frequently, kneels, crawls, and occasionally reaches over head to perform work; frequently lifts objects weighing 25 pounds, occasionally up to 75 pounds; carries, pushes, and pulls objects while walking; uses fingers on both hands simultaneously, twists and exerts pressure with wrists and hands; has visual acuity to see small details and long distances, has normal depth perception and must have good color vision; hearing and voice communications skills sufficient to conduct normal conversation in person and on the telephone. Drives a vehicle; works around electrical hazards and equipment which makes loud noises; works with sharp objects such as drill bits and screw drivers. Has direct contact with District staff and vendors; frequently works with tight deadlines and without direct guidance from supervisors; Employment is contingent upon passing a physical examination and back evaluation test.

Revised 2/97

Last revised 10/14/04

Proposed revisions 7/14/11