



**PERSONNEL COMMISSION
REGULAR MEETING**

AGENDA

**March 10, 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***

A G E N D A

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING
THURSDAY, MARCH 10, 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 February 10, 2011, Regular Personnel Commission Meeting for approval.

**Pages 1 - 3
(Action)
Moved: _____
Second: _____
Vote: _____**

6. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information, the March 1, 2011, Classified Employee Activity Lists presented to the Board of Trustees for their approval.

**Pages 4 - 11
(Information)**

COMMISSION BUSINESS

7. **CONSENT CALENDAR:** The Personnel Commission will receive the following item on the Consent Calendar:

**Page 12
(Action)
Moved: _____
Second: _____
Vote: _____**

A. RECRUITMENT AND TESTING

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

8. **JOB DESCRIPTION REVISION - INFORMATION TECHNOLOGY SUPPORT SPECIALIST (ITSS)**
Personnel Commission will receive the Interim Director's recommendation to review, discuss and adopt the proposed revised description for Information Technology Support Specialist (ITSS).

**Pages 13 - 17
(Action)
Moved: _____
Second: _____
Vote: _____**

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
February 10, 2011**

CALL TO ORDER Chairman Allan Pogrund called the February 10, 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 DECEMBER 16, 2010 Motion by Commissioner Daniel Gooch to approve the minutes of the December 16, 2010, Regular Personnel Commission Meeting.

Seconded by Commissioner Bob 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 January 11, 2011, and February 1, 2011, Board of Trustees meetings.

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

Eligibility Lists:

2010 - 11	Mechanic
2010 - 12	Skilled Maintenance Worker
2010 - 13	Instructional Assistant - Computer

Motion by Commissioner Bob Ewing to approve the Consent Calendar.

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

REQUEST FOR ADVANCED STEP PLACEMENT FOR SEAN CANICH The District is recommending a step three (3) placement for Mr. Canich. The advanced step placement requires ratification by the Personnel Commission. A request for advanced step placement was received from Larry Hoskinds, Maintenance and Operations Manager. Interim Director Lee explained that Mr. Canich's job experience greatly exceeds the job classification, and he has several commercial licenses mainly in fire alarms, which will be very useful to the District. This year the District has paid approximately \$76,000.00 in outside contractor fees for services that now will be done internally.

**REQUEST FOR
ADVANCED STEP
PLACEMENT FOR
SEAN CANICH
(CONTINUED)**

Commissioner Gooch referred to the background analysis information which showed the District paid \$76,000.00 last year for outside contractor services and questioned whether the individual hired would now be able to perform all of these tasks without the District having to use outside contractors.

Larry Hoskinds, Maintenance and Operations Manager, responded and informed the Commissioners that these tasks will be able to be performed without the District having to use outside contractors and this will save the District tens of thousands of dollars. Mr. Hoskinds also added that this individual had been performing these tasks already while working for another electrical company.

Commissioner Gooch asked whether this position was an empty position or an added position.

Interim Director Lee answered that the District has lost three Skilled Maintenance Workers and this is replacing one of them.

Commissioner Gooch stated that he had spoken with Interim Director Lee about the requirement on the form for the higher salary and he is satisfied that as long as Interim Director Lee has the information in his possession and can verify it to his ability, then it is fine with Commissioner Gooch.

Interim Director Lee stated that there would be substantial savings to the District.

Motion by Commissioner Ewing to ratify the request for Advanced Step Placement for Mr. Canich, Skilled Maintenance Worker.

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

**JOB DESCRIPTION
REVISION -
TRANSLATOR/
INTERPRETER**

Commissioner Pogrund asked Interim Director Lee for information on this item.

Interim Director Lee stated that when this job description was initially adopted, it was anticipated by the Interim Director that the District would be hiring a regular employee and filling a position. As it turns out, it will be more of a temporary assignment as needed and salaries and testing procedures needed to be established. In discussing with Alice Fairchild, the Program Administrator, the job description is accurate except for a few clarifications and minor changes, which are outlined.

Motion by Commissioner Gooch to approve the revisions to the job description for Translator/Interpreter.

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

**MINUTES OF THE FEBRUARY 10, 2011
REGULAR PERSONNEL COMMISSION MEETING**

PAGE 3

SECOND PUBLIC COMMENTS Larry Hoskinds, Maintenance and Operations Manager, thanked the Commission for approving the advanced step placement for Mr. Canich.

COMMISSIONERS' REPORTS Commissioner Ewing reported that the next meeting will be held March 10, 2011.

Commissioner Gooch had nothing to report.

Commissioner Pogrund reported that he enjoyed being a part of Ocean View School District.

DIRECTOR AND STAFF REPORTS Interim Director Lee stated that the District is in a situation where we are without an eligibility list for Custodian. In October we posted for Substitute Custodian and have twenty-seven (27) names on that list. Permission was asked of the Commissioners to post for Custodian as open and promotional but to limit the dispersal of flyers to our school district only, which would allow District employees and those on the substitute list to apply, as they have already obtained the experience required.

Permission was unanimously granted by the Commissioners.

ADJOURNMENT Motion by Commissioner Bob Ewing to adjourn the February 10, 2011, Regular Personnel Commission Meeting.

Seconded by Commissioner Daniel Gooch and carried with a 3:0 vote at 4:51 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: March 10, 2011

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

Background Information

At the March 1, 2011, (Exhibit A), 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 March 1, 2011, (Exhibit A).

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 1, 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>
Ayvazian, Anna	Instructional Assistant - ABA	\$16.070/hr	26.1	02/07/11
Cudia, Christianpaolo	Instructional Assistant - ABA	\$16.070/hr	26.1	02/07/11
Hackworth, Courtney	Child Care Attendant - Substitute	\$13.189/hr	18.1	02/07/11
Hernandez, Jack	Child Care Attendant - Substitute	\$13.189/hr	18.1	02/07/11
Hunter, Stephen	Skilled Maintenance Worker	\$3542.00/mo	37.1	02/08/11
Matheus, Kristin	Instructional Assistant - Severely Disabled	\$15.676/hr	25.1	01/27/11
Powers, Kim	Instructional Assistant - ABA	\$16.070/hr	26.1	02/07/11
Sorley, Julie	Instructional Assistant - Special Education (Substitute)	\$14.554/hr	22.1	02/07/11
Vidal, Rebecca	Instructional Assistant - ABA	\$16.070/hr	26.1	02/07/11

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>
Foster, Robert	Maintenance Worker	\$3208.00/mo	33.1	02/15/11
Hernandez, Susan Marie	School Office Clerk	\$19.380/hr	28.3	01/31/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 1, 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>
Anthony, Nadine	Instructional Assistant - Severely Disabled (Substitute)	Substitute services no longer needed	01/28/09	10/27/09
Bellefeuille, Derek	Custodian (Substitute)	Substitute services no longer needed	09/08/10	09/08/10
Borboa, Rhiza	Child Care Attendant	Resignation - Moving	11/04/05	02/04/11
Buckalew, Brandon	Custodian (Substitute)	Substitute services no longer needed	08/10/10	08/17/10
Carmichael, Judy	Department Secretary (Substitute)	Substitute services no longer needed	09/21/82	04/17/09
Cardona, Dona	School Office Clerk (Substitute)	Substitute services no longer needed	01/28/09	01/28/09
Cavey, Lisa	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	04/14/08	05/01/09
Cazarez, Celia	Custodian (Substitute)	Substitute services no longer needed	01/04/10	01/08/10
Cruz, Juan	Custodian (Substitute)	Substitute services no longer needed	06/18/10	06/18/10
Cummings, Geraldine	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	11/27/2006	06/13/08
Daedolow, Marietta	Child Care Attendant (Substitute)	Substitute services no longer needed	05/24/93	01/11/08

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 1, 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>
Dastgerdi, Naseem	Child Care Attendant (Substitute)	Substitute services no longer needed	12/17/08	09/11/07
Dunn, Lisa	Clerk Typist (Substitute)	Substitute services no longer needed	09/10/07	11/10/09
Espinoza, Pablo	Custodian (Substitute)	Substitute services no longer needed	01/04/10	03/01/10
Flores, Gilbert	Head Custodian (Substitute)	Substitute services no longer needed	09/03/02	11/01/10
Funke, Kevin	Custodian (Substitute)	Substitute services no longer needed	01/28/08	06/20/08
Galvin, Michelle	Instructional Assistant - Severely Disabled	Substitute services no longer needed	03/31/08	06/17/09
Grace, Richard	Custodian (Substitute)	Substitute services no longer needed	02/22/08	03/05/10
Granado, Edward	Custodian (Substitute)	Substitute services no longer needed	01/04/10	12/06/10
Greenfield, Anne	Food Distribution Worker (Substitute)	Substitute services no longer needed	10/05/09	06/01/10
Grommet, Amie	Child Care Program Facilitator (Substitute)	Substitute services no longer needed	10/07/96	11/13/09
Hamilton, Margaret	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	02/12/08	04/25/08
Hyland, Joni	Instructional Assistant - Special Education	All available leaves exhausted	09/04/02	02/08/11
Johnson, Robert	Custodian (Substitute)	Substitute services no longer needed	01/08/10	02/26/10

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 1, 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>
Kalinowski, Jean	School Health Technician (Substitute)	Substitute services no longer needed	11/07/06	06/14/09
Kelly, Mary Ann	Instructional Assistant - ESL (Substitute)	Substitute services no longer needed	09/08/78	04/27/10
Kingsbury, Eric	Custodian (Substitute)	Substitute services no longer needed	08/21/06	02/11/10
Kurtkan, Fatos	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	04/24/03	06/10/09
Larraway, Dianna	Child Care Program Facilitator (Substitute)	Substitute services no longer needed	11/31/90	12/16/09
Lee, Sonia	Child Care Attendant (Substitute)	Substitute services no longer needed	12/14/06	10/13/09
Lehman, Gregory	Instructional Assistant - APE (Substitute)	Substitute services no longer needed	06/06/05	06/06/08
Levy, Lauren	Food Distribution Worker (Substitute)	Substitute services no longer needed	03/19/04	12/09/09
Lopez, Michael	Head Custodian (Substitute)	Substitute services no longer needed	08/19/10	08/19/10
Martin, Jessica	Instructional Assistant - Severely Disabled (Substitute)	Substitute services no longer needed	10/04/06	06/18/10
Martini, Julie	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	10/18/88	04/21/08
Martinez-Frias, Oscar	Custodian (Substitute)	Substitute services no longer needed	02/01/10	12/15/10

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 1, 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>
Medrano, Ricardo	Custodian (Substitute)	Substitute services no longer needed	01/17/06	02/18/08
Mello, Bridgit	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	06/05/09	03/13/06
Mendelssohn, David	Custodian (Substitute)	Substitute services no longer needed	10/12/10	10/12/10
Miller, Christopher	Instructional Assistant - Severely Disabled (Substitute)	Substitute services no longer needed	09/18/08	01/04/10
Min Kim, Linda	Preschool Educator (Substitute)	Substitute services no longer needed	08/27/01	06/17/09
Montgomery, Joanne	Food Distribution Worker (Substitute)	Substitute services no longer needed	02/14/06	10/27/09
Nguyen, Thu	Instructional Aide - Bilingual (Substitute)	Substitute services no longer needed	09/11/07	09/11/07
Nguyen, Tina	Instructional Assistant - Severely Disabled (Substitute)	Substitute services no longer needed	12/07/06	11/02/09
Nop, Narilyn	Instructional Assistant - ABA (Substitute)	Substitute services no longer needed	02/25/08	06/17/09
Nuckels, Sarah	Child Care Attendant (Substitute)	Substitute services no longer needed	04/15/08	09/26/08
O'Brien, Stephanie	Child Care Attendant (Substitute)	Substitute services no longer needed	03/08/04	08/21/09
Ochoa, Carlos	Custodian (Substitute)	Substitute services no longer needed	09/08/10	12/14/10

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 1, 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>
Ovoian, Christopher	Custodian (Substitute)	Substitute services no longer needed	05/03/10	05/14/10
Parlee, Linda	School Health Technician (Substitute)	Substitute services no longer needed	10/05/09	10/05/09
Perlman, Sabrina	Instructional Assistant - Interpreter D/HoH (Substitute)	Substitute services no longer needed	11/10/09	11/21/09
Pescarolo, Melinda	School Library Specialist	Substitute services no longer needed	04/03/89	04/29/09
Pleitez, Nelson	Custodian (Substitute)	Substitute services no longer needed	01/22/07	06/01/09
Pulcifer, Khanie	Instructional Assistant (Substitute)	Substitute services no longer needed	01/22/07	05/13/09
Raines, Phyllis	Instructional Assistant - Severely Disabled (Substitute)	Substitute services no longer needed	04/15/88	06/17/09
Rojo, William	Custodian (Substitute)	Substitute services no longer needed	01/28/10	01/28/10
Sample, Eileen	Custodian (Substitute)	Substitute services no longer needed	02/21/08	07/03/08
Schulman, Barbara	Instructional Assistant - Severely Disabled (Substitute)	Substitute services no longer needed	04/23/09	10/29/09
Schutt, Judy	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	02/21/77	02/06/09
Sebring, Nancy	Administrative Assistant (Substitute)	Substitute services no longer needed	09/01/86	11/01/09

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 1, 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>
Shields, Lynnette	Administrative Assistant (Substitute)	Substitute services no longer needed	06/01/82	02/23/09
Smith, Shirlee	Bus Driver (Substitute)	Substitute services no longer needed	04/09/07	03/26/09
Sundlie, Briana	Child Care Attendant (Substitute)	Substitute services no longer needed	01/18/08	01/18/08
Thompson, Michael	Bus Driver (Substitute)	Substitute services no longer needed	06/25/01	12/18/09
Villagran, Marguerite	Preschool Educator (Substitute)	Substitute services no longer needed	01/07/02	05/22/09
Visser, Robin	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	04/29/96	02/18/09
Votendahl, Mildred	Instructional Assistant (Substitute)	Substitute services no longer needed	12/07/09	05/13/10
Walker, Christine	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	11/30/09	12/02/09
Washington, Berrin	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	09/04/08	12/15/08
Willis, Crystal	Instructional Assistant - Special Education (Substitute)	Substitute services no longer needed	06/17/09	09/29/08

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Administrative Secretary
DATE: March 10, 2011
SUBJECT: Agenda Item No. 7.A.: ELIGIBILITY LISTS

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:

- 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

Recommendation

Interim Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2010 - 14, 2010 - 15 , 2010 - 16, 2010 - 17, 2010 - 18, and 2010 - 19.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Robert W. Lee
Interim Director, Classified Personnel

DATE: March 3, 2011

SUBJECT: Agenda Item No. 8: Job Description Revision
Information Technology Support Specialist (ITSS)

Background Information

As the Commission is aware, there has been a marked increase in the use of technology throughout the District. Initially, only upper grade students had the opportunity to use computers and now the District provides technology at all grade levels. The desktop computer, followed by the laptop and most recently the use of SMART Boards and projectors in the classroom has dramatically impacted how students learn. Excellent teaching coupled with cutting edge technology creates an above average learning environment for Ocean View students.

In addition to the increase of hardware being purchased, there is an increase in demand for student data. California Department of Education created CALPADS as a longitudinal data system to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments and other data for state and federal reporting. Data is being submitted to CALPADS on an on-going basis throughout the year

To deal with this last year, at the request of the administration, the Personnel Commission adopted the job description for Information Technology Support Specialist (ITSS) at the June 10, 2010 meeting. The classification has never been occupied, as the Information Services Division has been in a period of transition. Rick Larson, Director, Information Services has since rethought the emphasis of the job and has asked that the job description be revised prior to posting to fill the position.

This job is no longer intended to be a technical help desk to assist users in their reporting of and/or remotely helping them in general troubleshooting problems with their hardware and/or software.

The job is instead intended to serve as an interface between technology users throughout the District and Information Services staff for problems involving the District's Student Information System (AERIES) and the State's California Longitudinal Pupil Achievement Data System (CALPADS). If not able to assist the user in resolving the problem, the ITSS position will refer the problem to the appropriate technician.

The portions of the existing job description for Information Technology Support Specialist (ITSS) recommended for deletion are being incorporated into a separate job description, which will be brought to the Personnel Commission as soon as it can be developed along with an appropriate salary recommendation.

The portions of the job description being deleted deal with the less technical aspects of the job; therefore it is recommended that there is no need to revise the salary to be paid the Information Technology Support Specialist (ITSS). The Interim Director of Classified Personnel has reviewed the proposed changes and has no concerns or problems with the proposed changes. District administration has reviewed and also supports the proposed revisions to the job description for Information Technology Support Specialist (ITSS).

Attachment: Proposed revised job description for Information Technology Support Specialist (ITSS), dated 3/2/11.

.....
Recommendation

The Interim Director of Classified Personnel recommends the Personnel Commission approve and adopt the recommended changes to the Information Technology Support Specialist (ITSS) job description.

INFORMATION TECHNOLOGY SUPPORT SPECIALIST (ITSS)

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~~ **Specialist** for the District's Student Information System (AERIES) and the State California Longitudinal Pupil Achievement Data System (CALPADS) ~~system~~; assumes and performs related work as necessary or required.

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, CALPADS, and standard applications software,~~ **more project oriented with responsibility for the many State mandated timelines throughout the year**, while the Network Systems Manager is responsible for network systems, databases and application(s) programs used throughout the District as well as network security and anti-viral protection.

EXAMPLES OF DUTIES:

Assist the Director of Information Services with State reporting, including but not limited to: Standardized Testing and Reporting (STAR), California English Language Development Test (CELDT), Otis-Lennon School Abilities Test (OLSAT) using the AERIES database. *E*

~~Handle~~ **Serve as the Local Educational Agency (LEA) Contact for Ocean View School District** with various responsibilities of maintaining CALPADS information for the assigning of Statewide Student Identification (SSID) numbers for all incoming students, resolving anomalies and prompting school offices to add/clean up essential student data in AERIES in order to correct errors in submissions, **as well as perform weekly reconciliation with the CALPADS database.** *E*

~~Input data and resolve user issues with the~~ **Import data from AERIES to the web-based Data Director application.** *E*

~~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 SmartBoards) purchased throughout the District as well as making note of all salvaged equipment.~~ *E*

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

Create student log-ons for middle school students as needed throughout the year. *E*

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

Copy student records in AERIES from one school to another as needed throughout the year, with a heavy load prior to the start of school in the Fall. *E*

Help facilitate meetings and present specific data input requirements for AERIES to the school administrators and support staff. *E*

~~Coordinate SmartBoard 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*~~

~~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. *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 voicemails 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 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*~~

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.

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

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;

Microsoft SQL Server

Word processing (~~WordPerfect~~, 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 (including but not limited to STAR, CELDT, OLSAT) using the AERIES database and the CALPADS information for the assigning of SSID numbers for all incoming students.

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;

Troubleshoot MS Word ~~WordPerfect~~ family of software and AERIES student information database and other software applications;

Oversee and develop queries (**Aeries SQL version and Aeries Access version**) 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 two 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 one year of the required 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.

New classification adopted by Personnel Commission 6/17/10

Proposed revised classification 3/10/11

