



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, January 14, 2016

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2016

PERSONNEL COMMISSION:

Bob Ewing, Chair

Dr. Allan Pogrund, Vice-Chair

Daniel Gooch, Member

- 8. **PROPOSED NEW CLASSIFICATION – LEAD REPROGRAPHIC TECHNICIAN:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the proposed job classification and description for Lead Reprographic Technician.

Page 7-14
(Action)
Moved: _____
Second: _____
Vote: _____

- 9. **PROPOSED NEW CLASSIFICATION – PUBLIC INFORMATION MANAGER:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve the new classification of Public Information Manager.

Page 15-22
(Action)
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

11. **COMMISSIONER REPORTS**

12. **DIRECTOR AND STAFF REPORTS**

- 13. **ADJOURNMENT** **TIME: _____ p.m.**

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 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 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. For information call (714) 847-2551, extension 1400 or 1401.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission less than 72 hours prior to the meeting, and that are public record not otherwise exempt from disclosure, will be available for review at the Personnel Commission Office, 17200 Pinehurst Lane, Huntington Beach, California, 92647, during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.)

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 or 1401, at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
December 10, 2015**

CALL TO ORDER Commissioner Gooch called the December 10, 2015, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Director Vellanoweth led the pledge of allegiance.

ROLL CALL Commissioners Gooch, Ewing, and Pogrund were present. Director Vellanoweth was also present.

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

Chair: Commissioner Pogrund nominated Commissioner Bob Ewing as Chair. Seconded by Commissioner Gooch, and carried with a 2:0 vote.

Commissioner Ewing was elected as Chair for the Personnel Commission.

Vice-Chair: Commissioner Gooch nominated Commissioner Allan Pogrund as Vice-Chair. Seconded by Commissioner Ewing, and carried with a 2:0 vote.

Commissioner Pogrund was elected as Vice-Chair for the Personnel Commission.

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF NOVEMBER 12, 2015 Motion by Commissioner Pogrund to approve the minutes of the November 12, 2015, Regular Personnel Commission meeting.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

Commissioner Ewing abstained from the vote as he was not in attendance for the November 12, 2015, Personnel Commission meeting.

COMMISSION BUSINESS

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

A. Recruitment and Testing – Eligibility Lists

1. 2015-17 Food Distribution Worker
2. 2015-18 Child Care Attendant
3. 2015-19 Instructional Assistant – Bilingual (Spanish)
4. 2015-20 Instructional Assistant - ABA

Motion by Commissioner Pogrund to approve the Consent Calendar.

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

CLASSIFIED ACTIVITY LISTS The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of November 17, 2015, and December 8, 2015.

**SECOND PUBLIC
COMMENTS**

There were no further comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioner Pogrund wished everyone a happy holiday. He added that it should be stated that the staff well deserves it.

Commissioner Gooch seconded Dr. Pogrund's comments regarding the hard working staff and wished everyone a happy holiday.

Commissioner Ewing thanked the staff for their hard work and wished everyone a happy holiday. He also reminded everyone that the next meeting of the Personnel Commission is scheduled for January 14, 2016.

Commissioner Ewing also stated that due to information received from the Director, Classified Personnel, it does not appear that a February meeting is necessary. Commissioners Ewing, Pogrund, and Gooch agreed and the February meeting will be canceled.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth congratulated Commissioner Ewing on his appointment as Chair. She thanked Commissioner Gooch for his service over the previous year. She also thanked all the Commissioners for their consistency and dedicating their services to us.

Director Vellanoweth informed the Commissioners that the interviews for the Personnel Technician were held earlier in the day.

She also mentioned that the 1% across the board salary increases have just been completed. Yvonne Nguyen has been working very hard with Accounting to get this all in place.

Lastly, she wished the Commissioners a very happy holiday and extended her wishes that they would be able to spend time with their families.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the December 10, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Pogrund, and carried with a 3:0 vote at 4:38 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: January 14, 2016

SUBJECT: Agenda Item No. 6A: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) 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. (*Eligibility Lists to Commissioners only*).

Following are the current lists for ratification:

- | | | |
|----|-----------|------------------------------------|
| 1. | 2015 – 21 | Speech and Language Assistant |
| 2. | 2015 – 22 | Painter |
| 3. | 2015 – 23 | Intermediate Clerk Typist |
| 4. | 2015 – 24 | Personnel Technician |
| 5. | 2015 – 25 | Maintenance and Operations Manager |
| 6. | 2015 – 26 | Child Care Attendant |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015-21 through 2015-26.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 14, 2016

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meetings of January 12, 2016, (Exhibit A), the Board of Trustees received the Classified Personnel Activity List for approval.

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

.....
Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of January 12, 2016.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 January 12, 2016

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>
Castellon, Brissa	Child Care Attendant	Village View	\$13,321 per hour	18.1	11/25/15
Gomez, Janae	Child Care Attendant	Sun View	\$16,231 per hour	18.5	11/16/15
Hackworth, Courtney	Child Care Attendant	Westmont	\$13,321 per hour	18.1	11/17/15
Kowarsch, Gary	Child Care Attendant	Hope View	\$13,321 per hour	18.1	11/16/15
Ramirez, Karla	Parent Liaison Instructional Assistant Bilingual	Westmont	\$15,070 per hour	22.1	10/20/15
Salas, Anthony	Custodian	Spring View	\$17,059 per hour	28.1	11/02/15
Spencer, Alexis	Instructional Assistant - Special Education	Vista View	\$14,700 per hour	22.1	11/16/15
Thompson, Brandi	Intermediate Clerk Typist	Food Services	\$21,406 per hour	28.5	11/30/15

Approve Substitute 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>
Martinez, Annika	Food Distribution Worker	Substitute	\$13,321 per hour	18.1	11/16/15

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 January 12, 2016

Approve Substitute Employment (Continued)

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Sapia, Joelle	Instructional Assistant	Substitute	\$14,341 per hour	21.1	12/07/15
	Instructional Assistant - Special Education	Substitute	\$14,700 per hour	22.1	12/07/15
	Instructional Assistant - English Learner	Substitute	\$15,070 per hour	23.1	12/07/15
	Instructional Assistant - Adapted Physical Education	Substitute	\$15,833 per hour	25.1	12/07/15
	Instructional Assistant - Physical Education	Substitute	\$15,833 per hour	25.1	12/07/15
	Instructional Assistant - Severely Disabled	Substitute	\$15,833 per hour	25.1	12/07/15
Serda, Mariah	School Health Technician	Substitute	\$16,231 per hour	26.1	11/30/15

Approve Promotion

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Sample, Craig	Maintenance and Operations Manager	Maintenance	\$5,095.00 per month	M51.1	12/22/15

Approve Separation - Resignation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Britton, Kristine	Speech and Language Assistant	Village View	01/05/12	10/26/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: January 14, 2016

SUBJECT: Agenda Item No. 8: Proposed New Classification – Lead Reprographic Technician

Background Information

Upon the recommendation of Deputy Superintendent, Michael Conroy and with the approval of Superintendent Hansen, District administration has determined that the need exists for a lead position in the Reprographics Department.

The proposed duties and responsibilities provided by District administration were reviewed by the Director, Classified Personnel, and are deemed appropriate to a classified bargaining unit position. However, there is currently no classification established that encompasses the duties, responsibilities and qualifications required.

Analysis

After reviewing the input provided by the District, the Director began researching and collecting information from outside agencies on positions that may be similar to what the District is proposing. The Director reviewed and identified these similar positions, utilized them as a reference, and working with the Deputy Superintendent, Administrative Services, developed a job classification and description entitled Lead Reprographic Technician, which accurately describes the duties, responsibilities and qualifications that are required.

Salary

Comparable classifications in other districts are as follows:

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary</i>
Modesto	Lead Reprographics Tech	\$2712 - \$3295
Lodi Unified	Lead Print Shop Tech	\$2980 - \$3624
Anaheim City	Lead Print Shop Operator	\$3645 - \$4653
Santa Clara	Lead Print Shop Equip Operator	\$3870 - \$4939
Ontario-Montclair	Lead Reprographics Tech	\$4179 - \$4653

Median Salary: Starting: \$3,477 Ending: \$4,300

It is the Director's recommendation that the new classification be placed in the Printing Series of classifications at Salary Range 36, \$3,492 to \$4,252 per month of the Classified Bargaining Unit Salary Schedule.

This recommended salary will:

- 1) Establish the salary at the median of districts surveyed with positions that have comparable requirements,
- 2) Provide for internal equity with other positions in the District with comparable levels of skill and responsibility, and
- 3) Provide equitable compensation for the additional experience requirement, complexity of tasks and level of responsibility of a lead position, above that which is required for a Reprographic Technician. Providing for three salary ranges between the regular level and lead will also be consistent with the differential between other regular and lead classified positions in the District.

Mechanic	Range 42
Lead Mechanic	Range 45
Reprographic Technician	Range 33
Proposed Lead Reprographic Technician	Range 36

Other Considerations

This proposed classification, job description and corresponding salary have been reviewed and recommended by the Superintendent and District administration and have been shared with the classified employee union, CSEA.

.....
Recommendation

The Director recommends that the Personnel Commission review, discuss and approve the proposed job classification and description for Lead Reprographic Technician. It is also recommended that the new class be placed at Salary Range 36, \$3,492 to \$4,252 per month, be assigned to the Printing Series of classifications within the CSEA bargaining unit and be eligible for overtime compensation in accord with Education Code 45128.

Attachments: Draft of proposed classification Lead Reprographic Technician, dated 1/14/16
Classified Bargaining Unit Salary Schedule Draft



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success

LEAD REPROGRAPHIC TECHNICIAN

JOB SUMMARY:

Under the general supervision of the Deputy Superintendent, Administrative Services, leads, organizes, coordinates and participates in the operation of a print shop. Trains and provides work direction to assigned print shop staff. Performs specialized and highly technical digital printing and photocopying in order to develop and produce quality printed materials for use by customers throughout the District as well as providing binding and mail services. Organizes and coordinates multiple projects on an ongoing basis to ensure efficient and timely delivery of printed product. Helps maintain production and safety standards for the unit.

CLASS CHARACTERISTICS:

This is a single position class with responsibility for coordinating the functions of the District's printing and publications unit to ensure the timely production and distribution of quality printed materials to District customers. This class is distinguished from the Reprographic Technician in that the Lead Reprographic Technician takes on a leadership role in the operations, activities and staff of the District's printing and publications operations.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Plan, organize and participate in the operation of a print shop; operate and maintain a high speed digital electro photographic printer, color copier and other machines used in the reproduction of a variety of printed materials such as agenda materials for the Board of Trustees, Personnel Commission, and District appointed committees, and bulletins, booklets, newsletters, reports, and forms and a variety of other documents for schools, departments and teachers; *E*
- Train and provide leadership and work direction to assigned print shop staff in the proper, efficient and safe utilization of equipment and supplies; *E*
- Receive print orders, plan and assign work; inspect completed work in progress to assure compliance with print orders; work with staff to ensure a high performance, customer-service oriented work environment which supports achieving department and district objectives and service expectations; *E*
- Make necessary preparations for ensuring quality post print production and/or binding, operate and maintain various equipment and machinery safely and efficiently such as paper cutter, folder, heavy duty stapler, stitcher, paper punch, spiral binder, velobinder, tying machine, shrink wrapper, etc.; *E*
- Coordinate, schedule and ensure performance of routine preventive maintenance on equipment, i.e., clearing paper jams and cleaning equipment as required, replace consumable materials, monitor equipment operation; *E*

- Report equipment malfunctions or symptoms of problems to the appropriate vendor or repair contractor, who may make suggestions of items to check and/or adjust; *E*
- Confer with district staff and committees regarding reprographic requests; *E*
- Requisition, receive, shelve, and ensure sufficient supplies of paper and consumables are maintained to minimize production delays; *E*
- Research, evaluate and confer with vendors regarding print shop supplies, materials and equipment; *E*
- Sort, open and distribute inter and intra District mail, U.S. mail and Express mail and parcels; *E*
- Deliver mail to post office, process bulk and presort mail; *E*
- Determine postage for outgoing mail, and other charges; *E*
- Maintain postage meter, keeping and making records of postage accounting; *E*
- Prepare and maintain district records on computerized filing system; keep labor, material and other records; *E*
- Assist in the preparation of the Reprographics Department budget; *E*
- Operate standard office equipment. *E*

SUPERVISION:

General supervision is received from the Deputy Superintendent, Administrative Services.

Supervision is not exercised over other employees. Leadership and/or direction are provided to other reprographics staff and to assigned helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, equipment and materials used in large quantity printing work;
- Operational characteristics of a variety of duplicating and printing machines and related equipment including digital printer, photocopy machine, collator, folder cutting and binding equipment, drill press, and padding machine;
- Safe and efficient photocopier operating procedures;
- Safe and efficient bindery equipment operating procedures;
- Health and safety regulations, rules, policies, procedures and precautions, including hazardous waste control.
- Correct English usage including grammar, spelling and punctuation;
- Laws and/or regulations related to copyrights;
- Software programs used in digital reprographic operations, including a thorough knowledge of Adobe Acrobat and PowerPoint;
- Modern office procedures and equipment, personal computer (PC) and related software;
- Basic mathematics;
- Inventory methods and practices;
- Record keeping methodologies and practices;
- Principles and practices of training and providing work direction to others.

Ability to:

- Train, lead and assign tasks to print shop staff;
- Plan, schedule, lay out and organize various duplicating activities;
- Operate and adjust a variety of copier and bindery machinery skillfully and safely;
- Work independently, safely, accurately and efficiently;
- Utilize sound independent judgment in prioritizing and performing tasks, fulfilling responsibilities and meeting time requirements;
- Estimate materials, time and cost needed to complete assigned tasks;
- Understand and carry out oral and written instructions;
- Communicate effectively both orally and in writing;
- Learn postage rates, mailing regulations and procedures;
- Operate office equipment including computers and supporting software applications;
- Maintain accurate records;
- Maintain, clean and make minor repairs to a variety of duplicating machines;
- Prioritize workload and conflicting demands;
- Establish and maintain effective interpersonal relationships using, tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Current training on state-of-the-art duplicating/copier equipment.

Experience:

- Minimum of 2 years of increasingly responsible skilled work experience planning, estimating, laying out and producing a variety of printed materials utilizing state-of-the-art duplicating/copier and bindery equipment for a high volume commercial or public sector employer.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently lifts, carries, pushes, pulls objects weighing up to 50 pounds; consistently stands and walks; frequently stoops, bends, kneels, reaches over head, uses step stools and maintains balance; repetitively uses fingers on both hands simultaneously to keyboard and grip materials; speaks clearly and hears normal voice conversation; requires normal depth perception, color vision and the ability to see small details; uses a computer, digital copiers, cutting and bindery equipment and telephone; works inside exclusively; is exposed to loud noise, vibration(s), and dust; works with sharp objects and machinery with moving parts; has direct contact with public and other district staff; works frequently without direct guidance from supervisor; works with high volume and tight deadlines. Employment is contingent upon passing physical and back evaluation exam. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

Proposed Salary Range 36
Classified Bargaining Unit Salary Schedule

\$3,492 to \$4,252 monthly
\$41,904 to \$51,024 annually

Proposed new classification effective: 1-14-16

DRAFT

OCEAN VIEW SCHOOL DISTRICT
2015-2016• Classified Bargaining Unit Range Placement

Salary Range

ACCOUNTING SERIES

35 Senior Account Clerk
 37 Accounting Technician
 37 Payroll Technician
 45 Financial Analyst

CHILD CARE SERIES

18 Child Care Attendant
 32 Child Care Program Facilitator

CLERICAL SERIES

23 Clerk Typist
 28 Intermediate Clerk Typist
 28 School Office Clerk
 29 Intermediate Clerk Typist-Bilingual
 29 School Office Clerk-Bilingual
 31 District Receptionist
 31 Senior Clerk Typist
 33 Translator/Interpreter

CUSTODIAL SERIES

28 Custodian
 32 Head Custodian

DELIVERY SERIES

31 Delivery Worker
 37 Storekeeper

FOOD SERVICE SERIES

18 Food Distribution Worker
 35 Central Kitchen Coordinator

GROUNDS SERIES

31 Groundskeeper I
 33 Grounds Equipment Operator
 34 Groundskeeper II
 35 Grounds Maintenance Worker
 37 Sprinkler Mechanic

HEALTH SERIES

26 School Health Technician

HUMAN RESOURCE SERIES

35 Personnel Technician
 36 Human Resources Technician
 39 Benefits & Workers' Compensation Specialist
 40 Personnel Assistant
 41 Human Resources Analyst
 41 Personnel Analyst

INSTRUCTIONAL SERIES

21 Instructional Assistant
 22 Instructional Assistant-Bilingual
 22 Instructional Assistant - Special Education
 22 Preschool Instructional Assistant
 23 Instructional Assistant-Computer I
 23 Instructional Assistant – English Learner
 23 Instructional Assistant-Farm Facility
 23 Instructional Assistant-Sign Language (Deaf/Hard of Hearing)
 23 Preschool Instructional Assistant - Bilingual
 24 Speech and Language Aide
 25 Instructional Assistant-Adapted Physical Ed
 25 Instructional Assistant-Physical Education
 25 Instructional Assistant-Severely Disabled
 26 Inst Asst-Applied Behavior Analysis (ABA)
 27 Instructional Assistant-Computer II
 29 Associate Preschool Educator
 29 OVPP Associate Preschool Educator
 31 Lead Behavior Intervention Assistant
 31 Lead DTT/ABA - Instructional Assistant
 32 Preschool Educator
 32 OVPP Preschool Educator
 32 Speech and Language Assistant

Salary Range

LIBRARY/MEDIA SERIES

27 School Library Specialist
 34 Library/Instructional Materials Technician

MAINTENANCE SERIES

28 Maintenance/Grounds Helper
 33 Maintenance Worker
 37 Flooring Repair Worker
 37 Skilled Maintenance Worker
 40 Locksmith
 40 Painter
 41 Maintenance Carpenter/Cabinetmaker
 41 Maintenance Heating, Ventilation & Air Conditioning Mechanic
 41 Maintenance Electrician
 41 Maintenance Plumber
 50 Facilities Planner/Coordinator

NETWORK/COMMUNICATIONS SERIES

37 Field Service Technician
 45 Computer/Multimedia Technician
 45 Database Analyst
 50 Network Systems Manager

PRINTING SERIES

33 Reprographic Technician
 36 Lead Reprographic Technician (Proposed)

PURCHASING SERIES

34 Senior Purchasing Clerk
 38 Buyer

SECRETARIAL SERIES

35 Program Support Specialist
 36 Department Secretary
 36 School Office Manager
 37 Department Secretary-Bilingual
 37 School Office Manager-Bilingual
 40 Administrative Secretary

SPECIAL PROGRAM SERIES

19 Alternative Learning Center Attendant
 23 Parent Liaison Instructional Assistant-Bilingual
 25 Parent Educator-Bilingual
 31 Community Liaison-Bilingual
 38 Public Information Assistant

TRANSPORTATION SERIES

32 Bus Driver
 35 Driver Instructor
 36 Mechanic Assistant
 38 Transportation Dispatcher
 42 Mechanic
 45 Lead Mechanic

Salaries:

- 1% Retroactive Across the Board Salary Increase effective 7/1/14 and Board of Trustees approved on 10/20/15.

Longevity:

- At beginning of 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.

Schedule Updated 11/12/15

OCEAN VIEW SCHOOL DISTRICT

Classified Bargaining Unit
Master Salary Schedule
 2015-2016

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	1,837	10.935	1,931	11.492	2,027	12.068	2,129	12.670	2,238	13.321
11	1,882	11.200	1,978	11.770	2,078	12.366	2,184	12.996	2,293	13.645
12	1,931	11.492	2,027	12.068	2,129	12.670	2,238	13.321	2,352	13.997
13	1,978	11.770	2,078	12.366	2,184	12.996	2,293	13.645	2,410	14.341
14	2,027	12.068	2,129	12.670	2,238	13.321	2,352	13.997	2,469	14.700
15	2,078	12.366	2,184	12.996	2,293	13.645	2,410	14.341	2,531	15.070
16	2,129	12.670	2,238	13.321	2,352	13.997	2,469	14.700	2,596	15.449
17	2,184	12.996	2,293	13.645	2,410	14.341	2,531	15.070	2,659	15.833
18	2,238	13.321	2,352	13.997	2,469	14.700	2,596	15.449	2,727	16.231
19	2,293	13.645	2,410	14.341	2,531	15.070	2,659	15.833	2,795	16.635
20	2,352	13.997	2,469	14.700	2,596	15.449	2,727	16.231	2,865	17.059
21	2,410	14.341	2,531	15.070	2,659	15.833	2,795	16.635	2,936	17.476
22	2,469	14.700	2,596	15.449	2,727	16.231	2,865	17.059	3,009	17.907
23	2,531	15.070	2,659	15.833	2,795	16.635	2,936	17.476	3,084	18.358
24	2,596	15.449	2,727	16.231	2,865	17.059	3,009	17.907	3,161	18.821
25	2,659	15.833	2,795	16.635	2,936	17.476	3,084	18.358	3,240	19.286
26	2,727	16.231	2,865	17.059	3,009	17.907	3,161	18.821	3,323	19.776
27	2,795	16.635	2,936	17.476	3,084	18.358	3,240	19.286	3,408	20.280
28	2,865	17.059	3,009	17.907	3,161	18.821	3,323	19.776	3,492	20.783
29	2,936	17.476	3,084	18.358	3,240	19.286	3,408	20.280	3,577	21.294
30	3,009	17.907	3,161	18.821	3,323	19.776	3,492	20.783	3,668	21.831
31	3,084	18.358	3,240	19.286	3,408	20.280	3,577	21.294	3,759	22.375
32	3,161	18.821	3,323	19.776	3,492	20.783	3,668	21.831	3,853	22.931
33	3,240	19.286	3,408	20.280	3,577	21.294	3,759	22.375	3,948	23.501
34	3,323	19.776	3,492	20.783	3,668	21.831	3,853	22.931	4,047	24.091
35	3,408	20.280	3,577	21.294	3,759	22.375	3,948	23.501	4,149	24.693
36	3,492	20.783	3,668	21.831	3,853	22.931	4,047	24.091	4,252	25.311
37	3,577	21.294	3,759	22.375	3,948	23.501	4,149	24.693	4,359	25.946
38	3,668	21.831	3,853	22.931	4,047	24.091	4,252	25.311	4,470	26.608
39	3,759	22.375	3,948	23.501	4,149	24.693	4,359	25.946	4,579	27.259
40	3,853	22.931	4,047	24.091	4,252	25.311	4,470	26.608	4,694	27.942
41	3,948	23.501	4,149	24.693	4,359	25.946	4,579	27.259	4,811	28.638
42	4,047	24.091	4,252	25.311	4,470	26.608	4,694	27.942	4,932	29.354
43	4,149	24.693	4,359	25.946	4,579	27.259	4,811	28.638	5,054	30.088
44	4,252	25.311	4,470	26.608	4,694	27.942	4,932	29.354	5,181	30.844
45	4,359	25.946	4,579	27.259	4,811	28.638	5,054	30.088	5,313	31.626
46	4,470	26.608	4,694	27.942	4,932	29.354	5,181	30.844	5,443	32.402
47	4,579	27.259	4,811	28.638	5,054	30.088	5,313	31.626	5,579	33.210
48	4,694	27.942	4,932	29.354	5,181	30.844	5,443	32.402	5,720	34.045
49	4,811	28.638	5,054	30.088	5,313	31.626	5,579	33.210	5,863	34.901
50	4,932	29.354	5,181	30.844	5,443	32.402	5,720	34.045	6,011	35.774

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: January 14, 2016

SUBJECT: Agenda Item No. 9: Proposed New Classification – Public Information Manager

Background Information

In June 2013 per the recommendation of the former Superintendent, the Commission approved a classified bargaining unit position entitled Public Information Assistant. The position was intended to support the Superintendent by performing a wide variety of office and administrative duties pertaining to District public information and communications. Since that time our new Superintendent, Carol Hansen, has placed an increased priority and focus on creating understanding and awareness of the District's programs, services, activities, philosophy, objectives and staff as well as enhancing the District's image and the public's perception of the District. With that, the Superintendent wishes to establish a classified management level position that can assume greater responsibility in strategizing, planning, organizing, developing and administering a comprehensive public information and communications program.

The Director, Classified Personnel has reviewed the proposed duties and responsibilities provided by the Superintendent and has determined that these are appropriate to assign to a classified management level position. However, there is currently no classification established that encompasses the duties, responsibilities and qualifications required.

Analysis

The Director researched and collected information from outside agencies on positions that may have similar duties to what the District is proposing. The Director reviewed and identified these duties and working with the Superintendent and Assistant Superintendent, Human Resources, developed a job classification and description entitled Public Information Manager, which accurately describes the duties, responsibilities and qualifications that are required.

Salary

Unfortunately, it is very difficult to identify management level positions in other Districts that are closely comparable to what the District is proposing in order to make salary comparisons. School Districts vary greatly in student population, the scope of their communication and public relations objectives and the level of responsibility and autonomy they grant to their public information managers. Therefore, the Director recommends that the salary for the new classification of Public Information Manager be based upon internal alignment to Ocean View's other classified management level positions with the same level of responsibility, education and experience requirements.

It is the Director’s recommendation that the classification of Public Information Manager be assigned to Salary Range M54, \$5,486 to \$6,684 per month on the Classified Management salary schedule. This would best provide for internal alignment to the other Ocean View classified management/supervisor positions, based upon the level of responsibility and level of education/experience required. This salary recommendation is supported by District administration. (See attached salary schedule draft for proposed salary placement.)

Other Considerations

This proposed classification, job description and corresponding salary have been reviewed and recommended by the Superintendent and the Assistant Superintendent, Human Resources.

.....

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and approve the new classification of Public Information Manager. It is recommended that the classification be a Management/Supervisory class assigned to the Classified Management Job Family of non-represented management positions and be exempt from overtime compensation in accord with the Fair Labor Standards Act. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees a placement at Salary Range M54, \$5,486 to \$6,684 per month on the Classified Management Salary Schedule.

Attachments: Draft of proposed classification Public Information Manager dated 1/14/16
 Classified Management Salary Schedule Draft



PUBLIC INFORMATION MANAGER

JOB SUMMARY:

Under direction of the District Superintendent or designee, strategizes, plans, organizes, develops and administers a comprehensive public information and communication program; develops, collects, writes and disseminates various forms of communication, both internal and external, to create an understanding and awareness of the District's programs, services, activities, philosophy, objectives and staff as well as enhance the District's image and the public's perception of the District.

CLASS CHARACTERISTICS:

This single incumbent classified management position provides support to the Superintendent or designee by directing all functions pertaining to District's public information and communication program. The position performs general and technical functions including drafting and editing informational materials, press releases, Internet publishing, electronic presentations and graphic arts production, plans, develops, coordinates, maintains and updates the District website, and serves as a resource regarding availability and utilization of design, methods, and materials for instructional and other presentation forums.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job*):

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Work with Superintendent and senior staff in developing and coordinating district marketing and community outreach plans; *E*
- Consult regularly with Superintendent or designee to create, review, edit, and disseminate news releases, information materials, brochures and pamphlets concerning District-wide and school site activities and achievements, educational programs, activities and general information about the District, and policies and actions of the Governing Board to the public; *E*
- Develop various forms of material including newsletters, handbooks, manuals, brochures, posters, advertisements, presentations, guides, directories, web-based documents and graphic images and visual displays for programs and events; *E*
- Coordinate communication content and schedules, graphic arts projects and website publications; *E*
- Design, create, and coordinate the production of District publications, logo design, reports, booklets, charts, graphs and other printed and electronic materials to enhance appearance and understanding; *E*
- Assist the Superintendent or designee in preparing media presentations using a variety of media programs to keep the Board of Trustees, District employees and/or the public informed on matters of importance to the District; *E*

- Assist school site and District administrators in development of effective communication tools and procedures including school and department webpages and social media; *E*
- Compose and edit District press releases, publications and informational materials, newsletters and website articles covering District and school activities; *E*
- Work closely with Superintendent in resolving public relation problems, issues and concerns, overseeing and insuring the preparation of accurate information, effectively disseminated to ensure a positive district image is maintained throughout the community; *E*
- May serve as District spokesperson in case of emergency or crisis events; *E*
- Consult with Superintendent and senior staff to ensure all internal and external communications regarding District and department services, initiatives and programs are communicated in a consistent manner that reflects the policies and positions supported by the District; develop strategies, branding standards and communication protocols; *E*
- Manage content of district website, develop and manage social media; *E*
- Arrange the printing and duplication of publications, confer with printing vendors; *E*
- Independently perform office support work relating to District public information and communications, maintain departmental records, maintain schedule of department deadlines and ensure the timely performance of tasks consistent with District standards and expectations; *E*
- Effectively use and manage a full range of tools, including web, video and social media such as Facebook, Twitter, blogs, etc. and assess what tool is appropriate for what purpose and with what impact. *E*
- Encourage media stories and provide responses to requests for information and provide effective public understanding of District issues, objectives and accomplishments; *E*
- Establish and maintain strong partnerships with newspaper and other media representatives, community and school groups; *E*
- Provide training for Board of Trustees and staff members regarding relations and appropriate communication with the news media; *E*
- Attend Ocean View School District Board Meetings and such other meetings as directed by the Superintendent; *E*
- Prepare correspondence, statistical data and reports, independently or from general instructions;
- Keep current on modern communications methods, graphic arts and Internet publishing techniques and practices.

SUPERVISION:

Receives administrative direction from the Superintendent;

Supervision may be exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of office organization and management, public relations, community relations and communication programs;
- Modern office methods, procedures, terms, equipment;
- Word processing, spreadsheet, database, Internet and E-mail computer applications;
- Desktop publishing techniques and software applications;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar, punctuation, composition, vocabulary and skills in proofreading;
- Basic mathematics used in an office environment;
- Standard record, filing systems and procedures;
- Basic objectives, organization, functions of a California school district;
- Rules, regulations, laws and policies governing District and Public Relations functions.

Ability to:

- Compose correspondence and written material independently or from oral instructions which are adapted to the needs and interests of diverse groups;
- Write and edit a variety of print and online communications;
- Organize, create, and edit layout publications;
- Utilize sound independent judgment in performing tasks and fulfilling responsibilities;
- Develop and maintain effective interpersonal relationships using tact, patience, courtesy and respect;
- Communicate accurately, effectively and courteously, both orally and in writing, to a diverse audience;
- Operate and maintain various standard and specialized office equipment, including personal computers, and effectively utilize word processing, spreadsheet, database, Internet E-mail and presentation software;
- Use Microsoft office proficiently;
- Keyboard at a net corrected speed of 50 words per minute;
- Prioritize workload and work effectively in a demanding environment;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Learn and interpret Federal, State, District codes and regulations including administrative and school policies and procedures.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- Graduation from an accredited college or university with a bachelor’s degree in public administration/relations, communications, journalism or related field.

Experience:

- Five years of successful experience coordinating high level public relations matters in one or more of the following areas:
 - Planning, writing, editing, composing and producing a variety of print and online communications media, newsletters, press releases, presentations and other print publications.
 - Utilizing desktop publishing to prepare brochures, catalogs, and advertisements in a public relations environment.
 - Public relations experience encompassing regular writing of material, use of technology, photography and communications is preferred.
- Experience working or volunteering in public schools is desirable.

LICENSES REQUIRED:

Possession of a valid, appropriate California Driver License.

All of the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Performs administrative work in a typical office 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 primarily inside and occasionally outside; has direct contact with public and other District staff, occasionally in difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without direct guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Classified Management Salary Schedule
Proposed Salary Range M54**

**\$5,486 to \$6,684 monthly
\$65,832 to \$80,208 annually**

Proposed new classification effective: 1/14/16

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2015-2016 •

SALARY RANGE

Director, Classified Personnel (H30).....	M71
Director, Fiscal Services (H40)	M71
Director, Maintenance, Operations and Facilities (J50)	M65
Director, Information Services (J80)	M61
Director, Food Services (J20).....	M55
Public Information Manager (K10) (Proposed).....	M54
Senior Facilities Planner (J10).....	M53
Director, Purchasing (J90).....	M52
Director, Transportation (J30).....	M52
Child Care Program Supervisor (K10)	M51
Grounds Supervisor (J50) ♦.....	M51
Maintenance and Operations Supervisor (J10) ▪.....	M51

Vacation Schedule
(12 Month Employees)
22 days per year

In addition:

\$ 1,000 per year earned for Doctorate.

- Salaries effective 7/1/14
 - 1% Retroactive Across the Board Salary Increase Board approved 10/20/15
- Longevity:
 - At the beginning of the 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into the new plan approved by the Board of Trustees on 10/20/15.
 - 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and Board approved 10/20/15.
- ♦ Classification title change from Grounds Maintenance Supervisor to Grounds Supervisor as approved by Personnel Commission 11/12/15
- Classification reactivated by Personnel Commission effective 11/12/15

OCEAN VIEW SCHOOL DISTRICT
CLASSIFIED MANAGEMENT
Salary Range Placement
2015-2016

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	3,788	3,982	4,180	4,391	4,616
40	3,883	4,079	4,286	4,503	4,730
41	3,982	4,180	4,391	4,616	4,848
42	4,079	4,286	4,503	4,730	4,969
43	4,180	4,391	4,616	4,848	5,095
44	4,286	4,503	4,730	4,969	5,222
45	4,391	4,616	4,848	5,095	5,353
46	4,503	4,730	4,969	5,222	5,486
47	4,616	4,848	5,095	5,353	5,624
48	4,730	4,969	5,222	5,486	5,766
49	4,848	5,095	5,353	5,624	5,909
50	4,969	5,222	5,486	5,766	6,057
51	5,095	5,353	5,624	5,909	6,207
52	5,222	5,486	5,766	6,057	6,363
53	5,353	5,624	5,909	6,207	6,523
54	5,486	5,766	6,057	6,363	6,684
55	5,624	5,909	6,207	6,523	6,852
56	5,766	6,057	6,363	6,684	7,023
57	5,909	6,207	6,523	6,852	7,198
58	6,057	6,363	6,684	7,023	7,378
59	6,207	6,523	6,852	7,198	7,565
60	6,363	6,684	7,023	7,378	7,750
61	6,523	6,852	7,198	7,565	7,948
62	6,684	7,023	7,378	7,750	8,145
63	6,852	7,198	7,565	7,948	8,348
64	7,023	7,378	7,750	8,145	8,557
65	7,198	7,565	7,948	8,348	8,772
66	7,378	7,750	8,145	8,557	8,991
67	7,565	7,948	8,348	8,772	9,214
68	7,750	8,145	8,557	8,991	9,447
69	7,948	8,348	8,772	9,214	9,681
70	8,145	8,557	8,991	9,447	9,922
71	8,348	8,772	9,214	9,681	10,172
72	8,557	8,991	9,447	9,922	10,425
73	8,772	9,214	9,681	10,172	10,686
74	8,991	9,447	9,922	10,425	10,952
75	9,214	9,681	10,172	10,686	11,229
76	9,447	9,922	10,425	10,952	11,507
77	9,681	10,172	10,686	11,229	11,797
78	9,922	10,425	10,952	11,507	12,091
79	10,172	10,686	11,229	11,797	12,394
80	10,425	10,952	11,507	12,091	12,703