



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

REGULAR MEETING

Thursday, March 13, 2014
4:30 p.m.
District Board Room, Building A

Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 - 2014

PERSONNEL COMMISSION:

Dr. Allan Pogrund, Chair
Daniel Gooch, Vice-Chair
Bob Ewing, Member

A G E N D A

OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

REGULAR MEETING
THURSDAY, MARCH 13, 2014
4:30 P.M.
BOARD ROOM, BUILDING A

1. **CALL TO ORDER** **TIME:** _____

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the February 13, 2014, Regular Personnel Commission Meeting for approval.

(Action)
Pages 1-4

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

(Action)
Page 5

Moved: _____
Second: _____
Vote: _____

A. RECRUITMENT AND TESTING:

1. **ELIGIBILITY LISTS:** The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists. (*Commissioners only.*)

2013 – 28	School Office Manager
2013 – 29	Child Care Attendant

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

(Information)
Pages 6-10

- March 4, 2014 – (Exhibit A) – Regular Board Meeting

8. **REQUEST TO WORK OUT OF CLASSIFICATION:** The Personnel Commission will receive the Director's recommendation to review, discuss, and approve the Request to Work Out of Classification.

(Action)
Pages 11-12

Moved: _____
Second: _____
Vote: _____

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
February 13, 2014**

CALL TO ORDER Commissioner Pogrund called the February 13, 2014, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Commissioner Ewing led the Pledge of Allegiance.

ROLL CALL Present were Commissioners Ewing, Gooch, and Pogrund, and Director Michelle Vellanoweth.

PUBLIC COMMENTS Susan Atchison, CSEA Treasurer and job steward, introduced herself and stated that she and other CSEA officers, members, and job stewards were going to be attending Personnel Commission meetings in order to receive information.

MINUTES OF JANUARY 16, 2014 Motion by Commissioner Pogrund to approve the minutes of the January 16, 2014, Regular Personnel Commission Meeting.

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

COMMISSION BUSINESS

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

A. 1. Eligibility Lists:

- 2013 – 24 Computer Multimedia Technician
- 2013 – 25 Intermediate Clerk Typist
- 2013 – 26 Instructional Assistant – Computer
- 2013 – 27 Personnel Technician

Motion by Commissioner Gooch to approve the Consent Calendar.

Commissioner Gooch commented that he noticed that there were some fairly high profile vacancies. Commissioner Pogrund added that he thinks it is promising that the District is looking for more Administration to give it direction.

Commissioner Ewing asked when the postings were going to close. Director Vellanoweth answered that the Director, Food Services posting closes approximately March 4 or 5, 2014, and that the Assistant Superintendent, Administrative Services is being brought forward to update the job description in preparation of posting.

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

CLASSIFIED ACTIVITY LISTS The Personnel Commission received for information only, the Classified Activity List that was presented for approval to the Board of Trustees at the February 4, 2014, Board of Trustees meeting.

**ADVANCED STEP
PLACEMENT –
SHRISTIE NAIR,
PERSONNEL
TECHNICIAN**

Director Vellanoweth explained that Shristie Nair is the District's new Personnel Technician in Classified Personnel. An advanced step placement is being requested to Step 2 of the appropriate salary range. The rationale behind the recommendation is the employee's education and experience, including recent Human Resources experience in an educational setting, a Bachelor's degree, and a Human Resources Management certificate. She is also currently pursuing a Master's degree in Business Administration. A placement at Step 2 would match her most recent highest salary and allow a little more to be competitive.

Motion by Commissioner Ewing to approve the Advanced Step Placement – Shristie Nair, Personnel Technician

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

**PROPOSED NEW
CLASSIFICATION –
LEAD BEHAVIOR
INTERVENTION
ASSISTANT**

Director Vellanoweth explained that the Superintendents of the five member districts of WOCCSE (West Orange County Consortium for Special Education) recently met to discuss enacted legislation which identifies the urgency of behavior intervention plans for special education students. In response to this legislation and other factors, all five Districts concluded that they would like to have improved behavior support in all classrooms. Although not required by the legislation, part of this plan involves the District's designating an aide who can provide this extra classroom support and travel from school to school when there is a student in crisis. They can also provide training to existing staff to help with behavioral issues.

Director Vellanoweth has conducted some salary comparisons to other Districts within the Consortium, who have already developed job classifications, as well as our District's internal alignment with other classified positions. The salary recommendation is at Range 31.

Commissioner Pogrund asked whether this was being flown at this moment. Director Vellanoweth answered no, that it is not since it is a new classification and needs to come to the Commission first for approval. She mentioned that the Personnel Office does have a signed requisition and if this is approved, the Personnel Office will post for this position. This recruitment will be promotional only to allow for current special education aides or ABA aides that have been through the DTT/ABA training to be eligible to promote to this position.

Commissioner Pogrund stated that when he was consulting several years for the District, one of his duties was to find special education teachers and it was very difficult because they are in very high demand.

Commissioner Gooch stated that Director Vellanoweth mentioned that the recruitment was going to be flown as internal only, and as Commissioner Pogrund just stated it is very difficult to find special education employees. Commissioner Gooch asked whether the District has any kind of assessment as to the number of individuals internally that would qualify for this position.

Director Vellanoweth answered that in order to qualify the employees would have had to successfully complete the DTT/ABA training, and she believes the District has at least 40 part time employees in that capacity. Additionally, the District has a few other employees in different capacities that have also passed the training, such as

Instructional Assistant – Special Education or Instructional Assistant – Severely Disabled.

Commissioner Gooch stated that his concern was to make sure that there are enough applicants to provide an adequate pool due to the fact that this is going to be an internal posting only. He also stated that normally he would like to see that recruitments are open to the public and promotional, but if there will be enough applicants just from posting internally only, then he is fine with it.

Motion by Commissioner Ewing to approve the Proposed New Classification – Lead Behavior Intervention Assistant.

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

**SECOND PUBLIC
COMMENTS**

Susan Atchison, CSEA Treasurer, asked when a recruitment is flown promotional only, is the vacant position that is created when an employee promotes, filled by a list that the vacancy came from. Ms. Atchison wanted to make sure that the previous position would not be lost. Director Vellanoweth answered that there would be no lost position. If someone internally promotes to this position, most likely that position would still need to be replaced. She presumes that whoever promotes to the new position would be a current Instructional Assistant – ABA or Special Education and unless there was a change to the student's needs their previous position would need to be filled.

Ms. Atchison had a comment about Oak View Preschool. She mentioned that the teacher/student ratio is 8:1 and in order to meet that capacity, she stated that the District is filling the ratio by using parents. She asked if this was allowed according to the Personnel Commission or the Merit System.

Commissioner Pogrund and Commissioner Ewing asked Ms. Atchison if she was suggesting that parents were filling positions that should be filled by employees, or were they volunteering. Ms. Atchison answered that parents were actually be used to meet a ratio.

Commissioner Pogrund stated he was not aware of this and asked Director Vellanoweth if she was aware of this. Director Vellanoweth answered that she was not. Commissioner Pogrund stated that he believed that this is something that needs to be discussed with the District and see in fact what the rationale is.

**COMMISSIONERS'
REPORTS**

Commissioner Gooch stated that he was pleased to see in Director Vellanoweth's monthly memo that the District is proactively pursuing avenues of recruiting for veterans. He stated that the thought occurred to him that in Ms. Vellanoweth's communications with CSPCA, she might check to see if they had anything similar to this, and if not that possibly our District could be the "spark plug" that gets the entire agency or state personnel board pursuing the possibility of soliciting jobs for veterans.

Commissioner Ewing stated that Ms. Vellanoweth is co-facilitating a focus group of the District's Strategic Planning Committee, of which he is a member. He stated that Ms. Vellanoweth is doing a very good job and thanked her for her leadership.

**COMMISSIONERS'
REPORTS
CONTINUED**

Commissioner Ewing also had a comment regarding working out of classification requests beyond 90 days. He stated that he feels very comfortable allowing decisions to be made by Ms. Vellanoweth, but that he would also like these matters to be brought back as an agenda item to the Commission, only because that would cover Ms. Vellanoweth if an issue arose at some point.

Commissioner Ewing stated that the next meeting of the Personnel Commission was scheduled for March 13, 2014. Commissioner Pogrund mentioned he may be out of town for the next meeting.

**DIRECTOR AND
STAFF REPORTS**

There were no comments or reports from the Director, Classified Personnel.

ADJOURNMENT

Commissioner Gooch made a motion to adjourn the February 13, 2014, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Ewing, and carried with a 3:0 vote at 4:44 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: March 13, 2014
SUBJECT: Agenda Item No. 6.A.1.: 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)*.

The following are the current lists for ratification:

2013 – 28	School Office Manager
2013 – 29	Child Care Attendant

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2013 – 28, 2013 – 29.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 13, 2014

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LISTS

Background Information

At the Ocean View School District, Regular Board Meetings of March 4, 2014, (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 March 4, 2014, (Exhibit A).

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 4, 2014

Approve Employment
In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
			<u>STEP</u>	<u>DATE</u>
Aleman, Jonathan	Instructional Aide (Substitute)	\$14,199 per hour	21.1	01/21/14
Baker, Suzanne	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	01/21/14
Baldwin, Jerry	School Office Clerk (Substitute)	\$22,223 per hour	28.5	01/14/14
Boushahine Erem, Raeda	School Office Manager (Substitute)	\$23,344 per hour	36.2	01/14/14
Charles, Daphne	Instructional Assistant - Severely Disabled	\$15,676 per hour	25.1	02/05/14
Dedic, Diana	Community Liaison Bilingual Assistant	\$14,921 per hour	23.1	02/12/14
Dorchak, Tammy	Instructional Aide (Substitute)	\$14,199 per hour	21.1	01/27/14
Hurtado, Katelyn	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	01/27/14
King, Randi	Instructional Assistant - Severely Disabled (Substitute)	\$15,676 per hour	25.1	01/27/14
Luna Alvarez, Evelin	Instructional Assistant - EL (Substitute)	\$14,921 per hour	23.1	01/27/14
	Instructional Assistant - Physical Education (Substitute)	\$15,676 per hour	25.1	01/27/14
	Instructional Assistant - Adapted Physical Education (Substitute)	\$15,676 per hour	25.1	01/27/14
	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	01/27/14
	Instructional Assistant - Severely Disabled	\$15,676 per hour	25.1	02/06/14
	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	01/27/14
	Instructional Aide (Substitute)	\$14,199 per hour	21.1	01/21/14
	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	01/21/14
	Instructional Assistant - EL (Substitute)	\$14,921 per hour	23.1	01/21/14
	Instructional Aide (Substitute)	\$14,199 per hour	21.1	01/27/14
	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	01/27/14
	Instructional Assistant - Severely Disabled (Substitute)	\$15,676 per hour	25.1	01/27/14
	Instructional Assistant - EL (Substitute)	\$14,921 per hour	23.1	01/27/14
	Instructional Assistant - Physical Education (Substitute)	\$15,676 per hour	25.1	01/27/14
	Instructional Assistant - Adapted Physical Education (Substitute)	\$15,676 per hour	25.1	01/27/14

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 4, 2014

<u>Approve Employment - Continued</u>		<u>RANGE</u>	<u>EFFECTIVE</u>
In accordance with Merit System testing procedures:		<u>STEP</u>	<u>DATE</u>
<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>DATE</u>
Murray, Renee	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	02/11/14
Nair, Shristie	Personnel Technician	\$3,374.00 per month	02/11/14
Nguyen, Lanvy	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	01/27/14
Presley, Ashley	Speech and Language Assistant (Substitute)	\$18,635 per hour	02/11/14
Royster, Jody	Instructional Assistant - Special Education	\$14,554 per hour	01/22/14
Shaw, Hayli	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	01/29/14
	Instructional Aide (Substitute)	\$14,199 per hour	01/22/14
	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	01/22/14
	Instructional Assistant - Severely Disabled (Substitute)	\$15,676 per hour	01/22/14
	Instructional Assistant - EL (Substitute)	\$14,921 per hour	01/22/14
	Instructional Assistant - Physical Education (Substitute)	\$15,676 per hour	01/22/14
	Instructional Assistant - Adapted Physical Education (Substitute)	\$15,676 per hour	01/22/14
Shih, Paul Cheng-Fei	Instructional Aide (Substitute)	\$14,199 per hour	01/21/14
	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	01/21/14
	Instructional Assistant - Severely Disabled (Substitute)	\$15,676 per hour	01/21/14
	Instructional Assistant - EL (Substitute)	\$14,921 per hour	01/21/14
Stark, Summer	Instructional Assistant - ABA	\$16,070 per hour	01/27/14
Stehle, Elsa	Instructional Aide (Substitute)	\$14,199 per hour	02/11/14
	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	02/11/14
	Instructional Assistant - Severely Disabled (Substitute)	\$15,676 per hour	02/11/14
	Instructional Assistant - EL (Substitute)	\$14,921 per hour	02/11/14
	Instructional Assistant - Physical Education (Substitute)	\$15,676 per hour	02/11/14
	Instructional Assistant - Adapted Physical Education (Substitute)	\$15,676 per hour	02/11/14

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 4, 2014

Approve Employment - Continued

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
		<u>STEP</u>	<u>DATE</u>	<u>DATE</u>
Tran, Philip	Computer Multimedia Technician	45.1	\$4,316.00 per month	02/11/14
Ward, Philomena	Instructional Aide (Substitute)	21.1	\$14,199 per hour	02/03/14
	Instructional Assistant - Special Education (Substitute)	22.1	\$14,554 per hour	02/03/14
	Instructional Assistant - EL (Substitute)	23.1	\$14,921 per hour	02/03/14

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START</u>	<u>EFFECTIVE</u>
			<u>DATE</u>	<u>DATE</u>
Aden, Jodi	Instructional Assistant - Special Education (Substitute)	Resignation - Personal	10/21/13	10/21/13
Barley, Stephanie	Instructional Assistant - ABA	Resignation - Personal	11/29/10	10/04/13
Beituni, Rihab	Child Care Attendant	Released Within Probation	10/09/13	12/06/13
Bavouset, Monica	Food Distribution Worker	Resignation - Personal	05/13/13	01/24/14
Cortez, Nicholas	Instructional Assistant - ABA (Substitute)	Resignation - School	10/21/13	01/07/14
	Instructional Assistant - Special Education (Substitute)	Resignation - School	10/21/13	01/07/14
Dominesey, Diana	Food Distribution Worker	All Leaves Exhausted	03/04/93	01/29/14
Fletchall, Whitney	Instructional Assistant - ABA	Resignation - Personal	10/10/11	01/01/14
Francis, Rhena	Instructional Assistant - Special Education	Resignation - Personal	02/28/08	01/17/14
Hernandez, Ariana	Child Care Attendant	Resignation - Personal	01/07/13	03/03/14
Johnson, Melissa	Preschool Instructional Assistant	Resignation - Personal	11/17/08	01/28/14
	Instructional Aide (Substitute)	Resignation - Personal	11/17/08	01/28/14
	Instructional Aide Bilingual (Substitute)	Resignation - Personal	11/17/08	01/28/14
Lund, Helen	Instructional Aide	Resignation - School	09/14/09	01/24/14

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 4, 2014

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Martinez, Marlene	Instructional Aide Bilingual (Temporary)	Resignation - No Longer Available	10/10/11	06/30/13
Myers, Callie	Instructional Assistant - ABA (Substitute)	Resignation - No Longer Available	02/25/13	06/18/14
Pedersen, Sonya	Instructional Assistant - Special Education (Substitute)	Resignation - No Longer Available	02/25/13	06/18/14
Peschek, Ralph	School Library Specialist	Resignation - Moved	08/29/02	02/21/14
Royster, Jody	Director, Food Services	Resignation - Another Job	12/01/11	02/14/14
Vargas-Garcia, Mayra	Instructional Assistant - Special Education	Resignation - Personal	01/22/14	01/28/14
Ward, Kristen	Child Care Attendant	Resignation - Another Job	10/07/13	12/01/13
Zaboub, Romilla	School Health Technician	Released Within Probation	01/13/14	02/11/14
	Bus Driver	Resignation - Moved	09/06/11	11/20/13

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Le, Tinh	Maintenance Electrician	09/25/07	02/18/14
Pelton, Roberta	School Health Technician	11/16/98	01/10/14
	School Office Clerk (Substitute)	07/01/00	01/10/14

Approve Professional Growth Payment

In accordance with Board Policy 4133:

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>	<u>EFFECTIVE DATE</u>
Lopez, Ceylida	Personnel Analyst	\$900.00	03/05/14

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 13, 2014
SUBJECT: Agenda Item No. 8: Request to Work out of Classification

Background Information

A request was recently received from the Special Education Department for a classified employee to work out of classification as a Speech and Language Pathology Assistant from January 28, 2014 through the end of the school year June 17, 2014.

Pursuant to Personnel Commission Rule 3.2.9.1:

“No employee shall be assigned to work out of class for more than ninety (90) days in one fiscal year without prior approval of the Personnel Commission. An example of the kind of exemption allowed by the Commission would be the temporary replacement of an employee on a long-term illness leave where the employee is assigned to work out of class for the duration of the absent employee’s leave”.

Per the Commission’s direction, the Director, Classified Personnel is bringing forth this request for consideration.

Analysis

During the past year as the District has experienced difficulties in recruiting certificated Speech and Language Pathologists, it has not been uncommon to have classified Speech and Language Assistants (SLPA’s) work additional hours to provide caseload support in the tasks that are appropriate for a classified SLPA to perform.

Currently a certificated Speech and Language Pathologist is out on medical leave through the end of the school year June 17, 2014. There are currently no qualified certificated employees available to substitute while this employee is on leave, nor are there any existing classified SLPA’s that are able to work the additional hours necessary to provide caseload coverage. The Special Education Department has requested that a current Instructional Assistant – ABA work out of classification as a SLPA (for which she is qualified) for the duration of the certificated employee’s leave. Personnel Commission rules allow for out of class work to last no more than 90 days unless the employee is temporarily replacing another employee on long-term illness leave.

As the absent certificated employee will be on leave from January 28, 2014 through June 17, 2014, the duration of the requested working out of class assignment will last in excess of 90 days. However, this circumstance is allowable under the exception portion of Personnel Commission Rule 3.2.9.1 as the classified employee being requested to work out of class will be temporarily replacing an absent employee on long-term illness leave. The classified employee is qualified to assume these duties and if approved, will be compensated at the commensurate hourly rate for a qualified Speech and Language Assistant. Therefore, the Director, Classified

Personnel recommends that the request for working out of classification for the duration of the school year be granted.

.....
Recommendation:

The Director, Classified Personnel recommends that the Special Education Department's request for a classified Instructional Assistant – ABA to work out of classification as a Speech and Language Assistant from January 28, 2014 through June 17, 2014 be granted in accordance with Personnel Commission Rule 3.2.9.1.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 13, 2014

SUBJECT: **Agenda Item No. 9: Proposed New Classification – Database Analyst and Recommendation to Reclassify Incumbent from Information Technology Support Specialist to New Classification of Database Analyst**

Background Information

The job description review process for the Information Technology Support Specialist has been completed. This included reviewing the responses of the incumbent to the job analysis questionnaire, and meeting separately with the incumbent, the incumbent's supervisor, Director, Information Services Rick Larson, and Mr. Larson's supervisor, Director, Middle School Programs Roni Ellis, who is currently coordinating the District's technology plan. Based upon this information, the Director, Classified Personnel recommended to District administration that the establishment of a new classification and reclassification of the existing incumbent may be in order.

Historical Perspective:

Ms. Judy White has been employed as the Districts Information Technology (IT) Support Specialist since June 2011. When Ms. White first assumed this position, her role was defined to serve as an interface between technology users throughout the District and Information Services staff for problems involving the District's Student Information System (AERIES) and the State's California Longitudinal Pupil Achievement Data System (CALPADS). She was expected to assist the Director of Information Services with State reporting of various standardized testing results as well as assist in maintaining the integrity of student reporting data. Over the course of the last three years, Ms. White has been assigned more complex tasks and has assumed responsibility in the complex maintenance, coordination, and monitoring of all data related to educational programs and services.

Ms. White has had a gradual increase of responsibility over the management and the technical aspect of the District databases such as, independently determining appropriate course of action and procedures to retrieve or create the platform to retrieve data, installing or working closely with database developers to upgrade and add patches to fix program bugs, and develop plans or goals to meets the needs of the District and its users. To perform these duties Ms. White has been required to use analytical skills to adequately manage the specialized databases of the District. Because of Ms. White's knowledge and skill she has gradually become a lead and an expert for the District's Student Information System (AERIES), CALPADS, Blackboard Connect, Destiny, Aeries.net, SEIS, Edline, and Nutrikids. Where previously data was collected from individual departments, Ms. White has defined and standardized the data from existing data sources and has developed policies and procedures to integrate and migrate this information into a common source. With this, she has assumed the full

*Proposed New Classification – Database Analyst and Recommendation
to Reclassify Incumbent from Information Technology Support Specialist
to New Classification of Database Analyst
Page Two*

responsibility and oversight for data integrity, monitoring, managing and manipulating data to ensure optimal performance, security, recovery and accurate reporting at the District, state and federal levels.

Because of the increase in various local, state and federal funding programs which are tied specifically to student data and demographics, data reporting standards and the complexity and specificity of the information required have increased. Since Ms. White has assumed this position, the District has increasingly relied upon her expertise, analytical skills and recommendations to produce accurate data and custom reports which directly correlate to the District’s eligibility for specific funding. This has required Ms. White to spend an increased amount of time writing highly complex Structured Query Language (SQL). Over the course of the last three years, with her increased proficiency in writing SQL and using higher programming language, she can now modify software and retrieve student data from various programs and manipulate and analyze this data to meet more complex custom reporting requirements as well as end user needs. Ms. White has also been instrumental in maximizing database features and modifying existing databases to meet the needs of the District.

Ms. White works independently, leads projects, and plans the management of the databases, which has relieved the Director of coordinating and overseeing the day to day operations in these areas, allowing him to focus on broader departmental and district issues.

Analysis

The IT Support Specialist has evolved from a support position to an expert lead database controller position that is analytical in nature, with a higher level of responsibility, independent judgment and higher complexity of tasks. The Director feels these changes justify the establishment of a new classification at a higher analyst level and a review of an appropriate salary placement.

As a result, the Director recommends the establishment of a new classification entitled Database Analyst.

Salary Considerations:

Currently, the incumbent of the position is assigned to the classification of IT Support Specialist. This classification is assigned to the Network/Communications Series on the Classified Bargaining Unit Salary Schedule at Salary Range 40, \$3815.00 to \$4648.00 per month. The proposed new classification of Database Analyst is also recommended to be placed in the Network/Communications Series of jobs on the Classified Bargaining Unit Salary Schedule.

Survey information was gathered from other districts with enrollments and positions comparable in duties to that of the proposed Database Analyst.

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Salary</i>
Bonita Unified School District	Database Administrator *	\$5,441 - \$6,365
Natomas Unified School District	Database Specialist	\$4,259 - \$6,307
	*Management Level Position	

*Proposed New Classification – Database Analyst and Recommendation
to Reclassify Incumbent from Information Technology Support Specialist
to New Classification of Database Analyst
Page Three*

Median Salary: Starting: \$4,850 Ending: \$6,336

The recommended salary for a position would typically be within the median of districts surveyed. However, it is difficult to compare salaries of IT positions due to the variety of structures, sizes, numbers and types positions within each district. As seen above, the Bonita Unified School District has a position with comparable duties, but it is established at a management level with oversight for other employees. As Ocean View’s recommended classification will be performing comparable duties, the position was included in the survey data. However, Ocean View’s proposed classification will not be established at a management level as it will not be required to supervise other employees, and therefore the salary figure tends to skew the median rate. In addition, consideration needs to be given to the internal equity within other positions in the Network/Communications Series and with other positions in the District with comparable levels of skill and responsibility. Therefore, it is the Director’s recommendation that the salary of the new classification be placed at Salary Range 45, \$4316.00 to \$5260.00 per month. This will allow for a salary slightly higher to the Natomas Unified School District surveyed, as well as provide for internal alignment within the series without altering the relationship among the existing classes.

<i>Ocean View School District (CURRENT)</i>	<i>Ocean View School District (PROPOSED)</i>
IT Support Specialist Range 40 \$3,815-\$4,648	Database Analyst Range 45 \$4,316-\$5,260

Network/Communications Series of Jobs:

- Range 40 Information Technology (IT) Support Specialist
- Range 45 Database Analyst**
- Range 45 Computer/Multimedia Technician
- Range 50 Network Systems Manager

A Salary Range 45 would also place this position at a salary comparable to the following Ocean View classified positions with similar responsibility and complexity:

- Financial Analyst
- Heating and Air Conditioning Mechanic/Energy Conservation Coordinator
- Computer Multimedia Technician
- Lead Mechanic

Other Considerations:

The proposed job classification and job description have been shared with the incumbent and appropriate District Administration. All are in agreement that the new classification best describes the duties and responsibilities of Ms. White. In addition, the proposed salary recommendation has been shared with District Administration who is supportive of the salary placement and also supports the proposed reclassification of Ms. White.

.....
Recommendation:

The Director, Classified Personnel recommends that:

- 1) The Personnel Commission review, discuss and approve the proposed new classification and specification of Database Analyst. It is recommended that the new classification be assigned to the Network/Communications Series of classifications within the CSEA Bargaining Unit and be eligible for overtime compensation in accord with Education Code 45128. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees a placement at Salary Range 45, \$4,316.00 to \$5,260.00 per month on the Classified Bargaining Unit Salary Schedule AND
- 2) As Ms. White has been performing the majority of the duties and responsibilities described in the proposed job description of Database Analyst for over two years, and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rule 3.3.1 (Education Code 45285), the Director recommends that Ms. White be reclassified from Information Technology Support Specialist to Database Analyst.

Attachments: Job Description – Information Technology Support Specialist, dated 3/10/11
Draft of proposed new classification Database Analyst, dated 3/13/14
Merit Rule 3.3.1

INFORMATION TECHNOLOGY SUPPORT SPECIALIST (ITSS)

DEFINITION:

Under general supervision of the Director of Information Services, serves as an interface between technology users throughout the District and Information Services staff. Serves as a Specialist for the District's Student Information System (AERIES) and the State California Longitudinal Pupil Achievement Data System (CALPADS); assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This single incumbent class is distinguished from other Information Services classifications in that it is more project oriented with responsibility for the many State mandated timelines throughout the year, while the Network Systems Manager is responsible for network systems, databases and application(s) programs used throughout the District as well as network security and anti-viral protection.

EXAMPLES OF DUTIES:

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

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

Import data from AERIES to the web-based Data Director application. *E*

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

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

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

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

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

Update parent/teacher notification system (Blackboard Connect) as needed.

E denotes an essential function of the job

SUPERVISION:

Receives general supervision from the Director of Information Services.

Not responsible for direct supervision of other employees. May coordinate the work of outside contractors providing required services.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern office methods, procedures, terms, equipment;

Microsoft SQL Server

Word processing (MS Word), Excel spreadsheet, Access database, Internet browsers and E-mail computer applications software;

Business office telephone techniques and etiquette;

Basic mathematics used in an office environment;

Standard record keeping, filing systems and procedures;

Correct English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;

Letter, report, and agenda preparation methods;

Ability to:

Rapidly learn AERIES database and various application software (including but not limited to STAR, CELDT, OLSAT) using the AERIES database and the CALPADS information for the assigning of SSID numbers for all incoming students.

Learn methods of effectively assisting users in troubleshooting software packages and how to communicate effectively with users to determine, diagnose and assist in resolving hardware/software problems or referring the problem to the appropriate technician;

Operate PC diagnostic utilities to assist in troubleshooting software problems with assigned software;

Troubleshoot MS Word and AERIES student information database and other software applications;

Oversee and develop queries (Aeries SQL version and Aeries Access version) to retrieve pertinent student and personnel information from District databases;

Understand and carry out oral and written instructions;

Establish and maintain effective working relationships with a variety of users.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in the position. Typically this knowledge and these skills and abilities are acquired through two or more years of broad, varied, increasingly responsible technical or secretarial experience, preferably for an administrator in an Information Technology/Systems environment. (Two years of closely related college education in Computer Science, Information Technology or related field may be substituted for one year of the required experience.)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

New classification adopted by Personnel Commission 6/17/10
Classification Revisions Effective 3/10/11



OCEAN VIEW SCHOOL DISTRICT



Personnel Commission

DATABASE ANALYST

JOB SUMMARY:

Under general supervision of the Director of Information Services, performs complex maintenance, coordination, and monitoring of all data related to educational programs and services; serves as the lead and expert for the District's Student Information System (AERIES), the State California Longitudinal Pupil Achievement Data System (CALPADS), Blackboard Connect, Destiny, Aeries.net, SEIS, Edline, and Nutrikids; provides direction and technical assistance to school sites, district departments, and parents in the use of all educational databases; responsible for all state reporting and exporting of data; performs system analysis, design, and documentation of databases.

CLASS CHARACTERISTICS:

This single incumbent class is distinguished from other Information Services classifications in that it is more project oriented with responsibility for the many State mandated timelines throughout the year. The incumbent in this position is responsible for data integrity to ensure accurate reporting at the district, state, and federal levels. Performs specialized complex duties in the monitoring and manipulation of large amounts of data.

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

Provide leadership for project management, technical reporting, standards development, and systems administration practices; *E*

Responsible for gathering and coordination of data for State reporting, including but not limited to: California Assessment of Student Performance and Progress (CAASPP), California English Language Development Test (CELDT), Otis-Lennon School Abilities Test (OLSAT), and Physical Fitness Test using the AERIES database; *E*

Integrate databases from existing data sources to meet the access and reporting needs defined by the District and site staff; *E*

Perform regular database system performance monitoring for the purpose of troubleshooting and resolving database-related problems and implement remediation processes; *E*

Monitor databases for accuracy and data integrity; manage and manipulate large amounts of data to generate charts, graphs or reports using Structured Query Language (SQL), Microsoft Word or Excel; *E*

Develop database-related standards, definitions, policies and procedures for optimal performance, security, and recovery; *E*

Write, test, document, and debug programs; *E*

Lead implementation, review and modify functional and procedural changes to the database in order to ensure optimal performance and system availability; *E*

Use higher programming language to write scripts and modify programs, create complex queries using SQL to produce custom reports and disaggregate data; *E*

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

Perform data verification, import data from AERIES to the web-based Illuminate application, copy student records, create and maintain student log-ons, teacher log-ons, and administration log-ons *E*

Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning the use of database; *E*

Provide training and support to administrators and staff on data entry procedures, the effective use of data systems and various applications, either one-one-one or in groups; *E*

Provide support, technical advice, and operational assistance in the use of various applications for parents and a variety of district personnel; *E*

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

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

Maintain confidentiality of sensitive employee and student information;

Maintain data standards, including adherence to the Data Protection Act;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Receives general supervision from the Director of Information Services.

Provide leadership and/or guidance and direction to subordinate positions assigned. May coordinate the work of outside contractors providing required services.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Student information systems and supporting programs;
- Knowledge of formal data structure design, relational database design, and file structure;
- Knowledge of principles and techniques of system and programming work, including analysis, design, and documentation;
- Legal responsibilities and restrictions as they apply to access control and security privileges;
- Techniques to test and debug computer programs;
- Advanced knowledge to coordinate very technical support processes;
- Extensive knowledge of network operations, security, and directory services;
- Database administration expertise with contemporary relational databases and a high level of skill with Structured Query Language (SQL) and PL/SQL
- Word processing (MS Word), Excel spreadsheet, Access database, Internet browsers and E-mail computer applications software;
- Documentation standards, including procedures and definitions for metadata;
- Project coordination and planning;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Standard record keeping, filing systems and procedures;
- Correct English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;
- Letter, report, and agenda preparation methods.

Ability to:

- Develop and implement large scale database applications;
- Analyze user needs and develop effective systems programs;
- Rapidly learn AERIES database and various application software (including but not limited to CAASPP, CELDT, OLSAT) using the AERIES database and the CALPADS information for the assigning of SSID numbers for all incoming students.
- Learn methods of effectively assisting users in troubleshooting software packages; communicate effectively with users to determine, diagnose and assist in resolving hardware/software problems;
- Operate PC diagnostic utilities to assist in troubleshooting software problems with assigned software;
- Troubleshoot MS Word and AERIES student information database and other software applications;
- Write complex queries (Aeries SQL version and Aeries Access version) to

- retrieve pertinent student and personnel information from District databases;
- Establish and execute data security standards, procedures, and recovery plans;
- Analyze and document data table relations and its architecture;
- Manage servers and troubleshoot errors, diagnosing and resolving problems;
- Understand and carry out oral and written instructions;
- Analyze a variety of technical problems and develop or apply appropriate solutions;
- Prepare clear, complete and concise report and records;
- Present instructions to individuals and large groups;
- Perform the duties of this position with minimal supervision;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Associate’s degree in Computer Technology or related field is required;
- Graduation from a recognized four-year college or university with a major in Information Technology, Computer Science, Programming, or related field may be substituted for two years of the required experience.

Experience:

- Four (4) years of experience in computer support and configuration, relational databases management or Structured Query Language (SQL). Experience in an educational environment using student information systems is highly desirable.

LICENSES REQUIRED:

Possession of a valid Class C California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Proposed new classification 3-13-14

3.3 RECLASSIFICATION

3.3.1 Basis for Reclassification

The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities.

3.3.2 Requests for Study

Requests for classification study of existing positions shall be presented to the Director, Classified Personnel together with a statement of the reasons for requesting the study.

Requests for study may be initiated by the administration with approval of the Superintendent or by employees or employee organizations.

3.3.3 Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed.

3.3.4 Affect on Incumbents

Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or
2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or
3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination.

(Reference Education Code 45285 + AB 1070) (Revised 10/09/03)

3.3.5 Reemployment List for Displaced Incumbents

Any displacement of a permanent employee resulting from a reclassification of a position, positions, or

class of positions shall be considered a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules.

This rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.

3.4 REORGANIZATION

Positions created or changed as a result of reorganization or the assignment of completely new duties/responsibilities or duties/responsibilities unrelated to those which the position was classified to perform shall be filled through the normal selection process as provided in these rules.

(Reference Education Code sections 45285 and 45285.5) (Revised 07/18/02)