



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, May 12, 2022

REGULAR MEETING
4:30 p.m.
Board Room, Building A

Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 – 2022

PERSONNEL COMMISSION:

Bob Ewing, Chair
Lance Bidnick, Vice-Chair
Daniel P. Gooch, Member

A G E N D A
PERSONNEL COMMISSION
OCEAN VIEW
SCHOOL DISTRICT

REGULAR MEETING
THURSDAY, MAY 12, 2022
4:30 p.m.
BOARD ROOM, BUILDING A

1. **CALL TO ORDER** TIME: _____ p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **TIME CERTAIN – 2022 CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR RECOGNITION:** On behalf of the Personnel Commission and Ocean View School District, Director Vellanoweth and staff will recognize the 2022 Classified School Employees of the Year. **PRESENTATION**

<u>Employee</u>	<u>Classification</u>	<u>Site</u>	<u>Category</u>
Sarah Bruce	School Office Clerk	College View	Clerical & Administrative
Luis Camarena*	Skilled Maintenance Worker	Facilities	Skilled Trades
Nancy Davis	Lead Food Service Worker	Mesa View	Food & Nutrition Services
Judy Johnston	Database Analyst	District Office	Technical Services
Elizabeth Lampley	School Health Technician	Spring View	Health & Student Services
Kelly Murray	Lead Behavior Instructional Assistant	Special Education	Paraprofessional
Santos Salas	Head Custodian	Westmont	Custodial & Maintenance

*Luis Camarena has also been selected by the Orange County Department of Education as their Classified School Employee of the Year in the category of Skilled Trades.

5. **PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

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.

Please note that it is highly recommended that masks be worn in the Board Room, however it is not required.

6. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the April 13, 2022, Regular Personnel Commission meeting for approval.

ACTION
Pages 1-5
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION

Page 6

Moved: _____

Second: _____

Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

There are no job description reviews or revisions requiring approval at this time.

B. RECRUITMENT AND TESTING:

ELIGIBILITY LIST(S): The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists. *(Eligibility lists provided to Commissioners only.)*

- 2021-73 Payroll Technician
- 2021-74 Central Kitchen Lead Food Service Worker
- 2021-75 Senior Purchasing Clerk

8. **CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity List received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meeting of:

INFORMATION

Pages 7-9

- April 5, 2022 (Exhibit A)
- April 26, 2022 (Exhibit B)

9. **CLASSIFIED PERSONNEL RECRUITMENT LIST:** The Personnel Commission will receive for information the current list and status of classified recruitments.

INFORMATION

Pages 10-11

10. **PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2022-2023:** The Personnel Commission will hold a Public Hearing prior to taking action on its Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2022-2023.

DISCUSSION

Pages 12-21

Open Time: _____ p.m.

Close Time: _____ p.m.

11. **ADOPTION OF THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2022-2023:** The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2022-2023. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for the Fiscal Year 2022-2023, to be forwarded to the County Superintendent once the District's budget is adopted.

ACTION

Moved: _____

Second: _____

Vote: _____

12. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director's recommendation to remove the name of a candidate from an eligibility list in accordance with Merit System Rule 6.1.8. *(Copy of letter provided to Commissioners only.)*

ACTION

Page 22-23

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. **COMMISSIONER REPORTS**

15. **DIRECTOR AND STAFF REPORTS**

16. **ADJOURNMENT**

TIME: _____ p.m.

ACTION

Moved: _____

Second: _____

Vote: _____

The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org.

Agenda items must be submitted in writing to the Director, Classified Personnel at mvellanoweth@ovsd.org no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400, 1401, or mvellanoweth@ovsd.org or meifert@ovsd.org at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).

Safety protocol reminders when attending Personnel Commission meetings in person:

- *Before entering the building, please perform the self “wellness check” posted on the entrance. If you answer Yes to any of the questions, please do not enter the premises.*
- *As you enter the meeting room, use hand sanitizer, which is located on the wall at both entrances.*
- *Wearing a face covering is highly recommended, but not required.*
- *Practice social distancing.*

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
April 13, 2022
4:30 p.m.

- CALL TO ORDER** Commissioner Ewing called the April 13, 2022, Regular Personnel Commission Meeting to order at 4:32 p.m.
- PLEDGE OF ALLEGIANCE** Keith Farrow, Assistant Superintendent, led the pledge of allegiance.
- ROLL CALL** Commissioners Ewing and Gooch were present. Commissioner Bidnick was absent.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant.
- REPORT OUT OF CLOSED SESSION** Commissioner Ewing reported that the annual evaluation for the Director of Classified Personnel had been conducted and is completed.
- PUBLIC COMMENTS** There were no comments from the public.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the March 10, 2022, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
There were no job description reviews or revisions submitted for approval.
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2021-62 Noon Duty Supervisor
 - 2021-63 Instructional Assistant
 - 2021-64 Instructional Assistant – ABA
 - 2021-65 Maintenance Plumber
 - 2021-66 Instructional Assistant – Special Education
 - 2021-67 Noon Duty Supervisor
 - 2021-68 Maintenance HVAC Mechanic
 - 2021-69 Food and Nutrition Services Operations Supervisor
 - 2021-70 Instructional Assistant – ABA
 - 2021-71 Instructional Assistant – Special Education
 - 2021-72 Instructional Assistant – Severely Disabled
- Motion by Commissioner Gooch to approve the Consent Calendar.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent.

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of March 8, 2022, and March 22, 2022.

**CLASSIFIED
PERSONNEL
RECRUITMENT LIST**

The Personnel Commission received for information only, the Classified Personnel Recruitment List that contains information and status of classified recruitments.

**PROPOSED
BUDGET 2022-2023
– PRELIMINARY
DRAFT – FIRST
READING AND
DISCUSSION**

Director Vellanoweth stated that Education Code requires the Personnel Commission to prepare an independent budget for its own office, which is later combined into the budget of the District and presented to the County Superintendent for approval. Today a preliminary draft for the 2022-2023 school year is being reviewed, providing anyone with the opportunity to make comments or provide input. Then prior to the May 30 budget adoption deadline, it is required to hold a public hearing, inviting the governing board and district administration to attend and give their views on the budget.

This year, Commissioner Bidnick, Vice Chair, served as the Director's budget advisor. In preparing to develop the preliminary draft budget, Director Vellanoweth met with Tim Golden, Director of Fiscal Services to obtain information necessary to identify past expenditures and trends, project future expenditures, including salary and benefit costs, and discuss budget strategies. Director Vellanoweth and Commissioner Bidnick then met to discuss how best to meet the essential needs of the Commission, the delivery of service, and how these might align with district budget objectives. A key objective of the Commission for the coming year is to begin addressing review of classified job descriptions.

Director Vellanoweth then met together with Director, Fiscal Services, Tim Golden, and budget liaison and Commission Vice-Chair, Lance Bidnick, to present several draft proposals that would meet the minimal needs of the Commission for the coming year while providing options for alignment with the district's budget goals and objectives. It is understood that we need to be mindful of the District's fiscal solvency. Director Vellanoweth reviewed all areas of the budget, in an attempt to keep discretionary spending as low as possible, meet the essential and minimal needs of the Commission, while maintaining prudent flexibility.

Director Vellanoweth briefly went over all the line items, explaining the recommendation to keep the same, increase or decrease for the upcoming school year. She recommends that most line items continue as currently budgeted, as they will meet the needs of the Commission with minimal spending. Increases are limited to salaries and statutory benefits where cost of living has increased, a slight increase in temporary support, and funding for staff participation in the Merit System Academy. The Commission will continue to work with the district to explore options to address the review and update of job descriptions. The Director will continue to be prudent, strategically planning expenditures around the essential, necessary, and discretionary priority levels, to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year to support and build the District's reserves.

This preliminary budget has been shared and reviewed with budget liaison, Lance Bidnick, to ensure it will meet the needs of the Commission for the coming year, as well as with Director, Fiscal Services, Tim Golden to ensure it aligns with the district's budget goals and objectives. Mr. Golden has also shared this proposal with Assistant Superintendent, Keith Farrow.

**PROPOSED
BUDGET 2022-2023
– PRELIMINARY
DRAFT – FIRST
READING AND
DISCUSSION
(CONTINUED)**

The Preliminary Draft 2022-2023 Annual Budget of the Personnel Commission is the Director's best estimate as to the minimum budget required to operate during the next fiscal year.

Commissioner Gooch commented that he is hopeful that when the budget was being prepared with the Director of Fiscal Services, that Director Vellanoweth felt confident that it would be possible to dig in and catch up with some of the duties that have not been kept up with over the last few years. He specifically referred to the job description reviews and other items that are rudimentary but required. The reason he mentions this is that timely updating of the job classifications allows us to respond in a timely fashion when the administration submits personnel requisitions due to an unanticipated retirement or resignation.

Director Vellanoweth replied and stated that this has been a major point during the conversations regarding the budget for this coming year. She will be continuing to work with the district to explore options on how to address the job description review project.

**SALARY
ADJUSTMENT
REQUEST – BUS
DRIVER/UTILITY
WORKER**

Director Vellanoweth recently received a request from the Assistant Superintendent of Administrative Services, to review the salary placement of the Bus Driver/Utility Worker. There was an interest by the district in knowing how our salary compared to other local districts. It has been evident over the last few years that there is difficulty in finding experienced bus drivers who are willing to do this job for our district and to retain them. We continue to face emergency situations where we cannot meet our ability to transport students, particularly students with special needs.

A salary study was conducted. The District has an interest in making the Bus Driver/Utility Worker salary more competitive with other local districts. This will hopefully help in our recruitment efforts and in the retention of qualified bus drivers.

Director Vellanoweth recommends that the Personnel Commission recommend to the Board of Trustees that the Bus Driver/Utility Worker salary be adjusted from Range 32, \$21.754 to \$26.506 hourly, to Range 37, \$24.614 to \$29.992 hourly.

This recommendation has been shared with the Assistant Superintendent of Administrative Services and the Superintendent, who are in support of this range reallocation. The information was also shared with CSEA.

Commissioner Ewing mentioned that in past conversations with the former Director of Transportation, he was told our district hires bus drivers, trains bus drivers, provides bus drivers with all they need to perform their duties, then loses those bus drivers to other districts, and it is due to the salary.

Commissioner Gooch asked why this has not been done sooner. He also wondered what the triggering event was that caused the district to conduct a salary survey that results in a five range salary increase. He thinks that collectively the Personnel Commission and the administration need to work more collaboratively so that we do not get to this point. He believes the district needs to be more proactive.

Commissioner Gooch asked Director Vellanoweth how long this salary structure has been in place for the Bus Driver. Director Vellanoweth answered that she does not recall, but it has been many years. She mentioned that recently the district did increase the hours of all bus drivers to 30 hours per week, so they can maintain health benefits.

**SALARY
ADJUSTMENT
REQUEST – BUS
DRIVER/UTILITY
WORKER
(CONTINUED)**

Motion by Commissioner Gooch to approve the Salary Adjustment Request – Bus Driver/Utility Worker.

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent.

**PROPOSED NEW
CLASSIFICATION –
UNIVERSAL
INSTRUCTIONAL
ASSISTANT**

Director Vellanoweth explained that a new Universal Transitional Kindergarten program, which is outlined in Senate Bill 130, will be gradually phased in over the next five years, until it includes all the state’s 4-year olds by the 2025-2026 school year. This Universal TK, like kindergarten, will operate a full day program. In addition, the state’s new Expanded Learning Opportunities Program (ELOP) requires local educational agencies to offer a nine-hour school day, which can include before and/or after class services.

Director Vellanoweth has spoken with other classified directors and also met with the Director of Child Development Programs, Sue Broderson, and the Assistant Superintendent of Educational Services, Julianne Hoefer, to discuss options to support the needs of both programs and impact of current classified staff.

In reviewing the proposed duties, responsibilities, and requirements provided, Director Vellanoweth determined that these are appropriate to assign to a classified bargaining unit position. She also recommends a new classification that would best meet the needs of the district for both programs in offering services to students before, during and after school district wide. The new classification will be a promotional opportunity with increased pay for many employees and will also offer potential increases in hours and a wider variety of work shifts. Most importantly, it will offer the district flexibility in how it can assign instructional assistants to provide consistent support for all students in all programs.

Director Vellanoweth recommends that the proposed new classification of Universal Instructional Assistant be approved and placed at Salary Range 22, \$16.993 to \$20.703 per hour, on the Classified Bargaining Unit Salary Schedule, be assigned to the Instructional Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Motion by Commissioner Gooch to approve the Proposed New Classification – Universal Instructional Assistant.

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent.

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Gooch is pleased that things are moving ahead and that we are all able to gather together once again.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for May 12, 2022.

DIRECTOR AND STAFF REPORTS

Director Vellanoweth confirmed that the next Personnel Commission meeting is scheduled for May 12, 2022, at which the public hearing for the adoption of the Personnel Commission budget will be held. The Personnel Commission will also recognize the 2022 Classified School Employees of the Year.

Director Vellanoweth thanked the Commissioners for conducting her evaluation. She thanked Commissioner Bidnick, Assistant Superintendent Keith Farrow, and Director Timothy Golden for their support and input in developing the 2022-2023 Personnel Commission budget. She also thanked Sue Broderson, Coordinator of Child Development Programs and Adriana Boyer, School Office Manager Bilingual for inviting her to come out and be a guest reader to preschoolers during the Week of the Young Child.

Director Vellanoweth provided the Commissioners with updates on current recruitments, the staffing of the Central Kitchen, summer planning, a job fair that Personnel Technician Diana Flores and Personnel Analyst Betzabeth Vazquez took part in at the Huntington Beach Adult School. She mentioned that the week of May 10 is designated as the Week of the Employee. She also announced that the Board of Trustees had named Dr. Michael Conroy as the new Superintendent , effective July 1, 2022, and welcomed him back.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion was seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Bidnick was absent, at 5:04 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 12, 2022

SUBJECT: Agenda Item No. 7B.: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. (Eligibility Lists to Commissioners only).

List No.	Classification	No. of Applicants	No. of Ranks	No. of New/Merged Eligibles	List Type
2021-73	Payroll Technician	28	4	5	Open, Promotional, and Merge
2021-74	Central Kitchen Lead Food Service Worker	2	1	1	Promotional
2021-75	Senior Purchasing Clerk	11	4	4	Open and Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-73 through 2021-75.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 12, 2022

SUBJECT: Agenda Item No. 8: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of:

- April 5, 2022 (Exhibit A)
- April 26, 2022 (Exhibit B)

The Board of Trustees received the above Classified Personnel Activity List(s) for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of April 5, 2022, and April 26, 2022.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 5, 2022

Approve Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Holmes, Samantha	Instructional Assistant – ABA	Hope View	\$18,761 hourly	26.1	03/24/2022
Hurtado, Megan	Instructional Assistant – ABA	Westmont Preschool	\$18,761 hourly	26.1	03/28/2022
Nelson, Christina	Noon Duty Supervisor	Circle View	\$15,00 hourly		03/29/2022
Rodarte, Alexandra	Instructional Assistant – ABA	College View Preschool	\$18,761 hourly	26.1	03/11/2022
Rowe, Jennifer	Noon Duty Supervisor	Star View	\$15,00 hourly		03/29/2022
Salas, Erika	Child Care Attendant	Mesa View	\$15,397 hourly	18.1	03/18/2022
Zone, Maddison	Noon Duty Supervisor	Marine View	\$15,00 hourly		03/15/2022

Approve Promotion
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Brown, Robin	Custodian	Vista View	\$19,718 hourly	28.1	03/21/2022
Schaffer, Melissa	School Office Manager	Village View	\$4,374.07 monthly	36.2	03/23/2022

Approve Substitute Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Bruyn, Walter	Noon Duty Supervisor	Substitute	\$15,00 hourly		03/28/2022
Esparza, Nicholas	Groundskeeper I	Substitute	\$21,219 hourly	31.1	03/14/2022
Islam, Nishat	Food Service Worker	Substitute	\$15,397 hourly	18.1	03/17/2022
Martinez, Victor	Custodian	Substitute	\$19,718 hourly	28.1	03/16/2022
Martinez, Victor	Head Custodian	Substitute	\$21,754 hourly	32.1	03/16/2022
Miller, Margaret	ALC Attendant	Substitute	\$15,775 hourly	19.1	09/24/2021
Webb, Chloe	Instructional Assistant – Special Education	Substitute	\$16,993 hourly	22.1	03/01/2022

Approve Separation – Resignation
In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Bello, Natalia	Senior Purchasing Clerk	District Office	02/25/2019	03/25/2022
Ramos, George	Groundskeeper I	Facilities	10/31/2018	03/31/2022

Approve Leave of Absence Without Pay
In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Quezada, Araceli	Instructional Assistant – ABA	Village View	03/15/2022	05/15/2022

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 26, 2022

Approve Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Campos, Federico	Custodian	Mesa View	\$19,718 hourly	28.1	04/11/2022
Gutierrez, Denise	Noon Duty Supervisor	Circle View	\$15.00 hourly		04/04/2022
Lewandowski, Grant	Maintenance Plumber	Facilities	\$4,708.43 monthly	41.1	04/11/2022
Sorrentino, Diana	Noon Duty Supervisor	Harbour View	\$15.00 hourly		04/18/2022
Wood, Carrie	Instructional Assistant	Hope View	\$16,577 hourly	21.1	03/23/2022

Approve Promotion

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Hoeker, Gail	Food and Nutrition Services Operations Supervisor	Food and Nutrition Services	\$5,917.00 monthly	M51.1	05/16/2022

Approve Substitute Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Gonzalez, Ramiro	Custodian	Substitute	\$21,754 hourly	28.3	04/08/2022
Lopez, Jadira	Intermediate Clerk Typist	Substitute	\$19,718 hourly	28.1	03/25/2022
Lopez, Jadira	School Office Clerk	Substitute	\$19,718 hourly	28.1	03/25/2022
Lopez, Mary	Instructional Assistant – Special Education	Substitute	\$16,993 hourly	22.1	04/05/2022
Morales, Melanie	Senior Purchasing Clerk	Substitute	\$22,859 hourly	34.1	04/06/2022
Ponce, Laurie	Noon Duty Supervisor	Substitute	\$15.00 hourly		04/04/2022
Tlatempa, Amayrani	Instructional Assistant – Special Education	Substitute	\$16,993 hourly	22.1	03/23/2022

Approve Separation – Resignation

In accordance with Merit System Rules 8.4.3:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Alcala, Anthony	Instructional Assistant – ABA	Mesa View	07/15/2019	04/18/2022
Arciga, Gabriel	Groundskeeper I	Facilities	12/07/2021	04/15/2022
Martinez, Victor	Lead Evening Custodian	Facilities	03/07/2022	04/11/2022
Ortiz, Yolanda	Noon Duty Supervisor	College View	10/19/2015	04/01/2022
Osborne, Kimberly	School Library Specialist	Village View	08/30/2021	03/31/2022
Thompson, Allie	Speech and Language Pathologist Assistant	Golden/Vista View	05/20/2021	06/23/2022

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 12, 2022

SUBJECT: Agenda Item No. 9: CLASSIFIED PERSONNEL RECRUITMENT LIST

Background Information

These lists are provided for the Personnel Commissioners to review the classified recruitments that are currently in progress.

Classification	Number of Vacancies	Status
ALC Attendant	3	Written exam 5/3/2022; Oral Technical exam being scheduled
Bus Driver/Utility Worker	7	Reposted on Edjoin – Continuous
Central Kitchen Operations Supervisor	1	Posting pending
Central Kitchen Lead Food Service Worker	1	Oral exam 4/28/22; Final Interview 5/5/22
Child Care Attendant	5	Posted on Edjoin; Continuous; Written exam 5/3/22
Community Liaison Bilingual	1	Req being routed for approvals before posting on Edjoin
Custodian	1	Posted on Edjoin; Application Deadline 5/10/22; Written exam 5/17/22
Food & Nutrition Services Operations Supervisor	1	Internal candidate promoted; Start date 5/16/22
Groundskeeper I	2	Valid Eligibility List; Final interviews 5/9/22
Instructional Assistant	4	Posted on Edjoin; Continuous; Oral Technical exam TBD
Instructional Assistant - ABA	10	Posted on Edjoin; Continuous; Oral Technical exam TBD
Instructional Assistant – Special Education	8	Posted on Edjoin; Continuous; Oral Technical exam TBD
Instructional Assistant – Severely Disabled	3	Posted on Edjoin; Continuous; Oral Technical exam TBD
Lead Evening Custodian	1	Posted on Edjoin; Application Deadline 5/3/22; Written exam 5/12/22
Lead Food Service Worker	1	Written exam 5/11/22

Classified Personnel Recruitment List

Page 2

Classification	Number of Vacancies	Status
Maintenance Carpenter/ Cabinetmaker	1	Pending posting on Edjoin
Maintenance HVAC Mechanic	1	Posted on Edjoin; Application Deadline 5/5/22
Noon Duty Supervisor	7	Posted continuously on Edjoin; Written exam 5/12/22
Payroll Technician	1	Reposted on Edjoin (3); Final Interview 5/4/22
School Health Technician	Substitutes	Posted on Edjoin; Application Deadline extended 4/28/2022
School Library Specialist	1	Written exam 4/28/22; Oral exam 5/5/22
School Office Clerk	1	Written exam 5/10/22
School Office Manager	1	Valid Eligibility List; Final Interview 4/27/22; Candidate selected; Start date TBD
Senior Purchasing Clerk	1	Oral exam 5/2/22; Final Interview 5/6/22

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Recruitment List.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: May 12, 2022

SUBJECT: Agenda Item No. 10 & 11: Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2022-2023 – Followed by Personnel Commission Discussion and Adoption of a 2022-2023 Budget

Background Information

Education Code 45253 requires the Commission to prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district. A proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to a public hearing. A public hearing is then 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.

At the April 13, 2022 meeting, the Commission reviewed for a first reading the proposed budget for Personnel Commission operations in the 2022-2023 school year. This proposed budget is now being brought back to the Commission, prior to the May 30, 2022 deadline, for the required public hearing and adoption.

Process and Recommendation

As established by the Commission in 2002, each year the Vice-Chair of the Commission serves as the budget development liaison with the Director, Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Lance Bidnick, current Vice-Chair, is serving as the liaison this year for the 2022-2023 Personnel Commission budget.

In preparing to develop this budget, the Director met with the Director, Fiscal Services, Tim Golden, to obtain information necessary to identify past expenditures and trends, project future expenditures, including salary and benefit costs, and discuss budget strategies. The Director and Vice-Chair budget liaison, Lance Bidnick, also met to discuss how to best meet the essential needs of the Commission and delivery of services, and how these might align with the district budget objectives. A key objective of the Commission for the coming year is to begin addressing review of classified job descriptions.

**Public Hearing on the Proposed Annual Budget of the Personnel Commission
For Fiscal Year 2022-2023 – Followed by Personnel Commission Discussion
And Adoption of a 2022-2023 Budget
Page 2**

The Director then met together with Director, Fiscal Services, Tim Golden, and budget liaison and Commission Vice-Chair, Lance Bidnick, to present several draft proposals that would meet the minimal needs of the Commission for the coming year while providing options for alignment with the district's budget goals and objectives. It is understood that we need to be mindful of the District's fiscal solvency. Therefore, the Director Classified Personnel reviewed all areas of the budget, in an attempt to keep discretionary spending as low as possible, meet the essential and minimal needs of the Commission, while maintaining prudent flexibility.

The Director recommends that most line items continue as currently budgeted, as they will meet the needs of the Commission with minimal spending. Increases are limited to salaries and statutory benefits where cost of living has increased, a slight increase in temporary support, and funding for staff participation in the Merit System Academy. The Commission will continue to work with the district to explore options to address the review and update of job descriptions. The Director will continue to be prudent, strategically planning expenditures around the essential, necessary, and discretionary priority levels, to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year to support and build the District's reserves.

This preliminary budget has been shared and reviewed with budget liaison, Lance Bidnick, to ensure it will meet the needs of the Commission for the coming year, as well as with Director, Fiscal Services, Tim Golden to ensure it aligns with the district's budget goals and objectives. Mr. Golden has also shared this proposal with Assistant Superintendent, Keith Farrow.

The Preliminary Draft 2022-2023 Annual Budget of the Personnel Commission is the Director's best estimate as to the minimum budget required to operate during the next fiscal year.

The Personnel Commission's proposed 2022-2023 non-salary discretionary budget contains ten line items totaling \$29,485. The expenditures supported by these individual line items are summarized as follows:

- **Administrative Supplies: *Recommended no change.*** Used to purchase all consumable paper products, office supplies, printer toner, testing materials, postage, job fair promotional and recruitment materials, and any other materials purchased for operating the Personnel Commission Office.
- **Non Capitalized Equipment (Over \$500): *Recommended no change.*** No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
- **Mileage: *Recommended no change.*** Used to reimburse Commissioners and Commission staff for personal vehicle travel expenses incurred in the course of Commission business.

**Public Hearing on the Proposed Annual Budget of the Personnel Commission
For Fiscal Year 2022-2023 – Followed by Personnel Commission Discussion
And Adoption of a 2022-2023 Budget
Page 3**

- **Travel/Conference: Recommended increase from last year.** Used for attendance of Personnel Commissioners, Director, and staff at State, regional and local Personnel Commissioner conferences. Also used to cover expenses involved in Personnel Commission Director and staff attendance at job related workshops, seminars, trainings and job fairs. Additional funds are being allocated to send Assistant to Merit System Academy training. Any expenditure for Travel/Conference will be subject to prior approval.
- **District Memberships: Recommended no change.** Used to pay for organizational memberships in CODESP (testing consortium), California School Personnel Commissioners Association, and Personnel Commissioners Association of Southern California.
- **Repair/Maintenance: Recommended no change.** To be used for repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
- **Duplication: Recommended no change.** Used to pay for internal printing costs, i.e. Personnel Commission agendas, on-boarding packets, job fair materials, examination materials, etc.
- **Employment Advertisements: Recommended no change.** Used to purchase job advertisements in job specific publications i.e., CASBO Job Finder, ASCA (EdCal), GovernmentJobs.com, Craig's List and other recruitment resources.
- **Consultants: Recommended no change.** Previously budgeted for hearing officers employed by the Commission to conduct hearings/investigations into appeals from disciplinary actions or alleged Rule violations. Per Fiscal Services, it is not necessary to budget for contingency costs of a hearing officer as there is no way to estimate legal costs. District agrees to support cost of hearing officer if Personnel Commission deems necessary to secure those services.
- **Outside Services: Recommended increase from last year.** Used to pay for on-going costs of shared HR/PC employee database HR2.0 and Docupeak workflow systems as contracted with Orange County Department of Education, as well as EdJoin applicant recruitment system. Ongoing costs of all systems divided equally between HR and PC budgets. Increase in fees for EdJoin for 2022-2023.

The Personnel Commission's 2022-2023 discretionary salary budget contains three line items totaling \$17,000. The expenditures supported by these individual line items are summarized as follows:

- **Overtime: Recommended no change.** Used for overtime of the Commission's Personnel Assistant taking minutes at Personnel Commission meetings and overtime for Personnel Commission staff during peak periods due to increased workload and recruitments.
- **Substitutes: Recommended increase from last year.** Used to support continuing office activities in the absence of Personnel Commission staff due to illness, scheduled vacation, job fair, or professional development attendance.

**Public Hearing on the Proposed Annual Budget of the Personnel Commission
For Fiscal Year 2022-2023 – Followed by Personnel Commission Discussion
And Adoption of a 2022-2023 Budget
Page 4**

- **Temporaries: *Recommended increase from last year.*** Used to provide additional assistance when needed, i.e., employees serving on oral exams/interview panels outside their normal working hours, exam proctoring, proctoring/grading of foreign language examinations, and additional support in Commission Office for long term projects and during peak periods.

Attachments: Personnel Commission Proposed Annual Budget 2022-2023
Education Code 45253

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Recommendation

The Director, Classified Personnel recommends the Personnel Commission hold a Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2022-23 and fully consider any input received.

The Commission is then requested to make any changes it deems appropriate, and adopt the Annual Budget of the Personnel Commission for Fiscal Year 2022-2023, to be forwarded to the County Superintendent.

Education Code 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

<u>Categories/Object Code</u>	<u>2019-2020</u> Actuals	<u>2020-2021</u> Actuals	<u>2021-2022</u> Budgeted/ Expended thru 3rd Quarter	<u>2021-2022</u> Budgeted/ Est to close	<u>2022-2023</u> Proposed Budget	<u>Comments/Rationale</u>
Admin Supplies (4305)						
Budgeted	\$4,500.00	\$3,200.00	\$3,200.00	\$3,200.00		
Reduced Spending*	-\$1,350.00					
Expended	\$1,332.00	\$1,488.00	\$1,878.00	\$3,200.00	\$3,200.00	Continue - Will meet needs with minimal spending. Expenditures estimated through end of school year include replacing depleted office supplies, recruitment and promotional materials, supplies for archiving terminated files.
% Expended	30%	47%	59%	100%		
Non Capitalized Equipment (Over \$500) (4490)						
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00		
Expended	\$1,773.00	\$0.00	\$2,478.00	\$2,478.00	\$0.00	Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
% Expended	1773%	0%	2478%	2478%		
Mileage (5201)						
Budgeted	\$150.00	\$150.00	\$150.00	\$150.00		
Expended	\$18.00	\$47.00	\$12.00	\$50.00	\$150.00	Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
% Expended	12%	31%	8%	33%		
Travel/Conference (5202)						
Budgeted	\$2,100.00	\$900.00	\$900.00	\$900.00		
Reduced Spending*	-\$630.00				\$1,500.00	Increase - Supports director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff trainings. Additional funds to send Assistant to Merit System Academy
Expended	\$1,090.00	\$0.00	\$575.00	\$575.00		
% Expended	82%	0%	64%	64%		
District Memberships (5301)						
Budgeted	\$3,100.00	\$3,200.00	\$3,200.00	\$3,200.00		
Expended	\$3,100.00	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00	Continue - Memberships for CODESP, PCASC and CSPCA anticipated to remain the same.
% Expended	100%	100%	100%	100%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget		
Repair/Maintenance (5617)							
Budgeted	\$700.00	\$400.00	\$400.00	\$400.00			Continue - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
Expended	\$241.00	\$201.00	\$139.00	\$250.00	\$400.00		
% Expended	34%	50%	35%	63%			
Duplication Charges (5715)							
Budgeted	\$800.00	\$500.00	\$500.00	\$500.00			Continue - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
Reduced Spending *	-\$240.00						
Expended	\$218.00	\$57.00	\$10.00	\$200.00	\$500.00		
% Expended	57%	11%	2%	40%			
Employment Advertisements (5805)							
Budgeted	\$2,300.00	\$2,100.00	\$2,100.00	\$2,100.00			Continue - EdJoin and Government Jobs (7 posts per year) meet most posting needs except for highly technical and management positions where outside advertising is necessary through CASBO/ACSA, or other recruitment options as needed such as veteran sites and/or Craig's List.
Expended	\$2,050.00	\$1,000.00	\$1,200.00	\$1,700.00	\$2,100.00		
% Expended	89%	48%	57%	81%			
Consultants (5820)							
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00			Continue - Per Fiscal Services, not necessary to budget for contingency cost of hearing officer in event of an appeal. No way to estimate legal costs. District agrees to support cost of hearing officer, if PC deems necessary.
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
% Expended	0%	0%	0%	0%			
Outside Services - Non Repair/Mtce (5825)							
Budgeted	\$19,283.00	\$19,283.00	\$18,080.00	\$18,080.00			Increase - PC's half of HR/PC employee database HR2.0 and workflow system through OCDE \$17,500 annually. EdJoin increased to \$1866 annually of which PC pays half.
Expended	\$19,508.00	\$19,830.00	\$17,600.00	\$18,100.00	\$18,435.00		
% Expended	101%	103%	97%	100%			

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2019-2020</u> Actuals	<u>2020-2021</u> Actuals	<u>2021-2022</u> Budgeted/ Expended thru 3rd Quarter	<u>2021-2022</u> Budgeted/ Est to close	<u>2022-2023</u> Proposed Budget	<u>Comments/Rationnale</u>
TOTAL NON SALARY ITEMS						
Budgeted	\$32,933.00	\$29,733.00	\$28,530.00	\$28,530.00	\$29,485.00	
Reduced Spending *	-\$2,220.00		\$27,092.00	\$29,753.00		
Expended	\$29,330.00	\$25,823.00				
% Expended	96%	87%	95%	104%		Increase \$955 from previous year

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2019-2020</u> Actuals	<u>2020-2021</u> Actuals	<u>2021-2022</u> Budgeted/ Expended thru 3rd Quarter	<u>2021-2022</u> Budgeted/ Est to close	<u>2022-2023</u> Proposed Budget	<u>Comments/Rationale</u>
Overtime (2490)						
Budgeted	\$2,400.00	\$2,000.00	\$2,000.00	\$2,000.00		
Expended	\$1,577.00	\$1,339.00	\$423.00	\$1,400.00	\$2,000.00	Continue - Personnel Assistant overtime for PC Meetings
% Expended	66%	67%	21%	70%		
Substitutes (2497)						
Budgeted	\$5,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
Expended	\$2,627.00	\$3,824.00	\$4,781.00	\$5,000.00	\$5,000.00	Increase - Support office activities in absence of employees due to illness, scheduled vacation, job fair attendance, etc.
% Expended	52%	191%	239%	250%		
Temporaries (2495)						
Budgeted	\$14,000.00	\$7,000.00	\$7,000.00	\$7,000.00		
Expended	\$5,963.00	\$3,659.00	\$6,054.00	\$7,000.00	\$10,000.00	Increase - Support needed for oral exam panel members, exam proctoring, proctoring/grading foreign language exams, long term projects and temporary office support during peak periods.
% Expended	42%	52%	86%	100%		
TOTAL OTHER SALARY ITEMS						
Budgeted	\$21,400.00	\$11,000.00	\$11,000.00	\$11,000.00	\$17,000.00	Increase \$6,000 from previous year
Expended	\$10,167.00	\$8,822.00	\$11,258.00	\$13,400.00		This amount includes hourly rate of pay plus statutory benefits.
% Expended	48%	80%	102%	121%		

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget		
TOTAL STAFF SALARY ITEMS							
Budgeted	\$471,571.00	\$492,615.00	\$497,553.00	\$497,553.00	\$532,347.00		Increase of \$34,794 to current staff (Director, Assistant, Analyst & Technician) due to scheduled salary step increases and statutory benefit increases.
Expended	\$474,540.00	\$484,533.00	\$347,584.00	\$497,553.00	\$532,347.00		
% Expended	100%	98%	99%	100%			

**PERSONNEL COMMISSION
BUDGET TOTALS
THREE YEAR HISTORY**

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget	
Budgeted	\$525,904.00	\$553,348.00	\$537,083.00	\$537,083.00	\$578,832.00	Increase of \$41,749 (7.8%) from previous year Increase in Travel/Conferences, Outside Services \$955 Increase Sub, Temp \$6,000 Increase in current staff statutory salaries and benefits \$34,794
Reduced Spending*	-\$2,220.00	\$519,178.00	\$385,961.00	\$540,706.00		
Expended	\$514,037.00	\$519,178.00	\$385,961.00	\$540,706.00		
% Expended	98%	94%	72%	101%		

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: May 12, 2022

SUBJECT: Agenda Item No. 12: Removal of Name from Eligibility List

Background Information

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently it was recommended by the Director, Classified Personnel that the following eligible be removed from an eligibility list for reasons outlined in Rule 6.1.8. This eligible is:

EdJoin Applicant ID 3634420
Eligibility List: 2021-58 Groundskeeper I

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove the above named eligible from the respective eligibility list. This letter, sent to the eligible via regular and certified mail, notified them of the eligibility list they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

Attachment:

Letter to eligible (*Commissioners only*)

- Applicant # 3634420 dated April 18, 2022

Recommendation:

The Director, Classified Personnel recommends that EdJoin Applicant #3634420 be removed from Eligibility List 2021-58 in accordance with Personnel Commission Rule 6.1.8.

Merit System Rules and Regulations for the Classified Service
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

(Revised 01/16/03)