



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Tuesday, October 13, 2015

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2015

PERSONNEL COMMISSION:

Daniel Gooch, Chair

Bob Ewing, Vice-Chair

Dr. Allan Pogrund, Member

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW SCHOOL DISTRICT

TUESDAY, OCTOBER 13, 2015

REGULAR MEETING

4:30 p.m.

BOARD ROOM BUILDING A

1. CALL TO ORDER TIME: _____ p.m.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. APPROVAL OF MINUTES: The Personnel Commission will receive the minutes of the last Personnel Commission meeting of September 10, 2015.

Pages 1-5
(Action)

Moved: _____

Second: _____

Vote: _____

COMMISSION BUSINESS

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

Page 6-13
(Action)

Moved: _____

Second: _____

Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

1. Director, Classified Personnel

B. RECRUITMENT AND TESTING – ELIGIBILITY LISTS:

(Eligibility lists provided to Commissioners only.)

1. 2015 – 06 School Health Technician
2. 2015 – 07 Maintenance Worker
3. 2015 – 08 Speech and Language Assistant
4. 2015 – 09 Instructional Assistant – Special Education
5. 2015 – 10 Instructional Assistant – Severely Disabled
6. 2015 – 11 Head Custodian
7. 2015 – 12 Clerk Typist

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

**Pages 14-19
(Information)**

- September 15, 2015 – (Exhibit A)
- October 6, 2015 – (Exhibit B)

8. **PUBLIC HEARING AND APPOINTMENT FOR THE ANNOUNCED JOINT APPOINTEE DANIEL GOOCH TO THE PERSONNEL COMMISSION:**

**Pages 20-24
(Action)**

A. PUBLIC HEARING: The Personnel Commission will conduct a Public Hearing to receive input from the public on their announced Joint Appointee, Daniel Gooch, to the Personnel Commission.

Open - Time: _____

Closed - Time: _____

B. APPOINTMENT: The Personnel Commission will vote to appoint their announced Joint Appointee to the Personnel Commission for a three (3) year term of office from December 1, 2015, to November 30, 2018.

Motion by: _____

Seconded by: _____

Vote: _____

9. **MERIT RULE REVIEW AND REVISION – CHAPTER 7, SECTION 2.14 – LONGEVITY – SECOND READING AND ADOPTION:** The Personnel Commission will receive the Director's recommendation to review, discuss, and receive the proposed changes to Merit Rule, Chapter 7, Section 2.14, Longevity, for a second reading and adoption.

**Pages 25-27
(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
September 10, 2015**

CALL TO ORDER Commissioner Gooch called the September 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 and Ewing were present. Commissioner Pogrud was absent. Director Vellanoweth was also present.

PUBLIC COMMENTS Steve Hunter, CSEA President, stated that he was following up on the comments made by Sandy Vaughan at the last Personnel Commission meeting. He asked if a timeline could be developed as far as classified salary reviews, so that CSEA would know it is being addressed and has a firm deadline. Mr. Hunter also thanked the Commissioners for the work that they do on behalf of CSEA and all classified staff.

Commissioner Gooch asked Director Vellanoweth in what form she would like this request be formally directed to her, whether it be a directive from the Commissioners to her, communication from the Union through the Commission to her. He also asked whether there was anything scheduled already.

Director Vellanoweth answered that there is nothing scheduled right now. There has not been any money available to give any pay raises. The Commission's role is to make recommendations for salaries. It is the obligation of the District and CSEA to negotiate this within the realm of the Commission recommendation. Director Vellanoweth suggested something in writing from the Union requesting such a study be submitted. From there Director Vellanoweth can speak with the District and see how to move forward with the direction of the Commission.

Commissioner Gooch suggested that the letter be addressed to the Commission. He also stated that rather than submitting a broad based request, state the specifics as to classifications or groups, if possible, including any information from classified members. This would be very helpful and a good starting point.

Commissioner Ewing asked if there was information detailing how many employees the District has lost to higher paying jobs at other districts. Director Vellanoweth answered that she has provided information about how many employees have left for other districts, but as to why they left, there is no information.

Director Vellanoweth stated that typically in the past for the salary surveys that were conducted, there has been an agreed upon group of districts that are surveyed. They are mostly in Orange County and our competitors. In addition to this, there are benchmark classifications within each job series that are surveyed, and from these recommendations are made on adjustments to whole salary series. This might be something the District and the Union would want to look at as far as developing a format for the survey.

**MINUTES OF THE SEPTEMBER 10, 2015
PERSONNEL COMMISSION MEETING**

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**MINUTES OF
AUGUST 13, 2015**

Motion by Commissioner Ewing to approve the minutes of the August 13, 2015, Regular Personnel Commission meeting.

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

COMMISSION BUSINESS

**CONSENT
CALENDAR**

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

A. Recruitment and Testing – Eligibility Lists:

1. 2015 – 03 Bus Driver
2. 2015 – 04 School Office Clerk Bilingual
3. 2015 – 05 Child Care Attendant

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Gooch, and approved with a 2:0 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 August 18, 2015, and September 1, 2015.

**THREE YEAR JOB
DESCRIPTION
REVIEW
SCHEDULE**

Director Vellanoweth stated that the Personnel Commission rules provide that a periodic review of classified job descriptions be conducted. Currently we are operating on a three year cycle, so that approximately 1/3 of the job descriptions are reviewed each year. The Personnel Commission is coming to the end of the first three year review cycle. At this time, the Commission has reviewed 88 bargaining unit classifications, two confidential classifications, and two management classifications.

As a new cycle begins, the Director brings forth her proposal of how the Classified Personnel Office shall approach this review. This year the basic components of the job descriptions will still be reviewed. The Director would like to suggest adjustments to the format. Promotional steps will be established within each series based upon education requirements, experience requirements, and license requirements. This will create a hierarchy to compare like classes ensuring that the requirements and education are similar. Physical and mental abilities, working environments, and hazards will be analyzed in depth. Lastly, identifying and standardizing some language will be incorporated into all of the job descriptions.

Director Vellanoweth went over some proposed adjustments to the format of the job descriptions, including a proposed change to the wording, “performing other duties as required to accomplish the objectives of the position.” The proposed new wording is prominently located directly under the title of Representative Duties, and states, “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.”

Commissioner Gooch asked how the Director came about the new wording regarding other duties as assigned. He asked whether it was common use in other districts, or new and innovative.

**THREE YEAR JOB
DESCRIPTION
REVIEW
SCHEDULE
(CONTINUED)**

Director Vellanoweth answered that this is a new and more innovative way of stating the same thing. In addition the phrase is located right under the header of Representative Duties, so it is the first thing that someone reading the job description will see.

Commissioner Gooch suggested, if it has not been done already, that the Director run this by the County counsel, the administration, and the Union to ensure that they are aware of this, find out if they have any comments, additions, or deletions, and make recommendations back to the Commission.

Motion by Commissioner Ewing to approve the Three Year Job Description Review Schedule.

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

**MERIT RULE
REVIEW AND
REVISION –
CHAPTER 7,
SECTION 2.14 –
LONGEVITY –
FIRST READING
AND DISCUSSION**

Director Vellanoweth stated that in November 2014, the Board approved some negotiated changes between Ocean View School District and CSEA. This included a change to the way classified bargaining unit members accrued longevity. Previously, at the beginning of the tenth year of service, 1% was added to the base salary each year, up to a maximum of 8%. With the negotiations, a new longevity program has been put in place for classified bargaining unit members, with 3% at year ten, 3% at year fifteen, 3% at year eighteen, 3% at year twenty-one, 3% at year twenty-five, up to a maximum of 15%. The classified management and confidential longevity structure has not changed.

Since there are now two different longevity structures for different groups within the classified service, the Director thought it was necessary to update the Merit System Rules and Regulations to show both longevity programs.

This was discussed and will be brought back to the next meeting as an action item.

**PERSONNEL
COMMISSION
DISCUSSION AND
POTENTIAL
ANNOUNCEMENT
OF THE
PERSONNEL
COMMISSIONER'S
JOINT APPOINTEE
TO THE
PERSONNEL
COMMISSION**

Director Vellanoweth explained that each Commissioner is appointed to a three year term. The joint appointee, Commissioner Gooch, is up for reappointment as his term expires December 1, 2015. Commissioner Gooch's appointment is made by both the Commissioner appointed by the Board of Trustees, and the Commissioner appointed by the Classified Bargaining Unit.

Commissioner Ewing announced that he highly recommends Mr. Gooch continue as joint appointee to the Personnel Commission.

In the absence of Dr. Poggrund, a letter was received from him stating that his recommended appointee is also Mr. Gooch.

A public hearing will be held at the next Personnel Commission meeting. The date of October 15, 2015, was determined as the date of the next meeting, changed from the previous scheduled date of October 8, 2015, to fall within the required time frame.

Motion by Commissioner Ewing to approve the public hearing be held on October 15, 2015.

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

**MINUTES OF THE SEPTEMBER 10, 2015
PERSONNEL COMMISSION MEETING**

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**CLASSIFIED
VACANCIES**

At the direction of the Commission, Director Vellanoweth brought back some information on the number of employees who have left Ocean View School District for other employment. Director Vellanoweth compiled some figures from the last school year. The majority of employees leave for other jobs, which could mean they are looking for full time with higher salary, or other various reasons. The second highest factor is for personal reasons, and the third is due to moving.

Commissioner Gooch asked when employees leave employment does the administration conduct an exit interview. Director Vellanoweth answered no, not currently. This is a matter that has been brought up by Mr. Felix Avila, Assistant Superintendent, Human Resources, as this was something that was done at his former district. The District would like to develop a survey to gain a better idea of why we are losing employees.

Commissioner Gooch stated that in his former position as an administrator at the City of Long Beach, he conducted exit interviews and found them to be very effective. He stated that if this could be instituted, he believes it would provide a clearer picture as to why employees are leaving our District to go elsewhere.

**SECOND PUBLIC
COMMENTS**

There were no further comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing stated that he appreciated and enjoyed being present at the Hope View reopening. He stated that there was a really good turnout and there was city involvement. He commended the staff and everyone involved on the great job they did to prepare Hope View.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth stated that as previously voted upon, the next meeting of the Personnel Commission will take place on October 15, 2015.

She also commented on the Hope View reopening and stated that there was a collaborative effort from staff to prepare for it and that it turned out to be very nice. Oak View students are back on their campus as well in portable buildings.

Director Vellanoweth provided the Commissioners a draft of the job description for her position. She asked them to provide her with any input they would like to share with her.

All Principals are now in place with the addition of Julie Alba at Village View.

The Director of Information Services, Rick Larson, was given the designation of Senior Management, which is a prerogative of the Board of Trustees. The employee whose designation is Senior Management is never granted permanent status as a classified employee. Mr. Larson has been with the District for almost 19 years and has been under contract for all that time. Since his contract was coming due, it prompted a conversation about whether the position needed to be designated as Senior Management. It was agreed that it did not. An agenda item was prepared that went to the Board of Trustees to remove the designation from Mr. Larson's position. This item was approved and he will now become a member of the regular classified management service.

***MINUTES OF THE SEPTEMBER 10, 2015
PERSONNEL COMMISSION MEETING***

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ADJOURNMENT

Motion by Commissioner Ewing to adjourn the September 10, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Gooch, and carried with a 2:0 vote at 5:00 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 Vellanoweth
Director, Classified Personnel
DATE: October 15, 2015
SUBJECT: Agenda Item No. 6.A.1: Job Description Revision – Director of Classified Personnel

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Director of Classified Personnel classification was fully reviewed and updated for recruitment purposes in February 2012.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst to answer more detailed questions about the tasks they perform in their job. Draft revisions were prepared and provided to the three individual Personnel Commissioners who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and supervisors, modifications are proposed to the Director of Classified Personnel job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Director of Classified Personnel job description.

Attachment: Proposed revised job description for Director of Classified Personnel dated October 15, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Director of Classified Personnel job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

DIRECTOR OF CLASSIFIED PERSONNEL

JOB SUMMARY: DEFINITION:

Under general and policy direction of the Personnel Commission, the Director has responsibility for the planning, organization, review and administration of a comprehensive Merit System Personnel Program for classified employees. Performs-Oversees the administration of professional and technical personnel duties and procedures relating to recruitment, examinations, position control, classification, salary range placement recommendations, employee relations, development and administration of Merit Rules and department procedures, and oversees the maintenance of classified employee personnel records. Performs-related-administrative-duties-as required.

CLASS CHARACTERISTICS:

This single incumbent management position, pursuant to Education Codes 45240 - 45460, serves as the Director of the District's Merit System classified personnel operations. Reporting directly to the Personnel Commission, the incumbent is the administrative head of the Classified Personnel Department. -The incumbent provides expertise on a wide variety of classified personnel matters including: recruitment, testing, classification, compensation, legal/legislative analysis, and Merit Rule development and administration. In labor relations matters, such as negotiations and employee discipline, the Director is to be neutral, serving as a Merit System resource to both management and the classified employee union.

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

Serve as an executive officer of the Personnel Commission to administer the personnel program of the Classified Merit System of the District, perform a variety of duties related to the planning, organization and direction of the Personnel Commission; E

Performs all-operative-duties-as-required-by Merit System-laws, and-performs-related professional-and-technical-personnel-duties; -E

Assure that employment functions comply with EEO guidelines, the Education Code, District rules and regulations, and other relatable State and Federal mandates; keep current and up-to-date with any changes in employment law; E

Directs and guides personnel commission staff in the timely establishment of necessary eligibility lists in accordance with Merit System procedures and ensures that effective and efficient recruitment efforts are utilized; *E*

Directs and/or develops and administers job related competitive examinations including written, oral and performance-based tests for the selection and appointment of classified personnel; *E*

Works in conjunction with District administration to ensure that the selection, promotion and retention of employees is based upon merit principles; *E*

Maintain an effective classification plan reflecting equitable job relationships based upon systematic evaluation of duties and responsibilities; direct the development of new classifications for Commission adoption as needed and required by the Merit System; *E*

~~Maintains an effective classification plan through a process of periodic analysis and classification reviews that will ensure that position classifications reflect equitable relationships and properly describe the duties and qualifications required of the class; *E*~~

~~Reviews duties to be performed by new positions and places them into existing classifications, or develops new classifications for Commission adoption and maintains a classified position control program; *E*~~

~~*E* denotes an essential function of the job.~~

~~Works cooperatively with District Administration in developing organizational staffing patterns in order to best meet district needs; *E*~~

Directs and/or develops and conducts a variety of surveys to determine compensation and benefits paid to classified jobs in the relevant labor market and prepares recommendations for the Personnel Commission to act upon and recommend appropriate relationships to the Board of Trustees; *E*

Prepares recommendations to the Personnel Commission for revising and/or developing new Merit System Rules and regulations to ensure the efficiency of the classified service; ~~seeks input from both administration and the employee organization, keeping them informed of changes being recommended; *E*~~

Develops well defined agendas, in conformance with provisions of the Brown Act, ~~with appropriate back-up material;~~ for all Personnel Commission meetings; *E*

Attends all Personnel Commission meetings; acts as a secretary to the Commission, guides the Personnel Commission in their deliberative process, and ensures the keeping of accurate minutes for each meeting of the Commission; *E*

Serve as a resource for district administration, union groups, and employees regarding Merit System Rules and regulations and other personnel related issues; E

~~Serves as a resource to both management and the employee union during classified collective bargaining and meet and confer discussions, in matters related to the Merit System; E~~

~~Counsels employees and confers with district and employee groups on Merit System Rules and regulations and other personnel related issues; E~~

Prepares an annual budget for the Commission's approval, along with appropriate back up information and recommendations; monitor and administer the Commission's annual budget; E

~~Judiciously monitors and administers the Commission's annual budget; E~~

Provides direction to and assumes responsibility for the Commission staff including: training, supervision and timely evaluation of staff members; E

~~At the direction of the Commission, conducts and communicates to them the results of periodic surveys in a variety of areas; E~~

~~Confers with district administration, and classified representatives, relative to the planning, coordination and review of all necessary personnel functions;~~

In conjunction with District administration, plans appropriate, in-service training programs for classified employees and evaluates the effectiveness of those programs;

~~Performs other duties related to personnel administration as may be directed.~~
Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Receives general and policy direction from and is responsible to the Personnel Commission;

Direct supervision is exercised over employees of the Personnel Commission.

MINIMUM QUALIFICATIONS:

Knowledge of:

- ~~Modern principles and practices related to public personnel policies and administration of personnel administration including position classification, salary administration, recruitment, examination and selection;~~
Modern principles and practices related to public personnel policies and administration of personnel administration including position classification, salary administration, recruitment, examination and selection;
- Merit System rules and provisions of the Education Code related to personnel practices and procedures in school districts;

- ~~California Merit System Law and non-merit-classified personnel law contained in the California Education Code and California Government Code provisions related to employment of classified employees;~~
- Recruitment methods and various selection techniques including: construction and administration of written, oral and performance exams, interviewing techniques, affirmative action, ADA and EEOC/DFEH provisions;
- Methods and techniques used in job analysis and position classification;
- Salary compensation and benefits administration practices used in the public sector;
- ~~Principles of effective supervision and management;~~
- ~~Principles of public administration, management and organization;~~
- ~~Principles and practices of employee training and supervision;~~
- ~~Operation of a personal computer, word processing, spread sheet and job related software;~~
- ~~Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;~~
- Public presentation methods and use of related software and/or equipment.

Ability to:

- ~~Plan, organize, and interpret a well-defined comprehensive personnel program, ensuring the application of Merit System principles and practices in a comprehensive human resources management approach;~~
- ~~Demonstrate effectiveness in both written and oral communication;~~
- ~~Interpret and apply a wide variety of rules and regulations relating to the operation of the Merit System under the State Education Code;~~
- ~~Provide advice and counsel to maintain positive employee relations and ensure that employee concerns are handled in a fair and consistent manner;~~
- Foster and enhance recognition of the Personnel Commission office as an independent, neutral resource to classified employees, employee representatives, supervisors and District administration;
- Manage, supervise, motivate, direct and train the Commission staff;
- ~~Establish and maintain effective and professional working relationships with those contacted in the course of carrying out the duties and responsibilities of this position;~~
- Provide clear, concise and readily understandable presentations to the Personnel Commission, the District administration, employee representatives, staff and classified employees;
- ~~Effectively advise the Personnel Commission on personnel activity, disciplinary hearings, procedures and problems;~~
- Maintain confidentiality in all personnel matters;
- Interpret, apply and explain rules, regulations, policies and procedures;
- ~~Write and maintain updated policies, regulations, and contract language clearly and concisely;~~
- Analyze situations accurately and adopt appropriate course of action;
- ~~Prepare comprehensive narrative or statistical reports, and media presentations;~~
- Direct and ensure the maintenance of a variety of reports and files related to assigned

- ~~personnel activities;~~
- ~~Establish and maintain cooperative and effective working relationships with others;~~
- Plan, organize and prioritize work of self and others to meet schedules and time lines;
- ~~Supervise and evaluate the performance of assigned staff;~~
- Communicate effectively, in writing, orally, in person or on the telephone.
- Operate various office equipment, including data and word processing equipment and software programs;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EDUCATION AND EXPERIENCE: _____
EMPLOYMENT STANDARDS:

Education:

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:

- Graduation from an accredited college or university with a B.A. or B.S. degree in public administration, industrial psychology, labor relations, public personnel management, or other closely related field.

Experience:

- Three (3) years of recent administrative or supervisory experience in the area of personnel management including recruitment, testing, classification and compensation.
- Experience in a Merit System or Civil Service System and recruitment, testing, classification and compensation is highly desirable.

~~Graduation from an accredited college or university with a B.A. or B.S. degree in public administration, industrial psychology, labor relations, public personnel management, or other closely related major is required. A minimum of 3 years of recent administrative or supervisory experience, or its equivalent, in the area of personnel management is preferred. Experience in a Merit System or Civil Service System and recruitment, testing, classification and compensation is highly desirable.~~

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS ~~AND~~, WORKING ENVIRONMENT AND HAZARDS:

Performs primarily sedentary administrative work in a typical office environment, frequently sits, stands, and walks, with mobility sufficient to visit various job sites; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; safely lift, carry, and/or push up to 25 pounds; speak clearly and is able to understand normal voice conversation in order to communicate effectively, exchange information, make presentations before groups, and use a telephone; visual acuity sufficient to read, review, analyze, extract and interpret various educational research journals, treatises, legal opinions and legislative analysis, and effectively use a personal computer; works indoors and has direct contact with district employees, administrators, elected/appointed officials and the public, occasionally in difficult interpersonal situations; works with high volume and tight deadlines, without guidance from supervisor(s); attendance at night meetings may be necessary.

LICENSES REQUIRED:

~~Possession of a valid California driver license.~~

Revised 11/99

Last revised 10/14/04

Reviewed with no revisions 9/13/07

Revisions effective 2/16/12

Job Description Review and Proposed Revisions Effective: 10/15/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 15, 2015

SUBJECT: Agenda Item No. 6.B: 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. (Commissioners only).

Following are the current lists for ratification:

- | | | |
|----|-----------|---|
| 1. | 2015 – 06 | School Health Technician |
| 2. | 2015 – 07 | Maintenance Worker |
| 3. | 2015 – 08 | Speech and Language Assistant |
| 4. | 2015 – 09 | Instructional Assistant – Special Education |
| 5. | 2015 – 10 | Instructional Assistant – Severely Disabled |
| 6. | 2015 – 11 | Head Custodian |
| 7. | 2015 – 12 | Clerk Typist |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015-06 through 2015-12.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 15, 2015

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

Background Information

At the Ocean View School District, Regular Board Meetings of September 15, 2015, (Exhibit A), and October 6, 2015, (Exhibit B), the Board of Trustees received the Classified Personnel Activity Lists for approval.

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

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of September 15, 2015, and October 6, 2015.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 15, 2015

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Candlish, Wendy	School Health Technician	09/10/99	06/17/15
Whitney, Everett	Head Custodian	06/02/99	08/31/15

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Crandell, Jennifer	Instructional Assistant - ABA	Resignation	01/25/10	06/17/15
Goudy, Kimberly	Speech and Language Assistant	Resignation	01/05/15	06/17/15
Levy, Kathleen	Food Distribution Worker	Resignation	01/27/03	06/17/15
Lew, Robert	Instructional Assistant - Computer	Layoff	10/16/12	06/16/15
Rouselle, Reanna	Preschool Instructional Assistant	Resignation	03/16/15	06/15/15

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 6, 2015

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>
Cazessus, Ruben	Custodian	Oak View	\$17,734 per hour	28.1	08/25/15
Garcia, Xitlaly	School Office Clerk	Oak View	\$17,303 per hour	29.1	09/14/15
Koehler, Fiona	Instructional Assistant - Severely Disabled	Pleasant View	\$15,676 per hour	25.1	09/15/15
Kukulski, Lindsey	Instructional Assistant - Special Education	Marine View	\$14,554 per hour	22.1	09/15/15
Letcher, Cheri	Child Care Attendant	Golden View	\$13,189 per hour	18.1	09/09/15
Mallangi, Christine	Child Care Attendant	Westmont	\$13,189 per hour	18.1	09/09/15
Opperud, Catherine	School Office Clerk	Mesa View	\$16,890 per hour	28.1	09/14/15
Sharp, Janice	Child Care Attendant	Sun View	\$13,189 per hour	18.1	09/09/15
Springer, Eriq	Child Care Attendant	College View	\$13,189 per hour	18.1	09/09/15

Approve Substitute Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Albor, Sonia	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	09/01/15
Anderson, Nancy	Instructional Assistant (Substitute)	\$14,199 per hour	21.1	09/09/15

OCEAN VIEW SCHOOL DISTRICT

Huntington Beach, California

Classified Personnel

October 6, 2015

Approve Substitute Employment (Continued)

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Cabral, Maria	Instructional Assistant - Severely Disabled (Substitute)	\$15.676 per hour	25.1	09/14/15
	Instructional Assistant - Physical Education (Substitute)	\$15.676 per hour	25.1	09/14/15
	Instructional Assistant - Adapted Physical Education (Substitute)	\$15.676 per hour	25.1	09/14/15
	Instructional Assistant - English Learner (Substitute)	\$14.921 per hour	23.1	09/14/15
	Instructional Assistant - Special Education (Substitute)	\$14.554 per hour	22.1	09/14/15
	Instructional Assistant (Substitute)	\$14.199 per hour	21.1	09/14/15
Duarte, Alexander	Instructional Assistant - Severely Disabled (Substitute)	\$16.470 per hour	25.2	08/01/15
Hagan, Marie	Instructional Assistant (Substitute)	\$15.676 per hour	21.3	09/01/15
Moore, Robbyn	Instructional Assistant - Severely Disabled (Substitute)	\$21.386 per hour	25.5	08/01/15
Nelson, Whitney	Bus Driver (Substitute)	\$18.635 per hour	32.1	09/01/15
Pham, Thuy	Instructional Assistant - ABA (Substitute)	\$16.070 per hour	26.1	07/01/15
Powers, Kim	Instructional Assistant - ABA (Substitute)	\$19.580 per hour	26.5	09/09/15
Ross, Leslie	Intermediate Clerk Typist (Substitute)	\$20.577 per hour	28.5	09/01/15

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>
Marchbanks, Allison	Instructional Assistant - Special Education	Golden View	\$15.296 per hour	22.2	09/09/15
Powers, Kim	Speech and Language Assistant	Sun View	\$20.577	32.3	09/09/15

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 6, 2015

<u>Approve Separation</u>			
In accordance with Merit System Rules 8.1 to 8.6:			
<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u> <u>EFFECTIVE DATE</u>
Acosta, Esperanza	Instructional Assistant - ABA	Resignation	10/06/14 06/16/15
Alexanians, Jennifer	Instructional Assistant	Resignation	09/19/14 06/17/15
Chohan, Havabibi	Instructional Assistant - English Learner	Resignation	08/01/12 06/16/15
Cirnigliaro, Edward	Instructional Assistant - Special Education	Resignation	11/20/06 06/17/15
Duarte, Alexander	Instructional Assistant - Severely Disabled	Resignation	11/01/12 07/30/15
Fantasia, Sarah	Instructional Assistant - ABA	Resignation	10/01/12 06/16/15
Foreman, Amy	Food Distribution Worker	Resignation	09/15/08 08/13/15
Keel, Ryan	School Office Clerk	Resignation	10/31/07 09/08/15
Manley, Annette	School Office Manager	Resignation	09/10/01 09/08/15
Marchette-Conte, Dawn	Instructional Assistant	Resignation	11/10/11 06/17/15
Miller, Cody	Instructional Assistant - ABA	Resignation	03/11/11 07/30/15
Moore, Robbyn	Instructional Assistant - Severely Disabled	Resignation	09/08/89 07/30/15
Morgan, Tamara	Instructional Assistant - ABA	Resignation	03/12/12 06/17/15
Morgan, Taylor	Instructional Assistant - ABA	Resignation	10/10/11 06/16/15

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 6, 2015

<u>Approve Separation (Continued)</u>			
In accordance with Merit System Rules 8.1 to 8.6:			
<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u> <u>EFFECTIVE DATE</u>
Pham, Thuy	Instructional Assistant - ABA	Resignation	02/02/15 06/17/15
Rico, Maria	Preschool Instructional Assistant - Bilingual	Resignation	08/28/14 06/15/15
Ross, Leslie	Intermediate Clerk Typist	Resignation	11/02/06 06/17/15
Ruiz Vara, Dalila	Instructional Assistant - Bilingual	Resignation	01/05/15 08/28/15
Stevens-Goodale, Joanne	Instructional Assistant - English Learner	Resignation	09/30/02 06/17/15
Vargas Delgleize, Cindy	Department Secretary - Bilingual	Resignation	09/24/01 06/05/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 15, 2015

SUBJECT: Agenda Item No. 8: Public Hearing and Appointment for the Announced Joint Appointee Daniel Gooch to the Personnel Commission

Background Information

The three (3) year term of office of Personnel Commissioner Daniel Gooch expires on December 1, 2015. As required by Merit Rule 2.1.5 Personnel Commissioner's Appointment Procedures, joint Personnel Commissioner's appointee, Mr. Daniel Gooch, was contacted to determine if he is interested in reappointment for another three (3) year term of office. Commissioner Gooch indicated he is interested in reappointment. Commissioner Gooch is the Joint Appointee to the Ocean View School District Personnel Commission.

Merit Rule 2.1.4.C provides specifics on the actual appointment process of the Commissioner's joint appointee. Prior to September 30, the appointee of the Board of Trustees and the appointee of the classified employees may discuss and publicly announce the name of the person they intend to appoint or reappoint as the joint appointee to the Personnel Commission. At the September 10, 2015 Personnel Commission meeting Commissioner Bob Ewing, CSEA appointee and Commissioner Allan Pogrund, Board appointee both announced Daniel Gooch as their intended appointee to be reappointed to another three (3) year term as Personnel Commissioner. As Dr. Pogrund was unable to attend the meeting and announce his intended appointee in person, he alternatively submitted the attached letter dated August 19, 2015 and asked that his letter serve as his formal communication and announcement of his intended appointee.

Merit Rule 2.1.4.C goes on to state that, "At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing."

**TIMELINE FOR THE ANNOUNCEMENT OF THE COMMISSIONERS INTENDED
APPOINTEE TO THE PERSONNEL COMMISSION AND PUBLIC HEARING**

Date Commissioners Announced Their Intended Appointee	30 Days After Commissioners Announcement	45 Days After Commissioners Announcement	Date of Public Hearing
September 10, 2015	October 10, 2015	October 25, 2015	October 15, 2015

The Commission meeting on October 15, 2015 falls within the above required time line. Therefore, the Director of Classified Personnel recommends the Personnel Commission hold a public hearing to receive input from the public on the qualifications of Mr. Daniel Gooch to be a Personnel Commissioner of the Ocean View School District. After receiving public input, it is recommended that the Commission discuss and consider the public input received then make its appointment, or substitute appointment or recommendation to the Personnel Commission.

Attached are copies of Merit Rules 2.1.4.C and 2.1.5 outlining the applicable procedure for the appointment of the Personnel Commissioner's joint appointee.

attachments: Merit Rule 2.1.4.C
Merit Rule 2.1.5

.....
Recommendation

The Director recommends the Personnel Commission hold a public hearing to receive input from the public on the qualifications of Mr. Daniel Gooch to be a Personnel Commissioner of the Ocean View School District. After receiving public input, it is recommended that the Commission discuss and consider the public input received then make its appointment, or substitute appointment or recommendation.

MERIT RULES FOR APPOINTMENT OF THE PERSONNEL COMMISSIONER'S JOINT APPOINTEE

2.1.4 Commissioner Appointment Procedures

New Rule 11/9/00

On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organization(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming commissioner position.

C. **The Commissioners' Appointment:**

By September 30, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing. Education Code 45246(f)

1. In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a reappointment or on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the State Superintendent of Public Instruction takes the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position (not to exceed ninety (90) calendar days beyond the December 1st expiration of the Commissioners' appointees term). Education Code 45246 (g)
2. If the reason for the lack of appointment is an inability to agree upon a joint appointee by September 30, the State Superintendent of Public Instruction shall make the appointment within thirty (30) days. Education Code 45246(b)(2)

2.1.5 Personnel Commissioner's Appointment Procedures

new Rule 11/9/00

The following specific procedures are to be utilized for selection of the Personnel Commissioner's appointee to the Personnel Commission.

- A. By July 15 the Director of Classified Personnel shall inquire of the appointee of the Personnel Commission whose term is up in December of that year whether the Commissioner is interested in reappointment to the Personnel Commission for another three (3) year term of office.

1. If the Commissioner is interested in reappointment the Commission shall announce their intent to reappoint or not to reappoint by September 30.
 - a. If the Commission's decision is to reappoint the Commissioners' appointee to a subsequent term of office the procedures of 2.1.4.C of these Rules shall be followed.
 - b. If the Commission's decision is to not reappoint the incumbent to a subsequent term of office, and if they do not announce the name of a new nominee by

September 30, the procedures of 2.1.4.C.2 of these Rules shall be followed and the State Superintendent of Public Instruction shall make the appointment.

2. If the Commissioners' appointee is not interested in subsequent appointment to the Commission, the following procedures shall be followed.
 - a. A recruitment process shall be opened by the Director of Classified Personnel as directed by the Personnel Commission. The process may include news releases sent to local newspapers and local community based organizations, e.g., Chamber of Commerce, Rotary Club, parent support groups via the Presidents Round table, or other such resources as specified by the Commission.
 - b. An application form eliciting information to document the applicants meeting the requirements of Education Code 45244 shall be completed by all interested applicants.
 - c. The Commission may make its decision based on the applications as submitted or may conduct individual interviews of the applicants.
 - d. The Commission shall then comply with 2.1.4.C of these Rules.



"Equity and
Excellence"

Ocean View School District

17200 Pinehurst Lane
Huntington Beach
California 92647-5569
714-847-2551
Fax: 714-847-1430
Web: www.ovsd.org

Personnel Commission

Commissioners
Bob Ewing
Daniel P. Gooch
Dr. Allan Pogrund

Job Opportunities: www.edjoin.org

August 19, 2015

Director Vellanoweth,

I regret my being unable to attend the September 10, 2015 Personnel Commission Meeting and my late notice. My daughter, who now lives in Baltimore, will be traveling to Indonesia to coordinate a conference for Johns Hopkins University; we will be visiting her preceding her extended travel to Europe, this creating the conflict with the September Personnel Commission meeting.

At the September 10, 2015 Personnel Commission Meeting, I as the Board of Trustee appointee to the Personnel Commission, and Bob Ewing as the CSEA appointee to the Personnel Commission, are expected to announce the name of the person we intend to appoint or reappoint to the Personnel Commission as the joint appointee. The term for the current joint appointee, Mr. Daniel Gooch, will expire on November 30, 2015 and he has indicated his interest in reappointment. As I will be unable to attend the September 10 meeting, please let this letter serve as notice that I wish to announce the name of the person I intend to reappoint as the joint appointee to the Personnel Commission is Mr. Daniel Gooch.

Ocean View School District classified staff are an excellent and central element in the excellence of the district. I value Mr. Gooch's contribution to that staff and the governance of the district. Positive coordination between the Personnel Commission and the district has been a continuing source of district effectiveness.

Thank you for your consideration.

Allan Pogrund, Ed.D.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: October 15, 2015
SUBJECT: Agenda Item No. 9: Merit Rule Review and Revision Chapter 7, Section 2.14
LONGEVITY

SECOND READING AND ADOPTION

Background Information

On November 4, 2014 the Board of Trustees approved negotiated changes to the Collective Bargaining Agreement between the Ocean View School District and CSEA which included changes to the way classified bargaining unit members accrue longevity increments.

Previously at the beginning of the tenth year of employment and each succeeding year employees received a one percent increase above base pay until a maximum of eight percent was reached. With the recent agreement approved by the Board of Trustees on November 4, 2014, effective July 1, 2014 classified bargaining unit members shall receive the following longevity increments above their base pay at the beginning of the following years of employment:

- 3% at year 10
- 3% at year 15 for a maximum of 6%
- 3% at year 18 for a maximum of 9%
- 3% at year 21 for a maximum of 12%
- 3% at year 25 for a maximum of 15%

As the protocol for classified bargaining unit longevity accrual is also reflected in Ocean View's Merit System Rules and Regulations, the Director recommends the associated rule be updated to mirror the new contract language approved in the Collective Bargaining Agreement between Ocean View School District and CSEA. The Director's proposed revisions to Merit System Rule 7.2.14 Wage and Salary Provisions – Longevity were brought to the Commission for a first reading at the September 10, 2015 meeting and are returned at this time for a second reading and adoption.

Attachments: Article 10 Salaries of the Collective Bargaining Agreement between the District and CSEA

Proposed revised Merit Rule 7.2.14 LONGEVITY, dated 10/15/15.

Recommendation

The Director recommends that the Personnel Commission review, discuss and receive the proposed changes to Merit Rule, Chapter 7.2.14, LONGEVITY, for a second reading and adoption.

Article 10 – Salaries

10.1 Implement the attached MOU concerning salary for 2013 – 2014 only.

10.8 Longevity Pay

~~At the beginning of the 10th year of employment and each succeeding year, an employee will receive a 1% increase above base pay until a maximum of 8% is reached~~ Unit members shall receive the following longevity increments above their base pay at the beginning of the following years of their employment:

- 3% at year 10
- 3% at year 15 for a maximum of 6%
- 3% at year 18 for a maximum of 9%
- 3% at year 21 for a maximum of 12%
- 3% at year 25 for a maximum of 15%

Article 11 – Health & Welfare Benefits

11.1.1 ~~In consideration for eliminating Appendix G – Lotto Days, the District will increase the maximum annual health benefit contribution for eligible unit members from \$7,225.00 to \$7,775.00 effective beginning 2011-2012 insurance year. Effective July 1, 2014, the District shall contribute the following amounts for each full-time unit member towards medical, dental, vision, income protection, and life insurance. The employee shall select one of the below benefit tiers:~~

Employee Only	\$8,450
Employee plus 1	\$9,200
Employee plus family	\$11,000

Full-time unit members shall be required to participate in at least employee only District medical, dental, vision and life insurance unless modified by mutual agreement between CSEA and the District.

11.2.3 Unless changed by mutual agreement of CSEA and the District, the District will provide a health and welfare benefit program that will require each bargaining unit member to participate in in the Employee Only medical, vision, and dental and life insurance and will provide the following provisions:

Health Insurance Plans:

~~Indemnity Plan – Mutually acceptable carrier (\$300 deductible)~~

- ~~*Employee Only~~
- ~~*Employee + one dependent~~
- ~~*Employee + family~~

CHAPTER 7: WAGE AND SALARY PROVISIONS (DRAFT 10/15/15)
Entire chapter revision adopted 02/12/04

7.2 APPLICATION OF SALARY SCHEDULES

7.2.14 Longevity

~~At the beginning of the tenth year of employment and each succeeding year, an employee will receive a 1 percent increase above base pay until a maximum of 8 percent is reached.~~

Bargaining unit members shall receive the following longevity increments above their base pay at the beginning of the following years of their employment:

- 3% at year 10
- 3% at year 15 for a maximum of 6%
- 3% at year 18 for a maximum of 9%
- 3% at year 21 for a maximum of 12%
- 3% at year 25 for a maximum of 15%

Classified management and confidential employees shall, at the beginning of the tenth year of employment and each succeeding year, receive a 1 percent increase above base pay until a maximum of 8 percent is reached.

