



# *OCEAN VIEW SCHOOL DISTRICT*

## PERSONNEL COMMISSION

### AGENDA

**Thursday, May 15, 2014**

### *CLOSED SESSION*

**4:00 p.m.**

**Human Resources Conference Room, Building B**

### *REGULAR MEETING*

**4:30 p.m.**

**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**  
**PERSONNEL COMMISSION**  
**OCEAN VIEW**  
**SCHOOL DISTRICT**

**THURSDAY, MAY 15, 2014**

**4:00 P.M. CLOSED SESSION**  
**HUMAN RESOURCES**  
**CONFERENCE ROOM – BLDG B.**

**4:30 P.M. REGULAR MEETING**  
**BOARD ROOM – BLDG A.**

1. **CLOSED SESSION –  
CALL TO ORDER**

**TIME:** \_\_\_\_\_ **p.m.**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of April 10, 2014.

**Page 1**  
**(Action)**

**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

**INFORMATION/ACTION ITEMS**

4. **THE PERSONNEL COMMISSION WILL MEET IN CLOSED  
SESSION TO DISCUSS:**

A. Public Employee Appointment, Public Employment, Public Employee Performance Evaluation, Public Employee Discipline/Dismissal/Release/Appeal.

**Pages 2-22**  
**((Action))**

**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

1. Hear appeal from applicant for Custodian and Head Custodian

5. **ADJOURNMENT**

**TIME:** \_\_\_\_\_ **p.m.**

**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

6. **RECONVENE TO OPEN SESSION –  
CALL TO ORDER**

**TIME:** \_\_\_\_\_ **p.m.**

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OF CLOSED SESSION ACTION**

10. **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.

11. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the April 10, 2014, Regular Personnel Commission Meeting for approval.

Pages 23-27  
(Action)

Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**COMMISSION BUSINESS**

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

Pages 28-64  
(Action)

Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**A. JOB DESCRIPTION REVIEWS/REVISIONS:**

1. Bus Driver Trainee
2. Central Kitchen Coordinator
3. Flooring Repair Worker
4. Grounds Equipment Operator
5. Grounds Maintenance Worker
6. Groundskeeper/Gardener
7. Reprographics Technician
8. Sprinkler Mechanic

**B. RECRUITMENT AND TESTING:**

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

Page 65

- 2013 – 35 Instructional Assistant - ABA
- 2013 – 36 Director, Food Services
- 2013 – 37 School Health Technician
- 2013 – 38 Instructional Assistant – Severely Disabled
- 2013 – 39 Assistant Superintendent, Administrative Services
- 2013 – 40 Instructional Assistant - EL

13. **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, Regular Board Meeting of:

Pages 66-69  
(Information)

- May 6, 2014 – (Exhibit A)

14. **PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2014-2015:** The Personnel Commission will hold a Public Hearing prior to taking action on its proposed Annual Budget of the Personnel Commission for the fiscal year 2014-2015.

Pages 70-72  
(Discussion)

Open – Time: \_\_\_\_\_ p.m.

Closed – Time: \_\_\_\_\_ p.m.

- |     |   |   |
|-----|---|---|
| 15. | <b>ADOPTION OF THE PROPOSED BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2014-2015:</b> The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2014-2015. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for Fiscal Year 2014-2015, to be forwarded to the County Superintendent once the District's budget is adopted. | Pages 73-76<br>(Action)<br>Moved: _____<br>Second: _____<br>Vote: _____   |
| 16. | <b>REMOVAL OF NAMES FROM ELIGIBILITY LISTS:</b> The Personnel Commission will receive the Director's recommendation to remove the names of seven candidates from various eligibility lists in accordance with Personnel Commission Rule 6.1.8.  | Pages 77-86<br>(Action)<br>Moved: _____<br>Second: _____<br>Vote: _____   |
| 17. | <b>PROPOSED NEW CLASSIFICATION – GROUNDSKEEPER II AND RECOMMENDATION TO RECLASSIFY INCUMBENT FROM GROUNDSKEEPER/GARDENER TO GROUNDSKEEPER II:</b> The Personnel Commission will receive the Director's recommendation to review, discuss, and adopt the proposed new classification, Groundskeeper II.  | Pages 87-97<br>(Action)<br>Moved: _____<br>Second: _____<br>Vote: _____   |
|     | The Personnel Commission will then receive the Director's recommendation for reclassification of incumbent from Groundskeeper/Gardener to Groundskeeper II.   | (Action)<br>Moved: _____<br>Second: _____<br>Vote: _____                  |
| 18. | <b>PROPOSED NEW CLASSIFICATION – PAINTER:</b> The Personnel Commission will receive the Director's recommendation to review, discuss, and adopt the proposed new classification, Painter.   | Pages 98-103<br>(Action)<br>Moved: _____<br>Second: _____<br>Vote: _____  |
| 19. | <b>PROPOSED NEW CLASSIFICATION – MAINTENANCE PLUMBER:</b> The Personnel Commission will receive the Director's recommendation to review, discuss, and adopt the proposed new classification, Maintenance Plumber.   | Pages 104-109<br>(Action)<br>Moved: _____<br>Second: _____<br>Vote: _____ |

### COMMUNICATIONS

- |     |  |
|-----|--|
| 20. | <b>SECOND PUBLIC COMMENTS:</b> The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. |
| 21. | <b>COMMISSIONERS' REPORTS</b>  |
| 22. | <b>DIRECTOR AND STAFF REPORTS</b>  |

**23. ADJOURNMENT**

**TIME:** \_\_\_\_\_ **p.m.**

**Moved:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Vote:** \_\_\_\_\_

*The Ocean View School District Personnel Commission meets on the 2<sup>nd</sup> Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and available 72 hours in advance of each regular meeting. Items for agenda MUST be submitted to the Personnel Director no later than the end of the working day on the Wednesday preceding the next Commission Meeting. For information call (714) 847-2551 extension 1401.*

"THE OCEAN VIEW SCHOOL DISTRICT INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL THE DIRECTOR, CLASSIFIED PERSONNEL 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (714) 847-2551 EXTENSION 1400."

# OCEAN VIEW SCHOOL DISTRICT MINUTES

**Regular Closed Session Meeting of the Personnel Commission**  
**April 10, 2014**

## CALL TO ORDER

The April 10, 2014, Regular Closed Session meeting of the Personnel Commission was called to order at 3:31 p.m.

## ROLL CALL

Commissioners Ewing, Gooch, and Pogrud were present.

## APPROVAL OF MINUTES

Motion by Commissioner Ewing to approve the minutes of the June 13, 2013, Regular Closed Session Meeting.

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

## COMMISSION BUSINESS

## INFORMATION/ ACTION ITEMS

The Personnel Commission met regarding:

- A. Discussion of appointment of employees, and employee termination, evaluation of employee performance, complaints or charges against an employee, and other personnel matters as pursuant to Government Code sections 54957, 54957.1, 54957.5 and 54957.6.

1. Director, Classified Personnel

## ADJOURNMENT

Motion by Commissioner Ewing to adjourn the April 10, 2014, Regular Closed Session Meeting at 3:56 p.m.

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

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:** May 15, 2014  
**SUBJECT:** Closed Session Agenda Item No. 4.A.1: Appeal of Applications Rejected –  
Samwel Osewe

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### Background Information

Mr. Samwel Osewe submitted applications for both Custodian and Head Custodian on February 20, 2014. Based upon an initial application screening, Mr. Osewe was deemed to have met the minimum qualifications for the positions for which he was applying.

However, based upon statutory prohibition, which applies to all applicants, as well as an individualized review of his applications and the job requirements for the positions he was seeking, Mr. Osewe was informed that he was not eligible to continue in the selection process. In accord with Merit System Rule 4.1.3.A his applications for Custodian and Head Custodian were rejected and he was denied further continuation in the examination process for the following reasons:

4.1.3: Rejection of Application: An applicant may be refused examination or after examination may be refused certification or appointment for any of the following reasons:

- A. Conviction or pleading guilty in court to a narcotics offense (as defined by Education Code 44011), a controlled substance offense (as defined by Education Code 44011), a crime of moral turpitude, any sex offense (as defined by Education Code 44010), mistreatment of children, or who has been determined to be a sexual psychopath (as defined by Education Code 45124).

The applicant chose to file a written protest. After a thorough administrative review consisting of an interview with the applicant, a review of the documentation presented in support of the protest and any applicable information upon which the rejection or disqualification was based, the rejection of Mr. Osewe's applications was upheld.

The applicant has filed a timely appeal in accord with Merit Rule 4.1.4.E and wishes to have an opportunity to address the Commission regarding the rejection of his applications and denial of further continuation in the examination process.

Attachments: Copy of Merit Rule 4.1  
Education Codes 44010, 44011, 45124  
Copies of letters from Director, Classified Personnel dated March 14, 2014, April 1, 2014, and April 29, 2014  
Copies of letters from applicant dated March 16, 2014, and April 8, 2014

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**Recommendation**

It is the Director's recommendation that the Personnel Commission hear the appeal of Mr. Samwel Osewe regarding the rejection of his applications submitted on February 20, 2014 for Custodian and Head Custodian.



**Ocean View School District  
Merit System Rules & Regulations of the Personnel Commission**

**CHAPTER 4: APPLICATIONS**

**4.1 APPLICATIONS FOR EMPLOYMENT**

**4.1.1 Filing Applications**

All applications for employment must be made upon form(s) provided by the Personnel Commission, completed as directed, and filed in the Office of the Personnel Commission on or before the closing date specified in the examination announcement.

Applicants taking more than one examination must file a separate and complete application for each particular examination. All applications shall be signed by the applicant and the truth of all statements contained therein certified by such signature.

**4.1.2 General Qualifications of Applicants**

Applicants must meet the minimum qualifications of the class specification officially adopted by the Commission and set forth in the examination announcement, and any other requirement(s) that may be established by the Commission and/or by law.

**4.1.3 Rejection of Application**

An applicant may be refused examination or after examination may be refused certification or appointment for any of the following reasons:

- A. Conviction of or pleading guilty in court to a narcotics offense (as defined by E.C. 44011), a controlled substance offense (as defined by E.C. 44011), a crime of moral turpitude, any sex offense (as defined by E.C. 44010), mistreatment of children, or who has been determined to be a sexual psychopath (as defined by E.C. 45124).
- B. Criminal, infamous, dishonest, immoral or notoriously disgraceful conduct.
- C. The false statement of material fact or practicing any deception or fraud in certification or appointment or in securing eligibility to take the examination.
- D. Addiction to the use of narcotics as defined in the Health and Safety Code Section 11001.
- E. Evidence of being under the influence of intoxicating beverages or controlled substances while on duty.
- F. Conviction of a felony.
- G. Physical or mental unfitness for the performance of the duties of the class, not subject to reasonable accommodation.
- H. Unwarranted refusal to furnish testimony at a hearing before the Commission or the Governing Board.
- I. Dismissal for cause from a previous employment if the cause would have subjected the applicant to dismissal by the District.
- J. Involuntary separation from the Ocean View School District as a regular or substitute employee because of incompetency or inefficiency, or any disciplinary cause, or voluntary separation while such charges were pending against such employee.

*(Reference Education Code sections 45260 and 45261) (Revised 07/18/02)*

- K. Used or attempted to use political or other coercion, pressure, or bribery to secure an advantage in the examination or appointment.
- L. Advocacy of overthrow of the Government of the United States or the State of California by force, violence or other unlawful means.
- M. Failure to report for duty after an assignment has been offered and accepted.
- N. Directly or indirectly obtaining or seeking to obtain question(s) to be utilized in any examination given, or to be given by the Commission.
- O. Failure to submit application for employment correctly or within the prescribed time limits.
- P. Failure to execute the oath or affirmation of allegiance required by the State of California (Section 3, Article 20 of the California Constitution).
- Q. Discharge from the armed forces for conditions other than honorable.
- R. Failure, after being duly noticed, to report promptly for review of any other basis of rejection of application.
- S. Failure to submit to or pass pre-employment medical evaluations (may include drug screening).
- T. Other reasons deemed sufficient by the Commission.

**4.1.4 Notification of Rejection and Appeal**

Applicants, candidates, and eligibles who are rejected for any of the reasons enumerated in Rule 4.1.3 shall be notified in writing by the Director, Classified Personnel. The notification shall state:

- A. The reason(s) for rejection and procedure for protest and/or appeal.
- B. The length of time the individual shall be ineligible to be considered for examination or appointment to a position.
- C. The applicant may file a written protest with the Director, Classified Personnel for administrative review within seven (7) calendar days of the rejection. Failure to protest within seven (7) calendar days makes the rejection final. The protest may be based on either of the following reasons:
  - 1. Unlawful discrimination of any kind, including but not limited to discrimination on the basis of race, color, creed, sex, national origin, marital status, age, or disability not subject to reasonable accommodation.
  - 2. A reasonable factual basis does not exist to support the decision.

The written protest shall state specifics related to the claimed discrimination or to the lack of basis leading to the rejection/disqualification.

- D. The Director's Administrative Review shall consist of an interview with the applicant, a review of the documentation presented in support of the protest and any applicable information upon which the rejection or disqualification was based. The Director shall render a written decision and cause it to be delivered by posting it in the United States Mail to the applicant within seven (7) calendar days of the interview with the applicant.

- E. The applicant has seven (7) calendar days from posting of the Administrative Review decision to file an appeal of the rejection/disqualification to the Personnel Commission. The appeal to the Personnel Commission must be based on the above stated reason(s).

Upon receipt of a timely appeal, and review of that appeal by the Director, Classified Personnel, the Commission may set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned and shall be final.

*(Reference Education Code sections 45260, 45261, 45274, and 45293) (Revised 07/18/02)*

4.1.5 **Action When Rejection Not Sustained**

If a rejection is not sustained by the Personnel Commission, the Director, Classified Personnel shall institute immediate action to insure the rights of the applicant, candidate, or eligible as if the rejection had not been made. However, any appointment made in the interim shall not be disturbed unless it was fraudulently made.

**Education Code 44010.**

"Sex offense," as used in Sections 44020, 44237, 44346, 44425, 44436, 44836, and 45123, means any one or more of the offenses listed below:

- (a) Any offense defined in Section 220, 261, 261.5, 262, 264.1, 266, 266j, 267, 285, 286, 288, 288a, 288.5, 289, 311.1, 311.2, 311.3, 311.4, 311.10, 311.11, 313.1, 647b, 647.6, or former Section 647a, subdivision (a), (b), (c), or (d) of Section 243.4, or subdivision (a) or (d) of Section 647 of the Penal Code.
  - (b) Any offense defined in former subdivision (5) of former Section 647 of the Penal Code repealed by Chapter 560 of the Statutes of 1961, or any offense defined in former subdivision (2) of former Section 311 of the Penal Code repealed by Chapter 2147 of the Statutes of 1961, if the offense defined in those sections was committed prior to September 15, 1961, to the same extent that an offense committed prior to that date was a sex offense for the purposes of this section prior to September 15, 1961.
  - (c) Any offense defined in Section 314 of the Penal Code committed on or after September 15, 1961.
  - (d) Any offense defined in former subdivision (1) of former Section 311 of the Penal Code repealed by Chapter 2147 of the Statutes of 1961 committed on or after September 7, 1955, and prior to September 15, 1961.
  - (e) Any offense involving lewd and lascivious conduct under Section 272 of the Penal Code committed on or after September 15, 1961.
  - (f) Any offense involving lewd and lascivious conduct under former Section 702 of the Welfare and Institutions Code repealed by Chapter 1616 of the Statutes of 1961, if that offense was committed prior to September 15, 1961, to the same extent that an offense committed prior to that date was a sex offense for the purposes of this section prior to September 15, 1961.
  - (g) Any offense defined in Section 286 or 288a of the Penal Code prior to the effective date of the amendment of either section enacted at the 1975-76 Regular Session of the Legislature committed prior to the effective date of the amendment.
  - (h) Any attempt to commit any of the offenses specified in this section.
  - (i) Any offense committed or attempted in any other state or against the laws of the United States which, if committed or attempted in this state, would have been punishable as one or more of the offenses specified in this section.
  - (j) Any conviction for an offense resulting in the requirement to register as a sex offender pursuant to Section 290 of the Penal Code.
  - (k) Commitment as a mentally disordered sex offender under former Article 1 (commencing with Section 6300) of Chapter 2 of Part 2 of the Welfare and Institutions Code, as repealed by Chapter 928 of the Statutes of 1981.
- (Amended by Stats. 2004, Ch. 124, Sec. 1. Effective January 1, 2005.)*

**Education Code 44011.**

"Controlled substance offense" as used in Sections 44346, 44425, 44436, 44836, and 45123 means any one or more of the following offenses:

- (a) Any offense in Sections 11350 to 11355, inclusive, 11361, 11366, 11368, 11377 to 11382, inclusive, and 11550 of the Health and Safety Code.
- (b) Any offense committed or attempted in any other state or against the laws of the United States which, if committed or attempted in this state, would have been punished as one or more of the above-mentioned offenses.
- (c) Any offense committed under former Sections 11500 to 11503, inclusive, 11557, 11715, and 11721 of the Health and Safety Code.

(d) Any attempt to commit any of the above-mentioned offenses.

*(Amended by Stats. 1992, Ch. 272, Sec. 2. Effective January 1, 1993.)*

**Education Code 45124.**

No person shall be employed or retained in employment by a school district who has been determined to be a sexual psychopath under the provisions of Article 1 (commencing with Section 6300), Chapter 2, Part 2, Division 6 of the Welfare and Institutions Code or under similar provisions of law of any other state. If, however, such determination is reversed and the person is determined not to be a sexual psychopath in a new proceeding or the proceeding to determine whether he is a sexual psychopath is dismissed, this section does not prohibit his employment thereafter.

*(Enacted by Stats. 1976, Ch. 1010.)*



"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](http://www.ovsd.org)

## Personnel Commission

Job Opportunities: [www.edjoin.org](http://www.edjoin.org)

Commissioners  
Bob Ewing  
Daniel P. Gooch  
Dr. Allan Pogrud

March 14, 2014

Samwel Osewe  
726 E. Colorado Avenue #21  
Glendora, CA 91740

Mr. Osewe,

Thank you for taking to time to speak with me today regarding your applications for the positions of Custodian and Head Custodian..

As we discussed, this letter is to inform you that in accord with Merit System Rules 4.1.3.A, your applications for Custodian and Head Custodian are being rejected and you are being denied further continuation in the examination process for the following reasons:

4.1.3: Rejection of Application: An applicant may be refused examination or after examination may be refused certification or appointment for any of the following reasons:

A: Conviction of or pleading guilty in court to a narcotics offense (as defined by Education Code 44011), a controlled substance offense (as defined by Education Code 44011), a crime of moral turpitude, any sex offense (as defined by Education Code 44010), mistreatment of children, or who has been determined to be a sexual psychopath (as defined by Education 45124)

On your applications you indicated that you were convicted in 1996 of possession and possession for sales. In our telephone conversation you clarified that this possession and possession for sales referred to drugs. If you were to continue in the selection process for the positions of Custodian and Head Custodian, were successful in the testing process, and were offered a position, a mandatory federal and California Department of Justice criminal background check would be conducted. The results from the Department of Justice would reflect these felony convictions. Based upon the serious nature of these offenses and our obligation to abide by the employment requirements as set forth in Education Code 44011, these convictions would be immediate grounds to rescind your offer of employment and remove your name from any eligibility lists.

Based on this statutory prohibition, which applies to all applicants, as well as an individualized review of your applications and the job requirements for the positions you are seeking, you are not eligible to continue in the application process. You may file a written protest of the District's rejection of your application and refusal for further consideration to the Director, Classified Personnel within seven (7) calendar days of this notice. Failure to protest within seven (7) calendar days makes the rejection final. The protest may be based on either of the following reasons:

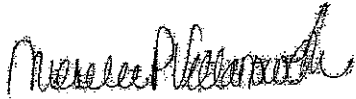
1. Unlawful discrimination of any kind, including but not limited to discrimination on the basis of race, color, creed, sex, national origin, marital status, age or disability not subject to reasonable accommodation.
2. A reasonable factual basis does not exist to support the decision.

Samwel Osewe  
Page 2 of 2  
March 14, 2014

The written protest shall state specifics related to the claimed discrimination or the lack of basis leading to the rejection/disqualification. Following receipt of a timely written protest, the Director, Classified Personnel will contact you to schedule an interview to review your written protest and any additional information you may have in support of your protest. The Director, Classified Personnel will render a written decision of this administrative review within seven (7) calendar days of the review.

If you have any questions regarding this action or the appeal process, please feel free to contact me at 714-847-2551 ext. 1400.

Sincerely,



Michelle Vellanoweth  
Director of Classified Personnel

Attachments: Merit System Rule 4.1.3 and 4.1.4  
Education Code 44011



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# Ocean View School District

17200 Pinehurst Lane  
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## Personnel Commission

Commissioners  
Bob Ewing  
Daniel P. Gooch  
Dr. Allan Pogrud

Job Opportunities: [www.edjoin.org](http://www.edjoin.org)

April 1, 2014

MAILED VIA US MAIL AND CERTIFIED MAIL RETURN RECEIPT REQUESTED #

Samuel Osewe  
726 E. Colorado Avenue #21  
Glendora, CA 91740

Mr. Osewe,

Thank you for taking to time to meet yesterday with me and Richard Tauer, Ocean View's Human Resources Consultant. The purpose of the meeting on March 24, 2014 was to provide you with the opportunity to present any additional information you wished to in support of your protest of the rejection/disqualification of your applications for Custodian and Head Custodian, in accord with Ocean View School District's Merit System Rule 4.1.4.

On February 20, 2014 you submitted applications to the Ocean View School District (hereafter referred to as District) for both Custodian and Head Custodian. After the application deadlines a thorough review was conducted of all applications submitted and it was determined that you met the minimum qualifications for both positions. At that time, your applications and those of other applicants who had been identified as responding "yes" to the following questions on their applications, were forwarded to the Director for review:

1. Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. (Note: *Exclude convictions for marijuana-related offenses for more than two years old.*)
2. Have you ever been dismissed or asked to resign from any position?

The purpose is for the Director to conduct an individual review and assessment of each application and all supporting documentation to determine if the applicant should continue in the selection process. The criteria utilized in each individualized application review include but is not limited to:

- a. EEOC guidance – Title VII Employer Best Practices
- b. Education Code provisions that expressly prohibit employment in a school district for individuals with specified criminal convictions
- c. Merit System rules and regulations that permit rejection of an application
- d. Recency of offense
- e. Relevancy of offense to
  - i. Type of position applying for
  - ii. Duties which applicant would be expected to perform in position
  - iii. Circumstances under which applicant would be expected to work. Some examples include:
    1. Level of supervision and oversight
    2. Direct contact or interaction with children or other vulnerable populations
    3. Direct contact with valuable equipment or money
- f. Relevant information provided to Director by applicant
- g. Relevant information provided to Director by references
- h. Advice of legal counsel



- i. Past practice of District in similar circumstances, in order to ensure fairness and consistency in applicant consideration
- j. Knowledge and application of nondiscrimination laws
- k. Safety and wellbeing of vulnerable student population (Preschool through 8<sup>th</sup> grade)
- l. Business necessity

On March 14, 2014 I spoke to you via telephone to ask for clarification of your application materials. On your applications you indicated that you were convicted in 1996 of possession and possession for sales. In that conversation I asked what "possession" referred to. You indicated that "possession" and "possession for sales" referred to drug convictions. I informed you that if you were to continue in the selection process for the positions of Custodian and Head Custodian, were successful in the testing process, and were offered a position, a mandatory federal and California Department of Justice criminal background check would be conducted. The results from the Department of Justice would reflect these felony convictions. Based upon the serious nature of these offenses and the District's obligation to abide by the employment requirements as set forth in Education Code sections 45123 and 44011 et seq., these convictions would be immediate grounds to rescind your offer of employment and remove your name from any eligibility lists.

Based upon this statutory prohibition, which applies to all applicants, as well as the individualized review of your applications and the job requirements for the positions you were seeking, you were informed via letter dated March 14, 2014 that you were not eligible to continue in the application process. In accord with Merit System Rules 4.1.3.A, your applications for Custodian and Head Custodian were rejected and you were denied further continuation in the examination process for the following reasons:

4.1.3: Rejection of Application: An applicant may be refused examination or after examination may be refused certification or appointment for any of the following reasons:

A: Conviction of or pleading guilty in court to a narcotics offense (as defined by Education Code 44011), a controlled substance offense (as defined by Education Code 44011), a crime of moral turpitude, any sex offense (as defined by Education Code 44010), mistreatment of children, or who has been determined to be a sexual psychopath (as defined by Education 45124)

In the March 14, 2014 letter you were offered the opportunity to file a written protest of the District's rejection of your application and refusal for further consideration to the Director, Classified Personnel within seven (7) calendar days of the notice. Failure to protest within seven (7) calendar days would make the rejection final. The protest could be based on either of the following reasons:

1. Unlawful discrimination of any kind, including but not limited to discrimination on the basis of race, color, creed, sex, national origin, marital status, age or disability not subject to reasonable accommodation.
2. A reasonable factual basis does not exist to support the decision.

You chose to file a written protest which was received on March 20, 2014. On that day I contacted you by phone and offered to schedule a meeting at which time you would have the opportunity to present any additional information you wished to in support of your protest of the rejection/disqualification of your applications for Custodian and Head Custodian, in accord with Ocean View School District's Merit System Rules 4.1.3 and 4.1.4. We scheduled a meeting for March 25, 2014 at 12:00 p.m.

On March 25, 2014 you met with me and Richard Tauer, Ocean View's Human Resources Consultant. You were offered the opportunity to review your application, clarify any information you felt necessary and provide any further information you felt relevant in the consideration of further assessing your application.

You indicated that you were currently employed with Alhambra Unified School District as a Custodian. When asked if this was a permanent position, you stated that it was part time, you had worked less than one week (approximately start date March 14, 2014) and that you were currently on probation for the position. You indicated that you worked at both elementary and high school sites as a rover. You also offered that you currently work at Los Alamitos Unified School District as a substitute Custodian.

When asked about any further information you wished to share, you referred to the Education Code you provided in your written protest regarding consideration of previous convictions. You cited the case of *Green vs. Missouri Pacific R. Co.* You shared that individuals make errors in life and you have made efforts to be rehabilitated as evidenced by the documents and letters of reference in your applications. You wanted to be sure that you weren't being judged based exclusively on your convictions. In your written protest, you also asserted potential claims under Title VII and the Americans with Disabilities Act. However, in our meeting you did not provide any additional information regarding either of these claims.

I shared with you that I have worked in Human Resources in a Merit System school district for over 25 years. You indicated that you were familiar with Merit System principles. I shared that the District's and my individual intent is to treat all applicants and employees fairly and with equity and it is always our procedure and practice to take many relevant factors into consideration in reviewing an employment application.

Therefore, in your response to your written protest and after a thorough administrative review of your application including all of the supporting documentation, consideration of the information you shared in our telephone conversation and meeting, I must uphold the initial decision to reject your applications for Custodian and Head Custodian and deny you further continuation in the examination processes. This written decision is caused to be delivered by posting in the United States Mail to you within seven (7) days of the meeting as required in Merit System Rule 4.1.4.D.

This decision is based upon the following job related and business necessity criteria:

- Conviction of or pleading guilty in a court to a narcotics offense (as defined by Education Code 44011), and/or a controlled substance offense (as defined by Education Code 44011)
- Nature and gravity of offense including possession of a firearm, as indicated on application
- Nature of the job being sought (procedure/policy is job related for the position in question)
  - Safety and wellbeing of Preschool through 8<sup>th</sup> grade student population
  - Daily interaction with vulnerable population (Preschool through 8<sup>th</sup> grade children)
  - Limited oversight and direct supervision of Custodian positions on school campuses
- Risk posed in the position in question outweighs the time that has passed since the offense, conduct and/or completion of the sentence
- Lack of evidence of conviction being expunged from record or being pardoned
- Lack of evidence of court-issued Certificate of Rehabilitation
- Business necessity and potential liability, as noted above regarding the nature of the job being sought

In addition, to address your written concerns regarding Title VII and Americans with Disabilities Act compliance, please be assured that the District has followed its policies and procedures with regard to nondiscrimination and review of

employment applications, including an individualized assessment of the factors for applicants with criminal convictions, as noted in more detail above. This review was conducted in compliance with the EEOC's guidance, which acknowledges that state law restrictions can be consistent with business necessity where, as in this case, the restriction "addresses serious safety risks of employment in a position involving regular contact with children."<sup>1</sup> With regard to your assertion under the Americans with Disabilities Act, please note that although you chose to disclose on your application that you are a recovering addict, the District did not make inquiries about your status. The District contacted you to clarify the nature of the convictions you noted on your application, due to that information being job-related and consistent with business necessity in the application review process, as noted above. The EEOC's guidance regarding the Americans with Disabilities Act states that a disability-related inquiry "is a question that is likely to elicit information about a disability, such as asking employees about: whether they have or ever had a disability; the kinds of prescription medications they are taking; and, the results of any genetic tests they have had."<sup>2</sup> The District did not make disability-related inquiries regarding your application but rather sought clarification of the information you provided regarding your past convictions. Furthermore, the EEOC's *Enforcement Guidance: Preemployment Disability-Related Questions and Medical Examinations*,<sup>3</sup> specifically states:

May an employer ask applicants about their arrest or conviction records?

Yes. Questions about an applicant's arrest or conviction records are not likely to elicit information about disability because there are many reasons unrelated to disability why someone may have an arrest/conviction record.

Based on the respective EEOC guidance, the District did not violate these provisions. The District reviewed your application using the same standards of review for all applicants, consistent with nondiscrimination policies and procedures.

In accordance with Merit System Rule 4.1.4 E:

You have seven (7) calendar days from posting of this Administrative Review decision to file an appeal of the rejection/disqualification to the Personnel Commission. The appeal to the Personnel Commission must be based upon the following stated reason(s):

1. Unlawful discrimination of any kind, including but not limited to discrimination on the basis of race, color, creed, sex, national origin, marital status, age or disability not subject to reasonable accommodation.
2. A reasonable factual basis does not exist to support the decision.

Upon receipt of a timely appeal, and review of that appeal by the Director, Classified Personnel, the Commission may set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned and shall be final.

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<sup>1</sup> EEOC Guidance, Part VII.

<sup>2</sup> EEOC Questions and Answers: Enforcement Guidance on Disability-Related Inquiries and Medical Examinations of Employees under the Americans with Disabilities Act (ADA). <http://www.eeoc.gov/policy/docs/qanda-inquiries.html>

<sup>3</sup> <http://www.eeoc.gov/policy/docs/preemp.html>.

Samwel Osewe  
Page 5 of 5  
April 1, 2014

If you have any questions regarding this action or the appeal process, please feel free to contact me at 714-847-2551 ext. 1400. I wish you much luck and success in your future work endeavors.

Sincerely,



Michelle Vellanoweth  
Director of Classified Personnel

Attachments: Letter Dated March 14, 2014  
Merit System 4.1.1, 4.1.2, 4.1.3, 4.1.4  
Education Code 44011 and 45123



"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](http://www.ovsd.org)

## Personnel Commission

Job Opportunities: [www.edjoin.org](http://www.edjoin.org)

Commissioners  
Bob Ewing  
Daniel P. Gooch  
Dr. Allan Pogrud

April 29, 2014

Samuel Osewe  
726 E. Colorado Avenue #21  
Glendora, CA 91740

Mr. Osewe,

Thank you for your patience while I reviewed the copy of your letter signed April 8, 2014 protesting the rejection of your employment application.

Protests for rejection may be based on either of the following reasons:

- Unlawful discrimination of any kind, including but not limited to discrimination on the basis of race, color, creed, sex, national origin, marital status, age or disability not subject to reasonable accommodation.
- A reasonable factual basis does not exist to support the decision.

The Personnel Commission has agreed to hear your concerns and will meet just prior to their regularly scheduled meeting on **Thursday, May 15, 2014 at 4:00 p.m.** Due to the confidential nature of the information to be discussed in review of your protest, this meeting will be held in closed session. The meeting will be held at the Ocean View School District Offices at 17200 Pinehurst Lane, Huntington Beach, California, 92647.

At this meeting:

- You are invited to be present.
- You may, but do not need to, bring a representative with you.
- You will be allowed to explain your case and present any documents you feel necessary to support your case.
- I will present the District's reasons for rejecting your applications.
- The Commissioners may ask either one of us questions.
- The Commissioners will deliberate and will either act to uphold or reverse the decision or issue a decision at a later date. You will be notified of the Commission's decision in writing.

If you have any questions please feel free to contact me.

Michelle Vellanoweth  
Director, Classified Personnel

March 16, 2014

RECEIVED

MAR 20 2014

PERSONNEL COMMISSION

Oceanview School District  
Michelle Vellanoweth  
Director of Classified Personnel  
17200 Pinehurst Lane  
Huntington Beach, Ca 92647

Ms. Michelle Vellanoweth:

It was my pleasure talking to you last Friday, March 14, 2014, in regards to my rejected employment application. My appeal is based on the following grounds:

Federal Courts have ruled that it is discriminatory under Title VII for an employer to "follow [] the policy of disqualifying for employment any applicant with a conviction for any crime other than minor traffic offense."

See Green v. Missouri Pacific R. Co. 523 F.2d 1290, 1298 (8<sup>th</sup> Circ. 1975) , The only exception would be if such an exclusion were required by Federal Law or Regulation (see U.S. Equal Employment Opportunity Commission Enforcement Guidance, Consideration of Arrest and conviction records in Employment decisions under Title VII of the Civil Rights Act of 1964, Henceforth EEOC Enforcement Guidance, [http://www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm) page 11). Claim stated. In the instant case, the Director of Human Resources classified henceforth, the Director, once ascertaining from the phone conversation that the conviction I had stated in my job application were of controlled substance felonies stated to me that she was rejecting my application pursuant to the Oceanview School District's merit systems rule 4.1.3A.

This exclusion policy is not job related and consistent with business necessity and also violates American Disability Act.

In my application I stated that I was arrested and convicted for possession and possession for sale of crack cocaine because I was a drug addict. And that upon my release from state prison, my Parole Agent recommended that I enroll in a one year live in State of California approved Drug Rehabilitation Program. I attached reference letters from my drug counselors at that time, and a certificate of completion. I attached a letter from California Department of Corrections and Rehabilitation showing that I was off parole/completed my sentence.

On my work history I show continuous employment in the custodial/custodial field for 12 consecutive years since my release from prison. I attached three very positive recommendations from all my employers during this period.

On my education background I list three courses I have taken and satisfactory completed within this period.

In the telephone conversation the Director stated her concern was the safety of her students, but past drug addiction is a covered disability under ADA and may not be asked by employers at the pre-

employment offer stage, 42 U.S.C. §12114(b)(1994). Further, the Director's assertion is not supported by any fact that I am a "direct threat", 42 U.S.C. §12111 (3) (1994). As EEOC guidance on page 17 states, "[the District] does not show that the convictions are indicative of risk or danger [for a custodian employee] for all time, under the *Green* factors. In the aforementioned EEOC concluded that there was no reasonable cause to believe that the policy is job related for the position in question and consistent with business necessity, and it should conclude the same here too.

The District avails herself to Title VII Liability when they violate California Code Section 45123 (d). California Education Code Section 45123 (d) states, "The Governing Board of a school district may employ a person convicted of controlled substance offense if the Governing Board of the School District determines, from the evidence presented that the person has been rehabilitated for at least 5 years....." Here the Director <sup>made</sup> a unilateral decision and did not present the Governing Board of her school the evidences of rehabilitation I had provided with my job application.

As EEOC Guidelines on page 17 states, "...The use of individualized assessments can help employers avoid Title VII liability by allowing them to consider more complete information on individual applicants...As part of a policy that is job related and consistent with business necessity". Claim stated.

If an employer's exclusion policy or practice is not job related and consistent with business necessity the fact that it was adopted to comply with a State or Local law or regulation does not shield the employer from Title VII Liability (See EEOC Guidelines page 23, quoting) INT'L Union v Johnson Controls, Inc., 499 U.S. 187, 210 (1991)

Merit System Rule 4.3.1A is an adopted rule from a State of California Education Code barring employment of controlled substance violators in school districts. It imposes an exclusion that goes beyond the scope of a state imposed restriction, California Section Code 45123 (d), hence the discretionary aspects of the policy is subject to Title VII analysis (See EEOC guidelines page 20). The policy is not job related and consistent with business necessity because as EEOC guidelines state on page 21, "[The district] does not offer evidence showing that there is an elevated likelihood of committing [controlled substance] crimes for someone who has been crime free for [5 years]. The extra years added after the five year state mandated exclusion period is not justified by just a general concern about the safety of students without proof.

Respectfully Submitted,

  
Samwel Osewe

RECEIVED  
APR 08 2014  
PERSONNEL COMMISSION

Samuel Osewe  
726 E Colorado Avenue  
Apt. 21  
Glendora, CA 91740

To:  
The Personnel Commission  
Ocean View School District

To The Honorable Members of the Commission:

This appeal is filed pursuant to merit system rule 4.1.4E: It is filed on the grounds that the Human Resource Director's decision to reject my applications for employment is based on unlawful discriminations on race and disability. This appeal is also filed on the ground that the Director's individualized assessment is based entirely on the fact that I was convicted 18 years ago and ignores all the other evidences provided, and a reasonable factual basis does not exist to support her assessment. This appeal will be supported by all evidences already on record, the job application and its attachments, the phone call by the Director and the contents of the meeting I had with her and Richard.

#### Argument 1

The director violated Americans with Disability Act when she made a disability inquiry then rejected my applications based on my answers and the fact that there was "[A] lack of evidence of court-issued certificate of rehabilitation," and while stating I self-identified.

1. Pertinent Facts:

In my application form I stated that I had been convicted of possession for sales of drugs in 4/10/1996; and that after a 4 year prison incarceration I paroled into a one year live in State of California Approved Drug Rehabilitation Center. I attached reference letters and letters of recommendation from my drug counselors.

On March 14, 2014 the Director called me and asked me to explain the circumstances of my conviction. I stated, "As a drug addict I was arrested for possession of crack cocaine in my house in 1994. I was placed on Drug Diversion Program and ordered to go for Drug Rehabilitation. While in rehabilitation and after a "dirty test" I was again arrested in August 1995, and because of the amount of drugs found on my possession I was this time charged with possession for sale. The Director then asked if the drugs found were "controlled substances," I answered by stating "Yes". She then stated because the drugs were controlled substances she had to reject my applications. I stated Education Code Section 45123(d) allows School District Governors (Board of Trustees) to assess my application for suitability of employment. She responded by stating that the code only applies to Marijuana convictions. I then stated to her that she violates Americans with Disability Act when she rejects my application for the aforementioned reason, she replied by stating her concern was the safety of the kids. She then followed up the conversation with a letter.

2. Why I think her inquiry as disability related:

My application contained all the information one would need to know what my convictions were, my sentence and any rehabilitation I had undergone. So when the Director asked me the



circumstances of my convictions, naturally my thought was she was asking "How come I had been convicted twice for the same offense." I was deeply into using drugs and an arrest alone was not enough to deter me, neither was that fact that I was already in a drug rehab. And as I told her in the meeting, Prison saved my life, or how else could I have answered?. Sure, I do realize from her letter that she was probably unaware that "drugs" means "controlled substance" as defined in schedules I through V of section 202 of the Controlled Substance Act {21 U.S.C. 812}, But at the time she called me I was unaware of that.

3. In spite of my 'Self-Identity' and the purported disability inquiry, the Director rejected my application because she 'regards' me as having a disability.

In her second letter the Director states that I self-identified. This statement is true. Under the ADA, an employer "regards" an individual as having a disability if it takes a prohibited action (e.g. failure to hire, termination or demotion) based on an individual's actual or perceived impairment. See 42 U.S.C. and 12102 (3); 29 C.F.R. and 1630.2 (1). She also states that her rejection is partly based on lack of evidence of court issued Certificate of Rehabilitation. These are post offer assessments and when done at the pre offer stage an applicant has been discriminated upon based on his/her disability

#### Argument 2

The Director's assessment is not based on any facts presented, and relies only on the fact that I was convicted 18 years ago, and a reasonable factual basis does not exist to support her decision.

The Director states that her decision is based upon the following job related and business necessity criteria:

1. Conviction of or pleading guilty in a court to a narcotics offense (as defined by Education Code 44011) and/or a controlled substance offense (as defined by Education Code 44011).

Merit System Rule 4.1.3A which I incorrectly referred to as Rule 4.3.1A in my previous letter is not job related and consistent with business necessity for the reasons I stated in my previous letter. The Director cites no federal law that permanently excludes controlled substance violators from applying for a Head Custodian or Custodian position.

2. Nature and Gravity of offense including possession of firearm, as indicated on application.

My convictions are serious felonies and I am not about to defend them. The gun offense was purely because I was in possession of drugs. I owned it legally and it was registered to me. I never did and there was no evidence produced in my trial that I did use my gun illegally. In fact, Jury instructions were that if the jury had determined that I was guilty of possession, only then could they find me guilty of the gun violation.

My offenses are controlled substance offenses, which occurred 18 years ago. Education Code Section 45123(d), which the Director mistakenly states pertains to only Marijuana convictions, mandates the Governing Board to determine whether I have been rehabilitated after at least 5 years of the offense.

3. Nature of the Job being sought (Procedure/policy is job related for the position in question).

Here the director lists:

- a). Safety, well-being and vulnerability of preschool through 8<sup>th</sup> grade population

Here the Director neglects the fact that I work at Los Alamitos Unified School District as a Sub, and when I sub for the head custodian, I interact with the same age kids. As I told her in our meeting, these kids know me. They ask for hugs, I give it to

them. They ask for "hi fives", I give it to them. They ask me my name, I tell them "Sam", they say nooo, you have an accent, what's your other name, and I answer them by stating "Osewe". So now I have some Kindergarteners and older kids calling me "Mr. Osewe". Miss Kominski, the principal at Weaver Elementary refers to me s God send because of my good work. The Kindergarten teachers at McGaugh Elementary want their regular custodian replaced by me, because as they state, the only time their carpets are vacuumed is when I am subbing. The head custodian at Roosmoor Elementary refers to me as superman. And recently when I did inquire from the Sub Coordinator as to why my hours were reduced, she stated, "Sam it is just slow, don't worry, everyone in the District has told the Maintenance Supervisor how good of a job you do." And in a recent conversation with the Maintenance Supervisor, he asked me whether I had applied for a custodian position with Alhambra Unified, shortly thereafter I was hired as a full time Roving Custodian, issued with master keys for the whole School District.

Nothing prevents the Director from calling Los Alamitos School District, in fact I stated she could call them in the meeting and on my application form. She would then realize I am not a danger to anyone, let alone the kids.

b). Limited oversight and direct supervision of custodian positions on school campuses.

Here the Director is in Possession of a Recommendation letter from Jeanette Flores, who was my supervisor for 8 years at Mobile Cause, where I was employed as a Custodial Supervisor. I had total oversight and direct supervision of the custodial crew. She describes my work as exceptional. She also states that I am kind, I have soft mannerism and that I enjoy helping others with their struggles.

Lois Cunningham, the Assistant Director at Center for Bioethical Reform, where I was Head Custodian and again had total oversight and direct supervision of the custodian crew, describes me as conscientious, intelligent and a team player.

These are my former supervisors; the Director also can call them since I provided their phone numbers and complete addresses. Alhambra Unified, a School District similar to Ocean View School District, who adheres to the same laws called them. The end result is I was offered a permanent position. In Field v Orkin Extermination Co., No. Civ. A 00-5913, 2002 W: 32345739 (E.D. Pa. Feb 21, 2002) an Employee of ten years was fired after a new company that acquired her former Employer discovered her 6 year old felony conviction. The new company had a blanket policy of firing anyone with a felony conviction less than 10 years old. The court granted summary judgment for the employee because the employer's argument that her conviction was related to her job qualification was, weak at best, especially given positive employment history with her former employer. The instant case is similar. I have very positive employment history with my former employers, doing the same job. Plus I am totally rehabilitated from my drug addiction and actually 'sponsor' two drug addicts who are currently in rehab. I have taken education courses to enhance my knowledge in my custodial field. The director's decision totally ignores these facts which I presented with my application.

4. Risk posed in position in question outweighs the time that has passed since the offense, conduct and/or completion of the sentence.

The record indicates that the offenses occurred 4/10/1996; completion of sentence was on 4/23/2002. Education Code Section 45123(d) mandates Governing Board to determine whether I am rehabilitated after at least 5 years. I was eligible for this consideration in 4/10/2001. That's

13 years ago. In a telephone conversation the Director stated that this code only applies to Marijuana, she's mistaken, infact from her own attachment it's obvious.

5/6. Lack of Evidence of conviction being expunged, or evidence of Certificate of Rehabilitation and Pardon.

a). Evidence of conviction being expunged.

There exists no law that allows for expungement of these felony convictions in the State of California.

b). Lack of Evidence of Certificate of Rehabilitation and Pardon

First, the District is prohibited from asking me for a certificate of pardon at pre-offer stage, and as previously stated, when they take an adverse action because of lack of such certificate they have violated ADA.

Second, a Certificate of Rehabilitation and Pardon takes 7 plus years to acquire (see California Penal Code Section 4852.03(a) and 4852.03 (a)(3).) State Code Section 45123(d) mandating School Governing Boards to determine whether an applicant has been rehabilitated takes 5 plus years. As the EEOC guidance,

[www.eeoc.gov/laws/guidance/arrest-conviction.cform](http://www.eeoc.gov/laws/guidance/arrest-conviction.cform) at page 20 states, "The added [two] years places the discretionary aspect of the policy under Title VII analysis."

"[The District] does not offer evidence that there is an elevated likelihood of committing [controlled substance] crimes for someone who has been crime free for more than [five] years. The policy is not job related to the position in questions and consistent with business necessity. The [districts] justification for adding [two] years to the [state] mandated exclusions is insufficient because it is only a generalized concern about [safety] without proof. And by stating that I need a certificate of rehabilitation and pardon the district has adopted a California State law as an exclusion policy, this does not protect them from Title V11 liability, see Int'l Union V Johnson Controls, Inc: 499 U.S 187, 210 (1991).

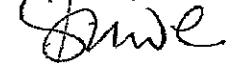
7. Potential Liability.

There is simply no evidence presented to support the notion that I would expose the District to any liability.

Conclusion

The remedy here is to allow me to continue with the employment process, or to allow the governing board to affect their duties as prescribed by education code 45123 (d), otherwise the claims of Title v11 violations are squarely on the Director's desk.

Respectfully Submitted By,



Samuel Osewe

4/8/14

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Personnel Commission Meeting  
April 10, 2014**

**CALL TO ORDER** Commissioner Ewing called the April 10, 2014, Regular Personnel Commission Meeting to order at 4:03 p.m.

**PLEDGE OF ALLEGIANCE** Commissioner Gooch led the Pledge of Allegiance.

**ROLL CALL** Commissioners Ewing, Gooch, and Pogrud were all present. Also present was Director Michelle Vellanoweth.

**REPORT OF CLOSED SESSION ACTION** Commissioner Pogrud reported the action of the Closed Session where the Personnel Commission met to discuss the evaluation of the Director, Classified Personnel.

**PUBLIC COMMENTS** There were no comments from the public.

**MINUTES OF MARCH 13, 2014** Motion by Commissioner Gooch to approve the minutes of the March 13, 2014, Regular Personnel Commission meeting.

Seconded by Commissioner Ewing, and carried with a 2:0 vote. Commissioner Pogrud abstained from the vote due to his not being present at the March 13, 2014 meeting.

**COMMISSION BUSINESS**

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

A. Job Description Reviews/Revisions:

1. Carpenter/Cabinetmaker
2. Facilities Planner/Coordinator
3. Heating, Ventilation & AC Mechanic
4. Maintenance Electrician
5. Maintenance Helper
6. Maintenance Locksmith
7. Maintenance Worker
8. Network Systems Manager
9. Skilled Maintenance Worker

B. Recruitment and Testing - Eligibility Lists:

- 2013-30 Preschool Instructional Assistant Bilingual
- 2013-31 Instructional Assistant – Special Education
- 2013-32 Lead Behavior Intervention Assistant
- 2013-33 Custodian
- 2013-34 Head Custodian

Commissioner Gooch asked Director Vellanoweth whether the Locksmiths were bonded. He did not see anything in the job description indicating so, and noted that Locksmiths are the individuals with keys to the entire District. He stated that it may be that the District carries its own insurance or is self-insured.

Director Vellanoweth answered that she believed the District is self-insured. This was not something that came up in the review and it has not been in the job description in the past. Commissioner Gooch asked Ms. Vellanoweth to make a note to check on this.

Commissioner Gooch had a question on the job description for Network Systems Manager. He noted that it states under Licenses Required, possess and maintain a valid Class C California Driver License. Other job descriptions state "valid and appropriate."

Director Vellanoweth stated that it should say just valid and appropriate, as well, and if the Commissioners are agreeable to it, she will make that change.

Commissioner Gooch also stated that with regard to the Eligibility Lists, he had asked Director Vellanoweth to refresh his memory about seniority credits and veterans points.

Director Vellanoweth answered that seniority credits are applied when the eligibility list is open and promotional, which means there are candidates from outside as well as employees from inside the District. Employees of the District whose names are on the eligibility list are afforded seniority credits of a quarter point for each year of permanent service with the District, up to a maximum of five points. The candidate must pass all of the testing components first and at the end, prior to the ranking, the seniority points are added. The same is true for veterans points. A veteran applicant who submits a DD Form 214 along with their application will have their form reviewed. If they are found eligible and pass all of the testing components, prior to ranking on the eligibility list, they can have five points added to their score. If they are a disabled veteran, they can be eligible for ten points.

Commissioner Gooch asked if there was any length of time from separation of service to when the points are applicable. Director Vellanoweth answered no, but added that it is only applicable to entry level applications and examinations, to those who are applying to the District for the first time.

Motion by Commissioner Gooch to approve the Consent Calendar.

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 April 8, 2014, Board of Trustees meeting.

**PROPOSED BUDGET  
2014 – 2015  
PRELIMINARY  
DRAFT**

Director Vellanoweth stated the Commissioners have received a first draft of the Personnel Commission's budget. As required by Education Code, it is required that a public hearing be held prior to May 30. This will be brought back to the next Personnel Commission meeting in order to have the public hearing and final adoption of the 2014-2015 budget of the Personnel Commission.

Director Vellanoweth met with Vice Chair Daniel Gooch to review the budget as proposed. She stated that she has attempted to keep the budget as low as possible while maintaining some flexibility. There are a few changes, however most areas remain the same. Director Vellanoweth gave a detailed explanation of the rationale for each category.

**ADVANCED STEP  
PLACEMENT – ANITA  
ZITTA, DIRECTOR,  
FOOD SERVICES**

Director Vellanoweth stated that at the Board Meeting on April 8, the Board of Trustees approved a new employee for the Director, Food Services, Anita Zitta. Ms. Zitta comes to the District from Compton Unified School District. She has a vast amount of experience with eight years of experience in the food service industry and six years of experience in school nutrition. In addition to a Bachelor's degree in chemical engineering, she has a Master's degree in food science, which is well above the requirement for the classification of Director, Food Services. In order to help match the salary of the district from which she came, Director Vellanoweth and the Superintendent are making a recommendation that Ms. Zitta be placed at the advanced step of 3.

Motion by Commissioner Gooch to approve the Advanced Step Placement – Anita Zitta, Director, Food Services.

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

**PROPOSED NEW  
CLASSIFICATION –  
FIELD SERVICE  
TECHNICIAN AND  
RECOMMENDATION  
TO RECLASSIFY  
INCUMBENT FROM  
SKILLED  
MAINTENANCE  
WORKER TO NEW  
CLASSIFICATION OF  
FIELD SERVICE  
TECHNICIAN**

Director Vellanoweth stated that as part of the job description review process over the past two years, there have been a few positions that have come to her attention that may be eligible for reclassification due to gradual accretion of duties over the course of time. In reviewing the position of Skilled Maintenance Worker that is currently held by John Wallace, who works for the Information Services Department, it was apparent that the job description of Skilled Maintenance Worker was very general and is not quite descriptive of the duties he performs in the Information Services Department.

Mr. Wallace was hired in 1990 as a Maintenance Worker working in the Maintenance Department. As early as 1996, it was identified that some of his duties involved the installation of the District computer system. In 1997, he was reclassified to a Skilled Maintenance Worker and was involved more with cabling and preparing sites for computer installation. Throughout a temporary assignment, he became even more involved with telecommunications projects and cabling. In September 2000, he was officially transferred from Maintenance and Operations to Information Services. Since that time, his position has gradually evolved from a position that mainly focused on electrical duties to a position that performs computer installation, maintenance and technical assistance of computers, as well as troubleshooting and making recommendations for local and wide area and network cabling.

Director Vellanoweth recommends, that since the District does not have a classification that currently fits the types of duties Mr. Wallace is performing, that a proposed new classification of Field Service Technician, which more aptly describes the types of duties he is performing, be established. Salary range 37 is being recommended, which is the same salary range Mr. Wallace is currently at as a Skilled Maintenance Worker.

Commissioner Pogrand commented that he knows John Wallace and stated that he thinks it is extremely important that the District is aware that any classification should not be simply attached to an individual, but should reflect District needs, because there will be different individuals who will be needed to fill that role.

**PROPOSED NEW  
CLASSIFICATION –  
FIELD SERVICE  
TECHNICIAN AND  
RECOMMENDATION  
TO RECLASSIFY  
INCUMBENT FROM  
SKILLED  
MAINTENANCE  
WORKER TO NEW  
CLASSIFICATION OF  
FIELD SERVICE  
TECHNICIAN -  
Continued**

Director Vellanoweth agreed and stated that a major factor in determining that this should be a separate classification is with the growing needs of technology within the District and the District's plan to move forward in technology. The Information Services department will be growing and it is a strong possibility that other individuals with these types of skills will become necessary. In the event that Mr. Wallace decides to retire and the District needs to replace him, posting a job for a Skilled Maintenance Worker would not attract candidates with the appropriate skill set.

Motion by Commissioner Ewing to approve and adopt the new classification, Field Service Technician.

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

Motion by Commissioner Ewing to reclassify Mr. John Wallace from Skilled Maintenance Worker to Field Service Technician.

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

**SECOND PUBLIC  
COMMENTS**

Sandy Vaughan, CSEA President, commended Director Vellanoweth and her staff, stating that they have been working diligently in going through all the job descriptions and have done a fantastic job. Her concern is while this process is ongoing, as job classifications and incumbents are being reclassified, as responsibilities are being increased, as levels of education are increased in some cases, that at some point in time the salary ranges and salary schedules should also be looked at. If additional responsibilities and higher levels of education are added, then it should also include some kind of increase in the pay scale.

**COMMISSIONERS'  
REPORTS**

Commissioner Ewing stated that the next meeting of the Personnel Commission is scheduled for May 15, 2014.

Commissioner Gooch had nothing to report.

Commissioner Pogrund stated that he was glad to be home after his recent trip to Iceland.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth mentioned that the Personnel Commission staff, along with Commissioner Pogrund, will be attending the 2014 PCASC mini conference on May 16, 2014. There is a cost associated with this and the recommendation will be going to the Board of Trustees on May 6, 2014. She stated that most of the workshops that staff attend are either very low cost or are free. However, she asked whether in the future the Commissioners would like to see items like these come to them as agenda items if there is a cost involved, or would they prefer to have her approve them and ask the Commission Chair to authorize them.

Commissioner Gooch answered that he did not see that it needed to be approved in an agenda item, as it has already been approved in the budget, but he thinks a simple notification would be appropriate, just in case any of them were questioned as to where the Director was.

**MINUTES OF THE APRIL 10, 2014  
REGULAR PERSONNEL COMMISSION MEETING**

*Page 5*

**DIRECTOR AND  
STAFF REPORTS –  
Continued**

Director Vellanoweth announced that in addition to the Board of Trustee's hiring of Anita Zitta, they have also approved hiring Mr. Felix Avila, Assistant Superintendent, Human Resources.

The recruitment for Assistant Superintendent, Administrative Services is underway. The application deadline is April 21, 2014.

The District announced the Teachers of the Year. They are Shannon Mudry from Westmont, and Shawn Bruckler from Mesa View.

The Classified Employee of the Year, Lisa Nowels, was selected to move on to the state level in her category, as well.

**ADJOURNMENT**

Motion by Commissioner Ewing to adjourn the April 10, 2014, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Gooch and carried with a 3:0 vote at 4:28 p.m.

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

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Date



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. 12.A.1: Job Description Revision – Bus Driver Trainee

## Background Information

The Bus Driver Trainee job description was last reviewed and updated in 1997. In preparing for an upcoming recruitment and training program, several changes are recommended to the job description.

Based upon a discussion with Director of Transportation, LeAnn Quick some minor modifications are being proposed to the description to reflect up to date requirements for trainees to the program. Standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format.

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

Attachment: Proposed revised job description for Bus Driver Trainee dated May 15, 2014.

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## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## BUS DRIVER TRAINEE

### JOB SUMMARY: DEFINITION

Under direct supervision of the Bus Driver Trainer ~~or~~ and general supervision of the Director, Transportation Supervisor, is will receive instructed in classroom instruction and behind-the-wheel procedures and training which will prepare trainees to become Bus Drivers.

### EXAMPLES OF DUTIES REPRESENTATIVE DUTIES:

Receives instruction in and learns the following:

aApplicable provisions of the California Motor Vehicle Code, Education Code, District and City regulations regarding transportation of students;

sSafe driving practices;

aApproved first aid methods;

fFundamental vehicle mechanics;

aAll laws, procedures and District policy as it pertains to pupil transportation safety;

bBehind-the-wheel skills necessary to operate a school bus safely on the highway with pupils on board;

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

### MINIMUM QUALIFICATIONS:

#### Knowledge of:

- General safe driving practices;
- Provisions of the California Motor Vehicle Code, and state laws required to obtain a California Class C Driver License.

#### Ability to:

- Pass a physical examination as prescribed by the State;
- Learn to drive a school bus and other automotive equipment safely and efficiently; maintain safe discipline level among students on a school bus;
- Ability to pass criminal background check conducted by the Department of Justice;
- Ability to pass criminal background check conducted by the California Highway Patrol;
- Ability to pass the appropriate written exams administered by the Department of Motor

Vehicles:

- Ability to pass the appropriate written and behind the wheel exams administered by the California Highway Patrol;
- Ttactfully discuss problems or situations with parents; follow oral and written instructions;

**Bus Driver Trainee - Continued**

**Page 2**

- Understand and carry out oral and written directions;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;
- Bus drivers certificate including Valid California class A or B license, with P endorsement preferred but not required. (Move to Licenses Required)

-and

**Experience:**

- One year of experience in the operation of a motor vehicle;
- plus a sSafe driving record. - Bus drivers certificate including class B, P endorsement preferred but not required.
- Minimum 18 years of age, -required.

**LICENSES AND CERTIFICATES REQUIRED:**

Possession of a valid and appropriate California Driver License;

Bus drivers certificate including valid California Class A or B license with P endorsement is preferred by not required;

DMV H-6 print out dated within the last 30 days of application.

**Within the first three months of employment must obtain the following:**

Valid California Class A or B license with P.S. Endorsement;

Unrestricted California Special Driver Certificate;

First Aid Certification (if first aid waived at CHP);

Valid Medical Examiner's Card.

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

**Physical Demands and Working Environment**

Safely lift, carry, push up to 250 pounds; frequently sits, climbs stairs, maintains balance, stoops, bends, kneels, and reaches over head; uses both hands and legs simultaneously; repetitively

twists and exerts pressure with wrists and hands; speaks clearly and hears normal voice conversation; has depth perception and color vision; sees small details and long distances; drives a vehicle; works inside and outside; ~~works~~ with loud noises and vibration; occasionally exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Licenses and Certificates Required

~~Possession of a valid and appropriate California Class C Driver's License.~~

4/97

Proposed Revisions Effective: 5/15/2014

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** May 15, 2014  
**SUBJECT:** Agenda Item No. 12.A.2: Job Description Revision – Central Kitchen Coordinator

### 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 Central Kitchen Coordinator classification was fully reviewed in June 2002. In October 2005 it was reviewed with no revisions.

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 and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and reviewed by the incumbent who is also currently serving as the interim Director to provide feedback.

Based upon information provided, modifications are proposed to the Central Kitchen Coordinator 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 has reviewed and recommends the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Central Kitchen Coordinator job description.

Attachment: Proposed revised job description for Central Kitchen Coordinator dated May 15, 2014.

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### Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Central Kitchen Coordinator job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## CENTRAL KITCHEN COORDINATOR

### **DEFINITIONJOB SUMMARY:**

Under the general supervision of the Director of Food Services, the Central Kitchen Coordinator plans, organizes, coordinates and assists in the preparation and distribution of student meals and other food items in the District's Central Kitchen. Oversees and schedules daily deliveries to school sites. ~~The employee also assumes and performs related responsibilities and duties as necessary or required.~~

### **CLASS CHARACTERISTICS:**

The Central Kitchen Coordinator is a single position providing assistance to the Director of Food Services in ensuring all sites are supplied necessary menu items to comply with the National School Lunch Program and meet the food service needs. This position is characterized by wide-ranging responsibilities in support of ordering, receiving, preparing and distribution of food items used throughout the District. The incumbent must have knowledge of existing site requirements, available resources and provide training to new and incumbent Food Distribution Workers in the safe preparation and serving of all food items. This position is pivotal in facilitating the District's Food Service operations and the efficient operation of school kitchens district wide.

### **EXAMPLES OF DUTIESREPRESENTATIVE DUTIES (E denotes an essential function of the job.):**

Plans, organizes, and coordinates delivery of breakfast, lunch and nutrition menu items to school sites in compliance with requirements of the National School Lunch Program; *E*

Orders various food items for food service use such as dairy products, frozen foods, produce, bread, meats and other food items as well as district stocked warehouse supplies; *E*

Receive and input weekly orders for all school sites; *E*

Assists the Director in determining future commodity needs and with placing orders for government commodity supplies made available for public agency purchase. *E*

Assists the Director with determining which received commodities are to be forwarded to vendors preparing food for the District for price reductions and which are to remain for use within the District for direct use. *E*

Assists the Director in preparing menus and planning a la carte items to be served to students to comply with requirements of the National School Lunch Program; *E*

Oversees and prepares various food items for the Food Service Department, assuring proper and sufficient food items are available when needed; -E

Maintains various records of foods used, identifying government, district purchased, direct vending and snack food items; -E

Complete a variety of records and reports related to assigned activities; E

Bakes cookies daily for schools and catering functions as assigned. E

Receives and verifies the accuracy of food deliveries to the central kitchen; -E

Assist the director in the daily placement of substitutes as needed to ensure coverage of sites and services; E

Reports concerns and/or problems to the Director; -E

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

Assists in training new food service employees in the kitchen; -E

Assists in setting standards of efficiency, sanitation and food preparation; -E

Opens and closes the central kitchen;

Drives a vehicle to various sites to deliver food service items when needed;

Perform other duties to accomplish the objectives of the position.

#### **SUPERVISION:**

General supervision is received from the Director of Food Services.

~~Oversight~~ Leadership, coordination, direction and monitoring of site Food Distribution Workers is provided by this class. Supervision is not exercised over other employees.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Proper use and maintenance of institutional kitchen equipment;
- Maintaining food service facilities in a safe and sanitary condition;
- Proper temperatures for preparing, serving and storing food items;
- Quantity food preparation, storage and transport methods and procedures;

- Methods of computing food quantities required for weekly, monthly or quarterly menus;
- Procedures involved in ordering, receiving, storing, and inventory of food service supplies;
- Personal/institutional hygiene and appropriate safety and sanitation procedures and precautions used in a food preparation facility;
- Record keeping methods and procedures;
- Interpersonal skills using tact, patience and courtesy;
- Basic use of computers and related software;
- Principles and practices of leading, training, delegating and monitoring the work of others.

#### **Ability to:**

- Plan, organize and oversee centralized food ordering, storing, preparation and distribution;
- Operate standard commercial equipment and appliances;
- Prepare, assist and train others in the preparation of foods; Prepare food, assist in the serving and storage of food and the cleaning and maintenance of equipment, utensils, and work areas;
- Train, delegate, and monitor assigned staff;
- Lift and transport quantities of food and dairy items;
- Maintain accurate and detailed records;
- Function effectively under time pressures and meet schedules and deadlines;
- Operate standard office equipment including calculators, copier machines, and personal computers (PC's);
- Learn to efficiently use the Food Service software used by the District;
- Prepare and maintain records and reports utilizing word and excel programs;
- Send and receive emails and research information through the Internet;
- Perform basic mathematical and food preparation calculations with speed and accuracy;
- Work independently with minimal direction and perform complex and varied tasks utilizing sound independent judgment;
- Communicate effectively, both orally and in writing;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.
- ~~Establish and maintain cooperative working relationships.~~

#### **EDUCATION AND EXPERIENCEEMPLOYMENT STANDARDS:**

##### **Education:**

- ~~Any combination equivalent to:~~ graduation from hHigh school or equivalent;
- ~~supplemented by eCourse work in home economics, nutrition and cafeteria management~~



is desirable.

**Experience:**

- ~~and~~ ~~Three~~ (3) years of experience in the planning, preparation and serving of food on a large scale. Prior experience in school cafeteria management is desirable.

**LICENSES REQUIRED:**

Possession of a valid and appropriate California Driver License.

Possession of a valid ServeSafe Certificate.

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

Lifts, carries, pushes, pulls up to 50 pounds; frequently stands for extended periods of time, walks, stoops, bends; occasionally reaches over head; repetitive use of fingers on both hands simultaneously; requires rapid mental/muscular coordination; speaks clearly and hears normal voice conversation; vision sufficient to distinguish shades and see small details; occasionally drives a vehicle; uses a telephone; works inside and outside; is exposed to high and low temperature equipment and frequent temperature changes; works with sharp objects and occasionally with machinery with moving parts; frequently has hands in water; wears oven mitts and latex gloves; frequently works alone without direct guidance from supervisor; employment contingent upon passing physical and back evaluation test. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions of the position.

**LICENSES REQUIRED:**

Possession of a valid and appropriate California Driver License.

Possession of a valid ServeSafe Certificate.

Last revised 7/18/02

Reviewed with no revisions 11/9/05

Job Description Review and Proposed Revisions Effective 5-15-14

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** May 15, 2014  
**SUBJECT:** Agenda Item No. 12.A.3: Job Description Revision – Flooring Repair Worker

### 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 Flooring Repair Worker classification was fully reviewed in November 2002. In December of 2005 it was reviewed with no revisions.

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 and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to the supervisor, Maintenance and Operations Manager, who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and the supervisor, modifications are proposed to the Flooring Repair Worker 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 supervisor 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 Flooring Repair Worker job description.

Attachment: Proposed revised job description for Flooring Repair Worker dated May 15, 2014.

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### Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Flooring Repair Worker job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## FLOORING REPAIR WORKER

### **DEFINITION**JOB SUMMARY:

Under general supervision of the Supervisor of Maintenance and Grounds Operations Manager, performs ~~journey level~~ highly skilled journey man work in the installation and repair of carpeting and other floor coverings; inspects damaged floor coverings to assign replacement/repair priority based upon established criteria; performs and/or assists other skilled and semi-skilled crafts and trades employees in a variety of construction, maintenance or mechanical tasks and assist other journey level trades staff as required.

~~; assumes and performs related work as necessary or required.~~

### **CLASS CHARACTERISTICS:**

This is a highly skilled flooring repair class, having strong skills in repair and replacement of a variety of floor coverings. The incumbent is expected to work independently in laying-out and replacing or repairing existing floor coverings (carpeting and vinyl composition floor tile).

Incumbents may also be assigned to perform a wide range of maintenance work at an unskilled, semi-skilled or skilled level in other trades as needs arise.

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

Following floor dimensions or diagrams, estimates and recommends types of carpeting and padding, depending upon location and anticipated use; *E*

Prepare floor for installation or replacement of floor coverings by cleaning, sanding, and filling;  
*E*

Measures, cuts and installs, repairs and/or maintains exterior and interior padding, and carpeting;  
*E*

Evaluates used or damaged carpeting and determines suitability for continued or alternate use; *E*

Installs, repairs and/or maintains vinyl, asphalt and other types of floor coverings; *E*

Uses a variety of tools and adhesives related to the laying, repairing of carpet and other floor covering materials; *E*

Installs and repairs other materials related to floor coverings; *E*

Coordinate work schedule with site administrators;

## **Flooring Repair Worker—Continued**

Page 2

~~Performs and/or assists other skilled and semi-skilled crafts and trades employees in a variety of construction, maintenance or mechanical tasks as assigned~~

May be assigned to perform other building maintenance trades functions by performing skilled and semi-skilled duties; assisting with work order load; E

Prepares and maintains required records;

May work with contractors and assist in job walks;

May lead the work of others maintenance helpers;

May perform heavy manual labor;

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

### **SUPERVISION:**

General supervision is received from the ~~Supervisor of Maintenance and Grounds~~Maintenance and Operations Manager.

Leadership and direction is provided to assigned helpers. Supervision is not exercised over other employees

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

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Characteristics of materials used in installing and repairing a variety of floor materials.
- Proper Mmethods, materials, tools and equipment used in floor covering work;
- Proper methods of cleaning and maintaining floor coverings;
- Shop math applicable to the flooring trade;
- Safety practices and regulations pertaining to the floor covering trade and asbestos.
- Basic record keeping systems.

#### **Ability to:**

- Perform a variety of journey man highly skilled work in the installation, repair, maintenance and upkeep of flooring surfaces and materials used in school districts;
- Utilize required tools, equipment skillfully and safely;
- Follow sketches, diagrams, blueprints;
-

- Evaluate condition of worn, damaged carpeting and other flooring materials used in school districts;
  - Estimate materials and cost needed to complete assigned tasks;
  - Learn building codes, laws and standard practices used in repair and maintenance of school buildings;
  - Be cognizant of and apply new methods and equipment in the trade;
  - Plan and organize work. Work independently with little direction;
  - Understand and carry out oral and written instructions;
  - Keep accurate records;
  - Observe and comply with electrical and building codes and fire regulations;
  - Establish and maintain effective interpersonal relationships using tact, patience and courtesy.
- ~~Establish and maintain cooperative working relationships.~~

**EDUCATION AND EXPERIENCE/EMPLOYMENT STANDARDS:****Education:**

- High school diploma or equivalent
- Completion of training or formal apprenticeship in floor covering trade -is desirable.

**Experience:**

- Three (3) years of prior successful work experience performing highly skilled flooring repair tasks.

Or

- Two (2) years of successful work experience as a Skilled Maintenance Worker performing flooring repair for the Ocean View School District.

~~Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific training in the floor covering area or completion of a formal apprenticeship is desirable. Another way of acquiring the basic job skills is, one to two years of experience working with a skilled flooring repair worker or licensed flooring contractor. Two to three years of prior successful journey level work experience performing skilled tasks as described above, or two to three years of successful work experience as a Maintenance Worker assigned as a helper in flooring repair for the Ocean View School District is required.~~

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver's License.

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

Stands, walks, climbs stairs and ladders, maintains balance, frequently stoops and bends, repeatedly kneels, and crawls, frequently reaches over head to obtain materials; frequently lifts, pushes, pulls, and carries over 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details and safely operate a District vehicle; works in various lighting conditions; works with a variety of powered equipment and sharp tools; uses a telephone; works inside and outside with frequent temperature changes; occasionally exposed to odors, fumes, dust, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 11/14/02

Reviewed with no revisions 12/8/05

Job Description Review and Proposed Revisions Effective 5/15/14

Highly skilled is defined as: Work which involves demonstrated skill and competence in the area, working efficiently leading the work of unskilled, semi-skilled, and skilled employees.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. 12.A.4: Job Description Revision – Grounds Equipment Operator

### 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 Grounds Equipment Operator classification was fully reviewed in December 2002. It was reviewed with no revisions in December 2005 and reviewed with minor revisions in April 2011.

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 and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to the supervisor, Maintenance and Operations Manager, who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and the supervisor, modifications are proposed to the Grounds Equipment Operator 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 supervisor 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 Grounds Equipment Operator job description.

Attachment: Proposed revised job description for Grounds Equipment Operator dated May 15, 2014.

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### Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Grounds Equipment Operator job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## GROUNDS EQUIPMENT OPERATOR

### DEFINITIONJOB SUMMARY:

Under general supervision of the Grounds Maintenance Supervisor, operates a variety of mowing, spraying and grounds maintenance equipment; makes regular use of large field mowers and drives grounds maintenance equipment on city streets; services, maintains and makes minor repairs to the equipment used; ~~assumes and performs related work as necessary or required.~~

### CLASS CHARACTERISTICS:

This class is distinguished from other classes in the type of equipment operated on a daily basis. The incumbent is expected to work independently using discretion in the timing of mowing activities to ensure mowing of the large fields and dress lawns of District school sites and other properties in a timely and safe manner.

### EXAMPLES OF DUTIESREPRESENTATIVE DUTIES:

Drives a large tractor flail mower on city streets to and from school sites and other District properties; *E*

Operates the tractor flail mower and other mowers in mowing fields and other large grass areas; *E*

Operates Bobcat tractors, skip loaders and dump trucks; *E*

Inspects field sites for wet spots and removes trash and debris in preparation for mowing; *E*

Performs routine service and maintenance on the tractor flail mower, and other accessory devices, other mowers and grounds maintenance equipment; *E*

Coordinate scheduling of jobs with school principal and Grounds Maintenance Supervisor to minimize student interruption; *E*

Operate standard transmission and automatic transmission District vehicles; *E*

Operates a variety of hand and power operated grounds maintenance equipment when required;



~~May assist in the installation, maintenance and repair of sprinkler systems;~~

~~May assist with the application and maintenance of asphalt areas;~~

~~Operates a variety of District vehicles~~

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

**SUPERVISION:**

General supervision and direction is received from the Grounds Maintenance Supervisor.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Appropriate methods, equipment, materials, used in grounds maintenance;
- Safe and efficient work practices associated with the operation and maintenance of large power mowers and other powered grounds maintenance equipment;
- Safe and defensive driving practices;
- Appropriate methods, materials, tools and equipment used in grounds maintenance work;
- Appropriate health and safety work procedures and precautions.

**Ability to:**

- Safely and efficiently operate a variety of motorized equipment and motor vehicles on school grounds and city streets;
- Safely and efficiently operate large power mowers and other grounds equipment both powered and manual;
- Safely and efficiently operate a variety of hand and power tools and equipment used in grounds maintenance tasks;
- Perform heavy manual labor in outdoor weather and damp ground conditions;
- Understand and carry out oral and written instructions;
- Prepare, maintain simple records;
- Safely and efficiently operate large power mowers and other grounds equipment both powered and manual;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.  
~~Establish and maintain cooperative working relationships.~~

**EDUCATION AND EXPERIENCEEDUCATION STANDARDS:**

**Education:**

- High school diploma or equivalent

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

### **Grounds Equipment Operator—Continued**

**Page 3**

#### **Experience:**

- ~~Job specific skills are typically acquired through one to two~~One (1) years of experience operating a variety of equipment such as large lawnmowers, Bobcats, skip loaders, dump trucks, and some eExperience in grounds/gardening work preferably in a school district.

#### **LICENSES/CERTIFICATES REQUIRED:**

Possession of a valid and appropriate California Driver's License.

#### **PHYSICAL DEMANDS, AND WORKING ENVIRONMENT AND HAZARDS:**

Sits, stands, walks, frequently climbs on and off equipment, maintains balance, stoops, bends, kneels, and reaches over head to perform work; lifts, carries, pushes objects weighing 50 to 75 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision to safely operate a large tractor on city streets and school grounds; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 12/12/02

Reviewed with no revisions 12/8/05

Revisions Effective 4/14/11

Job Description Review and Proposed Revisions Effective: 5-15-14

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. 12.A.5: Job Description Revision – Grounds Maintenance Worker

## 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 Grounds Maintenance Worker classification was fully reviewed in November 2002 and was reviewed with no revisions in December 2005.

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 and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to the supervisor, Maintenance and Operations Manager, who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and the supervisor, modifications are proposed to the Grounds Maintenance Worker 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 supervisor 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 Grounds Maintenance Worker job description.

Attachment: Proposed revised job description for Grounds Maintenance Worker dated May 15, 2014.

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## Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Grounds Maintenance Worker job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## GROUNDS MAINTENANCE WORKER

### **DEFINITION** JOB SUMMARY:

Under general supervision of the ~~Grounds Supervisor of Maintenance Supervisor~~ and Grounds, performs semi-skilled to skilled asphalt and concrete work; installs, repairs fencing and playground equipment; performs general grounds maintenance work which may include making or assisting with irrigation system repairs; ~~assumes and performs related work as necessary or~~ required.

### **CLASS CHARACTERISTICS:**

This is a highly skilled class, having strong skills in repair and replacement of fencing, sidewalks, and playground equipment. The incumbent is expected to work independently in laying out new and/or repairing or replacing existing grounds equipment or structures. The incumbent is also expected to be skilled in the operation of grounds construction equipment used in the preparation for and seeding of new fields and dress lawns.

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

Prepares areas for laying of concrete, asphalt, sealer, fencing and playground equipment, including grading, leveling, cleaning, constructing and setting forms; *E*

Mixes, pours, ~~finishes~~ finishes concrete; lays, finishes, seals, repairs asphalt, ~~applies~~ applies blacktop filler as needed; *E*

Assembles, installs, repairs, removes, relocates fencing and playground equipment, utilizing a wide variety of hand and powered tools including cutting torches, gas and arc welding equipment; *E*

~~Applies~~ herbicides and weed killers; fertilizes, seeds, and installs field and dress lawns;

May assist the Sprinkler Mechanic in various tasks associated with the installation, maintenance, repair, replacement of sprinkler systems; ~~m~~May be assigned to make repairs to irrigation systems as necessary;

Regularly operates power equipment such as concrete saws and jackhammers, also operates a variety of District motor vehicles, including forklifts, ~~skip loaders~~ skip loaders and grading equipment, and Bobcat loaders with back hoe;

Makes and/or assists in the delivery of tables, chairs, desks, books and other equipment

and supplies;

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

-

**SUPERVISION:**

Supervision is received from the Grounds Supervisor of Maintenance Supervisor and Grounds Leadership and direction  
~~is received from the Grounds/Gardener Lead Worker.~~  
~~Leads and/or directs the work of assigned helpers. Supervision is not exercised over other employees.~~ Leadership and direction may be provided to assigned helpers.  
Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Method and materials, tools and equipment used in grounds maintenance and asphalt repair;
- Safe and efficient methods and practices associated with pouring and repairing concrete and asphalt;
- Tools, equipment and methods of installation/repair/removal of fencing and playground equipment;
- Methods, tools, equipment, procedures for general grounds maintenance;
- Methods and procedures for gas and arc welding;
- Principles of leadership and direction;
- Appropriate health and safety procedures and precautions;
- Mathematics used in grounds calculations.

**Ability to:**

- Safely and efficiently install/repair/remove/relocate fencing and playground equipment;
- Perform skilled concrete and asphalt work as above-described;
- Operate a variety of power tools and equipment including: concrete saws and jackhammers, and other hand or power tools and equipment used in grounds maintenance tasks;
- Safely and efficiently operate a variety of motorized equipment and motor vehicles;
- Perform heavy manual labor in various outdoor weather and damp ground conditions;
- Understand and carry out oral or written instructions and prepare, maintain simple records;
- Effectively lead other workers;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy.

**EDUCATION AND EXPERIENCEEMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;

**Grounds Maintenance Worker - Continued**

Page 2

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired in post-secondary training from a trade school, ROP, community college, or the military is desirable.

**Experience:**

- At least one to two (2) years of prior successful work experience in performing general ground maintenance including journey level concrete and asphalt work is required; previous general grounds maintenance experience desirable.

**LICENSES/CERTIFICATES REQUIRED:**

Possession of a valid and appropriate California Driver's License.

**PHYSICAL DEMANDS**

Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends, kneels, and reaches over head to perform work; Does heavy work, frequently lifting, carrying, pushing objects weighing 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details, and safely operate a District vehicle; works in various lighting conditions; works with a variety of powered equipment and sharp tools; uses a telephone; works outside subject to ambient temperature changes; frequently exposed to dust, and occasionally to toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 11/14/02

Reviewed with no revisions 12/8/05

Job Description Review and Proposed Revisions Effective: 5-15-14

Highly skilled is defined as: Work which involves skill and competence in the area, working efficiently leading the work of unskilled, semi-skilled, and skilled employees.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. 12.A.6: Job Description Revision – Groundskeeper/Gardener

### 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 Groundskeeper/Gardener classification was fully reviewed in December 2002. It was reviewed with minor revisions in both November 2006 and April 2011.

Recently the incumbents of the class were 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 and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to the supervisor, Maintenance and Operations Manager, who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and the supervisor, modifications are proposed to the Groundskeeper/Gardener job description. The title of gardener is a term of limited scope when used to describe the typically duties of a school district grounds employee, and school districts more typically refer to their incumbents as groundskeepers. Therefore, in order be consistent with the accepted trade terminology and to provide consistency in grounds job titles, it is recommended that the current title of the position Groundskeeper/Gardener be changed to Groundskeeper I. This proposed title change will not have any effect on the current salary of the position. 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 incumbents and supervisor 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 Groundskeeper/Gardener job description and change the title of the classification from Groundskeeper/Gardener to Groundskeeper I.

Attachment: Proposed revised job description for Groundskeeper I dated May 15, 2014.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Groundskeeper/Gardener job description and change the title of the classification from Groundskeeper/Gardener to Groundskeeper I.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## GROUNDSCOOPER I/GARDENER

### DEFINITION JOB SUMMARY:

Under general direction of the Grounds Maintenance Supervisor, performs a variety of grounds maintenance and landscaping duties in the beautification and maintenance of grounds and landscaped areas. ~~gardening work; assumes and performs related work as necessary or required.~~

### CLASS CHARACTERISTICS:

This is the entry level class in the grounds series ~~This is a class,~~ having skills in the care, grooming and maintenance of school grounds and of other District properties. Incumbents are expected to work independently or as part of a team in mowing, edging, weeding, planting, weed control spraying and cleaning assigned landscape and grounds areas throughout the District. Incumbents are also expected to provide assistance to groundskeeper II ~~maintenance~~ and sprinkler repair as required.

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

Maintains and improve physical appearance of landscape and grounds at school sites and other District properties:

Mows, edges, trims lawns, fields, around walks, flower beds, walls, fences and related grounds areas utilizing hand and power equipment; *E*

Trims and prunes shrubs, hedges, trees; *E*

Rakes lawns, weeds flowerbeds; *E*

Sweeps and/or blows grass cuttings and picks up paper and other debris from sidewalks, gutters and driveways, cleans up work areas upon completion of work and ensures proper disposal of collected debris and grass cuttings, loads trucks, carts, vehicles and transports materials to off-loading site; *E*

Applies fertilizers and other soil treatments and amendments; *E*

Plants and installs new landscape materials, trees and bushes; *E*

Sprays landscaped areas with insecticides and herbicides; *E*

Operates a variety of grounds maintenance equipment; *E*



Services gardening and related equipment, including cleaning filters, changing oil, lubricating, refueling, replacing worn blades and making other minor repairs; *E*

~~One or more incumbents may be required to spray and/or provide instruction to other employees on spraying requirements/techniques and oversee the spraying of herbicides and other types of sprays on athletic fields, fences, trees, hedges, garden areas and other locations as directed;~~

~~One or more incumbents may be required to maintain accurate records of District wide herbicide and/or other spraying and completes periodic reports as required;~~

May take remedial action against lawn and garden pests;

Repair potholes;

Water various grounds areas by hand or by operating the irrigation system;

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

May assist other grounds staff in the repair and upkeep of sprinkler systems and in general grounds maintenance tasks;

May perform general custodial or minor maintenance tasks;

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

**SUPERVISION:**

Supervision is received from the Grounds Maintenance Supervisor.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Operation of hand and power tools used in gardening and grounds keeping;
- Appropriate methods, equipment, materials, used in ~~grounds maintenance and gardening~~ and grounds keeping work;
- Basic gardening and grounds maintenance procedures including mowing, edging, raking, planting, and weeding;
- General understanding of herbicides, pesticides, fertilizers and other chemicals used in landscape and grounds maintenance and their safe/proper application;
- Health and safety regulations and procedures related to landscape, grounds maintenance and gardening.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs;

- ~~— One or more incumbents may be required to have knowledge of safe and proper methods of applying herbicides and other types sprays utilized in grounds maintenance and upkeep;~~
- ~~— One or more incumbents may be required to have knowledge of regulations governing the application of herbicides and other sprays;~~

**Ability to:**

- Perform general landscape, gardening and grounds keeping activities including mowing, edging, weeding, raking, planting, pruning, spraying, watering and cleaning up;
  - Safely and efficiently operate a variety of grounds maintenance tools and motor vehicle equipment;
  - Operate hand and power tools and other equipment used in grounds keeping such as walk-behind mowers, edgers, blowers, vacuums and standard gardening tools;
  - Perform heavy manual labor in outdoor weather conditions;
  - Understand and carry out oral and written instructions;
  - Demonstrate safe work habits and observe all applicable worker safety rules and laws;
  - Establish and maintain cooperative working relationships; and maintain effective interpersonal relationships using tact, patience and courtesy.
- ~~— One or more incumbents may be required to obtain and maintain a valid pesticide applicator certificate;~~

**EDUCATION AND EXPERIENCE/EMPLOYMENT STANDARDS:****Education:**

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

**Experience:**

- ~~Job specific skills are typically acquired through successful work experience in general grounds keeping or landscape/gardening. One (1) year of prior successful work experience in grounds maintenance, gardening, or grounds keeping, or related work is required.~~

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

~~One or more incumbents may be required to possess an appropriate pesticide application certificate of competence.~~

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

Frequently stands, walks, stoops, bends, and kneels; climbs ladders and on/off riding mowers,

maintains balance; Does heavy work, occasionally digging holes & trenches, lifting, carrying, pushing objects weighing up to 75 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision to safely operate heavy equipment on school grounds and observe proper irrigation; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 12/12/02

Last revisions 11/9/06

Revisions effective 4/14/11

Job Description Review and Proposed Revisions Effective: 5-15-14

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. : Job Description Revision – Reprographic Technician

### 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 Reprographics Technician classification was fully reviewed in March 2004. In May of 2008 it was reviewed with no revisions.

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 and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to the supervisor, Director Middle School Programs Roni Ellis, who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and the supervisor, modifications are proposed to the Reprographics Technician 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 supervisor 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 Reprographics Technician job description.

Attachment: Proposed revised job description for Reprographics Technician dated May 15, 2014.

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### Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## REPROGRAPHIC TECHNICIAN

### DEFINITION JOB SUMMARY:

Under general supervision of the ~~Graphic Communications Supervisor~~ Superintendent or designee, operates computer-generated digital printers, high speed copiers, binding and postage equipment, to provide quality printing, binding and mail services for District offices and school sites; ~~assumes and performs related work as necessary or required.~~ Provides assistance and information on efficient and productive print methods.

### CLASS CHARACTERISTICS:

This class is distinguished from other classifications required to use copier equipment in that the work performed is primarily devoted to high speed, high volume, production of printed materials and professionally binding them into quality finished products, the sorting and distribution of inter and intra District mail, and the determination of and applying postage to outgoing U.S. mail, Express mail and parcels.

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

Makes necessary preparations for, operates and maintains a high speed digital electrophotographic printer, color copier and other machines used in the reproduction of a variety of printed materials such as agenda materials for the Board of Trustees, Personnel Commission, and District appointed committees, and bulletins, booklets, newsletters, reports, and forms and a variety of other documents for schools, departments and teachers; *E*

Makes necessary preparations for ensuring quality post print production and/or binding, operates and maintains various equipment and machinery safely and efficiently such as paper cutter, folder, heavy duty stapler, stitcher, paper punch, spiral binder, velobinder, tying machine, shrink wrapper, etc.; *E*

Performs routine preventive maintenance on equipment, i.e., clearing paper jams and cleaning equipment as required, replaces consumable materials, monitors equipment operation; *E*

Reports equipment malfunctions or symptoms of problems to the appropriate vendor or repair contractor, who may make suggestions of items to check and/or adjust; *E*

Confers with district staff and committees regarding reprographic requests; *E*

Requisitions, receives, shelves, and ensures sufficient supplies of paper and consumables are maintained to minimize production delays;

May confer with vendors regarding paper and binding supplies;

Sorts, opens and distributes inter and intra District mail, U.S. mail and Express mail and parcels;

Deliver mail to post office, process bulk and presort mail;

Determines postage for outgoing mail, and other charges;

Maintains postage meter, keeping and making records of postage accounting;

Maintain district records on computerized filing system; ~~K~~ keeps labor, material and other records;

May provide leadership and/or direction to assigned helpers, including training others in the safe utilization of equipment and supplies;

Operates standard office equipment;

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

#### **SUPERVISION:**

General supervision is received from ~~the Graphic Communications Supervisor~~ Superintendent or designee.

Supervision is not exercised over other employees. However, may provide leadership and/or direction to assigned helpers.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Methods, equipment and materials used in large quantity printing work;
- Operational characteristics of a variety of duplicating and printing machines and related equipment including digital printer, photocopy machine, collator, folder cutting and binding equipment, drill press, and padding machine;
- Safe and efficient photocopier operating procedures;
- Safe and efficient bindery equipment operating procedures;
- Laws and/or regulations related to copyrights;
- Software programs used in digital reprographic operations, including a thorough knowledge of Adobe Acrobat and PowerPoint;
- Modern office procedures and equipment, personal computer (PC) and related software;
- Basic mathematics;
- Record keeping methodologies and practices.

**Ability to:**

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

**Reprographic Technician - Continued****Page****EDUCATION AND EXPERIENCEEMPLOYMENT STANDARDS:****Education:**

- Individuals possessing the knowledge, skills and abilities listed above are considered to possess the required education and experience. Typically those are acquired through graduation from high school.

**Experience: and o**

- One (1) or more years of work experience with copier and bindery equipment for a high volume commercial or public sector employer.

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

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

Last revised as Duplicating/Mail Room Services Operator 1/99

Revisions and title change effective 3/16/04

Reviewed with no revisions 5/7/08

Job Description Review and Proposed Revisions Effective 5-15-14



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** May 15, 2014  
**SUBJECT:** Agenda Item No. 12.A.8: Job Description Revision – Sprinkler Mechanic

### 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 Sprinkler Mechanic classification was fully reviewed in November 2002 and was reviewed with no revisions in February 2006.

Recently the incumbents of the class were 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 and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to the supervisor, Maintenance and Operations Manager, who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and the supervisor, modifications are proposed to the Sprinkler Mechanic 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 incumbents and supervisor 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 Sprinkler Mechanic job description.

Attachment: Proposed revised job description for Sprinkler Mechanic dated May 15, 2014.

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### Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## SPRINKLER MECHANIC

### DEFINITIONJOB SUMMARY:

Under general supervision of the ~~Supervisor of Maintenance and Grounds~~ Maintenance Supervisor, performs a variety of skilled work in maintenance of landscaped grounds, plans and installs new or replacement lawn and landscape sprinkler systems, maintains and repairs existing lawn sprinkler systems; performs general grounds maintenance duties as assigned; ~~assumes and performs related work as necessary or required.~~

### CLASS CHARACTERISTICS:

This is a journey skilled level class having strong skills in all aspects of lawn and landscape sprinkler maintenance. Incumbents are expected to work independently in the planning, installation, troubleshooting and repair of large lawn and/or landscape sprinkler systems. Incumbents are also expected to work with, train and provide direction -in the work of assigned staff.

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

Inspect, clean, adjust sprinkler controls to ensure correct irrigation; *E*

Investigate reported problems with fields to determine if irrigation is proper, troubleshoots problems, repair and/or match sprinkler heads, find and repair hydraulic leaks, replace failed valves and maintain existing lawn and landscape sprinkler systems; *E*

Installs new lawn and landscape sprinkler systems, including automatically operated controls, timing devices, valves, sprinkler heads, lines, clock motors, switches, and pump motors; *E*

Converts existing irrigation systems from manual to electric operation, and clocks from hydraulic to electric; *E*

Performs backflow testing; unplugs and reroutes water and control lines and performs general troubleshooting of system or component malfunctions; *-E*

Reads, works from blueprints, makes changes to and records ~~As built~~ information on blueprints for irrigation systems; *-E*

Estimates and records time, labor and materials, maintains repair parts inventory and orders supplies as necessary;

Performs a variety of grounds maintenance tasks, including operating a variety of grounds maintenance equipment, such as, wire tracers, metal detectors, backflow testing equipment;

Operates motorized vehicles and equipment, such as, backhoes, bobcat skip loaders and dump trucks;

Repair underground plumbing and irrigation;

May perform general custodial or semi-skilled plumbing maintenance tasks;

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

**SUPERVISION:**

General Supervision is received from the Grounds Maintenance Supervisor of Maintenance and Grounds.

~~Leadership and direction is received from the Grounds/Gardener Lead Worker.~~

~~Leads and/or directs the work of assigned apprentice/helpers. Supervision is not exercised over other employees. Leadership and direction may be provided to assigned helpers. Supervision is not exercised over other employees.~~

**MINIMUM QUALIFICATIONS:****Knowledge of:**

- Methods, materials, tools, and equipment used in installing and maintaining automatic sprinkling systems, including time controls, valves, piping, and sprinkler heads;
- Backflow testing;
- Proper methods, materials, tools, equipment used in the installation, maintenance and repair of complex automated sprinkler systems;
- Sprinkler system installation, maintenance and repair;
- Sizes pipes and fittings necessary to ensure proper volumes and pressures in irrigation systems;
- Safe, efficient, effective use of power grounds maintenance equipment;
- Principles of leadership and direction;
- Simple record keeping;
- Basic electrical safety and principles;

- Mathematics used in calculating areas, flow rates, irrigation requirements, and other grounds specific calculations;
- Basic record keeping needed for labor and materials;
- Watering requirements for lawns, trees, and plants in various soils.

**Ability to:**

- Maintain and repair sprinkler systems and control mechanisms;
- Make repairs and replace PVC, galvanized, A-C, and copper pipes and connections;
- Plan, design, determine watering requirements, and install an effective irrigation system for a variety of locations;
- Read blueprints, make changes to "as built" drawings;
- Perform backflow testing;
- Safely and efficiently operate a variety of hand and power tools and equipment used in sprinkler system repair/maintenance and grounds maintenance tasks;
- Safely and efficiently operate a variety of motorized equipment, motor vehicles and grounds maintenance equipment;
- Safely and efficiently work on 110 volt electrical timing clocks and underground low voltage electrical systems;
- Perform heavy manual labor in outdoor weather and damp ground conditions;
- Understand and carry out oral and written instructions;
- Prepare and maintain records as required;
- Prepare time and material estimates;
- Lead or direct the work of assigned helpers;
- Operate a PC (Personal Computer) and utilize applicable software and District E-mail applications;
- Establish and maintain effective cooperative working interpersonal relationships using tact, patience, and courtesy.

**EDUCATION AND EXPERIENCEEMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent.

~~Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired through completion of a backflow prevention training course and one to~~

**Experience:**

- ~~Two (2) years of experience in general grounds/gardening or irrigation system work. At~~

~~least two to three years of prior successful work experience in automated sprinkler system installation, maintenance and repair, is required.~~

**Sprinkler Mechanic - Continued**

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**LICENSES/CERTIFICATES REQUIRED:**

Possession of a valid and appropriate California Driver License.

Possession of a valid County of Orange certificate of competence to test backflow prevention devices.

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

Stands, walks, frequently climbs into and out of holes, maintains balance, frequently stoops, bends, and kneels; Does heavy work, digging holes & trenches, lifting, carrying, pushing objects weighing 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision to safely operate heavy equipment on school grounds and observe proper irrigation; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 11/14/02

Reviewed with no revisions 2/23/06

Job Description Review and Proposed Revisions Effective: 5-15-14

Skilled is defines as: an employee who is capable of working independently and efficiently and turning out accurate work. Through work experience must be able to work from simple blueprints, diagrams, of technical trade manual.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** May 15, 2014  
**SUBJECT:** Agenda Item No. 12.B.1.: ELIGIBILITY LIST(S)

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### 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:

2013 – 35	Instructional Assistant – ABA
2013 – 36	Director, Food Services
2013 – 37	School Health Technician
2013 – 38	Instructional Assistant – Severely Disabled
2013 – 39	Assistant Superintendent, Administrative Services
2013 – 40	Instructional Assistant - EL

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### Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2013 – 35, 2013 – 36, 2013 – 37, 2013 – 38, 2013 – 39, and 2013 – 40.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. 13: CLASSIFIED PERSONNEL ACTIVITY LIST

Background Information

At the Ocean View School District, Regular Board Meetings of May 6, 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.

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of May 6, 2014, (Exhibit A).

**OCEAN VIEW SCHOOL DISTRICT**  
**Huntington Beach, California**  
**Classified Personnel**  
**May 6, 2014**

**Approve Employment**

**In accordance with Merit System testing procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE</u></b> <b><u>STEP</u></b>	<b><u>EFFECTIVE</u></b> <b><u>DATE</u></b>
Cochis, Kyle	Child Care Attendant (Substitute)	\$13,189 per hour	18.1	03/26/14
Cummings, Kenneth	Instructional Assistant - Physical Education (Substitute)	\$15,676 per hour	25.1	04/07/14
Des Roches, Victoria	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	04/08/14
Duenas, Marisol	Instructional Aide Bilingual [Spanish] (Substitute)	\$14,554 per hour	22.1	03/26/14
Durham, Anne Maree	Instructional Assistant - Severely Disabled (Substitute)	\$15,676 per hour	25.1	04/07/14
	Instructional Assistant - Physical Education (Substitute)	\$15,676 per hour	25.1	04/07/14
	Instructional Assistant - Adapted Physical Education (Substitute)	\$15,676 per hour	25.1	04/07/14
Espindola, Carolina	Instructional Aide	\$14,199 per hour	21.1	03/25/14
Garcia, Marisela	Child Care Attendant (Substitute)	\$13,189 per hour	18.1	03/03/14
Hernandez, Ariana	Preschool Instructional Assistant Bilingual [Spanish] (Substitute)	\$14,921 per hour	23.1	04/04/14
Hurtado, Katelyn	Instructional Assistant - ABA (Substitute)	\$16,070 per hour	25.1	04/07/14
Martinez, Marlene	Parent Teacher Conference Translator (Temporary)	\$10.00 per hour		03/01/14
Mayer, Jon	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	04/08/14
Nesbitt, Tamela	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	04/08/14
Nguyen, Lanvy	Instructional Assistant - ABA (Substitute)	\$16,070 per hour	25.1	04/07/14
O'Brien, Teresa	Food Distribution Worker (Substitute)	\$14,554 per hour	18.3	04/05/14
Ochoa, Carlos	Custodian (Substitute)	\$16,890 per hour	28.1	04/07/14



OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
May 6, 2014

Approve Employment - Continued

In accordance with Merit System testing procedures

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Slater, Julie	Instructional Assistant - EL	\$18,176 per hour	23.5	03/31/14
	Instructional Aide (Substitute)	\$17,303 per hour	21.5	03/28/14
Sullivan, Heather	Instructional Assistant - ABA (Substitute)	\$19,580 per hour	26.5	04/07/14
Thurman, Megan	Instructional Aide	\$14,199 per hour	21.1	03/11/14
Velasquez, Gladys	Instructional Aide (Substitute)	\$14,199 per hour	21.1	03/25/14
	Instructional Assistant - Adapted Physical Education (Substitute)	\$15,676 per hour	25.1	03/25/14
	Instructional Assistant - EL (Substitute)	\$14,921 per hour	23.1	03/25/14
	Instructional Assistant - Physical Education (Substitute)	\$15,676 per hour	25.1	03/25/14
	Instructional Assistant - Severely Disabled (Substitute)	\$15,676 per hour	25.1	03/25/14
Wohlken, Pamela	Food Distribution Worker	\$13,189 per hour	18.1	03/24/14

Approve Reinstatement

In accordance with Merit System Rules 8.4.1

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Conover, Jane	Instructional Aide	\$15,676 per hour	21.3	04/08/14

Approve Promotion

In accordance with Merit System testing procedures

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Boucher, Jonathan	Lead Behavior Intervention Assistant	\$21,083 per month	31.4	04/10/14
Gomez, Teresa	Preschool Instructional Assistant-Bilingual [Spanish]	\$18,176 per hour	23.5	04/04/14

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
May 6, 2014

Approve Reclassification

In accordance with Merit System Rules 3.3.4

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
White, Judith	Database Analyst	\$4,534.00 per month	45.1	03/14/14

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>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Acosta, Rudy	Custodian	Resignation - Another Job	10/21/13	03/18/14
Belance, Jill	Instructional Assistant - Physical Education	Resignation - Personal	09/26/88	04/10/14
Boushahine Erem, Raeda	Community Liaison Bilingual Assistant [Arabic]	Resignation - Personal	02/12/14	03/26/14
Decker, Jamie	Instructional Assistant - ABA (Substitute)	Resignation - Moved	09/07/06	01/13/12
Dedic, Diana	Instructional Assistant - Special Education (Substitute)	Resignation - Personal	01/27/14	03/06/14
Lederman, Gina	Speech and Language Aide	Released Within Probation	11/19/13	02/26/14
Mansfield, Steven	Custodian (Substitute)	Resignation - Another Job	01/06/14	04/14/14
Mateos, Mark	Bus Driver (Substitute)	Resignation - Another Job	01/19/14	03/20/14
O'Brien, Teresa	Food Distribution Worker	Resignation - Personal	12/04/95	04/04/14
Tran, Maria	Child Care Attendant	Released Within Probation	10/14/13	03/14/14

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** May 15, 2014

**SUBJECT:** Agenda Items No. 14 and 15: Public Hearing on the Proposed Budget 2014-2015 of the Personnel Commission – Followed by Personnel Commission Discussion and Adoption of a 2014-2015 Budget

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Education Code 45253 requires a public hearing be held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action. Prior to holding the Public Hearing a proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and District officials an opportunity for input prior to the Public Hearing.

At the April 10, 2014 meeting, the Commission reviewed and discussed the budget proposed for Personnel Commission operations in the 2014-2015 school year. Following this discussion, the proposed budget for 2014-2015 was to be brought back to the Commission prior to May 30, 2014, for the required Public Hearing and adoption.

### Discussion

The Director, Classified Personnel attempted to keep the budget as low as possible while maintaining prudent flexibility. The Personnel Commission's recommended discretionary operating budget (both salary and non-salary object accounts) is recommended to be decreased by \$700. Last year there was a onetime increase of \$2,500 in order to replace an aging ScanTron test scoring machine. The Director would like to maintain \$1,000 in the non-capitalized equipment budget and increase the repair/maintenance budget by \$300 for anticipated repair and/or replacement of aging equipment. In addition the Director would like to increase the budget in the categories of substitutes and temporaries in order to provide for actual expenses being incurred. This would eliminate the need to transfer from other accounts in order to cover expenditures. The substitute budget provides for coverage when staff is out on leave, ill or positions are vacant due to resignations or promotions. The temporaries budget provides for payment of oral interview panel members and for the development and grading of foreign language exams.

The recommended preliminary draft 2014-15 fiscal year discretionary operating budget (salary and non-salary object accounts) is \$18,666. With the exceptions of the above mentioned adjustments all other accounts are recommended to remain the same as last year. The Director will be prudent in authorizing discretionary expenditures to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year.

The Personnel Commission's proposed 2014-2015 non-salary discretionary budget contains nine line items totaling \$18,666. The expenditures supported by these individual line items are summarized as follows:

**Public Hearing on the Proposed Budget 2014-2015 of the  
Personnel Commission – Followed by Personnel Commission  
Discussion and Adoption of a 2014-2015 Budget  
Page Two**

- **Administrative Supplies** *Recommended for no change.* Used to purchase all consumable paper products, office supplies, printer toner, testing materials, postage, the revolving cash funds, and any other materials purchased for operating the Personnel Office.
- **Non Capitalized Equipment (Over \$500)** *Recommended to decrease.* Anticipated to be used for replacement of aging equipment that is necessary to maintain the operations and testing functions of the department.
- **Mileage** *Recommended for no change.* Used to reimburse Commissioners and Commission staff for personal vehicle travel expenses incurred in the course of Commission business.
- **Travel/Conference** *Recommended no change.* Used for attendance of Personnel Commissioners and staff at the State and regional Personnel Commissioner conferences. This account is also used to cover expenses involved in Personnel Commission staff development, i.e., sending employees to job related workshops and seminars. As the Director was not able to attend the Annual California School Personnel Commissioners Association (CSPCA) Conference in Northern California, a smaller amount of this budget was expended. However, next year's conference is scheduled to be held in Southern California, with opportunities for the Director, three staff members and three Commissioners to attend. It is therefore recommended that the current budgeted amount be continued. Any expenditures for Travel/Conference will be subject to prior approval.
- **District Memberships** *Recommended no change.* Used to pay for organizational memberships in CODESP (testing consortiums), California Personnel Commissioners Association, Orange County Personnel Commissioners Association, and Personnel Commissioners Association of Southern California. This account has also been used to pay for membership in several other professional organizations, i.e., Personnel Testing Council and the Southern California Personnel Management Association.
- **Repair/Maintenance** *Recommended increase from last year.* Based upon last year's expenditures, a slightly increased amount is recommended to be budgeted in this line item, in anticipation of repair/maintenance of aging equipment such as typewriters, printers, etc.
- **Duplication** *Recommended no change last year.* Used to pay for internal printing costs, i.e. Personnel Commission agendas, job announcement bulletins, employment processing packets, etc.
- **Advertisements** *Recommended no change.* Used to purchase job advertisements in job specific publications i.e., CASBO Job Finder, ASCA (Jobs Available) and related media.
- **Consultants** *Recommended no change.* Used to pay Hearing Officers employed by the Commission to conduct hearings/investigations into appeals from disciplinary actions or alleged Rule violations, as well as technical support for personnel programs and equipment.

**Public Hearing on the Proposed Budget 2014-2015 of the  
Personnel Commission – Followed by Personnel Commission  
Discussion and Adoption of a 2014-2015 Budget  
Page Three**

The Personnel Commissions 2014-2015 discretionary salary budget contains three line items totaling \$4,200. The expenditures supported by these individual line items are summarized as follows:

- **Overtime Recommended no change.** Used for overtime of the Commission's Administrative Secretary taking minutes at Personnel Commission meetings.
- **Substitutes Recommended increase from last year.** Used for coverage when a Commission staff member is out on extended illness leave, on vacation (only if necessary), on a leave of absence, or promotes/resigns (to assist remaining staff if necessary).
- **Temporaries Recommended increase from last year.** Used to provide additional assistance when needed, i.e., employees serving on interview panels outside their normal working hours, proctoring exams, working on specific projects, translation and grading of foreign language examinations.

Attachment: Personnel Commission Preliminary Draft Budget 2014-2015  
Education Code 45253

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**Recommendation**

The Director, Classified Personnel recommends the Personnel Commission hold a Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2014-15 and fully consider any input received. The Commission is then requested to make any changes it deems appropriate, and adopt the Annual Budget of the Personnel Commission for Fiscal Year 2014-2015, to be forwarded to the County Superintendent.

Discretionary Budget (Non Salary Items)

<u>Categories</u>	<u>2010-2011</u> Actuals	<u>2011-2012</u> Actuals	<u>2012-2013</u> Actuals	<u>2013-2014*</u> Budgeted/ Expended	<u>2013-2014</u> Budgeted/ Est to close	<u>2014-2015</u> Proposed Budget	<u>Comments/Rationnale</u>
<b>Admin Supplies</b>							
Budgeted	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	
Expended	\$3,671.00	\$5,058.00	\$5,263.91	\$4,812.93	\$5,300.00		
% Expended	56.5%	77.8%	80.9%	74.0%	81.5%		Continue - meets needs w/minimal spending.
<b>Non Capitalized Equipment (Over \$500)</b>							
Budgeted	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$1,000.00	
Expended	\$0.00	\$0.00	\$339.12	\$2,425.00	\$2,425.00		Decrease - Last year replaced Scantron machine.
% Expended	0.0%	0.0%	339.0%	97.0%	97.0%		2014-2015 potential equipment replacement (typewriter, printer and possible new monitor)
<b>Mileage</b>							
Budgeted	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
Expended	\$0.00	\$0.00	\$174.05	\$75.88	\$200.00		
% Expended	0.0%	0.0%	35.0%	15.2%	66.7%		Continue - Meets travel requirements of Director
<b>Travel/Conference</b>							
Budgeted	\$1,000.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Expended	\$110.00	\$0.00	\$571.12	\$69.58	\$400.00		Continue - Annual CSPCA Conference will be held in Southern California 2015. Should meet expenses of Director and staff participation.
% Expended	11.0%	0.0%	\$57.10	7.0%	40.0%		
<b>District Memberships</b>							
Budgeted	\$2,566.00	\$2,666.00	\$2,666.00	\$2,666.00	\$2,666.00	\$2,666.00	
Expended	\$2,566.00	\$2,626.00	\$2,666.00	\$2,666.00	\$2,666.00		Continue - CODESP and CSPCA Memberships
% Expended	100.0%	98.5%	100.0%	100.0%	100.0%		

## Discretionary Budget (Non Salary Items Continued)

<u>Categories</u>	<u>2010-2011</u> Actuals	<u>2011-2012</u> Actuals	<u>2012-2013</u> Actuals	<u>2013-2014*</u> Budgeted/ Expended	<u>2013-2014</u> Budgeted/ Est to close	<u>2014-2015</u> Proposed Budget	<u>Comments/Rationale</u>
<b>Repair/Maintenance</b>							
Budgeted	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$500.00	Increase - Anticipated repair/maintenance of typewriters, printers, aging equipment not under warranty.
Expended	\$0.00	\$0.00	\$0.00	\$452.00	\$500.00		
% Expended	0.0%	0.0%	0.0%	226.0%	250.0%		
<b>Duplication Charges</b>							
Budgeted	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	Continue - Meets Needs
Expended	\$1,138.00	\$538.00	\$545.84	\$346.00	\$550.00		
% Expended	75.9%	35.9%	36.4%	34.6%	55.0%		
<b>Employment Advertisements</b>							
Budgeted	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	Continue-EdJoin meets most posting needs except highly technical and management positions. May need for potential management retiree replacements.
Expended	\$1,185.00	\$1,837.00	\$1,127.00	\$25.00	\$1,500.00		
% Expended	47.4%	73.5%	45.1%	1.0%	60.0%		
<b>Consultants</b>							
Budgeted	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	Continue - Used if a Hearing Officer is needed or for other outside services
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
% Expended	0.0%	0.0%	0.0%	0.0%	0.0%		
<b>TOTAL NON SALARY ITEMS</b>							
Budgeted	\$18,066.00	\$17,666.00	\$17,666.00	\$19,866.00	\$19,866.00	\$18,666.00	
Expended	\$10,056.00	\$10,059.00	\$10,687.04	\$10,872.39	\$13,541.00		
% Expended	55.7%	55.4%	60.5%	54.7%	68.2%		

PERSONNEL COMMISSION PRELIMINARY DRAFT BUDGET 2014-2015

Discretionary Budget (Other Salary Items)

<u>Categories</u>	<u>2010-2011</u> Actuals	<u>2011-2012</u> Actuals	<u>2012-2013</u> Actuals	<u>2013-2014*</u> Budgeted/ Expended	<u>2013-2014</u> Budgeted/ Est to close	<u>2014-2015</u> Proposed Budget	<u>Comments/Rationale</u>
<b>Overtime</b>							
Budgeted	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	
Expended	\$15.00	\$16.00	\$14.32	\$0.00	\$20.00		
% Expended	15.0%	16.0%	14.3%	0.0%	20.0%		Continue - Admin Secty overtime for PC Meetings
<b>Substitutes</b>							
Budgeted	\$1,600.00	\$3,337.00	\$1,600.00	\$600.00	\$1,600.00	\$1,600.00	
Expended	\$4,108.00	\$3,099.00	\$1,214.63	\$1,183.72	\$1,600.00		
% Expended	256.8%	93.0%	76.0%	197.0%	100.0%		Increase from \$600 budgeted last year. For 2013-2014 additional \$1,000 transferred into account to cover expenses. Coverage for staff out on leave, ill, promoting or resigning.
<b>Temporaries</b>							
Budgeted	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$2,500.00	\$2,500.00	
Expended	\$2,258.00	\$715.00	\$2,332.40	\$2,254.69	\$2,500.00		
% Expended	141.3%	44.7%	146.00%	141.00%	100.00%		Increase to meet needs as evidenced in prior years for panel members and developing and grading foreign language exams.
<b>TOTAL OTHER SALARY ITEMS</b>							
Budgeted	\$2,300.00	\$2,300.00	\$3,300.00	\$2,300.00	\$4,200.00	\$4,200.00	
Expended	\$6,381.00	\$3,830.00	\$3,561.35	\$3,438.41	\$4,120.00		
% Expended	277.0%	167.0%	107.90%	149.50%	98.10%		

<b>PERSONNEL COMMISSION BUDGET PRIOR FOUR YEARS</b>							
	<u>2010-2011</u> Actuals	<u>2011-2012</u> Actuals	<u>2012-2013</u> Actuals	<u>2013-2014*</u> Budgeted/ Expended	<u>2013-2014</u> Budgeted/ Est to close	<u>2014-2015</u> Proposed Budget	
Budgeted	\$301,484.00	\$304,515.00	\$361,352.00	\$385,221.00	\$385,221.00	\$390,458.00	
Expended	\$222,830.00	\$288,380.00	\$355,064.86	\$242,141.80	\$368,578.00		
% Expended	73.9%	96.0%	98.30%	62.90%	95.70%		



## EDUCATION CODE 45253

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

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

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

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

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

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

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. 16: Removal of Names from Eligibility Lists

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### Background Information

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

Recently in the course of setting up final supervisor interviews for several recruitments, it was recommended by the Director, Classified Personnel that seven eligibles be removed from various eligibility lists for reasons outlined in Rule 6.1.8. The information on these eligibles and their reasons for removal in accord Rule 6.1.8 are outlined in the attached spreadsheet entitled "Removal of Names from Eligibility Lists" dated 5/2/14.

All of these eligibles have been notified via certified mail of their removal, the eligibility list they are being removed from, the reason for removal in accord with Personnel Rule 6.1.8, provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

The Director therefore recommends that the names of the seven candidates listed on the attached spreadsheet be removed from the indicated eligibility lists in accordance with Personnel Commission Rule 6.1.8.

Attachment: Spreadsheet entitled "Removal of Names from Eligibility Lists" dated 5/2/14  
Letters to seven eligibles  
Personnel Commission Rule 6.1.8

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### Recommendation:

The Director, Classified Personnel recommends that the names of the seven candidates listed on the attached spreadsheet entitled "Removal of Names from Eligibility Lists" dated 5/2/14, be removed from the indicated eligibility lists in accordance with Personnel Commission Rule 6.1.8.

**Removal of Names from Eligibility Lists**

**May 5, 2014**

<u>Name</u>	<u>Eligibility List</u>	<u>Rule Number</u>	<u>Reason for Removal</u>
Cochis, Kyle	2013-29 Child Care Attendant	6.1.8.G	After accepting an employment offer having properly certified as an eligible for appointment, and subsequently refuses the offer.
Medrano, Patricia	2013-29 Child Care Attendant	6.1.8.B	Failure to respond within three days to an inquiry regarding availability for interview or employment.
Monay, David	2013-15 Food Distribution Wkr	6.1.8.D	Failure to appear for an interview after certification
Peard, Kimberly	2013-29 Child Care Attendant	6.1.8.B	Failure to respond within three days to an inquiry regarding availability for interview or employment.
Racer, Jessica	2013-19 Instructional Asst - Special Education	6.1.8.G	After accepting an employment offer having properly certified as an eligible for appointment, and subsequently refuses the offer.
Rosendale, Danica	2013-29 Child Care Attendant	6.1.8.B	Failure to respond within three days to an inquiry regarding availability for interview or employment.
Zermeno, Donna	2013-15 Food Distribution Wkr	6.1.8.G	After accepting an employment offer having properly certified as an eligible for appointment, and subsequently refuses the offer.



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# Ocean View School District

17200 Pinehurst Lane  
Huntington Beach  
California 92647-5569  
714-847-2551  
Fax: 714-847-1430  
Web: [www.ovsd.org](http://www.ovsd.org)

## Personnel Commission

Commissioners  
Bob Ewing  
Daniel P. Gooch  
Dr. Allan Pogrud

Job Opportunities: [www.edjoin.org](http://www.edjoin.org)

April 23, 2014

CERTIFIED MAIL

RETURN RECEIPT REQUESTED # 7012-3460-0000-9438-2177

Kyle Cochis  
2151 La Cuesta Dr.  
Santa Ana, CA 92705

RE: Removal of Name from Eligibility List

Dear Mr. Cochis,

This letter is to inform you that, in accord with Merit System Rule 6.1.8, your name is being removed from Eligibility List #2013-29 for Child Care Attendant for the following reason:

6.1.8.G After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.

Our Personnel Technician contacted you regarding an offer of employment, to which you initially accepted. Subsequently, on April 7, 2014, you declined the position.

You may protest the action of removal of your name from Eligibility List #2013-29 to the Personnel Commission. The protest must be submitted to me in writing, stating the reason(s) for the protest, and it shall be signed and dated by you, the protesting party within five working days of this notice, or Wednesday, April 30, 2014.

If you have any questions regarding this action or the appeal process please feel free to contact me at (714) 847-2551 Ext. 1400.

Sincerely,

Michelle Vellanoweth  
Director, Classified Personnel

Attachment: Merit System Rule 6.1.8

c: Application File  
Eligibility List File



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# Ocean View School District

17200 Pinehurst Lane  
Huntington Beach  
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April 23, 2014

CERTIFIED MAIL

RETURN RECEIPT REQUESTED # 7012-3460-0000-9438-2153

Patricia Medrano  
13201 Ferndale Dr.  
Garden Grove, CA 92844

RE: Removal of Name from Eligibility List

Dear Ms. Medrano,

This letter is to inform you that, in accord with Merit System Rule 6.1.8, your name is being removed from Eligibility List #2013-29 for Child Care Attendant for the following reason:

6.1.8.B Failure to respond within three days to an inquiry regarding availability for interview or employment.

Our Personnel Technician attempted to contact you by telephone on March 31, 2014, April 1, 2014, and finally on April 2, 2014, regarding an interview for employment. Since you did not respond after her three attempts, we must assume that you are no longer interested in employment with Ocean View School District.

You may protest the action of removal of your name from Eligibility List #2013-29 to the Personnel Commission. The protest must be submitted to me in writing, stating the reason(s) for the protest, and it shall be signed and dated by you, the protesting party within five working days of this notice, or Wednesday, April 30, 2014.

If you have any questions regarding this action or the appeal process please feel free to contact me at (714) 847-2551 Ext. 1400.

Sincerely,

Michelle Vellanoweth  
Director, Classified Personnel

Attachment: Merit System Rule 6.1.8

c: Application File  
Eligibility List File



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# Ocean View School District

## Personnel Commission

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Commissioners  
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Daniel P. Gooch  
Dr. Allan Pogrand

Job Opportunities: [www.ovjoin.org](http://www.ovjoin.org)

January 31, 2014

CERTIFIED MAIL

RETURN RECEIPT REQUESTED # 7011 3500 0001 8123 7326

David Monay  
7600 Associated Road  
Fullerton, CA 92831

RE: Removal of Name from Eligibility List

Dear Mr. Monay,

This letter is to inform you that, in accord with Merit System Rule 6.1.8, your name is being removed from Eligibility List #2011-15 for Food Distribution Worker for the following reason:

6.1.8.D Failure to appear for an interview after certification

You failed to appear for an interview scheduled on April 8, 2013, at 8:45 a.m. From this we must assume that you are no longer interested in employment.

You may protest the action of removal of your name from Eligibility List #2011-15 to the Personnel Commission. The protest must be submitted to me in writing, stating the reason(s) for the protest, and it shall be signed and dated by you, the protesting party within five working days of this notice, or **Friday, February 7, 2014.**

If you have any questions regarding this action or the appeal process please feel free to contact me at (714) 847-2551 Ext. 1400.

Sincerely,

Michelle Vellanoweth  
Director, Classified Personnel

Attachment: Merit System Rule 6.1.8

c: Application File  
Eligibility List File



# Ocean View School District

17200 Pinetree Lane  
Huntington Beach  
California 92647-5569  
714-847-2551  
Fax: 714-847-1430  
Web: [www.ovsd.org](http://www.ovsd.org)

## Personnel Commission

Commissioners  
Bob Ewing  
Daniel P. Gooch  
Dr. Allan Pogrud

Job Opportunities: [www.edjoin.org](http://www.edjoin.org)

April 23, 2014

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED # 7012-3460-0000-9438-5642

Kimberly Peard  
5932 Liege Dr.  
Huntington Beach, CA 92649

RE: Removal of Name from Eligibility List

Dear Ms. Peard,

This letter is to inform you that, in accord with Merit System Rule 6.1.8, your name is being removed from Eligibility List #2013-29 for Child Care Attendant for the following reason:

6.1.8.B Failure to respond within three days to an inquiry regarding availability for interview or employment.

Our Personnel Technician attempted to contact you by telephone on March 31, 2014, April 1, 2014, and finally on April 2, 2014, regarding an interview for employment. Since you did not respond after her three attempts, we must assume that you are no longer interested in employment with Ocean View School District.

You may protest the action of removal of your name from Eligibility List #2013-29 to the Personnel Commission. The protest must be submitted to me in writing, stating the reason(s) for the protest, and it shall be signed and dated by you, the protesting party within five working days of this notice, or Wednesday, April 30, 2014.

If you have any questions regarding this action or the appeal process please feel free to contact me at (714) 847-2551 Ext. 1400.

Sincerely,

Michelle Vellanoweth  
Director, Classified Personnel

Attachment: Merit System Rule 6.1.8

c: Application File  
Eligibility List File



# Ocean View School District

17200 Pinehurst Lane  
Huntington Beach  
California 92647-5569  
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## Personnel Commission

Commissioners  
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Daniel P. Gooch  
Dr. Allan Pogrud

Job Opportunities: [www.ovsd.org](http://www.ovsd.org)

March 19, 2014

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED # 7011-3500-0001-8123-7395

Jessica Racer  
17771 Lewis Lane  
Huntington Beach, CA 92647

RE: Removal of Name from Eligibility List

Dear Ms. Racer,

This letter is to inform you that, in accord with Merit System Rule 6.1.8, your name is being removed from Eligibility List #2013-19 for Instructional Assistant – Special Education for the following reason:

6.1.8.G After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.

You may protest the action of removal of your name from Eligibility List #2013-19 to the Personnel Commission. The protest must be submitted to me in writing, stating the reason(s) for the protest, and it shall be signed and dated by you, the protesting party within five working days of this notice, or **Tuesday, March 25, 2014**.

If you have any questions regarding this action or the appeal process please feel free to contact me at (714) 847-2551 Ext. 1400.

Sincerely,

Michelle Vellanoweth  
Director, Classified Personnel

Attachment: Merit System Rule 6.1.8

c: Application File  
Eligibility List File





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# Ocean View School District

## Personnel Commission

17200 Pinehurst Lane  
Huntington Beach  
California 92647-5569  
714-847-2551  
Fax: 714-847-4430  
Web: [www.ovsd.org](http://www.ovsd.org)

Commissioners  
Bob Ewing  
Daniel P. Gooch  
Dr. Allan Pogrand

Job Opportunities: [www.edjoin.org](http://www.edjoin.org)

April 23, 2014

CERTIFIED MAIL

RETURN RECEIPT REQUESTED #7012-3460-0000-9438-5635

Danica Rosendale  
29718 Serenity Lane  
Murieta, CA 92563

RE: Removal of Name from Eligibility List

Dear Ms. Rosendale,

This letter is to inform you that, in accord with Merit System Rule 6.1.8, your name is being removed from Eligibility List #2013-29 for Child Care Attendant for the following reason:

6.1.8.B Failure to respond within three days to an inquiry regarding availability for interview or employment.

Our Personnel Technician attempted to contact you by telephone on March 31, 2014, April 1, 2014, and finally on April 2, 2014, regarding an interview for employment. Since you did not respond after her three attempts, we must assume that you are no longer interested in employment with Ocean View School District.

You may protest the action of removal of your name from Eligibility List #2013-29 to the Personnel Commission. The protest must be submitted to me in writing, stating the reason(s) for the protest, and it shall be signed and dated by you, the protesting party within five working days of this notice, or Wednesday, April 30, 2014.

If you have any questions regarding this action or the appeal process please feel free to contact me at (714) 847-2551 Ext. 1400.

Sincerely,

Michelle Vellanoweth  
Director, Classified Personnel

Attachment: Merit System Rule 6.1.8

c: Application File  
Eligibility List File



# Ocean View School District

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## Personnel Commission

Commissioners  
Bob Ewing  
Daniel P. Gooch  
Dr. Allan Pogrand

Job Opportunities: [www.ojoin.org](http://www.ojoin.org)

March 19, 2014

CERTIFIED MAIL

RETURN RECEIPT REQUESTED # 7011-3500-0001-8123-7357

Donna Zermeno  
61 Laurel Lane  
Aliso Viejo, CA 92656

RE: Removal of Name from Eligibility List

Dear Ms. Zermeno,

This letter is to inform you that, in accord with Merit System Rule 6.1.8, your name is being removed from Eligibility List #2013-15 for Food Distribution Worker for the following reason:

6.1.8.G After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.

You may protest the action of removal of your name from Eligibility List #2013-15 to the Personnel Commission. The protest must be submitted to me in writing, stating the reason(s) for the protest, and it shall be signed and dated by you, the protesting party within five working days of this notice, or **Tuesday, March 25, 2014**.

If you have any questions regarding this action or the appeal process please feel free to contact me at (714) 847-2551 Ext. 1400.

Sincerely,

Michelle Vellanoweth  
Director, Classified Personnel

Attachment: Merit System Rule 6.1.8

c: Application File  
Eligibility List File

6.1.8 **Removal of Names from Eligibility List**

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

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

*(Revised 01/16/03)*

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. 17: Proposed New Classification – Groundskeeper II  
And Recommendation to Reclassify Incumbent From Groundskeeper/Gardener to  
New Classification of Groundskeeper II

---

### 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 Groundskeeper/Gardener classification was fully reviewed in December 2002. It was reviewed with minor revisions in both November 2006 and April 2011.

Recently incumbents of the class were provided a copy of their current Groundskeeper/Gardener job description for review. They also provided detailed information about their current positions by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they performs in his job.

After completing the job description review process including reviewing the responses of the incumbents to the job analysis questionnaire, it was determined that one of the Groundskeeper/Gardeners, Mr. Craig Sample, did not appear to be working within his current classification. The Personnel Analyst came to the Director with a recommendation that the establishment of a new classification and reclassification of this incumbent may be in order.

### Historical Perspective:

Mr. Craig Sample was hired in February 1997 as a Gardener substitute, and was offered a permanent Gardener position in May of that same year. In 2011 Mr. Sample earned his Qualified Applicator Certificate from the Department of Pesticide Regulation Licensing/Certification Program. At that time the District determined that one or more incumbents in the Gardener classification could potentially be certified and utilized in this capacity and established a \$125.00 per month stipend to be paid for incumbents having Integrated Pest Management (IPM) certification. Since the establishment of the stipend, Mr. Sample has been the only Groundskeeper/Gardener to obtain this certification.

### Analysis

As early as November 2011 under the supervision of Senior Facilities Planner Lance Bidnick, it was identified that Mr. Sample's position was beginning to evolve as he assumed responsibility for the application of pesticides as well as landscape maintenance. Mr. Sample had sought additional training and licensing in order

**Proposed New Classification – Groundskeeper II  
And Recommendation to Reclassify Incumbent  
From Groundskeeper/Gardener to  
New Classification of Groundskeeper II  
Page Two**

to better serve the District in this capacity. In addition, he had taken on additional responsibility by performing special assignments.

Over the course of the last 2-1/2 years, Mr. Sample's position has evolved from a member of the Groundskeeper/Gardener crew to a more specialized and independent position. The general grounds work required of a Groundskeeper/Gardener now only accounts for approximately 25% of Mr. Sample's time. While Groundskeeper/Gardeners work as members of a crew, Mr. Sample works independently in planning and completing projects.

He now spends 30% of his time performing IPM duties which include not only pesticide application but coordination, inventory, safety and maintaining compliance records of the Districts' IPM program as well. In addition he spends approximately 45% of his time working independently on landscape projects requiring specialized skills to utilize landscape and horticulture designs sufficient to layout, contour and construct special areas and fields.

**Salary Considerations:**

Currently, the incumbent of the position is assigned to the classification of Groundskeeper/Gardener (Groundskeeper I). This classification is assigned to the Gardening Series on the Classified Bargaining Unit Salary Schedule at Salary Range 31, \$3053.00 to \$3722.00 per month. The proposed new classification of Groundskeeper II is also recommended to be placed in the Gardening Series of jobs on the Classified Bargaining Unit Salary Schedule.

Survey information was gathered from other local districts with positions that have IPM as a significant job duty.

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary</i>
Vacaville Unified School District	Grounds Person III/Pest Controller	\$2485 - \$3171
Escondido Unified School District	Pest Control Lead Worker	\$2914 - \$3718
Chino Valley Unified School District	Pesticide Applicator/Grounds Equipment	\$2944 - \$3691
San Diego Unified	Pest Control Technician	\$3327 - \$4046
Fairfield-Suisun Unified	Pest Control Specialist	\$3390 - \$2691

Median Salary:      Starting: \$2944      Ending: \$3691

It is the Director's recommendation that the salary of the new classification be placed at Salary Range 34, \$3290.00 to \$4007.00 per month. This will establish the salary slightly above the median of districts surveyed with positions that have a comparable IPM requirement, will provide for internal equity within other positions in the Gardening series and will provide internal equity with other positions in the District with comparable levels of skill and responsibility. In addition, as the Integrated Pest Management (IPM) will now be proposed to be part of the permanent job description, there would no longer be the need for the separate \$125.00 per month stipend. A proposed salary increase from Range 31 to Range 34 would compensate for the IPM certification (previously compensated as a separate stipend) as well as an additional 3.5% increase for the additional duties and responsibilities of the position.

**Proposed New Classification – Groundskeeper II  
And Recommendation to Reclassify Incumbent  
From Groundskeeper/Gardener to  
New Classification of Groundskeeper II  
Page Three**

<i><b>Ocean View School District (CURRENT)</b></i>	<i><b>Ocean View School District (PROPOSED)</b></i>
Groundskeeper/Gardener (Groundskeeper I) Range 31 \$3,053-\$3,722	Groundskeeper II Range 34 \$3,290-\$4,007

The gardening series of jobs would look as follows:

- Range 31      Groundskeeper/Gardener (Proposed new title of Groundkeeper)
- Range 33      Grounds Equipment Operator
- Range 34      Groundskeeper II**
- Range 35      Grounds Maintenance Worker
- Range 37      Sprinkler 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 Mr. Sample. 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 Mr. Sample.

.....  
**Recommendation:**

The Director, Classified Personnel recommends that:

- 1) The Personnel Commission review, discuss and approve the proposed new classification and specification of Groundskeeper II. It is recommended that the new classification be assigned to the Gardening 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 34, \$3,290.00 to \$4,007.00 per month on the Classified Bargaining Unit Salary Schedule AND
- 2) As Mr. Sample has been performing the majority of the duties and responsibilities described in the proposed job description of Groundskeeper II 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 Mr. Sample be reclassified from Groundskeeper/Gardener to Groundskeeper II.

Attachments:      Job Description: Groundskeeper/Gardener, dated 4/14/11  
                          Draft of proposed new classification Groundskeeper II, dated 5/15/14  
                          Merit Rule 3.3.1

## **GROUNDSKEEPER/GARDENER**

### **DEFINITION:**

Under general direction of the Grounds Maintenance Supervisor, performs a variety of grounds maintenance and gardening work; assumes and performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

This is a class, having skills in the care, grooming and maintenance of school grounds and of other District properties. Incumbents are expected to work independently or as part of a team in mowing, edging, weeding, planting, weed control spraying and cleaning assigned landscape and grounds areas throughout the District. Incumbents are also expected to provide assistance to grounds maintenance and sprinkler repair as required.

### **EXAMPLES OF DUTIES:**

Maintains and improve physical appearance of landscape and grounds at school sites and other District properties:

- Mows, edges, trims lawns, fields, around walks, flower beds, walls, fences and related grounds areas utilizing hand and power equipment; *E*

- Trims and prunes shrubs, hedges, trees; *E*

- Rakes lawns, weeds flowerbeds; *E*

- Sweeps and/or blows grass cuttings and picks up paper and other debris from sidewalks, gutters and driveways, cleans up work areas upon completion of work and ensures proper disposal of collected debris and grass cuttings, loads trucks, carts, vehicles and transports materials to off loading site; *E*

- Applies fertilizers and other soil treatments and amendments; *E*

- Plants and installs new landscape materials, trees and bushes. *E*

- Sprays landscaped areas with insecticides and herbicides; *E*

- Operates a variety of grounds maintenance equipment; *E*

- Services gardening and related equipment, including cleaning filters, changing oil, lubricating, refueling, replacing worn blades and making other minor repairs; *E*

- One or more incumbents may be required to spray and/or provide instruction to other employees on spraying requirements/techniques and oversee the spraying of herbicides and other types of sprays on athletic fields, fences, trees, hedges, garden areas and other locations as directed;

- One or more incumbents may be required to maintain accurate records of District-wide herbicide and/or other spraying and completes periodic reports as required;

- May take remedial action against lawn and garden pests;

*E* denotes an essential function of the job.

May assist other grounds staff in the repair and upkeep of sprinkler systems and in general grounds maintenance tasks;

May perform general custodial or minor maintenance tasks.

**SUPERVISION:**

Supervision is received from the Grounds Maintenance Supervisor.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Operation of hand and power tools used in gardening and grounds keeping;

Appropriate methods, materials, used in grounds maintenance and gardening work;

Basic gardening and grounds maintenance procedures including mowing, edging, raking, planting, and weeding;

General understanding of herbicides, pesticides, fertilizers and other chemicals used in landscape and grounds maintenance and their safe/proper application;

Health and safety regulations and procedures related to landscape, grounds maintenance and gardening.

One or more incumbents may be required to have knowledge of safe and proper methods of applying herbicides and other types sprays utilized in grounds maintenance and upkeep;

One or more incumbents may be required to have knowledge of regulations governing the application of herbicides and other sprays;

**Ability to:**

Perform general landscape, gardening and grounds keeping activities including mowing, edging, weeding, raking, planting, pruning, spraying and cleaning up;

Safely and efficiently operate a variety of grounds maintenance tools and motor vehicle equipment;

Perform heavy manual labor in outdoor weather conditions;

Understand and carry out oral and written instructions;

Establish and maintain cooperative working relationships;

One or more incumbents may be required to obtain and maintain a valid pesticide applicator certificate;

**EDUCATION AND EXPERIENCE:**

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired through successful work experience in general grounds keeping or landscape/gardening. One year of prior successful work experience in grounds maintenance, gardening or related work is required.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

One or more incumbents may be required to possess an appropriate pesticide application certificate of competence.



**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Frequently stands, walks, stoops, bends, and kneels; climbs ladders and on/off riding mowers, maintains balance; Does heavy work, occasionally digging holes & trenches, lifting, carrying, pushing objects weighing up to 75 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision to safely operate heavy equipment on school grounds and observe proper irrigation; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test.

Revised 12/12/02

Last revisions 11/9/06

Revisions effective 4/14/11



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## GROUNDSKEEPER II

### JOB SUMMARY:

Under general supervision of the Maintenance and Operations Manager or Designee, performs complex and responsible grounds maintenance; exercises independent judgment in the selection of work methods and procedures used in general ground maintenance projects; performs pest control duties such as the application, inventory, safety and maintaining compliance records of the Districts' Integrated Pest Management Program.

### CLASS CHARACTERISTICS:

The Groundskeeper II is distinguished from the Groundskeeper I class in that the Groundskeeper II has responsibility for performing skilled grounds keeping projects utilizing landscape and horticulture designs sufficient to layout, contour, and construct special areas and fields. Follows planned landscaping designs to determine where to lay sod, sow grass, or plant flowers and foliage. The incumbent in this class is responsible for performing skilled pest control duties utilizing Integrated Pest Management (IPM) approach. Works independently in concert with the requirements and general procedures established by the Maintenance and Operations Manager or Designee.

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

Assist the Grounds Maintenance Supervisor in reviewing the landscape and grounds condition of the District's school sites and other properties; *E*

Prepare and treat soil for planting, remove tree stumps, limbs, clippings and other debris; *E*

Design and construct landscape areas, create cost estimates and plans for such projects; *E*

Perform and assist in all manner of playground and playing field work which includes but is not limited to fencing, play equipment and sandboxes; *E*

Meet with site administrators regarding special or unique scheduling requirements, site conditions, maintenance to be performed, etc.; *E*

Order and receive parts, supplies and equipment; *E*

Operate, service and maintain a variety of grounds maintenance equipment, tools and machinery including mower, backhoe, sprayer, trencher, power sprayer, edger, saws, power sweepers, and lawn mowers; *E*

Operate small and medium size trucks including dump truck and small tractor; *E*

Visually inspect school sites and other District property for evidence of infestation of noxious animals and insects; *E*

Determine most efficient, effective, and safest application of pesticides; *E*

Spray landscaped areas with insecticides and herbicides; *E*

Spray and/or provide instruction to other employees on spraying requirements/techniques and oversee the spraying of herbicides and other types of sprays on athletic fields, fences, trees, hedges, garden areas and other locations as directed; *E*

Keep records and oversee compliance regarding pest control activities; maintain compliance records indicating the purpose and location of the pesticides being used, types of stored chemical agents, trapping of noxious animals, emergency procedures, MSDS sheets, and labels of chemical agents; monthly submit compliance reports to County Agricultural Office; *E*

When not engaged in grounds maintenance projects perform general grounds maintenance work including raking leaves, hoeing weeds, picking up trash, mowing lawns, edging and weeding lawns, patching asphalt, laying sprinkler pipe and fixing sprinklers; *E*

May participate in work of grounds department employees and assist as necessary or required;

Review work orders, keep records and submit reports as required;

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

**SUPERVISION:**

Supervision is received from the Maintenance and Operations Manager or Designee.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Methods, materials, tools and equipment used in planting, cultivating and caring for lawns, shrubs, trees, plants and other greenery;
- Sprinkler system design, installation, maintenance and repair;
- Safe, effective and efficient utilization of fertilizers, herbicides, insecticides and

pesticides;

- Safe, efficient, effective use of power grounds maintenance equipment;
- Knowledge of pest control prevention and eradication techniques;
- State and Federal laws and regulations relating to pesticide application;
- Judiciously spray, test, and bait pests to control their infestation;
- Basic understanding of the use of a PC (Personal Computer) including applicable software and E-mail computer applications;
- Mathematics used in calculating areas, flow rates, irrigation requirements, and other grounds specific calculations;
- Standard record keeping and filing system procedures.

**Ability to:**

- Perform a variety of grounds maintenance duties;
- Read blueprints, compose or make changes to "as built" drawings;
- Safely operate a wide variety of power grounds equipment;
- Repair and maintain gardening tools and equipment;
- Read, understand, work from and explain to others information contained in technical manuals and publications;
- Operate a PC (Personal Computer) and utilize applicable software and District E-mail applications;
- Understand and carry out oral and written instructions;
- Develop, maintain, keep a variety of work and work schedule records;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;
- Post-secondary education in ornamental horticulture, landscape design is preferable.

**Experience:**

- One (1) year successful work experience performing a wide variety of grounds keeping and gardening work that includes application of pesticides, preferably in a school environment. Prior experience as a lead worker is desirable.

**LICENSES REQUIRED:**

Possession of a valid and appropriate California Driver License;  
Possession of a valid California Department of Food and Agriculture Qualified Applicator's License.

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

Stands, walks, occasionally climbs stairs and ladders, maintains balance; stoops, bends, and kneels; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands and arms simultaneously, and reaches over head; lifts carries pushes objects weighing 50 pounds; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; requires good depth perception and color vision; visual acuity sufficient to see small details and long distances to safely operate District motorized equipment and drive a vehicle; uses a telephone and computer; works inside and outside; occasionally exposed to chemicals, odors, fumes, dust and gases; works with sharp objects and machinery with moving parts; has direct contact with district staff, contractors and the public; frequently works alone without direct guidance from supervisor, occasionally with tight deadlines; Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

New Job Description Proposed 5-15-14

### **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)*

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. 18: Proposed New Classification – Painter

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### Background Information

In the process of conducting job description reviews for the Maintenance job classifications, the Director of Classified Personnel and Personnel Analyst met on several occasions with Maintenance and Operations Manager, Gary Jordan. The purpose of these meetings was to review with Mr. Jordan the Maintenance staff responses to their job analysis questionnaires and gain clarification in order to determine the type and scope of work currently being performed by Maintenance Department staff. In addition, the discussions included Mr. Jordan's vision of how the department could be more efficiently organized to meet the current and future needs of the District and how the Personnel Commission could assist in supporting this vision with a more clearly defined hierarchy and revised or potentially new classifications.

Mr. Jordan met with the Superintendent to present the current and future needs of his department, his proposal for establishment of positions to meet these needs, and the hierarchy and classifications discussed between Mr. Jordan and the Personnel Commission Office. The Maintenance and Operations Manager and the Superintendent concurred and recommend that the need exists for two new positions, Painter and Plumber.

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

### Analysis

After reviewing the input provided by the District, the Director began researching and collecting information from outside agencies on positions that may be similar to what the District is proposing. In fact, many Districts have positions specifically classified as a Painter. The Director and Analyst reviewed and identified these similar positions, utilized them as a reference, and working closely with the Maintenance and Operations Manager, developed a job classification and description entitled Painter, which accurately describes the duties, responsibilities and qualifications that are required.

### Salary

Comparable classifications in other Orange County elementary districts are compensated as follows:

**Proposed New Classification - Painter**  
**Page Two**

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary</i>
Fountain Valley	Painter	\$3,948 - \$4,798
Anaheim Elementary	Painter	\$3,825 - \$4,882
HB City	Maintenance Painter	\$3,806 - \$4,715
Fullerton Elementary	Painter	\$3,688 - \$4,723

Median Salary:        Starting: \$3,815        Ending: \$4,798

It is the Director's recommendation that the new classification be placed in the Maintenance Series of classifications at Salary Range 40, \$3,815 to \$4,648 per month of the Classified Bargaining Unit Salary Schedule. This will establish the salary at the median of districts surveyed with positions that have comparable requirements. In addition, it will provide for internal equity within other positions in the Maintenance series that have been designated as highly skilled with similar levels of experience and complexity, and will provide internal equity with other positions in the District with comparable levels of skill and responsibility.

The Maintenance Series of jobs would look as follows:

Range 28	Maintenance/Grounds Helper
Range 33	Maintenance Worker
Range 37	Equipment Mechanic
Range 37	Flooring Repair Worker
Range 37	Skilled Maintenance Worker
Range 40	Locksmith
<b>Range 40</b>	<b>Painter</b>
Range 41	Maintenance Carpenter/Cabinetmaker
Range 41	Maintenance Heating, Ventilation and Air Conditioning Mechanic
Range 41	Maintenance Electrician
Range 41	Maintenance Plumber (Proposed)
Range 50	Facilities Planner/Coordinator

**Other Considerations**

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

**Recommendation**

The Director recommends that the Personnel Commission review, discuss and approve the proposed job classification and description for Painter. It is also recommended that the new class be placed at Salary Range, 40, \$3,815 to \$4,648 per month, be assigned to the Maintenance Series of classifications within the CSEA bargaining unit and be eligible for overtime compensation in accord with Education Code 45128.

Attachments: Draft of proposed new classification Painter, dated 5/15/14





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## PAINTER

### JOB SUMMARY:

Under general supervision of the Maintenance and Operations Manager, performs highly skilled journeyman painting work, preparation of surfaces and application of paints and other finishes; perform and/or assists other skilled and semi-skilled craft and trade employees in a variety of maintenance work and assist other journey level trades staff as required.

### CLASS CHARACTERISTICS:

This is a highly skilled painter class. The incumbent is expected to work independently in performing painting duties on exterior of buildings, structures, equipment, and other facilities. Incumbents may also be assigned to perform a wide range of maintenance work at an unskilled, semi-skilled or skilled level in other trades as needs arise.

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

Scrape, sand, water blast, size, patch, plaster, fill, and in other ways clean and prepare or repair surfaces for painting or repainting; *E*

Cover surface with drop cloths or masking tape and paper to protect surfaces during painting; *E*

Remove fixtures such as pictures, door knobs, lamps, and electric switch covers prior to painting; *E*

Remove old finishes by stripping, sanding, wire burning, or using water and/or abrasive blasting; *E*

Apply paint, stain, varnish, enamel, and other finishes to equipment, buildings, bridges, and/or other structures, using brushes, spray guns, or rollers; *E*

Apply primer or sealer to prepare new surfaces, such as bare wood or metal, for finish coats; *E*

Patch walls damaged by water and other damage, fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking gun or putty knife; *E*

Mix and match colors of paint, stain, or varnish with oil and thinning and drying additives in order to obtain desired and consistencies; *E*

Apply under and finish coats, polish final coats to specific finishes, refinish furniture and equipment; *E*

Use brush, roller or spray gun in applying paint, varnish, shellac, enamel, lacquer, or other protective or decorative finishes to various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and concrete; *E*

Dispose of used rags, solid waste from thinner and empty container in accordance with current EPA guidelines and district policies; *E*

May lead the work of other maintenance helpers;

May perform heavy manual labor;

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

#### **SUPERVISION:**

General supervision is received from the Maintenance and Operations Manager.

Leadership and direction may be provided to assigned helpers. Supervision is not exercised over other employees.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Proper methods, materials, tools, and equipment used in preparing different surfaces for painting, tinting, and finishing work;
- Proper methods in caring for brushes, painting equipment, and materials;
- Proper methods in assembling, rigging, and using scaffolds, rigging, ladders, and lifts;
- Durability of paints and finishes under various weather conditions;
- Graffiti removal techniques;
- Occupational hazards and safety precautions appropriate to the trade;
- Interpersonal skills using tact, patience, and courtesy;
- Basic record keeping systems;

**Ability to:**

- Perform journey-man highly skilled painting work in the redecorating and maintenance painting of school facilities;
- Apply paints and prepare surfaces by hand and power tools;
- Mix paints and match colors;
- Prepare surfaces for painting;
- Use tools, materials and equipment involved in painting work skillfully and safely;
- Perform mathematical calculations used in measurement and in estimates of supplies and materials;
- Prepare time and material estimates;
- Observe safety precautions and procedures;
- Work from blueprints, diagrams, plans and specifications, drawings, sketches, and technical trade manuals, to estimate materials and cost needed to complete assigned tasks;
- Operate a PC (personal computer) and effectively utilize record-keeping and other applicable shop specific software;
- Use tools, equipment and materials of the painting and other trades skillfully and safely;
- Understand and carry out oral and written instructions;
- Communicate effectively both orally and in writing;
- Perform heavy manual labor in outdoor weather conditions;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy;
- Operate District vehicles, observing legal and defensive driving practices.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;
- Completion of training or formal apprenticeship in the painting trade is desirable.

**Experience:**

- Three (3) years of highly skilled level work experience as a painter.

**Or**

- Two (2) years of successful experience as a Skilled Maintenance Worker performing painting for the Ocean View School District.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

**PHYSICAL DEMANDS WORKING ENVIRONMENT AND HAZARDS:**

Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, and frequently reaches over head to perform work; frequently lifts, pushes, pulls, and carries over 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and safely operate a District vehicle; works in various lighting conditions; works around a variety of powered and belt driven equipment; uses a telephone and personal computer (PC); works inside and outside with frequent temperature changes; occasionally exposed to odors, fumes, dust, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Highly skilled is defined as: Work which involves skill and competence in the area, working efficiently leading the work of unskilled, semi-skilled, and skilled employees.

Proposed New Classification Effective 5-15-14

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** May 15, 2014

**SUBJECT:** Agenda Item No. 19: Proposed New Classification – Maintenance Plumber

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### Background Information

In the process of conducting job description reviews for the Maintenance job classifications, the Director of Classified Personnel and Personnel Analyst met on several occasions with Maintenance and Operations Manager, Gary Jordan. The purpose of these meetings was to review with Mr. Jordan the Maintenance staff responses to their job analysis questionnaires and gain clarification in order to determine the type and scope of work currently being performed by Maintenance Department staff. In addition, the discussions included Mr. Jordan's vision of how the department could be more efficiently organized to meet the current and future needs of the District and how the Personnel Commission could assist in supporting this vision with a more clearly defined hierarchy and revised or potentially new classifications.

Mr. Jordan met with the Superintendent to present the current and future needs of his department, his proposal for establishment of positions to meet these needs, and the hierarchy and classifications discussed between Mr. Jordan and the Personnel Commission Office. The Maintenance and Operations Manager and the Superintendent concurred and recommend that the need exists for two new positions, Plumber and Painter.

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

### Analysis

After reviewing the input provided by the District, the Director began researching and collecting information from outside agencies on positions that may be similar to what the District is proposing. In fact, many Districts have positions specifically classified as a Plumber. The Director and Analyst reviewed and identified these similar positions, utilized them as a reference, and working closely with the Maintenance and Operations Manager, developed a job classification and description entitled Maintenance Plumber, which accurately describes the duties, responsibilities and qualifications that are required.

### Salary

Comparable classifications in other Orange County elementary districts are compensated as follows:

**Proposed New Classification –  
Maintenance Plumber  
Page Two**

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary</i>
Fountain Valley	Plumber	\$4,025 - \$4,892
Anaheim Elementary	Plumber	\$4,017 - \$5,125
Fullerton Elementary	Plumber	\$3,877 - \$4,960
HB City	Maintenance Plumber	\$3,811 - \$4,845

Median Salary:        Starting: \$3,947        Ending: \$5,042

It is the Director's recommendation that the new classification be placed in the Maintenance Series of classifications at Salary Range 41, \$3909 to \$4763 per month of the Classified Bargaining Unit Salary Schedule. This will establish the salary at the median of districts surveyed with positions that have comparable requirements. In addition, it will provide for internal equity within other positions in the Maintenance series that have been designated as skilled journey level with similar levels of experience and complexity, and will provide internal equity with other positions in the District with comparable levels of skill and responsibility.

The Maintenance Series of jobs would look as follows:

Range 28	Maintenance/Grounds Helper
Range 33	Maintenance Worker
Range 37	Equipment Mechanic
Range 37	Flooring Repair Worker
Range 37	Skilled Maintenance Worker
Range 40	Locksmith
Range 40	Painter (Proposed)
Range 41	Maintenance Carpenter/Cabinetmaker
Range 41	Maintenance Heating, Ventilation and Air Conditioning Mechanic
Range 41	Maintenance Electrician
<b>Range 41</b>	<b>Maintenance Plumber (Proposed)</b>
Range 50	Facilities Planner/Coordinator

**Other Considerations**

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

**Recommendation**

The Director recommends that the Personnel Commission review, discuss and approve the proposed job classification and description for Maintenance Plumber. It is also recommended that the new class be placed at Salary Range 41, \$3909 to \$4763, per month, be assigned to the Maintenance Series of classifications within the CSEA bargaining unit and be eligible for overtime compensation in accord with Education Code 45128.

Attachments: Draft of proposed new classification Maintenance Plumber, dated 5/15/14



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## MAINTENANCE PLUMBER

### JOB SUMMARY:

Under general supervision of the Maintenance and Operations Manager, performs skilled journey level plumbing work in the repair, installation, and maintenance of institutional plumbing fixtures, systems, lines, heating, appliances and equipment at school sites and other District facilities.

### CLASS CHARACTERISTICS:

This classification performs highly advanced work in plumbing. Duties are performed at the "expert" level in the area of plumbing. Independently perform regular duties of plumbing staff including the more complex maintenance and repair tasks. Provides functional leadership to maintenance helpers, including guidance and instructions, techniques, methods, and procedures for accomplishing assigned tasks and solving problems. The nature of the work involves considerable physical effort and exposure to unpleasant working conditions. Examples include working in situations with lack of adequate ventilation, cramped quarters, and toxic conditions (industrial waste, asbestos, raw sewage, etc.). Incumbents may be assigned to perform a wide range of maintenance work at an unskilled, semi-skilled or skilled level in other trades as needs arise.

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

Inspect, repair, fabricate, install, service, and maintain facilities and buildings in all areas related to plumbing. Prepare rough sketches of work and estimates of material and labor; *E*

Determine priorities for requisitioning materials and supplies; *E*

Operate and keep tools and equipment in good condition. Drive a vehicle to assigned sites to conduct work; respond to emergency and non-emergency calls as needed; *E*

Lead and provide training for a small crew on specific assignments; *E*

Perform a variety of plumbing duties. Cut, and thread pipe. Install, inspect, maintain and repair standard plumbing systems and equipment concerned with water, gas, oil, sewage, fire, control steam, and refrigeration. Install and repair pumps; *E*

Maintain and inspect, diagnose, and make emergency repairs to steam, natural gas, water, refrigeration, air and oil distribution systems; *E*

Move and install backflow devices, water heaters, and plumbing fixtures; *E*

Read and interpret blueprints, maps, schematic wiring diagrams and specifications;  
Make changes in sewer, water, gas, and drain lines; *E*

Maintain required records and make reports. Prepare report on work completed and materials used; *E*

Assist with the maintenance and repair of drain gutters, downspouts, and storm drains; *E*

Clean out drains and remove obstruction from water and sewer systems, disposals, toilets, urinals and drinking fountains; *E*

Direct the work of assigned helpers;  
Perform other duties as required to accomplish the objectives of the position.

**SUPERVISION:**

Supervision is received from the Maintenance and Operations Manager.

Leads and/or directs the work of assigned helpers. Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Standard principles, practices, methods, techniques, of the plumbing trade;
- Methods, materials and equipment used in plumbing installation, alterations and repair work;
- Installation and maintenance of plumbing systems; standard pipe fabrication as it relates to pipe fitting;
- Plumbing ordinances and regulations contained in applicable building codes;
- Hand and machine tools used in the plumbing trade;
- Appropriate safety methods;
- Technical aspects of field specialty;
- Shop mathematics.

**Ability to:**

- Perform skilled plumbing repair and maintenance work;



- Operate plumbing tools and equipment skillfully;
- Plan and layout plumbing work;
- Work from sketches, diagrams, blueprints, plans and specifications;
- Observe health and safety regulations;
- Understand and follow oral and written instructions;
- Use and maintain all of the tools, equipment, and vehicles assigned;
- Independently develop methods and techniques in the interest of effectiveness and efficiency;
- Understand and follow oral and written instructions;
- Learn to operate a PC (Personal Computer) and applicable shop specific software;
- Lead and coordinate the work of assigned helpers;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;

**Experience:**

- Four (4) years of experience performing journey level plumbing work preferably for a school district, government entity, or commercial building.

Or

- Three (3) years of experience performing journey level plumbing work preferably for a school district, government entity, or commercial building and one (1) years of plumbing training from a recognized program.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

**PHYSICAL DEMANDS WORKING ENVIRONMENT AND HAZARDS:**

Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends, kneels, and frequently reaches over head to perform work; Does heavy work, lifting, carrying, pushing objects weighing 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination;

communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details, frequently in poor lighting conditions, and safely operate a District vehicle; works in various lighting conditions; works around a variety of powered and belt driven equipment; uses a telephone; works inside and outside with frequent temperature changes; occasionally exposed to dust, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Journey level as defined by Contractor's State Licensing Board:** Journey-level experience applies to a person who has completed an apprenticeship program or is an experienced worker, not a trainee, and is fully qualified and able to perform a specific trade without supervision.

Most trades require one (1) to five (5) years of apprentice time to fully understand the complexity of the work along with codes, standards, business management, and troubleshooting.

Proposed New Classification Effective 5-15-14