



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

Thursday, July 10, 2014

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, JULY 10, 2014

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

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

5. APPROVAL OF MINUTES: The Personnel Commission will receive the minutes of the June 12, 2014, Regular Personnel Commission Meeting for approval.

Pages 1-2
(Action)

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

Pages 3-6
(Action)

Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

1. Instructional Assistant - Computer

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 7

- 2014 – 1 Maintenance Worker
- 2014 – 2 Child Care Program Facilitator
- 2014 – 3 Skilled Maintenance Worker
- 2014 – 4 Groundskeeper I

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

- June 17, 2014 – (Exhibit A)
- July 8, 2014 – (Exhibit B)

**Pages 8-12
(Information)**

8. **PROPOSED NEW CLASSIFICATION – INSTRUCTIONAL ASSISTANT – COMPUTER II:** The Personnel Commission will receive the Director's recommendation to review, discuss, and adopt the new classification, Instructional Assistant – Computer II.

**Page 13-18
(Action)**
Moved: _____
Second: _____
Vote: _____

9. **REMOVAL OF INACTIVE JOB CLASSIFICATIONS:** The Personnel Commission will receive the Director's recommendation to remove inactive job classifications.

**Page 19-22
(Action)**
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

11. **COMMISSIONERS' REPORTS**

12. **DIRECTOR AND STAFF REPORTS**

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

Moved: _____
Second: _____
Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org. Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. For information call (714) 847-2551.

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

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

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
June 12, 2014**

CALL TO ORDER Commissioner Pogrund called the June 12, 2014, Regular Personnel Commission Meeting to order at 4:31 p.m.

PLEDGE OF ALLEGIANCE Commissioner Pogrund led the Pledge of Allegiance.

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

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF MAY 15, 2014 Motion by Commissioner Gooch to approve the minutes of the May 15, 2014, Regular Personnel Commission meeting.

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

COMMISSION BUSINESS

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

A. Job Description Reviews/Revisions:

1. OVPP Associate Preschool Educator

B. Recruitment and Testing - Eligibility Lists:

- 2013-41 Preschool Instructional Assistant - Bilingual
- 2013-42 Instructional Assistant – Physical Education
- 2013-43 Translator/Interpreter - Spanish
- 2013-44 Instructional Assistant – Computer
- 2013-45 Speech and Language Aide

Commissioner Pogrund had a question regarding the OVPP Associate Preschool Educator. He read that one of the non-essential duties is to attend staff meetings. His question was if a duty is not essential, does that mean the employee does not have to perform it.

Director Vellanoweth answered no it does not, but an essential duty is something that really can only be done by that position. A staff meeting would probably be something that could be accommodated in that the information relayed at the staff meeting could be later provided to the employee. Just because it is not marked as essential, does mean that it is not an expectation that the employee should be able to perform that duty.

Motion by Commissioner Ewing to approve the Consent Calendar.

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

**MINUTES OF THE JUNE 12, 2014
REGULAR PERSONNEL COMMISSION MEETING**

PAGE 2

**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 June 3, 2014, Board of Trustees meeting.

**PROPOSED
PERSONNEL
COMMISSION
MEETING DATES
FOR 2014-2015** Motion by Commissioner Gooch to approve the proposed Personnel Commission meeting dates for 2014-2015.

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

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

**COMMISSIONERS'
REPORTS** Commissioner Ewing stated that the date for the next regular meeting of the Personnel Commission is July 10, 2014.

Commissioner Ewing also reported that he had an opportunity to meet the new Assistant Superintendent, Human Resources, Felix Avila at the Special Olympics held at Village View School.

Commissioner Gooch had nothing to report.

Commissioner Poggrund stated that at the last Personnel Commission meeting, during the second public comments, there was mention of a perpetual plaque for the Classified School Employee of the Year. He asked whether this had been looked into.

Director Vellanoweth answered yes, that she and Michelle Eifert had a discussion about this. She stated that she and Ms. Eifert would likely make a visit to the award and trophy store in order to find something that is comparable to the Teacher of the Year plaques.

Commissioner Poggrund asked that Director Vellanoweth extend to Mr. Felix Avila, their welcome and that the Personnel Commission is very pleased to be working with him.

**DIRECTOR AND
STAFF REPORTS** Director Vellanoweth stated that a notification was sent to the applicant that was discussed in the Closed Session meeting of May 15, 2014, to advise him of the decision. There has been no response.

ADJOURNMENT Motion by Commissioner Ewing to adjourn the June 12, 2014, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Gooch, and carried with a 3:0 vote at 4:45 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 10, 2014

SUBJECT: Agenda Item No. 6.A.1: Job Description Revision – Instructional Assistant - Computer

Background Information

The Instructional Assistant – Computer job description was last reviewed and updated in June 2003. In November 2013 the Personnel Commission approved changes to the job description that were recommended in preparation for an upcoming recruitment. This job description is scheduled for a complete review by incumbents and supervisors in the fall of 2014.

Under a separate agenda item the Personnel Commission will be considering approval of a new classification entitled Instructional Assistant – Computer II. This class is designed to meet the District's need for an instructional position that will also provide for a higher and more complex level of technical knowledge and experience than that of an Instructional Assistant – Computer.

As the recommended higher level classification of Instructional Assistant – Computer II will be designated by a level "II" in its class title, it is recommended for clarification and consistency that the Instructional Assistant – Computer job title be changed to Instructional Assistant – Computer I. This proposed title change will not have any effect on the current salary of the position.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed title change of the classification of Instructional Assistant – Computer to Instructional Assistant – Computer I.

Attachment: Proposed revised job description for Instructional Assistant – Computer I dated July 10, 2014.

.....

Recommendation

The Director recommends the Personnel Commission review, discuss and adopt the proposed title change of the classification of Instructional Assistant – Computer to Instructional Assistant – Computer I.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT – COMPUTER I

JOB SUMMARY:

Under general supervision of the principal or designee, assists instructional staff and students in understanding, use and care of computer hardware and software; troubleshoots and performs general maintenance and repairs to computers and peripheral equipment; performs a variety of clerical tasks to support the student instructional program.

CLASS CHARACTERISTICS:

This classification is the first level of Instructional Assistants supporting technology programs of the District. Positions are distinguished from the class of Instructional Aide by their focus on providing information, instruction and direction to students and/or adults towards computer literacy. Incumbents must possess comprehensive knowledge of computer operations and be able to work independently. Some positions work in a laboratory setting, others in more individual or specialized environments.

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

Give instruction, tutor individuals and/or groups in computer operations and activities at an assigned school site; *E*

Meet with teachers to coordinate lessons and support classroom work; select proper instructional materials for students; *E*

Monitor and assist students in a variety of activities such as drill, practice, study habits and research in a variety of subject areas utilizing a variety of instructional materials/software according to instruction/guidance of certificated staff; *E*

Prepare equipment for students and staff use; operate and maintain a variety of computers and peripheral equipment; troubleshoot and perform general maintenance and repairs to computers and peripheral equipment, advise appropriate staff of needed repairs; *E*

Observe and control student behavior according to approved policies and procedures; *E*

Assist certificated staff with the presentation of learning materials; *E*

Under certificated direction, research and prepare instructional, motivational and other material as well as letters, notices and other communications; *E*

Maintain and provide technical support for a variety of computer and peripheral equipment; *E*

Update and maintain a variety of student databases and assist students and staff in conducting online assessments; *E*

Keep current in knowledge of computer hardware/software used at the school assigned; *E*

Serve as a resource for computer knowledge, operations and activities; *E*

Maintain and assist in maintaining an orderly, clean, attractive, stimulating and disciplined learning environment;

Perform a variety of clerical work such as filing, compiling duplicating and recording information and materials;

Communicate with other departments, staff, and school administrator(s) concerning the operation and maintenance of site computers and peripheral equipment;

Store and maintain inventory of equipment and materials;

Answer telephone;

Participate in meetings, conferences and in-service training programs as assigned;

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

SUPERVISION:

General supervision is received from the school principal or designee. Daily direction is received from a classroom teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, procedures, techniques and maintenance of computers, and associated peripheral hardware and software applications;
- Current trends in computer literacy;
- Computers and computer use in an instructional environment;
- Appropriate English usage, spelling, grammar and punctuation;
- Simple record keeping, basic mathematics;
- Subjects taught in District schools, including arithmetic, grammar, spelling, language, reading and keyboarding;
- General needs and behavior of children and basic instructional techniques.

Ability to:

- Rapidly learn and apply District and school procedures and practices;
- Accurately assess situations, independently make appropriate judgments;
- Provide instructional assistance and technical advice regarding computers Operate a variety of computer and peripheral equipment;
- Diagnose and repair minor computer problems;

- Determine what are and retain privileged communications;
- Change priorities rapidly based on school needs;
- Perform simple mathematical computations;
- Perform a variety of clerical tasks;
- Understand and carry out oral and written instructions;
- Observe and control student behavior according to approved policies and procedures;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy.

EMPLOYMENT STANDARDS:**Education:**

- Graduation from high school or equivalent.
- Additional education in personal computer usage and applications software is desirable.
- Pass the Instructional Assistant Competency Examination is required.

Experience:

- Six (6) months of experience resolving problems with computers, hardware, software and networking.
- Some experience involving the supervision of children's activities in an organized setting...

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 20 pounds; frequently uses arms, hands and fingers on both hands, communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or computer laboratory environment; works inside; has constant direct contact with students and other district staff and is frequently exposed to minor contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 5/96

Revisions effective 6/12/03, 11/14/2013

Proposed revisions effective 7/10/14

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 10, 2014

SUBJECT: Agenda Item No. 6.B.1.: ELIGIBILITY LIST(S)

Background Information

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

Following are the current lists for ratification:

2014 – 1	Maintenance Worker
2014 – 2	Child Care Program Facilitator
2014 – 3	Skilled Maintenance Worker
2014 – 4	Groundskeeper I

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2014 – 1, 2014 – 2, 2014 – 3, 2014 – 4.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 10, 2014

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

Background Information

At the Ocean View School District, Regular Board Meetings of June 17, 2014, (Exhibit A), and July 8, 2014, (Exhibit B), the Board of Trustees received the Classified Personnel Activity Lists for approval.

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

.....

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity Lists of June 17, 2014, (Exhibit A) and July 8, 2014, (Exhibit B).

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 17, 2014

Approve Employment

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>
Acevedo, Paola	Translator/Interpreter - Spanish (Substitute)	\$19,095 per hour	33.1	06/02/14
Andrew, Arthur	Child Care Attendant	\$13,189 per hour	18.1	05/22/14
Baker, Mary	Food Distribution Worker	\$13,189 per hour	18.1	06/03/14
Bergeron, Natalie	Instructional Assistant - Severely Disabled (Substitute)	\$15,676 per hour	25.1	05/28/14
Erickson, Steven	Custodian (Substitute)	\$16,890 per hour	28.1	05/07/14
Hall, Marianne	School Office Manager (Substitute)	\$20,577 per hour	36.1	05/28/14
	School Office Clerk (Substitute)	\$16,890 per hour	28.1	05/28/14
Harding, Maria	Instructional Assistant - EL	\$14,921 per hour	23.1	06/02/14
Jackson, Casey	Food Distribution Worker (Substitute)	\$13,189 per hour	18.1	05/12/14
Nix, James	Food Distribution Worker (Substitute)	\$13,189 per hour	18.1	05/12/14
Verdin, Kevin	Head Custodian (Substitute)	\$16,635 per hour	32.1	05/28/14
Wadsworth, Tracie	Child Care Attendant (Substitute)	\$13,189 per hour	18.1	05/21/14
Willson, Kent	Custodian (Substitute)	\$16,890 per hour	28.1	05/07/14

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 17, 2014

Approve Separation
In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Carranza, Misty	Food Distribution Worker (Substitute)	Resignation - No Longer Available	05/24/13	05/24/13
Escamilla, Gricelida	Parent/Teacher Conference Translator Food Distribution Worker (Substitute)	Resignation - No Longer Available	12/06/10	09/27/13
Harlow, Julie	Instructional Aide	Resignation - Another Job	11/12/13	05/09/14
Kaplan, Florence	Instructional Assistant - Severely Disabled (Substitute)	Resignation - No Longer Available	02/18/08	12/09/11
Ortiz, Allison	School Library Specialist	Resignation - Another Job	10/30/13	05/06/14
Rojas, Crystal	Instructional Aide (Substitute) Instructional Aide - Bilingual (Substitute) Instructional Assistant - Special Education (Substitute)	Resignation - No Longer Available	05/07/13	02/06/14
Valdez, Shaun	Custodian Head Custodian (Substitute)	Resignation - Another Job	03/23/06	08/20/14
Wiegman, Valerie	School Office Manager (Substitute) School Office Clerk (Substitute) Intermediate Clerk Typist (Substitute) Clerk Typist (Substitute) School Library Specialist (Substitute) School Health Technician (Substitute)	Resignation - No Longer Available	03/21/12	06/17/13

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 17, 2014

Approve Retirement

<u>NAME</u>	<u>POSITION</u>
Coopman, Brenda	Instructional Aide
Cordasco, Anna	Instructional Aide - Bilingual
Sanford, Terri	Child Care Attendant

<u>START</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
12/01/70	06/17/14
09/06/96	06/17/14
10/28/93	06/17/14

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

<u>NAME</u>	<u>POSITION</u>
Perez, Ruben	Custodian

<u>REASON</u>	<u>START</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Personal	6/18/2014	09/02/14

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
July 8, 2014

Approve Employment

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>
Luick, Maria	Translator/Interpreter (Substitute)	\$19,095 per hour		33.1	06/05/14
Miles, Nancy	School Office Manager (Substitute)	\$20,577 per hour		36.1	05/20/14
Ochoa, Carlos	Head Custodian (Substitute)	\$18,635 per hour		32.1	05/20/14

Approve Separation

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Eberhardt, Kelly	Instructional Aide	Resignation - Moving	10/06/06	06/17/14
Ortiz, Karla	Instructional Assistant - EL	Resignation - Moving	09/23/13	06/17/14
Pecoraro, Michelle	Instructional Assistant - Severely Disabled (Substitute)	Resignation - No Longer Available	05/31/12	06/17/14

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>START</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Lillard, Marsha	Instructional Assistant - Special Education	01/07/91	06/17/14

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Nunez, Stefanie	Instructional Assistant - ABA	Child Rearing Leave	7/14/2014 8/18/2014	07/25/14 08/29/14

Approve Professional Growth Payment

In accordance with Board Policy 4133:

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>	<u>EFFECTIVE</u> <u>DATE</u>
Villegas, Jessica	Child Care Attendant	\$343.125	07/09/14

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 10, 2014

SUBJECT: Agenda Item No. 8: Proposed New Classification – Instructional Assistant – Computer II

Background Information

Earlier this school year, the current Instructional Assistant – Computer at Vista View Middle School resigned. At that time the job description was shared with all principals having such a position at their site to make any necessary adjustments prior to conducting a recruitment. A recruitment was conducted yielding only two ranks of eligibles. Principal Amy Kernan interviewed the two rankings, and provided feedback to the Personnel Commission Office indicating that neither candidate met her site needs in the areas of experience or technical knowledge. As the hiring supervisor is entitled to three rankings, a new recruitment was opened.

In the meantime, the Director, Classified Personnel conferred with both Ms. Kernan and Roni Ellis, who supervises IT and coordinates the District's technology plan to discuss in further detail the duties and responsibilities required of the position. Upon review, the Director determined that although the duties and responsibilities described are indeed appropriate to a classified bargaining unit position, they are at a higher and more complex technical level than that assigned to an Instructional Assistant – Computer.

Several other options were reviewed utilizing current information technology classifications within the Network/Communications series of job classes. However, all of these classifications were at a much higher level of experience and technical support required by the site and did not encompass the instructional component of the position. In addition, there are no other current Instructional classifications that are appropriate, combining both the instructional aspect of the position in combination with the higher level of technical skill and experience.

Your Director is therefore recommending the establishment of a new classification entitled Instructional Assistant – Computer II. This classification would reflect the need for a position that is both instructional and technical in nature, with a higher level of technical capability than required of the existing Instructional Assistant – Computer class. In addition, with the implementation of Common Core testing and the increased number of computer devices and peripherals at each school site, this classification could potentially be utilized at multiple sites (in particular middle schools) requiring instructional assistance and a higher level technical support for students and staff.

Analysis

After reviewing the input provided by the District, research was conducted to collect information from outside agencies on positions that may be similar to what the District is proposing. The Director and Analyst reviewed and identified these similar positions, utilized them as a reference, and working with Principal Kernan and Ms. Ellis, developed a job classification and description entitled Instructional Assistant – Computer II, which accurately describes the duties, responsibilities and qualifications that are required.

**Proposed New Classification –
Instructional Assistant – Computer II
Page Two**

Salary

Comparable classifications in other districts are compensated as follows:

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Hourly Rate</i>	
Oxnard Elementary SD	Site Technology Technician	\$14.91	\$18.14
Santa Clara Unified SD	Computer/Technology Assistant	\$15.45	\$19.73
Fountain Valley	Instructional Asst Computer Lab	\$15.92	\$19.35
Anaheim Union HSD	Computer Lab Technician	\$16.17	\$21.32
La Habra City Elementary SD	Computer Technician	\$17.35	\$24.87
San Marcos Unified SD	Computer Lab Technician	\$17.78	\$22.67
Los Alamitos Unified	Computer/Audio-Visual Tech	\$22.76	\$27.65

Median Salary: Starting: \$16.17/hour Ending: \$21.32/hour

It is the Director's recommendation that the new classification be placed in the Instructional Series of classifications at Salary Range 27, \$16.470/hour to \$20.079/hour of the Classified Bargaining Unit Salary Schedule. This will establish the salary at the median of districts surveyed with positions that have comparable requirements. It will provide for a four range increase over the Instructional Assistant – Computer classification at Salary Range 23, in order to compensate for the higher level of technical experience and expertise and will also provide for internal equity within other job classes with similar levels of responsibility.

The Instructional Series of jobs would look as follows:

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

**Proposed New Classification –
Instructional Assistant – Computer II
Page Three**

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 Instructional Assistant – Computer II. It is also recommended that the new class be placed at Salary Range 27, \$16.470 to \$20.079, per hour, be assigned to the Instructional Series of classifications within the CSEA bargaining unit and be eligible for overtime compensation in accord with Education Code 45128.

Attachments: Draft of proposed new classification Instructional Assistant – Computer II, dated 7/10/14



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - COMPUTER II

JOB SUMMARY:

Under general supervision, performs a wide variety of services associated with the instructional program in the computer lab, classrooms, and other school site facilities; provides instructional and technical assistance individually and in groups to students and staff; responsible for operating, maintaining, troubleshooting, repairing computer hardware, software and other technology equipment.

CLASS CHARACTERISTICS:

This classification is the second level of Instructional Assistants supporting technology programs of the District. Positions are distinguished from the class of Instructional Assistant Computer by their focus on setting up and overseeing a site based computer lab, assisting staff in using mobile labs, performing site based duties in the maintenance and repair of computer equipment, software, and peripheral devices. This is an instructional position having considerable contact with students, and school staff generally supportive of instruction. Incumbents work within a framework of established procedures and are expected to perform a wide variety of computer technical operation and instructional support.

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

Provide instructional assistance to individuals or groups of students using computer equipment and software; answer questions, load, restore, and start programs as needed; assist students in utilizing computer equipment and instructional material for projects; *E*

Confer with and assist instructional personnel in planning and choosing appropriate software to compliment lesson plans, order or recommend purchase of software and supplies as needed; preview and evaluate programs for purchase; *E*

Demonstrate and instruct students in the appropriate use of computers and peripheral equipment; monitor individual or groups of students in computer activities and correct student work as assigned; *E*

Observe and control behavior of students according to approved procedures; report progress regarding student behavior; maintain student records related to use of computers and peripheral equipment; *E*

Perform a variety of clerical duties including preparing and maintaining records of classroom, computer lab activities, schedules, assignments, use, student records and software program and inventory catalog; *E*

Evaluate and resolve computer problems, troubleshooting moderately difficult hardware and software problems making repairs when possible; *E*

Troubleshoot, repair and assist site staff with set-up of technology equipment; *E*

Install, maintain and repair computer lab and/or classroom hardware and software packages; *E*

Assure proper operation and security of the computer lab; operate, adjust and assure the internal and external cleanliness of computers, disk drives, printers, perform minor maintenance on a variety of network and stand-alone computers; *E*

Facilitate regular maintenance of hardware and software in conjunction with District Information Services Department; *E*

Maintain a clean, orderly, and functional computer lab; perform regular cleaning of computer peripherals, mobile devices, and audio-visual equipment; *E*

Participate in meetings, in-service training programs as assigned;

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

SUPERVISION:

General supervision is received from the site principal.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation, adjustment and maintenance of computer and peripheral equipment;
- Network, hard disk computer system, operating systems, programs for computer assisted instruction;
- Computers and computer use in an instructional environment;
- Basic subjects taught in District schools, including arithmetic, grammar, language, reading, and typing;
- Basic record keeping techniques;
- Commonly used software such as Microsoft Office programs and internet browsers
- Principles of computer maintenance and techniques;

- Child guidance and practices.

Ability to:

- Provide instructional assistance to students in a classroom environment;
- Set-up new computers, including formatting disks and installing software;
- Operate and demonstrate the use of computers and peripheral equipment;
- Select programs and related materials appropriate for subject and grade level according to established guidelines;
- Learn methods and procedures required to effectively coordinate the operation of a school computer lab;
- Communicate effectively with children and adults;
- Observe and control student behavior according to approved policies and procedures;
- Use Microsoft Office, and Smart board software;
- Follow written and oral instructions;
- Work independently with minimal direction;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:**Education:**

- High school diploma or equivalent.
- Associate degree in computer science or related field is desirable;
- Pass the Instructional Assistant Competency Examination is required.

Experience:

- One (1) year of computer operations experience including the troubleshooting and maintenance of computer hardware and software.
- Some experience working with school-age children in an organized setting.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Works inside in a normal office environment, predominately seated, using a computer, calculator and telephone; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office environment; has direct and indirect contact with other district staff; works without guidance from supervisor; may work with high volume, tight deadlines and be subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Proposed New Classification Effective: 7/10/14

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 10, 2014

SUBJECT: Agenda Item No. 9: Removal of Inactive Job Classifications

Background Information

The classified salary schedule is becoming a bit cluttered with classifications that are no longer in use. Now that the second of the three year cycle of job description reviews is complete, it is recommended by the Director, Classified Personnel to remove the job classifications within those job series reviewed that are no longer in use. These inactive classifications would also be removed from the salary schedule.

The Director has shared this proposal to remove the inactive classes with Assistant Superintendent, Human Resources Felix Avila and with CSEA.

Your Director brings this to the Commission's attention, should they be asked what happened to a specific classification. These classifications would not be taken out of the classified service; they would only be removed from the salary schedule. The fact remains that the Personnel Commission has adopted these class specifications at some point in time, when the duties described were being assigned by the Board. Now that these specific duties are no longer being assigned, the associated job descriptions would be placed in an inactive file. They would remain part of the classified service and could be reactivated and updated at any point in time by the Commission, should the Board once again assign those specific duties.

This same type of request was agreed to by the District Administration and CSEA, and presented to the Commission in memo format last July at the conclusion of the first cycle of job description reviews. Your Director recommends this come to the Commission as an agenda item so that there will be a historical record of the status of these classifications.

Attached is a copy of the classified salary schedule. The job series that were reviewed this year and the proposed inactive classes to be removed are highlighted. These classifications include:

- Equipment Mechanic
- Grounds/Gardener Lead Worker
- Health and Welfare Technician
- Heating, Ventilation and Air Conditioning Mechanic – Energy Conservation Coordinator
- IT Support Specialist
- Sprinkler Repair Worker

Removal of Inactive Job Classifications
Page Two

In addition, the Director recommends revising the title of the Gardening Series to Grounds Series. This will be more reflective of the terminology used in the job classifications within that series.

Each year with the review of another 1/3 of classified job descriptions, the Director will review those classifications no longer in use and will recommend to the Commission which, if any, should be removed from the salary schedule.

Attachment: 2014-2015 Classified Bargaining Unit Range Placement, dated 7/1/14.
(Classes being removed are highlighted)

.....
Recommendation

The Director recommends that the Personnel Commission review, discuss and approve of the removal of the inactive classifications of Equipment Mechanic, Grounds/Gardener Lead Worker, Health and Welfare Technician, Heating, Ventilation and Air Conditioning Mechanic – Energy Conservation Coordinator, IT Support Specialist, Sprinkler Repair Worker, and retitle the Gardening Series to Grounds Series.

OCEAN VIEW SCHOOL DISTRICT

2014-2015* Classified Bargaining Unit Range Placement

ACCOUNTING SERIES

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

CHILD CARE SERIES

18 Child Care Attendant
32 Child Care Program Facilitator

CLERICAL SERIES

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

CUSTODIAL SERIES (Reviewed 2013/2014)

28 Custodian
32 Head Custodian

DELIVERY SERIES (Reviewed 2013/2014)

31 Delivery Worker
37 Storekeeper

FOOD SERVICE SERIES (Reviewed 2013/2014)

18 Food Distribution Worker
35 Central Kitchen Coordinator

GARDENING GROUNDS SERIES (Reviewed 2013/2014) **

31 Groundskeeper I
32 Sprinkler Repair Worker
33 Grounds Equipment Operator
34 Groundskeeper II
35 Grounds Maintenance Worker
37 Sprinkler Mechanic
39 Grounds/Gardener Lead Worker

HEALTH SERIES

26 School Health Technician

HUMAN RESOURCE SERIES

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

INSTRUCTIONAL SERIES

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

LIBRARY/MEDIA SERIES

27 School Library Specialist
34 Library/Instructional Materials Technician

MAINTENANCE SERIES (Reviewed 2013/2014)

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

NETWORK/COMMUNICATIONS SERIES (Reviewed 2013-2014)

37 Field Service Technician
40 Information Technology Support Specialist
45 Computer/Multimedia Technician
45 Database Analyst
50 Network Systems Manager

PRINTING SERIES (Reviewed 2013/2014)

33 Reprographic Technician

PURCHASING SERIES

34 Senior Purchasing Clerk
38 Buyer

SECRETARIAL SERIES

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

SPECIAL PROGRAM SERIES

19 ALC Attendant
23 Community Liaison/Bilingual Assistant
23 Community Resource Coordinator
25 Parent Educator
27 American Indian Education Program Assistant
31 Community Liaison
31 American Indian Education Project Coord
38 Public Information Assistant

TRANSPORTATION SERIES (Reviewed 2013/2014)

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

* Salaries effective 7/1/07. Retroactive Across the Board Increase of 4% Board approved 12/11/07. At beginning of 10th year of employment and each succeeding year, employees receive a 1% longevity increase above base pay until a maximum of 8% is reached.

** Retitle of series from Gardening Series to Grounds Series

Schedule Updated 7/1/14

OCEAN VIEW SCHOOL DISTRICT
Classified Bargaining Unit
Master Salary Schedule
2014-2015

	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
RANGE	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Step 4 Monthly	Hourly	Monthly	Hourly
10	1819	10.827	1912	11.378	2007	11.949	2108	12.545	2216	13.189
11	1863	11.089	1958	11.653	2057	12.244	2162	12.867	2270	13.510
12	1912	11.378	2007	11.949	2108	12.545	2216	13.189	2329	13.858
13	1958	11.653	2057	12.244	2162	12.867	2270	13.510	2386	14.199
14	2007	11.949	2108	12.545	2216	13.189	2329	13.858	2445	14.554
15	2057	12.244	2162	12.867	2270	13.510	2386	14.199	2506	14.921
16	2108	12.545	2216	13.189	2329	13.858	2445	14.554	2570	15.296
17	2162	12.867	2270	13.510	2386	14.199	2506	14.921	2633	15.676
18	2216	13.189	2329	13.858	2445	14.554	2570	15.296	2700	16.070
19	2270	13.510	2386	14.199	2506	14.921	2633	15.676	2767	16.470
20	2329	13.858	2445	14.554	2570	15.296	2700	16.070	2837	16.890
21	2386	14.199	2506	14.921	2633	15.676	2767	16.470	2907	17.303
22	2445	14.554	2570	15.296	2700	16.070	2837	16.890	2979	17.730
23	2506	14.921	2633	15.676	2767	16.470	2907	17.303	3053	18.176
24	2570	15.296	2700	16.070	2837	16.890	2979	17.730	3130	18.635
25	2633	15.676	2767	16.470	2907	17.303	3053	18.176	3208	19.095
26	2700	16.070	2837	16.890	2979	17.730	3130	18.635	3290	19.580
27	2767	16.470	2907	17.303	3053	18.176	3208	19.095	3374	20.079
28	2837	16.890	2979	17.730	3130	18.635	3290	19.580	3457	20.577
29	2907	17.303	3053	18.176	3208	19.095	3374	20.079	3542	21.083
30	2979	17.730	3130	18.635	3290	19.580	3457	20.577	3632	21.615
31	3053	18.176	3208	19.095	3374	20.079	3542	21.083	3722	22.153
32	3130	18.635	3290	19.580	3457	20.577	3632	21.615	3815	22.704
33	3208	19.095	3374	20.079	3542	21.083	3722	22.153	3909	23.268
34	3290	19.580	3457	20.577	3632	21.615	3815	22.704	4007	23.852
35	3374	20.079	3542	21.083	3722	22.153	3909	23.268	4108	24.449
36	3457	20.577	3632	21.615	3815	22.704	4007	23.852	4210	25.060
37	3542	21.083	3722	22.153	3909	23.268	4108	24.449	4316	25.689
38	3632	21.615	3815	22.704	4007	23.852	4210	25.060	4426	26.345
39	3722	22.153	3909	23.268	4108	24.449	4316	25.689	4534	26.989
40	3815	22.704	4007	23.852	4210	25.060	4426	26.345	4648	27.665
41	3909	23.268	4108	24.449	4316	25.689	4534	26.989	4763	28.354
42	4007	23.852	4210	25.060	4426	26.345	4648	27.665	4883	29.063
43	4108	24.449	4316	25.689	4534	26.989	4763	28.354	5004	29.790
44	4210	25.060	4426	26.345	4648	27.665	4883	29.063	5130	30.539
45	4316	25.689	4534	26.989	4763	28.354	5004	29.790	5260	31.313
46	4426	26.345	4648	27.665	4883	29.063	5130	30.539	5389	32.081
47	4534	26.989	4763	28.354	5004	29.790	5260	31.313	5524	32.881
48	4648	27.665	4883	29.063	5130	30.539	5389	32.081	5663	33.708
49	4763	28.354	5004	29.790	5260	31.313	5524	32.881	5805	34.555
50	4883	29.063	5130	30.539	5389	32.081	5663	33.708	5951	35.420